

**Cheyenne Downtown Development Authority/Main Street
Board of Directors Meeting– Thursday, August 13, 2015
7:00 A.M., 2nd Floor Asher-Wyoming Arts Center**

Call to order: *Dick O’Gara, Vice President*

~~Hans Seitz, President~~

Dick O’Gara, Vice-President

Dave Ohde, Secretary

Wally Erickson, Treasurer (via

phone)

~~Pat McGee~~

Dave Teubner

Charlotte Powers

Alane West

Dr. Mark Rinne, City Council Representative

Ex-Officio: ~~Matt Ashby, City of Cheyenne~~ Buck Holmes, Laramie County

Staff: Amy Surdam, Desirée Brothe, Ginny Olson

Guests: Glen Garrett, Shelby LaCroix, Becky Orr, Wendy Owen, Tara Nethercott, Greg Smith; Megin Rux; Bill Henderson

Call to order: Vice President Dick O’Gara welcomed those present and asked the two newest board members to introduce themselves briefly. July’s board minutes were approved. The consent agenda was then addressed. The Executive Director’s Board Update, the DDA Conflict of Interest Policy, and the Façade Improvement Grant items were all pulled, leaving the Treasurer’s Report, the Work Session Minutes, the DDA Credit Card usage agreement, and the DDA Financial Policy. Dr. Rinne moved to accept; Mr. Ohde seconded.

Treasurer’s Report: Payables of \$84,192.25 and transfers of \$12,000 to payroll. Ms. West questioned the large amount of cash that was pulled from the account in July; Ms. Surdam and Ms. Olson clarified the need for cash in order to operate the beer tent at Rock the Block. Ms. West questioned the current contract with the accountant, Scott Kelsey. Ms. Surdam and Ms. Olson replied that we do not have one; he has been used for the past 8 years and we’ve simply continued that pattern. It was then asked by multiple board members that they receive the financial reports in a timelier manner prior to the meeting. Mr. O’Gara then motioned to approve the payroll transfer of \$12,000 as well to approve the Treasurer’s Report. Ms. West seconded.

Mr. O’Gara questioned whether or not the amount of \$116,966.00 would be transferred to the Economic Development fund. Ms. Surdam confirmed that it would be.

ED Board Update: Originally pulled from Consent Agenda; Ms. West did pose one question on the Mural Project: Is there a contract in place between the Artists, the Property Owners, and the DDA/Main Street? Ms. Surdam clarified that there is not one including the DDA/Main Street, only between the Artist and the Property Owner.

Standing Committee Reports

Design—Mr. Ohde

Mr. Ohde detailed that the Design committee has approved awards to five (5) businesses in downtown, but has not yet received any of the contracts back signed. He will follow up with each business accordingly. Once he has done so, he did request that the board take formal action to approve each when all the information is present. At this point, Dr. Rinne moved to approve this item, Ms. Powers seconded.

Mr. Ohde also mentioned that there was no July meeting held as it was Cheyenne Day. There was a tree being removed outside the Asher building; it is diseased, and will be hazardous during the Cheyenne Arts Fest.

Promotions—Ms. Owen

Ms. Owen discussed the Thursday Night Out event on August 13th from 5-8 pm in conjunction with Art Design and Dine. 14 retailers and 4 downtown restaurants are on board to participate, offering specials. She also mentioned that the Cheyenne Arts fest is happening on Friday, August 14th and Saturday, August 15th. There is a volunteer sign-up form on the website now. On September 18th, there will be a West Edge party featuring a band, food, and beverage vendors. In October, Witches Night Out will commence its fourth year, and there will be a Trick-or-Treat Street on the morning of Halloween, Saturday, October 31st. November will focus on getting the winter décor up downtown and preparing gift cards for use throughout Downtown Cheyenne. Finally, the DDA website and newsletter, as well as DCMA, will work on spotlights and promotion of downtown businesses.

Economic Development—Tara Nethercott

Ms. Nethercott said that the ED committee has met twice in the last month in regard to the potential purchase of the Carey building. The ED committee does recommend to the board that they move forward with the purchase of the Carey Building. She cited a statute written in 1983 that affects the DDA. Its purpose was to address the development and redevelopment of historic buildings and to halt decay, ensuring that economic development programs could take place.

At this point, Ms. Surdam was asked to detail her Wednesday meeting with the Carey building owner, Shaun Lim, who flew out from LA with his attorney, project manager and contractor. It was a 2 hour meeting. The owner is very interested in partnering with the DDA and acting as the developer. In addition, he is extremely interested in possibly donating the building to the DDA. He also would like to/ is willing to write a letter of intent in order to aid in the grant process. Ms. West asked, at this time, if the board could move into Executive Session to continue this discussion. Or, at very least, move this item to the end of the board meeting. The latter decision in combination with Executive session was decided.

