



Cheyenne Downtown Development Authority/Main Street

Board of Directors Meeting Minutes

November 9th, 2017

3:00 pm, WBC Becker Board Room

Call to order: **Sam Galeotos**, *President*
David Ohde, *Vice President*
Alane West, *Secretary*
Dave Tuebner, *Treasurer*
Jeff White, *City Council Representative*

Bruce Heimbuck
Jonathan Savelle
Steve Borin
Del Lummus

Ex-Officio: **Linda Heath**, *Laramie County Commissioner*
Robert Briggs, *City of Cheyenne Planning and Development*

Sam called the meeting to order at 3:00 pm.

Consent Agenda

Jeff moved to approve the consent agenda as it stands; David Ohde seconded and it passed unanimously.

Presidents Report-- Sam Galeotos

Sam reported that there are four people who have a preliminary screening today, which the Executive Team will be conducting following the board meeting. These are brief conference calls to get to know the different candidates and ask questions. He anticipates breaking this down to one on one interviews from this point from there the Team can determine the next steps.

Standing Committees

Director's Report—Desiree Brothe

Desiree reported on various aspects from the Director's Report. On October 21st, we received a Thumb's Up from the Tribune Wyoming Eagle for becoming a more relevant organization as we hosted stakeholder engagement sessions and planning efforts in general. We have received a draft report from Matt Wagner for our grant work, which is a narrative based on the work that he has already explained to the board, including attached documents. Desiree is still reviewing the document and has a phone meeting with him soon. From there, she will bring the information to the next work session to go over with more in-depth with the Board.

The 2017 Operation Change program has been completed by the Cheyenne Police Department and was a success. There will be an overview of the program on November 14th at 5:30 at the Public Safety building. They will discuss data from the summer as well as what the program looks like in the future.

Evergreen Tree Care has wrapped up the fall tree trimming and grate removal from 15th to 19th streets, Warren to Pioneer. We are very pleased with their work and look forward to spring planting and maintenance for 2018. Esther put on a very nice thank you breakfast on Halloween for the Adopt a Block volunteers, and we appreciate their efforts during the summer

The Joint Powers Board has renewed the FIP program for the 2018 year for up to \$20,000 in funding and we have a renewed partnership with them and are very happy to see their continued support. Desiree

has had a recent conversation with the consultants on the UP Parking lot study and is hoping to expand the scope of work on that study to include south of the Depot. Since June 2017, we've had 10 new businesses open in downtown and are hoping to add a couple more before the year is out. Sam commented how busy the Crooked Cup was the weekend prior on a Saturday morning. Jonathon asked after the Streetscape and Design Guidelines and their purpose for the district, as well as the timeframe. Desiree clarifies that these act as guidelines for downtown in general, and especially the committees, and that she hopes to have a draft completed by the end of December. Dave Ohde asks if the City will look to take on trees at all, to which Desiree stated it is not likely at this time, and so long as we have it in our budget she is operating on the spring planting/fall trimming plan. Steve mentions that he has a contact with UP and to reach out when the timing is right to make use of that.

Historic Preservation- *Barbara Sandick*

Barbara reported that the HP Board is in the process of working through several grants and has a couple of board openings beginning in January 2017.

Sam and Glen described the current tax plan and how it may affect this Historic Tax Credit options throughout the nation. Sam suggests that we should reach out to other DDA's throughout the state such as Casper. Sam would like to appoint someone to contact a congressional contact and to explain that it has been very crucial and beneficial to revitalization of downtown. Glen Garrett explains the Historic Preservation Tax Credit program and how so many historic downtowns benefited from this program. The Grier Building, The Plains Hotel, The Colony, Wyoming Home, the Tivoli, are all projects that have received tax credits. It's been fundamental in the past and crucial for the future. Robert adds that it is very important that our lawmakers understand the types of projects and how significant the program is.

Sam moves to develop a letter to our State Representatives showing favor for the Historic Tax Credit Program. The motion passes, and Sam asks Glen and Robert to work with Desiree to draft the letter and get it out as soon as possible. Jeff comments that he is working with the City attorney's office on a similar letter. Dave Tuebner comments that he applauds the board taking an position on this important item.

West Edge—Robert Briggs

Robert discusses the Reed Rail Corridor, which is being finalized for the December meetings. The Civic Center Commons project will have an update on November 22nd at noon, and will be a council work session, which is open to the public. Desiree will send out a calendar invite to the board. Dave Tuebner commented that his company is going into design stages now on their new building, and hopes to move in 2019. He also reports that the Power Plant Project is in trouble, and finding some economic challenges and timing woes like the Hynds Building.

Planning Updates—*Sam Galeotos*

Conversation turned towards our planning efforts. Research into evaluation metrics for success in the district and have shown difficulties at finding a measurable, trackable way to define this information quarterly and annually.

Sam discussed the Stakeholder meetings and the consensus that was gathered at those. Some of the comments made were regarding: Parking, negative perception with safety and security, establishing a grocery convenience and surrounding areas, negative view of snow removal, fiber and high-speed broadband, more dining/entertainment areas, moderate priority in curb and gutter not a high interest,

the planters, more pedestrian and green space needed, building codes needed scrutiny, and high interest in the planters. Finally, the meetings were well received.

Our recent work with Matt and Wyoming/National Main Street have shown a potential strategy focusing on residents and workers. There are 13,000 people within the district and 45,000 people within in 10 minutes of downtown, which gives us a wide audience to reach daily. The other two strategies were to develop an entrepreneurship eco system and to create an arts/dining/entertainment district. For the downtown parking issue, Chief Kozak and Captain Buseck have done a lot of research on how to approach the parking problem. The DDA would also like to put a task force in place and really pull in the relevant city departments and engage the merchants and residents and getting something done that works for all.

Downtown Development Foundation—*Alane West*

There will be a quarterly phone meeting next month. Alane discussed the Curb and Gutter and Kiosks project that she is working with Esther and Pete Laybourne on. They have met with City staff regarding the 17th Street Project and how to complete, making 17th Street a key anchor Street. She will be presenting information at next month's board meeting. Sam has also reached out to Alane and DDF regarding raising money for different projects, and they are looking at the feasibility of this.

Police Department—No Report

County Commissioner's Report—*Linda Heath*

The commissioners approved a construction manager at-risk to build the detention center and remodel on the courthouse. There will be a kickoff for the project in mid-March. They are looking at parking issues around the detention center and the garage area north of 20th Street. They are also evaluating and hosted an open house for the Whitney Road development plan. There were over 150 people in attendance at the open house.

The festival of Trees has begun at the Courthouse Atrium and will be up until December 8th. Following a contest for best tree, they will donate the trees to families of the deployed Army and Air Guard. Funds will go to the Food Bank.

Committee Updates/Other New Business

Desiree gave many of the updates in her Director's Report, but adds that the Promotions Committee is eagerly anticipating the Ice Rink installation at the end of the month.

Dave comments on the Economic Vitality Committee and their ability to reach out to the businesses involved to keep their interest downtown.

There was a comment on the recent Tech Jobs Tour, where Cheyenne was added as a location and was a great success. 50 Large cities were chosen, and Cheyenne was added at the last minute, given only a ten-day allowance to pull the event together. The Array School was very involved in bringing the Tech Job Tour to Cheyenne.

Dave Ohde asks that the staff research the previous Hynds agreement to ensure that all was handled as it should have been.

Meeting adjourned at 4:08 pm.