



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

Thursday, March 21, 2019

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

The meeting was called to order at 3:00 pm.

**Present:** Alane West, President  
Astrid, VPresident  
Steve Borin, Treasurer  
Jonathan Savelle, Secretary  
Elisa Maggio  
Jeff White  
Charles Bloom, Ex-Officio City of Cheyenne  
Don Herrold, Ex-Officio Cheyenne Historic Preservation Board

**Board Members Absent:** Dan Holbrook, Del Lummis, Bruce Heimback and Amber Ash

**Staff Present:** Rin Kasckow

**Guests:** Heather Tupper, Amy Mahoney, Julie Tucker, Glen Garrett, and Stephanie Lowe

1. Consent Agenda which included February Board Minutes and Payables in the amount of \$26,058.09. Astrid made a motion to approve the Consent Agenda. Second by Jonathan Savelle. Motion passed unanimously.
2. President's Report: Alane West provided the Board with these updates:
  - a. Reserve Policy Committee met and developed a draft policy. DDA engaged the our bookkeeper to help determine the actual funds available for reserve. The intent is to hold one-year DDA operating budget plus one year of City OR mill levy funding in reserve; with remaining funds available by specific category.
  - b. Graffiti Ordinance: DDA received a copy of the recorded Graffiti Ordinance and now the registered mailing process to property owners and corporation and LLC officers is underway. The owners and their representatives will have 30 days from when the letters are posted to opt out if they do not want graffiti remediated from their property by DDA at no charge.
  - c. TIF Ad Hoc Committee: Jerry Johnson from Johnson Economics presented an initial analysis to the committee and asked the group to get together and make updates to the initial boundaries. This next step occurred on March 11<sup>th</sup>. This information will be delivered to Johnson who will update the boundaries and determine how much TIF income might be derived from three scenarios: conservative, moderate and

higher growth. Once his next report is presented, the committee will decide Go/No Go and move forward accordingly, as per the process and support by the DDA Board and City of Cheyenne.

- d. DDA's Public Records Policy: Jonathan Savelle and Bruce Heimbeck have taken on the task of updating the 2014 policy. Files of past policies, emails that represent input from legal counsel and the issues that were flagged as a result of the most recent Public Records Request have been provided to Johnathan and Bruce for review. The updated policy will need to address an estimate of cost to the requesting party by way of a deposit before work begins, hourly rates for staff and contractors' time at the going rate. A final draft of the updated policy will be presented to Board at April 18<sup>th</sup> meeting.
3. City Update:
    - a. Charles Bloom shared a new project that the Planning department is working on which is data gathering downtown to create an interactive GIS map, collecting new data such as locations of benches, signs, trashcans, etc.
  4. Historic Preservation Board Report:
    - a. Don Herrold, HP Rep, reported that the historic preservation board is finishing their planning for their Preservation Summit which is taking place on May 17<sup>th</sup> and 18<sup>th</sup>.
  5. Laramie County Commission: No Report.
  6. New Business:
    - a. Approve CIG Grant to The Metropolitan in amount over \$5,000. Moved by Jeff White, Seconded by Astrid. All in favor; motion passed.
  7. Adjournment: Meeting was adjourned at 3:14 pm.
  8. Next DDA/Main Street Board of Directors meeting: Thursday, April 18<sup>th</sup> 2019, 3:00 PM , 2<sup>nd</sup> Floor Conference Room at the Depot, Cheyenne.

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

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