



Cheyenne Downtown Development Authority

Regular Meeting of the Board of Directors

10:00 a.m. Thursday, November 21, 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 - Absent

Wendy Volk, Vice President

Dave Teubner - Absent

Amber Nuse - Zoom

Danica Mrozinsky

Jamie Winters - Absent

Janelle Rose

Brian Bau

Lorrell Bellotti - Zoom

John Karajanis – Absent

Buck Holmes – Zoom

Staff Present: Irene Parsons, DDA; Miya Debusk, DDA

Charles Bloom, City of Cheyenne Planning and Development

Robin Lockman, City Treasurer

Stefanie Boster, City Attorney

III. Disclosures – None announced

IV. Minutes:

A. October 10, 2024, Minutes – Motion to approve by Mrozinsky, Second by Bau. Motion passed unanimously.

V. Old Business

A. Plan of Development Update (Verbal update by task force and staff)

Parsons: Excellent turnout for both of our public outreach sessions; valuable feedback; dialogue and interaction one of the strongest we have had

Draft Plan of Development open on-line for comments until December 8th, at which time it will be closed

next steps will be Board discussion with the Task Force, possible presentation to the Board by the Task Force, potentially voting by the Board at the January meeting

Next steps after that would be presentation to the Planning Commission, and then to the Governing Body.

Bau: clarify where it is posted on-line; Cheyennedaplan.com and it is linked on the City website

Bau: Task Force maybe present a slide deck to the Board, to know the process they went through and ideas they have; depends on what is decided for the December meeting

Volk: Thank you to Task Force and staff for the continuing work on the Plan

B. DDA Sidewalk Committee Update (Verbal update by DDA staff and Councilman Laybourn) – Sidewalk in the 1800 block of Carey Ave. has been completed; have

Councilman Laybourn and Patty Reisling and Julie with the Mayors Council for People with Disabilities to talk and photos of the project, talk about its success
MOU between DDA and Engineering Dept finalized.

Agreement with the DDA and Property Owners completed, with the assistance of the City Attorney's office and the City Treasurer's office.

All of this will make future projects go smoothly.

Laybourn: Verbal history of the sidewalk program and the process for this project; photos of the improved sidewalk in the 1800 block of Carey Ave.; acknowledged involvement of the Mayor's Council on People with Disabilities. Appreciates that different departments and agencies can work together on these projects. Look forward to improving other designated spots, to reduce accidents and liabilities.

Volk: Has the DDA done the section in front of the Twin Dragons?

Laybourn: Their sewer went out, so they had to complete that work, and decision was made to wait on that section, due to the costs of the sewer replacement; however, recently someone fell and broke their hip in that area, so it will need to be addressed sooner rather than later. Reach out with this program, to help them repair that section. Flores Building (Mendocino Building) has an area built out underneath the sidewalk, determine what we do about that, since it is in the right of way; consideration with this program. Hope to see more projects done by next summer, City and DDA making things better in Downtown Cheyenne.

Julie: thank you to the DDA for this program; it will make a difference for those with wheelchairs and walkers to navigate these sidewalks.

Parsons: The contractors worked well with Doug Klahn and the business owners, to work around their schedule, coming in on Sunday and worked on Monday to complete the project so the business did not experience any down time.

Mrozinsky: What was the final expense for that project? Parsons: To my knowledge, it was \$10,000, but Klahn has been out sick this week, so will check on that and report back on the final amount.

Volk: to put into context, the woman who fell on the section in front of Twin Dragon is a long-time respected individual and former attorney, hip surgery could be close to \$150,000, so a \$10,000 solution vs a liability responsibility to the property owner.

Parsons: Contractor is Top Notch Concrete. Also, the sidewalks on the west side and south side of Twin Dragon have been evaluated as part of this program, at the time they were doing the sewer, so it was not right time to do that sidewalk also; trying to see if there was a possibility to coordinate the south sidewalk with the 18th St. work, but may need to move forward with the west side sidewalk.

C. Volk: Add one item to the Old Business about the status of Capital Improvement Grants: Volk has had recipients reach out to her about grant payments, about \$150,000 outstanding.

Bloom: Currently in process of finalizing those contracts, been in contact with several of those grant recipients; some staff limitations have delayed the process; two are almost complete, including the Bell Building and the Novus; then move down the list to the Atlas and other grants;

Volk: So I can tell the grant recipients we have the checks, just waiting on the easement; tied to part of the grant award, the improvement is maintained in place, not taken down;

Bloom: That is correct; Easement is for 5 years, that will vanish 5 years after date of completion, anyone who has jurisdiction over that improvement signs off on the project
Volk: So we can expect to have them complete within about the next three weeks.

VI. **New Business**

A. Financial Report – Robin Lockman

Lockman gave an update of the financial report for the month. Audit is wrapping up, draft financial statements review, but everything has gone well.

Motion by Rose, seconded by Mrozinsky. Motion carried unanimously.

VII. Other Business

A. **Holiday Window Decorating Contest** (verbal update by staff

23 businesses signed up so far; Miya our social media assistant has done an excellent job of getting the information out; also emails to business and property owners. The contest begins the Friday after Thanksgiving, until December 9th. Must vote in person, no on-line voting; purpose is to get people downtown, into the businesses. Cheyenne Police Department Crime Prevention Team will be the guest judges for the final Top 5; they have an excellent relationship with the Downtown businesses; they will pick the top three winners. Winners announced December 16; \$750 to first place, \$500 to second place, \$250 to third place.

B. **Staffing update** – Bloom

Bloom: had an acceptance on Tuesday, but then the offer was rescinded later that day. Bloom has had discussions with Roybal, Teubner and Bau about moving forward with the position posting; may post on the International Downtown Association website, possibly utilize a hiring firm to get a broader outreach for applicants. Keep you posted on how that goes.

VIII. Future events

A. December Board meeting December 19, 2024, at 10:00 AM confirmed

- DDA Plan of Development
- Financial Report

Mrozinsky: Possible for Logan Simpson to meet with the Board?

Parsons: If not within Scope of Work, then Task Force will provide update; staff will have a meeting with Logan Simpson after the Draft closes

Bloom: Tentatively putting together schedule for adoption of Plan; joint Planning Commission and DDA Board meeting in January; depending on public comment, then move forward to the Governing Body for approval; be cognizant of internal time limits for 6th Penny ballot issues, if any action items from the Plan of Development are worthy of 6th Penny funding, get it into that resolution; time it within those lines, 6th Penny resolution approved approximately by April.

IX. Adjournment: Motion by Rose; seconded by Bellotti; Meeting adjourned at 10:34AM

