



**Cheyenne Downtown Development Authority/Main Street**

Board of Directors Meeting Minutes

January 12, 2017

3:00 pm, WBC Becker Board Room

**Board:**

<del>Wally Erickson</del>	<b>Dave Ohde</b>
<b>Gabriel Pina</b>	<b>Alane West</b>
<b>Dave Teubner</b>	<b>Charlotte Powers</b>
<b>Will Hardin</b>	<b>Sam Galeotos</b>
<del>Jeff White, City Council Liaison</del>	

**Ex officio:** Linda Heath

**Staff:**

Amy Surdam, Executive Director  
Desiree Brothe, Program Manager  
Andy Hogan, Marketing/Comm Manager

**Guests:** Will Wiedemeyer; Ken Tobin; Vince w/ Tobin; Bruce Heimbuch; Glen Garret; Pete Laybourn; Susanna Montana; Stephanie Lowe;

Meeting called to order at 3:00pm by VP Powers

- Guests welcomed
- New staff- Welcome Andy
- Amber Ash not present, Linda Heath instead.

**Consent Agenda:**

- Dave O. pulled financial policy, Second by Gabe P., unanimous.
- Items 1-3 remain, Alane moves to approve consent agenda items, Dave T. Seconds, Unanimous

Dave O. - In regards to the financial policy, there are some alterations and changes that need to be made. Dates; revenue and accounts receivable has some edits to be made; only 2 accounts listed; confused on expense and accounts payable. Under procedures or purchase procedures word missing; clarify who signs the vouchers. Gabe offered to review questions and concerns.

Sam G. asked about open position and who is signing important documents. Gabe clarifies- waiting to see what the plan will be with the city at this time.

Sam sees an issue with a policy with the lack of ED. He wants to see a resolution that states who will act as such. He wants to expect that we will continue to operate. Alane agrees. Both do not want to hesitate.

**Presentation: Tobin & Associates-**

Will, Ken, Vince:

The water feature will focus on the “peanut shaped area” behind the existing stage. Looking at an area where both a water feature with splash area and seating/lunch are utilized.

A water curtain, cascades down to a channel as well. Will mimic the front end of a train, etc.

Also looking at a new canopy that will tie in with the stage.

New lighting will be added to make the plaza look “complete”, more visitors at nighttime.

Cost Sub total - \$525,000

Plus additional with canopy - \$706,125

5% annually of construction price will be what repairs and upkeep will cover. Approx. 35k/yr.

Water feature pumps usually have a 5-7 year lifespan.

Open from Mother’s Day to Halloween??

Alane asked about noise made by fountain- shouldn’t be a problem.

Also worried about falls, slips drowning—is this a liability with people drinking beer?

Currently, funding for this is on the current 6<sup>th</sup> penny ballot.

Andy and Des will work with Will and Ken, etc. on the marketing as well.

**Historic Preservation Board Update:** —Blithe McAndrew/Stephanie Lowe

Meeting sat. 1/28 to meet with the consultant and the SHPO reps to carry on the next steps. Updating their plan at that time too. Christina Byrd is the new chair; Morgan is vice; James fuller resigned. They are doing monthly webinars.

**West Edge/core Update**—Amy

Total core plan budget amount is/was 2.36 million. We only have this and the alleys on this. Logan Graves is working on West Edge.

Alleys—we’ve only had one conceptual design. AVI has rescheduled this meeting. The alleys may be pulled off of the 6<sup>th</sup> penny. There has been minimal work for this. The approach may change on this.

**DDF**—Alane West

No report.

**DCBC—Gabriel Pina**

Had our first anniversary party last Tues. Lots of fun. Nice to see businesses there. Cancelled the Feb one. Grand opening of new office on Feb. 11<sup>th</sup>—all are invited to Gabe's new space and 10<sup>th</sup> anniversary. Having a party from 1-4 pm. 609 w. 18<sup>th</sup> street.

**Design—Jack Whyatt**

Meeting in December was light; all four FIP easements have been sent out. RFP for planters is already out. Spell his name correctly on the agenda next time.

**ER—Sam Weinstein**

Light meetings due to holidays; meeting next Wednesday. The committee will be drafting a timeline for Feb board meeting for everything they are doing; creating a whole binder of development info for the grocery co-op. Co-op training; website. Something to hand to an investor. To give to a bigger entity. This is bigger than us, there will need to be a partnership; dda name will be on it.

Still working on the micro loan program; committee huge props and individuals from west edge to help build their revolving loan program.

**Pete Laybourn**—City Councilman, stated-- Wife needed potatoes. He had to drive far away to get them. He feels this is important. Having issues now that will be worse before better. Having this flow of people will be good. Co-op is constant; familiar with the efforts; will be at the meeting next week; Thinks we reached the point that we need a professional analysis. Look at the industry. Have a report, not binder, a competent professional report.

**Org Comm—Gabriel Pina**

Holidays were light; meeting next Friday Jan 20<sup>th</sup> ; updates to follow.

**Promotions—Charlotte Powers**

Last month been very busy. Another year of the holiday display competition; great turnout. We will be growing this program. Having a side for businesses. Making this more attractive. Just Dandy won. Paramount 2<sup>nd</sup>; Wyoming home 3<sup>rd</sup>. want to build this thing up.

**Ice Rink--**

Lots of volunteers; 2500 users. Mostly families—a family event, on the plaza for the winter time. Looking at/exploring other vendors. Public liked it. Great event. Tackle the next year in Feb. and how to do it is the next steps. Committee will really be focusing on next year's ice rink!

Dave T—great job pulling it off. Vols and sponsors, etc. Can we do some community surveys/ business surveys etc. Great volunteers from the high schools. Fantastic sponsors in the tune of 14K. Some trouble with the shed. Spradley donated a trailer that was perfect!! Could never have done alone.

Dave Ohde—committee work was great!! And be recognized. Staff was good too.

**Other New Business:**

The question about Monday no ED. A time when we are looking closely at our budget—esp. in April. Charlotte states that the board wants to act in confidence.

Sam G continues. We've been around for many years; a lot of momentum the past few years. Things are moving forward. We still have some work to do on the ultimate vision. Doesn't feel that we should hesitate or stumble. Wants to continue operating as we have. If he was the city, he would want the group to come forward with plans and activities, etc. We should be prepared to go forward. Ask for more!! Hesitation is a mistake. Many thanks to Amy from the past few years.

Charlotte agrees, keep momentum, don't hesitate.

Alane-A little over a year ago, we were excited about the mill levy; we had prop owners step forward; excited that the dda is doing something. Push this forward.

Pete- DDA has to be maximized, Recruiting and maintaining is a challenge. Supports us as an arm of the city.

Other business:

Dave T. goodbye to ED Amy. Charlotte states thoughts shared in private. Amy states that's it's been a joy and honor and she's loved it.

Adjourned at 4:17 pm.