



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

City Hall – Council Chambers
103 S. Main Street
May 2, 2013
12:00PM

Minutes

DDA Board Chair Mike Salisbury called the meeting to order at 12:02PM.

ROLL CALL

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

Members absent: none

Others present: MSM Alicia Zylstra

AGENDA APPROVAL

A **motion** by board Secretary Karen Gregersen, **seconded** by Mayor Tim Bala to approve the meeting agenda as presented; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES

A **motion** by board member Jennifer Antel, **seconded** by board Treasurer Ron House to approve the MSDDA Board regular meeting minutes for March 21, 2013 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 March 4 and March 18, 2013
- Planning Commission Regular Meeting of February 12, 2013

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS *(None)*

MANAGER'S REPORT

MSM Alicia Zylstra briefly reviewed the document from Wightman & Associates that she had received from City Manager Mike Selden. She further explained that City Council would be making a decision on Monday as to what other plans the City would be hiring Wightman & Associates to do. MSM Zylstra informed the board that depending on their decision, the cost of the DDA Master Plan update would be \$7,500, \$8,000, or \$9,500.

FINANCIAL REPORT

FY 2012-2013 Revenue & Expenditure Report (thru March 27): MSM Zylstra presented the board an updated expenditure report through April 30, 2013. She informed that board that she is working with Finance Director Cheri Parrish to get the expenditures updated accurately. The board will need to amend their FY 12-13 budget to account for the downtown furniture as well.

COMMITTEE REPORTS

March Committee Recap: MSM Zylstra presented the April Committee recap as well. Committee representatives gave a brief update on what the committees were working on.

OLD BUSINESS (*None*)

NEW BUSINESS

Downtown Tree Maintenance – Estimate from Honeytree Nursery: MSM Zylstra briefly explained the estimate for tree maintenance that was included in the board's packet.

A **motion** by board member Jennifer Antel, **seconded** by board Secretary Karen Gregersen, to approved the presented tree maintenance for a total of \$3,068.75 with Honeytree Nursery; **motion approved unanimously.**

FY 2013-2014 Committee Work Plan Approval:

The board discussed three projects specifically included in the work plans and wanted further clarification. These projects were the downtown banners, MS Celebration, and the electronic billboard. Overall the board liked the goal of the electronic billboard but did not want to spend the money to build and maintain the structure or the time to sell the necessary amount of ads to keep the monthly expense low. The board would like the ER committee to do further research into other ways to fund this project.

A **motion** by board member Jennifer Antel, **seconded** by board member Denise Behm to approve the FY 2013-2014 Committee Work Plans as presented; **motion approved unanimously.**

FY 2013-2014 Budget Approval

A **motion** by board Vice-Chair Arny Rodriguez, **seconded** by board Secretary Karen Gregersen, to approve the FY 2013-2014 MSDDA Budget as presented; **motion approved unanimously.**

COMMENTS FROM BOARD MEMBERS

Chair Mike Salisbury stated that he will send out the results of the MSM Evaluation to the board.

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 1:18PM.