

**Cheyenne Downtown Development Authority (DDA)
Meeting of the Board of Directors**

Thursday, September 21, 2023, 10:00 a.m.

Meeting Minutes

- I. Call to Order

- II. Roll Call – by Staff
 - Wendy Volk, President
 - Dave Teubner - Zoom
 - Stephanie Reece
 - Pete Laybourn
 - Amber Nuse
 - Danica Mrozinsky - Zoom
 - Jamie Winters
 - Janelle Rose
 - Landyn Medina - Absent
 - Buck Holmes - Zoom

- III. Minutes:
 - a. September 14, 2023: Moved by Reece, seconded by Rose. Motion passes.

- IV. New Business
 - a. Plan of Development – Logan Simpson Contract Approval
 - Melissa Ruth from Logan Simpson: discussion to add 3rd party project website and additional in person public meetings, added fee of \$8,500. Ruth: We would be able to manage the website ourselves and hyperlink to the DDA page.
 - Volk: We could add in the additional meetings, if necessary, at a later date, they are under the cost approval threshold for the Board.
 - Nuse: What is the advantage of having a separate website and not using the DDA website?
 - Melissa Ruth: We will be able to update the page regularly, if it is on the regular DDA website, staff will have to update it. We will also hyperlink to questionnaires and other features and can create a landing page on the DDA website which links to the 3rd party website. This will be easier for the public to use.
 - Tuebner: I support the 3rd party website; the graphic package would be beneficial as well.
 - Rose: What is the longevity of the website, will we still have access to this after the contract is complete.
 - Melissa Ruth: The website can continue to be hosted by DDA Staff with a minimal annual fee.
 - Motion to approve the 3rd party website.
 - Rose: Could we get that in writing?
 - Melissa Ruth: Yes.

Motioned to approve by Reece, seconded by Rose. Motion passes.
Motion to approve contract by Winters, seconded by Reece. Motion passes.

V. FY 2022 Audit Report

Lockman: Gave update on audit report and recommendations.

Nuse: Thank you for your involvement in the DDA finances. What was the issue with the documentation for FY22 from the previous auditors and lack of supporting documentation?

Volk: Documentation was provided, and we can visit with Domenic Bravo when he is back in town.

Nuse: I feel that it is incumbent on the Board to address the qualified opinion of the auditor. I feel uncomfortable moving on without doing anything further, to make sure that we are drafting the appropriate policies and procedures.

Rose: Is it my understanding that your recommendation is that the Board will come up with a fund balance policy.

Lockman: Yes, that is my recommendation.

VI. Financials

Lockman: Fund balance at the end of August is \$1,170,562 the 95k to liability to Visit Cheyenne was paid last week, there is only \$411 in debt currently. Each month I will start providing a profit and loss statement as well as a budget to actual report.

Nuse: Do we know the status of our outstanding grants?

Gabrukiewicz: The only two that we have outstanding is MHP and Westby Edge.

Nuse: It's my understanding that we have paid another firm to assist with financial accounting, how do we receive a qualified opinion when we are paying someone external to keep track of our books?

Lockman: RLR only took over on July 1, 2022; they were not the bookkeeper before that, it was done internal by staff. In QuickBooks there is nothing before that date from staff.

Volk: There was another accounting firm involved.

Lockman: Starting July 1, 2023; I am requiring receipts and documentation for all transactions.

Nuse: Maybe we could ask RLR if they have any additional information.

Motion to approve financials by Nuse seconded by Rose. Motion passes.

VII. Other Business

Volk: There are brochures regarding the Mill Levy, the property owner will be the person voting. This does not include residential uses in the area.

Laybourn: I thought we should address concerns from Mr. Garrett from the last meeting. We are to share the information and not advocate for the Mill Levy.

Garrett: Another asset that the DDA owns is the sign on the previous building. I would be willing to take down the sign if needed.

VIII. Adjournment: Motion to adjourn by Reece, seconded by Rose. Motion passes.

Meeting ended at 10:42am.