



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
May 19, 2016, 12:00PM

MINUTES

Co-Chair Kelle Tobolic called the meeting to order at 12:01pm.

Roll Call

Members Present: Co-Chair Kelle Tobolic, Secretary Karen Gregersen, Mayor Tim Bala, Jennifer Antel, Deb McGowan, Brian Sweebe

Members Absent: Chair Dr. Ron House, Treasurer Brad Buist

Others Present: MSD Ingrid Miller, City Manager Tim McLean

Agenda Approval

A **motion** by Jen Antel, **seconded** by Deb McGowan to approve the meeting agenda of May 19, 2016 as presented; **motion approved unanimously.**

Approval of Minutes

A **motion** by Jen Antel, **seconded** by Deb McGowan was made to approve Regular Meeting Minutes for April 21, 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) introduced a Maternity Leave Plan to the Board and asked for feedback and approval at next month's meeting; MEDC funding workshop on May 2, went very well and a number of local building owners are now engaged in next steps to received building improvement monies from the State; Preservation Month Kick-Off went well – great partnership with Library; Main Street Design Services for 104 S. Main Street (the Hotel Bar & Grill) are complete; revamped bench plaque program is being well received, already have six sponsorships, stay tuned for ribbon cutting announcement; Board orientation material is now available online; Org Committee is still fundraising and could use Board support; Kendall College of Art and Design Masters of Arch. students will be visiting Wayland next month for a tour and to learn more about downtown revitalization and

historic preservation; RRC training was phenomenal – it is recommended that Wayland take part in the process; banners and flowers have been added to W. Superior; porous pave application has been installed on one tree in front of Jayda Gale as a trial, please check it out.

Financial Report

Budget Amendments FY 2015-2016: A **motion** by Jen Antel, **seconded** by Brian Sweebe was made to approve Budget Amendments for FY 2015-2016; **motion approved unanimously.**

Budget FY 2016-2017: A **motion** by Jen Antel, **seconded** by Karen Gregersen was made to approve Annual Budget for FY 2016-2017; **motion approved unanimously.**

Committee Reports

Organization: Karen Gregersen announced that the Org Committee did not meet last month.

Promotion: Jen Antel updated Board on status of Main Street Celebration planning, no fireworks this year, but have made headway for next year; the event will be from 12-9PM, using the City band shell as one main stage, OpenRoad Brewery will be the distributor for the DDA beer tent; everyone is invited to the new splash pad ribbon cutting next Thursday @ 4:30 at City Park.

Economic Restructuring: Deana Baker is new ER committee member, goal that committee is focusing on is bringing more foot traffic downtown.

Design: Kelle Tobolic informed Board that the committee discussed the new fire department sign and will be picking-out stone veneer, committee also welcomed a new member, Amy Hyke.

New Business

VISTA member interview team: Kelle Tobolic volunteered to be on interview team for new AmeriCorps VISTA member. MSD Miller will ask Dr. Ron House or Brad Buist if they would like to join team.

Director Performance Evaluation: The Board discussed MSD Miller's performance over the past year. Exemplary reviews all around; Jen Antel commented that moving forward the entire Board along with Director should focus on engaging businesses in the DDA that are not Downtown; Antel suggested an event near those businesses; Antel suggested postponed compensation discussion until next month with Chair Dr. Ron House and Treasure Brad Buist would be present.

A **motion** by Jen Antel, **seconded** by Deb McGowan was made to table Director compensation discussion until DDA Regular Meeting June 16, 2016; **motion approved unanimously.**

Being no further business, Co-Chair Kelle Tobolic declared the meeting adjourned at 12:45PM.