



**BOARD MEETING**

11:00 am, Tuesday, April 21, 2020

Conference Room 1, City Offices, 333 6<sup>th</sup> St SW, Willmar

**AGENDA**

- 1. Call meeting to order.....President Liz VanDerBill
- 2. Additions or Deletions to Agenda.....President VanDerBill
- 3. Consent Agenda.....President VanDerBill
  - Approve: 1. Minutes of 2/18/2020 Board Meeting
  - 2. January - March 2020 Financials
  - 3. 1st Quarter Reinvestment Statistics

- 4. Additions/Deletions/Approve Consent Agenda.....President VanDerBill

**New Business:**

- 5. Volunteer Job Description.....President VanDerBill
- 6. 2020 Budget Reductions.....Sarah Swedburg

**Old Business:**

- 7. Bylaws (Board Membership).....President VanDerBill
- 8. Reorganization.....President VanDerBill

**Updates:**

- 9. Artists on Main Street.....Janet Olney/Ana Serrano/Pablo Obregon
- 10.2020 Work Plan Groups:
  - a. Economic Vitality.....
  - b. Marketing & Promotions.....Sarah Swedburg
  - c. Design.....President VanDerBill
  - d. Organization.....Jill Wohnoutka

- 11. Staff Report.....Sarah Swedburg

12. Miscellany

13. Adjourn

**Next Meeting: May 19th at 11am**

Willmar Main Street  
Board Meeting  
February 18, 2020

Members Present: Melissa Knott, Janet Olney, Liz VanDerBill, Jill Wohnoutka, Pablo Obregon  
Others: Sarah Swedburg

The meeting was called to order by President Liz VanDerBill

There was no additions or deletions to Agenda.

Consent Agenda motion to approve and seconded and motion passed after removing the 2020 January Financials.

1. Minutes of 1/7/2020 Board Meeting
2. 4<sup>th</sup> Quarter Reinvestment Statistics
3. 2019 Annual Review

New Business:

4. Bylaws: A review of bylaws were presented. This version is presented by organization committee and recommended to move forward. It would follow the same pattern as other City of Willmar committees.
5. 2020 Budget: Main Street's total budget for 2020 is \$53,000. Explanation of the budget was given. 2019 had \$18,818 remaining funds. The committee recommends this money is used during 2020. Motion to approve and seconded and motion passed.
6. Contract with Ten17 Media: The contract details were discussed. There was concern about the language around the length of contract agreement. The Board's intent is to enter into a one-year contract. There was a motion made and seconded to move this contract on to the city attorney. Motion passed.
7. Reorganization: Table it for next meeting, so the board can review and discuss the make up of represented interests and how to continue broad representation.

Old Business: There was no old business to discuss.

Updates:

8. Artists on Main Street: Workshops are set for March 7 at the Barn Theatre & African Development Center. Springboard for the Arts will be there to assist.
9. 2020 Work Plan Groups:
  - a. Economic Vitality: Starting to think about Touch a Truck. We will be partnering with Miles 4 Mentors to host a kids run as the kick-off to the event. The event will take place on the third Saturday in September. We are also working to restructure the fees to participate as a business.
  - b. Marketing & Promotions: Developed a plan for social media with storytelling and photos to be the highlight. We will see content plan at the next meeting.
  - c. Design: Property owners meet and had a conversation about renaissance zone. People wanted to learn more. There were over 30 people in attendance for this meeting. Plans to have another property owner meeting in the short term and have the police department come in to talk to owners.

- d. Organization: Bylaws were reviewed and working on finalizing the creation of volunteer job descriptions for both board members and the committee members. Job Descriptions will be available for next board meeting, a list of who is on the committees and what members we need will also be reviewed.

10. Staff Report: Jake's Pizza has a date to open on March 2 and getting liquor license. Willmar Speech Gala to help promote on social media. Main Street Day at the Capital on March 10, 2020. Sarah reviewed other upcoming important dates.

Next Meeting is Tuesday, March 17<sup>th</sup> at 11am.

Meeting is adjourned at 11:40am.

Secretary,  
Jill Wahnoutka

Report Selection:

Inclusions Ranges: Begin (thru) End  
Fund & Account... 235 \_\_\_\_\_ 235 \_\_\_\_\_  
\_\_\_\_\_

Approval Plan..... thru \_\_\_\_\_

Calendar Start Date..... 01 01 2020  
Calendar End (As Of) Date..... 03 31 2020

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD or YTD (M/Q/Y)..... Y

Print Inactive Accounts Too?..... N (Y/N)  
Exclude Accounts with Zero Dollars. N (Y/N)  
(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
J		01		MNWIPRT12	Y	S	6	066	10			

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	FIL
		INVOICE			P.O. F 9	AMOUNT	DESCRIPTION		
235	WILLMAR MAIN STREET								
41402	PLANNING & DEVELOP. SERVICES PERSONAL SERVICES								
0110	SALARIES-REG. EMPLOYEES		0.00	0.00	0.00	0.00	0.00	0	
0111	OVERTIME-REG. EMPLOYEES		0.00	0.00	0.00	0.00	0.00	0	
0112	SALARIES-TEMP. EMPLOYEES		0.00	0.00	0.00	0.00	0.00	0	
0113	EMPLOYER PENSION CONTR.		0.00	0.00	0.00	0.00	0.00	0	
0114	EMPLOYER INSUR. CONTR.		0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	PERSONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0	
	SUPPLIES								
0220	OFFICE SUPPLIES		0.00	0.00	0.00	0.00	0.00	0	
0221	SMALL TOOLS		0.00	0.00	0.00	0.00	0.00	0	
0222	MOTOR FUELS AND LUBRICANTS		0.00	0.00	0.00	0.00	0.00	0	
0223	POSTAGE		145.00	0.00	0.00	0.00	145.00	0	
B-030920-318			145.00	BUDGET JOURNAL ENTRIES		REC RES 20-032	000002		B
0224	MTCE. OF EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0	
0225	MTCE. OF STRUCTURES		0.00	0.00	0.00	0.00	0.00	0	
0226	MTCE. OF OTHER IMPROVE.		0.00	0.00	0.00	0.00	0.00	0	
0227	SUBSISTENCE OF PERSONS		2,500.00	0.00	40.39	39.60	2,460.40	1	
D-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	18.27	*19* DRINKING WTR/PLATES		A
D-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	277.50	*19* ARTSTS ON MAIN-FOOD		A
D-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	210.68	*19* ARTSTS ON MAIN-FOOD		A
J-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	18.27-	*19* DRINKING WTR/PLATES		A
J-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	277.50-	*19* ARTSTS ON MAIN-FOOD		A
J-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	210.68-	*19* ARTSTS ON MAIN-FOOD		A
M-021720-247	000492 MN DEPT OF REVENUE	000349 STMT/1-20			N	0.79-	SALES TAX-JAN		A
B-030920-318			2,500.00	BUDGET JOURNAL ENTRIES		REC RES 20-032	000002		B
D-031120-280	002365 CARDMEMBER SERVICE	058536 STMT/2-20			N	40.39	DOWNTOWN PRPTY OWNER MTG		A
0228	CLEANING AND WASTE REMOVAL		0.00	0.00	0.00	0.00	0.00	0	
0229	GENERAL SUPPLIES		0.00	0.00	0.00	1.60-	1.60 9999	-----!!!!	
D-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	21.93	*19* NAME TAGS/SUPPLIES		A
J-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19			N	21.93-	*19* NAME TAGS/SUPPLIES		A
M-011620-163	000492 MN DEPT OF REVENUE	000346 STMT/12-19			N	19.68-	*19* SALES TAX-DEC		A
J-011620-163	000492 MN DEPT OF REVENUE	000346 STMT/12-19			N	19.68	*19* SALES TAX-DEC		A
D-012320-191	001093 QUICK SIGNS	058084 176685			N	112.00	*19* WHITE SIGNICADE		A
D-012320-191	001093 QUICK SIGNS	058084 176649			N	133.00	*19* A-FRAME SIGN INSERT		A
J-012320-191	001093 QUICK SIGNS	058084 176685			N	112.00-	*19* WHITE SIGNICADE		A
J-012320-191	001093 QUICK SIGNS	058084 176649			N	133.00-	*19* A-FRAME SIGN INSERT		A
M-021720-247	000492 MN DEPT OF REVENUE	000349 STMT/1-20			N	1.60-	SALES TAX-JAN		A
TOTAL:	SUPPLIES		2,645.00	0.00	40.39	38.00	2,607.00	1	

