



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
June 16, 2016, 12:00PM

MINUTES

Chair Dr. Ron House called the meeting to order at 12:05pm.

Roll Call

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

Members Absent: Jennifer Antel

Others Present: MSD Ingrid Miller

Agenda Approval

A **motion** by Karen Gregersen, **seconded** by Brad Buist to approve the meeting agenda of June 16, 2016 as presented; **motion approved unanimously.**

Approval of Minutes

A **motion** by Karen Gregersen, **seconded** by Deb McGowan was made to approve Regular Meeting Minutes for May 19, 2016 as presented; **motion approved unanimously.**

Comments from the Public (*None*)

City Staff Communications (*None*)

Financial Report

Budget Amendments FY 2015-2016: A **motion** by Kelle Tobolic, **seconded** by Deb McGowan was made to approve Budget Amendments for FY 2015-2016; **motion approved unanimously.**

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

Committee Reports:

Organization: is working on recruiting volunteers for Main Street Celebration.

Economic Restructuring: is working on billboard plan for downtown businesses, fall WERC program focused on marketing training for downtown businesses.

Promotion: would like to find a new place to hang banner for Main Street Celebration.

Design: developed an application check-list for façade grant review so that each applicant goes through the same review process.

New Business

Director Salary: A **motion** by Dr. Ron House, **seconded** by Karen Gregersen was made to approve MSDDA Director salary of \$50,000 annual beginning July 1, 2016; **motion approved unanimously.**

Maternity Leave Plan: A **motion** by Kelle Tobolic, **seconded** by Dr. Ron House was made to approve the Maternity Leave Plan for Ingrid Miller dated June 16, 2016; **motion approved unanimously.**

Parking Lot Lease Agreement: A **motion** by Dr. Ron House, **seconded** by Brian Sweebe was made to approve the Downtown Wayland Special Use Parking Access Lease Agreement; **motion approved unanimously.**

Roll Call Vote

117 S. Main Street Façade Grant Application: A **motion** by Dr. Ron House, **seconded** by Brian Sweebe was made to approve the Façade Grant Application for 117 S. Main Street to cover 80% of façade rehabilitation costs not to exceed \$20,000.00; **motion approved unanimously.**

Being no further business, Chair Dr. House declared the meeting adjourned at 1:03PM.