



Cheyenne Downtown Development Authority

Regular Meeting of the Board of Directors

10:00 a.m. Thursday, October 17, 2024

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

I. Call to Order

II. Roll Call – by Staff

Scott Roybal, President

Janelle Rose

Wendy Volk, Vice President

Brian Bau- Zoom

Dave Teubner

Lorrell Bellotti - Zoom

Amber Nuse - Zoom

John Karajanis – Zoom

Danica Mrozinsky

Buck Holmes – Absent

Jamie Winters– Zoom

Staff Present: Kylie Dorr, DDA Administrator; Irene Parsons, DDA; Miya Debusk, DDA
Charles Bloom, City of Cheyenne Planning and Development
Valerie Pickard, City of Cheyenne Planning and Development

III. Disclosures – None announced

IV. Minutes:

A. September 19, 2024, Minutes – Motion to approve by Volk, seconded by Mrozinsky.
Motion passed unanimously.

V. Old Business

A. Treasurer Election

Volk nominated Lorrell Bellotti, seconded by Mrozinsky; Bellotti accepted; motion to elect Bellotti as Treasurer passed unanimously.

B. 15th Street and Reed Rail Update (Verbal update at meeting)

Moved to end of agenda**

C. Add signatories on Jonah Bank account.

Dorr: Add president, vice-president and treasurer to signature.

Roybal: How many signatures required on a check? Dorr: One signature. Internal levels of Irene putting perjury stamp on, Dorr initials, and Charles reviews

Motion clarified to add the Vice-chair and the Treasurer, President position is already a signature. Motion by Volk, seconded by Rose. Motion passes.

VI. New Business

A. Financial Report

Lockman gave an update of the financial report for the month.

Volk motion to approve financials as presented, seconded by Mrozinsky. Motion passed.

B. Capital Improvement Grant Consideration: The Blue Stem Wine House 1909 Warren Ave, for \$16,560.52.

Bloom gave an overview of this project. The purpose of the CIG is to retroactively fund an ADA handicap lift installation; Bloom provided summary of the grant request, and circumstances impacting the initial grant, which was under the former BIG program. Due to building review restrictions and changes in DDA Staff and program, the BIG grant expired, the process the building owner went through, the dates expired without realization. DDA had started discussions to move forward, possibly apply for CIG grant. With building department reviews and negotiations on improvements, the property owners decided to install a lift, as that would meet the ADA requirements; DDA was aware this was a vision of the business owners, did not realize the application must be done prior to the work being done. After further discussion with DDA in June, it was determined this would be an appropriate for a special case scenario as a retro-active grant award. DDA staff recommends CIG be approved for \$16,560.52, which is 50% of their investment for the ADA lift.

Roybal: Does this set a precedent?

Bloom: This does not set a precedent, there are extenuating circumstances with this project. Each application is reviewed and awarded based on its own merits and would not consider this precedence-setting action.

Volk: This was approved previously and met guidelines at that time, no other grant applications got caught in the timing and circumstances of the time.

Brandon and Virginia Erdman: Thank you to the Board and DDA staff for the understanding and support of this situation.

Mrozinsky: Is it possible for grants to be reconsidered without the extenuating circumstances or if this has happened before?

Bloom: The CIG program and previous grants were silent on reconsideration and up to the Boards discretion. This grant request is completely different, a separate project for an ADA lift

Teubner: I speak in favor of this application, since transitions made the process difficult and removal of one of the programs.

Dorr: DDA staff met extensively with Property Owners and City Attorney, and legal advice was this in within the ability of the DDA Board to approve, a unique situation.

Motion by Volk to approve a retroactive Capital Improvement Grant for Blue Stem Wine House for \$16,560.52 for the installation of ADA accessible wheelchair lift, subject to staff's recommended conditions; authorize the DDA Administrator to approve the form of an easement/agreement between the DDA and applicant regarding the proposal; and authorize the Chair to execute the easement/agreement. seconded by Mrozinsky. Motion passed unanimously.

C. DDA Sidewalk Committee Update

Dorr: Gave an update on this program, provided timeline graph. The DDA approved a line item for sidewalk repairs in the amount of \$100,000 in March; This program is open to all DDA Property Owners to apply for and it will be up to \$100,00, so the DDA can take on as many projects as that amount will pay for; this is a 50/50 match with the Property Owners and the DDA; DDA shares the burden, but the Property Owner

still carries some of the burden. Moving forward with an IOU contract to be presented to property owners before the work begins; it has been drafted and sent to the City Attorney for review and edits; once completed, we will move along with first location to be fixed

Roybal: As a council member I have been approached some business owners; he anticipates significant interest in this.

