



**CITY OF LARAMIE**  
P.O. Box C  
Laramie, WY 82073

## **Downtown Development Authority Minutes**

**September 12, 2023**

**4:00 PM**

**City Conference Room, 411 Grand Ave**

### **Attendees:**

**DDA Board:** Jay Bond, Tom Haas, Marty Oblasser, Jessica Hocker, Norbert Kriebel

**LMSA:** Trey Sherwood

**City Council Liaison:** Micah Richardson

**City Staff Liaison:** Nancy Bartholamew, Janine Jordan

Meeting called to order at 4:05 pm

### **Regular Agenda:**

1. Approval of minutes

- August 2023: Jay motioned to approve, Norbert seconded. Micah requested an amendment to add the language that “she wasn’t sure if DDA was going to be able to fundraise”. Jay’s motion was voted on and passed unanimously with Micah’s amendment. Tom will send an amended version of the final minutes to Nancy.

**Introductions:** None Needed

**DDA History Review for New Members (If Needed):** None Needed

### **Main Street Liaison Report:**

1. Marty gave an update, they met with engineers and got new signage for 3<sup>rd</sup> street construction period, brewfest was a success, they need volunteers to head up committees, gearing up for 18<sup>th</sup> year in operation looking forward to their 20<sup>th</sup> year, preparing for small business Saturday (Saturday after Thanksgiving).

### **Open Items/Old Business:**

1. **Boards and Commissions Open Meetings and Public Records Act training:** Nancy Bartholomew provided this training to the board members present. It was identified during the training that the DDA needs to adopt a resolution stating when, where, and how often the board will meet.
2. **Due Outs from previous meeting(s):**
  - a. Micah - Confirm DDA cannot appoint it’s members in writing: City Attorney confirmed that DDA cannot appoint members.
  - b. Micah – Provide something in writing confirming/denying whether DDA can raise/manage funds: Janine said it depends on the funding type, but the DDA would then be required to execute all fiduciary responsibilities involved in handling public funds. The city could assist the DDA in accounting for and disburse funds. The city has a DDA budget line item/fund that has been inactive for years.
3. **City Council Liaison Update:** Micah provided an update on signage, city approved putting up the existing signs.
4. Norbert laid out a method for developing metrics in order to drive goal setting and the planning process. Norbert made a motion to begin developing metrics and Tom seconded. The motion was unanimously approved.
  - a. Janine and Trey agreed to provide specific existing data sets to Norbert as requested during the meeting.
5. Jessica made a motion to hold a special meeting to have Muldrow come talk to us about the scope of work for the refresh of the 2011 Downtown Development Plan. Norbert seconded and it was unanimously passed.

6. **Public Officer Training:** Tom completed this training on 8/23/23. There is an all virtual class coming in Sep/Oct timeframe TBD. There will be another one in the spring. There are also some other approved entities that will be providing this class as well. Nancy said she would send dates/times out as they become available.
7. Who will be DDA's attendee at the next LMSA monthly meeting? It was discussed that Jay gets the agenda from LMSA and he will forward it to the group and solicit a volunteer if he cannot attend.
8. Additional Comments/Discussion:
  - a. Scaramie (Marty): This topic was not addressed.

**Upcoming Items/New Business:**

1. Upcoming events: See LMSA and City websites
2. Public comment: None

Meeting was adjourned at 6:50 pm

**Note:** Final Version

*Thomas W. Haas*

**Next Regular Meeting Date:**

October 10, 2023 @ 4pm – City Conference Room, 411 Grand Ave.

**DDA Board Responsibilities:**

- Assists in development and redevelopment of central business district
- Assists in overall planning to restore and/or provide for continuance of health of Laramie's central business district
- Prevents / halts deterioration of property values and/or structures within the Laramie central business district
- Prevents / halts growth of blighted areas in the central business district
- Promotes health, safety, prosperity, security, and general welfare of inhabitants of the central business district