



Cheyenne Downtown Development Authority

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

BOARD MEETING MINUTES

Thursday, June 18th, 2026

Western Vista Conference Room

1920 Thomes Avenue, Cheyenne, WY 82001

[YouTube Video Link](#)

I. CALL TO ORDER

Meeting called to order at 10:01 AM

II. ROLL CALL

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

Members Absent: Janelle Rose; Amber Nuse; Jamie Winters.

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

Members of the Public Present: Lawrence Wolfe, City Councilmember; Glenn Garrett. **On Zoom:** Charles Bloom, Planning Department Director; Julie Tucker, Mayor's Council for Disabilities; Amber Ash, City of Cheyenne Chief of Staff.

III. DISCLOSURES / ANNOUNCEMENTS

Volk called the meeting to order as acting President, with President Teubner attending via Zoom.

A. Operations & Project Coordinator Update (7:25)

Raffa updated the Board about her resignation from the DDA Operations & Project Coordinator position, with her last day being June 30th. An opportunity to pursue a job in her field of study came up, and she will continue to support the DDA in its future endeavors.

IV. MINUTES

B. May 21, 2026, Regular Board Meeting Minutes (8:50)

Hartzheim motioned to approve. Bellotti seconded. Motion passed.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

A. May 2026 Financial Reports (9:42)

At 10:05, Board member Wisdom joined the meeting via Zoom.



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Maes introduced the report, stating total assets, net income, and committed funds. Hartzheim motioned to approve. Wisdom seconded. Motion passed.

B. DDA Board Member Recommendation- Verbal Update (13:19)

Maes stated that the review committee met to give recommendations for who the new DDA Board Members will be, the two chosen candidates being Barb Sandick and Bria Hammock. The applicants will be heard at the City Council Meeting on Monday 6/22 and appointed to be on the Board starting in July.

No motion needed.

C. DDA Bank Depository Analysis- Verbal Update from Wisdom/ Volk (14:35)

Board member Wisdom reported that her and Volk met and researched the banks, finding that each is able to hold DDA funds, with some concern about Wells Fargo. Volk and Wisdom recommended to keep funds at Jonah Bank at this time.

Wisdom moved to approve. Hartzheim seconded. Motion passed with Bellotti abstaining due to conflict of interest.

D. FY2026 Audit Engagement Letter Authorization (17:48)

Maes discussed the need for approval of the engagement letter from PMCH for auditing the DDA, which is the next step in the auditing process.

Wisdom motioned to approve. Hartzheim seconded. Motion passed.

E. Staffing/ Operational Plan- Verbal Discussion (19:43)

Maes introduced a verbal discussion about how the DDA Board and Staff should operate in the near future, both with Raffa resigning and with consideration to the Board having previously voiced concerns about their expectations. Maes presented some different operational operations, such as having a more passive Board with a contracted staff, or a more active Board with a symbiotic relationship with staff.

Discussion was had about potentially having a bigger conversation about this before taking any action because it is a large planning and strategy issue to address, creating a task force to evaluate staffing needs, whether this needs to be a Board or staff decision, and what the cost would be to contract some employee tasks out to Align. Board members also agreed that having less staff would not be beneficial.

No motion needed.

F. Operations & Projects Coordinator Job Description Approval (36:05)



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Maes introduced an updated job description for the Operations and Project Coordinator position, asking the Board for guidance on what the role should entail. Maes recommended hiring someone with more administrative background, depending on how the Board moves forward with the operational plan for staffing. Raffa spoke on her experience in the job, saying that more admin support would be beneficial, as well as having someone be more project focused rather than operational, because the team has spent the last year putting operations together already. Maes suggested outsourcing the tasks that the DDA staff aren't strong in, so they can focus more on the grants, programs, etc.

Bau recommended that the hiring task force also be the committee to evaluate staffing needs and help Director Maes with updating the job description. More discussion was had on whether the Director needs help from the Board or if she would like to create the description herself, in which she said because of her lack of experience with this, she would appreciate the Board's expertise. Many Board members agreed that the task force is necessary in moving this process along quickly.

Bau motions to create a task force to evaluate staffing needs. Hartzheim seconded. Motion passed.

The task force will consist of Board members Teubner, Volk, Bau and Hartzheim.

G. FY2027 CPA Contract Approval (55:13)

Maes spoke on the CPA bid accrual sent out earlier in June. One bid was received from the current CPA at Ascent Accounting.

