



**Cheyenne Downtown Development Authority  
Board of Directors Meeting Minutes  
Thursday, October 17, 2019**

**Present:** Bruce Heimbeck, President  
Jonathan Savelle, Vice-President  
Steve Borin, Treasurer  
Astrid, Secretary  
Del Lummis  
Craig Kerrigan  
Breck Collier  
Jeff White, Council Liaison  
Charles Bloom, City Planning & Development  
Linda Heath, sitting in for Amber Ash, Laramie Co. Commission  
Don Herrold, Historic Preservation Rep

**Staff:** Vicki Dugger, Genee Vidakovich

**Guests:** Amy Mahoney, Julie Tucker, Terra Spino, Glen Garrett, Wes Bay, Margaret Austin

**Absent:** Dan Holbrook

Bruce Heimbeck called the meeting to order at 3:01 pm.

**Consent Agenda:** Bruce asked if anyone wanted to pull any items off the Consent Agenda. None did. He then asked if there were any questions regarding Consent Agenda items. There were none. Heimbeck entertained a motion to approve the Consent Agenda. Jonathan Savelle made the motion to approve; Craig Kerrigan seconded the motion. There was no discussion. Motion passed unanimously.

**Director's Report:** Dugger provided an enthusiastic update on the previous day's passage of the DDA Mill Levy – with a 70% approval – which was 12% higher than four years ago. She let the Board know that the election results will be "unofficial" as the election report must go through the City approval process. She also updated the group on the Boot Loot promotion currently underway, with the most recent winner being from Cheyenne and living close to downtown. An update was also provided on upcoming Skele-Fun activities (for children and adults) slated for October 26<sup>th</sup>.

**President's Report:** Bruce told the Board that he will be following up with a letter of support from Forward Greater Cheyenne for using excess sixth penny funds for completing 17<sup>th</sup> Street had never been sent to the Wyoming Tribune Eagle, as promised. He also announced that the fencing and road blockage

due to the construction of the Municipal Building should be down by April. Heimbuck also noted that now the Mill Levy has passed, the DDA Board would once again be looking to fund previously outlined projects, such as the upper floor housing incentives and an entrepreneurial project similar that what Red Wing, MN has done. He also said that Align will be working with the Board and staff to figure out what DDA's staffing needs will be and how to address them. They have agreed to work with DDA on an hourly basis, rather than on a set contract.

**City & Brownfield Revolving Loan Committee Update:** Charles Bloom reported an RFP for the redevelopment of the Pump House has gone out; with the option of either a purchase or long-term lease agreement with the City. He said this is an important project that will help connect downtown with the Greenway and is looking forward to seeing what types of proposals come in. He noted the City will be hosting an open house for potential respondents on October 30<sup>th</sup>. Bloom also provided an update on street projects in the downtown and said that the contract for the clean-up of the Bell Building had been signed and that work would begin soon.

Wes Bay, engineer for the City of Cheyenne, was invited to the meeting by Bloom and provided an update on the Reed Avenue Rail Corridor Project. (Bay arrived to the meeting late and spoke after the Laramie County report, but was added to this section in the interest of report continuity.) Bay told the group the Wilson & Company, in partnership with Kimley Horn was under contract for this phase of the design work, which includes working with BNSF RR on coming to an agreement allowing proposed pedestrian amenities in the easement (owned by the City but granted to BNSF in 1909). He said he can't provide a proposed date for the completion of the design or start of construction due to not knowing how long negotiations with the railroad will take – and that there is no reason to complete the design until an agreement is reached. Bay said that passage of the 2017 sixth penny tax had guaranteed monies for construction, but that it would not be enough. He said that the City would be looking at possible grants to help fund the gap. Dugger told Bay that DDA had commissioned a recent TIF Feasibility Study for the purpose to look at how tax increment financing could help pay for infrastructure projects, such as the Reed Avenue Rail Corridor. Bay was unaware of the study or potential for TIF monies to help fund the project. Dugger said she would email him a copy of the report and told him the process to move putting together an Urban Renewal District now lies in the hands of City Council.

**Laramie County Commission Report:** Linda Heath reported on behalf Amber Ash. She updated the Board on late fall County road paving projects, saying that both the City and County are in a hurry to get as much done as possible before winter hits. She also said that the County hosted their annual Employee Appreciation luncheon on the Columbus Day holiday. Heath also reported on several upcoming events that will be taking place at the Asher Events Complex, including: Spirit of Giving, Indoor Car Show, Pamper the Pets Drive, Breakfast with Santa, two blood drives, an indoor Drive-in Movie and the Spring 2020 Cheyenne Home Show.

**Historic Preservation Board Report:** Don Herrold reported the Cheyenne Historic Preservation Board will be looking at whether, or not, to hold a 2020 Tour the Legend event as it takes a lot of volunteers to put on a fundraiser of this type. He also provided an update on the rehab of the airport fountain and

passed around a holiday ornament of the State Capitol that the Preservation Board is selling; saying it has been a very popular seller- with just a few left.

