



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

Thursday, May 16, 2019

3:00pm, Cheyenne Depot, 2<sup>nd</sup> floor conference room

The meeting was called to order at 3:04 pm.

**Present:** Alane West, President  
Astrid, V President  
Steve Borin, Treasurer  
Jonathan Savelle, Secretary  
Bruce Heimback  
Dan Holbrook  
Elisa Maggio  
Del Lummis  
Jeff White- Council Liaison  
Stephanie Lowe- City of Cheyenne (on behalf of Charles Bloom)  
Don Herrold, Ex-Officio Cheyenne Historic Preservation Board  
Amber Ash, Ex-Officio Laramie County Representative

**Board Members Absent:** Charles Bloom, City of Cheyenne

**Staff Present:** Vicki Dugger, Genee Vidakovich (who was introduced as DDA's new Admin Assistant/Special Projects Coordinator)

**Guests:** Patti Biesland Mayor's Council on People with Disabilities, CPD Officer D Alex, Glen Garrett, Amy Mahoney

- 1) Consent Agenda which included April Board Minutes (including special Board Meeting on 30<sup>th</sup>) and Payables in the amount of \$48,974.71 (this voucher included \$30,000 to Discover Cheyenne Foundation for DDA's splash pad commitment). Motion made and seconded to approve the Consent Agenda. Motion passed unanimously.
- 2) President's Report: Alane West provided the Board with these updates:
  - a. Committee of the Whole meeting on May 22, 2019 at City Hall at 6:00 pm where public input will be taken regarding DDA's proposed budget. Council will consider the budget on May 28<sup>th</sup> (where public comment will also be taken) and then back to the Committee of the Whole on June 5<sup>th</sup>, 2019 at 6:00 pm in Council Chambers. DDA supporters are encouraged to attend and make public comments in support of DDA's budget, as submitted. Alane asked if Board members would attend each of these Budget meetings and suggested a "divide and conquer" approach where the Board would split on which meetings to attend. Jeff White commented that the schedule presented could change if it is determined that more Committee of the Whole meetings are needed to get through the whole budget process.
  - b. Alane then provided an updated on the proposed MOU with the City that is being coordinated with Councilman Shanor. She stated the Finance Committee would be considering the MOU on Monday, May 20<sup>th</sup>, at 11 am. (This information was incorrect: the MOU was presented at the Public Services Committee on Tuesday, May 21<sup>st</sup>.)

