



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

City Council Chambers – 103 S. Main Street  
January 21, 2016, 12:00PM

MINUTES

Chair Dr. Ron House called the meeting to order at 12:01pm.

**Roll Call**

Members Present: Chair Dr. Ron House, Secretary Karen Gregersen, Treasurer Jennifer Antel, Mayor Tim Bala, Brad Buist, Deb McGowan, Kelle Tobolic

Members Absent:

Others Present: MSD Ingrid Miller, City Manager Tim McLean

**Agenda Approval**

A **motion** by Treasurer Jennifer Antel, **seconded** by Kelle Tobolic to approve the meeting agenda of January 21, 2016 as presented; **motion approved unanimously.**

**Approval of Minutes**

A **motion** by Treasurer Jennifer Antel, **seconded** by Deb McGowan was made to approve Regular Meeting Minutes for December 17, 2015 as presented; **motion approved unanimously.**

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

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

**Director's Report**

DDA/Main Street Director Miller (MSD Miller) welcomed new Board member Kelle Tobolic. MSD Miller informed Board that the street signalization project is complete and the remaining bill will be split 50:50 between DDA and the City; MSD Miller updated Board that she met with the new downtown snow removal company and city staff to iron out a few initial misunderstandings and they are now all on the same page and doing a great job clearing sidewalks. After discussion with Chair Dr. Ron House, MSD Miller will solicit input from the Board on agenda topics. MSD Miller is working with a local dealership to have a truck donated to water downtown flowers.

**Financial Report**

**Budget Amendments FY 2015-2016:** Board member Brad Buist asked for "transfer out" line item to be defined. A **motion** by Secretary Karen Gregersen, **seconded** by Chair Dr. Ron House was made to approve Budget Amendments for FY 2015-2016; **motion approved unanimously.**

## **Committee Reports**

**Organization:** Secretary Karen Gregersen updated Board that the committee will now meet at Harlequin Hair Fashions.

**Design:** Kelle Tobolic informed Board that they are working on the new façade grand and reworking bench plaque program to be more affordable.

**Economic Restructuring:** Brad Buist informed Board that ER Business Visitation teams are going out this month to visit each downtown business, check-in, share upcoming events and information, gather comments/concerns, and hand out Main Street branded Awesome Chocolates welcoming the new year.

**Promotion:** Treasurer Jen Antel informed Board that Main Street Celebration planning is well underway. New committee member Jeff Sorensen from Gun Lake Casino is heading up all marketing for the event and the committee is looking into fireworks.

## **Old Business**

**Board Member Agreements:** Treasurer Jennifer Antel suggested that new Board member applications be reviewed by the Board prior to appointment.

## **New Business**

**Dreamride, LLC Parking Lot Purchase Agreement:** A **motion** by Treasurer Jennifer Antel, **seconded** by Kelle Tobolic was made to amend agenda to include closed session; **motion approved unanimously**.

**Closed Session:** A **motion** by Treasurer Jennifer Antel, **seconded** by Kelle Tobolic was made to enter closed session; **motion approved unanimously** at 12:45pm. A **motion** by Treasurer Jennifer Antel, **seconded** by Kelle Tobolic was made to come out of closed session; **motion approved unanimously** at 12:58pm.

A **motion** by Treasurer Jennifer Antel, **seconded** by Deb McGowan was made to approve purchase agreement with Dreamride LLC, and to pay all but \$2,500 of closing costs; **motion approved unanimously**.

### **Roll Call Vote:**

Brad Buist - Yes  
Deb McGowan -Yes  
Secretary Karen Gregersen -Yes  
Mayor Tim Bala -Yes  
Treasurer Jen Antel - Yes  
Kelle Tobolic - Yes  
Chair Dr. Ron House - Yes

**Parking Lot Purchase Financing:** United Bank is working on financing options for purchasing parking lot. Once United Bank receives copy of purchase agreement they will be able to provide offer of terms. Dr. Ron House asked that the other two local banks, Hastings City Bank and Chemical Bank, also be contacted for options.

### **Election of Board Officers:**

Chair- Dr. Ron House was nominated by Jennifer Antel and seconded by Karen Gregersen.  
Vice Chair- Kelle Tobolic was nominated by Karen Gregersen and seconded by Jennifer Antel.  
Appointment tabled until Kelle completes Board orientation. *tabled*

Treasurer-Jennifer Antel was nominated by Dr. Ron House and seconded by Brad Buist. Jen Antel suggested Brad consider taking appointment. Brad will decide by meeting in February. *tabled*  
Secretary- Karen Gregersen was nominated by Jen Antel and seconded by Deb McGowan.

**Comments from Board Members**

Dr. Ron House – encouraged Board members to respect code of confidentiality and commitment to presenting the DDA in a positive way to the public; welcomed Kelle to the Board; welcome Tim to the City.

Brad Buist – welcomed Kelle and Tim.

Deb McGowan - welcomed Kelle and Tim.

Karen Gregersen - welcomed Kelle and Tim.

Tim Bala - welcomed Kelle and Tim.

Jen Antel - welcomed Kelle and thanked her for all her hard work as Design Committee Chair, she is looking forward to Kelle serving on Board; welcome Tim to City and thanked for attending Board meeting.

Kelle Tobolic – thanked everyone for the welcome; stated that she looks forward to serving on the Board, has experience on the planning commission and county board, is a Wayland native and is dedicated to downtown revitalization.

Being no further business, Chair Dr Ron House declared the meeting adjourned at 1:04pm.