

**Cheyenne Downtown Development Authority (DDA)**  
**Meeting of the Board of Directors**  
Monday, April 20, 2023, 10:00 a.m.

**Meeting Minutes**

I. Call to Order:

- Wendy Volk called the meeting to order at 10:00am
- Board Member Roll Call:
- Present: Wendy Volk, Pete Laybourn, Amber Nuse, Danica Mrozinsky, Dave Teubner, Jamie Winters
- Absent: Stephanie Reece, Bruce Heimbuck

Staff in Attendance: Charles Bloom, Planning and Development Director; Thom Gabrukiewicz, DDA Administrator; Stefanie Boster, City Attorney; Valerie Pickard; Lonnie Olson, Eric Fountain, Jason Sanchez, Jennifer McClelland, Robin Lockman

Public: Amber Trevizo, Domenic Bravo, Patti Riesland

II. Minutes: April 3<sup>rd</sup> Board minutes as amended, motion to approve by Nuse, seconded by Teubner. Motion passes.

- A. Strike Jamie Winters from vote

III. New Business

- A. Downtown Development Authority Administrator Introduction – Thom Gabrukiewicz  
B. Cheyenne DDA Anticipated Budget for FY24

- Discussion of proposed budget through each line item:  
(Recess to have Jamie Winters sworn in by City Clerk)
  - Change large projects account from 500K to 150K
  - Logo grant program removed from FY24 budget
  - Personnel and Payroll costs have been removed
  - Reductions also in Rent and office supplies
  - Increase from 10k to 15k for the Downtown Mural and Arts program
  - DCBO was clarified to be the CDBA (Cheyenne Downtown Business Association) – clarified by Mrozinsky; \$15,000 line item supported by the Board; the Board applauds the DDA's support of the merchants downtown
  - Line item added for \$10,000 Market Research – possibly Visit Cheyenne will share data they collect, for DDA benefit.

**DEPARTMENT APPROVAL:** I certify under penalty of perjury that the items listed hereon for my department's budget have been received and the account is correct and approved for payment.

PO Number

Signature

*Irene Parsons*

Staff will look into having UW signage program work in conjunction with Cheyenne DDA logo grant.

Motion to consolidate FIP and CIG by Winters seconded by Nuse. Heimbuck comments read into record by Bloom. Motion passes. Motion to amend the total to 400k, by Winters, seconded by Nuse. Motion passes.

Motion for funding of 400k for grants in proposed budget moved by Teubner seconded by Winters. Motion passes.

Motion for logo design program of 20k moved by Nuse and seconded by Mrozinsky. Motion passes.

Westby Edge packet presented for consideration from the Board for an outdoor patio area. Bloom asks the Board to mark this project as eligible. Amanda Escobedo representing Westby Edge made presentation of the project. Motion to consider moved by Teubner and seconded by Mrozinsky. Motion passes.

- C. New Business: We will request 5k and begin the process for grants to the Joint Powers Board.

Gabrukiewicz update on Social Media engagement update.

Motion to adjourn by Mrozinsky, seconded by Nuse. Motion passes. Meeting ended at 11:36am.