

DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors
Minutes of February 11, 2009*

Present: Liz Becher, Peggy Brooker, Cathy Carson, Jesse Helm, Bob Ide, Toni Lussier, Dick Munroe, Randy Pryde, Kate Sarosy, Ron Wright and Tina Wulf.

Excused: Drew Perkins

Unexcused: Kermit Wille

- I. **11:35 a.m. – Noon: 2008 Award Presentation** (17 attendees plus BOD)
- II. **Call to Order – Vice-Chair Peggy Brooker** at 12:00 p.m.
Public Comment – none

III. City Report - Kate Sarosy

Kate passed out a working draft of the newly organized parking ordinances, entitled “An Ordinance Repealing Chapters 10.36, 10.40, 10.44 and 10.48, and Creating a New Chapter 10.36 of the Casper Municipal Code Pertaining to Parking.” She explained this is a new approach. The existing ordinances will remain in effect until the newly organized chapter is rewritten and approved. The specifics of the parking will come under this one parking chapter and they will be more readily changed and/or updated going forward. (Copy included.)

Liz Becher – Liz announced the date for the next public meeting at which WYDOT and Western Water Consultants will present the plan for the redevelopment of Yellowstone Hwy from David to Spruce Streets. The meeting is Monday, March 2nd from 5:30-7:30 pm in City Hall. She encouraged attendance.

Liz also asked the board about the ongoing Chamber and CVB relocation discussion. Ron asked if the board should poll constituents to find out if they support the board sending a letter to the Chamber/CVB about staying in the downtown area. Jesse said he did not think it was necessary for a poll as keeping the Chamber and CVB more centrally located could only help the downtown property owners and merchants. Peggy asked Tina to email the board a draft letter of support to the Chamber/CVB in favor of the more central location.

Motion, Second, Passed (MSP) (Bob Ide, Jesse Helm)

- IV. **Approval of January 14, 2009 Minutes**
Motion, Second, Passed (MSP) (Cathy Carson, Jesse Helm)

V. Financial Report

Treasurer Munroe noted a correction from the January financial report of an additional \$2.17 to the WYOSIP interest. He also pointed out the second payment to Chris Navarro of \$15,000 and the recent purchase of three new 11-month 2.85% CDs for \$75,000. He asked for questions. Jesse asked Tina to look into an alternate account for WYOSIP. He agreed to make a conference call with Tina to First Interstate Banker Diana Wallace.

VI. Approval of November Financial Report

Motion, Second, Passed (MSP) (Ron Wright, Jesse Helm)

Jesse did say he would conduct a conference call between First Interstate Bank (Diana Wallace), DDA office (Tina) and himself regarding other investment options for the remaining WYOSIP funds in order to increase our rate of return.

VII. Director's Report

Tina provided copies of the Wyoming Travel & Tourism legislative alert as well as copies of the US Senate Finance Committee's comparative analysis of the Proposed American Recovery and Investment Act 2009.

Tina asked if anyone was interested in attending the Main Street Conference. Bob said he was interested, if there was no one else willing or able to attend. Bob said he would check his schedule and Tina said she would check prices. The board agreed to send someone, either Bob or Tina.

Motion, Second, Passed (MSP) (Randy Pryde, Jesse Helm)

VIII. New Business

Parking Garage Consultant – Vice-Chair Brooker reported that Paul Mack of Parking Consultants LLC came to Casper on Friday, January 31st, toured and photographed the garage, met with board members to discuss findings and field questions over lunch, received copies of the garage's blueprints and has subsequently determined the cost of writing the final report. Mr. Mack indicated via email that he was not able to determine the cost for the report until after examining the actual facility. He estimates 10 hours to compile the report and he emailed a sampling of the report (cover page, table of contents and one page of the recommendation section). Paul's Feb. 2, 2009 email lay out his total fee

1. Flight - \$351 + Airport Parking \$15 = \$366
2. Meals - You provided
3. Lodging You provided
4. Auto Trans - You Provided (I did not charge for travel to & from Denver Airport (78 miles)
5. Visit Fee - \$1400
6. Report Fee- \$1750
7. Fees & expenses = \$366 + \$1400 + \$1750 = **\$3516**. When you see how comprehensive and helpful the report is, I'm sure you will recognize the value of our consulting. I am about 2/3 through the report now and I may be able to trim the report fee to \$1500.

Vice-Chair Brooker stated without the report, the visitation and assessment are somewhat useless as we need a consultant's report in order to back up any recommendations the board wishes to pursue with the City and/or the Chamber. Treasurer Munroe agreed we need the report and asked that the report be as specific as possible and include such information as was verbally conveyed by Paul to the board (i.e., painting procedure from power washing to best kind of paint for one-coat system – what specifically was done in Cherry Creek Mall garage structures and what's the name of that paint contractor – although Dick said he'd prefer to use a local commercial painter such as Mike Hoffman). The

board discussed Paul's payment, and agreed to pay for current expenses incurred and up to an additional \$1,750 for the written report.

Motion, Second, Passed (MSP) (Dick Munroe, Kate Sarosy)

Strategic Planning – Peggy noted Mary Randolph's draft plan in the packet. Mary recommended the board work on updating the by-laws soon and she is available to assist with that process after March 5th. The board asked Tina to contact Mary for available dates. Peggy reported the executive board will review the by-laws beforehand and she asked for volunteers. Kate volunteered and Dick recommended Drew be present, if at all possible.

2009 Downtown Casper New Year's Eve Task Force Mtg. – Tina reported that Toni Lussier suggested a Downtown New Year's Eve "Ball Drop" at the strategic planning session. Since then, Tina has conducted some preliminary research and contacted Melissa Stahley-Cummings, Deputy Director of Natrona County Prevention Coalition, to form an organizational partnership. She invited interested board members to attend a task force meeting here on Wed., Feb. 25th at noon.

IX. Old Business

"20% Chance of Flurries" – Tina noted GSG's landscape rendering up on the white board for members to review. Members remarked favorably and Peggy asked about lighting. Tina said GSG has conduit to the sculpture for future lighting but there is no lighting other than streetlights at this point. Also, it is unclear which agency is financially responsible for the actual landscape materials or for the accent lights. Don Stoner has committed to the landscape work in exchange for his company's name on the donor plaque. Tina will seek clarification from Don to see if this includes materials and then meet with the Commission to confirm design plans.

"Joy of Life" Marquette Raffle – It was suggested the DDA coordinate the unveiling with the NIC Fest for the Friday or the Saturday, instead of trying to schedule it for Father's Day, which is a Sunday (bad day for media). Tina presented estimates from three contractors for the printing of 500 bound, numbered raffle tickets and 50 full color glossy 11"x17" posters - the lowest of which is Oil City Printers (tickets) and Atlas Reproductions (posters) for \$152.50

Motion, Second, Passed (MSP) (Jesse Helm, Randy Pryde)

Jesse offered to sell tickets out of the American National Bank.

X. Adjourn @ 1:15 p.m. –

Motion, Second, Passed (MSP) (Cathy Carson, Ron Wright).

Respectfully submitted,

Tina Wulf, Executive Director

* A compact disc recording of this meeting has been placed in the DDA Minutes. The CD can be played using both DR-02 Software, Real Play and Windows Media Player.