OTHER SERVICES

Exp. Guideline with Detail  
FOR THE PERIOD(S) JAN 01, 2020 THROUGH MAR 31, 2020

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	P.O. F 9	ACT YTD POSTED AND IN PROCESS	AMOUNT	REMAINING BALANCE	PCT	DESCRIPTION	FIL
235	WILLMAR MAIN STREET											
41402	PLANNING & DEVELOP. SERVICES OTHER SERVICES											
0330	COMMUNICATIONS		0.00	0.00	0.00		0.00		0.00	0		
0331	PRINTING AND PUBLISHING		500.00	0.00	0.00		125.46		374.54	25 --		
D-021220-230	000803 WEST CENTRAL PRINTING	058397 21643				N	51.54		PRINTED POST CARDS			A
D-021220-230	000803 WEST CENTRAL PRINTING	058397 21641				N	73.92		MAIN ST THANK YOU CARDS			A
B-030920-318		500.00	BUDGET	JOURNAL ENTRIES			REC RES 20-032		000002			B
0332	UTILITIES		0.00	0.00	0.00		0.00		0.00	0		
0333	TRAVEL-CONF.-SCHOOL		5,000.00	0.00	475.00		475.00		4,525.00	9		
B-030920-318		5,000.00	BUDGET	JOURNAL ENTRIES			REC RES 20-032		000002			B
D-031120-280	002365 CARDMEMBER SERVICE	058536 STMT/2-20				N	475.00		SWEDBURG-CONFERENCE REG.			A
0334	MTCE. OF EQUIPMENT		0.00	0.00	0.00		0.00		0.00	0		
0335	MTCE. OF STRUCTURES		0.00	0.00	0.00		0.00		0.00	0		
0336	MTCE. OF OTHER IMPROVE.		0.00	0.00	0.00		0.00		0.00	0		
0337	SUBSISTENCE OF PERSONS		0.00	0.00	155.00-		155.00-		155.00	9999	-----!!!!	
D-011020-158	.02957 BARRY/CHERYL	057978 1				N	155.00		*19* HOT CHOC.-HOLIDAZE			A
J-011020-158	.02957 BARRY/CHERYL	057978 1				N	155.00-		*19* HOT CHOC.-HOLIDAZE			A
J-032620-312	MISC JOURNAL ENTRIES	000006					155.00-		VOID CK #57753			A
0338	CLEANING AND WASTE REMOVAL		0.00	0.00	0.00		0.00		0.00	0		
0339	OTHER SERVICES		2,500.00	0.00	0.00		200.00		2,300.00	8		
D-021220-230	.02961 BARN THEATRE/THE	058288 020420				N	200.00		DAMAGE DEPOSIT			A
B-030920-318		2,500.00	BUDGET	JOURNAL ENTRIES			REC RES 20-032		000002			B
TOTAL: OTHER SERVICES		8,000.00		0.00	320.00		645.46		7,354.54	8		
	OTHER CHARGES											
0440	RENTS		280.00	0.00	0.00		280.00		0.00	100	-----	
D-021220-230	000090 BARN THEATRE/THE	058289 020420				N	280.00		FACILITY RENTAL FEE			A
B-030920-318		280.00	BUDGET	JOURNAL ENTRIES			REC RES 20-032		000002			B
0441	INSURANCES AND BONDS		0.00	0.00	0.00		0.00		0.00	0		
0442	AWARDS AND INDEMNITIES		13,500.00	0.00	0.00		0.00		13,500.00	0		
B-030920-318		13,500.00	BUDGET	JOURNAL ENTRIES			REC RES 20-032		000002			B
0443	SUBSCRIPTIONS AND MEMBERSHIP		2,375.00	0.00	57.60		401.35		1,973.65	16 -		
D-021320-246	002365 CARDMEMBER SERVICE	058405 STMT/1-20				N	343.75		2020 MN ST AMERICA MBRSH			A
B-030920-318		2,375.00	BUDGET	JOURNAL ENTRIES			REC RES 20-032		000002			B
J-031220-320	PREPAID JOURNAL ENTRIES	000005					57.60		PREPAY EXPENSES 2019			A

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FOR THE PERIOD(S) JAN 01, 2020 THROUGH MAR 31, 2020

