



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
November 17, 2016, 12:00PM

MINUTES

Chair Ron House called the meeting to order at 12:05pm.

Roll Call

Members Present: Co-Chair Kelle Tobolic, Secretary Karen Gregersen, Mayor Tim Bala, Jennifer Antel, Brian Sweebe

Members Absent: Treasurer Brad Buist, excused

Others Present: MSD Ingrid Miller, City Manager Tim McLean

Agenda Approval

A **motion** by Jen Antel, **seconded** by Co-Chair Kelle Tobolic to approve the meeting agenda of November 17, 2016 as presented; **motion approved unanimously**.

Approval of Minutes

A **motion** by Brian Sweebe, **seconded** by Jen Antel was made to approve Regular Meeting Minutes for October 20, 2016 as presented; **motion approved unanimously**.

Comments from the Public (*None*)

City Staff Communications

City Manager McLean updated the Board on recent Planning Commission changes to the sign ordinance. A public hearing will be held next month regarding those changes.

Director's Report

MSD Miller thanked the Board for all the hard work they contributed while she was on maternity leave. Miller updated the Board that Jennifer Antel's term will expire this December and that officer positions will need to be determined at the next meeting. While on leave, Miller, Co-Chair Tobolic, and VISTA Bouwkamp prepared an application for National Register of Historic Places, historic district nomination services through the MMSC. Wayland did not receive the service because the historic building stock needs more improvement first. Miller and Co-Chair Tobolic attended the planning commission meeting in support of sign ordinance changes. Sponsorship sales will kicking off next month in order to be included

in more business budget planning. Any new or edited work plans should be submitted by December 9. Debra Johnson provided parking lot designs for the DDA lot between Pine and W. Superior and also the Sexton lot.

Financial Report

YTD DDA Register, October 31, 2016

Committee Reports

Organization: new committee member, Chase Johnson.; working on the volunteer appreciation dinner which will be February 3, 2017.

Promotion: new meeting date will be the 4th Thursday of every month, but will not meet over the holidays because Art Hop sub-committee has been meeting for that event. Antel and Sweebe created a new work plan for Main Street Celebration 2017.

Economic Restructuring: chair, Dan Koller, is looking to step down because of time commitment; getting ready for business visitations and putting up first billboard.

Design: Debra Johnson was here on 11/14 to go over design services for 106 W Superior St (old Giuseppe's building) and OpenRoad Brewery/DeYoung Chiropractic facades.

Old Business

Downtown Ambassador: The Board welcomed new DPW employee Marty Olsen as Downtown Ambassador. Olsen will dedicate most of his time maintaining the central business district and will clear sidewalk snow during the winter months.

Snow Removal Bids: A **motion** by Jen Antel, **seconded** by Secretary Karen Gregersen was made to reject all snow removal bids; **motion approved unanimously.**

New Business

DDA Board Application: A **motion** by Jen Antel, **seconded** by Chair Ron House was made to recommend the Mayor appoint Chase Johnson, Branch Manager of Hastings City Bank to the DDA Board.; **motion approved unanimously.**

MEDC CDBG Income Survey Application: A **motion** by Jen Antel, **seconded** by Co-Chair Kelle Tobolic was made to proceed with the MEDC CDBG Income Survey for a cost up to \$3,000; **motion approved unanimously.**

DreamRide Reimbursement for Tax Proration: A **motion** by Jen Antel, **seconded** Brian Sweebe was made to table discussion and pursue title company to pay for the mistake; **motion approved unanimously.**

Comments from the Board

Jen Antel: MSD Miller to work with Finance Director Parrish to determine where reimbursement funds should come from since DDA does not receive taxes directly. Antel also noted that the City should look into simplifying encroachment permits for downtown events because they seem redundant with street closures.

Being no further business, Chair Ron House declared the meeting adjourned at 12:55PM.