



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

Thursday, May 17th, 2018

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

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

Present:

David Ohde, Vice President	Jonathan Savelle
Alane West, Secretary	Del Lummis
Dave Tuebner, Treasurer	Astrid
Bruce Heimback	Steve Borin
Linda Heath, Ex-Officio Laramie Co.	Robert Briggs, Ex-Officio City of Cheyenne

Present via Teleconference:

Jeff White, City Council representative

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

Guests: Councilors Scott Roybal and Richard Johnson, Darren Rudloff, Amy Mahoney, CJ Young, Chrissy Suttle, Glen Garrett, Anja Bendel, Patti Riesland, Chuck West

1. Welcome: The Board welcomed new member Astrid who was recently appointed to fill the vacancy left by Sam Galeotos.
2. Consent Agenda: Approval of April Minutes and Treasurers' Report. Motion made and seconded. No discussion. Motion passed unanimously.
3. Vice President's Report: there was none.
4. Director's Update and Allocation Request: Dugger referred to the staff report that was included in the Board packet and highlight activities from that report, including: DDA's recent presentation to the City's Budget Workgroup regarding the 2018-19 budget request; DDA's "Livin' It Up in Downtown" Housing Tour set for Sunday, May 20th; Downtown clean up and flower planting set for June 2nd; the splash pad project; and an update of business openings/closings/expansions in the downtown district.

Dugger returned to the topic of the splash pad and brought forward her request of the Board to make a financial commitment of \$20-\$30k for the project before it goes before the Joint Powers Board later in May. Councilman Richard Johnson made a short presentation on the efforts of local businesses and citizens, including children, in helping raise money for the project. Darren Rudloff also made comments in support of the project. Bruce Heimback asked Dugger what her recommendation would be for the commitment; with the answer of \$30,000. Heimback made the motion to approve DDA's commitment of \$30,000 to the splash pad project. Dave Tuebner seconded the motion. There was discussion that DDA should be willing to take a leadership role and revisit that number in the case that more money might be needed towards the end of the project. Other discussion also included the suggestion that DDA to go ahead and make that payment now rather than simply make the commitment. Neither of the discussion topics were amended into the motion. Motion passed unanimously.

5. Historic Preservation report: CJ Young updated the Board on the proposals received to renovate the historic fountain at the airport. He also outlined other activities that included the upcoming demolition of the old Cupid's building and a proposed Historic Preservation Summit for early next year.
6. West Edge: Dave Tuebner reported the West Edge committee met recently to lay out goals, strategies and to decide who else should be included as the group moves ahead. He also updated the group on the recent approval of the Civic Commons Park project and work beginning soon; West Edge Collective's building that's going up on Lincolnway; and said that his company, Warehouse 21, hopes to break ground on their new 12,000 sqft facility within a couple of months. He also stated that Edgefest has been set for August 25th, with music announcements forthcoming. Tuebner also stated that the RFQ/RFP for full design of the rail spur (Reed Ave. Corridor Project) is being finalized and will be going out soon.
7. Downtown Development Foundation: Alane West stated there was no report this month.
8. Laramie County Commissioner's Report: Linda Heath stated that the most recent income for the 6th Penny was back up to \$1.7m, which is good news. She also said that the County is currently going through the budgeting process and updated the group on the recent groundbreaking at the Archer Complex groundbreaking. Heath then gave a quick update on the upcoming County construction projects with the detention center and courthouse, saying they will affect traffic in the area.
9. Rebrand Project: Desiree updated the Board on the recent process of soliciting, evaluating and proposing a preferred contractor for the DDA rebrand project. She stated that DDA had received six proposals and asked the top three to interview. From that process (that included members of the DDA Executive Committee), Flood Marketing from Sheridan was the preferred vendor for this project. The budget had \$50,000 allocated to it. Alane West made the motion to enter into contract negotiations with Flood Marketing on this project. Dave Tuebner seconded. Motion passed.
10. Main Street Updates:
 - a. Design Committee: Brian Beadles brought forward the committee's recommendations for funding of four façade improvement grant projects in the amount of \$130,273.40. Projects include: 609 & 611 W. 18th; 218 E. 19th; 416 Central; 1701 Carey + 216 & 218 W. 17th. Desiree and Brian answered questions regarding these projects from the board, including the difference between the Façade Improvement Grant program and the Capital Improvement Grant program. Alane West made the motion to allocate funds according to recommendations made by the Design Committee. Motion was seconded. Motion passed unanimously.
 - b. Economic Vitality/Promotions: Desiree provided the update saying these committees are working closely in tandem on selected projects. She provided an update on proposed plans for pop-up shops, WY Cheyenne promotion, food trucks in downtown and surveying attendees at downtown events.
11. Election of the DDA President: Nominations from the floor for Board President included: Alane West (nominated by Astrid and seconded by Steve Borin) and Bruce Heimback (nominated by Dave Tuebner and seconded by Del Lummis). Dave Ohde called for other nominations from the floor; and hearing none, closed nominations. Board members were allowed to ask the nominees questions

