



# Cheyenne Downtown Development Authority Regular Meeting of the Board of Directors

10 a.m. Thursday, November 16, 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
  - Dave Teubner
  - Stephanie Reece - ZOOM
  - Pete Laybourn
  - Amber Nuse
  - Danica Mrozinsky - Absent
  - Jamie Winters
  - Janelle Rose – Vice Chair
  - Brian Bau
  - Landyn Medina - Absent
  - Buck Holmes - ZOOM
- III. Minutes:
  - A. October 19, 2023: Moved by Janelle Rose; Seconded by Amber Nuse
- IV. New Business
  - A. **DDA Administrator Update – Thom Gabrukiewicz**

Public Works maintaining banners for the DDA, replace old ones, Laybourn is pleased they are taking care of banners, in the hands of those who can do it best; clarify they are currently in the process of hanging the banners.

Planters being cleaned up.

Parking Survey out to business owners – Board members are welcome to share with other business owners in the DDA District.

The 17 St. office is closed. Sign has been removed and stored for now. Hal requests we remove decals on building.

Social Media: Facebook, 74,000 reach for October and 1,700 reach on Instagram.

We can begin posting videos on YouTube, we have a channel; and a Twitter account.

High Plains Grant Request for signage, 6X4 foot, \$1,038 total grant approved by Thom

    - Laybourn said he appreciates that the grant was completed.
  - B. **Disclosures (Conflict of Interest, Ex Parte Communications, etc.)** - Charles Bloom

This will go on every agenda for Boards, meetings of all Planning Dept.

It is intended to give Board members an item to disclose any conflict of interest to recuse him/herself from an agenda item; this also allows Board member to disclose if they believe they do or don't have a perceived conflict, then can be discussed, if necessary, examples given of neighbor, family member

Ex Parte Communications – Someone reaches out directly to a Board member, item for Board member to share that communication they received and how they may be involved.

Not intended to prevent Board members from working together on issues, then bring forth at the meeting that the prior discussion happened.

Laybourn commented about City Attorney Stefanie Boster being the attorney for the DDA, he said he would like to further discuss this item with her present; He does not feel this policy applies in certain situations, so wants clarification – example of discussing Reed Corridor project with Board member Teubner, does this fall under the guidelines; any regular communication with other Board members should not be considered part of this disclosure requirement; Bloom responded that this was brought forth due to other Commission meetings; Discussion between Chairman Volk and Laybourn; Rose comments that if a Board member has a conversation, it is an ethics issue to disclose the conversation, to make the Board aware and following appropriate procedures and transparent; Laybourn shared other examples of discussions and how they would or would not fall under this item; Teubner agrees that further legal clarification is necessary, but it is important the Board stay at the strategic level and not at an operational level, know the difference between strategic level and operational level and application processes; agreed to further discuss this issue with City Attorney Boster

**C. October Financial Report – City Treasurer Lockman gave update on DDA Financials**

Moved by Nuse; Seconded by Rose

**D. Transfer of Funds from the Wildcatter Account to the Wyoming Government Investment Fund (WYGIF) – City Treasurer Lockman provided summary of moving funds, to earn interest. Funds currently sit in a non-interest-bearing account; moving them to an interest-bearing account at WYGIF; Bloom added that the interest earned on the WYGIF account will be \$3,206/month, money to support several small grants throughout the year.**

Moved by Winters; Seconded by Bau; Motion passed

**E. Consolidation of All Financial Services Under the City Treasurer’s Office – City Treasurer Lockman**

Moving toward this since City took over management of the DDA; do all bookkeeping and financial management in-house; save the DDA \$13,200 annually, easier to manage; Nuse is fully in support of City Treasurer office taking over management of financials for the DDA, makes sense with cost savings; Nuse question about Treasurer of the Board, where do we stand with that, feels it’s that much more important to have a Treasurer on the Board. Volk acknowledged they tabled the discussion from previous Board meeting, due to someone willing to take on duties of the Treasurer position; Laybourn interested in being Treasurer of the Board; no other interest expressed; Volk asked for motion to make Laybourn the Treasurer of the Board of DDA, motion by Nuse, seconded by Winters. Volk then asked for a motion to approve moving all financial services under the City Treasurer office; Nuse moved, seconded by Teubner. Will still have outside audit. Motion passed

**F. DDA Fund Balance Policy – City Treasurer Lockman**

Changes made to the proposed Fund Balance Policy. Restrict amount Exec Director can assign to not exceed \$20,000 and second change to make it Unrestricted Fund Balance. Nuse expressed appreciation to Lockman for her efforts and completing these projects and all her assistance with the DDA financials. Volk entertained motion for Amended policy revision; Motion by Nuse; seconded by Laybourn. Passed

Volk entertained motion for approval of the presented policy; Motion by Laybourn; Seconded by Bau. Passed. Volk entertained motion for approval of uncommitting funds, so they can be re-committed under the new policy; Nuse discussion of committing funds should include the past board minutes for what funds have already been committed to

individual businesses. Should we wait and do it all at the same time; Lockman staff doesn't have the manpower to go back through all the minutes; who can review the minutes, help with this process, Bloom said DDA staff will go through that, work with Robin to make sure we are prepared to make a recommendation at the next Board meeting in January. Spreadsheet of total amount in each grant, what's committed, what's completed; Volk said this does exist, was developed prior to DDA going under the City. Volk some grants go back as far as three years ago that are not yet completed due to pandemic and delays. All future grant awards need to include a specific deadline, so we know how long those funds are committed. Decision to table the uncommitting and re-committing until information is gathered.

**G. Reride Bike Discussion – Gabrukiewicz**

Currently 23 bikes purchased in 2021; not widely successful program; company won't take bikes back, determine what DDA should do with bikes; donate to organization or put them into City Surplus auction to recoup some of the money; Discussion with Board members ranged from continuing the program to these types of programs, such as the scooter program being private industry, DDA should not compete with private industry. Bloom summarized procedures on how to unlock bike and ride it; total revenue information gathered by Gabrukiewicz; maintenance status of bicycles, repair costs for bicycles; Rose originally DDA had help with program through Rock on Wheels, but this is no longer the case; Teubner feels this need can be filled by the private sector, expenses and labor are not necessarily worth it, not a cash flowing project; Bloom suggested three different motions: 1) Postpone for additional information 2) make motion to abandon program and authorize disposal of bicycles through City Surplus option with revenue returned to the DDA and then 3) authorize City or DDA to dispose of bicycles to donation to community organization; Laybourn feels scooters have replaced bicycles, and no use for DDA to continue when scooters are available, also the tires are hard, very solid, so donating to an organization is difficult because they are not like regular bicycles, so donating them is not a viable option; Motion by Laybourn to dispose of them through city auction; seconded by Teubner; Motion passed.

**H. Volk asked if they need to have a Board meeting in December;** Volk asked if there is anything that needs to be voted on or discussed. Bloom mentioned the only item being discussed for December was Robin's committed funds request, but it would not be a problem if we had an extra four weeks to do the research on that. Volk stated they will then have a meeting in January, unless anyone has a comment; Rose reminder of work session on Monday, November 20<sup>th</sup> at 6:00; Bloom gave brief summary of what work session will be, to introduce the Plan of Development process and the consultants Logan Simpson.

**I. Laybourn asked if they could review comments from earlier discussion about the Disclosures (Conflict of Interest, Ex Parte Communications, etc.) ;** Boster said she had been at another meeting and was not aware of what had been discussed; they decided it would be best for Laybourn to meet with Boster individually to get his questions answered.

**V. Adjournment Motion** by Laybourn; seconded by Rose.