

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

Thursday, May 21, 2020

Board Members: Bruce Heimbeck, President, Jonathan Savelle, Steve Borin, Astrid, Breck Collier, Jeff White

Staff: Amber Ash, Haylee Chenchar, Holly Scheer

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

Public: Glen Garrett, Christi and Markum King, Margaret Austin, David Hatch

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

Astrid moved to approve Consent Agenda with corrections to the minutes which was seconded by Jonathan. Motion passed unanimously.

Staff Report: Amber presented the staff report. She discussed upcoming events including Rolling Thunder and Summertime on the Streets. Amber presented the results of the COVID-19 Survey the DDA conducted to Hospitality & Tourism and it went well. Holly has 300 businesses so far in her database of downtown businesses. Haylee is working on website updates and getting close to pushing out a business directory. The High School banners have been sent to the printers. The DDA will be planting the planters on May 30th. Amber updated the board on the ReRide program. Three businesses closed this month and two businesses opened. Amber updated the board on development projects including Project Phoenix, Project Onyx, and the Hilton Garden Inn. She is also working with a potential developer on opportunities for residential development. Amber discussed the FY19 FIP grants and that an extension was approved for Ron due to COVID.

President's Report: President Heimbeck updated the board on the DDA sign and funding from the City. He noted Amber's work to get all of the Main Street reports submitted.

City Report: Charles Bloom noted that there were no major city updates at this time because the city is still closed. The City is moving forward with the West Edge project. The Council approved the development plan on May 12th. This will help public input. Christiansen Road bridge is almost complete. Stephanie Lowe accepted a position with WYDOT as a cultural resource specialist. Charles would like to see more bikes encouraged like ReRide and more bike racks.

Historic Preservation Board Report: Don Herrold provided an update for the Historic Preservation Board. Stephanie will be missed. Her expertise has been important. The Historic Preservation Board is revising the rules of practice and a demolition by neglect ordinance for the council. Stepping up ordinance.

County Commission Report: Commissioner Lovett updated the Board on Commission activities. He noted that signage is up and so is sanitation in the hospital. County employees are mostly in the office and they are preparing to open up to the public. The state health officers have met with the fair officers to discuss the fair and if that can proceed. The County is monitoring the budget and cuts closely. West Texas Intermediate was \$32 so oil is moving in the right direction.

Presentations & Grant Approvals: Christie and Markum King presented their CIG application to the board and answered questions. Jeff White moved to approve the CIG application in an amount not to exceed \$2,698.75, seconded by Steve. Motion passed unanimously.

Glen Garrett presented his addendum to the FIP application for the second-floor windows. Jeff White moved to approved the FIP application in an amount not to exceed \$31,534.10 and it was seconded by Jonathan. Motion passed unanimously.

David Hatch presented his FIP application which includes painting the awning, replacing the main lobby door, the transom glass above the door, and the glass in 5 broken windows. He answered questions from the board. Astrid moved to approved the FIP application in an amount not to exceed \$5,502.25 which was seconded by Steven. Motion passed unanimously.

DDA Initiatives: President Heimback provided the board with an overview of the 17th Street Lighting proposal, noting that it is part of the DDA agreement with the City. Amber and Bruce answered questions about the project from the board. Amber noted that this business is located within the DDA district. Jonathan moved to approve the bid in an amount not to exceed \$4,700 and it was seconded by Astrid. Motion passed unanimously.

Board Seat Vacancies: The Board discussed the vacant board seats. 3 applications were received: Sara Webber, Katie Brady, and Shawn Miller. The Board discussed the pros and cons of expanding from 9 members to 10. Amber explained the process to the Board. After further review of the bylaws, it was determined that an amendment required notice in writing 3 days in advance of a change to the bylaws. This item was tabled and will be brought forth at a special meeting.

Other Business: Bruce reminded everyone that the next board meeting will be on June 18th at 3 pm. Location to be determined based on public health orders.

Astrid moved to adjourn the meeting, seconded by Jonathan. Motion passed. Meeting was adjourned at 4:00 pm.