Teubner: Spoke with staff about putting out a press release and social posts to announce this program, clarify all points of this program funded by the DDA.

Dorr: Press Release prepared and will go out today.

Roybal: List of all property and business owners to send email to let them know of the program.

Rose: Is there a deadline for applicants to apply for each round of grants? So that we can spread out the financial support for various downtown businesses?

Dorr: At this point a defined deadline has not been identified. First project will be significant, and cost estimate is lower than we expected. But moving forward can address that going forward.

Garrett: You mentioned the sidewalk committee, is that part of the DDA

Dorr: That committee is comprised of DDA staff, Board members Mrozinsky, Bau; Councilman Laybourn, and from the City Engineers Department Klahn, Cobb.

D. Downtown Development Foundation Update

Dorr: Gave an overview of the Downtown Development Foundation (DDF); think about how we can leverage the DDF and support the DDA with new and impactful projects within the District.

Erickson: provided additional background information on the DDA; been on DDF Board for quite a few years and formerly served on the DDA Board; have historically worked with DDA staff to identify projects to work on together. 6 person Board includes Dershie Barber, Steve Borin, Donna Crock, Billie Addelman, Hayley Chenchar and Wally Erickson. Meet quarterly, have been less actively more recently. Remind DDA that they are out there and available with partnerships with the DDA. Some reserve funds right now, if any ideas of projects, talk with the DDF.

Rose: Regarding Screen on the Green, is this organization an avenue to having more of these types of activities? Businesses gain visibility, support the public

Erickson: Yes, those are some of the events that we have historically been involved in.

VII. Other Business

A. Plan of Development Task Force Update (Discussion at the meeting)

Dorr: This taskforce has been meeting for a few weeks, to review chapters and matrix for Draft Plan of Development; we have had some great meetings on each chapter as they are released.; great progress

Teubner: It has been a lot of work, looking forward to seeing this complete. Very pleased with the community input. Excited to see the next phase; land use section will be good to have; core responsibilities limiting it to 5 or 6 initial ones; onboard new Board members to that plan, think about how we communicate that plan, really focus on infrastructural projects, get them done, executing as a Board. How the Board communicates it to the public will be key to get funding for those projects.

Mrozinsky: This has been very exciting opportunity to be a part of, looking forward to prioritizing line items. Working backwards from typical plans, working through existing plans and prioritizing what needs to be moved forward with; good opportunity to establish an expectation of culture with the DDA and what the community can expect from the Board, in the Administration chapter. Establish partnerships necessary to implement the Plan of Development action items.

Bau: Echoes what both Dave and Danica said; creating the DDA as a hub resource for economic development of Downtown Cheyenne is a huge piece we can contribute to the future; a lot of that has to do with restoring DDA relationships and a place where things get done, be a resource to guide people in the right direction. Committee has been fantastic, poured many hours into this.

** 15th Street Update: There is currently a draft plan for this project.

Ash: This project is currently being managed by Paul Bellotti, City Project Manager. We have a fully executed contract for abatement of the rail cars; they have removed and stored anything of historical value. The Engineering Dept will be working on the plans for the site and the movement of the rail cars.

Teubner: Are you referencing a new site plan?

Dorr: Yes, this is a new site plan and internal document at this time.

Bloom: there is a conceptual site plan on the website; does not have finalized drawings, scale it down to something that is buildable and constructable.

Teubner: Will it be coming to the DDA Board to be presented so the Board can help communicate the plan once it becomes available for public review?

Bloom: That is a great idea, I think that would be appropriate; I will relay that to the City Engineer. There is nothing that requires them to take it to the Board, but Bloom will relay that desire to the Engineer and see if that can happen.

Bloom: Address the agenda item and motion at last meeting, directly Engineer to mandatorily attend these meetings, this is not binding or appropriate, so that will not be a standing item on the agenda, but we will request presentations from him when there are updates.

VIII. Future Events

- A. Downtown Halloween Trick or Treat: October 26 at 11:00 am

Dorr: We are working with the Downtown Business Collective and will be sorting candy this afternoon. There is an interactive map for participating businesses.

- B. Plan of Development Public Input Sessions: November 6th and 7th

Nov 6 is for downtown business and property owners at the Railspur; Nov 7 is for the general public at Westby Edge Brewery

- C. November DDA Board Meeting: November 21st at 10:00 am

- D. Holiday Window Decorating Contest: Begins day after Thanksgiving ; working out details on that.

- I. Adjournment: Meeting adjourned at 10:54AM