



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

Board of Directors Meeting Minutes

July 14, 2016

3:00 pm, WBC Becker Board Room

### **Board: ~~Mark Rinne~~, President**

<del>Wally Erickson</del>	<b>Dave Ohde</b>
<b>Gabe Pina,</b>	<b>Alane West</b>
<del>Dave Teubner</del>	<b>Charlotte Powers</b>
<del>Will Hardin</del>	<b>Buck Holmes</b>

### **Staff:**

Amy Surdam, *Executive Director*

Ginny Olson, *Administrative Assistant*

Desirée Brothe, *Program Manager*

### **Guests:**

Samuel Weinstein; Richard Johnson; Becky Orr; Glen Garrett; Blithe McAndrew; Lorraine Grigsby; Steve McDonald, Brandon Cammarata, Glen Garrett, Jack Whyatt, Pete Laybourn

In the absence of the president, Wally Erickson presided and called the meeting to order at 3:05 p.m.

### **Consent Agenda**

Erickson called for a motion to approve the consent agenda. Ms. West requested to have the Treasurer's Report and the E.D. Board Update removed. The two items were removed from consent agenda. Pina made a motion to approve the Minutes. It was seconded by Ohde and approved. West asked for clarification of the two checks payable to Warehouse 21 on the banner expense. In order to pay for the 95 banners needing replacement, the cost of the banners came from two separate line items as explained by Surdam. West then asked for statistics on two one year pilot programs: the ReRide Program and Cheyenne Creative. Surdam relayed observations she has made on the ReRide Program and Program Manager, Desiree Brothe updated information on Cheyenne Creative. Both Surdam and Brothe stated more detailed information would be forthcoming for the Board of Directors in the next E.D. Report. West moved to accept the Treasurer's Report of June Payables in the amount of \$51,099.13 and a transfer of \$12,000 from the WGIF account to Payroll account. Second by Powers and the motion carried.

### **Historic Preservation Board—*Blithe McAndrew***

The Historic Preservation Board met the evening of July 13, 2016. The hired consultant is ready to go on the Registry Update and can be seen walking downtown and taking pictures. HPB volunteers are working to do background research needed for the registry. HPB president, James Fuller will be working with the Abandoned Building Coalition that has been established.

### **West Edge – *Brandon Cammarata***

Principal activity is the Civic Center Commons across from the city municipal building. A public Open House was held June 23, 2016 with 30-40 in attendance. Input was received on the thematic approach to the Commons. Three key themes consistent with the area were expressed: 1. Active park area, 2. Amphitheatre, 3. Use of industrial materials. Planning and Development is working now through design elements and in the next six weeks the department will have a better idea of the project. The department is also working on the 15<sup>th</sup> street wetlands and pump House project. A Public Opening House on that project is scheduled for August 2<sup>nd</sup>, 2016 4:30 – 6:30 at the Asher Wyoming building. Cammarata also spoke in regards to activity on the Revolving Loan Fund with small remediation a possibility for use in the Hilton Garden inn development. The EPA has scheduled a visit July 22, 2016. Cammarata is hoping to have the ability to visit the interior of the Z's Building with the team and to finalize a package to present to the EPA program manager. The Planning and Development department is also working on a project to present for the 6<sup>th</sup> penny initiative.

#### *Core Update –Amy Surdam, E.D.*

The Editorial Board of the WTE met with the Core group yester so there will be an editorial published soon. Surdam then gave an update on all of the items to include 1. The lighting in the Depot Tower has been fixed and there has been increased vigilance in replacing lights in the Depot Plaza, the parking garage, and on the street. 17<sup>th</sup> St lighting construction will begin in September. 2. The RFP for the water design will be finalized in the near future.

Surdam also presented a rough draft of an RFP for alley clean up between Carey and Central, 16<sup>th</sup> and 17<sup>th</sup> Street, basically to ask if this is something the DDA would like to pursue and be the project lead on. The cost of a design firm would be \$12,000 to \$15,000 and would yield schematics and cost estimates of the project. Once the schematics and cost estimates are secured, there could be potential funding through either 6<sup>th</sup> penny or grant applications. West expressed confusion as to whether this was project management or construction design and other areas of the RFP. Garrett expressed that the RFP could be handled by architects. Surdam will consult with various parties, rework the RFP and return next month with a clearer document.

