



Cheyenne Downtown Development Authority

(307) 433-9730 • www.downtowncheyenne.com • 2101 O'Neil Ave., Room 302, Cheyenne, WY 82001

BOARD MEETING MINUTES

Thursday, September 17th, 2026

Western Vista Conference Room

1920 Thomas Avenue, Cheyenne, WY 82001

[YouTube Video Link](#)

I. CALL TO ORDER

Meeting called to order at 10:00 a.m.

II. ROLL CALL

Members Present: Dave Teubner (President); Wendy Volk (Vice President); Janelle Rose; Lorrell Bellotti; Candice Wisdom; Linda Heath (Ex-Officio) **On Zoom:** Brian Bau (Secretary); Bria Hammock; Barbara Sandick

Members Absent: Stan Hartzheim; Jeff White

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

Members of the Public Present: Lawrence Wolfe, City Councilmember; Georgia Rowswell, Open Door Studio; Aliea Rice, CRE; Courtney Schamber, CRE; Hayden Hessinger, Geek Garage; Warren Appel, Geek Garage; Amber Conwell, Historic Preservation Board; Jason Sanchez, CRE. **On Zoom:** Julie Tucker, Mayor's Council for Disabilities; Glen Garrett

III. DISCLOSURES / ANNOUNCEMENTS

Teubner called the meeting to order.

At 10:03, Board Vice President Volk joined the meeting via Zoom.

A. Add on Agenda Item & Recusing of President Teubner (6:47)

Teubner added he would like to add on an agenda item and mentioned that him and Director Sanchez (CRE) have been meeting a bit and that he has some things he would like to talk to us about.

Maes asked if we could move the agenda item VI-G down for when Director Sanchez is present. Likely after the Contracting Authority or the IDA conference summary.

Teubner mentioned he will recuse himself from the item VI-F involving the applicant with the tree planting that his business is involved in the interior design.

IV. MINUTES

A. July 9, 2026, Regular Board Meeting Minutes (8:48)

Volk motioned to approve. Wisdom seconded. Motion passed.



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B. August 7, 2026, Special Board Meeting Minutes (9:08)

Volk motioned to approve. Bellotti seconded. Motion passed.

V. OLD BUSINESS

A. DDA Board Member Conflict of Interest Forms (9:30)

Maes explained she shared the conflict of interest of forms at the July 9, 2026, meeting, but that she is still missing some from Teubner, Bau, Sandick, Bellotti, Rose, and Councilman White.

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

VI. NEW BUSINESS

A. June 2026 Financial Report-Reapproval (11:13)

Maes stated there were some year-end accruals for the audit that were not put in place yet at the time of approval in July, so this reflects those journal entries and accruals. She stated the total assets, net income, and committed funds. Volk motioned to approve. Wisdom seconded. Motion passed.

B. July 2026 Financial Report (13:39)

Maes introduced the report, stating total assets, net income, and committed funds. Maes stated the Cheyenne Children's Museum was reimbursed so we will need a motion to uncommit \$6,210.05, but that could wait until after the August report. There are several agreements ready to be signed for commitments after the meeting. Volk motioned to approve. Rose seconded. Motion passed.

Volk motioned to uncommit \$6,210.05 for the Children's Museum payout. Wisdom seconded. Volk discussed her appreciation to staff on managing the increase in committed funds to grants and sponsorships. Motion passed.

C. August 2026 Financial Report (16:32)

Maes introduced the report, stating total assets, net income, and committed funds. Maes stated The Lincoln was reimbursed so we will need an uncommitment of \$11,279.84. Volk motioned to approve. Rose seconded. Motion passed.

Volk moved to uncommit the Alternative Arts Project DBA The Lincoln in the amount of \$11,279.84. Rose seconded. Motion passed.

Volk asked if we need to also uncommit for the Girls' Day Out sponsorship and Maes explained no and explained the why of uncommitting funds.



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D. FY2026 Final Budget Amendment #5 (20:39)

Maes explained we had completed one in July, but because of the year-end accruals that were not incorporated there were some expenditures from the previous fiscal year that need to be accounted for, that went over budget technically. The staff report states a request to increase the 739-line-item DDA Board Strategic Projects from \$30,000 to \$35,000 moving from the 720-line-item Sponsorships into that line item. The reason is for the catalyst project 15th Street Experience, video created by West Edge, that we partnered with Visit Cheyenne and Ward II. We were reimbursed by Visit Cheyenne and Ward II.

Volk motioned to approve. Wisdom seconded. Teubner encourages everyone to watch the video that was created. Motion passed.

E. DDAC-26-5: 1611 Central Ave-Open Door Studio Alley Alcove Gate (23:20)

Maes introduced the CIG application to install a gate across an alcove in the alley contiguous to 1611 Central Avenue for safety.

Maes introduced the applicant to speak on the project.

Applicant, Georgia Rowsell, owner of 1609 and 1611 Central Ave, which houses Open Door Studio & Gallery, Neimann & Sons Music downstairs, and Bronx Pizza, requested a 50% match up to \$2,000 for a gate across an alcove in the alley.

Volk moved to approve. Wisdom seconded. Teubner made comment. Motion passed.

Teubner took over as chair.

F. DDAC-26-6: 1620 Thomes Ave-Tree Replacement and Planting (29:19)

Teubner stated he needs to recuse himself. Volk becomes acting President.

Maes introduced the CIG application to remove and replace a dead tree in the right-of-way on Thomes and to cut out and plant a new tree on the right-of-way on 17th.

Maes introduced the applicant to speak on the project.

Applicant, Warren Apel, representative project manager for the owners of 1620 Thomes Ave, requested a 50% match up to \$1,000. Volk, Wisdom and Bellotti made comments.

