

Meeting Minutes: Cheyenne Historic Preservation Board

Meeting Date: July 8, 2025

Time: 6:00 PM

Location: Council Chambers

Item 1: Roll Call

Josh Chrysler called the meeting to order at 6:00 PM.

Absent	Milward Simpson, Chair
X	Amber Conwell, Vice Chair
X	Gary Sims
X	David Benner
Absent	Don Herrold
X	Josh Chrysler
X	Elisabeth DeGrenier
X	Patrick Bustos
X	Kelly Sevier
X	Patrick Vann
Absent	Ken Esquibel, City Council Representative

There was a quorum with three members absent.

Item 2: Introductions

Item 3: Approval of Minutes: June 10, 2025

Patrick Bustos made the motion to postpone the approval of the June 10, 2025 meeting minutes. Elisabeth DeGrenier seconded the motion.

Josh Chrysler asked if there was any further discussion regarding the minutes.

No further discussion of the June 10, 2025 meeting minutes, and all approved to postpone the meeting minutes at 6:02 PM.

Item 4: Disclosures

No disclosures to report.

Item 5: Audience Business: Public Input - 5 Minute Limit

Josh Chrysler opened the meeting for public comment. Hearing none, public comment was closed.

Item 6: City Council Representative Reports

No City Council Representative reports.

Item 7: Planning & Development Reports

- **Article: Federal Budget Appropriation** – No funding set aside for Historic Preservation. Additional information to follow upon investigation.
- **Contract:** The project is in coordination with Elisabeth DeGrenier regarding the Black History and Airport Terminal nomination. Approval has been obtained from the City Attorney and City Purchasing to use the insurance policy for a writer. Final contract dollar amounts will be provided.
- **Tour of the Pump House:** The Pump House had undergone a significant amount of cleaning and was in a presentable state.
- **S&J Signs Inc:** Contract secured regarding the signage of the Capitol North Historic District expansion. Coordinating with the Engineering Department to identify if any of the signs placed as part of the 2-hour parking zone program can be relocated to join in with the 22 signs that are intended to be put around the boundary of the district.
- **Historic Preservation Account:** \$26,899.72
- **Airport Fountain Account:** \$155,275.55
- **Parks and Recreation Department:** Currently working on Airport Fountain repairs and has requested to utilize a portion of the funds.

David Benner presented additional information regarding the budget appropriation.

Patrick Bustos asked if Parks and Recreation provided any details on the repairs planned and the associated costs.

Mr. Bloom responded that no information had been provided by the Parks and Recreation Department but noted the repairs appear to involve the pumping system.

Josh Chrysler inquired whether the repairs and costs need to be approved by the Historic Preservation Board since the funding is from the Board's account.

Mr. Bloom confirmed that approval is required.

Mr. Chrysler asked if there were any further questions or discussion from the board. Hearing none.

Item 8: Strategic Goals Report

a) National Register of Historic Places:

- Insurance concerns have been resolved. The contracts for the two National Register projects are in progress and can move forward to being finalized. These are administrative contracts and require the mayor's approval.

b) Oral Histories Project:

- No updates on the Oral Histories Project.
 - Patrick Bustos will coordinate with Gary Sims.

c) Historic Preservation Month:

- No updates on the Historic Preservation Month.
 - Walking Tour: Scheduled for August 2025.
- LeClerc Jones Award: Milward Simpson is coordinating with the owner of the Old Barn and additional properties. Item is currently under review.

d) Education of the Public – Historic Preservation & Marketing Committee:

- David Benner met with an educator from St. Mary's and confirmed that the program to build models of historic buildings is still in progress. The board has been invited to the historic model presentation and may also share photos on social media to highlight the significance of historic buildings and preservation.
- Coordination will be arranged with Cheyenne Classical Academy.

e) Ornaments:

- Ornaments have been completed.
- Support is needed to apply the hologram Bucking Horse trademark sticker on each ornament.
 - If fewer than a quorum participates, a work session is not required.
 - If all members wish to assist, a work session will need to be scheduled.
- An invoice has been submitted to the Planning and Development Department for payment.

f) Airport Fountain Planning:

- No updates on the Airport Fountain Planning.
 - Amber Conwell will coordinate with Milward Simpson and Don Herrold to schedule a meeting.

g) Watch List Items:

I. Cheyenne Homes with History

- No updates on Cheyenne Homes with History

II. Tour of Schools Closing

- No updates on the Tour of Schools Closing.

III. Van Tassel Carriage House

- No updates on the Van Tassel Carriage House

Item 9: Old Business – Pump House

- The motion to approve the recommended conditions from the Historic Preservation Board, to be added to the Pump House Resolution regarding the surplus action, has been discussed by the City Council. The conditions are being considered for incorporation if the structure is sold.
- Monday, July 14, 2025, the Governing Body will vote on whether to declare the structure surplus.

- Identify and develop goals for educational or promotional efforts focused on the Pump House:
 - Upload the Council's Pump House History presentation to social media platforms.
 - Coordinate with HCI to create a series or post highlighting the history of the Pump House.
 - Offer presentations to civic clubs and local schools.
 - Organize a work session and invite HCI to participate.
 - Collaborate with the State Archives on a lecture series.
 - Committee:
 - David Benner – Chair and liaison with HCI
 - Patrick Vann
 - Gary Sims

Patrick Bustos made a motion to add and establish the Pump House Committee as part of the strategic goals report, with the purpose of tracking the Pump House's progress and developing educational campaigns and outreach. Gary Sims seconded the motion.

Roll Call: Motion to approve the Pump House Committee was passed unanimously.

Item 10: New Business – Election of Secretary

David Brenner made a motion to nominate Josh Chrysler as Secretary for the remainder of the unexpired term.

Patrick Bustos made a motion to close nominations and proceed with a secret ballot.

The Historic Preservation Board conducted a secret ballot and unanimously elected Josh Chrysler as Secretary for the remainder of Cathie Tobar-Douglas's unexpired term.

Item 11: Other Business

- Statehood Day Event: Thursday, July 10, 2025.
 - Kickoff to Americas 250th Birthday.

Item 12: Meeting Adjourned: 7:25 PM