



**CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/
MAIN STREET PROGRAM
BOARD OF DIRECTORS**

**City Hall – Council Chambers
103 S. Main Street
October 17, 2013
12:00PM**

Minutes

Chair Mike Salisbury called the meeting to order at 12:06PM.

ROLL CALL:

Members present: Mayor Tim Bala, Chair Mike Salisbury, Vice Chair Army Rodriguez, Treasurer Ron House, Secretary Karen Gregersen, Jennifer Antel, and Denise Behm

Members absent: Esther Saunders

Others present: MS Manager Alicia Zylstra and Wightman & Associates, Inc. Planning Engineer Mickey Bittner

AGENDA APPROVAL:

A **motion** by board Secretary Karen Gregersen, **seconded** by board member Jennifer Antel to approve the agenda as presented with the removal of 13.3 Volunteer of the Year Selection and the moving of 12. Old Business to after 13. New Business; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES:

A **motion** by board Treasurer Ron House, **seconded** by board member Denise Behm to approve the regular meeting minutes of September 18, 2013 as presented; **motion approved unanimously.**

OTHER MINUTES FOR REVIEW

By consensus, the board accepted the following meeting minutes into record:

- City Council Regular Meetings of September 3 and September 16, 2013
- Planning Commission Regular Meeting of August 13, 2013

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS (None)

Vice Chair Army Rodriguez left the meeting at 12:15PM.

MANAGER'S REPORT

Board Strategic Planning Session: MSM Alicia Zylstra asked the board for dates and times that worked to hold our 2014-2015 Board Strategic Planning Session. The board agreed on Friday November 1, 2013 at 9AM in the City Council Chambers. MSM Zylstra will check with MMSC Organization Specialist Brittney Hoszkiw and City Clerk Michelle Herman to confirm the date.

Main Street Annual Meeting: MSM Zylstra stated that she originally thought about holding our Annual Meeting in November but thinks we should move it back. The board suggested holding the Annual Meeting in January. MSM Zylstra will look into dates and locations and work with the Organization committee to schedule the meeting.

Fall Fun Fest: MSM Zylstra reminded the board of the Fall Fun Fest on October 26, 2013 from 4-8PM. She encourage all members to attend.

FINANCIAL REPORT (None – Finance Director Cheri Parish will get updated reports after audit is completed)

COMMITTEE REPORTS

Promotion: Denise reported that we are beginning to meet and plan the 2013 Art Hop this month.

NEW BUSINESS

Façade Grant Reimbursement Approval – Paint Only – 130 W. Superior Street:

A **motion** by board member Jennifer Antel, **seconded** by board Secretary Karen Gregersen to approve the Façade Grant Reimbursement for paint only at 130 W. Superior Street in the amount of \$234.89 to property owners Bill & Sue Borgeld; **motion approved unanimously.**

Holiday Garland: The board decided to put up holiday garland on every light pole in downtown and every other pole on W. Superior Street. MSM Zylstra will follow up with Mike at Honeytree Nursery to place the order.

OLD BUSINESS

Wightman & Associates, Inc. DDA Master Plan Updates:

Wightman & Associates representative Mickey Bittner went through the proposed project list and budget for each project with the board. Bittner answered any questions from board members.

Board Treasurer Ron House stated that when he first got on the DDA board, there was discussion about improving and widening the northwest alleyway in downtown based on recommendation of the engineer at the time.

COMMENTS FROM BOARD MEMBERS (None)

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 1:05PM.