

Downtown Cheyenne Development Authority
March 2021 Board of Directors Meeting Minutes
Thursday, March 18th, 2021

Board Members: Bruce Heimbeck, Astrid, Breck Collier, Anthony Ortiz, Steve Borin, Jonathan Savelle, Katherin Brady, Craig Kerrigan

Ex-Officio: Buck Holmes, Laramie County Commission; Charles Bloom, City Representative; Don Herrold, Cheyenne Historic Preservation Board

Staff: Amber Ash, Haylee Chenchar, Amber Trevizo, Gabriella Perez

Public: Susan Allen, Mark Christenson

Meeting called to Order at 3:00pm by Bruce Heimbeck

Consent Agenda: Bruce asked if anybody would like anything to be pulled from the Consent Agenda. There was no comment made. Jonathan moved to approve Consent Agenda and was seconded by Anthony. Motion was passed unanimously.

Director's Report: Amber started off with introductions of new staff; Gabriella and Amber. Both gave a brief introduction of themselves.

The funds have been officially transferred to Jonah Bank and credit cards have arrived. The next step is getting Emergent services set up.

Graffiti has been removed from numerous of buildings and trash cans. We are trying to get in contact with more property owners to get more removed from other buildings to get permission.

Amber has contacted ARCO on doing a project with approximately 33 planters and waiting on a bill for the cost so the project can be finalized.

Amber updated the Board on upcoming events; the Leprechaun Pub Crawl, as well as the Mayor's Youth Council Scavenger Hunt.

Haylee has reached up to 73 businesses added on the business directory with the goal of 100 businesses by April 1st.

The IRS has updated the responsible party update, Amber Ash is officially to responsible party.

Anthony has been extremely helpful with the snow removal. For this particular Winter event we agreed to pay 150\$ per hour to Kirk Tudor.

The Curb, Gutter and Sidewalk Ordinance was passed unanimously and contacted Amber Ash to talk about next steps. They have a meeting set up for 10am on the 24th of March to get the project started. Additionally, the Agenda includes proposing expansion of the CIG by the DDA for eligible projects.

Budget was submitted to the city and the final budget was forwarded to the Board.

There was a response from WYDOT about Lincolnway and they are not proposing doing anything expensive.

Amber and Haylee attended the Rotary Presentation

Amber will be attending the Kiwanis Presentation to talk about the DDA.

Pear Mac has opened and Instant Attraction has closed. There has been 22 net businesses that have opened since July 1st. There has also been 79 net job creations.

We were able to close the Artspace fund gap through the NHTF, and Amber is still trying to get in contact with the business owner so that we can get it under contract to get the process going.

For the project Phoenix 3.0 the property went under contract in February. Amber and Betsy are looking at a potential Brownfield Assessment on the property, she stated that she is waiting on further guidance from the buyers on how they would like to proceed further.

Amber has registered for Mainstreet Conference. (virtual)

Please read over the Mainstreet in the Board packet.

Amber scheduled the planters to be here May 7th which is two weeks before the project, that way the old planters would be out so that the new ones are all set to be put in.

Steve thanked Amber for the removal of the graffiti.

Amber updated that a post that Haylee put on social media of the snowstorm went viral. And was able to see the page grow over the snow event.

President's Report: Bruce gave a big thanks to Anthony for what he has been doing with the snow removal. He also recognized Glen for the work on the sign. Encouraged to go through Mainstreet trainings as they would be very helpful. He recognized Amber for having updates on businesses opening and closing.

City Report: Charles updated that they have really been focused on the snow removal throughout the week. Stated that the city had to postpone city meetings including the planning commission meeting until April 5th, looking to discuss greenway improvements. Charles mentioned there was a City council work session regarding the West Edge District. The city continues to be busy working on improvements. Charles Acknowledged the hardworking helpers with the snow removal and the million likes on the viral picture of the snow event.

County Commissioner's Report: Buck mentioned the "hoops" that we have to go through for qualification of money to help with the snow removal. The County will only allow expenses for a 48-hour period of snow removal, although there is a possibility that we could apply for an additional 48 hours. Buck didn't have anymore updates. He did recognize the city for the snow removal.