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	P.O. F 9	ACT YTD POSTED AND IN PROCESS	AMOUNT	REMAINING BALANCE	PCT	DESCRIPTION	FIL
235	WILLMAR MAIN STREET											
41402	PLANNING & DEVELOP. SERVICES OTHER CHARGES											
0444	INTEREST		0.00	0.00	0.00		0.00		0.00	0		
0445	LICENSES AND TAXES		0.00	0.00	0.00		0.00		0.00	0		
0446	PROFESSIONAL SERVICES		15,200.00	0.00	750.00		750.00		14,450.00	4		
B-030920-318			15,200.00		BUDGET JOURNAL ENTRIES		REC RES 20-032		000002			B
D-031120-280	002365 CARDMEMBER SERVICE	058536 STMT/2-20				N	750.00		SOCIAL MEDIA-10 POSTS			A
0447	ADVERTISING		1,000.00	0.00	0.00		5.41		994.59	0		
D-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19				N	19.59		*19* FACEBOOK AD			A
D-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19				N	50.00		*19* FACEBOOK AD			A
J-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19				N	19.59-		*19* FACEBOOK AD			A
J-011020-158	002365 CARDMEMBER SERVICE	057979 STMT/12-19				N	50.00-		*19* FACEBOOK AD			A
D-021320-246	002365 CARDMEMBER SERVICE	058405 STMT/1-20				N	5.41		FACEBOOK ADVERTISING			A
B-030920-318			1,000.00		BUDGET JOURNAL ENTRIES		REC RES 20-032		000002			B
0449	OTHER CHARGES		10,000.00	0.00	0.00		0.00		10,000.00	0		
B-030920-318			10,000.00		BUDGET JOURNAL ENTRIES		REC RES 20-032		000002			B
TOTAL: OTHER CHARGES			42,355.00	0.00	807.60		1,436.76		40,918.24	3		
TOTAL: PLANNING & DEVELOP. SERVICES			53,000.00	0.00	1,167.99		2,120.22		50,879.78	4		
TOTAL: WILLMAR MAIN STREET			53,000.00	0.00	1,167.99		2,120.22		50,879.78	4		

Exp. Guideline with Detail  
 FOR THE PERIOD(S) JAN 01, 2020 THROUGH MAR 31, 2020

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	FIL
				INVOICE	P.O. F 9	AMOUNT	DESCRIPTION		
	GRAND TOTAL		53,000.00	0.00	1,167.99	2,120.22	50,879.78	4	
TOTAL NUMBER OF RECORDS PRINTED			78						



## Rethos Main Streets Reinvestment Statistics Form

Quarterly Reports from Local Main Street Programs

Upcoming Reports Due: Second week of January, April, July and October.

**Community:** Willmar

**Quarter:** 1

**Date:** April 15, 2020

**Submitted By:** Sarah Swedburg

### Business Statistics

#### New Businesses, Business Expansions, and Jobs Added

Name / Address	Type of Business (retail, service, office, etc.)	# Full-time Jobs Added	# Part-time Jobs Added	Status	MS Assistance?
Total # of New Downtown Businesses		0			
Total # of Jobs		0	0		

#### Businesses Closed, Moved Out, Downsized, and Jobs Lost

Name / Address	Type of Business (retail, service, office, etc.)	# Full-time Jobs Lost	# Part-time Jobs Lost	Closed, Moved Out, or Downsized
Total # of Downtown Businesses closed or moved out		0		
Total # of Jobs		0	0	

#### Commercial Space in the Main Street District

Total number of commercial spaces:	117	As of this date:	April 15, 2020
Total number of vacant spaces:	8	As of this date:	April 15, 2020
Total number of square feet of commercial space:		As of this date:	
Average rent per square foot:		As of this date:	

### Building Statistics

#### Façade Renovations Completed

Address	Description	Public \$ Invested	Private \$ Invested	Public \$ Sources	MS Assistance?

Total # of Projects	0	\$ -	\$ -
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**Other Rehabilitations Completed (Any building rehab other than façade renovation; includes interior)**

Address	Description	Public \$ Invested	Private \$ Invested	Public \$ Sources	MS Assistance?
330 Litchfield Ave SW	New Gas Line (Art Wars)		\$500.00		
320 4th St SW	Replace Boiler (Divine House)		\$6,000.00		
328 3rd St SW	Intall New Boiler (Braceguy Properties)		\$15,000.00		
306 Becker Ave SW	Intstall New Boiler (Hagen Orthodics)		\$10,000.00		
316 Becker Ave SW	Install New Boiler (Cardinal Apartments)		\$19,000.00		
321 4th St SW	Install New Boiler (Barn Theatre)		\$21,000.00		
Total # of Projects	6	\$ -	\$ 71,500.00		

**Buildings or Property Sold**

Address / Name of Building	Current/ Past Use	Sales Price	Future Use	MS Assistance?
Total # of Sales	0	\$ -		

**New Buildings Constructed**

Address / Name of Building	Description of Work	Public \$ Invested	Private \$ Invested	Public \$ Sources	Planned Use	MS Assistance
212 2nd St SW / Kwik Trip	New Development		\$2,050,112.00			
Total # of Projects	1	\$ -	\$ 2,050,112.00			

**Completed Public Improvement Projects (non-building investments within district)**

Description	Sources of Funds	Public \$ Invested	Private \$ Invested	MS Assistance?
Total # of Projects	0	\$ -	\$ -	

**New Housing in Main Street District**

Address	Type (condo, apt., Single Family, etc...)	# of units	Sales/Lease Price	MS Assistance?	Upper floor?
Total # of Projects	0	0			

**Housing Downtown**

On this date:	4.15.2020
Our district has ___ number of housing units:	189

## General Investment Statistics

### Events during this quarter

Name of Event	Type of Event	Est. # of attendees	Est # of business participants
Artists on Main Street Workshop	In-person training for Art	15	2
Total # of Events	1	15	2

### Volunteer Hours

	Total Hours (#volunteers x #hours)
Board Volunteers	81
Committee Members	36
Special Events	5
Other Volunteer Hours	4
Total # of Hours	126

Total Value of Hours\* \$ 3,546.90

\* 2019 value of a volunteer's time in Minnesota is \$28.15 from <http://www.independentsector.org/resource/the-value-of-volunteer-time/>

### Grants Received

Name of Grant	Granting Entity	\$ Value	Public or Private	Description of Project
Artists on Main Street	Rethos/Springboard/Bus	\$ 10,000.00		Year 2 Artists on Main Street Funds
Total # of Grants	1	\$ 10,000.00		

### Historic Preservation

Building Address	Local Designation	National Register Designation
Total # of Designations	0	

### Buildings Demolished

Building Address or District Information	Year Built / Period of Significance	Reason for demolition
Total # of Demolitions	0	

### Downtown Story (required)

Please use attached document to share story and photos.	Story Attached (Yes or No)
See separate document for how to include images.	Yes

### Quarterly Reinvestment Statistics Summary

Net of all gains and losses in <b>full-time jobs</b> this quarter	0
Net of all gains and losses in <b>part-time jobs</b> this quarter	0
Net of all gains and losses in <b>new businesses</b> this quarter	0
Total number of <b>business expansions</b> this quarter	0
Number of <b>building rehabilitation</b> projects this quarter	6
Number of <b>public improvement</b> projects this quarter	0
Number of <b>new construction</b> projects completed this quarter	1
\$ Value of all <b>private investment</b> spent in the above projects	\$ 2,121,612.00
\$ Value of all <b>public investment</b> spent in the above projects	\$ -
<b>Number of volunteer hours</b> contributed this quarter	126
<b>\$ Value of volunteer hours</b> contributed this quarter	\$ 3,546.90
Number of <b>event attendees</b> this quarter	15
<b>Number of grants</b> received	1
<b>\$ Value of grants</b> received	\$ 10,000.00
Number of <b>properties sold</b>	0
<b>\$ Value of properties sold</b>	\$ -
Number of <b>properties designated as historic</b>	0
Number of <b>buildings demolished</b>	0



