



# Cheyenne Downtown Development Authority

## Regular Meeting of the Board of Directors

10:00 a.m. Thursday, February 15, 2024

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

Dave Teubner - Zoom

Stephanie Reece

Amber Nuse

Danica Mrozinsky - Absent

Jamie Winters

Janelle Rose, Vice Chair

Brian Bau

Landyn Medina

Buck Holmes – Absent

Scott Roybal

III. **Public Comment (5-minute time limit per speaker)**

Laybourn – The placement of these sculptures is dangerous. It is the responsibility of the property owner to maintain sidewalks in front of their building. This is a resolution that I am sponsoring, to come up with a comprehensive plan to address curb and gutter issues in the Downtown.

Roybal: On point #2, who is going to be in charge of deciding which funds are going to be used.

Laybourn: This is a draft resolution; the CIG is a long-standing authorized grant.

Rose: What percentage is in the Capital Improvement Grant for these repairs. Are we hoping to make this uniform for all property owners?

Laybourn: This is a draft of this project; it is a matter of bringing these various departments and resources together. It is not something a Council member can direct.

Bloom: This would fall into the Capital Improvement Grant program. This is a 50/50 match; Councilmember Laybourn is referring to is a change made in the City Municipal Code that sets an expectation on the City to fund the curb and gutter improvements in certain situations. I will need to discuss this further with the Public Works Director and the City Engineer. We will get more information to you for the March meeting.

Winters: This is a known issue; this is a City-wide issue. Should this resolution be City-wide or tailored for the Downtown?

IV. **Disclosures**

Olson: If you have a conflict of interest, this is the time to disclose those. None presented.

V. **Minutes:**

- A. October 19, 2023 (Note: This is a correction of previously approved minutes to recognize discussion surrounding West Edge Collective's CIG Grant threshold maximum. Changes are shown in underline and bold. A motion to amend the prior minutes as presented would be appropriate.)

Parsons: At the time of the last meeting, the applicant had not received all the final estimates. He anticipated that the match be up to \$50,000.

Bloom: We felt it necessary to update the minutes.

Nuse moved, seconded by Roybal.

Winters: Is the applicant revising their request?

Parsons: He has not yet revised the application. We are just acknowledging the

commitment.  
Motion passed.

- B. Approval of the January 18, 2024 minutes Nuse moved, seconded by Bau. Volk: Add date to minutes. Motion to amend minutes to incorporate the date Bau motioned to amend the minutes, seconded by Winters. Motion to amend passed. Motion passed.

## VI. Presentation(s)

### A. Wyoming Main Street Program Overview

Parsons gave presentation. Staff is seeking reaccreditation for this program. I have worked with Kalyla Kler and the Wyoming Business Council on the baseline requirements. This is an information presentation.

Kler: Manager for Wyoming Mainstreet program. Gave presentation on what the Wyoming Mainstreet program is.

Volk: What is the maximum level of grant funding?

Kler: We fund the MainStreet Programs, we don't fund individual business. We have a Marketing Assistance Program and an allocation to go to the National MainStreet conference. We have 3 levels of community involvement, an Aspiring level, an Affiliate level and an Accredited level.

Nuse: Are we paying to be part of the Mainstreet program?

Kler: There is no membership fee, any community can participate as long as they meet the requirements of the four points.

Rose: Regarding the accredited level and having a staff person, where does that funding come from?

Kler: Many of our community staff members are funded through a local government a few are non-profit.

Bau: Does the accreditation open us up for more ability for funding?

Kler: Not on the local level, but on the National level yes. You would also be eligible for the Great American MainStreet award.

Medina: What are some of the events that you have put on for the Cheyenne community.

Kler: My role as State Manager is not to dictate or suggest program or event ideas. My role is technical assistance.

Roybal: Has Cheyenne ever met the National accreditation?

Kler: Yes

## VII. Old Business

### A. Grant Commitment Update

Parsons: Staff have provided an outline of our current commitments and what we have paid over the last 3 years. We have one commitment that was not paid and is expired, for Blue Stem Winehouse, work was not done within the 12-month approval. They are aware of this, and we should consider uncommitting those funds. \$199,374 grants that were approved and paid out. Recently a new CIG grant that has been paid, \$33,000 to Westby Edge Brewery, but has not been posted to the account. Present commitments that have not yet been paid total \$151,362.60. The total commitment is \$184,362.60 to include the Westby Edge Brewery payment, as well as the committed grants for Bent Over West Edge Collective, but could be increased to \$50k; the Bell Building; MHP Bent 15 CIG grant for \$50k; and Game Masters for \$1,362.60 approved at the last Board Meeting.

