



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

City Hall – Council Chambers, 103 S. Main Street  
June 18, 2015, 12:00PM

MINUTES

Chair Dr. Ron House called the meeting to order at 12:04pm.

**Roll Call**

Members Present: Mayor Tim Bala, Chair Dr. Ron House, Vice-Chair Denise Behm, Secretary Karen Gregersen, Deb McGowan, Brad Buist, Arny Rodriguez

Members Absent: Treasurer Jennifer Antel

Others Present: MSD Ingrid Miller

**Agenda Approval**

A **motion** by Vice-Chair Denise Behm, **seconded** by Brad Buist to approve the meeting agenda for June 18, 2015 as presented; **motion approved unanimously.**

**Approval of Minutes**

A **motion** by Karen Gregersen, **seconded** by Arny Rodriguez was made to approve Regular Meeting Minutes for May 21, 2015 and June 5, 2015 as presented; **motion approved unanimously.**

**Other Minutes for Review**

Board acknowledged receipt of City Council Regular Meetings of May 18 and June 1, 2015.

**Comments from the Public** *(None)*

**City Staff Communications** *(None)*

**Director's Report**

DDA/Main Street Director Miller (MSD Miller) updated Board on the quarterly training in Owosso. The training was comprehensive and great for Board culture and development. Miller will share material with the Board once available. Signs and flyers have been produced for the Farmers Market, the move has been well received and the market is growing. Two new building owners in the Main Street district have/are submitted for Design Assistance from the State.

**Financial Report**

MSD Miller noted that FY 2014-2015 Budget Amendments and FY 2015-2016 Budget was approved by City Council on June 15, 2015.

## **Committee Reports**

All committees are moving forward with big projects.

Economic Restructuring: Brad Buist updated board on Downtown Business Recruitment test taking place next month.

Promotion: Dr. House informed Board that Main Street Celebration planning continues and anyone interested in volunteering may sign up online.

## **Old Business**

Parking Lot Lease: A **motion** by Karen Gregersen, **seconded** by Brad Buist was made to approve Parking Lot Leases: Letter to Owner as presented; **motion approved unanimously.**

Work Plans: Design Committee already has work plans for the remainder of this year. Other committees will develop work plans this winter. MSD Miller will work with committees on timeline and development.

Communication Plan: MSD Miller reintroduced the comprehensive communications plan that was completed last year. The organization should develop a timeline and check list of ways to implement. From now on everyone involved in the organization should use the logo and tagline "Pulling Together, Building Legacy, Celebrating Place".

## **New Business**

Farmers' Market: Tuesdays and Saturday on the grassy lawn next to Henika District Library.

Planting Beds: MSD Miller informed Board that DPW has a crew of Kando volunteers starting and would like work assignments to accomplish over a three week period of time. Miller suggested having them rip out the overgrown planting beds at the Sexton lot and planting the beds with flowers left-over from another design project. A **motion** by Karen Gregersen, **seconded** by Deb McGowan was made to approve volunteer work at planting beds as presented with material cost not to exceed two hundred dollars; **motion approved unanimously.**

The volunteer team will also repaint all emergency curbs in the Main Street district.

Board Roles and Responsibilities: Dr. House revisited Board training, introduced a Board Contract for review, and asked Board members to complete the enclosed responsibilities checklist to help gauge strengths and weaknesses.

## **Comments from Board Members** *(None)*

Being no further business, Chair Dr Ron House declared the meeting adjourned at 1:07pm.