Wisdom motioned to approve. Bellotti seconded. Motion passed.

H. DDA Purchasing Policy Amendments (36:36)

Teubner returned as Chair and stated we will move item G down. Maes, Sanchez, and Teubner had discussion and decided to move it all to the end.



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Maes stated upon further review of our current Purchasing Policy, there were some limitations that she had not interpreted effectively in the past. The Purchasing and Contracting Policies are fairly limiting for staff. Any purchases over \$5,000 must be approved by the Board and anything below must be approved by the Design Committee, which does not exist. The amendments to bring to attention are the approval and authorization of purchases of \$4,999.99 or less the Executive Director could authorize these purchases, award grants and sponsorships for this amount or less without further Board approval. Contingent that the amounts align with the budget amounts and that there is money in the budget available and aligns with the other sections of the Purchasing Policy. The other amendment was the section for micro purchases and competitive bidding was changed from the threshold of \$5,000 to \$9,999.99. Maes explained this aligns with the City's policy on a high-level.

Volk motioned to approve. Wisdom seconded. Teubner asked questions. Motion passed.

I. DDA Contracting Authority Policy (44:27)

Maes explained the current requirement of two officer signatures on every agreement or contract for the DDA, with one being the President. This proposed Policy allows the authority to be given to the Executive Director to execute contracts on behalf of the DDA Board. Reflecting the Purchasing Policy of allowing the Executive Director to sign the contracts for purchases of \$4,999.99 or less and \$5,000 or above and the Board has approved the item, then the Executive Director can sign the agreement. It keeps the Board authority of approving but takes away the next step for the agreement.

Volk motioned to approve. Wisdom seconded. Motion passed.

J. IDA Conference Summary (46:58)

Maes, DeBusk, and Schamber (CRE), gave updates on their experience at the IDA Conference. Teubner and Rose made comments.

K. Community Recreation & Events Director Update WALK ON ITEM (57:28)

At the request of the Board President, Director Sanchez provided updates on the current initiatives like the cleaning of the alleyways that began, and the vision and strategy of the DDA moving forward. Wolfe (Councilman) asked a question. Teubner made comment. Sanchez made comment on Teubner's comments. Rowsell asked a question about the alleyways. Sanchez responded. Rose also made comments about the alleyways and the need to look at policies for the alleys.

G. DDAS-26-6 Downtown Deadhead Express Sponsorship (1:18:32)

Sanchez, the applicant (CRE) introduced Deadhead Express. It is an immersive themed Halloween event downtown. They are partnering with DowntownFirst and the DDA to put this on. Schamber



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explained more about the event and stated this is a pilot that will be expanded upon each year. Heath asked a question.

The applicant is requesting \$10,000 for candy.

Teubner asked if this sponsorship will go to DowntownFirst like it had in the past. Sanchez explained CRE is taking the lead but working with everyone. Rose asked if it is the same amount of sponsorship. Maes explained the last few years have been \$7,000. Bellotti made comment. Heath asked about non-candy items. Sanchez responded. Wisdom made comments. Sanchez made comment that when it was presented to downtown businesses, they had quite a few excited to join.

Volk motioned to approve. Wisdom seconded. Motion passed. Wisdom asked Sanchez a question. Sanchez responded.

VII. PLAN OF DEVELOPMENT PROJECT UPDATES

A. Communications Plan Updates (1:28:13)

Maes spoke on the communications plan and the implementation that has been occurring. The sizzle reel was presented. Maes explained the reel can be shared on several platforms. Volk, Bellotti, and Wisdom made comments. Rose made comments on the audio being repetitive and no build up at the end and asked if there was anything that could be done. Maes made comment back. Volk, Maes, Bellotti, and Teubner made comments.

Maes presented the website report presentation West Edge created. Heath asked a question. Maes responded back. Maes asked DeBusk about newsletter sign-up number and DeBusk responded back. Rowsell asked if the alley cleanup will be on the website. Maes responded back there will be a social post, blog, and tentative schedule if Director Sanchez approves it. Teubner made comment.

B. Downtown Historic Guidelines - DRAFT (1:46:38)

Conwell, Historic Preservation Board President, introduces the Downtown Cheyenne Historic Design Guidelines and asks for feedback. She explains she hopes the DDA will use it as a tool. Teubner asks if this is new or a refresh of old guidelines. Conwell explains it is new, but she found some written in the 1980's, 90's and then one people have talked about from 2015 that she has not seen. Teubner and Volk made comments. Heath asked a question about whether there are guidelines for murals being painted downtown. Rose asked if there is an online component, and if the DDA could add it to their website. Teubner made comment.

VIII. OTHER BUSINESS/ STAFF ANNOUNCEMENTS

A. Operations & Grants Manager/Executive Director Interviews (1:58:15)

Maes gave an update on the interviews for the Operations & Grants Manager, and that we offered the position to an internal candidate and waiting for her to sign the offer letter.



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Maes also gave an update on the Executive Director interviews occurring soon and what the interview committee consists of.

B. Next Meeting: Annual Board Meeting - October 15, 10:00 a.m., 2101 O'Neil Ave, Council Chambers (1:59:00)

Maes stated Director Sanchez will be out of town for the next meeting, but that she will be there. Volk complemented Board President, staff, and Director Sanchez. Teubner gave appreciation for the work of the staff. Sanchez made comments in response. Wolfe made comments on 5th Penny tax. Rose made comment. Teubner made comments that we cannot lobby as a Board. Heath, Wolfe, and Volk made comments.

IX. ADJOURNMENT

Meeting adjourned at 12:00 p.m.

10/15/2024

Mindy Volk 10/15/2024