Historic Preservation Board: Don explained that there was a hearing with the City Council and the next steps for Demolition by neglect Ordinance is a work session.

MCPD Update: Julie said some things have been put on hold because of the pandemic, and waiting for a Mayor's answer. She updated that the Vice President has resigned and they are looking to find someone to replace that position.

CIG in regards to Hawthorn Tree: The Hawthorn Tree owner, Susan proposed a sign for the business. Jonathan moved to approve the Grant not to exceed \$3,921, which was seconded by Craig. Motion was passed unanimously.

CIG: Amber showed pictures of examples that would be eligible for the sidewalk replacement. She explained that the DDA would not fund to cover or patch sidewalks that do not have a five-year life span and meets all ADA guidelines. The goal with CIG is to encourage replacement of sidewalks that are in bad shape. Amber discussed the repainting of building exterior that Design Committee would accept and assure there is not off colors of buildings. The application standards were opened up to property owners. Astrid moved the changes of the CIG, which was seconded by Breck. The Motion was passed unanimously.

Appointment of Amber Conwell to Design Committee: Astrid moved and was seconded by Jonathan to appoint Amber to the design Committee. The Motion was passed unanimously.

Contract with CLIMB Wyoming: In regards to Gabriella, CLIMB WY will reimburse for some of the cost for the Temporary PT Administrative Assistant position, which will give us till the end of summer to keep Gabriella. Jeff moved, and was seconded by Anthony to approve the contract with Climb WY. The Motion was passed unanimously.

Approval of the Contract with Kirk Tudor: The contract will agree to \$400 per snow event (over 2 inches of snow). Anthony made a motion which was seconded by Astrid. Astrid questioned if Kirk did sidewalks or if he was mainly focused on the streets. The Motion was passed unanimously.

Application for AARP Community College Grant: Amber explained that this grant application would focus on opening up seating in numerous blocks for people that are elderly, or disabled to be able to have a seat and rest if needed. Jonathan moved the motion, which was seconded by Astrid. Jonathan posed a question of how much Amber was going to apply for, Amber commented that she was going to map out how many benches would be appropriate and get a bid from ARCO to get an idea of how much she was going to apply for. Bruce gave the thought of trashes to put up by the benches. Jonathan posed another question on if the AARP Grant was a Nationwide competition. Amber confirmed that this was a Nationwide Grant. The motion was passed unanimously.

Ordinance Amending Section 5.12.110: Amber explained that this would make the consumption of open container from Memorial Day to Labor Day. She added that the businesses would buy their own cups so the DDA would no longer be responsible for that. This movement for change does not include open container for hard alcohol, as the changes only support beer and wine. Jeff stated that he would not be voting on this movement due to him being a sponsor of the Ordinance. Anthony made a motion, followed with a second by Jonathan to make changes to the Ordinance. Bruce posed a question to see if this was year-round, Amber followed by saying it was only Memorial Day to Labor Day. The motion was passed unanimously.

Demolition by Neglect Ordinance: Amber explained that the purpose of this section being added was to prevent other buildings from getting neglected and having to be knocked down. She added that this new section would help preserve buildings for future generations to have the opportunity to partake and enjoy in the history. Amber then asked the board if there was any involvement that they would like to have, and what kind of involvement, if so. Don stated that he would like to have Amber participate in a work session when there is on set up to get any type of input for this particular Ordinance. Charles then added that the Historic Preservation Board is looking to set up a work session to be able to talk about the pros and cons of this Ordinance. Bruce then added that he would like for the DDA to continue to attend the work sessions. There will be no action taken at this time, the DDA will set up a work session with the Historic Preservation Board to have more discussion. Mark suggested that the Historic Preservation Board could get a work session on the DDA Board to give a presentation to help the Board better understand the plan. Speaking for the Board, Jonathan said the idea of having the Historic Preservation Board attending a meeting would be beneficial.

Public Comment: None

The meeting was adjourned at 4:30pm