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

BOARD MEETING MINUTES

Thursday, May 21st, 2026
Western Vista Conference Room
1920 Thomes Avenue, Cheyenne, WY 82001
YouTube Video Link

I. CALL TO ORDER

Meeting called to order at 10:06 AM

II. ROLL CALL

Members Present: Dave Teubner (President); Wendy Volk (Vice President); Brian Bau (Secretary); Candice Wisdom; Linda Heath, LCC. **On Zoom**: Jamie Winters; Stan Hartzheim.

Members Absent: Lorrell Bellotti (Treasurer); Janelle Rose; Jeff White (Council Appointee); Amber Nuse.

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. **On Zoom**: Kelli Cheshire, Big Horn Contracting; Charles Bloom, Planning Department Director; Glenn Garrett; Julie Tucker, Mayor's Council for Disabilities; Amber Conwell, Historic Preservation Board; Erin Fagen, Planning Department.

III. DISCLOSURES / ANNOUNCEMENTS (21:32)

Maes asked for a walk-on item to discuss the Friday's on the Plaza VIP Drawing.

IV. MINUTES

A. April 16, 2026, Regular Board Meeting Minutes (21:55)

Volk motioned to approve. Wisdom seconded. Motion passed.

B. May 11, 2026, Work Session Minutes (22:13)

Volk motioned to approve. Bau seconded. Motion passed.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

A. April 2026 Financial Reports (22:33)

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

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B. DDAF-26-1: 2222 Bent Avenue (25:00)

Raffa introduced the FIG application, stating that at the last Board meeting in April, this application was put on hold for approval until the applicant received Site Plan Minor approval from the Planning and Development Department. The applicant received approval, so a vote was needed to approve the grant application.

Volk moved to approve. Wisdom seconded. Motion passed. Brief discussion was had on the excitement of giving out these grants.

C. DDA Bank Depository Analysis- Verbal Update from Wisdom/ Volk (28:15)

Board members Volk and Wisdom had no new updates but will by the next Board meeting.

Volk moved to table the discussion on this agenda item and move it to the next meeting. Bau seconded. Motion passed.

D. IDA Annual Conference Cost Approval (29:36)

Maes introduced approving the cost of attending this year's IDA Annual Conference in Toronto, Canada, speaking on how much the DDA has implemented from initiatives learned at past conferences. The budget covers the three DDA staff members and one Board member. Discussion was had on the importance of going to these conferences, and increasing the budget so that more Board members could attend rather than paying for themselves to go.

Bau motioned to amend the budget from $15,000 to $19,000. Volk seconded. Motion passed.

Bau motioned to approve the recommended motion. Volk seconded. Motion passed.

E. FY2026 Audit Cost Approval (37:10)

Maes presented the proposal to approve PMCH to conduct the FY2026 DDA Audit for $21,500. Discussion included the availability of other qualified audit firms, the possibility of issuing an RFP in future years, and the cost of an audit compared to the DDA's income level.

Volk moved to approve PMCH for the FY2026 Audit. Hartzheim seconded. Motion passed, with Bau voting no.

F. FY2027 CPA Bid Solicitation (43:20)

Maes discussed the need to solicit competitive bids from qualified CPAs for accounting services for FY2027, under a contract not to exceed $9,999, and to return to the Board with a contract recommendation upon receipt and review of bids. Discussion was had on whether this will be a yearly contract and potentially hiring an Administrative Assistant in the future.

Bau motioned to approve. Volk seconded. Motion passed.

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G. DDA Mill Levy Funds for Residential ROW Improvements (46:04)

Maes discussed the potential of using mill levy funds for public safety right-of-way improvements within the District boundary, including those adjacent to residential properties. The need for this conversation came up through a residential property applying for the Sidewalk Improvement Grant. Discussion was had on the importance of fixing all blight, where the residential property that applied is located, encouraging residential growth, if this is the right timing to take on the use of questionable funds with a mill levy election coming up, and making sure the messaging about this is communicated well.

Volk motioned to approve. Wisdom seconded. Motion passed.

H. Banner Program Budget Increase (54:25)

Raffa explained the need to increase the Banner Program budget by $2,126 in order to account for hardware replacement costs and nine (9) additional banners to be hung around FirsTier Bank and on 18th street. Discussion was had about increasing hardware to expand the program outside of the Historic Core, the importance of investing in infrastructure, using banners to create sub-district identities, and Downtown First's plan to put historic pictures in empty storefronts and how the DDA can partner with them for this. Maes and Raffa also mentioned that 27 artists submitted artwork and there were 32 submissions in total, with 12 being selected to create a cohesive banner group.