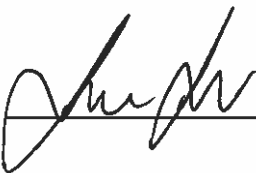
- c. Alane then reported on Jonathan Savelle's WTE Op Ed article that will be in Sunday's paper (5/19/19) about DDA's Façade Improvement & Capital Improvement Grant Programs. Bruce Heimback's op-ed on "working together" has been submitted and Elisa Maggio's article on downtown grocery options will be submitted next.
  - d. Alane let the Board know that Councilman Laybourn has requested a meeting with Vicki Dugger at the DDA office on Friday, May 17<sup>th</sup>, at 2:30 pm. DDA's attorney, Lindsay Woznick, will also be in attendance and the two other Ward I Councilmen have been invited, as well.
  - e. Alane reported that the Forward Greater Cheyenne Association had voted to write a letter to the editor in the WTE in support of using excess sixth-penny funds to complete 17<sup>th</sup> Street. She also noted there is some reticence by the association to publish the letter prior to DDA's budget approval so that the two issues wouldn't be 'muddied'.
  - f. Alane announced a special DDA Board meeting on May 28<sup>th</sup>, 2019 at 5:30 pm at the DDA offices; with the primary focus being of voting on the Façade Improvement Grant projects submitted by the Design Committee.
- 3) Director's Report:
- In addition to the written staff report submitted with the Board packet, Vicki Dugger reported on:
- a. Graffiti Project: Vicki reported that it was going extremely well; with most of the first-round work completed. She noted that DDA took special care to create a "directory" of properties whose owners had opted out of the program so that the graffiti abatement contractor would be not and not clean these up. The directory includes property information and photos of both the front & back of the properties.
  - b. Dugger also reported that the DDA Design Committee is currently working on the Facade Improvement Grant awards for 2019. Currently, there are six applicants moving forward, including Astrid and Marc Thayer will be presenting their final applications at a special Design Committee meeting on May 22<sup>nd</sup>. Vicki reported that, to date, if all projects were awarded at their optimum level of approval, that it would be \$179,786.00 (not including Astrid and Thayer's projects). She also stated that the DDA budget line item for 2019 FIP is \$135,000.00. (See additional discussion on this topic under New Business: #d.)
  - c. Dugger reported on the initial Pop-up Art Gallery (open only during Art Walk from May – September) had over 125 people who came through; with four artists featured. The pop-up is located at 113 W. 17<sup>th</sup>.
- 4) City Update:
- a. Stephanie Lowe provided the City report on behalf of Charles Bloom who could not attend. She reported the Brownfield Revolving Loan Fund Committee approved a grant in the amount of \$384,000.00 for the Bell Bldg; which was a reduced amount than originally requested as the EPA removed window replacement from the grant and denied the window replacement loan. Stephanie stated that it is now a waiting game to see how the property owner will proceed – or not proceed.
  - b. Blacktooth Brewing: Stephanie reported that Blacktooth Brewing had applied for a conditional use permit (which is normal procedure) and that they were moving ahead with the remodel of the Pioneer Printing Building in the meantime.
  - c. Site Planning & Development: Stephanie reported that the City has been extremely busy with a large number of development and redevelopment projects going through the permitting process at the City.
  - d. Stephanie reported that the process was almost complete to award the Planning Phase of work for the Reed Avenue Rail Corridor; with Kimley Horn expected to get the contract.
- 5) Historic Preservation Board Report:
- a. Don Herrold reported that the Cheyenne Preservation Summit will be taking place on May 17<sup>th</sup> & 18<sup>th</sup> at the Plains Hotel and that tickets were still available.
  - b. He also reported that The Warren Rest House had been rededicated after being delayed by bad weather.

- c. Don also updated the group on the process for the expansion of the Capitol North Historic District.
- 6. Laramie County Commission Report:
  - a. Commissioner Amber Ash reported the County is in the midst of its annual budget process; and that the Sheriff's Department has requested more deputies due to additional oil field traffic.
  - b. She also reported that the bicycle playground is now open and the disc golf course almost completed.
  - c. Ash also reported that the RV park expansion (with 20 new spaces) is almost complete and should be done by the opening of the Fair.
  - d. It was reported that the Cheyenne air service is going well, with 10,500 enplanements and because the 10,000 number was hit, new Federal dollars would be made available to Cheyenne.
- 7. DDA Strategic Plan Report:
  - a. Upper Living Unit Survey: Jonathan Savelle reported that, to date, DDA has received 226 responses to the survey and asked that Jenn Adu "push" it through social media as there is only one week left to respond.
  - b. Streetscape & Décor: Bruce Heimbeck reported on the Downtown Clean Up & Planting is scheduled for June 1, 2019. He also stated the GIS mapping of downtown streetscape furnishings has not moved forward yet. It was also announced that splash pad construction would not begin until after CFD.
  - c. Noise, Safety & Security: Astrid reported on an article the WTE about the growing issue of property crime in Cheyenne – and how its rate is above the national average. She stated there needs to be a more proactive role in addressing this issue.
  - d. Upper Living Units: Alane reported that she had received back two proposals from Fire Consultants and will be reviewing them.
  - e. Building Relationships with Commercial Brokers: Steve Borin discussed the issue of building better relationships with Denver developers and brokers. Borin stated that the person he had spoken with had shown interest in coming to Cheyenne to talk with them. He also stated that "all eyes" are on the Bell Building to see if the developer will have the ability to make this project happen.
  - f. Business Development: Alane reported that DDA has had two meetings with downtown merchants over the past couple of weeks; with discussion on how to work together on marketing and other initiatives. There was a question about the "Bent & Rusty" not coming to Cheyenne to do a pop-up during CFD. Dugger reported that there was so much anger from existing business owners, and so much venom on social media aimed at DDA and the Bent & Rusty, that the owners of the B&R graciously offered to step back in order to help quell fears and anger against the DDA.
  - g. Communications: Alane reported that DDA should show up once a month at City Council meetings to provide an update.
- 8. New Business:
  - a) Review of proposed MOU with City: Alane asked if there would be a motion from the floor to approve the draft MOU as it would be considered at the following Monday's City Finance Committee meeting (which was inaccurate: it would be considered at Tuesday's Public Services Committee). Bruce Heimbeck made the motion to approve the draft MOU. Astrid seconded. Discussion followed around what "measurables" the City would be looking for as far as collecting data on downtown's health. Alane said that she would assemble a small ad hoc group of Board representatives to put together the measurable goals for the MOU. She asked for volunteers to assist with this initiative; with Jonathan Savelle and Bruce Heimbeck volunteering to work with Alane. In further discussion, Councilman Jeff White suggested that DDA postpone voting to approve the draft MOU through a withdrawal of the motion. Bruce Heimbeck withdrew the motion and Astrid seconded.
  - b) Mill Levy Discussion & Planning: Alane reported that Chris Jones, from the City, had been very helpful in providing the proposed schedule and other information related to passing a new DDA

