

**Cheyenne Downtown Development Authority
April Board of Directors Meeting Minutes**

Thursday, April 16, 2020

Attendance through Zoom meeting: Bruce Heimbeck, President, Jonathan Savelle, Steve Borin, Astrid, Craig Kerrigan, Breck Collier, Jeff White

Staff: Amber Ash, Haylee Chenchar

Ex-Officio: Laramie County – Brian Lovett
MCPD - Julie Tucker
Historic Preservation – Don Herrold
City of Cheyenne – Charles Bloom

Public: Glen Garrett

Astrid
5/27/20
Secretary
D.D.A.

Meeting called to order at 3:04 pm by President Heimbeck

Motion to approve Consent Agenda by Jeff White, 2nd by Craig Kerrigan. Motion passed.

Executive Director's Report: Amber Ash commented that the LCJPB was written for FIP cycle this year. She is also working on the Grills Fund Grant. If granted, this funding will be put towards main street revitalization – specifically the Open Street Initiative. In reviewing the voucher list, the ReRide voucher for \$150 was to renew the domain for the next year and the construction voucher for \$250 was to insulate the bathroom walls. Amber has been working to get the administrator and names changed on the credit card account. In the process, she learned that the bank had 2 different profiles for the DDA. She has shut off Esther's credit card. The Against the Wind planning is still underway and is slated to be mentioned on Friday over a Miami Podcast. There are also two new construction projects happening in the district. Lastly, the Wyoming Business Council Main Street Program awarded a training grant to fund Marketing 3-4-5.

Marketing Report: The commercial that was made to highlight the downtown merchant community in response to COVID-19 is live. There are also a few different social campaigns that have been started (#RetailTherapyThursday and #TakeoutTuesday) in order to highlight the downtown businesses in different ways. The DDA is tacking onto Cruise the Legend with Curbside and Cruise. The DDA will also be working with Small Businesses the Heart of Cheyenne to promote businesses that are selected.

President's Report: There was no additional information for the President's Report.

City Report: Charles Bloom commented that the city is still functioning and that development has not slowed. He also stated that the city is hosting a virtual open house for the West Edge

Zoning through May 25th. The Dinneen town homes are on their final inspections and Black Tooth Brewing is ready to open. There is a new apothecary shop next to 2 Doors Down and the Bell Building is moving forward and nearing completion.

Laramie County Commission Report: Brian Lovett commented on the progress that has been made with the Fair Board as well as the Commission Budget. He also touched on the State revenue forecast, stating it may not be as grim as it sounded. The Commissioners also have a shovel ready project list focused on recovery.

Historic Preservation Report – Don Herrold reported they have put the brakes on fundraising at this time due to COVID19. However, they will move forward with the plans for the Christmas ornament fundraiser. He also commented that the airport fountain project is in progress and going well.

Presentations:

Glen Garrett provided a presentation on the OTEL FIP Grant Application regarding replacing the rotting windows on the 3rd and 4th floors with new windows.

DDA Initiatives:

Motion to approve Phase I of OTEL FIP Grant Application in an amount not to exceed \$48,465.04 by Astrid and seconded by Jeff White. Motion passed unanimously

Motion to approve COVID19 Emergency Grand Funding for 26 downtown merchants in the amount of 48,828.326. Jeff White moved to amend the original motion to include one additional business to receive funding who provided documentation that their application would have been submitted by the deadline except for a technical glitch. Motion was seconded by Jonathan Savelle. Motion passed as amended unanimously.

Motion to approve submission of Grant Application to Grills Fund for Main Street Revitalization for \$10,000 by Steve Borin and seconded by Breck Collier. Motion passed unanimously.

Motion to approve FY20 Revised Budget by Craig Kerrigan and 2nd by Astrid.

Bruce Heimback asked for any public comment. There was none.

Motion to enter Executive Session by Astrid and 2nd by Jeff White. Motion passed unanimously.

Astrid moved to end executive session at 4:46 pm and reconvene in public meeting. Motion was seconded by Jeff White. Motion passed unanimously.

Astrid moved to adjourn the meeting at 4:47 pm and it was seconded by Breck Collier. Motion passed unanimously.