Cheyenne Downtown Development Authority
(307) 433-9730 • www.downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

BOARD MEETING MINUTES

Thursday, July 9th, 2026
Council Chambers
2101 O'Neil Ave, Cheyenne, WY 82001

Video Part 1: YouTube Video Link

I. CALL TO ORDER

Meeting called to order at 10:03 AM

II. ROLL CALL

Members Present: Dave Teubner (President); Wendy Volk (Vice President); Brian Bau (Secretary); Stan Hartzheim; Candice Wisdom; Bria Hammock; Linda Heath. **On Zoom**: Lorrell Bellotti (Treasurer); Jeff White (Council Appointee).

Members Absent: Janelle Rose

Staff Present: Sophia Maes, DDA Executive Director; Miya Debusk, DDA Communications & Engagement Coordinator

Members of the Public Present: Misty Peterson, Wellness Collective; Leesha McIntire, Girls Day Out; Andrea Thompkins, Girls Day Out; Jamie Horsburgh, The Boardroom; Glenn Garrett. **On Zoom**: Cass Raffa; Amber Conwell, Historic Preservation Board; Julie Tucker, Mayor's Council for Disabilities; Erin Fagan, Planning & Development Department; Charles Bloom, Planning & Development Department

Teubner called the meeting to order

III. MINUTES

June 18, 2026, Regular Board Meeting Minutes (5:46)

Volk moved to approve. Wisdom seconded. Motion passed.

IV. DISCLOSURES / ANNOUNCEMENTS

A. New Board Members (6:27)

Teubner welcomed new Board member Hammock and invited her to introduce herself. Hammock shared that she owns Westward downtown, is an artist, and has a background in marketing. She expressed her enthusiasm for serving on the Board and supporting downtown Cheyenne.

Teubner welcomed Hammock and noted the value of her expertise. Maes reminded the Board of the four-year term requirement per State Statute and reviewed attendance expectations outlined in the DDA bylaws.

B. Walk On item: Executive Session after this meeting to discuss personnel matters (7:37)

Maes requested the addition of a walk-on agenda item to enter Executive Session following the meeting. A motion and majority vote were required to enter Executive Session.

Volk moved to approve the addition. Bellotti seconded. Motion passed.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

A. Board Elections (8:20)

Maes explained that Board officer elections are held annually in July. She reviewed that officers serve a maximum term of three years and that officers are expected to meet monthly as the Executive Committee to discuss strategic priorities and the direction of the DDA. Maes reviewed the duties of each officer position prior to nominations and voting.

i. **President:** Maes reviewed the duties of the Board President. Teubner was nominated by Volk. Volk moved to approve Teubner as Board President. Bau seconded. Motion passed.
ii. **Vice President:** Maes reviewed the duties of the Board Vice President. Volk moved to approve herself as Vice President. Bau seconded. Motion passed.
iii. **Secretary:** Maes reviewed the duties of the Board Secretary. Bau expressed his willingness to continue serving in the role. Volk moved to approve Bau as Secretary. Wisdom seconded. Motion passed.
iv. **Treasurer:** Maes read a summary of the Board Treasurer duties. Bellotti mentioned she currently serves in the position, but she would be happy to have someone else serve if they are interested. Hartzheim volunteered for the role. Volk motioned to approve. Wisdom seconded. Motion passed.

B. DDA Board Member Conflict of Interest Forms (14:03)

Maes explained that conflict of interest forms are a new requirement. In accordance with the DDA bylaws and to support compliance, all Board members and DDA staff members will be required to complete and sign a conflict-of-interest form annually. Forms are due by the next Board meeting.

C. June 2026 Financial Report (14:53)

Maes presented the financial report, including total assets, net income, and committed funds. Volk moved to approve the report. Wisdom seconded. Motion passed.

D. DDAF-26-2: The Boardroom (16:35)

Maes introduced the FIG application submitted by Jamie Horsburgh (The Boardroom). The applicant requested a 65% match in the amount of $2,622.75 for the installation of a door on the north side of the building as part of an expansion project. The applicant presented the project. Volk provided comment, and Hartzheim asked a question. Maes noted that a Letter of Authorization from the building owner was required and has since been received.

Volk motioned to approve. Bau seconded. Motion passed.

E. DDAC-26-2: Wellness Collective (23:37)

Maes introduced the CIG application submitted by Misty Peterson (Wellness Collective). The applicant requested a 50% match in the amount of $2,137.02 for the installation of an awning. The applicant presented the project. Maes explained that the property is listed as a contributing structure on the National Register of Historic Places and that Planning and Development staff reviewed the design and determined it was compatible with the building's historic character. Maes noted that a Letter of Authorization from the building owner was required and has been received.

Volk moved to approve the application. Bau seconded. Motion passed.

F. DDAS-26-3 & DDAS-26-4: Girls Day Out (28:26)

Teubner disclosed a conflict of interest due to his supervisory relationship with one of the event organizers and recused himself from discussion and voting. Volk assumed the chair.