**Downtown Development Foundation** – Nothing to report.

#### **DCBC** – *Gabe Pina*

Pina circulated copies of the DCBC Monthly newsletter. He reported a great turnout on the Ribbon Cutting and Grand Opening at Toilets on the Go last week. Tonight's Ribbon Cutting will be held for Artizen Photo Printing on Carey Avenue and a Ribbon Cutting, Monday, July 20<sup>th</sup> at Stitches Acute Care. The current membership for DCBC stands at 59.

#### **Design Committee** – *David Ohde, Chair*

Ohde reported he would be resigning as chair of the Design committee. Two Capital Improvement grants have been completed: outdoor signs for Himalayan Café and Tasty Bones BBQ and Bakery. Two more CIG grants have been submitted and will be acted upon at the next Design Committee meeting. The water feature RFP should be ready to send out by the month's end and a meeting is scheduled for Friday with Glen Garrett, the historic architect selected for design on the FY2017 FIP requests.

#### **Economic Restructuring** – *Sam Weinstein, Chair*

The committee members present at the last meeting voted Weinstein chair again. The committee has received the first Micro Loan application and the review panel will meet to review that application. Focus now is upon the grocery store co-op. The committee is in the researching phase.

**Organization Committee – Gabe Pina, Chair**

The committee members have increased from two to six members. The Block Ambassador Program continue to be the focus work of the committee.

**Promotion Committee – Charlotte Powers, Chair**

Election of officers was held and Ms. Powers will serve another year as committee chair. A sponsorship report has been received from Fridays in the Hynds and is so well written, it could be an example for other sponsorships to follow. The 95 new banners are ready to be put up throughout the core district and volunteers are needed for this activity scheduled Saturday, July 16<sup>th</sup> at 9:00. The ice Rink has been rented and will be in place Dec. 14 – Dec. 30<sup>th</sup>. Sponsors are needed and it would be nice to have someone step up for naming rights. Organizations are needed to assist in providing volunteers to man the ice rink operation. Steve McDonald, Special Events with the City inserted the fact that Visit Cheyenne would like to see the rink operable through the New Year's activities. Powers agreed to check into the availability of the rink to extend and the cost of doing so.

**Other new business:**

**Abandoned Building Coalition – Amy Surdam, E.D.**

Ms. Surdam presented a power point presentation that outlined the work that has been done and will need to be done with the Abandoned Building Coalition. There's more than 300,000 sq. ft of space not being occupied and 6 million dollars of property value just sitting in the DDA area. Two more meetings of the coalition are scheduled and then the facts will be presented at proposed Town Hall meetings scheduled Aug. 9 and 11, 2016 both at a morning and evening time slot. After receiving public input, the committee will further develop the program.

**6<sup>th</sup> Penny Initiative – Amy Surdam, E.D.**

The 6<sup>th</sup> penny list was reviewed with the Board. Surdam requested that the Board write a letter of support to Council expressing the items they wish to support to include 1. Wetlands 2. Rail spur. 3. Alley Clean Up and 4. Water Design. The Board agreed to this proposal and it was decided Surdam would write the letter and Erickson will sign it. It will be submitted this next week.

**Other Business:**

Pete Layborn expressed concern over the trees and lack of clarity of who is responsible for the trees. Surdam stated that this is being looked at and a DDA policy will be written and communicated to the public and the DDA property owners. Steve McDonald will coordinate a meeting with Pete, the DDA, and other stakeholders to give input on the policy.

The Shared Artist Work Space is participating in the art walk tonight.

The meeting was adjourned at 4:50 pm.

The next scheduled meeting of the DDA Board of Directors will be August 11, 2016, 3:00 p.m. at the Becker Board Room of the Wyoming Business Council.