with both West and Heimback responding. Audience members were then allowed to ask nominees questions; with questions coming from CJ Young and Glen Garrett. Both nominees responded. The period for questions was closed and eligible Board Members voted via written ballot; with Jeff White texting his vote to Dugger's phone. Bruce Heimback was elected President of the Board; with full Executive Committee officers' elections coming in July.

12. New Business: There was none.
13. Executive Session: Alane West made the motion for the Board to go into Executive Session pursuant to allowable reasons outlined in Cheyenne City Ordinance 2.75.030 and Wyoming Statute SS 15-9-206(C) and SS 16-4-405(vii) in regards to the acquisition of real estate and allowing to stay: City Council reps from Ward 1 (Scott Roybal), Anja Bendel from LEADS, and Chuck West. Jonathan Savelle seconded the motion. The Board voted unanimously to go into Executive Session.
14. Open Session: Jonathan Savelle made the motion and Bruce Heimback seconded the motion to reconvene to Open Session. The motion passed unanimously.

In open session, the following motion was made by Alane West and seconded by Jonathan Savelle: That DDA approve the Hynds and Hole RFP process, including the purchase of assignable options on the Hynds (1602 Capitol Avenue) and the Hole (206 & 208 Lincolnway) and direct the Executive Director (ED) to negotiate options to purchase, along with the following guidelines:

For the Hynds, negotiate an assignable 3-month purchase option for a fee not to exceed \$30,000 for a price not to exceed \$2,000,000 with nine 1-month extensions at a monthly premium not to exceed \$9,214.58 per month. The option fees are to be applied to the purchase price if and when the option is exercised.

For the Hole, negotiate an assignable 12-month purchase option for a fee not to exceed \$500 for a price not to exceed \$400,000. The option fees are to be applied to the purchase price if and when the option is exercised.

Prior to DDA releasing any funds, the City must approve a Resolution dedicating \$750,000 to the project.

Instruct the ED to work with Cheyenne LEADS and the City to prepare an RFQ/RFP to be sent to the local, national and international development community to submit a response to a Request for Qualifications to develop the Hynds and Hole together to include adequate secured parking, retail space on the first floor of the Hynds including a new DDA office at no cost for a minimum of five years. Instruct the ED to create a selection committee to create a short list of respondents, review proposals to the RFP, and select a developer.

The motion, as presented, passed: 4 yes, 2 no, 1 abstention. (Dave Tuebner and Jeff White were no longer at the meeting, either in person or via phone, for this vote.)

15. Adjournment: New President Bruce Heimback adjourned the meeting at 5:56 pm.
16. Next DDA/Main Street Board of Directors Meeting: Thursday June 21, 2018, 3:00 p.m. in the 2nd floor board room at the Cheyenne Depot.