



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
April 21, 2016, 12:00PM

MINUTES

Chair Dr. Ron House called the meeting to order at 12:03pm.

Roll Call

Members Present: Chair Dr. Ron House , Co-Chair Kelle Tobolic, Secretary Karen Gregersen, Treasurer Brad Buist, Mayor Tim Bala, Jennifer Antel, Deb McGowan, Brian Sweebe

Others Present: MSD Ingrid Miller, City Manager Tim McLean

Agenda Approval

A **motion** by Karen Gregersen, **seconded** by Kelli Tobolic to approve the special meeting agenda of April 21, 2016 as presented; **motion approved unanimously**.

Approval of Minutes

A **motion** by Jennifer Antel, **seconded** by Kelli Tobolic was made to approve Regular Meeting Minutes for March 17, 2016 and Special Meeting Minutes of April 11, 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 Wayland has been chosen to host an AmeriCorps VISTA member, fulltime for one year beginning in August. This program was competitive statewide. MSD Miller updated Board that the parking lot purchase is complete and closing was on April 18, 2016 with an environmental impact survey phase II taking place currently. An amended budget for the current fiscal year and a new budget for next fiscal year must be approved at May's meeting in order to go before City Council. MSD Miller informed Board that Wayland was chosen for the Business Success Planning technical service from the State, but the service is on hold until the State finds a new Economic Development Specialist.

New Business

Revised DDA Façade Grant: A **motion** by Jennifer Antel, **seconded by** Brian Sweebe was made to approve the proposed DDA Façade Improvement Program with recommended changes; **motion approved unanimously**.

Electronic Community Sign at Fire Station: A **motion** by Dr. Ron House, **seconded** by Karen Gregersen was made to approve the DDA contributing up to \$2,000 toward a new electronic sign in front of the fire station; **motion approved unanimously**.

Downtown Sign/Map at City Park: The Board discussed installing a bulletin board near the new splash pad at City Park to direct traffic downtown and like the board with two signs, a brochure holder, and a roof. The Board will act on a motion once a design and quote are presented.

Being no further business, Chair Dr. Ron House declared the meeting adjourned at 1:02pm.