



Cheyenne Downtown Development Authority/Main Street

Board of Directors Meeting Minutes

, 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), Pete Laybourn, Glen Garrett, Caroline Veit, Richard Johnson, Sam Weinstein, James Chilton, Jen Seitz, Blithe McAndrew, Amy Gorby, Bill Henderson, Brandon Camarrata, Ken Dugas

Meeting called to order at 2:58 by Erickson, President.

Amy Gorby, Director of Cheyenne Little Theatre Players was introduced by Erickson to speak on behalf of the Atlas Theatre. She relayed to the board and guests an ad hoc to group of supporters of the Atlas called *Friends of the Atlas* has been formed. Gorby explained the restoration of the Atlas had completed Phase I and were organizing for Phase II. Friends of the Atlas were inviting key players to take part in public input forums scheduled on four dates and she personally invited DDA Board members to take part in the public input sessions.

Consent Agenda:

Erickson asked for a motion for approval on the four items on the consent agenda. Pina moved to accept the consent agenda consisting of September payables totaling \$32,068.29 and transfer of \$13,500 to the Payroll account. Tuebner seconded the motion and it carried.

CMC Update:

Caroline Veit, President of the Children's Museum of Cheyenne and CMC board member, Jen Seitz were introduced to update the board members on the museum efforts. The museum board is working with LEADS in allowing the "hole" to become one parcel of land to revitalize downtown. The museum has moved to a new location at 1618 O'Neill which affords more space to accomplish their mission of inspired learning for children and assist in downtown revitalization efforts. An excellent video recently produced on the museum was shown to the group and a thank you given to the board from their

support for the summer concerts “A Hole Lot of Music”. The mobile museum will be located at the Wyoming State Museum for one day, Oct. 15th.

FY 2016 Preliminary Audit Presentation – Ken Dugas, MHPLLP

Dugas started with outlining the audit process which was accomplished following the guidelines set up by the Federal government for auditing city, county and state groups. The packet handed to the board contained two letters regarding the audit and the actual audit report. He referred to the Table of Contents in the audit report. Dugas guided the board members and DDA staff through the documents consisting of two basic sets of financial statements prepared two different way. Basically the audit team found no instances of non-compliance and the two audit adjustments proposed were accepted. Dugas then asked for acceptance of this preliminary audit. Pina stated he had a couple of questions and would like to look the audit over but that they were minor. Pina moved to accept the Fiscal Year 2016 Audit as presented. It was seconded by Teubner and motion carried.

Historic Preservation Board – Blithe McAndrew

The annual Historic Holmes Tour in September had the highest attendance numbers to date with 200 tickets sold. It was a fundraising event for the renovation of the airport fountain. Other fundraising opportunities will be the upcoming Boo Ball sponsored by Leadership Cheyenne with proceeds benefiting the airport fountain project.

The consultant hired to do the update to the downtown historic property listing has completed his work and will present finding to HPB November 8, 2016 at 6:00 p.m. in the Council Chambers. The HPB is entering another grant cycle and looking at surveying the West Edge district. The last survey was done in early 2000 with no buildings being listed on the historic list. Much has changed.

West Edge Update – Brandon Cammarata, City Planner

Dave Teubner will replace Bob McClary as DDA representative on the West Edge Project. The city is moving ahead with the area wide plan which includes the rail corridor as a potential catalyst; expediting zoning process as it is almost entirely zoned for commercial use; and designing streets as corridors for connecting to downtown area. Looking at the Revolving Loan Fund of the EPA Brownfield as gap funding with low interest loans to help in developing individual development. The city will provide workshops for bankers, realtors, development to help them understand how program can work. Dave Teubner relayed the Civic Center Commons Park project was working with FEMA on 19th street pipe and that the land acquisition on the north side of the project is a slow process.

President Erickson took this opportunity to introduce the newest board member, Sam Galeotos, a property owner of several properties within the DDA district and active member of several organizations in Cheyenne.

Downtown Core Update – Amy Surdam, Executive Director

The RFP for the alley project has been published and four request for full proposals have been received. The Laramie County Joint Powers board has given \$20,000 for this RFP process. The water Feature in the Plaza project has been awarded to Tobin and Associates for design. The contract prepared for Tobin is included in the board documents. The first planning session will be Friday morning and the release of the community survey will take place next week with a town hall session last week of October. Surdam asked for board approval of the contract. Pina moved to approve the said agreement. Teubner seconded and motion carried.

The Abandoned Building Coalition will now be known as the Building Revitalization Coalition (BRC) had recently asked for community input in a town hall meeting. The coalition would like to have the entire International Property Maintenance Code adopted by the City and not just sections I and II as currently is the case. The coalition's next step will be to send every property owner a letter asking for their input. The input received from property owners, community, and the DDA Board will be brought back to the coalition to move forward with a presentation for the City of Cheyenne.

Downtown Development Foundation – no report

DCBC – Gabriel Pina

Current membership stands at 62 members. A strategic planning session was led by Desiree Brothe, Program Director. The plan will be finalized in next week's meeting.

Design – Desiree Brothe

The final applications for the Façade Improvement Program are due the end of November. The sign for Donna's Wear It Again at her new location on Central was approved for reimbursement in the amount of \$287.50.

Economic Restructuring – Sam Weinstein

Array is going well and the first loan payment has been received. The micro loan for Bella Fucco has gone through the process and is approved. The public input session for the grocery co-op was well attended with 65-70 in attendance at the Asher building. There's overwhelming support and valuable leads on grants and grant writing was given as well as leads on available property possibilities. A market analysis by SBCD is being done. The committee has many details to work out in the coming months.

Pete Laybourn, property owner in the district, brought forth his strong support of the Goodyear building a the corner of Pioneer and Lincolnway. He views it as having several things going for it such as central location to drive financial flow of success in the heart of downtown. He is going to do due diligence on the property and will bring his findings back to the DDA to encourage purchase of the property.

Discussion then centered around Mr. Laybourn's agenda in bringing forth the Goodyear building, environment and remediation issues, budget not adequate to purchase property.

Sam Weinstein thanked Mr. Laybourn for his input but stressed the team is not at the point of discussing location. There's a lot of due diligence toward the district and West Edge.

Jeff White, City Councilman representing Ward I, brought forth the availability of the DEQ website listing properties with clean reports and those that have not received that distinction. (DEQ.Wyo.gov is the website).

Organization – Gabriel Pina

No update.

Promotion – Charlotte Powers

The committee could use more members as it has lost two recently. The committee will coordinate the downtown window display competition with the dates of the Christmas Parade and the New Years Eve Ball Drop. Ice on the Plaza has been chosen for the naming the ice rink. Ethan Eschleman has been successful in securing several sponsorships. Taco John's International and Blue Federal Credit Union will

be the presenters of Ice on the Plaza. The hours of operation and volunteer calendar will be published soon.

Other New Business:

Sam Galeotos asked briefly regarding the relationship with Main Street and the Downtown Development Authority. Amy Surdam, Executive Director explained that relationship as we are both a Main Street using that as an organizational structure and a Downtown Development Authority as outlined in state statutes. Galeotos also asked what position the DDA has taken on the tax initiative on the upcoming ballot. The answer being no stance has been taken mainly because it hasn't been brought up.

Dave Tuebner asked for clarity on the process by which things are bundled within the 6th penny initiative. Does the DDA Board take a position? West Edge and Cheyenne Children's Museum land within our district. Do we stand in support of these projects? A letter of support to the City Council was previously written. There's still some question in terms of the final ballot initiatives. White responded the Council is still waiting as there a possibility of cost increases affecting the final projects for the City of Cheyenne.