Bloom: Once the projects are committed, they are valid for 12 months after approval. Improvements need to be built, constructed, and inspected in this timeframe. Otherwise the CIG Commitment will expire.

Volk: Can people request an extension potentially for unforeseen issues, such as materials delayed?

Bloom: Yes, they can go before the Board to ask for an extension.

Motion to uncommit the Blue Stem Winehouse \$21,087.00 by Nuse seconded by Roybal. In addition to commit \$117,862.60 as committed funds. Motion passes.

## VIII. New Business

### A. Financial Report

Lockman: I don't have anything in addition to the report.

Rose motion to approve the Financial Report, seconded by Winters. Motion passed.

### B. Bylaws Amendment

Bloom: We had a vacancy in the Treasurer position, as well as a question in the Secretary position. In looking at our Bylaws, we felt it was acceptable to delete our Treasurer Board position and use City Staff which is the pass-through for funds with oversight from the City Treasurer. The Secretary position is more of an honorary role, only if the City support staff are unable to fulfill the duties of record keeping and minutes, the Secretary would step in and fulfill those duties. Updated who signs the By-Laws, the Board chair signs the By-Laws, since they are adopted by the Board; the Zoom/teleconference terminology. Update of the Fiscal Management section. After approval these will be recorded with the County Clerk.

Nuse: The Treasurer position: Fiscal management of the DDA is something the Board should take responsibility for; would like to still have the Treasurer position on the Board, so as not to pass off all tasks. Even though we are delegating a lot of the duties to the Treasurer office.

Bau: Is that required by State Statute?

Boster: 15.9.206 – it does not specify types of roles.

Bloom: If you want to see components of a Treasurer on the Board, we could postpone this to the next meeting, or even use a Treasurer-like position. And responses could be sent to staff via email, to bring up at the next meeting.

Motion to postpone discussion of officers of the DDA and the By-Laws amended for one month, to the next meeting by Nuse, seconded by Roybal.

### C. Public Officer Training

Bloom: Notification of training need; State Legislator rules for Public Officers; the Board is all Public Officers, due to money that is managed through the DDA; within one year, this Public Officer Training must be completed by June 30<sup>th</sup>. Six board members need to complete the training; get a copy of the certificate submitted and will keep one on file with the DDA. Please send an email reminder with the link, to get this training done.

## IX. Election of Officers

### A. Treasurer

### B. Secretary

Table this until the next meeting. Nuse moved, seconded by Teubner. Motion passed.

## X. Other Business

A. Bloom: Flier of Sidewalk Reconstruction Program through the CIG; roll-out if the Resolution is passed and program moves forward; before and after pictures

B. Move money from the Jonah Bank account to the WGIF account, to make additional interest, in the amount of 5.25%; move \$300,000 would result in \$700 more each month in interest earned; with the WGIF, we are able to pull money back within one day if we need to put it back into the Jonah Bank account; take advantage of the higher interest rates while they are still available.

Roybal: Clarification of \$400,000 was in a state investment account? No, came from previous mills and other sources, it was an investment account at Jonah Bank that earned

interest if it was over \$400,000.

- C. DDA Administrator position is vacant; job posting to close on February 19<sup>th</sup>. Trying to set up interviews; request for any Board members who want to be on the interview committee; Bau volunteered, Winters would also, if schedule works out; possibly two weeks or so.
- D. Volk: Pleased with the email with the update on the audit; our DDA component was great; shout-out to Irene who went through a lot of paperwork and emails to find information for the audit; Nuse: Thank you for having Cindy from PMCH call me, clarified the Qualified Opinion of the first audit
- E. Plan of Development Questionnaire #1 completed, good response 360 individuals took the survey; Questionnaire #2 is now active, will stay active until April 30. Community outreach events, April 4 at Westby Edge community room, and April 6 at the Winter Farmers Market

XI. **Adjournment** Motion by ; seconded by . Meeting adjourned at 11:00am