



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

Thursday, November 15, 2018

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

The meeting was called to order at 3:03 pm.

Present: Astrid, VPresident, presiding
Steve Borin, Treasurer
Jonathan Savelle, Secretary
Bruce Heimbuck
Jeff White, City Council Rep (White left the meeting due to work emergency at 3:30 pm)
Dan Holbrook
Charles Bloom, Ex-Officio City of Cheyenne
Linda Heath, Ex-Officio Laramie Co
Alane West joined meeting via phone at 3:15 pm

Board Members Absent: Del Lummis, Alane West was not present, but phoned into the meeting

Staff Present: Vicki Dugger, Esther Gonzales, Jennifer Adu and Jaime Clintsman

Guests: Amy Mahoney, Councilor Laybourn, Julie Tucker, Glenn Garrett, Phil Regeski, Stephanie Lowe, JJ Chan and Elisa Maggio

1. Introductions: Vicki Dugger introduced two new DDA staff: Jenn Adu (Marketing & PR Coordinator) and Jaime Clintsman (Special Projects & Admin Coordinator), giving a brief bio on their previous experience. Stephanie Lowe, from the City Planning Department, introduced new Planning Director, and DDA Ex-Officio member, Charles Bloom, who gave a brief overview of his experience and passion for downtown.
2. Consent Agenda: Bruce Heimbuck made a motion to approve the Consent Agenda. Second by Jeff White. Motion passed unanimously.
3. Staff Report: Dugger provided an update on DDA's "Holidays at the Plaza" event schedule and activities. She also gave a brief update on the H2 Project stating that the Financial Review Sub-Committee of the Technical Review Committee had received and reviewed the additional confidential information that was requested and still has some questions. They are recommending they interview both teams (separately) to glean additional critical information in order to make a better assessment and recommendations to the full Technical Review Committee for moving forward.
4. Standing Committee & Supporting Organization Reports: Due to the Board's heavy time involvement in planning Work Sessions, standing committees were asked to submit their reports via email. No reports were submitted. That said, Stephanie Lowe provided an oral Historic Preservation report saying that the organization has almost completed a needed update to policies in order to be in compliance with Wyoming statutes. She also said the Historic Preservation Board had been actively engaged on the Carey Building (new Municipal Court project). She also stated the board had received a \$17,000 Certified Local Governments Grant to help with the renovation of the airport

fountain. Finally, she let the DDA Board know that the Historic Preservation Board will have two positions opening up in January, if anyone is interested in applying. Dugger gave a quick update on the West Edge with the following information: Ten-unit Dineen townhome project is moving forward with first two units due to be complete by summer; West Edge Collective will be moving into their new facility (at Lincolnway & Bent) by mid-December; Warehouse Twenty-One is moving forward with groundbreaking of their new facility; and finally: the blighted properties adjacent to the new Warehouse Twenty-One site have been condemned and will be torn down.

5. **New Business:** Jonathan Savelle provided an overview and recommended wording to update the DDA Bylaws dealing with Article III, Section 1: Designation, Membership & Terms of Office. He suggested adding to the end of the last sentence in paragraph 2 of that section the following: “Throughout the year, the DDA Board shall encourage the public, and any interested party, to submit an ‘Appointment Application’ form (available on the cheyennecity.org website) to the DDA Secretary, who will maintain these applications and submit them to the Mayor to fill DDA Board vacancies as needed.” Jeff White made the motion to accept this addition as presented to the DDA Bylaws. Bruce Heimback seconded the motion. The floor was open to discussion. Astrid called for the vote: the amendment passed unanimously. Jonathan then made the recommendation to change the DDA Bylaws #C under Article VI, Section 4: Conduct of Public Hearing to read: “Each person or group shall be limited in time as per the stated time indicated by the President when the President opens the floor to public comment as deemed appropriate by the President.” Bruce moved, and Jeff seconded, to approve this change to the DDA Bylaws. The floor was open for discussion. Dan Holbrook stated that it seems like #E would be the section where a change like this should be made. Councilman Laybourn also stated that because DDA is a public agency it will be important that people feel welcome to come and make statements in meetings. Bruce suggested the proposed amendment be recommended back to the Executive Committee for more work. Astrid called for the question on the motion on the floor. The motion failed unanimously. Dan Holbrook then made the motion to refer this proposed change back to the Executive Committee for more work. Bruce seconded the motion. The motion passed unanimously.
6. **DDA Staffing/Committee Report:** Dugger provided an update on the restructuring of the existing DDA/Main Street Committees saying that she feels that by breaking these duties/committees out, there will be better alignment between staff and committees as well as a broader outreach to the broader community. She also discussed her plans to revamp the Economic Vitality Committee into a Development Committee to better guide DDA’s priorities as they relate to proactive development activities.
7. **Vision/Goals for Downtown Business Development:** Dugger set the stage for Esther Gonzales to provide the Board information on how she sees working on downtown business retention, expansion and recruitment. Astrid stated that she is very interested in DDA or a volunteer to convene the downtown merchants on a monthly basis and that she would provide the space and refreshments for such gatherings.
8. **Public Comments:** Councilman Laybourn made comments relating to five different topics, of interest to him, that include:
 - a. He first thanked the DDA for the great Halloween activities and said it was really good to see kids Trick or Treating throughout the district.

- b. He then talked about the importance of snow removal, especially in January and February, and said that he will be meeting with Public Works to discuss a Snow Management Program.
 - c. The Councilman then segued to 17th Street, saying that he will be bringing recommendations to City Council for upgrades to curb, gutter and sidewalks along this street as there are issues with deterioration of the curb and gutter and tripping hazards in the sidewalks.
 - d. Splash Pad: Councilman Laybourn then gave an update on the Splash Pad, touting the private fundraising success of \$250,000 (to match what the City committed) and said the contract for construction would be let soon.
 - e. Downtown Christmas decorations on the Hynds. Councilman Laybourn stated that he had, in the past, worked with Glenn Garrett to make sure the Hynds was lit up for the holidays and how important it is to have the landmark building decorated. He then requested that DDA provide funding for needed holiday decorations. After some discussion, Dugger stated that DDA would be very interested in helping pay for decorations for the Hynds but would need an estimate for what is needed. Bruce Heimbeck volunteered to meet with the Councilman and work out what is needed, and what can realistically be accomplished within the next ten days, and how much it will cost. Consensus agreement on this plan.
9. Julie Tucker, representing the Mayor's Council for People with Disabilities made a comment regarding snow removal in the winter and said that because ADA parking spaces are always at the end of the block that, in downtown, snow is often stored in these spaces - - which is a big problem and that it needs to be addressed in a Snow Removal Plan.
10. Adjournment: Meeting was adjourned.
11. Next DDA/Main Street Board of Directors Meeting: Thursday December 20th, 2018, 3:00 p.m.
Location: TBA.