



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM

BOARD OF DIRECTORS

City Council Chambers – 103 S. Main Street

August 18, 2016

MINUTES

Co-Chair Kelle Tobolic at 12:02pm.

Roll Call

Members Present: Treasurer Brad Buist, Mayor Tim Bala, Brian Sweebe, Jennifer Antel

Members Absent: Chair Dr. Ron House, Secretary Karen Gregerson

Others Present: City Manager Tim McLean, Dr Bruce Sexton, and Army Rodriguez

Agenda Approval

Co-Chair Tobolic added item 6.2 City Council Regular Meeting Minutes from July 18, 2016 and item 13.4 DDA Minimum Balance to the agenda. Motion by Antel supported by Buist to approve the amended budget. Approved.

Public Hearing

None Scheduled

Approval of Minutes

Motion by Sweebe seconded by Buist to approve the minutes. Passed.

Other Minutes for Review

Minutes from City Council were acknowledged. No discussion.

Comments from the Public

None

City Staff Communication

None

Director's Report (congratulations all around. Beautiful baby!)

Financial Report

Treasurer Buist briefly discussed the current status of the budget. There was a transfer in of approximately \$30,000 and tax capture from summer is scheduled to be deposited in September. Committees are asked to wait for any new expenditures until that time.

Committee Reports

Design: Co-Chair Tobolic reported that they are working on getting the Design Committee's Sign Guidelines incorporated into the Sign Ordinance.

Promotions: Antel reported that they will be meeting soon to plan Fall Fun Fest.

Economic Restructuring: Buist reported that they met with GR Outdoor regarding the billboard for the downtown. They are looking at 5-7 businesses participating with Mainstreet. Details will be discussed next month with a possible September start and a six month run.

Organization: No report

New Business

Movie Screen for Mainstreet is assumed to have been purchased.

Dr Bruce Sexton was present to discuss the lease of his parking lot. Dr Sexton offered to give the City a free lease for continued use of the lot in exchange for the DDA/City maintaining the lot. City Manager will look further into including the re-paving in a future City project. Mayor Bala and Member Antel agreed that it has been discussed that this would be a shared cost project with the City and DDA.

The Downtown Ambassador/DPW position was briefly discussed. There was a general consensus to hold off until the budget has been more stable and more solid numbers are available.

A brief discussion was held regarding establishing a minimum balance for the DDA. Treasurer Buist will bring a recommended minimum balance set-aside to the next meeting. Member Antel with support from Treasurer Buist moved to table. Motion passed.

Comments from Board Members

Co-Chair Tobolic commented that she liked the new sign and asked who is responsible for updates. Manager McLean commented that the City Council is working on a Social Media Policy that will encompass the sign. In the mean time, the computer is kept at City Hall. If others that contributed to the sign would like something included, they can contact City Hall.

Meeting adjourned at 12:35pm by Co-Chair Tobolic.