



## **Cheyenne Downtown Development Authority**

### **Regular Meeting of the Board of Directors**

10:00 a.m. Thursday, March 21, 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 - Zoom  
Amber Nuse  
Danica Mrozinsky  
Jamie Winters - Absent

Janelle Rose, Vice Chair  
Brian Bau  
Landyn Medina - Absent  
Buck Holmes – Absent  
Scott Roybal

III. Public Comment on non-agenda items

Laybourn: Discussion of Planter Program, status of maintenance contract, and volunteer opportunities; talk to Dr. Steele at 18 and Warren about her ideas near her business.

Garrett: Addressing public comments that happen at the beginning of the meeting. Will there be an opportunity for public comment during Agenda items.

Volk: We will open for public comment after our agenda items.

IV. Disclosures: No conflict of interests.

V. Approval of the February 15, 2024 minutes moved by Rose, seconded by Nuse. Motion passed.

VI. Old Business

A. [Bylaws Amendment](#)

Bloom: We modified the Bylaws based on discussions from the last meeting. The Treasurer position came back, and they are to give oversight to the Planning & Development Director on page 6. Executive Board went from 3 members to 4 to include the Treasurer.

Nuse: Thank you for making these amendments. I have some concerns on the verbiage on the Treasurer position. Part D, 'limited oversight' I feel like we still want 'full oversight' on the budget and maintain the authority over the funds.

Bloom: We could amend the bylaws to remove the term 'limited'. Add sentence that the Board has direct control over the funds. Want to make sure scope of this is accurately addressed.

Nuse: I would like legal input on this.

Volk: On page 7 the Executive Committee may make recommendations to the Board and that 2 officers signatures are required in any binding agreement.

Boster: I think that it is a good idea to have a committee review the bylaws and I

would be happy to be part of that.

Teubner: Support committee work as well; committee with that expertise to put recommendations together for the Board

Roybal: Moved to postpone, seconded by Rose.

Committee: Nuse, Bloom and Boster. Motion passes.

## VII. New Business

### A. [Financial Report](#)

Lockman: Review of the equity section of the balance sheet. As of February 29, 2024 is \$117,862.60

Nuse: On the commitments the last meeting was the 33k for Westby Edge in the commitments, but on the income statement now.

Lockman: It is not in there. Bent Over, the Bell Building, MHP, Game Masters

Volk: What are our remaining funds for grants?

Bloom: The line item for the Façade Improvement Program (FIP) and the Capital Improvement Grant (CIG) is \$400,000. We have expended and committed \$383,736.92. That leaves about \$16,000 that could be used for that grant program. We have had several different folks inquiring about grants. We would like to reach out to those applicants. If the Board chooses to go over that \$400,000, we could do a budget amendment to cover that.

Volk: Clarify the budget amendment would be for the remainder of this fiscal year?

We have up to \$100,000 that could be amended for those? I would motion to amend the FY24 budget up to \$100,000 for additional grant consideration between now and June 30, 2024. Motion by Roybal, seconded by Nuse.

Nuse: Clarify what line items we are moving from and to?

Volk: Mrs. Lockman what funds would you recommend to pull from?

Lockman: The large project fund. Also calculated the amount to stay in reserves is \$212,326;

Nuse: Option to move from the Façade Improvement Program (FIP)

Bloom: Clarify the \$400,000 is a combination of the CIG grant (\$150,000) and FIP (\$250,000) Move the funds from the Façade Improvement Program (FIP) to the Capital Improvement Grant (CIG) and an additional \$100,000 from Large Projects into the CIG; zero out FIP, increase CIG to \$500,000; reduce large projects to \$400,000. Free up \$112,000 for grants for the remainder of FY 2024.

Rose: Could you explain the status of the Façade Improvement Program?

Bloom: This is still active, but there was a lack of a Design Committee to reflect the Historic values of projects. Everything was being filtered into the CIG.

Volk: So now, the combined pot of funds can be directed accordingly, to what projects they are considering.

Mrozinsky: Question about Design Grant on the budget, what is the status?

Bloom: It is under the Logo Design Pilot Program, discussion on a later agenda item

Volk: Motion to move \$100,00 from Large Projects line item 737 to CIG Line Item 736. Motion passes.

B. [Fridays on the Plaza Sponsorship](#)

Parsons: We would like to sponsor Fridays on the Plaza for 25k.

