

**Cheyenne Downtown Development Authority (DDA)**  
**Special Meeting of the Board of Directors**  
Monday, July 13, 2023, 10:00 a.m.

**Meeting Minutes**

I. Call to Order

II. Roll Call – by Staff

Wendy Volk, President  
Dave Teubner  
Stephanie Reece  
Amber Nuse - Absent  
Danica Mrozinsky  
Jamie Winters - Absent  
Janelle Rose  
Judy Moss  
Landyn Medina  
Pete Laybourn  
Buck Holmes - Absent

III. Minutes:

A. [June 15, 2023](#) Minutes tabled until the next meeting as they were not done.

IV. New Business

A. Election of Board Officers

- Nomination for President: Reece nominates Wendy Volk, motion passes.
- Nomination for Vice-President: Reece nominates Amber Nuse, motion passes.
- Nomination for Treasurer: Judy Moss nominates herself, motion passes.
- Nomination for Secretary: Danica Mrozinsky nominates herself, motion passes.

B. [Presentation by Tim Ernst and Patrick Brady, Community Action of Laramie County - Farmer's Market Relocation](#)

Presentation of the reasons the Farmers Market moved to Frontier Park.

Ernst: We still want to partner with Downtown, but still plan on having this event at Frontier Park. We have ideas of other events and are looking to possibly have a craft market in the Downtown. Some of the major concerns about moving the farmers market back to the Downtown is parking and being able to provide service to those with disabilities as we have had more people come to the market in Frontier Park with disabilities compared to Downtown.

Mrozinsky: asked about what kind of assistance the DDA has provided in the past when the market was downtown. Tim answered that at one point a grant was offered but the administration stipulations with that made it not useable.

Medina: asked about using Civic Commons as a potential location. Tim answered that he would bring that up to his board. Glenn Garret provided some insight on

how the market could be laid out to make the most of the space in the downtown. Tim told the board the Community Action will be hosting a gala “Lights, Cameras, Community Action” at the Atlas theater in the downtown and said that help with that would be greatly appreciated. Tim ended with saying that Community Action and the DDA have similar goals of economic prosperity for the citizens of Cheyenne and appreciated the Board for listening to him.

C. [Visit Cheyenne Sponsorship/Request for Payment](#)

Bloom: We are looking for approval for the following events with Visit Cheyenne.

Laybourn: What documentation is available to clarify these events.

Bloom: Clarified details of each event.

Laybourn: I feel that the lack of specificity in the request raises concerns. We are no longer wedded to Visit Cheyenne and we need detailed information in writing, not verbally from Bloom or Bravo.

Bravo: We can provide additional details for each of these. Visit Cheyenne will be providing additional funds for each of these events.

Reece: These events cost money, with Visit Cheyenne running all of these events the DDA providing part of the funding.

Laybourn: This list in of itself is inadequate, I don't think it is business like.

Where is the measurement of how well these activities were?

Bloom: When we did the budget discussion, Domenic was present, and we did discuss this in the budget meeting. These are not new events. This is only to approve the costs.

Mrozinsky: We did approve these funds of 50k, we are not fully funding these events. The DDA is not involved with the planning portion of these.

Moss: I would also like to have documentation on these events,

Volk: Visit Cheyenne has a larger bandwidth for event promotion.

Rose: Has there been an outline of responsibilities between the DDA, Visit Cheyenne, the Chamber of Commerce, and Cheyenne Leads.

Bloom: There was an MOU between Visit Cheyenne and the DDA it was cancelled and in April the DDA came back under the City. There was no staff at the time, we were tasked with creating a new budget and saw this as the best way to use the expertise of Visit Cheyenne as they do a great job of promoting events. With defining roles, we reach out to the Chamber of Commerce, Visit Cheyenne and LEADS. We don't currently have anything in writing, only these funds for the partnership.

Tuebner: I am thrilled that the DDA is stepping out of the event business, and that the DDA is more of an infrastructure for the Downtown. But we still want to fund some of the events. I propose that moving forward we ask sponsorships to provide a narrative to each event, but I do want to move to approve these. Seconded by Reece.

Laybourn: I have made by point.

Mrozinsky: I am in support of asking Visit Cheyenne for reports after the events.

Reece: I imagine that Domenic and Haylee have historic records.

Motion passes with Pete Laybourn as a no vote.

