

**CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/
MAIN STREET BOARD
MINUTES**

**Special Meeting
Thursday, September 9, 2010
City Hall – City Council Chambers**

Chair Mike Salisbury called the special meeting to order at 12:00 PM.

ROLL CALL

Members Present: Chair Mike Salisbury, Karen Gregersen, Joe Hamilton, Ron House, Army Rodriguez, Clare Vilenski & Mayor Tim Bala

Members Absent: Stuart Isenhoff & Monte Listopad (each notified staff of absence)

Others Present: City Manager Chris Yonker, Alicia Verardi, Councilmember Ron Kobish

PUBLIC HEARINGS: None scheduled

APPROVAL OF DDA MEETING MINUTES

Moved by Karen Gregersen, **seconded** by Joe Hamilton to approve the Minutes of the August 26, 2010 special meeting as submitted with the meeting packet with one correction in the third line of page 3 changing “brining” to “bringing.” **Motion unanimously approved.**

OTHER MINUTES FOR REVIEW

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

- City Council Meeting of August 16, 2010

COMMENTS FROM THE PUBLIC: None

CITY STAFF COMMUNICATIONS

City Manager Chris Yonker distributed copies of an article titled “DDAs: A Tool in Economic Revitalization,” as published in the May/June MI Association of Planning Michigan Planner newsletter.

Mr. Yonker also passed around the new cover of the October 2010 AT&T Wayland area telephone book, which featured a photograph of the Wayland Main Street (MS) program Celebration Event held in downtown on July 8th, as well as the Wayland MS logo.

OLD BUSINESS: CONTINUED DISCUSSION- LOGISTICS FOR 10/13-14/10 MS BASELINE ASSESSMENT

Chair Mike Salisbury reviewed the proposed schedule and work item summary for the upcoming MI Main Street (MMS) Baseline Assessment process, which will be held October 13-14, 2010 in Wayland. He noted that the schedule involves the full board in three sessions:

1. Wednesday from 5:15 – 6:15 PM with the Baseline Assessment Team
2. Wednesday from 6:30 – 7:30 PM for a tentative public reception
3. Thursday from 5:30 – 7:00 PM with the Baseline Assessment Team for a wrap-up meeting

Mr. Salisbury stated that our new Main Street Manager would be working with the assessment team throughout the two-day visit, but would need assistance with coordinating the logistics for the individual meetings and events. Clare Vilenski, Karen Gregersen and Joe Hamilton volunteered to assist the

Manager in arranging the details for the assessment. Mr. Yonker will be forwarding to the Manager the databases for the board members as well as the MS volunteers.

AD HOC COMMITTEE RECOMMENDATION ON APPOINTMENT OF WAYLAND MAIN ST. MANAGER

The Chair reviewed the results of the process to recruit the Wayland MS program's first Manager. The Committee had scheduled 2nd interviews with three finalists:

- Krista Dornfried, Ferndale, MI
- Jonathon Hallberg, Wayland, MI
- Alicia Verardi, West Bloomfield, MI

Prior to the 2nd interview, Ms. Dornfried had taken the position as Hart's new MS Manager. The Committee then interviewed the remaining two candidates on Thursday, September 2. The finalists were given scenario-based questions. As a result of the 2nd interviews, the Committee unanimously selected Ms. Verardi to recommend to the full DDA/MS board as the community's first MS Manager. The City Manager concurred with the Committee's recommendation. The Chair contacted Ms. Verardi, who has accepted the position, subject to the approval of the Board, a background check and a drug screen.

Moved by Joe Hamilton, **seconded** by Karen Gregersen to confirm the hiring of Alicia Verardi as the MS Manager, subject to a background check & drug screen, and at the following salary & paid benefit levels:

<u>Item</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
Salary (bi-weekly pay periods)	\$ 2,667	\$ 33,000
Medical Insurance- Employee only (Priority Health HMO/HSA)	263	3,156
Health Savings Account (HSA) - Paid by DDA	<u>100</u>	<u>1,200</u>
Subtotal Original Employment Offer	\$ 3,030	\$ 37,356

Mr. Yonker noted that the Ms. Verardi would be eligible to contribute additional pre-tax funds through payroll deduction to the HSA account, up to the annual IRS maximum. **Motion unanimously approved.**

AD HOC COMMITTEE RECOMMENDATION RE: ANCILLARY FRINGE BENEFITS FOR MS MANAGER

The Chair stated that the Committee had reviewed the DDA/MS Budget and based on the above-approved salary & medical benefit costs, recommended the Board consider extending the following ancillary paid benefits to MS Manager Verardi (for the employee only):

<u>Item</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
Dental Insurance (Guardian)	\$ 34	\$ 408
Vision Insurance (Guardian-VSP)	14	168
Life (\$50k)/AD&D Insurance (Guardian)	16	192
Short-Term Disability Insurance (Guardian)	15	180
Long-Term Disability Insurance (Guardian)	<u>25</u>	<u>300</u>
Subtotal Ancillary Benefits	\$ 104	\$ 1,248
Grand Total Original Offer & Ancillary Benefits	\$ 3,134	\$ 38,604

The City Manager noted that the above monthly and annual costs for the ancillary benefits were estimated based on similar costs for other City employees and would be subject to underwriting by the insurance carriers. **Moved** by Army Rodriguez, **seconded** by Clare Vilenski to accept the Committee's recommendation to extend the above ancillary benefits for the employee only to the MS Manager; **motion unanimously approved by a roll call vote.**

Mr. Yonker confirmed for the Board that the above employment package did not include access for the MS Manager to the City's defined-benefit pension plan through the Municipal Employees Retirement System (MERS). Ms Verardi would be eligible, however, to participate in the City's deferred compensation program on a pre-tax payroll deduction basis with the International City Management Association- Retirement Corporation (ICMA-RC). This would be at her cost, but would be more portable should she leave the City's employment. She would have ownership & control over the investment of the funds; there also is no vesting period as is required under the MERS program.

REQUEST FOR AUTHORIZATION TO COVER MANAGER'S REGISTRATION & EXPENSES TO ATTEND MI DOWNTOWN CONFERENCE SEPTEMBER 13-14, 2010 IN BAY CITY, MI

The Chair requested the Board's consideration to cover the MS Manager's registration, lodging, travel & meal expenses (2 nights) to attend the 2010 MI Downtown Conference. **Moved** by Karen Gregersen, **seconded** by Ron House to cover the Manager's attendance and expenses for the MI Downtown Conference; **motion unanimously approved.**

ANNUAL DDA/MS MEMBERSHIP IN MI DOWNTOWN ASSOCIATION (MDA)

Moved by Mike Salisbury, **seconded** by Arny Rodriguez to authorize the DDA/MS membership in the MDA; **motion unanimously approved.** Annual dues are \$200.

COMMENTS FROM DDA MEMBERS

The Chair asked Ms. Verardi to give the Board a brief bio of herself. Following, each Board member welcomed Ms. Verardi to her new position in Wayland.

Councilmember Ron Kobish also congratulated the new Manager. He stated that he was recently in Boyne City, another MS community, and was impressed with the progress they had made & the amount of people in their downtown. He had high hopes that Wayland's downtown could achieve the same level of success.

ADJOURNMENT

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

Respectfully submitted,

Chris A. Yonker, City Manager