



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

**REGULAR MEETING
City Hall – Council Chambers
103 S. Main Street
February 21, 2013
12:00PM
Minutes**

Chair Mike Salisbury called the meeting to order at 12:01PM.

Roll Call

Members present: Chair Mike Salisbury, Mayor Tim Bala, Vice Chair Arny Rodriguez, Treasurer Ron House, Denise Behm, and Esther Saunders

Members absent: Secretary Karen Gregersen

Others present: MSM Alicia Zylstra

Agenda Approval

A **motion** by board member Denise Behm, **seconded** by board member Esther Saunders to approve the meeting agenda as presented; **motion approved unanimously.**

Public Hearings *(None)*

Approval of Minutes

A **motion** by Mayor Tim Bala, **seconded** by board Treasurer Ron House to approve the MSDDA Board meeting minutes for December 20, 2012 as presented; **motion approved unanimously.**

Other Minutes for Review

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

- City Council Regular Meetings of December 3 and December 17, 2012
- City Council Regular Meetings of January 7 and January 23, 2013
- Planning Commission Regular Meetings of November 13, 2012

Comments from the Public *(None)*

City Staff Communications (None)

Manager's Report

Volunteer Training: MSM Alicia Zylstra informed the board that MMSC Organization Specialist Brittney Hoszkiw will be leading a volunteer training on volunteer retention, recruitment, and management on March 9, 2013. MSM Zylstra stated that the training will specifically be beneficial for the Organization Committee and the Board of Directors. She encouraged all to attend and would follow up with the new location for the training.

Thank You: MSM Alicia Zylstra informed the board that she received a thank you from the building owners of 128 S. Main Street for the board's support with façade improvements.

Financial Report

A **motion** by Vice Chair Arny Rodriguez, **seconded** by Esther Saunders to approve the invoice from Miller Canfield for \$2,309 for December services; **motion approved unanimously.**

Committee Reports

Design: Mike Salisbury presented three quotes for benches, trash cans, and planters the Design Committee would like to pursue as an amendment to the budget to be ordered this fiscal year. Discussion was had on the size of the benches, location of benches, sizes of planters, etc. Salisbury will follow up with the board with pictures of the benches in actual downtown communities.

Promotion: Ron House reported that he was excited about this year's MS Celebration and specifically the entertainment.

FY 2013-2014 Committee Projects: MSM Alicia Zylstra asked the board to please review the committee project lists that were sent out. She explained that this list included both the project and estimated budgets. She also stated that the board will see completed work plans in March.

Old Business

Election of Board Officers: The board decided to table the election of officers until official bylaws have been adopted and the two vacant seats have been filled.

Award Flower Bid: MSM Alicia Zylstra presented the only downtown flower bid received. The bid was from Zeinstra's Countryside Greenhouse. After much discussion, the board decided to order the following:

- 44 of the 24" hanging baskets for downtown light poles at \$35 each
- 12 of the 30" ground pots – option 1 – at \$95 each
- 3 of the 20" ground pots for the mini park at \$25 each

MSM Alicia Zylstra stated that she would get in touch with the Parks Committee and confirm that they want to continue their order of 18 of the 20” hanging baskets for the City Park at their expense.

New Business

MSM Evaluation: Chair Mike Salisbury informed the board that he would be putting together the MSM Evaluation on Survey Monkey this year to be completed online. He asked any board member that prefers a paper copy of the evaluation to let him know.

Budget Review 2013-2014: MSM Alicia Zylstra briefly explained the first draft of the budget. She informed the board that a more firm draft will be presented in March and encouraged board members to contact her with any questions before that.

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 1:03PM.