



Cheyenne Downtown Development Authority

Regular Meeting of the Board of Directors

10:00 a.m. Thursday, June 20, 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	Brian Bau
Dave Teubner - Absent	Landyn Medina - Absent
Amber Nuse	Buck Holmes – Absent
Danica Mrozinsky	Scott Roybal
Jamie Winters	
Janelle Rose, Vice Chair	
- III. Public Comment on non-agenda items (2-minute time limit per speaker due to many grants to go through)

Ward I councilman Pete Laybourn announced pre-CFD clean up downtown, business owners check around their property, clean up weeds and trash, worked with Clean and Safe group, July 13th kicking this off, organizing time and location.
- IV. Disclosures – Amber Nuse on Advisory Member of Children’s Museum. Bloom – be best to recuse, since she has a current role as an advisor. Nuse recused herself from voting on the Cheyenne Children’s Museum CIG.
- V. Minutes:
 - A. May 16, 2024, Minutes

Motion made to approve the meeting minutes. Clarify roll call on those minutes and correct. The motion was made by Nuse, seconded by Winters. Motion passed.
- VI. Old Business
 - A. Bylaws Amendment

Bloom provided review of history for Bylaws Amendment and sub-committee. Bloom provided a summary of amendments to the Bylaws. Removed legal description, it is in City Ordinance, so it’s not necessary to have that in there, and if district boundaries were to change, bylaws would have to be amended again, so best to remove that description completely. Other changes included meetings held by teleconference/ZOOM and can represent a quorum; kept Treasurer position and clarified role; Secretary role changed to clarify how it works within the structure of the DDA now and in the future; public hearing time limit changed to 5 minutes. Motion to move by Roybal, second by Winter. Motion passed.
- VII. New Business
 - A. Financial Report

City Treasurer Lockman reviewed report; pointed out budget to actual – the DDA has not had to use any reserves to date this year, that is how much has been gained in reserves. Nuse requested monthly detail of committed equity, so when she reviews financials, she has that to refer to. Lockman reviewed outstanding commitments – Bent Over \$50,000; Bell Building \$50,000; Atlas Theater - \$6460; Novus Auto Glass - \$24,000. Public Comment – Glen Garrett requested clarification on balances and operating budget for FY2025, clarifications provided by Nuse, Lockman, and Bloom. Motion to accept Financial Report moved by Nuse, seconded by Roybal. Motion passed.

B. Budget Amendment

Bloom provided summary of memo explanations of the budget changes that occurred through the fiscal year since the last amendment. No questions or comments from Board or from public; Motion to amend budget as presented for FY2024 Moved by Bau, seconded by Roybal. Motion passed.

C. Capital Improvement Grant Consideration: Cheyenne Children’s Museum

Parsons provided the board with a staff report and packet that covered the details of the project. Caroline Veit and Trish Peoples introduced to speak about CIG request. Caroline provided summary of the project and update of the status of the Cheyenne Children’s Museum, mission to build a Wow experience and be a community catalyst for that experience. Five R Construction has been an incredible partner with this project and support to ScotchBoy, who held their bid for two years, and didn’t raise prices. Veit requested support for their CIG application for landscaping on the grounds of the Children’s Museum. Volk applauded them for their efforts and hard work on this project. Bloom clarified previous CIG project funding from 2023 and that there is no duplication with this request, because they were different projects. Motion to approve this CIG application for the Cheyenne Children’s Museum moved by Rose, seconded by Roybal. Comment by Roybal kudos to staff and to applicant, the application was very succinct, numbers very clear, easy to scan through, so thank you for job well done. Motion passed.

D. Capital Improvement Grant Consideration: Westward

Parsons introduced Bia Hammock from Westward, sign design enhances the block and emulates the Lincoln Marquee style. Bria joined via ZOOM and provided summary of her request. Public Comment by Glen Garrett – observation is that this sign indicates a commitment to that location and downtown Cheyenne, architecturally takes in the neighborhood and scale of the awning, believes this business will be around for a long time. Mrozinsky reinforced comments by Garrett. Nuse support of the proposed sign, question about why the CIG? Are there other grant programs that are for signs. Bloom: The FIP also covers signs, but that has a historical integrity requirement, so often signs don’t qualify for that. Signage grants are steered to the CIG, but the DDA could consider doing a signage grant in the future if the Board desires to do that. Note change on staff report that it is Hammock, instead of Hammond. Motion to approve the CIG application for

Westward for \$12,519.68 moved by Roybal, second by Mrozinsky. Motion passed.

- 10:56 AM: Roybal was excused from Board meeting, because his presence was needed at another meeting at 11:00.

E. Screen on the Green

Dorr provided a summary of the idea for Screen on the Green at Civic Commons in August. Efforts to enhance downtown and support more attractions to downtown and the Civic Commons park. Movie night at Civic Commons. Seeking Board support, even though the costs for this event are expected between \$1500-\$2000, which is below the \$5,000 threshold for Board approval. The Board expressed support for the event. Anticipate the date of Thursday August 15, due to the availability of Civic Commons and avoid conflict with Fridays on the Plaza.

F. International Downtown Association 2024 Annual Conference

Dorr – annual conference September 11-13 in Seattle, beneficial for DDA Staff and Board members to attend; international conference, attendance all over the world; Ft. Collins DDA Director feels the conference will be very beneficial. Estimate 2 DDA Staff Members and 2 DDA Board Members; early registration by June 26th, hope to get commitments before then, so DDA can get registered and received 10% discount for group of 4 or more. Volk supports staff attending; if any Board members are interested, air fare, lodging and daily per diem. \$825/person but this includes the majority of the meals.

VIII. Other Business (Discussion)

A. Plan of Development – Board work Session Update

Volk – discussion from last Board meeting that we discussed having a Board work session with Logan Simpson. Dorr provided details of planned work session and location. Volk copy of modification of contract to accommodate the cost of the work session, \$3311 additional cost, for total contract with scope of work of \$111,300. Entertain motion for approval of contract amendment. Rose questions about meeting and deliverables, considered additional cost to be high. Continued discussion among Board members regarding additional costs of work session. Bloom commented about previous joint meeting with the Board and Planning Commission, which accounted for the initial meeting in the Scope. This planned work session with only the Board is additional, so it would be extra cost. Next planned meeting in the Scope is with the Board and the Planning Commission and is immediately after the Draft Plan of Development. Melissa Ruth with Logan Simpson joined the meeting via ZOOM to answer questions from the Board. After lengthy discussion, decision was made to plan meeting with Board and Planning Commission in August, after the meeting with the Business and Property Owners, so that input is included in the work session with the Board. Public Comment by Glen Garrett regarding 15th Street Plan on the Plan of Development. Bloom provided brief summary. Engineering will attend next meeting, to explain what is going on with the 15th Street Plan, as they are the architects of that plan.

B. Fridays on the Plaza swag

Available to Board members in the DDA office, if they want to come up and get it.

- C. Public Officer Training reminder – Complete by end of June.
- D. Volk – last board meeting for Landyn Medina; new appointments by Mayor will be coming in next meeting.
- E. Bloom – Reminder of public engagements, Fridays On The Plaza and Super Day

XI. Adjournment: Motion by Rose ; seconded by Bau. Meeting adjourned at 12:18PM