Debusk introduced the event sponsorship applications submitted by Sun & Stone Collective (Girls Day Out). Due to the similar scope of the applications, Debusk asked the Board if they would like to hear both applications together. Volk approved hearing the applications concurrently.

The applicant presented the events and requested $6,000 in sponsorship funding for each Girls Day Out event, scheduled for August and November. Volk and Hammock provided comments. Hammock, Wisdom, and Hartzheim asked questions. Volk recommended collaboration with Just Dandy.

Wisdom moved to approve DDAS-26-3. Hartzheim seconded. Motion passed.

Wisdom moved to approve DDAS-26-4. Bau seconded. Motion passed.

Video Part 2: YouTube Video Link

H. DDA Credit Card Usage Policy Approval (3:37)

Maes requested Board approval of a new DDA credit card usage policy and an increase to the Executive Director's credit limit. The DDA's FY2025 annual audit recommended formally adopting a credit card usage policy. Maes provided an overview of the proposed policy.

The Board discussed the proposed credit limit. Bau recommended increasing the Executive Director's credit limit to $10,000. Teubner asked whether the limit could be modified as part of the motion, and Maes confirmed it could.

Volk moved to approve the credit card usage policy and increase the Executive Director's credit limit from $2,000 to $10,000. Bau seconded. Maes clarified that the motion would need to be amended to include the credit limit change within the policy.

Wisdom moved to amend the credit card usage policy to increase the Executive Director's credit limit from $5,000 to $10,000 and approve the policy with the updated limit of $10,000. Volk seconded. Motion passed.

I. FY2026 Final Budget Amendment (9:13)

Maes presented the fourth FY2026 budget amendment, which included a $1,983 increase to (711) Downtown Banner Initiative for additional banner hardware costs and a corresponding $1,983 decrease to (750) Market Research.

Wisdom moved to approve the FY2026 budget amendment. Bau seconded. Motion passed.

Volk, Wisdom, and Teubner provided comments.

VII. PLAN OF DEVELOPMENT PROJECT UPDATES (10:57)

A. Website Updates (10:58)

Maes announced that the new DDA website is live, with some remaining technical issues being addressed. She shared that she plans to continue working on website updates and the resource repository over the next week. Teubner encouraged Board members to share the website.

B. Streetscape/Greenscape Enhancements (12:52)

Maes provided an update on the Banner and Planter Programs. She reported that all banners have been installed. Maes shared that the planters are blooming and noted recent social media content highlighting the planter signage. Board members commented on the success of the program.

Wisdom asked about planting vacant planters near the former dental business on Warren Avenue. Maes provided information regarding the new business occupying the space and shared that West End Flats donated the planters to the property owner. Discussion followed regarding potential planting options, property ownership, and whether a CIG could be utilized. Maes stated she would reach out to the business owner regarding potential improvements.

Maes clarified that the planters are located within the right-of-way and that, because the project would fall under a CIG request under $5,000, staff could administratively approve the request if applicable.

C. City Catalyst Projects (22:29)

Maes provided an update on the installation of the railcars for the 15th Street Experience. She shared that the DDA commissioned West Edge to produce a video documenting the installation, with Ward II and Visit Cheyenne cost-sharing the project.

Teubner commented on the significance of the milestone and future project phases. Hammock suggested featuring catalyst projects as case studies on the DDA website, and Maes expressed support for implementing this approach. Board members Hammock, Volk, Bau, and Teubner provided additional comments.

D. Walkability (29:48)

Maes provided an update on sidewalk repairs completed prior to the Fourth of July. She shared that Doug Klahn and his team completed approximately 500 linear feet of patching throughout Downtown Cheyenne, including flat work and curb repairs. Maes noted that the work is not a permanent solution and reminded the Board of City sidewalk code requirements. She commended Klahn and his team for their efforts.

Maes also provided an update on the Sidewalk Improvement Grant Program, sharing that several agreements are ready for signature. One agreement has been signed, with construction expected to begin in September. Klahn continues coordinating with property owners on more complex repairs in priority areas.

Teubner, Hartzheim, and Bau provided comments.

VIII. OTHER BUSINESS/ STAFF ANNOUNCEMENTS

A. Next Meeting (33:45)

Maes informed the Board that the next scheduled meeting was August 20, but there were currently no grant applications or significant agenda items anticipated other than financial reports and minutes. She asked the Board whether they would like to proceed with the meeting or cancel it.

Teubner recommended canceling the meeting if there were no agenda items but requested an Executive Committee meeting due to the DowntownFirst counteroffer. Wisdom asked about pending sidewalk grants and whether Board approval would be needed prior to September. Maes clarified that the patching program is administered through the City.

Volk moved to cancel the August 20 Board meeting. Bau seconded. Motion passed.

IX. ADJOURNMENT

Meeting adjourned at 11:25 a.m for Executive Session.