Volk moved to approve. Wisdom seconded. Motion passed.

I. DDA Board of Directors Appointment Recommendations (1:05:25)

Maes discussed the need for new Board members as two seats are expiring at the end of June and appointing a 2-3 member review committee to screen candidates and bring recommendations to the full Board at the June 18, 2026 Board meeting. Discussion was had on how to recruit Board members and be transparent about what their commitment will be, the value of the current Board members giving recommendations, and potentially looking for nominations.

Volk moved to approve the recommended motion. Bau seconded. Motion passed.

Volk moved to approve the creation of a review committee. Hartzheim seconded. Motion passed.

The review committee will be Board members Wisdom, Volk and Teubner.

Board member Hartzheim left the meeting at 10:55.

J. FY2027 DDA- City of Cheyenne MOU (1:14:13)

Maes presented the FY27 City-DDA Work Program MOU and recommended advancing it the Governing Body. The only change from last year's MOU is that the City Treasurer shall serve only in an advisory capacity.

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Teubner left the meeting for 2 minutes at 11:00 and a brief recess was had. Teubner called the meeting back to order at 11:02.

Bau motioned to approve. Wisdom seconded. Motion passed.

K. (Walk On Agenda Item) Fridays on the Plaza VIP Night (1:17:50)

Maes presented the 2026 Fridays on the Plaza performer lineup and reviewed the DDA's VIP Night sponsorship benefits, including five VIP tickets for the Board and a social media giveaway for 20 additional tickets. The Board discussed the success of last year's giveaway and considered performer options for the DDA VIP Night. Board members expressed a preference for The Journey Cover Band, Marshall Tucker Band, or Uncle Kracker.

VII. PLAN OF DEVELOPMENT PROJECT UPDATES (1:23:15)

A. Reed Rail Corridor

Maes stated that the City has signed a 22095 Agreement with the BNSF, meaning the City will compensate the BNSF for any use along the railway, and will establish moving forward with the project to the 60% designs.

B. 15th Street Experience

Maes provided an update on the 15th Street Experience Master Plan, noting it is nearing completion. The railcars are expected to be delivered by the end of June, with installation dates still being finalized, and faux rail track installation is scheduled for early June. The Board discussed communicating railcar installation dates to the public, the inclusion of 15th Street lighting improvements in the Master Plan, and the possibility of Engineer Cobb presenting the project to the Board. The importance of documenting the railcar installation process was also discussed.

In response to a question from Winters, Maes provided an update on the 1600 Alleyway Projects. Due to cost constraints and existing building conditions, the original scope outlined in the Plan of Development is unlikely to be fully implemented. Maes reported that the Hynds Alley project may warrant discussions with LEADS and that designs for the remaining alleys are expected to be completed by the end of summer, with construction anticipated next summer. The Board discussed opportunities to improve pedestrian access and support construction costs.

Maes also reported on the recent fire at the Pump House, noting that City staff are working with structural engineers to assess the damage and determine next steps.

C. Transportation: Sidewalk Improvement Program

Raffa gave a brief update on the current Sidewalk Improvement Grants, stating that of the 12 applications, 3 were denied due to reasons such as not being in the right-of-way, 4 have been fully approved with Agreements being processed, and 5 properties need to meet with the 1% Construction

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Manager to discuss moving forward, as they have some unique challenges, but are doable. Raffa mentioned that of the 5 needing further discussion, one is actually the residential property discussed earlier in the meeting, and can move forward now.

D. Communications Plan- Website Soft Launch

Maes stated that the new DDA website is set to soft launch today, and that West Edge brought a cake for staff and the Board to share, to celebrate the launch. The public website announcement will be made in June.

VIII. OTHER BUSINESS/ STAFF ANNOUNCEMENTS (1:36:00)

A. Next Meeting: Regular Board Meeting- June 18, 10:00AM, 1900 Thomes, Western Vista Conference Room

Maes mentioned that Super Day is on June 27 from 10:00AM- 4:00PM and encouraged Board members to take shifts at the DDA booth. The next Board Meeting is on June 18 at 10:00 AM in the Western Vista Conference Room, and Maes will send out a poll with potential dates for a June Work Session.

Teubner asked what the expected installation date for the banners is. Raffa responded, saying the installation date is June 17, starting as early as 4:30AM to avoid traffic.

Councilman Wolfe mentioned Downtown First's event Summer in the Streets being held on June 6 and discussion was had about the event. Amber Conwell with the Historic Preservation Board mentioned that they will be giving the LeClerq Jones Award to the Asher Building on this day as well.

IX. ADJOURNMENT

Meeting adjourned at 11:25AM

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