

**Cheyenne Downtown Development Authority (DDA)**  
**Special Meeting of the Board of Directors**  
Monday, March 3, 2023, 10:30 a.m.

**Meeting Minutes**

I. Call to Order:

Board Member Roll Call:

Present: Wendy Volk, Anthony Ortiz, Pete Laybourn Dave Teubner (Zoom), Bruce Heimback (Zoom)

Absent: Craig Kerrigan, Steph Reese (Zoom)

Staff in Attendance: Charles Bloom, Planning and Development Director; Stefanie Boster, City Attorney; Robin Lockman, City Treasurer; Seth Lloyd, Senior Planner; Erin Fagan, Planner II; Valerie Pickard; Office Manager.

Public: Glenn Garrett

II. Minutes: February Board minutes, motion to approve by Ortiz, seconded by Laybourn. Motion passes.

III. New Business

A. Memorandum of Agreement (MOA) between the DDA & the City of Cheyenne.

Charles Bloom presented a summary of the Memorandum of Agreement between the Cheyenne DDA and the City of Cheyenne. The City will service and liaison to the Board, staff will be hired as City employees. Upon approval of this agreement, we will begin a search of employees. We will adopt a plan of development and fall under its requirements.

Mr. Laybourn: I am concerned about using Mill Levy money to pay for City staff. Is this correct?

Mr. Bloom: The intent is not directly related to staff, the monies for the budget would be related to sponsorship and grant programs. Not necessarily for staff.

Mr. Laybourn: I am very opposed to this.

Mr. Bloom: This is up to \$250,000 as funds allow.

Mr. Laybourn: I speak in favor of the Memorandum.

Mr. Heimback: We can work out the details, and I support the Memorandum.

Mr. Teubner: I am also in favor of the Memorandum and support the use of Mill Levy funds that advance the cause.

ALL MEMBERS IN FAVOR OF APPROVING THE MOU, MOTION BY SAYING AYE,  
MOTION CARRIED UNANIMOUSLY.

IV. The DDA and City of Cheyenne Partnership Update.

Mr. Boom presents vision for the DDA, we want to have a strong DDA and no interruptions in service. We have been meeting with current staff to chart out a path as we move forward. There are a lot of different resources to get all of the details aligned.

V. Plan of Development

A. We would like to update this document in the next few months. Our plan is for readoption so that it can be an official Plan of Development document in the next

few months.

VI. Proposed Budget Update

- A. Mr. Bloom We will be preparing a Special District budget with its own processes that are managed by the County. The City will identify a proposed budget then we will amend the budget based on County requirements.
- B. Mrs. Volk: I would like to recognize Domenic Bravo and Haylee Chenchar for the outstanding job they have done. We appreciate the City of Cheyenne team so that we can have a smooth transition.
- C. Mr. Bloom: With the Boards approval we plan on bringing this to next Monday Finance Committee Agenda, with final consideration on Monday the 13<sup>th</sup>.

MOTION BY ORTIZ TO ADJURN, SECONDED BY LAYBOURN, MOTION CARRIED UNANIMOUSLY. MEETING CLOSED.

*Approved: April 6, 2023*