## Sub-Committee Member Role Description

### **Expectations:**

- Time commitment of up to 6 volunteer hours a month
- Monthly Meeting - approximately 60 minutes
- Attend Main Street training & advocacy whenever possible

### **Sub-Committee Responsibilities:**

- Forward policy recommendations to the Willmar Main Street Board
- Maximizing volunteer involvement in the revitalization effort
- Supports the work of other sub-committees by volunteering time and expertise

### **Purpose of Sub-Committees:**

WMS Sub-Committees help support the larger goals of the Willmar Main Street Board. Sub-Committees help the Board plan & execute goals within their areas of focus:

- **Marketing & Promotions** – Guides promotion strategies; Helps with creation of Social Media Content Calendar; Advises on website updates
- **Economic Vitality** – Advises Board & assists staff with the execution of WMS events & partnerships; policy & program recommendations relating to economic development
- **Organization** – Reviews WMS program organization; assists in review of organizational items such as the budget, bylaws, & volunteer recruitment
- **Design** – Advises and assists staff with community input regarding downtown infrastructure & aesthetics; Assists with organization of downtown property owner meetings.

### **Benefits:**

As a member of a WMS Sub-Committee, you are an advocate for downtown and will be viewed in the community as a leader in the area of downtown revitalization. Within the committee itself, you will be viewed as an expert in your field because of the business field and community you represent and will be consulted with throughout your time in the committee.

### **Tracking Volunteer Hours**

As part of our designation, we are required to track volunteer hours. Please be sure to keep track of your hours that support Main Street outside of meetings. Staff can easily count the number of hours you attend at meetings, but will need your help to identify time spent outside of meetings in support of Main Street.

### **Ideas to help keep track include:**

- Creating a spreadsheet and self-monitoring
- Use a time tracking app or note on your phone
- Keeping notes near your computer and reporting on a regular basis
- Sending a quick email to Main Street staff with amount of time whenever you work on a project
- Verbally informing staff at committee meetings
- Making notes in your day planner or online calendar
- Use the volunteer tracking form in this packet



## Board Member Role Description

### **Expectations:**

- Time commitment of up to 10 volunteer hours a month
- Monthly Meeting - approximately 60 minutes
- Chair/participant in at least 1 Sub-Committee (approximately 1 monthly meeting)
- Attend Main Street training & advocacy whenever possible

### **Sub-Committee Responsibilities:**

- Forward policy recommendations to the Willmar Main Street Board
- Maximizing volunteer involvement in the revitalization effort
- Supports the work of other sub-committees by volunteering time and expertise

### **Purpose of Board:**

The WMS Board oversees operations, sets yearly goals, guides the direction of the program, and makes recommendation to the City Council regarding downtown Willmar. Responsibilities also include reviewing finances and updates from Sub-Committees.

### **Benefits:**

As a member of the WMS Board, you are an advocate for downtown and will be viewed in the community as a leader in the area of downtown revitalization. On the Board itself, you will be viewed as an expert in your field because of the business field and community you represent and will be consulted with throughout your time on the Board.

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**2020 WILLMAR MAIN STREET BUDGET**

Fund/Dept PDS

**ESTIMATED TOTAL COST \$53,000**

\*Budget Amounts are Essential

Dated: February 18, 2020

Code

**PERSONNEL SERVICES**

0110*	Salaries Reg. Employees	<u>\$0.00</u>
0111*	Overtime Reg. Employees	<u>\$0.00</u>
0112*	Salaries Temp. Employees	<u>\$0.00</u>
0113*	Employer Pension Contr.	<u>\$0.00</u>
0114*	Employer Ins. Contr.	<u>\$0.00</u>
	<b>TOTAL</b>	<b><u>\$0.00</u></b>

**RECEIVABLES**

Property Owners	<u>\$0.00</u>
County	<u>\$0.00</u>
State	<u>\$0.00</u>
City	<u>\$32,500.00</u>
Other (Grants*)	<u>\$19,000.00</u>
Other (Event Revenue)	<u>\$1,500.00</u>
<b>TOTAL</b>	<b><u>\$53,000.00</u></b>

**SUPPLIES**

0220*	Office Supplies	<u>\$0.00</u>
0221*	Small Tools	<u>\$0.00</u>
0222*	Motor Fuels & Lubricants	<u>\$0.00</u>
0223*	Postage	<u>\$145.00</u>
0224	Mtce. of Equipment	<u>\$0.00</u>
0225	Mtce. of Structures	<u>\$0.00</u>
0226	Mtce. of Other Improveme	<u>\$0.00</u>
0227	Subsistence of Persons	<u>\$2,500.00</u>
0228	Cleaning & Waste Removal	<u>\$0.00</u>
0229*	General Supplies	<u>\$0.00</u>
	<b>TOTAL</b>	<b><u>\$2,645.00</u></b>

**FINANCING**

Bonds	<u>                    </u>
State	<u>                    </u>
City	<u>                    </u>
City	<u>                    </u>
Other	<u>                    </u>
<b>TOTAL</b>	<b><u>\$0.00</u></b>

**GRAND TOTAL** \$53,000.00

Dated: \_\_\_\_\_

**OTHER SERVICES**

0330	Communications	<u>\$0.00</u>
0331*	Printing & Publishing	<u>\$500.00</u>
0332	Utilities	<u>\$0.00</u>
0333*	Travel-Conf.-Schools	<u>\$5,000.00</u>
0334	Mtce. of Equipment	<u>\$0.00</u>
0335	Mtce. of Structures	<u>\$0.00</u>
0336*	Mtce. of Other Impr.	<u>\$0.00</u>
0337	Subsistence of Persons	<u>\$0.00</u>
0338	Cleaning & Waste Removal	<u>\$0.00</u>
0339*	Other Services	<u>\$2,500.00</u>
	<b>TOTAL</b>	<b><u>\$8,000.00</u></b>

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Clerk/Treasurer

**OTHER CHARGES**

0440	Rents	<u>\$280.00</u>
0441*	Insurance & Bonds	<u>\$0.00</u>
0442	Awards & Indemnities	<u>\$13,500.00</u>
0443	Subscription/Memberships	<u>\$2,375.00</u>
0444	Interest	<u>\$0.00</u>
0445	Licenses & Taxes	<u>\$0.00</u>
0446*	Prof. Serv.	<u>\$15,200.00</u>
0447*	Advertising	<u>\$1,000.00</u>
0448*	Adm. OH (Transfer)	<u>\$0.00</u>
0449	Other Charges	<u>\$10,000.00</u>
	<b>TOTAL</b>	<b><u>\$42,355.00</u></b>

