



**Cheyenne Downtown Development Authority/Main Street
March Board of Directors Meeting Minutes**

Thursday, April 19th, 2018

3:00 pm, Cheyenne Depot, 2nd floor conference room

The meeting was called to order at 3:01 pm.

Present: David Ohde, Vice President
Alane West, Secretary
Bruce Heimbuck
Jeff White, City Council Representative

Jonathan Savelle
Del Lummis
Steve Borin
Robert Briggs, Ex-Officio City of Cheyenne

Present via Teleconference:
Alane West, Secretary
Dave Teubner, Treasurer

Absent: Linda Heath (Ex-Officio Laramie Co.)

Staff Present: Vicki Dugger, Desirée Brothe, Esther O. Gonzales, Fatma Inal-Falls

Guests: Cameron Karajanis, Richard Johnson, Heather Tupper, Josh Hedum, Chrissy Suttle, Stephanie Lowe, Anja Bendel, Tom Mason, Glen Garrett, Darren Rudloph;

1. Change in Agenda Order: The Board, by verbal consensus, agreed to move the Election of the DDA President to the top of the Agenda ahead of the Consent Agenda.
2. Balloting for DDA President: The process began with opening the floor to nominations for President. Jeff White nominated Dave Teubner for the position; Bruce Heimbuck seconded the nomination. Jonathan Savelle nominated Alane West for President; Jeff White seconded. Dave Ohde nominated Bruce Heimbuck for President; Steve Borin seconded. Dave Ohde called for other nominations from the floor; and hearing none, closed nominations. Each of the candidates each had two minutes to provide an overview of their qualifications and why they should be elected to the position. Following this, individual ballots were handed out to the voting members of the board; with those teleconferencing in voting via text to Vicki Dugger's phone. Ballot #1: none of the nominees received a majority of the vote. Dave Ohde then gave the candidates the option of dropping out or continuing on with the next round of balloting. Dave Teubner then removed himself from the ballot. The remaining candidates (Heimbuck & West) were then given an additional one minute to present their cases for election. Ballot #2: tie vote. Ballot #3: tie vote. At this point a proposal was made by Vicki Dugger to have Heimbuck and West serve as co-chairs until the regular election in July. West was not in favor of this proposal, stating it would be confusing to staff and not move things forward in the best way. Jeff White then stated there were two options: another vote or the flip of a coin. The board decided to move forward with one more vote. Ballot #4: tie vote. Bruce Heimbuck made the suggestion of postponing the election until the May meeting. Dave Teubner made the motion. Del Lummis seconded. There was no discussion. The motion passed to postpone the election to the May meeting with seven voting 'yes' and one voting 'no'.

3. Consent Agenda: Approval of March Minutes: Alane West made the motion to accept the March Minutes with an amendment to include that the 17th Street Committee will be continuing their advocacy and work (Item #7 in the 3/08/18 Minutes). Dave Ohde asked if there were any objections to this amendment. No objections. All in favor of approving the Minutes as amended. Motion approved.
4. Consent Agenda: Treasurer's Report: Approval of \$24,062.27. Jeff White made the motion to accept the Treasurer's Report and Bruce Heimback seconded. Motion passed.
5. Director's Update: Vicki Dugger made the correction to the Board Packet's Staff Report under the "Exec Team" category, saying that "April" should be corrected to "May". Dugger also discussed the upcoming Budget Work Session with City Council on Friday, April 27th and the importance of board members be in attendance, if possible. She also discussed the upcoming "Living' It Up in Downtown" housing tour set for May 20th and the Downtown Spring Clean Up & flower planning set for June 2nd.

NOTE: A complete listing of the past month's activity & project updates was included in the Board Packet.

Dugger then walked the Board through her proposal for recommendations and funding request for temporary streetscape elements and new events focused on 17th Street (one of the Board's strategic goals). The requested amount for this project was \$49,825. Alane West made the motion to approve the expenditure. Steve Borin seconded the motion. Following discussion, the motion passed.

Dugger next brought forward her proposal regarding the Downtown Water Feature/Splash Pad, a Core Team project, outlining that \$66,665 had been raised/pledged to-date in an effort to privately raise a required \$250,000 match in order to access \$250,000 from the City. The proposal suggested that DDA might provide \$20-\$30k in support of the splash pad project to help move fundraising forward. Darren Rudolph, of Visit Cheyenne, who has taken the lead in this fundraising project, spoke briefly about the need of the Core Team (Visit Cheyenne, the Chamber, LEADS and DDA) to make their commitment to the project. After discussion by the Board, a motion was made by Bruce Heimback to support the project but postpone the board's decision to pledge funding to it until after July 1st, when DDA has its new 2018-19 budget. Del Lummis seconded the motion. After discussion, the motion passed with 5 voting "yes" and 2 voting "no".

6. Historic Preservation: Stephanie Lowe gave the report for CJ Young, reporting that the Board will be meeting for their own work session in early May to discuss the next steps for the Airport Fountain. Stephanie also reported that the work on the Warren Resthouse at Holiday Park was going well. They are also launching their first Capital North Historic District survey over the summer. They hired a Taragon Consultants this year to assist with this. The Board is planning their annual presentation of the Dubois award during the May Historic Preservation Month. They will also be hosting in September Annual Tour de Legends. Desiree included information about the brochure for National Preservation Month activities and Vicki said that the "Livin' It Up in Downtown" housing tour is included as part of those scheduled events.

7. West Edge Report: Jonathan Savelle stated that a core group of property owners working on moving the West Edge redevelopment forward is formed but did not meet this past month. He also stated that City Council recently unanimously accepted receipt of the Reed Avenue Rail Corridor Plan, rather than adopt it, but that the group would be continuing pressure to move redevelopment efforts forward.
8. Downtown Development Foundation: Alane West stated that the Downtown Development Foundation has discussed how they might participate in assisting with 17th Street improvements in the future and had made a decision of “no position” on the support of the waterpark.
9. Laramie County Commissioner’s Report: Linda Heath was absent but had sent a general update to the Board prior to the meeting.

10. Main Street Committee Updates

Desiree provided the Board with an integrated plan that she had led the effort in developing for the Design, Economic Vitality and Promotions Committees which included Action Items, Outcomes/Measurements, Start/End Dates, Budget/Funding Sources, and Lead Person/Committee/Partners categories. The Board voiced support of the plan and asked that they get an electronic copy of the plan since it was not included in the packet that was sent out via email.

11. New Business

There had been a discussion item on the agenda to discuss a proposed DDA Board Work Session regarding a 2018-19 initiative to tie all the various downtown plans together into a strategic, integrated whole. Dave Ohde stated that since the election of the Board President had been postponed, he recommended this initiative also be postponed until the election take place and the new President decide whether this is a priority to take on.

12. Other New Business

Jeff White stated the reason that he had voted against the earlier motion of DDA to support the water feature but delay in committing funds (see item #5, paragraph 4) was that this is a project that was prioritized by the Core Team and that is a DDA/downtown project. He stated that he would like to bring forward the DDA funding commitment/pledge discussion again to the May Board Meeting for reconsideration.

13. Adjournment: Dave Ohde adjourned the meeting at 4:2940 pm.

14. Next DDA/Main Street Board of Directors Meeting: Thursday May 17th, 2018, 3:00 p.m. in the 2nd floor board room at the Cheyenne Depot.