Hartzheim motioned to approve the bid from Ascent Accounting for FY2027 CPA Services. Bellotti seconded. Motion passed.

VII. PLAN OF DEVELOPMENT PROJECT UPDATES (57:09)

A. Website Updates (57:11)

Maes stated that the new DDA website is live, but there are still some bugs being worked out before the official launch.

B. Streetscape/ Greenscape Enhancements (57:40)

Maes stated that there have been issues with community members stealing plants out of planters, but a police report has been filed, and business owners haven't noticed it happening since then.

Raffa spoke on the Banner Program, stating that yesterday City and DDA staff installed banners, and although 135 were installed, there are still approximately 70 to hang next week. Maes thanked Board member Bau for providing Village Inn breakfast the morning of the installation.

C. City Catalyst Projects (59:55)



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Maes gave updates about catalyst projects including the Pump House's structural integrity still being checked after the major fire, and the 15th Street Experience installation starting on Friday June 26. Maes has been in contact with Jennifer McClelland and West Edge about getting install footage. Councilman White commented, showing appreciation to the DDA for getting drone footage of the install, and that they should be getting a report within the next few weeks about the integrity of the Pump House.

D. Walkability (1:02:29)

Maes shared that Doug Klahn, and his team are getting ready to start patching sidewalks downtown, including curb and gutter. Raffa gave an update on the Sidewalk Improvement Grant, explaining that West Edge has signed the Agreement to proceed with their repairs, but are doing some major façade repairs as well, so would like to wait until after the summer to proceed with the sidewalk repairs. Maes added that the owner of Twin Dragon is working with Klahn to estimate the cost of an ADA ramp as well as sidewalk repairs, and Westby's has agreed to extend their sidewalk.

E. Continuation of Grant Programs (1:04:31)

Maes shared that Raffa has been cleaning up the Grant Applications to make them more user-friendly for both the applicant and staff. Maes stated that earlier this week, Raffa and her met with the owners of Geek Garage who are moving into a bigger downtown space and are planning to put in grant applications.

F. Resource Repository (1:05:15)

Maes stated that the Resource Repository and access to community partners is now live with the website being soft launched, and is continuing to finish the Business Toolkit to also be added on the website by July. She also stated the staff will be working on a Development Toolkit and an Event Space Toolkit.

Jeff White left the meeting at 11:05.

G. Enhance Downtown Parking (1:06:13)

Maes stated that the phase two of the Downtown Parking Striping has been bid out and a company has been selected. They stated it would be completed by October, with no work being done on Fourth of July weekend or Cheyenne Frontier Days week.

H. Micromobility (1:06:40)

The City received a proposal for a single vendor for downtown scooters and E-bikes. Councilman White and Director Bloom discussed when these scooters will reappear, if they will be ready by CFD, and finding a model that works to bring in sales. Glenn Garrett, a member of the public, asked about



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which of these micromobility items are allowed on sidewalks because some have run into him while walking. Maes said once the DDA gets an answer on this, staff will share the regulations to the public.

Jeff White left the meeting at 11:05.

VIII. OTHER BUSINESS/ STAFF ANNOUNCEMENTS

A. Downtown 250th Events- Verbal Update (1:12:35)

Maes and Debusk shared that they haven't got much more information on the event except which website the event information can be found on. Amber Ash, the City of Cheyenne Chief of Staff, attending via Zoom, spoke on the schedule posted on that website. Some Board members expressed concern that not enough marketing has been done for this event and communication has been minimal. Maes said she would explore any marketing that the DDA can help promote.

B. Next Meeting: Annual Board Meeting- July 16, 10:00AM, 1900 Thomes, Western Vista Conference Room (1:24:00)

i. Board Elections: President, Vice President, Secretary, Treasurer

Maes said that the DDA Bylaws state this next meeting is the Annual Board Meeting so board elections for the executive committee will be held. Bellotti brought up a concern that the next meeting is right before Cheyenne Frontier Days and many Board members may not be present. Maes will send out a poll to the Board members to see which other week will work better, and public notice will be sent out.

Maes mentioned that the final reading for the DDA MOU will be on Monday June 22nd at the City Council Meeting.

Commissioner Heath stated that fireworks for 4th of July will be allowed in the County on public properties. The decision was not made lightly and can be revoked at any time. Fireworks are still banned in the City.

IX. ADJOURNMENT

Meeting adjourned at 11:25 AM