\*Grants:  
\$10,000 - Artists on Main Street  
\$5,000 - WACF Artists on Main Street  
\$4,000 - MN Main Street Project Funds

**GRAND TOTAL** \$53,000.00

**SUPPLIES**

0220	Office Supplies			\$0.00		Income
0221	Small Tools			\$0.00		\$32,500 City
0222	Motor Fuels & Lubricants			\$0.00		\$10,000 Artists on Main Street
<b>0223</b>	<b>Postage</b>			<b>\$145.00</b>		\$5,000 Community Foundation
	Postcards for Downtown Meetings	0.35/Postcard	\$145.00			\$4,000 MN Main Street Project Funds
0224	Mtce of Equipment			\$0.00		\$1,500 Event Revenue
0225	Mtce of Structures			\$0.00		
0226	Mtce of Other Improvements			\$0.00		\$18,818 2019 Remaining
<b>0227</b>	<b>Subsistence of Persons</b>			<b>\$2,500.00</b>		Ideas: Banners, Flowers
	Food - Downtown Meetings	\$100/meeting	\$400.00			
	Food - AoMS Cohorts	\$50/meeting	\$200.00			*Artists on Main Street Grant \$
	Food - AoMS Thank You Dinner	\$15/head	\$300.00			*Artists on Main Street Grant \$
	Food - AoMS Workshops		\$50.00			*Artists on Main Street Grant \$
	Food - AoMS Final Celebration		\$200.00			*Artists on Main Street Grant \$
	Food - Touch-a-Truck		\$500.00			
	Food - Volunteer Thank You Dinner	\$20/head	\$400.00			
	Food - Partnerships/Trainings/Other		\$450.00			
0228	Cleaning & Waste Removal			\$0.00		
0229	General Supplies			\$0.00		
		<b>Total:</b>		<b>\$2,645.00</b>		

**OTHER SERVICES**

0330	Communications			\$0.00		
<b>0331</b>	<b>Printing &amp; Publishing</b>			<b>\$500.00</b>		
	Printing - Thank You Cards		\$75.00			
	Printing - Posters for Touch-a-Truck		\$150.00			
	Printing - Postcards for Downtown Mtgs		\$200.00			
	Printing - AoMS		\$75.00			*Artists on Main Street Grant \$
0332	Utilities			\$0.00		
<b>0333</b>	<b>Travel-Conf.-Schools</b>			<b>\$5,000.00</b>		
	Main Street America Institute		\$1,770.00			
	Travel		\$3,230.00			
0334	Mtce of Equipment			\$0.00		
0335	Mtce of Structures			\$0.00		
0336	Mtce of Other Improvements			\$0.00		
0337	Subsistence of Persons			\$0.00		
0338	Cleaning & Waste Removal			\$0.00		
<b>0339</b>	<b>Other Services</b>			<b>\$2,500.00</b>		
	Additional \$ for partnership, meetings, education, etc.		\$2,500.00			
		<b>Total:</b>		<b>\$8,000.00</b>		

**OTHER CHARGES**

<b>0440</b>	<b>Rents</b>			<b>\$280.00</b>		
	Barn Theatre - AoMS		\$280.00			*Artists on Main Street Grant \$
0441	Insurance & Bonds			\$0.00		
<b>0442</b>	<b>Awards &amp; Indemnities</b>			<b>\$13,500.00</b>		
	AoMS Project Awards		\$13,500.00			*Artists on Main Street Grant \$
<b>0443</b>	<b>Subscriptions/Memberships</b>			<b>\$2,375.00</b>		
	MN Main Street Dues		\$2,000.00			
	Main Street America Membership		\$375.00			
0444	Interest			\$0.00		
0445	Licenses & Taxes			\$0.00		
<b>0446</b>	<b>Prof Serv</b>			<b>\$15,200.00</b>		
	Contract with Ten17 Media	\$1,250/month	\$15,000.00			
	Touch-a-Truck Photography		\$200.00			
<b>0447</b>	<b>Advertising</b>			<b>\$1,000.00</b>		
	Facebook Boosts		\$300.00			
	AoMS Advertising		\$400.00			*Artists on Main Street Grant \$
	Touch-a-Truck Advertising		\$300.00			
0448	Adm OH (Transfer)			\$0.00		
<b>0449</b>	<b>Other Charges</b>			<b>\$10,000.00</b>		*Project Funds Grant \$4,000
	Downtown Assessment with MN Main Street (Large)		\$10,000.00			
		<b>Total:</b>		<b>\$42,355.00</b>		

**Grand Total: \$53,000.00**



RESOLUTION NO. \_\_\_\_\_  
 2020 WILLMAR MAIN STREET BUDGET  
 Fund/Dept PDS  
 ESTIMATED TOTAL COST \$47,375  
 \*Budget Amounts are Essential

Dated: April 20, 2020

Code

**PERSONNEL SERVICES**

0110*	Salaries Reg. Employees	\$0.00
0111*	Overtime Reg. Employees	\$0.00
0112*	Salaries Temp. Employees	\$0.00
0113*	Employer Pension Contr.	\$0.00
0114*	Employer Ins. Contr.	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**RECEIVABLES**

Property Owners	\$0.00
County	\$0.00
State	\$0.00
City	\$30,875.00
Other (Grants*)	\$15,000.00
Other (Event Revenue)	\$1,500.00
<b>TOTAL</b>	<b>\$47,375.00</b>

**SUPPLIES**

0220*	Office Supplies	\$0.00
0221*	Small Tools	\$0.00
0222*	Motor Fuels & Lubricants	\$0.00
0223*	Postage	\$145.00
0224	Mtce. of Equipment	\$0.00
0225	Mtce. of Structures	\$0.00
0226	Mtce. of Other Improveme	\$0.00
0227	Subsistence of Persons	\$2,500.00
0228	Cleaning & Waste Removal	\$0.00
0229*	General Supplies	\$0.00
	<b>TOTAL</b>	<b>\$2,645.00</b>

**FINANCING**

Bonds	_____
State	_____
City	_____
City	_____
Other	_____
<b>TOTAL</b>	<b>\$0.00</b>

**GRAND TOTAL** \$47,375.00

Dated: \_\_\_\_\_

**OTHER SERVICES**

0330	Communications	\$0.00
0331*	Printing & Publishing	\$500.00
0332	Utilities	\$0.00
0333*	Travel-Conf.-Schools	\$3,375.00
0334	Mtce. of Equipment	\$0.00
0335	Mtce. of Structures	\$0.00
0336*	Mtce. of Other Impr.	\$0.00
0337	Subsistence of Persons	\$0.00
0338	Cleaning & Waste Removal	\$0.00
0339*	Other Services	\$2,500.00
	<b>TOTAL</b>	<b>\$6,375.00</b>

