



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
United Bank – 1131 W. Superior St.
March 17, 2016, 12:00PM

MINUTES

Co-Chair Kelle Tobolic called the meeting to order at 12:02pm.

Roll Call

Members Present: Co-Chair Kelle Tobolic, Secretary Karen Gregersen, Treasurer Brad Buist, Jennifer Antel, Mayor Tim Bala, Deb McGowan

Members Absent: Chair Dr. Ron House

Others Present: MSD Ingrid Miller

Agenda Approval

A **motion** by Jennifer Antel, **seconded** by Deb McGowan to approve the meeting agenda of March 17, 2016 as presented; **motion approved unanimously**.

Approval of Minutes

A **motion** by Jennifer Antel, **seconded** by Brad Buist was made to approve Regular Meeting Minutes for February 18, 2016 as presented; **motion approved unanimously**.

Comments from the Public *(None)*

City Staff Communications *(None)*

Director's Report

DDA/Main Street Director Miller (MSD Miller) informed Board that a new Board Member, Brian Sweebe will be appointed at the next City Council meeting; MSD Miller reminded the Board that Wayland will be hosting the MMSC for their Associate Level Training and help from the Board is requested; the latest WERC even, *Getting Your Downtown Building Ready to Sell or Lease*, on March 15, went extremely well; Main Street is applying for funds from the Wayland Area Chamber of Commerce charity to help with downtown flower program; applying for an AmeriCorps VISTA intern, applications are due April 1; the Quarterly Training in Farmington was extremely beneficial and focused on economic development; many of the downtown streetlights have been repaired/replaced by Buist Electric this month; MSD Miller concluded by inviting Board to a number of upcoming events and trainings.

Financial Report

MSD Miller presented a draft of FY 16-17 Budget for review. A final draft budget is due to City Council by May.

Old Business

Dreamride Parking Lot Purchase Access Agreement : A **motion** by Jennifer Antel, **seconded** by Karen Gregersen was made to enter into a closed session to negotiate Access Agreement fee, **motion approved unanimously**.

A **motion** by Jennifer Antel, **seconded** by Deb McGowan was made to approve Seller's proposed Access Agreement fee of five dollars (\$5) per parking spot per month for five (5) parking spots for five (5) months a year for ten (10) years and to accept payment by reducing the asking price of the parking lot by the sum of the Access Agreement fee, \$1,250, **motion approved unanimously**.

New Business

122 W. Superior Sign Grant Application: A **motion** by Karen Gregersen, **seconded** Deb McGowan by was made to approve grant funding for 122 W. Superior St, Technology Solutions; **motion approved unanimously**.

Being no further business, Co-Chair Kelle Tobolic declared the meeting adjourned at 12:24pm.