#### **New Business:**

- **DDA Board Resignation:** Dan Holbrook submitted his letter of resignation from the DDA Board. Steve Borin made a motion to accept Dan's resignation; Astrid seconded the motion. All in favor; none opposed. Bruce asked that recommendations for a potential replacement be given to him or staff to pass on to the mayor.
- **Potential Partnership Project:** Julie Tucker, from the Mayor's Council of People With Disabilities, said that she and Patty Reiland had met with DDA staff on a potential partnership project, but that Patty may be updating the project concept. Julie let the group know that more information will be forthcoming.
- **Consideration of Office Location for DDA:** Due to DDA's office lease running out, and the new rent going up exponentially, DDA staff initiated the effort to find new a new space. A spreadsheet was created and handed out to the Board showing a comparison of three different options for office space. These included: 1) the existing space; 2) space in the Deming Building; and 3) half of the space in the existing Xerox location on 17<sup>th</sup> Street. The spreadsheet compared cost per month, cost per sqft, street frontage, storage availability, utilities, parking and janitorial. Following the discussion of each potential location, Craig Kerrigan made the motion to move forward with DDA taking a 3-year on 107 W. 17<sup>th</sup> under the rental terms outlined in the spreadsheet. Astrid seconded the motion. There was no more discussion. Vote: all in favor; none opposed. Motion passed unanimously. The goal is for the move to take place between the last of November and first part of December. The owners of this space will also be working with DDA to create (at no additional cost) office space in part of the large storage area.
- **Update on 17<sup>th</sup> Street Lighting:** Craig Kerrigan asked whether DDA had been able to secure the services of an electrical contractor to maintain the 17<sup>th</sup> Street lighting. Dugger answered, 'no, that DDA had not been able to get any bids for this small of project, due to the current construction boom. Kerrigan then said that the Cheyenne State would be interested in providing funding for the maintenance of this lighting through the DDA Foundation. Dugger appreciated the generosity of this offer and said DDA would see if the contract labor they are using would be willing/able to undertake the maintenance of the lighting. Staff will be bringing that answer forward.
- **Waypoint coming to Cheyenne:** Kerrigan updated the Board that Waypoint, based in Fort Collins, would be opening an office in Cheyenne. This is an all-inclusive property management company that Kerrigan believes will be a good fit for Cheyenne.
- **New WTE Reporter:** Dugger introduced Margaret Austin, a new reporter for the Wyoming Tribune Eagle. DDA is part of Margaret's reporting beat.

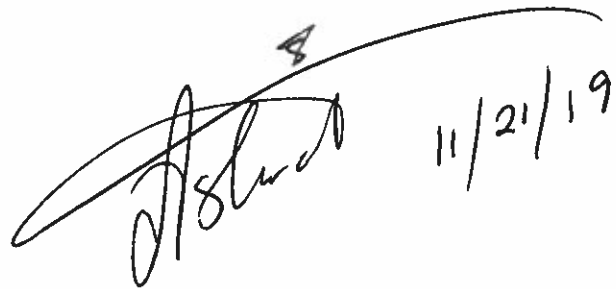
**Adjourn to Executive Session:** Bruce Heimback adjourned the DDA meeting at 4:06 pm. Jonathan Savelle made the motion to move to Executive Session pursuant to allowable reasons outlined in Cheyenne City Ordinance 2.5.030 and Wyoming State Statute 15-9-206(c)S; 16-4-405(vii) regarding employee-related discussions and the acquisition of real estate. Del Lummis seconded the motion. There was no discussion. All in favor; none opposed. Motion passed.

**Adjourn from Executive Session and Move to Open Session:** At 4:32 pm, Astrid made a motion to close the Executive Session and move to Open Session. Jonathan Savelle seconded the motion. No discussion. All in favor; none opposed. Motion passed.

**Staff Resignation:** Vicki Dugger gave the DDA a letter of resignation, effective 12/31/19; with her last full regular day in the office on 11/23/19. Dugger said she will be available to assist as necessary with the transition; with her goal of making it as smooth as possible. Dugger told the Board how much she has enjoyed working with, and getting to know, them, staff, business and property owners and is grateful for the opportunity to serve. She also said how much she would miss everyone. Dugger will be moving back to New Mexico where her husband has accepted a job with the City of Santa Fe. Jonathan Savelle made the motion to accept Dugger's resignation and to wish her the very best. Steve Borin seconded the motion. Discussion: Bruce said that this will be an opportunity to take a more comprehensive look at staffing needs of the DDA – so we will be expanding on the work with Align that was already agreed to. There was no other discussion. All in favor; none opposed. Motion passed unanimously.

There was no other business.

Meeting adjourned.



Astrid 11/21/19