

**CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES**

**12:00 PM – Thursday, July 22, 2010  
City Hall – City Council Chambers**

Chair Mike Salisbury called the regular meeting to order at 12:12 PM; a quorum being present.

**ROLL CALL**

Members Present: Chair Mike Salisbury, Mayor Tim Bala, Karen Gregersen, Ron House & Stuart Isenhoff

Members Absent: Joe Hamilton, Army Rodriguez & Clare Vilenski (all 3 contacted staff of absence) & Monte Listopad

Others Present: City Manager Chris Yonker

**PUBLIC HEARINGS:** None scheduled

**APPROVAL OF DDA MEETING MINUTES**

**Moved** by Karen Gregersen, **seconded** by Tim Bala to approve the Minutes of the June 17, 2010 regular & July 2, 2010 special meetings 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
  - June 7 & 21, 2010
  - July 6, 2010

**COMMENTS FROM THE PUBLIC:** None

**CITY STAFF COMMUNICATIONS:**

The City Manager noted that he was preparing a database of the potential volunteers for the Wayland Main Street (MS) program who signed up at the public celebration event held July 8, 2010. He would provide this to the DDA/MS Board for its use. After reviewing it, Board members should contact the City Manager to have any additional volunteers added to the list.

Mr. Yonker agreed to prepare invoices for the contributions to the MS program from the private sector & individuals. These funds, along with reimbursements for the parade volunteer shirts, will be placed in a new revenue line item within the DDA/MS program budget.

**CRITIQUE OF WAYLAND MAIN STREET DOWNTOWN CELEBRATION EVENT HELD JULY 8<sup>TH</sup>**

Chair Salisbury mentioned that he had been contacted by AT&T regarding the possibility of placing a picture or collage of pictures of the MS celebration on the front of the upcoming telephone book. He would contact the Chamber Executive Director to review the photos taken during that event.

Board members related the following comments heard from participants @ the event:

- Need for public restrooms or porta-johns
- Challenges with providing sound for an outdoor event
- Good food & great that it was the downtown restaurants providing the food

- Location was perfect in the one block of S. Main St. (core retail area), while leaving N. Main & Superior Streets open for traffic
- Press conference was well attended; great press coverage of MS announcement & event
- Great to see Laura Krizov, MMS Manager, & her family @ the evening event (she noted that she had not seen a celebration event like this by other communities in her seven years @ the MMSC)
- Laura also commented to Board @ the special meeting held 7/8 that the Wayland community's presentation @ the MMS offices in Lansing on June 9<sup>th</sup> was one of the best ones they had seen.

#### **REVISIONS TO DOWNTOWN FAÇADE RENOVATION GRANT PROGRAM GUIDELINES**

**Moved** by Stuart Isenhoff, **seconded** by Ron House to approve the revised language on page 2 of the Façade Program Guidelines as presented in the meeting packets and to also revise the program boundary in the guidelines to reflect the newly designated Main Street program boundary accepted by the MMSC as part of the application process for the Selected Level of the MMS program. **Motion passed; all Yes.**

#### **RESOLUTION 2010-02: AUTHORIZE EXECUTION OF THE MMS PROGRAM AGREEMENT W/MSHDA**

**Moved** by Karen Gregersen, **seconded** by Ron House to adopt Resolution 2010-02, which would authorize the execution of the MMS "Community Requirements & Expectations Agreement" with MSHDA by the DDA/MS Board Chair. The City Manager noted that the City Council had previously authorized him to execute the document on behalf of the City. **Motion passed; all Yes.**

#### **SET TIME/LOCATION FOR AUGUST 5, 2010 MS BOARD MEMBER TRAINING SESSION**

Following discussion, the Board consensus was to hold the August 5<sup>th</sup> MS Board Member training session from 11:30 AM to approximately 1:30 PM in the training room at the City Public Safety building @ 160 W. Superior Street. The City Manager agreed to contact Laura Krizov @ the MMSC and the Police & Fire Chiefs to determine if the time & location are acceptable. The Chair agreed to arrange for providing pizza and beverages for the lunchtime meeting.

#### **REVIEW OF MS MANAGER JOB DESCRIPTIONS, EMPLOYMENT AGREEMENTS & OTHER MATERIALS**

Following discussion, the Board consensus was as follows:

- Establish a small ad hoc committee to devise a draft job description, as well as a schedule & process for the advertising, interviewing & hiring of the MS Manager
- Ad hoc committee to be comprised of the Chair, Vice Chair, Mayor & City Manager
- Set a tentative ad hoc committee meeting for 12:00 PM (noon), July 29<sup>th</sup> @ McDuff's Bar & Grille to prepare the above draft description, schedule & process
- Set a special full DDA/MS Board meeting for 10:30 AM to 11:30 AM prior to the MS Board Training Session @ the Public Safety building to review the draft information prepared by the ad hoc committee.

**COMMENTS FROM DDA MEMBERS:** None

#### **ADJOURNMENT**

Being no further business, the Chair declared the meeting adjourned at 12:50 PM.

Respectfully submitted,

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Chris A. Yonker  
City Manager