

Downtown Development Authority

Board Meeting Minutes

March 8th, 2017

Present: Brandon Daigle, Brettnee Tromble, Lisa Burrige, Louis Taubert, Charlie Powell, John Johnson, Nicholas Grooms, Will Reese Trudi Holthouse; Kevin Hawley, Jackie Schulte, Craig Collins, Aaron Kloke

Excused: Pete Fazio, Sona Rummel

Call to Order: Chairman Daigle called the March 8th, 2017 meeting to order at 11:36 A.M.

Public Comments:

N/A

City Report

Craig Collins

- Scheduled for the work session next week, 2nd on the agenda so should be good to show up around 5pm
- Liz is giving a tour of the development's in the OYD to Wyoming Bus. Council
- Structural report on Plains furniture building and asbestos is almost complete
- RMP will be invited to talk at the next coffee talk at 7am to talk about transformers, service, etc. Don't have a date yet, but will let the DDA know.
- Midwest expansion, Craig didn't have any updates.

Charlie Powell

- The structural report for Plains came back and there is no shared wall with the fire station. It is possible to tear down without any interference.
- The city will have 6 new bar & grill liquor licenses, July 1st. There hasn't been any discussion about how they are going to release them.

Kevin asked if the state had any new plans for the two lots down there across from Racca's and Urban Bottle, there have been some rumors about some fencing that's going up. Craig said a similar question was asked a meeting last week and Liz said they hadn't had an update from the State in a while.

Approval of February 2017 Board Minutes

Motion, Second, Passed (Lisa Burrige, Louis Taubert)

Brandon: last night Trudi was approved from City Council to be on our board. Welcome our newest Board Member – Trudi Holthouse.

Financials – Brettnee Tromble

DDA:

- 85% of our budgeted revenue
- 70% of our budgeted expenses
- Normal checks
- Need to add an expense to check run: Mood \$50.00, the music downtown came in after expenses were done

Parking Garage:

- 67% of budgeted revenue
- 49% of budgeted expenses
- Normal utilities and all normal payables

David Street Station (DSS):

- Utilities for state building, some snow removal, Caspar and a few other contractor services and utility bills.
- Need to add two invoices that came in yesterday: Black Hills Energy in the amount of \$762.20 and Stateline No. 7 in the amount of \$2,463.95

We deposited two \$500,000 donations in the last month.

Approval of February 2017 DDA, DSS & Parking Garage Financial Reports & Payments ***Motion, Second, Passed (Nicholas Grooms, John Johnson)***

Director's Report- Kevin Hawley

- API intends to donate \$40,000 from Chili Cook-Off in honor of Brian.
- Elks Breakfast fundraiser, nothing official but heard they raised a little over \$7,500.
- The town of Kaycee raised over \$12,500 in their fundraising event for the stage.
- Website: we want our digital presence to reflect the current state of downtown and all of the new and exciting things happening. We have started the process for the new website and we will pay them 50% before 7/1/17. Once the website is done and we are in our new fiscal year, we will pay the remaining 50%.
- Social media: looking for outside services 1-2 hour(s) per week to help with our social media presence.
- Parking enforcement has increased and we've seen an increase in monthly parkers. We need to continue to improve the parking garage. The major complaint in the parking garage is the lighting systems not being bright enough.
- Daniels Fund, about 50% through that grant process and hope to submit before the end of the month.

- Wyoming Business Council grant: has been a crazy last 10 days and a special thank you to Brandon who has gone above and beyond to help get things in place. WBC staff is not recommending our grant to the SLIB board. The WBC staff and Board meeting is tomorrow at Casper College, but the final decision will be made on April 6th in Cheyenne at the SLIB meeting. We would like a strong presence at the board meeting tomorrow, it is scheduled to be 1:30-3:30, if you can please try to be there.
- March 14th, we are on City Council work session to discuss Market Driven Funding, we are second on the agenda if you can be there around 5:00pm

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Reviewed financials
- Discussed WBC grant and what steps are being made to talk to SLIB board members.
- Discussed sub-committee for David St. Station, currently consist of Brandon, Lisa and Kevin.
- Planning for the City Council presentation where we will be asking for continued financial support in the amount of \$150,000 and activation of MDF.

B.) MARCOM Committee – Kevin Hawley

- Website, like we talked about in ED report.
- Lemonade Day, we've sponsored it the past three years, we have \$800 budgeted this year. It helps bring little kids downtown and their family downtown.
 - Trudi brought up an idea to move it to a Thursday night ArtWalk- July? The Saturday version is a Nationwide event, Kevin will talk with TownSquare to make sure it is okay and Trudi will talk with The Lyric about it.

Motion was made to approve Lemonade Day Sponsorship in the amount of \$800.00

Motion, Second, Passed (Trudi Holthouse, Will Reese)

- Trudi also brought up that we should apply for McMurry Foundation grant for EclipseFest costs at DSS for putting on free community events.
- Brandon mentioned beginning the process to find an Operations Manager for DSS.

C.) Finance- Brettnee Tromble

- Have been working on the Market Driven Funding presentation
- Also, budget season is upon us - will begin that process in the next month

D.) Infrastructure – Brandon Daigle

- N/A

E.) Governance – Will Reese

- Worked on an updated PG contract, that will make people sign up for ACH when they get a space, this will hopefully reduce our aging report.

Comments:

- Trudi asked if anyone has anything they would like to donate towards Thankful Thursday.

Action Items:

- Talk to Bob Price about July Artwalk/Lemonade Day in front of The Lyric.
- McMurry Foundation - apply for a grant for Eclipse.
- Get meeting with Trudi and Bob to discuss live music opportunities.
- TwoFly is another Foundation that we can reach out to for funding in future.

The meeting was adjourned at approximately 12:59 pm

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____