

Downtown Development Authority

Board Meeting Minutes

July 13th, 2016

Present: Brandon Daigle, Lisa Burridge, Brettnee Tromble, Brian Scott Gamroth, Louis Taubert, Nicholas Grooms, Will Reese, Kevin Hawley, Jackie Schulte

Excused: John Johnson, Charlie Powell, Pete Fazio, Sona Rummel

Call to Order: Chairman Brandon Daigle called the July 13th, 2016 meeting to order at 11:37 am

Public Comments:

City Report

- Charlie Powell and Liz Becher are both absent today. Kevin asked staff about what the procedure was for the full retail liquor license applications. The city will take them to a public work session to discuss each permit. Kevin said unofficially there were 6 requests turned in: 4 in the OYD and 2 in the DDA.
- Liz and Charlie Powell are in Cheyenne today to meet with the SBC board to discuss the terms for parking at for the Consolidated State Office building.
- There will be a lot of changes in city staff, several senior staff members left when offered early retirement: Doug Barrett, Linda Carlson, Dave Hill, and a few others.

Brandon welcomed newest board member Will Reese and Nicolas Grooms.

Approval of June, 2016 Board Minutes

Motion, Second, Passed (Brian Scott Gamroth, Will Reese)

Financials – Kevin Hawley

Parking Garage:

- 97% revenues, 82% expenses; final numbers year end 06/30/16
- Checks: payroll, normal utilities, IRS payroll liabilities we pay all DDA out of PG, then we do an internal transfer, WARM (Wyoming Association of Risk Management)

DDA:

- 97% revenue, 85% expenses; final numbers year end 06/30/16
- Checks: regular operating expenses, Eggington's for our stakeholders meeting, Pigeon control, Superior signs for new window decal, Lemonade day sponsorship, 2 payments to Walsh, one is for rent and the other is our deposit, WARM, and crazy days/balloon fest to DCBA.

David Street Station (DSS):

- Checks: Utilities, Peter Nicolaysen and Assoc. and \$25 charge for the state office move.

Lisa brought up an idea of looking for grants for exterior grants for the Parking Garage.

Brian mentioned coming in under budget at the DDA, where does that money go? It goes into the Reserves. Will then asked what that exactly means. Is this money that we can use for other items? We can use this money for downtown priority projects (capital improvements) or operational gaps should the mill-levy ever not be passed.

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

Motion, Second, Passed (Brian Scott Gamroth, Louis Taubert)

Director's Report- Kevin Hawley

- Keep Casper Beautiful and ART 321 completed the mural in the parking garage and wrapped 4 electrical boxes in downtown Casper. They are not painted on there, they are vinyl wraps.
- Friday July 22nd at noon, will be the public hearing for the budget. The notice will be in the paper on July 15th.
- Demolition for the plaza should begin in the next week.
- Art Walk has been a great success; we have set up a table and have been educating people on the plaza project and receive nothing but positive comments.
- Pokémon Go is a huge thing happening right now, people are walking around downtown at all hours looking for these Pokémon's. Downtown is a main hub in Casper for all of them.
- The Lyric, July 20th or 26th they will be having a stakeholders meeting, will send out email with details.
- Chief Wetzal, approached Kevin to ask him about homeless people in downtown. Wondering if we would help them by surveying the downtown merchants and property owners to get their feedback.
- Donations, OH! - Outdoor Happiness Movement, received \$20,000. We've also been approached by a family wanting to donate \$10,000 in stock to David Street Station.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Fundraising, fundraising, fundraising.
- Demo- once it does begin, Kevin will let everyone know. We need a strong board presence, as this is a huge step in our project.

- Brian brought up a time-lapse view of the project. Have we contacted The Lyric or Wold's about getting up on their roof? Kevin: we looked into a company that does time-lapse video, it's about \$10,000. We then called Rapid City and asked them what they did, they went up on the same roof, same spot and took a few pictures a week. That is most likely what we will be doing.

B.) MARCOM Committee – Kevin Hawley

- We did NICFest at the end of June- had a lot of positive comments about the plaza project.
- Art Walk – setting up booth and educating public.
- Purchased more marketing materials and a banner. We have the donor page up on the website.
- Once demolition starts, we will push more towards public donations on our website.

C.) Finance – Brettnee Tromble

- Public budget hearing on July 22nd at noon.
- Lisa asked about the TIF, have we put that aside? Brettnee said we have most of the paperwork done, still need to complete marketing portion. Brian said with the TIF we set the base line; this time next year would be a good time to do it.
- Not a new tax it's a portion of the new tax generated – Market Driven Funding (MDF).

D.) Infrastructure – Brandon Daigle

- Plaza is our biggest focus
- Approved a change order with Stateline No. 7 and design team to “phase” the project. This includes updates to drawings, bid documents, and schedule. The bid will go out in August and be received in September.

E.) Governance –

- Need to get new Chair for this committee- a new board members can hold a chair position right away. They cannot hold a position on the Executive team for 6 months.
- Will Reese, one of the new board members and an Attorney, has stepped up to become the new chair.
- ED & Chairman will have a sit down meeting with Will, get him up to speed on TIF, our bylaws and David Street Station committee.

Comments:

City will be doing another Chip Seal project; they will begin chipping August 5th. Midwest from Durbin to David is the only area within downtown it will affect. Louis asked if they were pleased with the last Chip-Seal, as downtown was not impressed and thought it was an ineffective application for our location. The City has stated that it saves money compared to repaving and extends the life of the road.

Lisa asked about the one-way street, where do we stand on it? We believe right now is not the time, with the economy and David Street Station. This project is a few years down the road. We do have people north of First Street telling us it continues to be a problem for them.

Action Items:

- Ask for updates from Harshman and Stubson on the Consolidated State Office building.
- Investigate Pokémon Go for downtown
- Infrastructure reactive façade grants for Parking garage
- Investigate TIF marketing meeting

The meeting was adjourned at approximately 12:38pm

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____