

Cheyenne Downtown Development Authority (DDA)
Special Meeting of the Board of Directors
Thursday, September 14, 2023, 10:00 a.m.

Meeting Minutes

I. Call to Order

II. Roll Call – by Staff

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

III. Minutes:

a. August 17, 2023

Motioned by Rose, seconded by Laybourn. Minutes approved.
Dave Teubner in attendance

IV. New Business

a. [Plan of Development – Selection of Consultant](#)

Bloom: This last month we have had discussion on updating the Plan of Development. Three consultants were approached to put together this plan. At the last meeting we established a selection committee, and a rubric was created. The committee reviewed the completed rubric, three were complete and had Logan Simpson as the desired consultant. The committee would like a unified selection process. One came in late and ranked Ayres Assoc. higher. The desire is still to select Logan Simpson. Upon selection we would draft a contract to be executed between the DDA Board and the selected consultant.
Laybourn: I believe that it is very important to be in unity in the selection, and important that we move forward together. I support the recommendation from the selection committee.

Meighan: The plan is set up to be grounded in what the people want, a lot of what we are doing is listening to the Board, Business owners and the Public in the downtown. You will need an overarching plan that drives everything together as part of the first component. The second part is looking at the key opportunities in the downtown. The last stage is implementation of the plan, working with everyone here.

Volk: It looks like Logan Simpson has a very in-depth background in working with downtown development organizations like ours.

Rose: As I was looking at the three proposals I was initially leaning toward

another consultant. As I looked at each proposal one of the questions on the rubric 'Does their budget feel reasonable based on their expertise and deliverables?' this weighted my options. Logan Simpson seemed to be the most cohesive and in-depth plan.

Medina: Is there a list of some other downtown's that Logan Simpson has worked with?

Meighan: Our planning experience is about 200 plans across the West, in terms of downtown plans come in a couple forms, funding districts, redevelopment plans and URA's. Other plans that help to serve downtowns like Colorado Springs, CO; Casper, WY; Bountiful, UT; and McCall, ID.

Teubner: I think this is a question that should be added to the rubric to see past experience. All three applicants were well qualified.

Motion to approve selection of Logan Simpson by Teubner, seconded by Rose. Motion passes.

Other Business:

Laybourn: I would like to get an update on the Mill Levy and the brochure.

Gabrukiewicz: the brochures are printed the letters are printed and ready to go out to the property owners over the weekend. A media release will go out next week about the absentee ballots.

Laybourn: Communication is essential with this Mill Levy. I think there should be personal contact with the DDA property owners. I would like to count the votes on this. I see it as my responsibility to do as much as I can with this list to understand who has the vote and what their opinions are. This isn't just about the money, this is about confidence in our City, Staff and our program and takes a personal connection.

Garrett: The Board cannot be campaigning for the election; you have to be an individual and not representing the Board. It is a manageable election; we know who all the voters are.

V. Adjournment: Motion to adjourn by Laybourn, seconded by Rose. Motion passes. Meeting ended at 10:35am.