\_\_\_\_\_  
Mayor

**Attest:**

**OTHER CHARGES**

0440	Rents	\$280.00
0441*	Insurance & Bonds	\$0.00
0442	Awards & Indemnities	\$13,500.00
0443	Subscription/Memberships	\$2,375.00
0444	Interest	\$0.00
0445	Licenses & Taxes	\$0.00
0446*	Prof. Serv.	\$15,200.00
0447*	Advertising	\$1,000.00
0448*	Adm. OH (Transfer)	\$0.00
0449	Other Charges	\$6,000.00
	<b>TOTAL</b>	<b>\$38,355.00</b>

\_\_\_\_\_  
City Clerk/Treasurer

\*Grants:  
 \$10,000 - Artists on Main Street  
 \$5,000 - WACF Artists on Main Street  
 \$4,000 - MN Main Street Project Funds  
 (No longer receiving 2020 Project Funds -  
 removed from other charges (0449))

**GRAND TOTAL** \$47,375.00

5% reductions (\$1,625) - removed from  
 travel line item (0333)

RESOLUTION NO. \_\_\_\_\_  
 2020 WILLMAR MAIN STREET BUDGET  
 Fund/Dept PDS  
 ESTIMATED TOTAL COST \$45,750  
 \*Budget Amounts are Essential

Dated: April 20, 2020

Code

**PERSONNEL SERVICES**

0110*	Salaries Reg. Employees	\$0.00
0111*	Overtime Reg. Employees	\$0.00
0112*	Salaries Temp. Employees	\$0.00
0113*	Employer Pension Contr.	\$0.00
0114*	Employer Ins. Contr.	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**RECEIVABLES**

Property Owners	\$0.00
County	\$0.00
State	\$0.00
City	\$29,250.00
Other (Grants*)	\$15,000.00
Other (Event Revenue)	\$1,500.00
<b>TOTAL</b>	<b>\$45,750.00</b>

**SUPPLIES**

0220*	Office Supplies	\$0.00
0221*	Small Tools	\$0.00
0222*	Motor Fuels & Lubricants	\$0.00
0223*	Postage	\$145.00
0224	Mtce. of Equipment	\$0.00
0225	Mtce. of Structures	\$0.00
0226	Mtce. of Other Improveme	\$0.00
0227	Subsistence of Persons	\$2,500.00
0228	Cleaning & Waste Removal	\$0.00
0229*	General Supplies	\$0.00
	<b>TOTAL</b>	<b>\$2,645.00</b>

**FINANCING**

Bonds	_____
State	_____
City	_____
City	_____
Other	_____
<b>TOTAL</b>	<b>\$0.00</b>

**GRAND TOTAL** \$45,750.00

Dated: \_\_\_\_\_

**OTHER SERVICES**

0330	Communications	\$0.00
0331*	Printing & Publishing	\$500.00
0332	Utilities	\$0.00
0333*	Travel-Conf.-Schools	\$3,375.00
0334	Mtce. of Equipment	\$0.00
0335	Mtce. of Structures	\$0.00
0336*	Mtce. of Other Impr.	\$0.00
0337	Subsistence of Persons	\$0.00
0338	Cleaning & Waste Removal	\$0.00
0339*	Other Services	\$2,500.00
	<b>TOTAL</b>	<b>\$6,375.00</b>

\_\_\_\_\_  
Mayor

**Attest:**

**OTHER CHARGES**

0440	Rents	\$280.00
0441*	Insurance & Bonds	\$0.00
0442	Awards & Indemnities	\$13,500.00
0443	Subscription/Memberships	\$2,375.00
0444	Interest	\$0.00
0445	Licenses & Taxes	\$0.00
0446*	Prof. Serv.	\$15,200.00
0447*	Advertising	\$1,000.00
0448*	Adm. OH (Transfer)	\$0.00
0449	Other Charges	\$4,375.00
	<b>TOTAL</b>	<b>\$36,730.00</b>

\_\_\_\_\_  
City Clerk/Treasurer

\*Grants:  
 \$10,000 - Artists on Main Street  
 \$5,000 - WACF Artists on Main Street  
 \$4,000 - MN Main Street Project Funds  
 (No longer receiving 2020 Project Funds -  
 removed from other charges (0449))

**GRAND TOTAL** \$45,750.00

10% reductions (\$3,250) - removed from  
 travel line item (0333) & other charges  
 (0449) 50%/50%

RESOLUTION NO. \_\_\_\_\_  
 2020 WILLMAR MAIN STREET BUDGET  
 Fund/Dept PDS  
 ESTIMATED TOTAL COST \$44,125  
 \*Budget Amounts are Essential

Dated: April 20, 2020

Code

**PERSONNEL SERVICES**

0110*	Salaries Reg. Employees	\$0.00
0111*	Overtime Reg. Employees	\$0.00
0112*	Salaries Temp. Employees	\$0.00
0113*	Employer Pension Contr.	\$0.00
0114*	Employer Ins. Contr.	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**RECEIVABLES**

Property Owners	\$0.00
County	\$0.00
State	\$0.00
City	\$27,625.00
Other (Grants*)	\$15,000.00
Other (Event Revenue)	\$1,500.00
<b>TOTAL</b>	<b>\$44,125.00</b>

**SUPPLIES**

0220*	Office Supplies	\$0.00
0221*	Small Tools	\$0.00
0222*	Motor Fuels & Lubricants	\$0.00
0223*	Postage	\$145.00
0224	Mtce. of Equipment	\$0.00
0225	Mtce. of Structures	\$0.00
0226	Mtce. of Other Improveme	\$0.00
0227	Subsistence of Persons	\$1,500.00
0228	Cleaning & Waste Removal	\$0.00
0229*	General Supplies	\$0.00
	<b>TOTAL</b>	<b>\$1,645.00</b>

**FINANCING**

Bonds	_____
State	_____
City	_____
City	_____
Other	_____
<b>TOTAL</b>	<b>\$0.00</b>

**GRAND TOTAL** \$44,125.00

Dated: \_\_\_\_\_

**OTHER SERVICES**

0330	Communications	\$0.00
0331*	Printing & Publishing	\$500.00
0332	Utilities	\$0.00
0333*	Travel-Conf.-Schools	\$3,375.00
0334	Mtce. of Equipment	\$0.00
0335	Mtce. of Structures	\$0.00
0336*	Mtce. of Other Impr.	\$0.00
0337	Subsistence of Persons	\$0.00
0338	Cleaning & Waste Removal	\$0.00
0339*	Other Services	\$1,875.00
	<b>TOTAL</b>	<b>\$5,750.00</b>

