



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

City Hall – Council Chambers
103 S. Main Street
August 15, 2013
12:00PM

Minutes

Chair Mike Salisbury called the meeting to order at 12:05PM.

ROLL CALL:

Members present: Mayor Tim Bala, Chair Mike Salisbury, Vice-Chair Arny Rodriguez, Treasurer Ron House, Secretary Karen Gregersen, Esther Saunders, and Jennifer Antel

Members absent: Denise Behm

Others present: Wayland MSM Alicia Zylstra, Otsego MSM Molly Wieber, Mickey Bittner, Chuck Eckenstahler, and City of Wayland Intern Stephanie

AGENDA APPROVAL

A **motion** by board member Jennifer Antel, **seconded** by board Secretary Karen Gregersen to approve the meeting agenda as presented; **motion approved unanimously.**

PUBLIC HEARINGS *(None)*

APPROVAL OF MINUTES

A **motion** by board Secretary Karen Gregersen, **seconded** by board member Esther Saunders to approve the regular meeting minutes of July 18, 2013 as presented; **motion approved unanimously.**

OTHER MINUTES FOR REVIEW

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

- City Council Regular Meetings of July 1 and July 15, 2013
- Planning Commission Regular Meeting of July 9, 2013

COMMENTS FROM THE PUBLIC *(None)*

CITY STAFF COMMUNICATIONS *(None)*

MANAGER'S REPORT

MSM Zylstra introduced Otsego MSM Molly Wieber to the board.

FINANCIAL REPORT

Adoption of FY 2013-2014 Amended Budget

A **motion** by board member Jennifer Antel, **seconded** by board Secretary Karen Gregersen to adopt the FY 2013-2014 amended budget as presented and approved by City Council, **motion approved unanimously.**

FY 2013-2014 Revenue & Expenditure Report as of 8/8/13: MSM Zylstra reported that she was happy to share our current revenue & expenditure report and plans to have an update at each month's meeting thanks to Finance Director Cheri Parrish.

COMMITTEE REPORTS

Design: MSDDA Board Chair & Design Committee member Mike Salisbury updated the board on the status of the historic window clings and expressed his excitement in the finished product.

Promo: MSDDA Board Treasurer and Promotion Committee Chair Ron House informed the board that he is still hearing compliments on a job well done on the MS Celebration in July.

OLD BUSINESS

Adoption of MSDDA Bylaws:

A **motion** by board Vice-Chair Arny Rodriguez, **seconded** by board member Jennifer Antel to adopt the MSDDA Bylaws as presented and approved by City Council; **motion approved unanimously.**

Wightman & Associates, Inc. DDA Master Plan Project List:

Mickey Bittner and Chuck Eckenstahler briefly explained the Master Plan Project list as presented. Afterwards, each board member was able to vote on which projects were most important.

NEW BUSINESS

FY 2013-2014 Work Plans: MSM Alicia Zylstra presented final printed copies of this year's work plans to the board.

Façade Grant Program – Jennifer, Arny

A **motion** by board member Jennifer Antel, **seconded** by board Vice- Chair Arny Rodriguez to approve the Façade Grant Special Incentive Program as presented and recommended by the Design Committee; **motion approved unanimously.**

COMMENTS FROM BOARD MEMBERS

Jennifer Antel: Antel informed the board that the Parks Committee will be holding a Public Meeting on October 2, 2013 at the Wayland Union High School at 7PM to introduce the new

Parks Committee Master Plan. She also informed the board that they can complete a survey online or it will be mailed to them if they live within the city limits.

Karen Gregersen: Gregersen asked MSM Zylstra if she knew when the dumpster being used for the renovations at 129 S. Main Street would be moved. MSM Zylstra replied that she believed it would be picked up by the end of August.

Being no further business, Chair Mike Salisbury declared the meeting adjourned at 1:07PM.