

Main Street Advisory Board Meeting

Cheyenne Depot March 22nd, 2016

AGENDA

- 9:00 Call to Order *****Action Item*****
- 9:00- 9:15 Approval of the 12.2.15 Board Minutes?
Operational Plan
Program Guidelines
Conflict of Interest Form
BPW and Conference attendance, set-up and Board amounts for travel
Allocation Plan
Discussion with the Governor
Planning for next legislative session
- 12:00- 1:00 Lunch
- 1:00 New Community Presentations
- 1:00 – 2:00 Lusk
- 2:00 – 3:00 Worland
- 3:00 – 4:00 Sundance
- 4:00 – 5:00 New Application Discussion

Main Street Advisory Board Meeting Draft Minutes

3.22.16 - Cheyenne, WY

Attendees: Wyoming Main Street (WYMS) Advisory Board members present included Marla Brown, Sherri Mullinnix, David Pope, Joe Fabian, Bill Hankins and Jim Davis. Staff present included Molly Spangler, IRC Director, Linda Klinck, Main Street Program Manager, and Ashley Cannon, IRC Administrative Assistant.

Call to order: The meeting was called to order at 8:03 a.m.

12.2.15 Minutes: Sherri Mullinnix made the motion to accept the minutes and Joe Fabian seconded. Motion passed unanimously.

Operational Plan and Program Guidelines: At its December meeting, the board discussed the 2016/2017 operational plan. Staff received comments and additional feedback from local Main Street leadership. The board reviewed and adopted the 2016/2017 operational plan. This plan includes moving all technical assistance awards to a merit-based award system. The technical assistance grants for projects will be divided 70/30 between Certified and Affiliate communities.

The program guidelines have been updated to include a new category of “Aspiring” communities. An “Aspiring” designation is available for communities to gain exposure to the Main Street principles and to work on organizational structure and sustainability planning. The intention is for communities to then graduate to either an Affiliate or Certified designation within two years.

Bill Hankins made the motion to accept the 2016/2017 operation plan and amended program guidelines. Sherri Mullinnix seconded. Motion passed unanimously.

Budget Discussion: Molly Spangler presented the WYMS budget as of 2.28.16. The Wyoming Main Street budget will be cut roughly \$50,000 annually for the 2017/2018 biennium. Approximately \$42,000 will cut from the 900 series where our technical assistance and training funds are housed

Technical Assistance grant request:

Staff presented the following projects with the following recommendations.

MAIN STREET TA APPLICATION SUMMARY				
Applicant	Project Name	Total Cost of Project	Requested Amount	Staff Recommendation
1. Cheyenne DDA	Shared Artist Work Space	\$35,300.00	\$15,700.00	\$15,052.00
2. Gillette Main Street	Gateway Project	\$14,077.80	\$12,798.00	\$0.00
3. Platte County Main Street	Strategic Planning	\$5,500.00	\$4,500.00	\$4,500.00
4. Rock Springs URA/Main Street	Freight Station Door Replacement	\$26,000.00	\$22,100.00	\$22,100.00
5. Rock Springs URA/Main Street	Ethnic Enclave Development	\$3,720.00	\$3,348.00	\$3,348.00
6. Downtown Sheridan Association	Wayfinding	\$69,342.00	\$60,000.00	\$30,000.00
Total Requests/ Recommendation			\$118,446.00	\$75,000.00
Available TA Funds				\$75,000.00
Funds Remaining After Awards				\$0.00

The board discussed each project individually before voting on the awards. The board sought to fund projects that were ready to move forward and had the potential to be sustainable.

The Cheyenne DDA project different than previously funded projects. The board was intrigued by the progress made with the ArtSpace initiative. The board requested the Cheyenne DDA provide the board with a six-month and year update on the progress of the project and financial sustainability.

The Downtown Sheridan Association project was awarded with the contingency of the justifying the labor costs and signage specifications and location.

David Pope made the motion to accept staff recommendations with the contingencies for the Downtown Sheridan Association and the Cheyenne DDA progress updates. Marla Brown seconded. Motion passed unanimously.

Best Practices and National Main Street conference update: Planning for this year's Best Practices Workshop in Wisconsin is well under way. The focus will be on organization and economic vitality.

Board members will update Molly Spangler on their attendance to either the workshop or the national conference.

Local Main Street leadership will be asked to provide information documenting workshop and conference expenses outside of the training funding provided through the Wyoming Main Street program.

Conflict of Interest Form: Board members signed the WBC's conflict of interest form. This will be a requirement of all existing and new board members.

New Community Presentations and discussions:

Sundance: Sundance applied for Affiliate designation. The community has worked hard this past year to create a good foundation. They sent a representative to the Georgia Best Practices Workshop and national conference in spring of 2015. Additionally, the community sent representatives to the Wyoming Best Practices Tour in fall of 2015. Sundance's designation is contingent upon pending IRS non-profit status and creation of by-laws.

Worland: Worland applied for an Affiliate designation. Worland has considered becoming a Main Street Community for a few years. An Aspiring designation will give Worland up to two years to address the following:

- Create a budget with sources of funding and sustainability;
- Develop a work plan with 2-3 strategies (they have a comprehensive plan to be completed in the fall of 2016); and
- Determine an organizational structure

Lusk: Lusk applied for an Affiliate designation. The town experienced much devastation from the flooding during the summer of 2015. The town is currently working with FEMA and the state of Wyoming on redevelopment strategies. A Main Street designation will continue the momentum to redevelop the community. An Aspiring designation will give Lusk up to two years to address the following:

- Create a budget with sources of funding and sustainability;
- Develop a work plan with 2-3 strategies
- Determine an organizational structure
- Identify community leaders and persons responsible

David Pope made the motion to accept Sundance as an Affiliate community with the identified contingencies and both Worland and Lusk as Aspiring communities. Joe Fabian seconded the motion. Motion passed unanimously.

Adjourn: 4:25 p.m.

DRAFT