

North Main Revitalization Initiative

Steering Committee

Minutes of Meeting

Wednesday, November 12, 2008
Trails End Motel

Attending: Dave DeBolt, Robin DeBolt, Nancy Drummond, Deb Hirschman, Mayor Dave Kinskey, Amber Palm, Kay Rivers, Wendell Robison, Nancy Silla and Jim Tyra

Support: Melissa Butcher

The meeting came to order at 6:00 p.m.

1. **Vision for the NMRI Committee** – Mayor Kinskey reported that the North Main Revitalization Initiative is one of his top 5 priorities for the next 5 years. He said that if the NMRI elects to proceed with the formation of a not-for-profit group to work toward improvements in the North Main area, the City may be able to provide support in the form of 1-Cent Optional Sales Tax funding. Optional funds are currently provided to the Chamber of Commerce and the Downtown Sheridan Association.
 - a. The Mayor also indicated that the City Attorney could be made available to draft bylaws, articles of incorporation, etc. for the formation of a not-for-profit. He said that other start-up assistance might be available if the committee elects to proceed in that direction.
 - b. Mayor Kinskey discussed the need to identify improvements desired for the North Main area so that they may be included in the slate of projects proposed to be completed under the Capital Facilities Tax. He suggested the committee begin to seek out grants and other funding, but said that the City might be able to commit dollars to advance Capital Facilities Tax proceeds prior to the receipt of the tax dollars. The Mayor also touched on the possibility of increment funding, where a portion of an increase in property taxes is set aside for a specific project such as North Main amenities and enhancements.
 - c. The Mayor recommended that the committee prepare a business plan and budget as quickly as possible for use in considering the above options.
 - d. The committee agreed that the NMRI Steering Committee should take an active role in the revitalization of the North Main area well into the future.
 - e. The committee considered approaching the Downtown Sheridan Association to see if the NMRI might become a part of the DSA's organization. The Mayor advised that the DSA has considered the option and has expressed concern that their resources won't stretch that far. Wendell Robison pointed out that merging with the NMRI might be in conflict with DSA goals. Motion was made by Kay Rivers and seconded by Wendell Robison to proceed with incorporation as a not-for-profit association. Motion carried with none opposed.
2. **Committee Structure** – The committee agreed that the current number of committee members, nine, should be the number of members of the Board of Directors of the as-yet-unnamed Association. Dave DeBolt pointed out that nine would prevent a tie vote, and was enough people to keep all the work from falling to just one or two people.

- a. Wendell Robison nominated and Kay Rivers seconded the nomination of Robin DeBolt to serve as Chairperson. Wendell Robison nominated and Deb Hirschman seconded the nomination of Kay Rivers to serve as Vice-Chairperson. Jim Tyra nominated and Wendell Robison seconded the nomination of Nancy Drummond to serve as Secretary/Treasurer. Nominations were ceased and nominees were approved by unanimous vote.

- 3. Committee's Next Steps** – The Committee identified the need to focus on creating projects the community could see, such as the completion of key portions of the Pathway system, while at the same time moving forward with incorporation. The Look and Feel Workgroup reported that they are on track to have enhancements information to WYDOT by the week of November 17. The Committee agreed to make inclusion of neighborhood residents a top priority in the master planning process.

The following action steps were identified as priorities:

- a. Next Meeting:
 - i. Invite Edre Maier, former director of the Downtown Sheridan Association, to attend the next Committee meeting to discuss steps to incorporation and completion of a master plan.
 - ii. Consider name – North Main Neighborhood Association?
 - iii. Discuss website content and domain name possibilities.
 - iv. Review business card ideas as a “leave-behind” when visiting North Main residents and businesses.
 - v. Discuss membership structure and potential members.
- b. Incorporation:
 - i. Nancy Drummond will ask the Downtown Sheridan Association to consider sharing their bylaws and articles of incorporation with the Committee for planning purposes.
 - ii. Melissa Butcher will provide copies of the Bylaws of the Tongue River Valley Business Association for planning purposes.
- c. Business Plan:
 - i. Nancy Drummond will ask the Downtown Sheridan Association to consider sharing their business plan with the Committee for planning purposes.
 - ii. The committee will discuss business planning, including marketing, funding and budgets, at a future meeting set for that purpose.

- 4. Committee Support** – The Committee welcomed the continued assistance of PB Consulting and/or the Clark Group through the development stages of the organization.

- a. Organizational Tools – The Committee discussed possible methods for calendaring tasks, storing information and facilitating communication. Melissa Butcher suggested the Committee consider the use of a web-based software called Central Desktop to serve as a repository for information, tasks, and calendars.

- b. Other Support Items Needed – The Committee asked for detailed information on zoning and land ownership in the North Main area, especially in the area of Fort Road. Chairperson DeBolt will obtain the requested information.

5. Next Meeting – The next meeting of the Committee was set for Tuesday, December 2, at 7:00 p.m. at the Trails End Motel.

Minutes Approved this ____ day of December, 2008.

President

Secretary