



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

Board of Directors Meeting Minutes

September 8, 2016

3:00 pm, WBC Becker Board Room

### **Board:**

**Wally Erickson**

**Gabriel Pina**

**~~Dave Teubner~~**

**Will Hardin**

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

**Dave Ohde**

**Alane West**

**Charlotte Powers**

**Jeff White, City Council Liaison**

### **Staff:**

Amy Surdam, *Executive Director*

Ginny Olson, *Administrative Assistant*

Desirée Brothe, *Program Manager*

**Guests:** Josh Henum (CPD), James Fuller (HPB), Sam Galeotos, Pete Laybourn, Jan Nelson-Schroll, Glen Garrett, Caroline Veit, Reed Eckhart, Richard Johnson, Ashley Cannon, Tiffany Logan, Lorraine Grigsby, Becky Orr, Sam Weinstein

Board of Directors meeting was called to order at 3:00 p.m. by Wally Erickson, President. Erickson announced that developer, David Hatch who was scheduled to present an update on the Hynds Building was not able to attend due to a family emergency but that correspondence he had sent via email to Erickson would be shared at the end of the meeting.

### **Consent Agenda:**

Gabe Pina, Board Treasurer pulled the financial report from the agenda due to the late receipt of the report he hadn't had time to study the report. West moved to accept the consent agenda as presented with Payables of \$79,890.16 and transfers to be made of \$150,000 to Operating account and \$13,500 to the payroll account. Motion was seconded by Pina and passed.

### **Historic Preservation Board:** *Bllithe McAndrews*

With McAndrews unable to attend the meeting, James Fuller reported on the Historic Homes Tour scheduled for September 17, 2016 was all set. The tour would begin at the Blue Cross Blue Shield parking lot and would pass by the historic airport fountain that the board is planning on restoring. Leadership Cheyenne is sponsoring the Boo Ball happening in October with much of the proceeds dedicated to this restoration.

Note: Charlotte Powers, Board member joined the meeting at 3:06 p.m.

### **West Edge Update:** *Brandon Cammarata, City Planning*

Cammarata was absent. Brothe reported a successful Edgefest was well attended. Cammarata joins meeting and continues report. Planning is pressing hard on the pumphouse/wetland park project as

the planning department will be requesting bids soon and hopefully the project will be tackled before the holidays. Regarding EdgeFest, he reiterated the evening was orchestrated by a non-profit stakeholders' group and being held in the city building parking lot with another event happening at the Civic Center created no issue.

**Core Update:** *Amy Surdam, Executive Director*

Three submissions have been received for the water feature to be located in the Depot Plaza. Interviews are scheduled for Sept. 21, 2016 with an additional meeting later to choose the design group. The Joint Powers Board has policy that they are following in terms of the funding for the project.

Surdam continued with reporting she and Erickson had met with the Cheyenne Police Department regarding safety downtown in terms of handling the safety more proactively downtown. The group will be talking and working with the stakeholders on solutions. The perceived safety issues had been presented to the Downtown Core group and they are interested in being involved. Surdam reminded the board of a town hall meeting this evening presented by the parking study group that is currently in process.

Erickson asked Jeff White, City Council Liaison, regarding the next steps on the 6<sup>th</sup> penny tax proposals which had gone through two Committee of the Whole meetings with public input. The proposals recommended will now be forwarded to the County Commissioners for discussion for placement on the November ballot.

**Downtown Development Foundation:** *Alane West*

The Foundation will be meeting next quarter.

**DCBC:** *Gabe Pina*

The organization is now at 61 members. The next mixer will be held at Wolfe Computer Solutions. This month marks the 1<sup>st</sup> year anniversary of DCBC and the group will be holding a planning session next Wednesday to see where they want to take the organization in 2017.

**Design Committee:** *Jack Whyatt*

Whyatt was unable to attend so Program Director, Desiree Brothe reported a CIG grant for \$11,000.00 was approved for the Paramount Café as well as a CIG sign for Grandpa's Pizzeria for up to \$975.00. The final documents for the FIP 2017 have been reviewed with Glen Garrett designated as the historic design architect on projects.

**Economic Restructuring Committee:** *Sam Weinstein*

The first microloan has been issued for Array of \$5,000. The committee has another loan application out with the committee having several other interested inquirers. The grocery store project's survey has had over 500 responses. Weinstein and Brothe were guests on KGAB speaking about the grocery store search. There's a public input meeting on September 27<sup>th</sup>, 2016 at the Asher Wyoming building.

**Organization Committee:** *Gabe Pina*

No update and the committee is trying to wrap up the Block Ambassador program as it is just missing two or three ambassadors not assigned.

**Promotions Committee:** *Charlotte Powers*

The committee has awarded sponsorship of up to \$700.00 to the Connect to Women Conference for advertising and promotion of the event. Dates for the Ice Rink have been extended to include the New Year's Eve Ball Drop so the dates for the rink are Dec. 14 – Jan. 3<sup>rd</sup>, 2017. Training will be scheduled for the first days of the rink being in place. A logo has been designed and a survey is currently on Facebook page for naming the ice rink and hours of operation. City Special Events and Services division has officially confirmed the dates and insurance coverage is arranged and within the budget. Powers and Program Director, Desiree Brothe met with the City and others involved to create a list of things to do as well as designate the responsible party for accomplishing the task.

