

## **Downtown Development Authority**

### Board Meeting Minutes

April 13<sup>th</sup>, 2016

**Present:** Charles Walsh, Brian Scott Gamroth, Brettnee Tromble, Lisa Burrige, Charlie Powell, Brandon Daigle, Scott Murray, Sona Rummel, Kevin Hawley, Jackie Schulte, Liz Becher, Craig Collins

**Excused:** John Johnson, Pete Fazio, Louis Taubert

**Call to Order:** Chairman Charles Walsh called the April 13<sup>th</sup>, 2016 meeting to order at 11:32 am.

**Public Comments: N/A**

#### **City Report**

##### **Charlie Powell**

- Last night at Council lease agreement/RMOU moved forward.

##### **Liz Becher**

- Have the official documents on the lease agreement between the city and the DDA
- Liz and staff wanted to thank Kevin for his kind comments on Bill Luben at Tuesday night's special meeting. He is the type to stay under the radar and doesn't always get the proper credit.
- City is beginning Consulting interviews and updating comprehensive plans for the city. It is a huge document.
- Brandon asked when it was last done, it was done in 2000 and adopted in 2001. Brian asked what the cost was, it's about \$120,000 for the City of Casper, they are doing another one with Bar Nunn, Evansville and Mills that will cost about \$60,000.

#### **Approval of March, 2016 Board Minutes and Human Resource Meeting**

***Motion, Second, Passed (Brian Scott Gamroth, Sona Rummel)***

#### **Financials – Brettnee Tromble**

Just a reminder that it is budget season and a reminder for chairs to begin thinking about budgets for the next year. We would like to have a draft budget in May that we can vote on.

DDA:

- 75% through our fiscal year, 77% administrative, 66% operational expenses, and 77% of revenue

- Checks, includes the normal: City for water, Charter, rocky mountain power, Chamber membership, Rotary club 1<sup>st</sup> quarter charge, and Walsh properties for rent.

Parking Garage:

- 75% administrative, 69% operations, 65% total expenses and 74.99% revenue
- Checks are the normal, utilities, rent, payroll, and snow removal

**Approval of March, 2016 DDA & Parking Garage Financial Reports & Payments**

***Motion, Second, Passed (Brandon Daigle, Lisa Burrige)***

***Charles abstain due to Walsh Properties being a payable***

**Director’s Report- Kevin Hawley**

- Parking Garage is in line with budget but our revenues have been down and our expenses have gone up with consistent employees both at the Parking garage and in the administrative position.
- Grants for DSS- still struggling with out of state grants; all funds are from within Wyoming.
- WBC grant- began doing draws and quarterly reports; have submitted quarterly report and draw number 1- will get paid back within 30-45 days.
- Budget season- would like to have budget done to present at June meeting to be adopted at public hearing in July.
- Rapid City came to us for an opportunity to purchase their used Zamboni, it’s 4 years old, they bought it new, they can retail for \$65,000 they will sell it for around \$25,000. Are we interested in investigating further? The City and their fleet department currently service the 2 Zamboni’s in town; see if we can also take advantage of that service? Will talk with the City about those terms at a later date. The board discussed it and asked if they would be willing to store it for us until we have a space to put it. Gave Kevin the go ahead to discuss with Rapid City.
- We were given the thumbs up last night from council for the revised MOU with the city for demo and Wold parking.
- Demo contract is moving forward.
- Fundraising, fundraising, fundraising!

**Committee Reports –**

**A.) Executive Committee – Charles Walsh**

- Eclipse Festival-when discussion first began, the DDA said we would pledge \$7,000 over two years to help plan the event. Now that CVB is handling the event, they’ve come to us asking if we still will honor our pledge. There was a Grant funding line item that we were originally intending to use for Eclipse; however, since then we have given a sponsorship to Historic Preservation district creation.

