



Cheyenne Downtown Development Authority

Regular Meeting of the Board of Directors

10:00 a.m. Thursday, July 18, 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 - Absent

Amber Nuse - Absent

Danica Mrozinsky - Zoom

Jamie Winters - Absent

Janelle Rose, Vice Chair

Brian Bau

Lorrell Walter

John Karajanis

Buck Holmes – Absent

Scott Roybal

Staff Present: Kylie Dorr, DDA Administrator; Irene Parsons, DDA

Charles Bloom, City of Cheyenne Planning and Development via ZOOM

III. Disclosures – None announced

IV. Minutes:

A. June 20, 2024, Minutes

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

V. Old Business

A. Sidewalk Committee Update (Discussion/Update at Board Meeting)

Bloom (via ZOOM) gave an update on the Sidewalk Committee. During meeting last week with Engineering Department and the Downtown Development Authority, the Engineering Department said they will prepare estimates for 2 priority zones that were identified; the identified priority zones discussed were in front of Mort's Bagels and the Mendicino Building, but these zones are not confirmed yet. The third priority zone is around Twin Dragons, but due to recent sewer issues, we will postpone that one.

Cobb, City Engineer: This will be a continual program and looking to get a contractor to get a proposal for us. Our rough estimate is about 25k for 3 areas, but Don't have a bid yet, and Doug Klahn is still looking into that.

Bau: Do we have any clarity from the City Attorney or CPA on the funding process?

Boster: Not yet, she is out this week.

Cobb: We are looking for a partnership rather than enforcement. After discussions with the landowners, we are hoping for cooperation from them. Then we can write letters to the property owners, and the clock for compliance starts. So hopefully we can get ahead of this, before a letter has to be issued to the property owner.

Roybal: It's my understanding that this is a brand-new program. By this time next year this will be running smoothly.

Cobb: This was Kylie Dorr's idea on this, as a pilot program. We plan to have this up and running well by next year.

Bau: We have set aside \$100,000 dollars, but since this is a pilot program we might not need as much funding, possibly \$25,000. Learn with this pilot program, to see how the DDA can better support them, limit the exposure of all the sidewalks downtown, and keep it within the DDA budget of \$100,000.

Rose: Clarification of the \$100,000 dollars, is this through the CIG or another program?

Dorr: This is a pilot program, and we will work with the Engineers office, and it will likely not be a part of the CIG grant program, since there are so many specific requirements through the CIG. To simplify the process, and get these two priority zones accomplished, work directly with the Engineers office, and this will still be a 50/50 program with the property owner. Refine the process going forward.

Cobb: Engineering Dept hopes to keep it a simple process, having a contract in place, and then can assign the work to the contractor. The Engineering Department will then have property owners pay the City at the time the contract work is done and not have to put liens on the property.

Roybal: If the funds are not used will it be rolled over to the next year?

Dorr: We have not discussed how we will proceed with this. If this is a long-term project my suggestion would be to rollover to next year, to make it a line-item in the DDA Budget, but this will be a decision by the Board. Roybal said he agrees with the idea of putting the money into roll-over, so it is there if they need it.

Mrozinsky: The identified areas, we thought it would be important to make sure that everyone knows these areas have been identified by the community as problem areas, and not randomly selected by the City.

Brief interruption from Old Business for the following: Dorr introduced new staff Miya DeBusk PT Social Media Assistant; Volk introduced new Board Members Lorrell Walter and John Karajanis

VI. New Business

A. Financial Report

Lockman (via ZOOM): FY24 unaudited financial report, DDA equity is \$1,423,380.22 this grew in FY24 by \$85,188.35. We did not have to use reserves but gained reserves. I have included a Grants and Scholarships report for your review. An income statement is also provided, and a June income only statement. A budget to actual report with the total income listed, there are 4 GL accounts that are short budgeted, website renewal and maintenance, auto and travel, professional services and the downtown planter program, which will be covered in the proposed budget amendment.

Roybal made a motion to approve the financial report, Bau seconded the motion.

The motion passed with no objections.

B. Budget Amendment

Lockman: I am proposing a budget amendment we are taking these from funds that have access in the budget to the 4-line items that are short.

Expenses increased include:

- \$300 increase to (506) Website to cover expenses for DDA website hosting and domain migration
- \$100 increase to (585) Auto and Travel to cover mileage expenses for travel to training
- \$5,000 increase to Professional Services (706) to cover expenses paid to Plan of Development consultants for services rendered through June 2024.
- \$13,000 was added to (710) Planter Program to cover increase in costs and payments to contractor committed in FY2024

Expenses Reduced include:

- \$15,000 reduced from (707) Logo Design Pilot Program expense line item
- \$3,400 reduced from (709) Downtown Mural/Arts District Program

Bau made a motion to approve the budget amendment, seconded by Rose. The motion passed with no objections.

C. Engagement Letter for Audit

Parsons: The DDA Audit will commence in conjunction with the City audit. City Treasurer contacted a few different firms, and Porter, Muirhead, Cornia and Howard out of Casper (PMCH) is only firm qualified and available to complete this, so this would be a sole source contract. PMCH provided an engagement letter, explain details of audit, signing commitment due no later than July 31, with the audit process scheduled for September 1 through October 31. The Accounting and Audit budget was approved for \$12,000, so we will need to increase that. The DDA will cover that in the quarterly budget amendment at the September 2024 Board meeting.

Staff is recommending that the Board move to accept the engagement letter from PMCH and enter into a commitment to conduct the FY24 audit.

