



Cheyenne Downtown Development Authority/Main Street

Board of Directors Meeting Minutes

December 8, 2016

3:00 pm, WBC Becker Board Room

Board:

Wally Erickson	Dave Ohde
Gabriel Pina	Alane West
Dave Teubner	Charlotte Powers
Will Hardin	Sam Galeotos
Jeff White, City Council Liaison	
Buck Holmes, County Commissioner	

Staff:

Amy Surdam, *Executive Director*

Ginny Olson, *Administrative Assistant*

Desirée Brothe, *Program Manager*

Guests: Josh Henum (CPD), Becky Orr, Glen Garrett, Blithe McAndrew, Lorraine Grigsby, Jack Whyatt, Brandon Cammarata, Gabe Pina, Jr.

Meeting called to order at 3:02 by Vice-President Powers.

Guests were welcomed.

Consent Agenda:

Ohde moved to approve the consent agenda with payables of \$23,810.53 and a transfer of \$13,500 to the payroll account. Seconded by White and motion carried.

Historic Preservation Board – Blithe McAndrew

The public meeting has been held with a presentation of the consultant's report to the Historic Preservation Board on the updating of the historic listings in the downtown Cheyenne district. The HPB will now work with the report and will by February have the work finalized. James Fuller will be leaving the HPB and a new president will be chosen in January.

West Edge Update- Brandon Cammarata

Brandon Cammarata using a visual presentation of the Civic Commons Park updated the Board members on this centerpiece of the West Edge project. Located where the parking lot across from the City Municipal Building is now, the West Edge Park addresses the storm water management issue of the area and because it is designed for dual use, the park would provide a beautiful green area for the public to gather and enjoy many types of functions. This five million dollar project is ready to go and is fully funded with \$3 million coming from a FEMA grant, \$1.2 million from state mineral royalties and the WBC providing a \$500,000 grant matched with \$1.2 million from the sixth-penny sales tax of 2012. The incoming administration unfortunately is considering using the monies to place a storm water management project on 26th Street. Cammarata expressed his disappointment and stated that a public

meeting will be held on the Civic Commons Park project on Dec. 15th, 4:30 – 6:30 at the Laramie County library.

Hardin asked the price of doing the 26th project. Cammarata replied \$3 million and the grant money not turned back would cover 2/3 of the project.

Tueber expressed appreciation for the work that Cammarata had completed on the project and stated that private sector folks have contributed to this plan and have generated many real estate transaction piggybacked on the centerpiece of this West Edge Project. He in turn encouraged board members to support the Civic Commons Park project by attending the public meeting.

Surdam expressed the importance of the group individually supporting the project and encouraging others to attend this meeting.

Glen Garrett asked if the DDA could take a position on this issue. Historically the DDA has been advocating for the downtown.

Pina stated the board should be watching what's happening as well as advocating.

Ohde asked the staff to start drafting a letter of support and have it ready to go.

Core Update: *Amy Surdam*

With the alleyway project in placed and awarded to AVI, an initial planning meeting has been held with the consultants stressing lighting and safety so the outcome would be a safe pedestrian access.

The water design feature consultants have released the design and will present to the Design Committee at the Dec. 14th meeting. The design will then be presented to the DDA Board in January. The Hilton financing has been secured so the hotel to be placed at the corner of Pioneer and W. 17th Street is still happening.

The CORE continues to address safety by marketing and improving downtown. The private sector of the West Edge development will be at the next CORE meeting. Surdam finished by saying the Building Rehabilitation Coalition has adopted the International Building Code but she is unsure what will happen going forward with the Fight the Blight Task Force that the incoming administration is organizing.

Downtown Development Foundation –no report as West was absent from meeting

DCBC-Gabe Pina

The next mixer will be held at Furr-ever Friends located at 500 W. 15th Street on Dec. 13th. There will be a donation box for Toys for Tots placed there.

Main Street Committee Updates:

Design – Jack Whyatt

A Capital Improvement Grant of \$900 was awarded to the owner of the Deming Building (Wyo Lottery) for curb and gutter work on Central Avenue. Because the project could tag onto the work being done on 17th Street, many dollars were saved.

Four projects on historic properties in downtown have been accepted and moved forward with work starting in the spring. Those four projects and their funds awarded are:

Majestic Building (façade renovation on the ground level)	\$21,049.00
St. Mark's Episcopal Church (wood restoration of windows)	\$39,522.00
Atlas Theatre (second phase painting of outside of building)	\$40,290.00
Hynds Building (restoration of awning)	<u>\$158,582.00</u>
Total amount awarded for FIP 2016	\$259,443.00

Pina made the motion for the Design committee to proceed with the award letters for the four project stating approval of the project. Seconded by Ohde and carried unanimously.

Whyatt then recognized Program Manager, Desiree Brothe for meeting with the JPB and securing an extension of the funding of \$40,000. and securing \$20,000 for next year's FIP program.

Economic Restructuring-Sam Weinstein

In the absence of Weinstein, Desiree Brother reported research on the grocery co-op is ongoing. A website component will be coming in January.

Organization –Gabe Pina

Two more block ambassadors have been added with about 75% of the blocks being covered.

Promotion- Charlotte Powers

Promotion Committee has recently lost two committee members. Catherine Fuller, Big Brothers Big Sisters has expressed a desire to join the committee and Powers asked the Board to approve this new committee member. Ohde so moved, seconded by White, and carried.

The second year for Holiday Display Competition kicked off in conjunction with the Christmas Parade. Ballot boxes are placed in the participating businesses and will be collected just prior to the New Year's Eve celebrations with the winner of the \$150.00 cash prize for window display voted as most popular announced at 4:30 during the Children's New Year's Eve celebration. Prizes have been collected to be awarded to names drawn from the ballot boxes.

Preparations for the holiday Ice on the Plaza ice rink are moving along. The rink will be delivered and set up Dec. 14th. The 15th is set aside for training volunteers and 3:00 pm on Dec. 16th the rink will be opened for public free skating.

Promotion committee will hold a recruitment hour at the DDA office on Dec. 9th from 12:20-1:30 to disseminate DDA committee information and gather volunteers for committee members and volunteers for ice rink. A calendar will be sent via email designating volunteer opportunities.

The decorative wreaths and garlands will be placed on the decorative poles on Capitol Avenue and Lincolnway this Saturday starting at 10:00 am.

Other New Business-

Surdam called attention to the draft copy of the Strategic Plan in the Board packet asking for input so that the plan can be finalized and included in the updated board member handbook presented to the board at the January meeting. Within the packet will be an updated financial policy built for the Quickbooks program used in the DDA office.

Tuebner asked for calendar invites to be sent to the board members to bring attention to critical dates for board member attendance. Surdam replied the staff could easily do that.

A volunteer board member is needed to serve as a liaison for the Historic Preservation Board. That message will be sent by email so that someone can step up and agree to serve in this position.

Powers and Surdam recognized Ginny Olson, Administrative Assistant for her years spent with the DDA. Olson will retire the end of December.

Meeting adjourned at 4:09 pm.