- Brian asked where would this money come from, could it come out of sponsorships? Brian recommended that for this fiscal year we use sponsorships and then next year we create a separate line item for the remaining \$3,500.
- Brandon made a motion to approve \$3,500 from sponsorships and then create a line item next year for CVB in support of Eclipse Fest for \$3,500

**Approval of \$7,000 to CACVB (2 Years) for hiring of Eclipse Fest Executive Director**

***Motion, Second, Passed (Brandon Daigle, Lisa Burrige)***

- June 30<sup>th</sup> will be Charles last meeting as Chairman and Board member; will need to get new board members. Elections will also be coming up in the June board meeting. Scott has resigned as a board member; he went to work for Nicolaysen and Associates, P.C., which creates a conflict of interest.

**B.) MARCOM Committee – Kevin Hawley**

- Advertising, website, time-lapse video is all on the committee's radar.
- Coming back to the time-lapse video, it is very expensive to set up a camera and have it record; reached out to Rapid City asked what they did. They went on the roof of a building every day and took a picture in the same spot. We will probably end up doing that.

**C.) Finance – Brettnee Tromble**

- Budget again, would love for committees to contribute to budget; will have budget for May meeting.
- DSS payments, property acquisition, appraisals, moving the state office, legal expense, and environmental study. Wyoming Transfer and Storage, came in way low, was expected to be about \$14,000, received a final bill for half of that.
- Lisa recommended that we send a thank you to Wyoming Transfer & Storage for great service and price on moving the state office.

**Approval of March, 2016 DSS Financial Reports & Payments**

***Motion, Second, Passed (Brian Scott Gamroth, Lisa Burrige)***

- *Scott abstained for legal payment*
- *Brandon abstained for River Valley Builder's payment*
- **Quorum still established**

**D.) Infrastructure – Brandon Daigle**

- Moved the state office building, Kevin put in a lot of time to make sure everything went smoothly during move.
- Design continues, have been attending meetings, splash pad, ice rink procurements. Moving forward with the plan to bid that this summer.
- Kevin asked Liz how the Hogadon bids came in, she said 2 were high and 3 were low. Good sign, keep this project on schedule and get the project bid.

#### **E.) Governance – Scott Murray**

- Changes to a few bylaws, that give Executive Director decisions regarding staff, will be a short and sweet bylaw change.
- With DSS committee, we will need to make a few changes to our bylaws, need to eliminate some language due to State Statute.
- Scott will do this in the next two weeks and will be his last duty for our board.

Comments:

Lisa thanked Scott for his service to our board. Everyone else seconded that and will miss him.

Scott thanked the board for the opportunity to serve and will still be involved but in a different capacity. Can't wait to see what happens when this is finished.

Charlie drove by the old St. Anthony's school and it is looking very nice, does anyone know what is going in there? They are making high end apartments similar to the ones at The Marian.

Sona asked when we are going to start to go to the public to ask for donations?

Kevin, putting a plan together now, thought it would have been premature to go out and get \$100, \$250 until we had a majority of the funds raised. We also need to make sure we have the infrastructure in our office – ie, accepting credit cards.

Lisa made a comment that she has done 45 asks, 16 face to face and 10 pending. Will be getting a lot of feedback in the first few weeks of May. A lot of groups had to go back and talk to boards, family members, etc.

If anyone knows anyone that would be willing to donate, please let Lisa know. She has also asked that if you do know someone that you lead into the conversation and Lisa will then take over.

Brian, Stateline No. 7 is doing a presentation for National Architectures week 5:30 t 7:00pm tonight at Stateline No. 7. NARO is coming next week, Brian is presenting on living in Downtown.

**Action Items:**

- Move forward with investigating Zamboni from Rapid City
- Board Thank you to Wyoming Storage & Transfer
- Prep budgets
- Governance- clean up by-laws
- NARO next Thursday, Brian to send Kevin information to send to Board.

The meeting was adjourned at approximately 12:30 PM.

Approved by:

Secretary's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_