

Downtown Development Authority

Board Meeting Minutes

August 10th, 2016

Present: Brandon Daigle, Lisa Burrige, John Johnson, Pete Fazio, Sona Rummel, Louis Taubert, Nicholas Grooms, Will Reese, Kevin Hawley, Jackie Schulte, Liz Becher

Excused: Charlie Powell, Brettnee Tromble, Brian Scott Gamroth

Call to Order: Chairman Daigle called the August 10th, 2016 meeting to order at 11:31 A.M.

Public Comments:

City Report

- Liz Becher – working on vacation of alley for David Street Station. West Yellowstone is open now, can only turn right in and out of West Yellowstone. Walnut is under construction right now and will be done September 15th. Reconstruction of Midwest from Poplar east for 3 blocks, then once funding is secured will move all the way to David St.
- Working on form based code for on S. Popular street; it may be modified. Requests have been made for it be re-zoned to C2.
- Property sale from the City to the State
- Still in touch with developers of Houston Supply building that presented to council for the new liquor license, they are going to go ahead and do construction.
- Community Promotions will be awarded in early September. Council will look through the events and funding that the city has and determine who will be awarded.
- Brandon asked Liz if WYDOT still had interest in widening Poplar. They are still planning to widen Poplar from First Street to across the bridge; this way there is a pedestrian walkway.

Approval of July, 2016 Board Minutes

Motion, Second, Passed (Will Reese, Nicholas Grooms)

Financials – Kevin Hawley

Parking Garage:

- 7.5% revenues, 7.6% expenses;

DDA:

- 4% revenue, 9% expenses

David Street Station (DSS):

- Checks: Utilities

DDA:

- IRS, Star Tribune, Charter, FIB, Managed Data, Mood, PMCH, Rent
- We have been receiving invoices day of board meetings or the next few days. In order to protect our security deposit with the utility companies, we need to add Rocky Mountain Power and city water for the State. We've also just received an invoice that was sent to the City for our printing services (Ricoh) to be added to the check run.

PG:

- Report due to the City for our profit sharing, didn't do as well as we have in the past, we discussed last month we had increased utilities, no gaps in employment this past year, having no gaps this Fiscal year, liabilities were up from previous year.
- Checks: Tickets for the machine, utilities

Station:

- Since we started demolition, we've received over \$150,000 in pledges and or checks.
- Add Rocky Mountain power and City Water bill; they usually have the meters read and invoices billed day of board meeting.

Approval of July 2016 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Lisa Burrridge, Sona Rummel)

Director's Report- Kevin Hawley

- Today is the grand opening for Racca's. Amazed at how great the project turned out.
- ART 321 and Racca's are proof that the city purchases are smart and well thought out - downtown revitalization is occurring all around us.
- Art Walk has grown significantly in the last year: 3,000+ people in downtown on the 1st Thursday of each month.
- Balloon Fest with the DCBA has had some changes in their leadership so Jackie took on the Balloon Fest; she organized everything with the event and had the same successful turn out as previous years – congratulations to Jackie.
- Easements: picked up the signature from the Fire House ownership group. We also have all the signed paperwork from Rocky Mountain Power to make sure all the transformers are relocated properly.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Reorganization of finance reporting was a big topic
- Fundraising- knocking down the buildings has helped!
- Getting infrastructure committee re-focused

B.) MARCOM Committee – Kevin Hawley

- Been pretty slow, centered on demolition and press releases. With the donation press releases going out, they will be about 2 weeks apart so they get the deserved attention.
- Louis asked about a sign for David Street Station; it will part of the contractor and will go on fencing.
- Michael’s fencing donated the fencing for one-year for the Station. We can also hang banners on the fencing for another form of promotion of donors.

C.) Infrastructure – Brandon Daigle

- Next steps for the Station, marketing perspective, and start staffing.
- One-way streets and other projects.

D.) Governance –

- N/A

Comments:

Brandon mentioned that he has a pretty well written email that has all about David Street Station in it, the videos from Rapid City and our videos.

Kevin asked if after meeting, we could do a quick recap of fundraising.

Action Items:

- Brandon will send donor email that he has crafted to entire board.

The meeting was adjourned at approximately 12:36pm

Approved by:

Secretary’s Signature: _____/Date: _____

Board Member’s Signature: _____/Date: _____