



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

**City Hall – Council Chambers
103 S. Main Street
May 16, 2013
12:00PM**

Minutes

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

ROLL CALL

Members present: Mayor Tim Bala, Chair Mike Salisbury, Secretary Karen Gregersen, Esther Saunders, and Denise Behm.

Members absent: Vice Chair Army Rodriguez, Treasurer Ron House, and Jennifer Antel

Others present: MSM Alicia Zylstra, Wightman & Associates Representatives Mickey Bittner and Chuck Eckenstahler

AGENDA APPROVAL

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

PUBLIC HEARINGS *(None scheduled)*

APPROVAL OF MINUTES

A **motion** by Board Secretary Karen Gregersen, **seconded** by board member Esther Saunders to approve the MSDDA Board Regular Meeting minutes of May 2, 2013 as presented; **motion approved unanimously.**

OTHER MINUTES FOR REVIEW

Discussion on parking lot spaces the DDA is paying for that is being taken up by the drive thru & outdoor seating area.

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

- City Council Regular Meetings of April 1 and April 15, 2013
- Planning Commission Regular Meeting of March 12, 2013

COMMENTS FROM THE PUBLIC (None)

CITY STAFF COMMUNICATIONS (None)

MANAGER'S REPORT

Sign Grant: MSM Zylstra gave a brief explanation of the Sign Grant that the Design Committee approved at their May meeting. She asked the Board members to please review the grant and prepare for discussion on the subject at the June Board meeting.

FINANCIAL REPORT

FY 2012-2013 Revenue & Expenditure Report: MSM Zylstra briefly reviewed the current standing of the DDA budget.

COMMITTEE REPORTS

March & April Committee Meeting Minutes: MSM Alicia Zylstra explained that she had included committee meeting minutes for both March and April meetings. She asked Board members to review and come to her with any questions.

OLD BUSINESS (None)

NEW BUSINESS

Parking Lot Striping:

A **motion** by board member Denise Behm, **seconded** by board Secretary Karen Gregersen to approve parking lot striping to be done before the summer season in FY 2012-2013; **motion approved unanimously.**

Discussion followed on striping to be done where the Big Dipper currently has outdoor seating set-up. The board asked MSM Alicia Zylstra to send a letter to the business owner to either move the outdoor seating for the time needed to stripe the parking lot or do the striping at his own cost before October 1, 2013.

FY 2012-2013 Budget Amendment Approval:

A **motion** by board Secretary Karen Gregersen, **seconded** by board member Esther Saunders to approve the DDA FY 2012-2013 Budget Amendments as presented and send on to City Council; **motion approved unanimously.**

Wightman & Associates, Inc. DDA Master Plan Kick-off Meeting:

Mickey Bittner introduced himself as well as Wightman & Associates and their background. Mickey informed the board that he will be working with us on updating the DDA project list, budgeting, and visioning. Mickey then introduced Chuck Eckenstahler. Chuck informed the

board what he would be handling updating the DDA Master Plan and TIF Plan. Afterwards, Mickey reviewed the original DDA project list and asked the board to begin brainstorming ideas for new infrastructure projects.

COMMENTS FROM BOARD MEMBERS

Denise congratulated MSM Alicia Zylstra on the positive evaluation from the Board.

Karen commented on the move of the Goldsmith Shop and how interesting it was to watch.

Mike questioned the use of public parking lots being available for use by private businesses and what procedures are in place.

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 1:12PM.