



## **Cheyenne Downtown Development Authority**

### **Regular Meeting of the Board of Directors**

10:00 a.m. Thursday, May 16, 2024

Room 118, City of Cheyenne Municipal Building  
2101 O'Neil Avenue, Cheyenne, WY 82001

I. Call to Order

II. Roll Call – by Staff

Wendy Volk, President

Dave Teubner

Amber Nuse

Danica Mrozinsky - Absent

Jamie Winters -

Janelle Rose, Vice Chair - Absent

Brian Bau

Landyn Medina

Buck Holmes – Absent

Scott Roybal

I. Public Comment on non-agenda items (5-minute time limit per speaker)

Ward I councilman Pete Laybourn said he would like to replant six large planters in the block of 15<sup>th</sup> Street and Carey. He and Bruce Heimback requesting the board for \$1,200 to use towards planting flowers in those planters. There is a need for this project, the businesses have blossomed in that block. He would like to complete this over the Memorial Day holiday. People should see the city is using its available resources. Pete Laybourn also announced he filed for re-election to the City Council.

Scott Roybal arrived to the meeting (10:10am)

II. Disclosures – None announced

III. Minutes:

A. [April 18, 2024, Minutes](#)

Motion was made to approve the meeting minutes. The motion was made by Scott Roybal, seconded by Amber Nuse. The motion passed with no objections.

IV. Old Business

A. [Bylaws Amendment](#)

Kylie Dorr said the bylaws committee met on May 3, 2024 to begin going through the bylaws in detail. They are still working on going through all the bylaws and making proposed revisions. They will meet again on May 17, 2024 to finalize the proposed amendments to the bylaws. Proposed amendments will be brought before the board for consideration at the June 20, 2024 board meeting. Tabled Bylaws Amendment until the Board has it to review and vote on.

## V. New Business

### A. [Financial Report](#)

Kylie said Robin is not in attendance to provide the financial report. If there are any questions, please reach out to Robin directly for more financial information. If there are any questions that require immediate answers, she and Irene would do their best to answer those questions.

Amber Nuse asked if the board would need to make amendments when going over budget on certain contracts. She noticed the April payment to the Logan Simpson firm took the board over the \$40,000 allotted budget for professional services. Since we are currently over budget to date, is there any action we need to take moving forward?

Kylie said yes, there will be proposed amendments at the next board meeting per conversations with Robin and Charles.

Amber made a motion to approve the financial report, Jamie seconded the motion. The motion passed with no objections.

### B. [Capital Improvement Grant Consideration: Atlas Theater](#)

Irene Parsons said she provided the board with a staff report that covered the details of the project. The brickwork the Atlas Theater is trying to replace has not been replaced since 1908. This application is to provide some brick reinforcement and replacement in areas that are severely deteriorated. Kelly Etzel Douglas was present as a representative of the Atlas Theater to answer questions.

Dave Teubner made a motion to approve the CIG application as staff recommended. Brian Bau seconded the motion and it passed with no objections.

Public Comment: Councilman Laybourn said he's happy with the board's decision. This project is well needed.

Glenn Garrett said he read through both CIG applications, and they were very well done. He asked if there is a design committee that oversaw these projects. He read through the January meeting minutes and saw the board assigned members to the design committee. He didn't see mention of the design committee in any meeting minutes after the January 2024 meeting.

Irene Parsons said the design committee that was discussed at the January Board meeting was regarding the Façade Improvement Program, due to the historical integrity of those grant projects. DDA is not utilizing the Façade Improvement Program at the moment, but there are efforts to have the program restored in the new fiscal year.

### C. [Capital Improvement Grant Consideration: Novus Auto Glass](#)

Troy Eberhart was not able to attend the meeting but provided the board with a written project description in addition to his project application. Jamie Winters recused himself from the vote on this item to prevent conflict of interest. Dave Teubner made a motion to approve the application, seconded by Landyn Medina.

Public Comment: Pete Laybourn requested to know how much the grant was for. Irene Parsons clarified \$48,000, CIG Match is \$24,000; grant will increase lighting and walkability in that area. Laybourn appreciates the improvement of that corner and the work that Novus Auto Glass has put into the property along with WYDOT. The motion passed with no objections.

