



Cheyenne Downtown Development Authority/Main Street

Board of Directors Meeting Minutes

August 11, 2016

3:00 pm, WBC Becker Board Room

Board:

Wally Erickson

Dave Ohde

Gabriel Pina

Alane West

Dave Teubner

Charlotte Powers

~~**Will Hardin**~~

~~**Buck Holmes, County Commissioner**~~

Staff:

Amy Surdam, *Executive Director*

Ginny Olson, *Administrative Assistant*

Desirée Brothe, *Program Manager*

Guests:

Richard Johnson; Jeff White, Becky Orr; Glen Garrett; Lorraine Grigsby; Brandon Cammarata, Glen Garrett, Jack Whyatt, Pete Laybourn, Pete Illoway, Byron Mathews, other guests

The Board of Director's August meeting was called to order at 3:00 by Vice President, Wally Erickson. Following roll call, Erickson spoke to the resignation of Dr. Mark Rinne as President of the Board as well as City Council liaison. He acknowledged Rinne's longevity in serving on the board and his advocacy and work for downtown. Jeff White, City Councilman for Ward I will serve as the City Council liaison and will be approved by the City Council members at the August 22nd, 2016 meeting.

Erickson called for a motion regarding the filling of the presidency of the DDA Board of Directors. Ohde moved to elect Wally Erickson as President and Charlotte Powers as Vice-President. The motion was seconded by West and a unanimous vote was cast.

Consent Agenda:

Pina, Board Treasurer stated he wished to pull the Treasurer's report from the Consent Agenda. West so moved and seconded by Powers. No discussion was held and the motion carries.

Pina noted that one check will be voiding making a difference of \$152.00 in the total payable and a second invoice and check will be researched for Trader's invoice.

The accrued payables for June totaled \$32,464.33 out of the documented payable amount in the report. Pina moved to accept the treasurer's report with the new payable amount of \$65,624.54 and transfer of \$13,500.00 to the payroll account. The motion was seconded by Ohde and passed.

Pina then made a motion to move the DDA accounting in house with a selected accounting firm providing payroll, quarterly reports, and monthly finance documents. West seconded the motion. Discussion on question of financial work at staff level vs. board level, estimate on cost savings and financial reports easier to read. A vote was taken and the motion passed unanimously.

Abandoned Building Coalition: *Amy Surdam, Executive Director*

Three town hall meetings have been held in the Depot lobby with total attendance of 60 people. There was great conversation and comments and suggestions were documented. These will be categorized, summarized and presented at the September Board meeting.

Historic Preservation Board: Blithe Andrews not present. No report.

West Edge Update: *Brandon Cammarata*

An Open house was held August 2nd, 2016 presenting the Pump House Park/Wetlands sediment control water quality project with 30-40 in attendance. The project is going well and the bidding process should take place in October.

The parking study is working through the data collected and will be going into the next phase which is public involvement.

Area-wide plan relating to West Edge will be open to public view shortly. Edge Fest which is a community based effort with city accommodation is coming up shortly. This will be the second year for the fest which will be held in the City's west parking lot. Tueber noted that West Inc. has offered sponsorship and also the power plant owners and Taco Johns.

Core Update: *Amy Surdam*

The Core group continues to meet and things are going well. The alley RFP is completed with suggestions brought forth by Alane West. Having read through the RFP, Surdam asked the group for any thoughts or concerns they might have. The next step is to send the RFP to the Joint Powers Board to see if they wish to partner on the project. Erickson asked regarding the meeting time for the JPB. Surdam replied Aug. 24th at 7:00 a.m. West made the motion to move forward with the RFP presented to the JPB in hopes of partnering, seconded by Tuebner and the motion passed.

Surdam reported three town hall meetings have been held this week for the Abandoned Building Coalition. Around 60 people total attended these meeting and the coalition gathered comments, suggestions and concerns that were voiced. These have been recorded and will be categorized and summarized and discussed at the next Abandoned Building Coalition meeting and the DDA Board September meeting.

Downtown Development Foundation: *Alane West*

The Foundation met last week and approved a request from the DDA for matching funds for a military mural in the amount of \$845.00.

