



**Cheyenne Downtown Development Authority  
Board of Directors Meeting Minutes  
Friday, December 13, 2019**

**Present:** Jonathan Savelle, Vice-President  
Steve Borin, Treasurer  
Astrid, Secretary  
Del Lummis  
Craig Kerrigan  
Breck Collier  
Charles Bloom, City Planning & Development  
Amber Ash, Laramie Co. Commission

**Staff:** Vicki Dugger, Genee Vidakovich

**Guests:** Amy Mahoney, Glen Garrett, Mark Christensen, Julie Tucker, Darren Rudloff, Stephanie Lowe, representing DDA Design Committee

**Absent:** Bruce Heimback, Jeff White

*Astrid*  
12/17/19  
Secretary

Jonathan Savelle called the meeting to order at 3:02 pm.

**Consent Agenda:** Clarification: Vicki Dugger stated the correct amount for the Bill Payment List was \$14,593.13; as this had been updated after the Board packets had gone out. (The November Financials and updated Bill Payment List had been sent to the Board in a separate email after the packet had been sent.) With this clarification, Jonathan Savelle entertained a motion to approve the Consent Agenda. Craig Kerrigan made the motion; Steve Borin seconded. There was no discussion. Motion passed unanimously.

**Director's Report:** Dugger took this opportunity to thank the Board for supporting her during her tenure as Executive Director. The Board reciprocated with a round of applause and thank you.

**President's Report:** Bruce had submitted his report as part of the packet, knowing he would not be able to attend the meeting. Part of his report included a draft letter to the Mayor, reconfirming DDA's commitment to work with the City on the 17<sup>th</sup> Street project. Jonathan read the letter to the board. Dugger made the comment that the letter should also be cc'd to the Council. There was agreement on this point and consensus the letter should be sent.

**City & Brownfield Revolving Loan Committee Update:** Charles Bloom reported that he had met with Tom Cobb, the City Engineer, regarding the letter DDA sent to the City last April in support of using a portion of excess Sixth Penny funds for 17<sup>th</sup> Street. He said that he hopes to get this project off the ground and moving forward. He also said that the City is working with WYDOT on coordinating a Greenway connector when they do reconstruction on the Lincolnway bridge over Crow Creek. Bloom updated the Board on the results of the RFP for the Pumphouse project, saying that there were no responses. He said that the City would be figuring out next steps since no one had come forward. Brownfield: Bloom reported that Robert Slaughter, owner of the Bell Building, would be submitting his final site plan for the project soon – so that project is moving forward. He also said that a Phase I Environmental Assessment would be taking place soon at 1623 Dillion.

**DDA Executive Director Search Update:** Jonathan updated the Board on the hiring process to date, saying excellent applications/resumes are coming in from Cheyenne and across the country. He said that Align would continue to work with DDA through the interview and hiring process. He also said that Bruce had suggested putting together a 4-person screening committee to work with Align. Bruce will lead this committee and asked that Jonathan recruit three volunteers at this meeting. The following Board members agreed to serve on the screening committee with Bruce: Astrid, Breck Collier and Craig Kerrigan.

**Laramie County Commission Report:** Amber Ash reported that the County is reevaluating the current area set at 3 miles for getting neighbor approval for Concentrated Animal Feeding Areas; saying the County's regulation is stricter than the state's which is one mile. She spoke about the need for thinking about the value of agriculture within Laramie County and how integration will provide more economic benefits. She said the public discussion regarding changing the notification distance limit from three miles to one mile will be one that will be hotly debated.

**Historic Preservation Board Report:** Don Herrold reported the Historic Preservation Board currently has two vacancies, but that there were a number of applications and that they look forward to having those positions filled soon. He also noted that work continues on the airport fountain and that sales of the Christmas ornaments were very successful. He closed his report by letting everyone know the Historic Preservation Board would be undertaking their annual strategic planning on February 1<sup>st</sup>.

**New Business:**

- **Request by DDA Design Committee:** Vicki Dugger said that at the previous Design Committee meeting on Wednesday, the committee had voted to request that the DDA Board approve up to \$15,000 for Design Assistance for the sole 2020 FIP applicant (Glen Garrett). Stephanie Lowe, on behalf of the Design Committee, told the Board that due to no one responding to the RFP to provide these design services, the committee had decided to forego reissuing the RFP and ask DDA to provide funding for the FY2020 services. She said that grant funding for FY2020 to help pay for these services (that comes through State Historic Preservation) has an 18-month window in which to be spent and that the Design Committee had voted to use the 2020 funding for 2021 FIP Design Assistance in order to allow a longer timeframe for issuing, and getting responses to,

the RFP for Design Services. There was a question from the Board as to: Is this something that DDA would typically pay for? Lowe said that in the past DDA had a fund for this which hadn't been used in a few years. Lowe said the sole project that would be receiving the 2020 Design Assistance was Glen Garrett's building at 17<sup>th</sup> and Capitol and that, as an architect, he would be providing services to put the project together in order to get two bids – so that he could complete the final FIP application. Question from the Board: How can we justify providing funding to Glen to perform Design Assistance services when he owns the building? Lowe told the Board that Glen had been contracted for the first two years of the FIP program to provide the Design Assistance and had experience in historic preservation. Question from the Board: Will there be another architect involved to serve as a check to make sure Design Assistance costs are reasonable? Lowe told the Board that Randy Byers, a licensed architect, serves on the Design Committee and would serve in that capacity. With no other discussion, Jonathan Savelle entertained a motion. Steve Borin made the motion that DDA provide Design Assistance for the FY2020 Façade Improvement Program in an amount not to exceed \$15,000. Del Lummis seconded the motion. There was no other discussion. Vote: all yes; none opposed. Motion passed.

- **Waypoint Update:** Craig Kerrigan told the Board that representatives of Waypoint were going to be meeting with Dave Hatch, re: the Hynds – but that he didn't know more. He said that Waypoint would be opening an office in Cheyenne after the first of the year.
- **Thank You:** Darren Rudloff, on behalf of Visit Cheyenne, went on record thanking Vicki Dugger for her work at DDA and for helping move efforts forward.
- Genee Vidakovich, on behalf of the Board, presented Dugger with a beautiful purse from Alexis Drake as a going away gift.
- **Minuteman Article:** Julie Tucker let the Board know that the most recent edition of the Minuteman newspaper had a great article about DDA and the downtown businesses – very positive!
- **Splashpad Update:** Darren Rudloff provided an update on the project, saying that Ben Hornak, the Project Manager, said April 1<sup>st</sup> is when they plan to break ground.

There was no other business.

The Board meeting adjourned at 4:00 for the "Hello/Goodbye Open House".