Cindy Kretzer (via ZOOM): Amber and I spoke about this last night to get some background, and based on that discussion the cost of the audit was reduced from \$25k to \$20k.

Volk: We really appreciate that, it helps us continue to do good work for our community.

Walter made a motion to approve commitment to PMCH for FY24 audit, seconded by Bau. Motion to approve the Audit proposal passed with no objections.

D. Amended April 20, 2023, Minutes

Parsons: Clarified these minutes concerning the \$15k that was spent for the Cheyenne Downtown Business Association. Mrs. Mrozinsky clarified what the CDBA was, that it was now called the Downtown Collective and what the line item was for, and the Board supported it and applauded the use of this expenditure.

Volk: Is there a typo perhaps where it says 'applaud' should it be 'applied'?

Parsons: No, it should be 'applaud'. The Board applauded the DDA's support of merchants downtown.

Roybal made a motion to approve the amended minutes, seconded by Rose. The motion passed with no objections.

E. Atlas Theater – Capital Improvement Grant

Parsons: This is a second grant application by the Atlas Theater. This part of the project was going to be included in the first request, but due to safety issues they

chose to do the work from the inside out. This will not start until after CFD.

Mr. Hansen: This is divided into 2 tasks, there is a lot of activity in the alley and in the theater, this request is for interior scaffolding for the exterior brick wall.

Parsons: The project's total cost is \$8,800.00 with a match by DDA of \$4400.

Rose motioned to approve the grant request, seconded by Walter. Motion to approve passed with no objections.

F. 15th Street Corridor Update (Verbal Update from City Engineer at Board Meeting)

Cobb: Gave an update on the project. I have 2 contracts with DHM, a refinement of the original Master Plan. We are now focused between 15th Street and the rail. We are working with the vehicles that were provided to us by the UP. We are increasing parking and looking at fiscal constraints. EDA grant for \$773,000, otherwise project currently unfunded. EDA obligation to cars provided, the A12 caboose and the business car. Also talked about Old Sadie, which is currently in Lions Park, Depot received a grant to move that vehicle to 15 St. We would like to meet with all the owners on 15th Street, to get their input, have some thoughts and ideas to focus. Add cars in the area of the Gunslingers, so less impact to other areas. We have a plan in the works to remove the asbestos from the rail cars that are stored at Swan Ranch. We hope to have these ready by next year. The 3rd plan is to renovate the exterior of the rail cars. The last package is transporting the vehicles to 15th Street.

Bau: What is the current idea for traffic on 15th Street?

Cobb: I am against removing connectivity on 15th Street. I would like to add a pedestrian corridor on the outside (south) of the vehicles.

Rose: What will happen to the parking lot between the Depot and where they have the gunslingers?

Cobb: This is an independent project, and this is owned by the UPRR. I have approached them with drainage improvements and some property trading.

Rose: Are you working on something that will be posted for the public? Will there be an opportunity for business owners to provide input and attend meetings?

Cobb: Yes, there is no work being done yet. The master plan is available.

Dorr: A link was emailed to the Board.

Cobb: This plan will look at the whole corridor, but this phase will be from Gunslingers to the Plaza.

Rose: What is the timeline for this project?

Cobb: I am hoping to have an update by August and will let you know.

Garrett: Will there still be on street parking? Other questions he will prepare in writing and submit to Mr. Cobb with the Engineering department.

Cobb: The parking will remain on the street, no change. We will then work on construction documents.

G. Board Member Elections

Volk: We did elections in January, but now that we are in a new fiscal year, we are doing new elections.

Dorr: The reason we are doing elections again is because of an error from the DDA

staff; all other City boards and commissions do their elections in January. However the bylaws state that elections for the DDA Board happen in July. So madam chair, will you accept nominations for Chair and Vice Chair? Voting via voice for those positions.

Volk: Table Secretary and Treasurer positions until

Volk: Open nominations for Chair.

Bau: I nominate Roybal.

Roybal: I accept nomination.

Volk: No other nominations.

Volk: All in favor of Scott Roybal as Chair say I. Motion passes unanimously.

Volk: Vice president nominations

Roybal: I nominate Wendy Volk.

Volk: I accept.

Volk: No other nominations

Volk: All in favor of Wendy Volk for Vice Chair say I. Motion passes unanimously.

Roybal: I motioned to postpone Secretary and Treasurer nominations until the next meeting, seconded by Rose.

Volk: All in favor of postponing the Secretary and Treasurer elections, say I. None opposed. Motion passes.

VII. Other Business

A. Plan of Development DDA Board and Planning Commission Work Session

Dorr: This is a reminder about the Plan of Development work session on August 19th. After the conclusion of the Planning Commission meeting, we will move into the Council conference room for the work session.

B. Information dates affecting Downtown and the DDA. DDA Special Board meeting placeholder on August 8th for expansion of the DDA boundary. On August 12th the Governing Body will see the request for expansion. Mr. Roybal will need to call the Special Meeting of the Board

Roybal: In Public Services meeting Mr. Bloom discussed the expansion of the Boundary at the City Council meeting. Has there been any other inquiries about getting into the DDA boundary?

Dorr: DDA Staff sent out letters to adjacent properties on Tuesday, with deadline of Friday July 26 to respond. Spoke with Teubner, who has property and he indicated they will be interested in joining the District.

Roybal: If we get more properties interested in joining will we have to do this on an individual basis or can we do it all at once?

Dorr: That is why we have a deadline of Friday, so they can all be included at once.

Volk: Provided history of Mill Levy into DDA

VIII. Adjournment: Motion by Karajanis; seconded by Rose. Meeting adjourned at 11:04AM