DCBC: *Gabriel Pina*

The group has 60 paying members. One business, Infused Butter Cream Bakery has closed its doors. There's a ribbon cutting next week for Wolfe Computers, Inc. and the monthly DCBC mixer was held at Creative Healing last week. The group will have a strategic planning session in September to plan for next year. DCBC has had a booth at Friday Nights on the Plaza in which flyers are handed out to promote shopping downtown. The effort has been well received.

Committee Reports

Design Committee: *Jack Whyatt, Chairman*

The Design Guidelines will be reviewed with a sub-committee. RFP for the water feature has been approved. Glen Garrett has been selected as the historic design architect for the Façade Improvement Program. The CIG granted Pony X-Press has been reviewed and the committee is in the process of

working through a CIG for Grandpa's Pizzeria. The committee held election of officers with Jack Whyatt serving as president.

Desiree Brothe, Program Chair brought the board up to date on the trees maintenance and care for downtown. A meeting was held on Wednesday with Steve McDonald and Mark Ellison from the City, Jack Whyatt, Pete Laybourn, Becky Orr, and DDA staff present. The maintenance and concerns were listed. The work needed on the trees is monumental and a document will be drawn up that defines the work the DDA can provide and what the property owners will have to address. Right now there is major work to be accomplished. This document needs to be fluid and to reflect partnership with the property owners. Ellison reported the city has a complete inventory of the trees that was available to use through a website. McDonald offered to address covering the root balls and maintenance needed on grates. Surdam prioritized the needs with removal of dead trees, replacing those trees as well as the planting of empty grates a priority. Olson is to finish the database of the areas needing trees removed and replanted, trimmed and pruned, and grate concerns as well as drawing up an RFP for the work needing to be done. Ellison stated fall planting is okay as long as it is done in September and October. The response to the RFP should be within the next three weeks and the data shared at the next board meeting.

Economic Restructuring:

Brothe reported in the absence of the chairman. The Grocery Co-op discussion continues with each committee member assigned a piece to research. The first microloan has been review by the review committee doing their due diligence. Brothe stated the committee would like autonomy is awarding loans at their discretion that are less than \$5,000. Pina moved to allow the Economic Restructuring Committee the ability to accept and award loans at their discretion that are \$5,000.00 or less. Motion seconded by West and carried.

Organization Committee: *Gabriel Pina, Chair*

There continues to be work on the Block Ambassador program. Each committee member has been assigned five blocks to canvas that have no ambassador or to assist the block ambassador that has volunteered to work their assigned blocks. Twelve of the nineteen blocks have ambassadors.

Promotion Committee: *Charlotte Powers, Chair*

The committee at their last meeting reviewed three small event sponsorships. Two were declined and one is still being considered for sponsorship. The committee stayed real hard to their guidelines and policies. Powers noted that the sponsorship guidelines and application were not on the website and requested the two documents be placed there to perhaps aid in the applicants realizing the parameters. The committee is still waiting to hear from the supplier on extending the dates to January first for the ice rink. Powers and Brothe met with Darren Rudloff and Steve McDonald to decide on the placement of the rink on the plaza and were relieved to find out that it will fit beautifully in the layout of the New Year's Eve Ball Drop. Graphics to promote the ice rink are being worked through. Sponsorship levels and promotion plans are in place.

6th Penny Update: *Jeff White, Ward 1 City Councilman*

The list of projects has been completed by the committee. This process was done by each councilman submitting their top ten list to the committee. The projects appearing on several lists were tabulated and the projects receiving support of 5-8 councilmen were placed on the top of the combined list. This list will be introduced as a resolution at the City Council August 22nd, 2016 meeting. It will then go to the Committee of the Whole September 7, 2016 at 6:00 p.m.

Other New Business:

Erickson stated applications for new board members to fill the vacant position is open until the 20th of August. He would like as many current board members as possible to visit the Mayor's office and review the applications the following week.

Erickson asked for public comment from the guests attending the meeting. Hearing none, the meeting adjourned at 3:44 p.m.

Respectfully submitted,

Ginny Olson,
Staff: Administrative Assistant