

Cheyenne Downtown Development Authority (DDA)
Special Meeting of the Board of Directors
Monday, April 6, 2023, 2:30 a.m.

Meeting Minutes

I. Call to Order:

Wendy Volk called the meeting to order at 2:30

Board Member Roll Call:

Present: Wendy Volk, Pete Laybourn, Bruce Heimbeck (Zoom), Amber Nuse, Danica Mrozinsky, Steph Reece

Absent: Dave Teubner, Jamie Winters

Staff in Attendance: Charles Bloom, Planning and Development Director; Stefanie Boster, City Attorney; Valerie Pickard; Office Manager.

Public: Glenn Garrett

II. Minutes: March 3rd and 13th Board minutes, motion to approve by Reece, seconded by Nuse. Motion passes.

III. New Business

A. Election of Officers: Mr. Bloom told the board that there are vacancies within the board the Vice President, Secretary, and Treasurer. Wendy Volk clarified that when the DDA and VisitCheyenne were together that those roles were duplicated. Bruce affirmed that this is what happened. Mr. Bloom clarified that these roles would go until June 30th per the board bylaws and that these are advisory roles, and that staff would continue taking minutes and handling the duties of the treasurer.

- Wendy Volk asked if they could vote on the nominations when they were all done. Mr. Bloom said that was alright. Bruce put his name in for the Vice President position, Danica Mrozinsky put her name in for the Secretary position, and Stephanie Reece for Treasurer. President, Wendy Volk, Vice-President – Bruce Heimbeck, Secretary – Danica Mrozinsky, Treasurer – Stephanie Reece. Motion to approve officers by Reece seconded by Nuse. Motion Passes.
- The board introduced themselves and their affiliation with the downtown area.

B. DDA 101: Board Training, Charles Bloom presented Board Training. There were questions on if grants could be expanded if they didn't follow historic preservation guidelines. Bruce said that the guidelines are those with Mainstreet.

C. Bylaws

- Mr. Bloom went through the by-laws and some areas that might need to be cleaned up. The board currently has two vacancies per the bylaws and should be filled within the next the 30 days, as it is

required in the bylaws to have 10 members. The board can also have non-voting ex-official members comprised of a county commissioner, city council member, city planning office staff member, the only ex-official member currently is County Commissioner Buck Holmes. The board shall have a meeting not less than once every three months. Mr. Bloom said it would be easier to have a set time to meet and cancel if needed to allow for easier scheduling for everyone involved. The board determined that the third Thursday at 10 am would be an acceptable meeting time moving forward. Motion to have monthly meetings. Motion to approve by Heimbeck, seconded by Reece.

- The last point that Mr. Bloom covered was about the super majority vote and how that should be clarified as bylaws reference 6 but that would be 7 on a ten-member board. Bruce said he preferred nine members and Nuse added that she felt the 7-10 range would give more flexibility and match State Statutes better.

D. Sponsorship Request – Downtown Runaround

E. Committed Sponsorship Discussion

- Mr. Bloom presented a sponsorship request for the Downtown Runaround. Devyan Paiz the staff advisor for the Mayors Youth Council as the applicant on the request. Board member Heimbeck asked if this was in addition to what was given already, and Mr. Bloom said that this was a new application. Laybourn moved and Stephanie seconded. Motion moved by Laybourn seconded by Reece. Motion passes.

F. Budget Overview Discussion

- Mr. Bloom then went over the proposed budget for the DDA. Bruce asked to have clarification on what was budgeted and what was encumbered and if an income expense document could be furnished. It was asked to add Reece to the list of authorized signatories.
- Nuse would like to receive a copy of the 2016 Plan of Development.

G. Transition Discussion

Motion by Heimbeck to adjourn, seconded by Reece, motion carried unanimously. Motion passes. Meeting ended at 4:39pm.