\_\_\_\_\_  
Mayor

**Attest:**

**OTHER CHARGES**

0440	Rents	\$280.00
0441*	Insurance & Bonds	\$0.00
0442	Awards & Indemnities	\$13,500.00
0443	Subscription/Memberships	\$2,375.00
0444	Interest	\$0.00
0445	Licenses & Taxes	\$0.00
0446*	Prof. Serv.	\$15,200.00
0447*	Advertising	\$1,000.00
0448*	Adm. OH (Transfer)	\$0.00
0449	Other Charges	\$4,375.00
	<b>TOTAL</b>	<b>\$36,730.00</b>

\_\_\_\_\_  
City Clerk/Treasurer

\*Grants:  
 \$10,000 - Artists on Main Street  
 \$5,000 - WACF Artists on Main Street  
 \$4,000 - MN Main Street Project Funds  
 (No longer receiving 2020 Project Funds -  
 removed from other charges (0449))  
 15% reductions (\$4,875) - removed from  
 travel (0333) \$1,625, other charges (0449)  
 \$1,625, subsistence (0227) \$1,000, and  
 other services (0339) \$625

**GRAND TOTAL** \$44,125.00

Willmar Main Street

Bylaws

**Article I – Name and Principal Office**

Section 1. Name and Boundaries

The name of the program shall be the Willmar Main Street Program, “the Program”. The Program shall focus within the city designated central business district. The area may be changed from time to time by the Board of Directors and provided that any change to the Program area fully complies with existing local and state statutes.

Section 2. Principal Office

The principal office of the Program shall be determined from time to time by the Board of Directors, except that said office must be within the Program area.

**Article II - Purpose**

Section 1. Purpose

The purposes for which this corporation is organized are to stimulate downtown business district revitalization in Willmar through organization (encouraging cooperation and building leadership in the business community); promotion (creating a positive image for downtown by promoting the downtown as an exciting place to live, shop and invest); design (improving the appearance of the downtown); and to receive, administer and distribute funds in connection with any activities related to the above purposes; provided, however, that the Program shall only engage in activities that are in the purview of Section 501(c)(6) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future law. No part of the net earnings of the Program shall inure to the benefit of any of its members or any other individual; and the Program shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Section 2. Status

It is the intent of the Program to qualify as a program of the City of Willmar. In order to effectuate such intent, no part of the net earnings of the Program shall inure to the benefit of any of its members or any other individual; and the Program shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Section 3. Dissolution

Upon dissolution of the corporation, the residual assets of the corporation shall be distributed to a private, nonprofit corporation which is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future law, selection of which corporation may be designated prior to dissolution.

### **Article III – Mission/Program of Work**

#### Section 1. Mission

The mission of the Program exists to promote downtown Willmar as the foundation of our community. The Program will cultivate connections, create unique experiences and build community.

#### Section 2. Program of Work

The goals will be achieved through the Board's long term commitment to the National Main Street four-point committee driven approach to historic preservation and economic development:

- a) Design
- b) Promotion
- c) Organization
- d) Economic Vitality

The program shall not participate in any political campaign in support of a candidate.

### **Article IV – Community Meetings**

#### Section 1. Annual Meeting

An annual community meeting shall be held in each calendar year at such time and place as may be determined by the Board of Directors for the purpose of sharing the prior year's achievements, setting goals for the ensuing year, and transacting such other business as may be properly brought before the meeting.

#### Section 2. Special Community Meetings

Special community meetings shall be held at any time and place as may be designated in the notice of said meeting, upon call of the President or the Board of Directors either at their own request or upon written petition by at least 10 community members.

#### Section 3. Notice of Community Meetings

Written notice of every community meeting, stating the place, date and hour of the meeting, shall be given either personally or by public announcement via website, social media, newspaper, or other means of communication not less than 15 or more than 50 days before the date of the meeting. If mailed, such notice shall be deemed delivered when deposited in the United States with postage thereon prepaid, addressed to the stakeholders at their addresses as they appear on the Program's record. All other interested parties shall be given such notice of meetings, as the Board of Directors shall deem appropriate.

## **Article VI – Board of Directors**

### **Section 1. Responsibilities**

The overall responsibility for the work of the Program shall reside in its Board of Directors.

Each director is strongly encouraged to be an active member of one of the standing committees.

### **Section 2. Number, Tenure, Qualifications**

The Board of Directors shall consist of seven (7) persons, including one (1) representative from the Kandiyohi County Historical Society and six (6) members. Additionally, two (2) ex-officio City Council members shall be appointed to serve on the Board. The Directors shall be appointed to a term of three (3) years, except that the term of office for the members of the first Board of Directors shall be as follows: three (3) shall be elected for one year, three (3) shall be elected for two years and three (3) shall be elected for three years. Directors may be reelected for one consecutive term. At least two (2) members shall be persons having interest in property located in the downtown district.

A Director shall hold office until his/her successor is appointed and assumes office.

The Coordinator of the Program shall be a non-voting member of the Board of Directors and shall be present at all meetings of the Board of Directors.

### **Section 3. Attendance, Vacancies, and Removal of Directors**

Directors are expected to attend all regularly-scheduled meetings of the Board of Directors and all special meetings, if possible. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the current members of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Any Director may resign by submitting written notice of resignation to the Secretary. Any Director may be removed from office at any time with or without cause by affirmative vote of two-thirds of the Directors in office. Any member of the Board of Directors who is absent from four (4) consecutive regular meetings without just cause for such absence may be removed as a member of the Board of Directors.

### **Section 4. Disclosure of Interests and Code of Director Ethics**

A Director who has a direct interest in any matter before the Board shall disclose that interest prior to Board action; said disclosure shall become part of the written record of the Board's deliberations. In the event of such disclosure, the Board shall make a determination of whether the Director is qualified to vote on that issue.

### **Section 5: Annual (Organizational) Meeting and Fiscal Year**

An annual meeting of the Board of Directors shall be held each year for the purpose of electing Board Officers, assessing the prior year's achievements, finalizing goals for the ensuing year (taking into consideration input gathered from the annual community meeting), and for the transaction of such other business as may come before the meeting.

## Section 6: Board Meetings

Regular meetings of the Board shall be held monthly at a time and place the Board shall determine. Special meetings of the Board may be called at the request of the President or by the Executive Committee or four or more Directors. The person(s) calling said special meeting shall designate its time and place, although any meeting so called shall be within the corporate limits of the City. Written notice of the time, place and agenda for both regular and special meetings shall be given to each Director either by personal delivery or by mail, phone, or E-mail at least five (5) days before the meeting. Meetings of the Board of Directors may be cancelled by the Board Chairperson for good cause such as lack of pending business.

## Section 7: Notice of Meetings, Quorum, Majority Rule and Minutes

A majority of the voting members of the Board then in office shall constitute a quorum for the conduct of business. Except as provided in these By-laws, a simple majority of those voting shall affirm Board action. In the event that one or more Directors are disqualified from voting under the provisions of Article III, Section 5, the remaining members shall constitute a quorum for that issue alone, and a majority of the quorum shall then be required to affirm Board action.

