



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

**City Hall – Council Chambers
103 S. Main Street
November 21, 2013
12:00PM**

Minutes

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

ROLL CALL:

Members present: Chair Mike Salisbury, Secretary Karen Gregersen, Esther Saunders, Denise Behm, and Jennifer Antel.

Members absent: Mayor Tim Bala, Vice Chair Army Rodriguez, and Treasurer Ron House

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

AGENDA APPROVAL:

A **motion** by board member Jennifer Antel, **seconded** by board Secretary Karen Gregersen to approve the agenda as presented; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES

A **motion** by board Secretary Karen Gregersen, **seconded** by board member Jennifer Antel to approve the regular meeting minutes of October 17, 2013 as presented with the addition of Vice Chair Army Rodriguez under member present and recording when he left; **motion approved unanimously.**

OTHER MINUTES FOR REVIEW

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

- City Council Regular Meetings of October 7 and October 21, 2013
- Planning Commission Regular Meeting of September 10, 2013

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS (None)

MANAGER'S REPORT

Parking Permits for Downtown Residents: MSM Zylstra brought up the idea of parking permits for downtown residents. She stated that this has been a topic of discussion at City Staff meetings as the Police and City Policy Committee are working on updating our parking ordinances. Parking permits for residents would allow them to park overnight in a certain location without getting ticketed as well as keep the parking lot clear for plowing in the wintertime. The board thought this was a great program and discussed many options. Ultimately they agreed that having parking along the west side of the red barn and charging a small fee to the property owner to help cover costs of signage and permits was the best route.

Important Dates: MSM Zylstra reminded the board of the Main Street Annual Meeting on January 29th from 6:30 – 8PM. She also reminded them of Art Hop on December 6th from 5-9PM.

FINANCIAL REPORT (None)

COMMITTEE REPORTS

Organization (Karen) – Karen reported that the Organization committee is hard at work on building a float for the 2013 Chamber Christmas Parade. She asked members to join in helping on Saturday, November 23rd at 10AM.

Promotion (Denise) – Denise reported that she is looking forward to the 2013 Art Hop and that the committee has been busy getting a great event planned. Artist registration ends November 22nd.

OLD BUSINESS

Wightman & Associates, Inc. DDA Master Plan Updates – Mickey Bittner reviewed the updated Project List addressing changes in budgets. The Board discussed a few projects individually including parking lots, administration costs, new business recruitment, and alleyway improvements. Mickey will adjust project budgets as discussed and present at our December board meeting.

NEW BUSINESS

Facade Grant Reimbursement Approval – 129 S. Main Street: MSM Zylstra reviewed the receipts submitted by Pete regarding the expenses of the project at 129 S. Main Street. Property owner Pete Howard gave a brief overview of additional work done.

A **motion** by board member Jennifer Antel, **seconded** by board member Esther Saunders to approve reimbursement of \$1,279.27 for the work done at 129 S. Main Street to property owner Pete Howard, **motion approved unanimously.**

COMMENTS FROM BOARD MEMBERS (None)

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 1:07PM.