

**CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES**

**Thursday, June 17, 2010
City Hall – City Council Chambers**

Chair Mike Salisbury called the regular meeting to order at 12:03 PM.

ROLL CALL

Members Present: Chair Mike Salisbury, Mayor Tim Bala, Karen Gregersen, Joe Hamilton, Ron House (arrived @ 12:10 PM), Monte Listopad, Army Rodriguez & Clare Vilenski

Members Absent: Stuart Isenhoff (contacted staff of absence)

Others Present: City Manager Chris Yonker, City Finance Director Bhama Cairns & County Commissioner Don Black

PUBLIC HEARINGS: None scheduled

APPROVAL OF DDA MEETING MINUTES

Moved by Joe Hamilton, **seconded** by Clare Vilenski to approve the Minutes of the May 20, 2010 regular meeting as submitted with the meeting packet. **Motion passed; all Yes.**

Moved by Joe Hamilton, **seconded** by Karen Gregersen to approve the Minutes of the May 25, 2010 special meeting as submitted with the meeting packet. **Motion passed; all Yes.**

OTHER MINUTES FOR REVIEW

By consensus, the Board accepted the minutes of the following meetings into the record:

- City Council Meetings
 - May 17, 2010
- Planning Commission Meetings
 - April 13, 2010

COMMENTS FROM THE PUBLIC: None

CITY STAFF COMMUNICATIONS:

The City Manager noted that the City Council at its June 7th meeting had re-appointed Mike Salisbury to the DDA Board for a four-year term running November 1, 2009 through October 31, 2013. He stated that with the addition of Mr. Rodriguez, the DDA Board was now at its full strength of nine members.

REVIEW OF MI MAIN STREET (MMS) PRESENTATION MADE JUNE 9TH @ MSHDA IN LANSING

Chair Mike Salisbury summarized the formal presentation to the MMS Program Advisory Committee in Lansing on June 9th. He related that he had heard all positive comments from the 23 persons who traveled to Lansing, as well as from the MSHDA staff & MS Advisory Committee. He was impressed with the number of people involved in the production, and was proud that each one had ownership of a portion of the show. This represented a microcosm of the MS program. A formal press release was issued regarding the presentation. Successful applicants will be notified in late June.

Those in attendance expressed similar comments about the presentation, noting that it was well balanced between entertainment & content, showed enthusiasm, had every generation represented, and involved new faces, even in the planning.

POSSIBLE MODIFICATIONS TO DDA DOWNTOWN FAÇADE RENOVATION GRANT PROGRAM

Mr. Yonker summarized the discussion on this issue at the previous meeting regarding the program's requirement that a property owner reimburse the DDA a portion of the grant should the building be sold within five years of receiving the grant funds. The City Manager sought the input of the DDA Board as to whether it would entertain the possibility of granting the owners the funds even though it new upfront that the building was already for sale. He noted that the owners of the former Poppa Tom's Restaurant in the downtown had originally shown some interest in the program, but since declined participation due to the DDA's previous discussion regarding the original intent of the program not being geared toward renovation of vacant buildings.

Board members expressed the following comments on whether to modify the grant program guidelines to allow for this type of situation:

- repair of the façade would help recruit more business people downtown
- we need to be more proactive in our downtown efforts, especially in light of the recession
- possibly consider a grant for an existing business, & a deferred loan for an incoming business
- ownership of a building should not be the issue; the purpose of the program as stated in the program's guidelines is to improve the vitality & diversity of the downtown through the renovation of the exterior frontages of buildings
- we can better control the design aspects of a façade project if it is partially funded by the DDA
- if a project involves only the repair & maintenance of an existing façade, there may be exemptions available under the State tax code as far as increases in assessed values
- even though the building was vacant and for sale, it represented a key asset to the downtown
- it could lead to a quicker sale & the filling of a vacant space with an active business

Joe Hamilton left at 12:45 PM.

The Chair suggested that the Board consider removing the following statement in the guidelines: "The property owner shall further agree not to sell the property for a five-year period." He also recommended that wording be added stating that a lien would be placed on the property as a part of the program requiring payback if the property were to be sold. Ron House moved to authorize the above two recommendations; seconded by Arny Rodriquez. **Motion passed; all Yes.**

MODIFICATIONS TO WAYFINDING SIGNS

Monte Listopad stated that he had obtained a price of \$75/sign to have the City's logo affixed to the rear of the seven existing wayfinding signs, which would result in a total expense of \$525. He also felt that there could be additional directional signage on the rear of some of the signs, such as for the new Fine Arts Center, Wayland Area EMS, MI State Police & others.

Consensus of the Board was to consider only the logo option at this time. Moved by Mr. Listopad, seconded by Ron House to table the authorization for the installation of the logos until the Downtown Task Force could review and comment on the proposal; **Motion passed; all Yes.**

PLANNING FOR CELEBRATION EVENT IF WAYLAND IS ACCEPTED INTO THE SELECTED LEVEL OF MMS PROGRAM

Chair Salisbury requested input from Board members as to dates & activities for a celebration event should Wayland be named a Selected Level member of the MMS program. He felt that a Friday night in late July, such as the 23rd or 30th would work. Much would depend on the availability of the people that performed the presentation on June 9th. His hope was to perform the entire 45-minute presentation so that those who came to the celebration would have a better understanding of the MS program. Consensus was to meet again shortly after the July 4th holiday to further refine the details of the celebration event.

REQUESTS FOR REIMBURSEMENT OF EXPENSES FOR JUNE 9TH MSHDA PRESENTATION

Monte Listopad moved, seconded by Karen Gregersen to authorize the reimbursement of the following expenses incurred for the June 9th presentation @ MSHDA:

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|----------------------------------------------------------|--------------|
| • Music royalty/licensing fees (Mike Salisbury): | \$ 166.87 |
| • “MI Main St. Man” costume (Chamber of Commerce): | 34.82 |
| • Chocolates for MS Advisory Board (Awesome Chocolates): | <u>95.00</u> |
| Total: | \$ 296.69 |

Motion passed; all Yes.

COMMENTS FROM DDA MEMBERS

Mr. Rodriguez expressed his thanks for allowing him to serve on the DDA Board. He feels that great positive moves are being made in town, especially the downtown and the MS program.

Ms. Gregersen was excited about the direction the DDA and new MS program were headed.

Mr. Yonker asked the Chair if the Board should be selecting its new officers in July, or if the selection could be held later in the year after new terms began in November. The Board may wish to consider this as it revisits the overall by-laws as a part of the MS program.

ADJOURNMENT

Being no further business, the Chair declared the meeting adjourned at 1:20 PM.

Respectfully submitted,

Chris A. Yonker
City Manager