



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

Thursday, October 18, 2018

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

The meeting was called to order at 3:05 pm.

Present: Alane West, President
Astrid, VPresident
Steve Borin, Treasurer
Jonathan Savelle, Secretary
Bruce Heimback
Del Lummis
Jeff White, City Council Rep
Lisa Pafford, Ex-Officio City of Cheyenne
Linda Heath, Ex-Officio Laramie Co

Board Members Absent: Dan Holbrook

Staff Present: Vicki Dugger and Esther O. Gonzales

Staff Absent: Jennifer Adu

Guests: Amy Mahoney, Chrissy Suttles, Julie Tucker and Glenn Garrett.

1. Consent Agenda: Jeff White made a motion to approve the Consent Agenda and was seconded by Bruce Heimback. Motion passed unanimously.
2. Standing Committee & Supporting Organization Reports: Due to the Board's heavy time involvement in planning Work Sessions, Alane West asked that verbal reports be moved to the November meeting.
3. New Business: Jonathan Savelle provided an outline and proposed process for the performance evaluation of the Executive Director (which will take place in February). He and Bruce Heimback work on this project. It was noted that this will be the first time in recent memory that a process and structure for this review will be implemented by DDA. Jonathan provided the Board with a sample evaluation questions for the review that was created through a Survey Monkey format. There was a discussion on whether the survey/evaluation should be taken on a solo basis or as a group. Jonathan suggested that either was possible but it would be best that the survey/evaluation be taken online as Survey Monkey instantly tabulates results. Alane entertained a motion to accept the process created and presented to be approved; with the detail on how the evaluation will be implemented to be finalized after January 1st. Jeff White made the motion. Del Lummis seconded the motion. Motion passed unanimously.
4. H2 Redevelopment Update: Vicki Dugger let the Board know that two Statements of Qualifications for the Hynds/Hole Redevelopment Project had been submitted and that the Technical Review Committee now has copies of the Quals with scoring sheets and instructions. Dugger stated that each member of the Technical Review Committee would score the Qualifications, then meet on October 29th to discuss results and set next steps. Glen Garrett had a question as to when the

Community Review Community would engage in the process and Dugger said that they would come into the process after proposers had been selected to create and present a full proposal as part of Phase II of the project. Agenda clarification: There had been a note on the meeting Agenda that the Board might go into Executive Session to discuss the H2 Project; this would've only needed to occur if no Statements of Qualifications were received and the Board needed to discuss a possible "Plan B" – which was not the case.

5. Graffiti meeting update: Dugger provided information on the upcoming Community Forum to discuss the growing issue of graffiti in downtown and possible approaches for moving forward. The public meeting will be held on Tuesday, October 23rd at 6 pm in the Cottonwood Room of the Laramie Co. Library. City Councilors White, Roybal and Laybourn will also be in attendance. Letters of invitation to the meeting have been sent to downtown property owners; and an article has been published in the paper. Alane West said that an editorial on the meeting and graffiti issue has been submitted to the WTE and will hopefully be published prior to the meeting.
6. Alane West reminded Board members that the next Work Session is set for November 7th and asked the Board if moving the dates for the November and December Board meetings was needed due to the holidays. The Board, by consensus, decided the following:
 - a. November Board Meeting will be on its regular date of November 15th. Astrid will preside at the meeting as Alane West will be out of town.
 - b. December Board Meeting will also be on its regular date of December 20th.
7. Adjournment: Meeting was adjourned.
8. Next DDA/Main Street Board of Directors Meeting: Thursday November 15, 2018, 3:00 p.m.
Location: TBA.