



## **Cheyenne Downtown Development Authority/Main Street**

Board of Directors Meeting Minutes

March 9, 2017

3:00 pm, WBC Becker Board Room

### **Board:**

~~Wally Erickson, President~~  
Charlotte Powers, Vice President  
David Ohde, Secretary  
Gabriel Piña, Treasurer

Alane West  
~~Will Hardin~~  
Dave Tuebner  
Sam Galeotos

Jeff White, City Council Representative  
Ex-Officio: Linda Heath, Laramie County

### **Staff:**

Desiree Brothe, Andy Hogan

**Guests: Sam Weinstien, Dale Steenbergen, Anja Bendel, Glenn Garrett, Pete Laybourne, Tom Mason, Josh Heddam, Katrina Peterson**

### **Charlotte Powers Called Meeting at 3:00**

Charlotte started with the consent agenda, asking for approval. Gabriel motioned to approve the 4 consent items. Dave Ohde seconded. Motion passed unopposed.

Charlotte asked to move on to new business and introduced Dale Steenbergen and Anja Bendel.

Anja gives an update on the core team plan. States that what they have been doing since 2015 is try to recognize what we all want for the downtown. The core team came together to recognize what that something was. Last year's plan had 4 areas. Light it, Clean it, Build it, Support it. The Depot lights were not on all year due to tree lights. 17<sup>th</sup> and Capitol lights were out of reach due to problems with structural integrity of existing light poles. The DDA put out RFPs for 2 blocks to be modernized, including the Depot water feature. Wayfinding sign construction should be completed soon. Anja mentioned that the ice rink was a success and thanks to the DDA. Support it worked with business retention. The team dropped down to meeting twice per month. After 1 year, some items were completed and they were able to move those into maintenance mode. Anja stated that the 2017 plan has a vision statement. 6 blocks were defined as downtown core and within them were alleyway enhancements and improvements. Light it is in maintenance. Abandoned buildings is a new project with fight the blight team. The core team wants to keep the water feature alive. The new Move it goals will be transportation and parking.

Dave Tuebner asked what the business retention strategy was and who the core partners are that are involved.

Anja stated that each of our organizations has an approach, what we still need to do is flush out who is tackling what piece.

Dale S. stated that we have a banker, accountant and strategy person for support it. We want to tackle issues and look through new and existing businesses books. We are working on broadband pricing, monthly service and less mile costs. They will publish results as they come up.

Dave t. expressed that he appreciates their strategic planning. Says that he wonders about where the plans come from. Knowing who is working on what assignments is important.

Anja said that it depends on the different organizations. Leads is the liaison between those orgs. The plan is not to make the DDA move over and that Wally Erickson has been very engaged.

Charlotte stated that all of the different downtown organizations have strengths and we want to make sure that we can team up and not duplicate tasks.

Anja stated that parking still needs to be determined.

Desiree stated that we wanted to talk about some of the images and what we can pull together to give more ideas for the core plan.

Sam Galeotos stated that we as a body need to determine whether we are supportive of the projects.

Dale S. stated that Los Abuelos is an example of one of the groups they've worked with for business retention, a committee with the chamber who helps new businesses.

Glenn Garrett stated that abandoned and blighted buildings is a real focus and now its being pushed off to the mayor's task force, but this should be a city-wide effort.

Jeff White stated that we as a task force will make sure the focus in the downtown does not fade away.

Anja stated that the group is flexible and there is space for new ideas.  
Charlotte thanks Anja and Dale for update.

Charlotte brought up financials and 2018 budget re-cap of the work session.

Desiree stated that the work session was a week ago and we are at a point now that we need to take a budget to the city. There have not been many changes.

Gabriel motioned to approve budget. Dave T seconded. Motion passed unopposed.

#### Standing Committee:

Executive team: Desiree stated that the parking contracts with the city is not up until June 2018, West Inc. and HCMS Contracts are up with DDA and we need board approval for the new contracts. Gabriel motioned to approve contracts, Dave O seconded. Motion passed unopposed.

#### Historic Preservation:

Blythe McAndrew stated that the board is in the middle of the DDA District building additions and doing research on those buildings as well as city building permits. The board has been approached about Ames as well. As for the FIP, their grant for design was approved for \$13.5K.

#### West Edge:

Katrina stated that they have begun moving dirt in the west edge. The revolving loan fund MOA was approved by the city the county. The mayor is working with the loan review and Logan is planning a workshop.

Glenn Garrett asked for an update on the city commons. Jeff adds that there is wide support with city for west edge. They are hoping for more info in the coming weeks.

Charlotte asked for a motion to approve the MOU. Alane West made a motion, Jeff White seconded, motion passed unopposed.

Dave T. stated the importance of this project. Pete Laybourne stated that this is under the interest of the DDA and that we should not hesitate.

Tom Mason stated that the Reid Railroad core is being discussed by the city council as well.

Downtown Development Foundation:

Alane: no update.

DCBC:

Gabriel stated that there will be a project coming up this summer. Stay tuned.

Charlotte addresses Officer Josh with CPD, asked about news related to public safety. Josh stated that there will be more patrols this summer than ever.

Committees:

Design:

Desiree stated that there was a good kickoff for FIP. 6 Property owners attended. We received design assistance grant. RFP went out.

E.R.:

Sam W. stated that there is not much of an update but the co-op website is up and we've had 40 respondents. We've had several leads on a grocery.

Organization:

Gabriel stated that the DDA roadshow is looking at the west end and the first one will be at 611 w. 18<sup>th</sup> street on March 22<sup>nd</sup>. This is a good opportunity for business owners and elected officials will be there.

Promotions:

Charlotte stated that we gained 2 members, and that this is her last board meeting. The promotions team is continuing to look at ice rinks for the coming winter.

Rock the Block:

Desiree stated that Save the Dates will be going out this week. It will be behind the paramount. Celtic fest is the same day but won't overlap.

Other New Business:

Desiree stated that the worksession scheduled with the city council is on the 24<sup>th</sup>. On the agenda is the City's and DDAs vision for downtown. Lois Huff is amendable to our budget. Also RFPs for trees have gone out.

Jeff W. Stated that Friday's in the Asher has been announced.

Dave O. said that he wants to know if the board should form a committee for the parking. And also said that we need to appoint somebody for the Brownfield Revolving Loan Fund.

Dave O. gives thanks to Charlotte for her time on the board.

Tom Mason stated that they are accepting comments on the parking until next Friday and on April 17<sup>th</sup> the planning commission will meet.

Charlotte ended meeting at 4:20.