

Cheyenne Downtown Development Authority (DDA)
Meeting of the Board of Directors
Monday, May 18, 2023, 10:00 a.m.

Meeting Minutes *CORRECTED*

I. Call to Order:

- Bruce Heimback called the meeting to order at 10:00am
- Board Member Roll Call:
- Present: Amber Nuse, Danica Mrozinsky, Dave Teubner, Jamie Winters, Stephanie Reece, Bruce Heimback, Wendy Volk (zoom), Pete Laybourn,
- Absent: Buck Holmes

Staff in Attendance: Charles Bloom, Planning and Development Director; Thom Gabrukiewicz, DDA Administrator; Stefanie Boster, City Attorney; Valerie Pickard, Office Manager; Lonnie Olson, Historic Preservation Planner.

Public: Domenic Bravo, Mark Christensen, Stacy, Stephanie Lam all on Zoom

I. Minutes:

A. [April 20, 2023](#)

- Corrections to minutes: Pete not on zoom, Buck Holmes present or not? Motion to approve minutes. Motion carries.

II. New Business

A. [Invoices Exceeding \\$5,000 \(Arts Cheyenne, RLR, LLC, and Arbor Valley\)](#)

- Bloom clarifies expenditures over 5k. We contacted previous vendor for plant watering, and they are not going to continue with the project. We have a new vendor Mark Ernste to provide services for the planters.
- Motion to accept bid by Mrozinsky seconded by Tuebner.
 - Nuse, how do we feel about reaching out to other vendors and the total cost?
 - Gabrukiewicz: I have reached out to quite a few vendors, and they are not interested in the contract. The cost of flowers have gone up in cost since last year.
- Motion carries.
- Motion to approve 3 bills (Arts Council, RLR LLC, the Planters) to exceed 5k. Motion to approve by Volk, seconded by Volk. Motion carries.

B. [Sponsorship with Visit Cheyenne for Downtown Shuttle for CFD](#)

- Gabrukiewicz: DDA staff had meeting with Domenic Bravo. The sponsorship would include all associated advertising and logistics. Times from 10am – 6pm.
 - Motion to accept proposal for trolley services not to exceed 7k for Cheyenne Frontier Days motioned by Laybourn, seconded by Reece.
 - Mrozinsky: Are there any stats on ridership from last year?

- Gabrukiewicz: I will look into it and get you the numbers.
- Motion carries.

C. [Support efforts to relocate the Cheyenne Farmers' Market downtown to 15th Street](#)

- Gabrukiewicz: I would like Board Approval to approach Community Action of Laramie County and put forward a plan to bring the Farmers Market back to Downtown.
- Motion to approve by Tuebner seconded by Winters. Motion carries.

D. [Resolution: Open Container Request](#)

- Bloom presents Open Container Request. Asking for recommendation for resolution request to go before the City Council.
- Mrozinsky: The open container permit is year-round, but can be confusing if there are only specific dates available. But making these dates to those that enforcement was made aware of these dates.
- Bloom: We have had discussions with the Police Department, and they have not had issues with having specific dates.
- Aaron Leshner: Presentation of request to add Distilleries to the Open Container Request to the Board.
- Mrozinsky: Are there any events that you will be hosting that are directly at Chronicles?
- Leshner: The only event we have is on Cheyenne Day, which is a free kids rodeo.
- Motion to forward request to the City Council with support from the DDA to have carte blanche and to add 'at least' to the seven (7). Motion carries.

E. [Sign Postings in the right-of-way](#)

- Laybourn gave presentation on sign posting kiosk in the Downtown.
- Sam Payne gave support of this and spoke that Cheyenne Rec & Events (CRE) is willing to get bids and help maintain the kiosks.
- Heimbeck: I would like to see a proposal on this.
- Mrozinsky: I would like to look into adding posting areas in the elevator areas in the parking garages.
- Reece: I would also like to see how items would be posted and secured to the kiosks.

F. [Plan of Development Discussion](#)

- Bloom presents Plan of Development, some concerns were brought up regarding the Building Improvement Grant program in December, Staff still has those concerns on how they were adopted. The Building Improvement Grant and Storefront Enhancement Grant were administratively adopted. We would like to hire an outside consultant to consolidate these. There are also concerns from the Historic Preservation Board. We will need Board approval to move forward with approval from the Planning Commission and the City Governing Body.
- Olson presented on the Historic Preservation Board on concerns on the SEG. When the Historic Preservation component was removed it makes the grant ineligible for State Historic Preservation Office grants. The Historic Preservation Board would like to see this reinstated into the

Storefront Enhancement Grant.

G. [Profit and Loss Detail February 1, 2023 to May 16, 2023](#)

- Bloom presents details on Profit & Loss statement.
- Nuse: Are you going to be able to provide a including a balance sheet and P&O year-to-date? I would like to see a standardized financial packet.
- Bloom: Yes, we are working with our Treasurers office on standardizing these reports.

III. Motion to adjourn by Volk, seconded by Reece. Motion passes. Meeting ended at 11:47 am.