



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
August 15, 2019 7:00AM

MINUTES

Chair Kelle Tobolic called the meeting to order at 7:00am.

Roll Call

Members Present: Chair Kelle Tobolic, Vice-Chair Jennifer Antel, Secretary Robin Beckwith, Treasurer Natalie Garcia, Daniel Jeffery, Mayor Tim Bala, Jason Hancock and Brian Sweebe.

Members Absent: Aaron Wassenaar

Others Present: MSD Julia Sturvist and City Manager Josh Eggleston

Excused Absence

A **motion** was made by Jennifer Antel to excuse Aaron Wassenaar from today's meeting, **seconded** by Robin Beckwith: **motion approved unanimously.**

Agenda Approval

A motion was made by Jennifer Antel to approve today's agenda, **seconded** by Tim Bala: **motion approved unanimously.**

Public Hearings *(None)*

Approval of Minutes

A **motion** was made by Natalie Garcia to approve July's Meeting Minutes, **seconded** by Brian Sweebe; **motion approved unanimously.**

Other Minutes for Review *(None)*

Comments from the Public *(None)*

City Staff Communications

City Manager Josh Eggleston said the picnic tables that Modern Woodmen of America helped DPW with were placed under the ITC Pavilion on August 10th.

Director's Report

MSD Julia Sturvist gave an update on the Main Street Celebration and Movies on Main Street. Julia

submitted two Match on Main proposals and is waiting to hear back. She submitted the CIRD Grant in collaboration with Vicki Gless, in which we will hear back in September. Julia also met with Laura Krizov and Leigh Young from MMS, as well as Sue DeVries from the CAT, MEDC to receive an overview of her role within the state organization and to receive additional onboarding training. Julia will be shadowing the DDA Director in Niles in the fall. Julia met with Jennie to hear about her Farmers Market ideas and suggestions and will help her with her exit paperwork. Julia continues to meet and schedule meetings throughout the community and state to create connections.

Upcoming Dates to Note:

Julia is out of the office August 15-29th for wedding/honeymoon

August 23rd is Jennie's last day of service with the Farmers Market

September 19-20 Main Street Program New Director Training, Lansing

October 1st DDA Board Training with Michigan Main Street, Wayland 5pm-7pm

October 7-8th Main Street Training, Grand Haven

October 9th BUILD Institute Conference

Financial Report

Treasurer Natalie Garcia went through the YTD Financial and will check into the details of where the misc. revenue of \$550.50 is from.

Committee Reports

Design: They will be meeting on Monday, August 19th at 5pm

Promotion: The meeting might be rescheduled for next Thursday. Movies on Main Street is going well. The next big project will be Shop Local Saturday. Right now we are focusing on details from the Main Street Celebration to make notes of what to improve upon. Donations for Main Street Celebration will be requested earlier next year.

Economic Restructuring (WERC): A new participant showed up at the last meeting and would like to become more involved.

Old Business (None)

New Business

14.1 Farmers Market Finding

Jennie Stephenson created a market recommendation sheet that she will leave for MSD Julia Sturvist. Her recommendations include having a person to champion the market, a shift in time for the market to be from 3-6pm on Tuesdays and 9am-1pm on Saturdays, to become a Michigan Farmers Market Association member, to sign up for specific trainings, who to coordinate with to possibly extend an indoor winter market, to enroll in some food assistance programs, who to contact for media coverage, as well as when to complete the recommendations.

Comments from the Board and City

Robin Beckwith: Excellent Job Jennie!

Natalie Garcia: Thank you Jennie and we will keep up on the Farmers Market.

Daniel Jeffery: Thank you!

Jason Hancock: The Flyers and Posters for the Farmers Market were really good.

Tim Bala: You put a lot of work into this Jennie and it also sounds like Julia is getting married.

Kelle Tobolic: Josh, we will arrange the time to meeting MMS on October 1st; and thank you Jennie!

Jennifer Antel: Thank you Jennie and Good Luck Julia!

Brian Sweebe: Congrats Julia and thank you Jennie!

Being no further business, Chair Kelle Tobolic declared the meeting adjourned at 7:55am