



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM
BOARD OF DIRECTORS
City Council Chambers – 103 S. Main Street
January 16, 2019 7:00AM

MINUTES

Acting-Chair Jennifer Antel called the meeting to order at 7:06am.

Roll Call

Members Present: Acting-Chair Jennifer Antel, Treasurer Natalie Garcia, Secretary Robin Beckwith, Daniel Jeffery, Mayor Tim Bala and Brian Sweebe.

Members Absent: Jason Hancock

Others Present: MSD Julia Turnbull, City Manager Josh Eggleston and Anthony Winters

Excused Absence

A motion was made by Brian Sweebe to excuse Jason Hancock, **seconded** by Natalie Garcia: **motion approved unanimously.**

Agenda Approval

A motion was made by Robin Beckwith to approve today's agenda, **seconded** by Brian Sweebe: **motion approved unanimously.**

Public Hearings *(None)*

Approval of Minutes

A **motion** was made by Daniel Jeffery to approve both the Regular Meeting Minutes from December 19, 2019 and the Special Meeting Minutes from January 11, 2020, **seconded** by Natalie Garcia; **motion approved unanimously.**

Other Minutes for Review *(None)*

Comments from the Public *(None)*

City Staff Communications

Josh said we already spent a lot of time together and he had nothing more to add today.

Director's Report

- MSD Julia Turnbull thanked everyone for attending the DDA Board retreat last Saturday.

- Julia will email out notes from the meeting Saturday for board members to have. She will come up with a timeline for each item and work with those interested in heading an topic.
- Julia canceled the Conpoto agreement. The DDA will pay the three month fee to cancel. She will reach out to the local businesses and inform them of this change.
- The IMPACT Report was turned into Julia and looks great. There were a couple changes she asked them to make but it will be ready to be printed and handed out with the sponsorship packets.
- Julia passed out a questionnaire to the board members to complete.
- Julia and Natalie had sent out the Volunteer Nomination form via email for this year's volunteer awards. Every board member is required to nominate someone. Board members are not eligible to win awards. Julia will email the board a list of those who volunteered in 2019.
- At the business and leader meeting last Tuesday, Bill Sorenson let us know that he is looking to sell his building and business downtown and has already put it on the market.

Upcoming Dates

1/20: Office Closed (MLK Day)

2/12: Leadership Development meeting with MMS staff

Financial Report

The board reviewed the YTD Financial. Treasurer Natalie Garcia said we are in the process of editing the sponsorship packet and will send these out soon.

Committee Reports

Design: They did not need to meet this month, but will be working the details for the 2020 murals.

Currently looking for a Committee Chair. Jennifer Antel mentioned she would like to join.

Promotion: The next meeting is Thursday, January 23rd. Promo is looking to come up with a June date to propose to the DDA board for the 2020 Main Street Celebration in order to start advertising.

Economic Restructuring (WERC): Businesses talked about taxes. ER would like to add more businesses to this committee.

Board Development (None)

Old Business (None)

New Business

14.1 Nominate and Elect Chair

A **motion** was made by Robin Beckwith to nominate Brian Sweebe for Chair; **seconded** by Natalie Garcia; **motion approved unanimously.**

14.2 Nominate and Elect Vice-Chair

A **motion** was made by Robin Beckwith to nominate Jennifer Antel for Vice-Chair; **seconded** by Brian Sweebe; **motion approved unanimously.**

14.3 Nominate and Elect Treasurer

A **motion** was made by Brian Sweebe to nominate Natalie Garcia for Treasurer; **seconded** by Daniel Jeffery; **motion approved unanimously.**

14.4 Nominate and Elect Secretary

A **motion** was made by Jennifer Antel to nominate Robin Beckwith for Secretary; **seconded** by Natalie

Garcia; **motion approved unanimously.**

Role Call was made for all of the Board Officer Elections: all were in favor.

14.5 Discuss Board Positions Openings

Anthony Winters and River Knoll will be completing the board member applications. Mayor Tim Bala will be reviewing these applications as they come in. Jennifer Antel mentioned for us to keep in mind that we are always looking for members.

14.6 Sponsorship Discussion

Natalie Garcia stated that Gun Lake Casino would like to be an exclusive sponsor and would like to partner with the Wayland DDA / Main Street for the Farmer's Market, having one Farmer's Market event at the casino per month. Julia went over the rough draft for the sponsorship packet. Jennifer Antel will get with Julia to edit.

Comments from Board Members

Natalie – Welcome new Board! I am excited for the year. I will be looking to have a volunteer orientation in March.

Adjournment

Being no further business, Acting-Chair Jennifer Antel declared the meeting adjourned at 7:35am