



Cheyenne Downtown Development Authority Regular Meeting of the Board of Directors

10 a.m. Thursday, January 18, 2023

Room 118, City of Cheyenne Municipal Building
2101 O'Neil Avenue, Cheyenne, WY 82001

- I. Call to Order
- II. Roll Call – by Staff
 - Wendy Volk, President – Absent first half/Present second half
 - Dave Teubner - Absent
 - Stephanie Reece
 - Scott Roybal
 - Amber Nuse
 - Danica Mrozinsky - Zoom
 - Jamie Winters - Zoom
 - Janelle Rose – Vice Chair Absent
 - Brian Bau
 - Landyn Medina
 - Buck Holmes - Absent

Amber Nuse is filling in as Chair with physical absence of Officers

- III. Election of Officers - Bloom provided a summary of each position and responsibilities. Will confirm the elected officers' agreement to the positions at the next meeting.
 - A. Chair: Volk nominated by Roybal, seconded by Bau. motion passed.
 - B. Vice Chair: Motion by Reece to nominate Rose, seconded by Brian. Motion passes.
 - C. Treasurer: Discussion about the positions of Treasurer and Secretary roles. Roybal motioned to postpone Treasurer and Secretary positions to the February meeting; seconded by Medina. Motion passes.
- IV. Minutes:
 - A. November 16, 2023: Moved by Bau; Seconded by Reece. Motion passes.
- V. New Business
 - A. **Financial Report** – Robin Lockman
 - Lockman gave the Financial update. Moved by Roybal; Seconded by Bau, motion passes.
 - B. **Plan of Development contract Correction** – Thom Gabrukiewicz
 - Thom gave update on the correction from \$95,500 to \$99,500 plus the \$8,500 for the website for total of \$108,000. Bloom: Clarification that the incorrect amount was put into the contract, so that needed to be corrected on the record. This will render prior contract void and replace it with correct contract. Bloom clarified for Bau that website costs are \$8500, not the full \$108,000. Moved by Bau; Seconded by Roybal. Motion passed.

C. Capital Improvement Grant Request – Game Masters

Thom gave summary of project for a new sign. Game Masters for assistance with new sign that will cost \$2,725.21 and the DDA would pay half at \$1362.60. Bloom gave clarifications on application of new additions to grant requirements, for completion of work within 12 months, and must have a W-9 on file prior to grant approval. Also signed must be adequately maintained for a minimum of 5 years, with some exceptions outlined.

Moved by Medina; Seconded by Reece. Motion passed.

D. Grant Commitment Update – Thom Gabrukiewicz

Gabrukiewicz reported on committed funds to Blue Stem Wine House, which did not meet timeline requirements for completion. He has discussed with them the option of re-applying once they are closer to doing the outside work. Nuse: asked if motion needs to be done to uncommit the funds for the Blue Stem Wine House grant; Bloom: it would be a good idea, so it is on record. Nuse: she expected to see a list that included currently committed grants. Bloom: we will continue to put this list together to ensure it is fully complete with all committed funds. Will put onto February agenda, calendar year 2023 funds committed. Roybal: should we use today's information today for FYI for next meeting.

Motion to uncommit the funds Item tabled until next meeting, so Board has full list of all committed funds.

E. FY 2024 Budget Amendment – Robin Lockman

Budget amendments reviewed by Lockman. Funds added and moved and why. Discussion about CIG and FIP amounts and should they be combined into one budget item. Previous discussion on this, but was divided into two line items. Roybal: Feels Robin is always spot on and he's worked with her for years, very conscientious on her reporting, recommends the Board approval and then if there are any changes, bring them up at a future meeting. Garrett: Question on CIG and FIP being combined, clarification if they are going to be in one grant; each grant is separate, they meet distinguished goals. Nuse: Has VisitCheyenne fully billed us? Bloom, Yes. Nuse: Should we see changes the rest of the year on the Budget? Lockman: I provide quarterly budget reviews. Mrozinsky: Will the Downtown Business Collective be getting a donation? Bloom: I believe payment for FY2024 was already paid, under the Sponsorship section. DDA will be reviewing all sponsorship fundings in 2024. Motion by Volk, seconded by Bau. Motion passed.

Wendy Volk joined the meeting via Zoom.

F. Computer Purchase more than 5,000

Thom, we are asking for 2 Dell laptops and 2 docking stations. Quote for \$5,500 from Dell on these. Motion by Volk, seconded by Reece. Motion passes.

G. Fiscal Year 2022 Audit Update

Bloom gave an explanation and update. Nuse: I would like to see more documentation on this. Confuses her that reason for qualified opinion seems more like feels more like scope limitation, which is insufficient evidence; qualified opinion usually means expenses were wrong. Understand this is from the past and when DDA was blended with VisitCheyenne. Could the auditors make a presentation on this? Discussion with Board. Volk: Could we ask the auditors if they could come to a Board meeting? Bloom: We will send them an invite to the next Board meeting, if that is possible. Lockman: we can send them a Zoom link, to join

the meeting if they can, to answer questions. Table issue until further details, updated memo for next Board meeting.

H. **Facade Improvement Program (FIP) 2024** – Irene Parsons

Parsons gave a presentation on the FIP and the purpose of the Design Review Committee. Bloom explained grants on OpenGov for platform for applications. Staff recommended reinstatement of the FIP and assignment of the Design Committee. The application will be revamped for on-line availability. Motion by Roybal; seconded by Bau. Design Review Committee: Bau, Reece & Winters for consideration, finalize in the February Board meeting. Motion passes.

I. **Purchasing and Travel Policy**

Bloom: Formalize the Purchasing and Travel policy update. Nuse: Do you think that \$10k for an RFP is adequate. Bloom: this number is at the Boards discretion. Volk: Would recommend taking it to \$20,000. Bloom: Single Source purchase explained; Roybal: we can start with \$10,000 and increase as needed. Nuse: Clarification on grants approved by the Board, is it all grants or only grants over \$5,000. Bloom: Will expand on that in CIG discussion and during Goal Setting session. Motion by Roybal, seconded by Reece. Motion passes.

Medina leaves meeting, attending on Zoom 11:45am

J. **2024 Goal Setting**

- Bloom: Sponsorship application window, to request sponsorships for different events, and bring these to the Board collectively
- Community outreach and improve communications with DDA Stakeholders and other economic development partners within and outside the boundaries of the District.
- Educating people about our grants available, advocate for these programs, streamline process. CIG application modifications, standard requirements, clear review criteria.
- Roybal: This will be on-going, and adjustments can be made as we go along. It's a living document, as we move forward, there may be questions or things we want to change.
- Astrid provided comments for what she wants to see with the DDA; questions on DDA Plan of Development.
- Main Street certification; option to define the Main Street boundary that may not be inclusive of the entire DDA District boundary; will bring this to the Board in future meetings.
- Bau: Question on \$43,000 for event management, what events did that money go for? Volk: Support events, since DDA does not have staff to do those events themselves. Volk: VisitCheyenne can provide ROI information, what that money is going toward. Roybal: Do we plan to continue that program? Bloom: Yes, we plan to continue to support those events as a partnership. Other sponsorships are different funding. Bau: Keep that outreach going, DDA taxpayers benefit from those activities. Medina: Hat in the ring for community outreach and engagement. Volk: Evolving document for goal setting for this Board.

VI. **Adjournment Motion** by Nuse; seconded by Reece. Motion approved. Adjourned 12:09pm