All meetings of the Board shall be open to the public and provide for public comment on any item before the Board.

Minutes of all Board meetings shall be kept and made available to all Directors prior to the next regular meeting.

## Section 8: Compensation and Expenses of Directors

Directors shall serve without compensation but may be reimbursed for reasonable expenses incurred in the course of their service to the Program as approved by the Program Coordinator.

## **Article VII – Committees**

### Section 1. Standing Committees

This Program shall have at least four (4) standing committees, which shall be entitled Promotion, Design, Economic Vitality, and Organization. The Promotion, Design, Organization and Economic Vitality committees shall consist of not less than five (5) members, including a member of the Board of Directors of the Program who shall serve as chairperson and be responsible for directing and coordinating the affairs of the committee. In the event the chairperson is not a board member, a board member should serve on the committee. The terms of the committees shall be for three (3) year commencing at the time of the annual community meeting.

### Section 2. Additional Committees

The Board of Directors, by resolution adopted by a majority of Directors in office, may designate or appoint one or more committees, in addition to the above-named standing committees,

including, without limitation, an Executive Committee, composed of the four officers, and which shall, to the extent provided in said resolution, have and exercise the authority of the Board of Directors in the management of the Program. Other committees not having and exercising the authority of the Board of Directors in the management of the Program may be designated and appointed by a resolution adopted by a majority of the Directors appointed at a meeting at which a quorum is present. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law.

### Section 3: Responsibilities of Committees

All committees shall determine and schedule their meeting times, dates, and locations. Each committee will notify the Program Coordinator of its meetings and will keep written reports of its proceedings and forward those reports to the Program Coordinator.

Committees are encouraged to consult with outside sources and interface with other outside bodies for an exchange of ideas that might be presented to the Board of Directors for action.

Committees are not authorized to enter into contracts or purchase agreements without the specific consent of the Board of Directors.

## **Article VIII - Officers**

### Section 1. Officers

The officers of the Program shall be elected annually by the Board of Directors and shall consist of a President, a Vice President, a Secretary, and a Treasurer.

### Section 2. Officers Term

Officers shall be elected annually. An officer may hold the position for no more than two consecutive one-year terms and may be reappointed after one year.

### Section 3. Powers and Duties

Except as hereinafter provided, the officers of the Program shall each have such powers and duties as generally pertain to their respective offices, as well as those that from time to time may be conferred by the membership or the Board of Directors.

A. President. The President shall preside at all business meetings, but may at his or her discretion or at the suggestion of the Directors arrange for another officer to preside at other meetings. The President shall perform such duties as are usually incumbent upon that officer and such duties as may be directed by resolution of the Board of Directors.

B. Vice President. The Vice President shall have such duties and responsibilities as the President or Board of Directors may from time to time prescribe.



C. Secretary. The Secretary shall record and maintain in good order Minutes of all meetings and all records and correspondence of the Program, and shall make available copies of the Minutes of each membership meeting to all members within 60 days from the conclusion of each meeting. The Secretary shall also have such other duties as may be assigned by the membership or the Board of Directors.

D. Treasurer. The Treasurer shall review all financial records prior to the monthly meeting of the Board of Directors. The Treasurer shall also have such other duties as may be assigned by the membership or the Board of Directors.

### **Article IX – Program Director**

The Program Director of the Program shall manage the daily operations of the Program. The Program Director shall be responsible for coordinating the implementation of the Program's policies and projects and such other duties as the Board of Directors may require. The Program Director shall receive for his or her services such compensation as may be determined by the Board of Directors.

### **Article X – Finances**

#### Section 1. Contracts

The Board of Directors may authorize the Chairperson or Program Coordinator to enter into any contract or execute any instrument in the name of the authority; such authorization may be either general or confined to specific instances.

#### Section 2. Payment of Debt

All orders for the payment of money, notes, or other evidence of indebtedness shall be approved by the Program Coordinator and forwarded to the City Finance Department for the issuance of payment.

### **Article XI – General Provisions**

#### Section 1. Fiscal Year

The fiscal year of the Program shall begin on the first day of January and end on the last day of December in each year.

#### Section 2. Fiscal Year Statements

Not later than three months after the close of each fiscal year, the Program shall prepare:

- a. A balance sheet showing in reasonable detail the financial condition of the Program at the close of the fiscal year;

- b. A statement of the source and application of funds showing the results of the operation of the Program during the fiscal year.

#### **Article XII – Amendments**

The Board of Directors shall have the power to alter, amend or repeal the Bylaws or adopt new Bylaws by a two-thirds vote of the Directors present at any duly called meeting of the Board, provided that no such action shall be taken if it would in any way adversely affect the Program's qualifications under Section 501(c)(6) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future law.



**Board Meeting**  
**Sarah Swedburg, Staff Report**  
**April 20, 2020**

**Renaissance Zone Update**

The City is adopting the Renaissance Zone Program in a series of phases. The first phase of the documents were introduced to City Council on Monday, April 20th. They will finalize their vote & hold a public hearing on Monday, May 4th at 7pm. The City will have software in place to allow community members to call in & participate in the public hearing. This phase creates the boundaries of the Renaissance Zone & adopts changes to the standard fees set for items such as building permit fees & Sewer/Water Access Charge fees, allow them to be \$0 for any work done in the Zone.

Phase 2 is currently being drafted, and this language will allow for more creative uses of the land within the Zone from a Planning lens. This 2nd phase will encourage pedestrian-oriented development, multimodal transportation, and entertainment uses.

**US Chamber Foundation Grants**

The US Chamber Foundation created a grant program for small businesses that employ 3-20 people, are located in an economically vulnerable community (Willmar is within this designation), and have been harmed financially by the COVID-19 pandemic. Email communication has been sent out by staff & we're working to continue to grow our email list of downtown businesses for moments like this where quick communication is needed.

As this report is being drafted, the website is experiencing technical difficulties due to the high volume of traffic when the applications were launched. We're monitoring the site & will provide updates to businesses when available.

**Rethos Business Support Grants**

8 businesses from downtown Willmar applied for the Rethos Business Support Grants, of those only 1 was ineligible, as they were not located downtown. Thank you to Taylor Williamson & Pablo Obregon for providing feedback on the applications we received. Rethos will make final decisions on those awarded, but wanted local feedback, as we are the ones that know the businesses.

**Cancellations**

Surprise, surprise - the National Main Street Conference has been cancelled. MN Main Street has also put a hold on what would have been our "Spring Convening." This get-together in Albert Lea will be rescheduled later this summer/fall, once we are all able to travel again.

At this time, any meetings until May 4th will be held virtually, and we've planned for Artists on Main Street meetings to be held virtually through the end of May. While I anticipate our May board meeting being held via GoTo Meeting, I will provide updates as we come closer to that time.