mill levy in 2019. Alane said that the DDA Board will need to make the following decisions regarding the upcoming Mill Levy election at the June Board meeting: amount to levy; scheduling the election; and what's in the ordinance. The current Mill Levy is set at 20 mills. Alane also stated that after reading state statutes, Mill Levy income is more flexible in its ability to be spent than she previously thought. Del Lummis suggested that the DDA exercise caution and use a good strategy when putting the game plan together for the next Mill Levy ballot.

- c) Reappointment of Board Members Whose Terms Are Set to Expire: Astrid made the motion, and Del Lummis seconded the motion, in support of having the Mayor reappoint the following DDA Board Members whose term is set to expire: Bruce Heimbeck and Alane West. (Elisa Maggio's term is also set to expire but she does not wish to be reappointed.) Discussion following the motion: There is still a question on Steve Borin's term and when it expires; with an effort to get clarification from the City. Jonathan Savelle has volunteered to draft a letter and send it to the Mayor asking that she reappoint Alane and Bruce to the DDA Board of Directors. Vote on the motion: all yes.
- d. Update/Discussion: recent FIP potential grant awards are \$179,786.78; with two more projects to consider and the existing FIP budget set at \$135,000. Dugger stated that Alane had suggested that the DDA Board might be willing to increase this amount (using reserves) if the projects warranted it. Stephanie Lowe, who is on the Design Committee, asked the Board whether they would prefer to allot a specified amount of additional funding for the Design Committee to work with or should the Design Committee bring a suggested amount back to the DDA Board at the May 28<sup>th</sup> special meeting? The Board, by consensus, decided it would be best if the Design Committee brought a desired amount of additional funding back to the Board for consideration.
9. 4: 20 pm: Executive Session: Jonathan Savelle made the motion, and Astrid seconded it, to go into Executive Session pursuant to allowable reasons outlined in Cheyenne City Ordinance 2.5.030 and Wyoming State §15-9-206©S; 16-4-405(vii) regarding employee-related discussion and the acquisition of real estate.
10. The Board came out of Executive Session at 4:35 pm. No action was taken.
11. Adjournment: Meeting was adjourned at 4:35 PM.
12. Next DDA Board of Directors meeting: Thursday, June 20, 2019, 3:00 PM, 2<sup>nd</sup> Floor Conference Room at the Depot, Cheyenne.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

6/20/19

Title: \_\_\_\_\_

SECRETARY, DDA