



BOARD MEETING
11:00 am, Tuesday, June 23, 2020
Conference Room 1, City Offices, 333 6th 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 5/19/2020 Board Meeting
 2. May 2020 Financials
4. Additions/Deletions/Approve Consent Agenda.....President VanDerBill

Old Business:

New Business:

5. Downtown Street Feast Partnership.....Vicki Davis
6. Blue Cross Blue Shield Monument Partnership.....Sarah Swedburg
7. Parklettes.....President VanDerBill

Updates:

8. Artists on Main Street.....Janet Olney/Pablo Obregon
9. 2020 Work Plan Groups:
 - a. Economic Vitality.....
 - b. Marketing & Promotions.....
 - c. Design.....President VanDerBill
 - d. Organization.....Jill Wohnoutka
10. Staff Report.....Sarah Swedburg
11. Miscellany
12. Adjourn

Next Meeting: July 21st at 11am

Willmar Main Street
Board Meeting
May 19, 2020

Members Present: Vicki Davis, Liz VanDerBill, Janet Olney, Taylor Williamson, Pablo Obregon, Jill Wohnoutka

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.

1. Minutes of 4/21/2020
2. April 2020 Financials

Old Business:

3. Bylaws: A question was asked about the number of people on the board and the terms. It was clarified that the total would be seven and it would be 3,3, and 2 in each term. And this was only for the beginning and not always. The motion was made by Pablo Obregon and seconded by Taylor Williamson to accept the by-laws as written with changes made per Williamson's request. The motion passed.
4. Volunteer Job Description: After no questions, there was a motion to approve the sub-committee role description and board committee board role description was made by Janet Olney and seconded by Taylor Williamson. The motion passed.

New Business:

5. Rethos Downtown Assessment Agreement: We would have received \$4000 from Rethos but with current situation we will use \$4000 from our surplus from 2019. We had already budgeted \$6000 for this project. This assessment would help identify what needs to be address to help the downtown area thrive. It would be broken down into different priorities and timelines. This will help compliment the City's comprehensive plan. One product would a map that highlights all the entities included in downtown Willmar. The timeline for this project should be December 2020. Extra time is put into project to allow of COVID-19 delays. This is a contract for us to go into with Rethos. Question asked about when the payment was expected from Rethos. A motion to go forward with the agreement was made and seconded. The motion passed.
6. Use of sidewalks/streets for downtown business: How can we help our downtown restaurants when they are able to reopen? The city requires proof of insurance for having tables outside of their building. It would have them use the parking lots. How can we help them with social distance in the outside? The draft is being worked on for a new ordinance. The draft will go to the community development committee and go through two city council meetings. They want to extend definition of outdoor space and business can apply. Hope to have this in working order in June sometime. This is allowing for every business to have access and can be used daily. This would be for food vendors only. A motion to bring allowance of park-let on public parking spaces for the support of this project was made and seconded. The motion passed.

Updates:

7. Artists on Main Street: The applications were due last Friday and they are meeting a week from today to determine who receives a grant. They had 15 applications

- this year compared to 12 or 13 applications last year. Majority of the applicants were new.
8. 2020 Work Plan Groups:
 - a. Economic Vitality: Already discussed
 - b. Marketing & Promotions: Social media is going well. Highlight National Historic Preservation month.
 - c. Design: NA
 - d. Organization: NA

 9. Staff Report: Working on the new ordinance for businesses discussed above. Review volunteer suggestions and going to approach more. Approach the business as a member and they are responsible for providing a person. Quick Trip is moving along and not award of opening date. We had \$4000 to award and give to: Spurs, Hagen Orthopedics, Amin Grocery, Barn Theater, and Sergio Cuts.

Next Meeting is Tuesday, June 16 ,2020

Meeting is adjourned at 11:39am.

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..... 05 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	0.00	139.13	2,360.87	5	
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
D-041420-345	002365 CARDMEMBER SERVICE	058796 STMT/3-20			N	36.68	COFFEE-MAIN ST WORKSHOP		A
D-041420-345	002365 CARDMEMBER SERVICE	058796 STMT/3-20			N	15.95	FOOD-MAIN ST WORKSHOP		A
D-041420-345	002365 CARDMEMBER SERVICE	058796 STMT/3-20			N	25.50	MAIN ST DAY AT CAPITOL		A
D-041420-345	002365 CARDMEMBER SERVICE	058796 STMT/3-20			N	21.40	MAIN ST DAY AT CAPITOL		A
0228	CLEANING AND WASTE REMOVAL		0.00	0.00	0.00	0.00	0.00	0	
0229	GENERAL SUPPLIES		0.00	0.00	0.79-	8.39	8.39-9999	-----!!!!	
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