Zombiefest is coming up the Sept. 17<sup>th</sup>. They are the recipients of one of the big sponsorships granted. West inquired regarding corporate sponsorship for the Ice Rink. The answer from Powers was to the affirmative with a packet that has been put together.

White asked about volunteer efforts. Powers is putting this in place. Anyone interested should contact the Desiree at the DDA or Charlotte Powers.

**New Business:**

***Cheyenne Creative:*** Desiree Brothe, Program Director updated the Board of Directors on Cheyenne Creative. Brothe set up a booth at the Cheyenne Arts Festival on the Artisan Boulevard to promote Cheyenne Creative. She approximated reaching 1,000 visitors and had 30 people sign up for the newsletter which is sent electronically. Beth Howard, a fiber artist has signed a 6 month lease to use one of the rooms for her weaving looms. Mike Beeman, watercolor artist will hold a workshop in Oct. Steve Knox has donated a printing press which is placed in the basement for visual printing and will provide workshops on using it. Cheyenne Creative is participating in the Artwalk tonight featuring photography.

***Strategic Planning:*** Amy Surdam, Executive Director spoke regarding the strategic planning session scheduled for Oct. 25<sup>th</sup>, 2016 from 4:00 – 8:00 p.m. at the Plains Hotel. She asked the board for their insight as to what the members would like to see placed on a survey that she intends to send to the stakeholders and public regarding what they would like to see the DDA take on and place in the FY2017 Strategic Plan. Powers stated she would be interested to know what projects people liked or disliked from 2016. Some of the goals such as the water feature and alleyway clean up would be carried over into the 2017 Plan. Surdam asked for thoughts to be emailed to her by the following Friday to allow time to create the survey. Pina was like to see specific questions on the ReRide program included. Powers suggested reaching out to committee members on projects the committees specifically have worked on through a survey created for their anonymous responses. Erickson questioned as to how the survey would be distributed. Sudam replied through use of the Constant Contact email list which includes business and property owners. The survey would also be placed on the DDA Facebook page and DDA Website. A public notice will be run directing public to the two social media sites. In concluding the discussion, Surdam stated she and Brothe would create the survey, send it to the board for input, revise and then distribute it.

**Hynds Project Update:** *Erickson reading email from David Hatch, Developer*

The Historic Tax Credit application has been turned into SHPO. The local office will review the application then it will be sent on to Washington, D.C. The architects and engineers are working hard with about 25% and 50% completions of the design and drawings. The autocad drawings have been helpful. Parking situation is more flexible as of late and much of the finance secured. Next step will be the new market tax credits and USDA application will be turned in. Engineers are looking at HVAC, etc ducting to be taken care of. Radiant heat and cooling throughout the building will reduce the electrical

needs and will be utilizing geothermal and solar panels. Offices will be located on the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors. Other space available on the second floor. There's an open lobby on the south end for a "Made in Wyoming" showcase using that space to promote all of Cheyenne and Wyoming arts and products. Hatch thanked the DDA for the support and stated he would be happy to meet and give tours. Erickson closed with stating he would send the entire Historic Tax Application to the Board Members in an email.

**Other New Business:**

Surdam told the Board members the list of businesses had been completed and had been sent to Lois Huff, City Treasurer to start resetting the TIF. The Abandoned Building Coalition has had a name change to Building Revitalization Coalition. Oct. 3<sup>rd</sup> will be a public meeting to gather public input on the documents for vacant and underutilized buildings in downtown.

Surdam has written an article on the ReRide Program to be published in a National Main Street publication.

**Public Input:**

Richard Johnson, City Councilman is seeking to get the alleyway between Central and Warren included in the Alleyway Cleanup Proposal in front of the City Council to be written as part of the two alleys already designated in the Downtown CORE Plan project. The cost of \$425, 000 would come from the \$850,000 left over from proposed projects. In addition, he is seeking to add fiber optic connectivity to the West Edge project. As a side note, Johnson is working with Robin Bocanegra at COMEA on setting up a wet shelter with the winter months approaching. He is seeking donations of cots for this shelter.

Pete Laybourn, property owner/manager reported on the progress of the downtown trees committee. An RFP will be released in January for the cutting and removal of dead trees and stumps and replanting of new trees to be accomplished in April. He feels the city ordinance on trees does not apply to downtown and would like to see some work transpire on that. His issue is with the big tree vs. smaller greenery that doesn't block business owners' signage.

Glen Garrett, architect, spoke to the group to agree that Central to Warren alleyway is the worst of the three alleys and a pathway from parking lot on 17<sup>th</sup>. It should be included in that Downtown Core plan. Perhaps the DDA could endorse this and assist Johnson in his quest.

West then moved to have the DDA write a letter of support for the allocation of funds toward the addition to the alleyway project to be presented to the City Council. Seconded by Pina and motion carried.

Meeting adjourned at 3:51 p.m. Next meeting will be Oct. 13, 2016, 3:00 pm at the Becker Boardroom.

Respectfully submitted,

Ginny Olson  
Administrative Assistant

