



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

Board of Directors Meeting Minutes

November 10, 2016

3:00 pm, WBC Becker Board Room

### **Board:**

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

### **Staff:**

Amy Surdam, *Executive Director*

Ginny Olson, *Administrative Assistant*

Desirée Brothe, *Program Manager*

**Guests:** Josh Henum (CPD), Pete Laybourn, John Dinneen, Becky Orr, Glen Garrett, Blithe McAndrew, Lorraine Grigsby, Byron Mathews, Brian Snyder, Tony Lucero, Gabe Pina, Jr.

Meeting called to order at 3:02 by Erickson, President.

### **Consent Agenda:**

Ohde asked to have the Payables pulled from the consent agenda. Pina moved to pull the Payables from the consent agenda. Hardin seconded the motion and it passed.

Ohde questions the total payables on the consent agenda vs the vendor sheet of the financial report.

Pina and Surdam explain the difference as the reporting of the credit card charges which are drawn automatically from the Operating account. Ohde requests a payable sheet that matches the total listed on the consent agenda for Payables.

Ohde then moved to approve the Payables of \$18, 685.10 and transfer from WGIF to Payroll of \$13,500. Seconded by Teubner and carried.

### **Historic Preservation Board – Blithe McAndrew**

Blithe shared with the Board a copy of the ten year State Historic Preservation Plan. It is meant for public view and can also be accessed electronically. The Historic Preservation Board will meet next week, Tuesday, Nov. 15<sup>th</sup> at 6:00 p.m. in City Council Chambers to hear the draft report of the survey completed regarding the updating of historic downtown. McAndrews shared a map of the district indicating an expansion of the district with building designated in red being added. The meeting is open to the public and the HPB will vote on the update at their December meeting. McAndrews explained the changes for contributing vs non-contributing buildings with the contributing buildings falling under the new ordinance that passed. After the Historic Preservation Board accepts the update, it would go to the City Council. Expansion of the district would require another grant cycle.

### **West Edge Update**

Brandon Cammarata was not in attendance. Dave Teubner, the DDA Board representative expressed his inability to attend both HPB as a DDA liaison and West Edge. He requested a replacement be found for the HPB. Erickson will send an email request to board members for someone to act as a liaison with HPB.

### **Core Update: Amy Surdam**

Surdam stated the contract for the *Alley Project*. The design selection committee consisting of Alane West, Nathan Beauheim, and Steve McDonald have selected AVI as the project designer. Negotiations on the cost with that cost being less than \$20,000.00. West moved to accept this contract with Erickson directed to sign. Pina seconded. Motion carried. The schedule will need to come from AVI and should be completed by the end of February.

In regard to *Building Rehabilitation Coalition* activity, discussion has centered on the International Property Maintenance Code which Surdam has received some feedback on. Surdam has received one email and two verbal expressions in opposition and one person in support of for a total of 4 cases of feedback after having sent via US mail a letter explaining the BRC work and the availability of accessing the IPMC on the DDA website. The newly elected mayor may want to utilize some of this work as well. The conversation is ongoing and Surdam will continue working with the group. The DDA may wait and hold fast until the new mayor is ready to organize a Blight Taskforce.

Erickson noted there were several visitors in the audience and perhaps some would like to speak to this item. Tony Lucero, owner of A & C Feed asked if the ordinance would apply to the DDA district or the entire City of Cheyenne. Surdam answered with the fact the coalition is not there yet. Brian Snyder expressed concern for the new expense for the property owner with upgrades etc. What does this look like? Byron Mathew, Fire Department answered this work is designed for safety and general upkeep. The property must be maintained in a reasonable manner. It also would have to be city wide. We can't flush out details until there's new administration and building official. Surdam interjected the work would be in partnership with building owners. Snyder ended with his concern that the ordinance would create blight as most banks are not willing to supply this kind of funding due to low property value.

The water feature design is being developed and Surdam will have more to share in December.

### **Downtown Development Foundation –Alane West**

West reported the Foundation had recently had a quarterly meeting.

### **DCBC –Gabe Pina**

The group is up to 63 members. A strategic plan has been finalized. DCBC will host an Open House January 10, 2017 at the Asher Upstairs. This will be more a membership drive and informational evening geared to get more people involved in 2017.

### **Design Committee –**

In the absence of the chair, Desiree Brothe reported the four applications for FIP would review at the upcoming Design Committee meeting Nov. 16<sup>th</sup>, 11:30 in the 3<sup>rd</sup> floor boardroom of the Depot.

### **Economic Restructuring-**

Brothe reported the grocery co-op had reached out to several individuals from the public session who could add input to the research being done. The website for the co-op is being designed.

**Organization-Gabe Pina**

The committee has not met but has a scheduled meeting Nov. 18<sup>th</sup>, 2016.

**Promotion-**

Brothe reported for the absent chair. The committee gained a new member, Patty O'Hare, who graciously has headed the coordination of volunteers for the ice rink. Ballet Wyoming as well the MPO have approached the committee seeking the ability to place banners on some of the downtown light poles. The committee is working on formatting the requirements for this type of activity.

As a closing note, Brothe emphasized the need for those present at the meeting to keep in mind the number of volunteers needed for the ice rink's success.

**Other New Business-**

Surdam has been seeking quotes for D & O coverages for the Board of Directors and the Executive Director. She has a quote of \$2200.00 and was wondering about a second quote. She has spoken with the JPB and they have a similar coverage. Galeotos made a motion to move forward with the policy. Tuebner seconded. After a brief discussion, Galeotos moved to amend his motion to add a second quote and go with the lowest. After a vote, the motion carries unopposed.

Tuebner then began a discussion on the new administration and how the DDA goes about incorporating the new mayor. There's a need for integration and the importance of downtown needs being a priority. Surdam stated she had already reached out to Orr and proposed a meeting. She has invited her to the Building Rehabilitation Coalition next week and the strategic planning session. Erickson has also reached out to Orr.

Erickson announced the Dec. 30<sup>th</sup> retirement of Ginny Olson, Administrative Assistant who has been with the DDA for four years. A job description has been formulated and will be posted soon to allow for cross training.

The final copy of FY 2016 Audit was passed out to board members.

The meeting adjourned at 3:49 pm.