Organization—Shelby LaCroix

Ms. LaCroix discussed the current outreach materials. She talked about the upcoming meeting that will be held on Tuesday, August 18th at the DDA office, which will go over talking points for educational distribution. Ms. Owen stood up to clarify whether or not absentee property owners are allowed to vote; they are. Mr. Teubner questioned how board members were able to distribute mill levy materials in regards to board positioning versus private individual. Mr. Barrett clarified that “as a board member, you cannot lobby, but as a private, business-owning individual, you have a right to free speech.” In the past, board members have divided up the district blocks and visited with property owners throughout the district.” Ms. Nethercott recommended that the board reach out and seek a legal opinion on the matter.

Ms. LaCroix continued, talking about a volunteer recruitment strategy, mentioning the possibility of attending Chamber events to aid in recruitment.

Historic Preservation—Alane West and Megin Rux

Ms. West noted that there will be a workshop in early September that is open to the public and will detail information on the West End Development. She turned the floor to Ms. Rux, who then detailed the upcoming Homes and Building Tour on September 12th. There will be a VIP session on September 11th from 5:30-8pm, and the tour on September 12th from 10am to 4pm.

Ms. Rux also expressed the view from the Historic Preservation Board: The Carey building is “critical to the identity of the city of Cheyenne....if the modern panels were removed, the historic façade could be listed as contributing on The National Register of Historic Places. The Board offers its assistance to the DDA, including research and grant writing to further investigate the integrity of the historical façade and potential for restoration.”

Downtown Development Foundation—Alane West

Ms. West reported that DDF did not meet this past month and therefore had nothing to report.

Amendment to Bylaws

It was recommended by Mr. O’Gara that a bylaws committee be created, composed of 3 board members, to work through who can sign documents. Mr. Ohde also asked that the conflict of interest policy be looked over by this committee. Mr. O’Gara asked that the attendance policy be addressed to be made more flexible as well. Ms. West moved to create the bylaws committee and have reviews completed by the next board meeting on September 10th for board review. Mr. Ohde seconded. The committee will consist of Ms. Powers (committee head), Ms. West, and President Seitz.

City Contract

Ms. Surdam reported that she is still in discussion with Mayor Kaysen on this subject. She asked to remove the item until further info was gleaned and it could be discussed at the September 10th meeting.

Executive Session

Hans Seitz, President	Dave Ohde, <i>Secretary</i>
Dick O’Gara, <i>Vice-President</i>	Wally Erickson, <i>Treasurer (via phone)</i>
Pat McGee	Charlotte Powers
Dave Teubner	Alane West
Dr. Mark Rinne, <i>City Council Representative</i>	
<i>Ex-Officio: Matt Ashby, City of Cheyenne</i>	Buck Holmes, Laramie County

Staff: Amy Surdam, Desirée Brothe

Guests: Tara Nethercott

Mr. Ohde began by asking Ms. Surdam to recap her conversation with the current Carey Building owner. Ms. Nethercott interjected to speak to the board about the limited amount of topics that can be discussed in an executive session. At this time, only value and money in regard to the Carey building can be discussed in an Executive Session. All else remains public information and must be discussed within the public realm. After further discussion of what should and shouldn’t be stated in Executive Session, Ms. Powers moved to return to a public meeting and Ms. West seconded.

Return to public session

Carey Building Report

Ms. West asked Ms. Surdam to recount her meeting with the Carey Building owner. Ms. Surdam stated that the meeting lasted two hours and that the owner is extremely interested in a partnership with DDA/Main Street. The owner, Mr. Shaun Lim, would also like to see the space used as residential with commercial on the lower level, possibly adding a grocery. Mr. Lim sees a lot of value and opportunity in the development of downtown and he’s happy to do whatever he can to help with the grant process, such as writing a letter of intent. He is also very interested in gifting the property as well.

The board carried further discussion about what was needed to complete the grant writing process. Mr. Holmes stated that the County does these types of grants all of the time, that a letter of written commitment would not be needed. It was asked if any of the current gathered grant materials had been ran by board legal counsel. Ms. Surdam replied no; Mr. Holmes responded that the current written template is written by Mark Voss and that this has been reviewed by the County Attorney also. Mr. Ohde requested that we ask our council to review as well. Dr. Rinne moved to approve the Carey building development and contingency agreement, and option, which are contingent upon legal review. The motion carried.

Final Thoughts:

- Begin referring to the Carey/Z's building by its address: 308 W. 17th St.
- Requests that the board meeting documents reach the board members by noon on the Monday prior to the meeting.
- Ms. Olson discussed the upcoming Cheyenne Arts Festival, asking for board members to come out to support the event.

Meeting adjourned at 8:43 am.