

Downtown Development Authority

Board Meeting Minutes

May 11th, 2016

Present: Charles Walsh, Brettnee Tromble, Brandon Daigle, Charlie Powell, Pete Fazio, Louis Taubert, Sona Rummel, Kevin Hawley, Jackie Schulte, Liz Becher, Craig Collins, Dennis Steensland

Excused: John Johnson, Lisa Burrridge, Brian Scott Gamroth

Call to Order: Chairman Charles Walsh called the May 11th, 2016 meeting to order at 11:32 am.

Public Comments: Dennis Steensland came to sit in to see how it all works. Brian had invited people at the previous Council meeting.

City Report

Liz Becher

- Finishing budget with staff, VH will present budget to council at the next regular council meeting. VH has been doing a great job with all the cuts, they anticipate to have a much smaller staff which will lead to saving money, but making sure they can still deliver the services that the city currently does.
- Department heads and VH met with Star Tribune Editorial Board to really understand what their process is for what articles are written, where they are placed within the paper, etc.
- W. Yellowstone Hwy reconstruction will be complete within the month of July. The construction on Walnut between W. Yellowstone and Midwest will begin once W. Yellowstone is done, that construction will be done early fall. Then Midwest construction will begin after that completion.
- Council discussed Liquor License last night at work session; Charlie elaborated more on this topic.

Charlie Powell

- WAM does consider resolutions, the City is recommending that the restrictions on bar and grill liquor license be lifted. This will help chains restaurants that want to come to Casper, but they can't since there are no available licenses. They open in Evansville instead.
- The council approved having a restriction on the new full liquor license to only be allowed in Downtown or in the Old Yellowstone District.

- Charlie said it was an interesting conversation last night, started out some council members didn't want to restrict it, but slowly they changed their minds.

Kevin asked if there was any way the City can limit the time before the liquor license is used. This way people don't sit on the license for a few years, then resell the license for an extreme amount. There is 2-year limit on that, so companies don't do that and the license can only transfer from to a different company but has to be at the same location.

Pete asked if the construction on Midwest will interfere with the 3-on-3 basketball tournament that is coming Memorial day weekend. No, Brook is aware of what their plan is, they are opening the Goodstein lot. Midwest will be wide open for the entire weekend, for the Car Show and everything else happening downtown that weekend.

Approval of April, 2016 Board Minutes

Motion, Second, Passed (Brandon Daigle, Sona Rummel)

Financials – Brettnee Tromble

DDA:

- 80% through our fiscal year, 80% administrative cost, and 54% of operations
- We will be getting a mil levy check at the end of May or beginning of June that should make up the difference
- Checks: Ricoh it's the 1st installment for the new printer which was budgeted (3 installments), rent, utilities are all the same as usual.

Parking Garage:

- 80% revenue, on budget for total expenditures
- Checks: payroll, snow removal, and normal utilities

David Street Station (DSS):

- Continuing to make payments for all proper invoices

Last month it was mentioned that parking garage is down in revenue; Kevin wanted to point out that since Sanford's closed we have seen a decrease in hourly customers at night, especially Friday nights. Louis asked if they have a plan to reopen, we have heard a different plan every time we speak with them. Not sure what their current plan is.

Liz asked if the State has talked to him about employee parking in the garage. The employees currently park at Plains, Goodstein and the Ashley furniture parking lots are all coming to end with contracts and with construction beginning, possibility of 50-60 parkers in the garage from the state.

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

Motion, Second, Passed (Louis Taubert, Pete Fazio)

- *Abstention noted from Charles on Walsh Property rent invoice.*
- *Abstention noted from Brandon on River Valley Builder's invoice.*
- **Quorum still established**

Director's Report- Kevin Hawley

- Fundraising, fundraising, fundraising!
- May Art Walk- Kevin set up a booth at The Lyric and had lengthy conversations with attendees who were all very excited about David Street Station.
- Budget season- drafts completed, would like to get with committee chairs to have final budget to vote on in June meeting, reminder that we have to have public hearing in July when budget is officially adopted.
- Anticipate large mill levy check in May and June to help close the gap. Anticipate roughly \$8,000 in unpaid to carry over to next year.

Questions/Comments:

- Louis asked if we have discussed replacing personnel in office. Kevin said it was previously discussed and was decided that it makes more sense to contract specialist in different fields then hiring someone on for 7 months.

Committee Reports –

A.) Executive Committee – Charles Walsh

- Wold property was completed yesterday, it will be deeded back to the City tomorrow.
- Fundraising- it is still challenging, not in a lack of effort, it's just tough out there.
- Two open positions on the board, have one application that has been turned in, from a downtown CPA. The applications are due tomorrow. The application was sent out previously in an email to all downtown property owners and merchants we have contact information for.
- Talked about Total Solar Eclipse and financials

Kevin spoke to the needs that we as a board need, with Scott Murray leaving the board it would be extremely beneficial to have an attorney. If anyone knows an attorney who would like to be a board member, have them apply.

B.) MARCOM Committee – Pete Fazio

- The website is almost done through Town Square media- very cost effective. It will be a basic website with a donate now button. They will monitor our website; adding/deleting things we want. It's a month by month contract, we can cancel with them at any point.
- We have two different sponsorship asks- Rock the Block and Wyoming Food for Thought Farmer's Markets.

Approval of Wyoming Food for Thought, Farmer's Market \$500

Motion, Second, Passed (Brandon Daigle, Sona Rummel)

Approval of Rock the Block \$500

Motion, Second, Passed (Pete Fazio, Louis Taubert)

C.) Finance – Brettnee Tromble

- Review budget, DDA \$34,000 lower in expenses. It's trimmed down pretty tight. Our operating deficit is budgeted at \$29,000
- Property owners still have the opportunity to dispute the mil levy tax.
- We will vote next month and have public hearing in July to adopt the full budget.
- Parking Garage budget, hopefully we can get our occupancy up, we don't have the possibility of state employees included in budget.

D.) Infrastructure – Brandon Daigle

- As we have mentioned more than once, our priority project is David Street Station.
- Working with Design team to reduce construction and materials costs wherever possible. Potential opportunity with the ice skating dasher boards being manufactured locally in Casper with a potential savings of \$50,000 and while keeping our dollars within our community.
- Kevin and Brandon met with ReMax last week and challenged them to go up to Rapid City and see Main Street Square, if they hadn't. Kevin received an email from Mr. Shopp that he will be passing through RC and will stop to look at it. Kevin is connecting him with Dan Senftner; Dan just recently met with the Realtors association in Rapid, who are big supporters of Main Street Square and are donating additional dollars. Dan will introduce Charlie to them, if interested.

E.) Governance –

- Nothing to report.

Comments:

- Liz talked about this coming Monday at 6pm the Historic Preservation will be holding a public meeting in Council Chambers.

- Tuesday 6pm Citizen's Academy will be receiving certificates.
- The next opening for the Citizen Academy will be in the fall.
- Louis asked about previously we talked about Directors liability, Kevin said we are covered under WARM with that.
- Sona mentioned Dog Dock is coming to Commissary Mall and Wyoming Financial parking lot, it's the same weekend as Nic Fest
- Charles urged the full board to continue with fundraising efforts.

Action Items:

- KH -Get with Liz about getting information out to Downtown once liquor license packet is available.
- KH - Get with Board and committee chairs on budget

The meeting was adjourned at approximately 12:43 PM.

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____