D. Outstanding Grant Application Requests

Bloom: Resolution to the Building Improvement Grant, we helped our applicants to revise their application with improvements that are public facing on their property.

Gabrukiewicz:

Railspur is curb and gutter and access to patio, and landscaping.

Children's Museum is for curb and gutter and green space.

SAF is façade improvements.

Westby Edge is for the outdoor patio.

Lariat is curb and gutter improvements.

Volk: Is there adequate funding for these grants?

Bloom: Yes, there is adequate funding in the DDA accounts for these grants. We have also received a 20k grant from the Joint Powers Board and a 5k check from Laramie County.

Tuebner: It looks like all the grants before us have utilized the full grant amount but two. Did those two have to change their expenses based on the CIG (Capital Improvement Grant) reorganization.

Gabrukiewicz: Yes, all of these grants were reviewed last month. The Lariat had theirs reduced to the public facing improvements and the Westby Edge has theirs at the percent match threshold.

Mrozinsky: Regarding the budget, if all of these are approved what is the remaining budget for FY24?

Bloom: With the previous years budget, there is 425k in this line item.

Volk: We have had money set aside for large projects that are separate from these types of grants.

Astrid: Is there a way for the DDA to help support parking for businesses?

Veit: Asking for vote to support grant application. The project is moving forward well, we should be open by the end of the year or beginning of next.

Medina: Do you have a date for the opening of the exhibits.

Veit: our goal is the first quarter of '24.

Motioned by Tuebner and seconded by Reece.

Volk: motion to approve the grants before us. Motioned by Tuebner and seconded by Reece.

Bloom: With the motion could we reference that the approval is reflected on the proposed motions in the staff report.

Tuebner: I amend the motion to approve based on the proposed motions in the staff report.

Motion to amend the motion approved. Motion passes.

Other business:

Bloom: We have received \$5,000 from the County Commissioners and will need the president to sign the acceptance letter. The \$20,000 from the Joint Powers Board is for the Capitol Improvement Grant. The Downtown Plan of Development creates a vision for how the Downtown will look like in the future. The Joint Powers Board suggested looking for other consultants that are local to the area, as staff first reached out to one from Colorado. Getting the Plan of Development updated will help with moving forward with the mill levy elections. Staff has started the process with the County Commissioners office, and we will begin public outreach.

Amber Conwell with the Cheyenne Historic Preservation Board (CHPB) spoke about the Façade Improvement Program (FIP) grant and how the CHPB would be interested in assisting with application review to ensure the historic preservation aspect. Wendy Volk said that the board meeting at the August we will look into bringing back the Design Committee that will include the Historic Preservation Board.

Steve Borin: I don't see any planning around future planning of my buildings at Central and 17<sup>th</sup> Street.

Volk: The update to the Plan of Development will take that into consideration.

Rose: I share in the frustrations on lacking a cohesive plan that doesn't sit on a shelf. As we move forward and look through these proposals and hear from the consultants on how we are going to move forward. Have these gone out to bid in an RFP?

Bloom: the DDA is not bound to the City's purchasing policy and not required to go out to bid. We plan to bring all of those proposals to you for review.

Amy Surdam: It's our responsibility as property owners to clean the alley. I would like to see a good contact list from the DDA that has a list of who to contact when issues arise like needed a trash can put in the right of way. I would like to see the mill levy funds going directly to businesses and other funding going towards the marketing and other board related expenses.

Laybourn: The plan of Development is the update of the '91 plan but the two others. We are bringing a lot of information. We need a professional consultant to do the work. As we proceed with this the board needs to be involved to ensure that the sight of the board is incorporated in selection of the consultants. This is our opportunity to focus on shaping the downtown to be a place that people want to invest and spend time in.

Glenn Garrett: said that many of the original ideas from the Plan of Development has been met and that the transition to the city historically has worked well with getting the DDA going in a direction better for the future.

Bloom: It is definitely a necessary idea; we are gathering scopes of work from different consultants. What would be beneficial would be to have a sub-committee to serve as a selection committee to go over consultants and interview. This would be no more than 4 members to avoid an open meetings act violation. Board members Tuebner, Rose, Morinzky, and Laybourn offered to be a part of the selection committee.

Mrozinsky: Parking concerns for Downtown. Is there anything we can do as the DDA to help with the ongoing efforts by the City with the complex issue.

- V. Adjournment: Motion to adjourn by Laybourn, seconded by Mrozinsky. Motion passes. Meeting ended at 11:42am.