



Cheyenne Downtown Development Authority

(307) 433-9730 • administrative@downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

BOARD MEETING MINUTES

Thursday, April 23rd, 2026

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

[YouTube Video Link](#)

CALL TO ORDER

Meeting called to order at 10:03 AM

ROLL CALL

Members Present: Wendy Volk (Vice President); Brian Bau (Secretary); Lorrell Bellotti (Treasurer); Candice Wisdom; Stan Hartzheim; Jeff White (Council Appointee). **On Zoom:** Jamie Winters.

Members Absent: Dave Teubner (President); Janelle Rose; Linda Heath, LCC; Amber Nuse.

Staff Present: Sophia Maes, DDA Executive Director; Miya Debusk, DDA Marketing Assistant; Cass Raffa, DDA Programs Coordinator.

Members of the Public Present: Stephen Fotiades, Big Horn Contracting; Lucas Yonkman, Big Horn Contracting; Glenn Garrett; John Dinneen; Lawrence Wolfe, City Councilmember; Pete Laybourn, City Councilmember. **On Zoom:** Holly Martinez; Kelli Cheshire.

DISCLOSURES / ANNOUNCEMENTS

Volk called the meeting to order as the Presiding Board Chair for this meeting.

III. A. Reminder: Robert's Rules of Order (10:32)

Maes reminded the Board of Robert's Rules of Order, including the importance of stating names when speaking and disclosing any conflicts of interest with voting agenda items, among other required meeting procedures.

MINUTES

IV.A. March 19, 2026 Regular Board Meeting Minutes (14:00)

Bellotti motioned to approve. Wisdom seconded. Motion passed.



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OLD BUSINESS

None.

NEW BUSINESS

VI.A. March 2026 Financial Reports (14:50)

Maes introduced the report, stating total assets and net income. She noted the CPA identified an error in previous financial reports that will be corrected moving forward. Hartzheim motioned to approve. Bellotti seconded. Motion passed.

VI.B. DDAF-26-1: 2222 Bent Avenue (18:50)

Raffa introduced the FIP Grant application submitted by Stephen Fotiades (Big Horn Bent Contracting). The applicant requested a 65% match of \$78,941 for restoration and enhancement improvements. Board members White and Bau asked questions.

Bellotti moved to require modifications to the applicant's plans to meet UDC 6.7 or UDC 5.6.9 (Urban Use Overlay District) design requirements prior to approval of the FIP application for 2222 Bent Avenue, contingent upon Planning and Development Department Site Plan–Minor approval. Wisdom seconded. Bau asked staff questions regarding UDC design requirements. Motion passed.

VI.C. Grant Program Name Changes (25:55)

Maes introduced renaming the Façade Improvement Program and Sidewalk 50/50 Improvement Program names to 'Façade Improvement Grant' and "Sidewalk Improvement Grant."

Bellotti motioned to approve. White seconded. Motion passed.

VI.D. Summer 2026 Banner Program (Verbal Update) (27:33)

Raffa provided updates on the 2026 Banner Program, including the artist open call, installation day, new banner borders, and the design review process. White and Bau asked questions. Councilman Laybourn commented on the banners, light pole globes, and thanked the Board for the Letter of Support for the Reed Rail Corridor ordinance. Hartzheim suggested coordinating banner art with Downtown First initiatives.

VI.E. FY2026 Audit Cost (44:55)

Maes presented information on the FY2026 audit and a proposed sole-source contract. Bau and Maes discussed the possibility of a review instead of an audit.



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Bau motioned to postpone PMCH conducting the FY2026 audit for \$21,500. White seconded. Motion passed.

VI.F. Location Cost-Benefit Analysis Update & MOU Discussion (47:36)

Maes introduced the item; no action was required. She discussed the MOU renewal process and cost-benefit analysis for DDA staff location. Board discussion followed regarding potential locations and long-term benefits. Volk, Bau, White, Wisdom, and Hartzheim commented.

VI.G. FY27 Proposed Budget (Public Hearing) (58:40)

Maes presented the proposed FY2027 budget, noting it excludes anticipated City-paid personnel costs, consistent with prior budgets. Wisdom asked about line item differences from FY2026. Hartzheim motioned to approve. White seconded. Bau asked about reserve funds. No public comment. Motion passed.

VI.H. DDA Bank Depository Analysis (Verbal Update from Wisdom/ Volk) (1:09:06)

Wisdom reviewed submissions and noted additional time is needed with Volk to evaluate banks and present a recommendation at the next meeting.

VI.I. May & June Work Sessions (Verbal Discussion) (1:10:12)

Maes proposed May and June work sessions to discuss the MOU, Plan of Development, FY2027 priorities, operations, and financial planning. The Board agreed two sessions were necessary.

PLAN OF DEVELOPMENT PROJECT UPDATES (1:13:20)

Maes provided updates on multiple projects, including the Reed Rail Corridor, 15th Street Experience, 18th Street Stormwater Replacement, the Pumphouse, 1600 Block Alley Improvements, sidewalk programs, communications plan, and parking striping Phase 2.

OTHER BUSINESS/ STAFF ANNOUNCEMENTS

VIII.A. Meetings Uploaded to YouTube; Action Minutes (1:22:40)

Maes stated meetings will be posted on YouTube and staff will transition to Action Minutes to improve workload efficiency.



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VIII.B. IDA Annual Conference Registration (1:23:00)

Maes shared that the IDA Annual Conference will be held in Toronto the first week of September. She provided early registration details and asked Board members to express interest by June 15. She also noted the Fridays on the Plaza VIP Dinner on May 6, asking Board members to contact her with expressed interest in attending.

VIII.C. Downtown 250th Events Verbal Update (1:23:45)

Maes provided updates on the Downtown 250th Celebration, including the Firecracker 5K, post-parade state events, fireworks, food trucks, and volunteer needs. Volunteers can contact the City of Cheyenne Community Recreation and Events. Discussion included where to find event information online.

VIII.D. Superday: Saturday, June 27th (1:25:00)

Maes shared updates on Superday, noting the DDA will host a booth and encouraged Board participation.

VIII.E. Next Regular Board Meeting: Regular Board Meeting- May 21, 10:00 AM, 1900 Thomes, Western Vista Conference Room (1:25:25)

The next Regular Board Meeting is on May 21, 10:00 AM, 1900 Thomes, Western Vista Conference Room. Staff will coordinate May and June work sessions.

Additional comments were made by Glenn Garrett regarding Action Minutes and parking striping. The Board expressed well wishes to Board President Dave Teubner. Further discussion included downtown light pole replacements, and Councilman Wolfe gave comment on Downtown First's first official meeting held the night before.

ADJOURNMENT

White motioned to adjourn. Wisdom seconded. Motion passed. Meeting adjourned at 11:41 AM

Signed by:
Dave Teubner 5/26/2026
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Signed by:
Lornell Bellotti 5/26/2026
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