D. [2024 Planter Contract Award](#)

Kylie Dorr said DDA has contacted 4 landscaping businesses for bids on this contract. DDA only received 1 bid for the contract. Staff is recommending the board approve the bid. DDA contacted Bison Brand Landscape and they would be able to add the Planters on Carey Ave to the project as well as watering within the current bid they submitted. Amber Nuse questioned if adding the six additional planters would be within the cost of the initial bid; Mark Ernst said he could incorporate the watering of the planters into the existing bid; Kylie Dorr said she believed they would add the six planters with that bid. Amber Nuse concern if the price would increase, to go over the price budgeted; if so, does the Board need to amend the budgeted amount for the planter project? She also requested clarification on why the bid this time was so much more than last year's bid. Kylie clarified that there are liners included, that increased the bid; Discussion about the additional cost itemizations.

Public Comment: Pete Laybourn commented about volunteer efforts to help with the planters, feel those who proposed the planters on 15 St should be consulted about watering and planting.

Amber Nuse made a motion to the amendment for the inclusion of the six planters on Carey Ave and no change in price. Brian Bau seconded the motion and the motion passed.

Motion to approve the amended motion of the Bison Brand Landscaping proposal \$44,380 to include the six additional planters. Motion passed.

VI. Other Business

- A. Charles Bloom said DDA is continuing to move forward with the Plan of Development. Charles invited the board members to a Community Open House held at the library today from 4-6pm. DDA met with the consulting firm this past Monday and emphasized the importance of having board involvement moving forward. Logan Simpson is currently working on putting together their third and final community engagement questionnaire, incorporating the action plans based on the input received so far. DDA staff and consultants are planning to have another community engagement open house in June. Staff hope to have board members be a part of this event. Board member participation would help to steer the direction of this Plan of the Board.

Charles expects the consultants to begin creating the first drafts of the Plan of Development document in late July or early August.

Dave Teubner said he would like the board to be more involved with the consultants and a carved-out time for the Board aside from public sessions, to be able to provide more input with the development of the plan. Bloom advised the DDA is looking at a dedicated time for the Board, to see if it would stay within the price proposal. Teubner suggests Board time with the consultants is critical, if it costs a little more, then it needs to happen; the Board is in charge of the strategic direction of the Plan, and the Board needs that time. Wendy Volk stated she likes that idea as well. Kylie Dorr suggested the possibility of creating a committee that could join the bi-weekly Monday meetings, this is within the costs now. Amber Nuse concurs with Teubner's comments that the Board needs a work session with the consultants to provide more input into the Plan of Development. Teubner commented that the proposal covers public sessions well, but he anticipates meetings with the Board will be contract modifications, and he will support a contract modification. Wendy asked if staff could get the amount a contract modification would cost for the consultants to host a work session with the board.

- B. Landyn Medina said he would like the board to consider hiring a full time DDA field employee that was responsible for patrolling the DDA area, dealing with daily issues away from the office, picking up trash, relaying issues to the Board. He believes this would be a good use of resources. It would help to build relationships with property and business owners in the DDA District.  
Charles Bloom said the Mill Levy does not support that, because it does not provide for any personnel; the city's Clean and Safe program handles those tasks; but we'll continue to support the relationship with that program and integrate it more with the DDA. Bloom advised we will
- C. Social media position 20-hour a week, primarily responsible for social media promotion of downtown; this position could be eyes on the ground to identify problem areas and report those back.
- D. Glen Garrett suggested about the Plan of Development, the staff meetings with the consultants should include a report to the Board, add an update to the agenda so the public is aware of it as well.
- E. Roybal and City Attorney looking into the building in the 1900 block of O'Neil; they are planning on tearing the building down; apparently they received a \$50,000 grant for doors and windows; currently looking for the contract, to see if there is a way to get the money returned. Jamie Winters advised the building has a new owner, so he doesn't think the previous grant would apply to the new owners and if they are tearing it down.

VII: Adjournment: Motion by Teubner; seconded by Winters. Meeting adjourned at 10:59AM