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2020 THROUGH MAY 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											
	SUPPLIES											
0229	GENERAL SUPPLIES											
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
D-041420-345	002365 CARDMEMBER SERVICE	058796	STMT/3-20			N		10.78			MARKERS-MAIN ST WORKSHOP	A
M-051920-398	000492 MN DEPT OF REVENUE	000357	STMT/4-20			N		0.79-			SALES TAX-APR	A
TOTAL:	SUPPLIES		2,645.00	0.00			0.79-	147.52			2,497.48	5
	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		0.00		483.00			4,517.00	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
D-041420-345	002365 CARDMEMBER SERVICE	058796	STMT/3-20			N		8.00			PRKNG-MN ST DAY AT CAPIT	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		0.00		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		200.00-		0.00			2,500.00	0
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
J-050720-385	MISC JOURNAL ENTRIES	000010						200.00-			VOID CHECK 58288	A
J-051820-413	MISC JOURNAL ENTRIES	000002						200.00-			VOID CK #58288	A
J-052920-416	MISC JOURNAL ENTRIES	000007						200.00			REVERSE JE 5/18/20-413	A
TOTAL:	OTHER SERVICES		8,000.00	0.00		200.00-		453.46			7,546.54	5
	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

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235	WILLMAR MAIN STREET											
41402	PLANNING & DEVELOP. SERVICES											
	OTHER CHARGES											
0440	RENTS											
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	0.00		2,401.35		26.35-	101	-----	
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
D-042920-363	003313 PRESERVATION ALLIANCE OF	058982	20012		N		2,000.00		2020 MEMBERSHIP DUES			A
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	1,450.00		3,050.00		12,150.00	20 --		
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
D-041420-345	002365 CARDMEMBER SERVICE	058796	STMT/3-20		N		850.00		MEDIA/WEBSITE UPDATES			A
D-051820-399	002365 CARDMEMBER SERVICE	059112	STMT/4-20		N		1,250.00		MARKERS-MAIN ST WORKSHOP			A
D-051820-399	003590 KELLEN/JOHN D	059114	051520		M		200.00		PHOTOGRAPHY SERVICES			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	1,450.00		5,736.76		36,618.24	13 -		
TOTAL: PLANNING & DEVELOP. SERVICES			53,000.00	0.00	1,249.21		6,337.74		46,662.26	11 -		
TOTAL: WILLMAR MAIN STREET			53,000.00	0.00	1,249.21		6,337.74		46,662.26	11 -		

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 FOR THE PERIOD(S) JAN 01, 2020 THROUGH MAY 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	1,249.21	6,337.74	46,662.26	11 -	
	TOTAL NUMBER OF RECORDS PRINTED		92						



Board Meeting
Sarah Swedburg, Staff Report
June 23, 2020

Renaissance Zone Update

Phase 2 of the Renaissance Zone Ordinances & Policies are being drafted by the City Attorney. Likely, the next set of documents ready for Council approval will be Tax Abatement & City-Owned Land Sale policies. This will set a clear initiative that the City wants to continue to see development in the Renaissance Zone to meet our objectives of vibrancy, density, more activity, etc.

Downtown Assessment

The budget amendments to utilize a portion of 2019 Main Street funds for the downtown assessment were approved by the Finance Committee on June 18th. This budget amendment will receive final council approval on July 6th. Once the budget is amended, the assessment agreement can be signed/approved by staff. In speaking with Rethos, it is past practice for them to invoice for the cost of the project (\$10,000) at the end of the process.

Staff will be working with Rethos to begin planning some of the more fine details regarding the assessment so they can finish planning their calendar & prepare to begin!

Board/Subcommittee Member Search

Staff has reached out to 5 downtown businesses (Barn Theatre, Engan & Associates, Heritage Bank, Royal Cutz Barbershop, and Carris Health) to inquire about their interest in serving on the board or a subcommittee. The Barn Theatre & Royal Cutz Barbershop have expressed interest so far & I'm working to reconnect with the other three businesses. For those that would be willing to commit, I would like them to attend the July 22nd Main Street Basics workshop & plan for them to also attend the July 21st Board meeting, at which we would approve their appointments.

Upcoming Rethos Webinars

July 8 - "Train the Trainer" - Business Succession Planning with UMN Extension

July 22 - Main Street Basics (2 hours) - This is a great training to understand MN Main Street. If you are a board member & haven't attended, I would highly encourage you to listen in. This is a very accessible way for you to participate in this training without having to travel to another City for a full day of training!