



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

**City Hall – Council Chambers
103 S. Main Street
June 20, 2013
12:00PM**

Minutes

Chair Mike Salisbury called the meeting to order at 12:07PM.

ROLL CALL

Members present: Mayor Tim Bala, Chair Mike Salisbury, Vice Chair Army Rodriguez, Treasurer Ron House, Denise Behm, and Jennifer Antel

Members absent: Secretary Karen Gregersen and Esther Saunders

Others present: Main Street Manager (MSM) Alicia Zylstra and City of Wayland Intern Stephanie

AGENDA APPROVAL

A **motion** by board member Jennifer Antel, **seconded** by Mayor Tim Bala to approve the meeting agenda as presented with the addition of 13.5 Façade Grant Application for 129 S. Main Street; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES

A **motion** by Vice Chair Army Rodriguez, **seconded** by board member Jennifer Antel to approve the regular meeting minutes of May 16, 2013 with the change of “July” to “June” under the Manager’s report on the sign grant; **motion approved unanimously.**

OTHER MINUTES FOR REVIEW

By consensus, the Board accepted the following meeting minutes into record:

- City Council Regular Meetings of May 6 and May 20, 2013
- Planning Commission Regular Meeting of April 9, 2013

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS

City Intern Stephanie, introduced herself to the board.

MANAGER'S REPORT

FINANCIAL REPORT

FY 2012-2013 Amended Budget Adoption

A **motion** by board member Jennifer Antel, **seconded** by board Treasurer Ron House to adopt the FY 2012-2013 amended budget as approved by City Council, **motion approved unanimously**.

FY 2013-2014 Budget Adoption – Jennifer, Army

A **motion** by board member Jennifer Antel, **seconded** by board Vice Chair Army Rodriguez to adopt the FY 2013-2014 budget as approved by City Council, **motion approved unanimously**.

FY 2013-2014 Budget Amendment Recommend

The board decided to table the FY 2013-2014 amended budget discussion until hearing back from City Manager Mike Selden regarding MERS contribution for MSM.

COMMITTEE REPORTS

May Committee Meeting Minutes

OLD BUSINESS

Sign Grant

A **motion** by board member Jennifer Antel, **seconded** by board member Denise Behm to approve the Sign Grant program as presented by the Design Committee; **motion approved unanimously**.

NEW BUSINESS

Bench Leg Replacement

MSM Zylstra briefly explained that while the benches were being unloaded upon delivery, one of the 6 foot benches was dropped causing both legs to break. Keystone Ridge Designs can recast just the broken legs and they can be replaced so the bench is usable.

A **motion** by board member Jennifer Antel, **seconded** by board Vice Chair Army Rodriguez to approve the quote presented to replace the bench legs for \$520 plus shipping; **motion approved unanimously**.

Sale of Old Downtown Furniture

A **motion** by board member Denise Behm, **seconded** by board member Jennifer Antel to donate three of the downtown benches with legs to the Henika District Library and send the others to auction at MEDEMA; **motion approved unanimously**.

Façade Grant Increase

The Design committee would like the board to consider removing the reimbursement cap for the Façade Grant for a one year trial program. The board asked the committee to further pursue this as a discretionary grant up to 50% reimbursement and include a step by step list for business owners. The Design committee will report updates at the July board meeting.

Façade Grant Application – 129 S. Main Street

A **motion** by board member Denise Behm, **seconded** by board Vice Chair Army Rodriguez to approve the application for façade improvements at 129 S. Main Street as long as improvements restore the historical architecture of the building or reflect the historic nature of the building and surrounding buildings if no original façade is there; **motion approved unanimously.**

COMMENTS FROM BOARD MEMBERS

Board Treasurer Ron House stated that he spoke with the owner of Sportsman Attic and he is very excited to be moving to Wayland and to be in the DDA district.

Being no further business, Chair Mike Salisbury declared the adjourned at 1:11PM.