



## DDA Special Board Meeting Minutes July 9, 2019, 5:30 PM, DDA Office

### Board Members In Attendance:

Astrid  
Jonathan Savelle  
Bruce Heimback  
Del Lummis  
Craig Kerrigan  
Steve Borin  
Charles Bloom-City of Cheyenne - non-voting

### Board Members Absent:

Daniel Holbrook  
Jeff White (made a brief appearance to meet Mr. Kerrigan but left before mtg began)  
Amber Ash – County Liasion – non-voting  
Don Herrold – Historic Preservation – non-voting

### DDA Staff Present:

Vicki Dugger  
Genee Vidakovich

Vice-President Astrid called the meeting to order 5:33 Pm.

1. Astrid welcomed new DDA Board Member Craig Kerrigan and asked Board Members to introduce themselves to him.
2. Election of DDA Officers: Astrid called for the election of the DDA Board Officers, saying that she would be stepping down as the Vice-President due to heavy business demands.

Astrid then opened the floor to nominations for President. Jonathan Savelle nominated Bruce Heimback for President. Steve Borin seconded the nomination. There were no other nominations from the floor. Astrid asked for any discussion; there was none. Astrid called for the vote: All in favor, none opposed. Bruce Heimback is elected as the new Board President of DDA.

Astrid then called for nominations from the floor for Vice-President. Steve Borin nominated Jonathan Savelle. Astrid seconded the nomination. There were no more nominations from the floor; nor any discussion. Astrid called for the vote: All in favor, none opposed. Jonathan is elected as DDA's new Vice-President.

Astrid called for nominations from the floor for Secretary. Bruce Heimback nominated Astrid for Secretary; Del Lummis seconded the motion. There were no other nominations from the floor; nor any discussion. Vote: All in favor, none opposed. Astrid is elected as DDA's new Secretary.

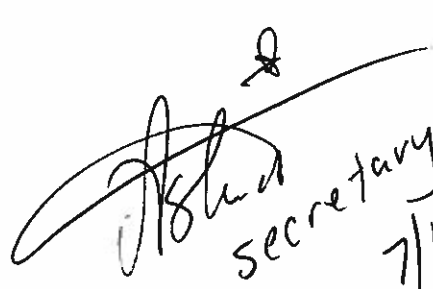
Astrid asked for nominations for Treasurer. Astrid nominated Steve Borin; Bruce Heimbuck seconded the nomination. There were no other nominations from the floor; nor any discussion. Astrid called for the vote: All in favor; none opposed. Steve Borin is re-elected as DDA Treasurer.

At this point, Astrid turned the meeting over to Bruce, as the new President, to preside over the rest of the meeting.

3. Approval of Reduced Budget & Alignment with Strategic Plan: Bruce asked Vicki Dugger to go over her recommendations for cutting \$100,000 from DDA's budget due to the reduced allocation in that amount from the City of Cheyenne. Vicki walked the Board through the budget spreadsheet that had been sent as part of the meeting packet, saying the proposed cuts were the same as what was put forth in an earlier budget cut scenario. She also added that another adjustment would need to be made up to \$10,000 for maintenance of the overhead lighting on 17<sup>th</sup> Street and new street furnishings (which are called out in the MOU). Vicki suggested reducing the Micro Loan funding, set at \$10,000, to zero and create new line items for these new expense categories. There was discussion on whether \$10,000 would be enough, but Dugger stated more could be pulled from reserves if needed at a later date. She also walked through the proposed changes to the non-restricted reserves allocations as per the spreadsheet before the Board. Bruce Heimbuck commented that the budget is a living document and the Board will need to continue to refer to the Strategic Plan and make any changes, as needed. Jonathan had questions on the personnel line item, asking if \$240,000.00 allocated was enough include some additional office hours on Saturday. Charles Bloom commented that we could send out a survey to the business owners to find out why they think the office should be open for extended hours. Bruce asked to table this part of the discussion as this was a meeting for the budget approval and these matters can be taken up at the regular Board meeting. Other questions came from Astrid regarding line item 19 & 36; both were answered to her satisfaction by Bruce.

Bruce Heimbuck then called for a motion to adopt the adjusted budget. Astrid made the motion; Del Lummis seconded. There was no additional discussion. Bruce called for the vote: All in favor, none opposed.

4. DDA Board support of free CFD/Downtown shuttle: Vicki then asked the Board to approve the \$8,000 line item to support the free shuttle during CFD. Craig Kerrigan suggested that DDA make sure they are held harmless if there is an accident while under contract for services. Steve Borin made the motion to support the Downtown/CFD Shuttle with the stipulation to ensure that DDA is held harmless in case of an accident. Del Lummis seconded the motion. Vote: All in favor; none opposed.
5. Bruce adjourned the meeting at 6:13 pm.
6. The next regular DDA Board meeting will take place on July 18, 3 pm, 2<sup>nd</sup> floor of the Depot.

  
secretary DDA  
7/18/19