Sanchez: Request to support Fridays on the Plaza for 2024. DDA has been a big sponsor over the years, brings 1,000's of people to downtown Cheyenne each week

Public comment: Garrett clarification on amount of budget available

Volk: \$48,400 still available on sponsorships; do we know of any other sponsorships that are going to be requested?

Bloom: Not at this time.

Motion to approve sponsorship up to 25k by Roybal, seconded by Bau. Motion passes.

C. [Capital Improvement Grant Modification – Bent Over, LLC](#)

Parsons: Modification on grant amount that was previously approved for \$16,500 at October 2023 Board meeting; they requested a modification to 50k, they have provided additional receipts and cost estimates.

Willett: We are in final completion phase of our project. CIG portion is completed.

Motion to approve funding request by Teubner, seconded by Roybal.

Nuse: clarify that she does not plan to recuse herself from the vote, no ownership in Bent Over LLC.

Motion passes.

D. [West Edge Collective Invoice](#)

Bloom: Authorization for payment to West Edge Collective (WEC) for \$5,000 which was essentially an operational error by a previous employee. A prior employee entered into a contract for the Business Logo Design Program. Requesting authorization to pay the group who put together the logo design, in best interest to respect them for their service and pay them for their services, although the agreement was made in error. We have some concerns about this program that we plan to discuss with the Board at a future meeting; question about if it is a public facing item, logo branding of a private, individual business and does not have a public facing benefit. Payment of this invoice would come out of our Pilot program line item; \$5000 for invoice; \$15,000 remains in that line item.

Motion to approve the \$5,000 invoice to WEC, by Nuse, seconded by Bau.

Motion passes.

E. [Governing Body Resolution No. 6391 Expressing the Support of the Governing Body for an Action Plan to Address Deficiencies Regarding Sidewalks in the Downtown Development District](#)

Bloom: March 11 Governing Body approved Resolution for DDA to consider a program essentially to help promote utilization of the CIG for repair and replacement of sidewalks that are in deteriorating conditions or need improvements; Request for the Board to support the repair and replacement of sidewalks in the DDA area.

Worked out preliminary plan with City Engineers Department for this program. The City would fund the curb and gutter of that area, outside of the sidewalk repair. I would recommend a sub-committee to discuss what this CIG program would look like, not everyone pays the same into the DDA District; but all the sidewalks

contribute to the overall fabric of the community, so is granted amount different?  
DDDA identify priorities and focus attentions in those areas;  
Roybal: What do you see as the makeup of the subcommittee?  
Bloom: No more than 4 members; hash out what program matches would be; what DDA priority areas would be  
Roybal: I would like to see a council member as part of this.  
Volk: Outcomes of previous sidewalk study, what has been done in that 10 years?  
Bloom: Sub-committee will determine what percentage of the CIG program would be devoted to this; specify what will be set aside for sidewalks versus other projects  
Cobb: Over 50% of the work done in the Benchmark plan has been completed. But there is continual deterioration of the sidewalks. We need to focus on this block by block.  
Rose: Could you discuss the 5th penny money, and the lien that discussed in the newspaper?  
Cobb: I can't use 5<sup>th</sup> penny money for all this work. This is a bridge to assist the property owner. The other option is to use the CIG, and the City manages the project. We would ask the property owner to reimburse the 5<sup>th</sup> penny. The second option is the property owner can go out on their own. The third option is to put a lien on the property if they do not make the repairs.  
Bau: What kind of costs are we looking at?  
Cobb: about \$125 per sq yard on average. Depending on the repairs.  
Teubner: Is this just for deteriorating sidewalks? Or for new businesses?  
Roybal: The subcommittee would hash out these details and report back to us.  
Volk: Do we need a motion for the subcommittee.  
Bloom: I would like to have a motion for a subcommittee.  
Laybourn: I would like to be involved with this subcommittee.  
Reece: Left the meeting at 11:00am.  
Roybal: At least one Ward 1 member should be on the subcommittee.  
Mrozinsky: I would like sustainability to be brought into this conversation.  
Motion for subcommittee by Roybal, seconded by Mrozinsky  
Subcommittee: Rose, Mrozinsky, Bau, Roybal and Laybourn. Motion passes.

## VIII. Election of Officers

- A. Treasurer – Motion to postponed by Roybal, seconded by Bau. Motion passes.
- B. Secretary

## Other Business:

Bloom: Officer training, everyone is required to have that completed by June.  
Teubner: This will be the last year of Edge Fest, and we are grateful for the support from the DDA. There will be one final request for sponsorship.

## IX. Adjournment: Motion by Roybal; seconded by Rose. Meeting adjourned at 11:07AM