

Downtown Development Authority

Board Meeting Minutes

October 19th, 2016

Present: Brandon Daigle, Lisa Burridge, Brettnee Tromble, Pete Fazio, Charlie Powell, Louis Taubert, Nicholas Grooms, Will Reese; Kevin Hawley, Jackie Schulte, Craig Collins, Aaron Kloke

Excused: John Johnson, Sona Rummel

Call to Order: Chairman Daigle called the October 19th, 2016 meeting to order at 11:33 A.M.

Public Comments:

City Report

- **Craig Collins** -
- DDA is on the agenda for the Oct 25th work session to update council on projects going on downtown.
- The historic Preservation was awarded the designation for downtown Casper, the city wanted to Thank the DDA again for paying a 1/3 of the cost.
- Last phase of the OYD work for the year has been completed, someone already ran into one of the planters.
- **Charlie Powell-**
- Liquor License was transferred from Pat Sweeney and Jason Beck to Tony and Cole Cercy for both Wonder Bar and Poor Boys. There were a lot of positive comments and no negative.
- Also, the Roaring 22 group found a liquor license that they are going to buying from the Ramada. The Ramada can get a resort liquor license that allows them to function the same way. The only thing they can't do is off-site catering. The public hearing will be on Nov 15th.
- Council will be having a work session to discuss the current liquor license laws, they will be looking at parked licenses, the required timeframe to park, etc.

Approval of September, 2016 Board Minutes

Motion, Second, Passed (Pete Fazio, Nicholas Grooms)

Financials – Brettnee Tromble

DDA:

- 6% revenue, 16% expenses
- Checks: Normal utilities, payroll, table sponsor for Eclipse Symposium, and Brian Scott memorial sign.

- Revenue appears low only because of when Mill-levy funds come in.

Parking Garage:

- 24% revenues, 19% expenses
- Checks; normal utilities and payroll

David Street Station (DSS):

- Received: Wold check - we manage the parking lot south of where Ames used to be; they rent 10 spaces. It is to help cover snow removal
- Lisa asked about some of the 90+ day people who are past due. Mostly WNA who rent an additional space and they move without telling us. We will be asking from now on they sign up as ACH or if they are one month late, they will be towed.
- Checks: property taxes for the remaining parts of the year on Wold & Ames. County and State require the full year to be paid before switching to exempt for budgetary purposes. In 2017 it will be exempt because it is now owned by the City.

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

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

Director's Report- Kevin Hawley

- Buildings are down and site is prepped, we need to approve contract for Caspar Building Systems, which will happen in executive committee report.
- We've done \$1.5 million in the last 3 weeks, don't let that stop us, we need to keep pushing!
- Met with Wyoming Business Council in Cheyenne to discuss funds that were left over from property line item of the \$500,000 Phase 1 Community Enhancement Grant. They approved transferring the remaining line item funds from "property" into the "construction" portion of the project.
- Met with WBC Casper representative last week, with the last few announcements of major donations, we will be moving forward with the Phase 2 grant application.
- Visited Sheridan last week to meet with their ice rink guy, who is out of California. Had him look at our plans to get his opinion on everything. We will continue to use Sheridan's knowledge with everything, they've been extremely helpful.
- 1st night is going to be coming back this year. Mercer House will be putting the event on at The Lyric. We recommend the \$500 sponsorship level, which was still budgeted for.
- Next month, there will be a check for \$4,000 to the DCBA for the downtown co-op marketing Christmas campaign.
- Wyoming Symphony Orchestra will be our partner for the Black Hills Corporation grant, which requires a 501c3 partnership.

- **Comments/Questions:**
- Lisa asked about the power company at Alcova Lake? They could be a company that we should consider for a grant. She also said she is going to contact Rocky Mountain Power again and see if there are any other options with them.
- Virtual Reality party will be next Thursday night at the Lyric.
- Lisa mentioned having board member name tags.
- Another company that we need to consider is Lithia, who purchased the CY Greiner. Lithia has always supported the local communities where they are.
- Kevin discussed the Eclipse Symposium and how powerful the presenters were. Hope to have a follow up session where more downtown merchants and property owners can participate in the future.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Talked about Financials
- VIP VR party next Thursday at the lyric
- Fundraising is still a main topic; we need to keep pushing.
- City site plan agreement in place
- Talking with Caspar to help cut down the price, whether that is cut down on some of the landscaping; talking with the Ice Skating Rink experts that Kevin spoke with in Sheridan.
- Discuss organizational chart of David Street Station
 - Sub- board committee to report to DDA board, like our Marcom, Finance and other committees do.
 - Will has been working on the bylaws with the changes that need to be done for David Street Station sub-committee. Also, giving the power to the sub-committee making decisions without coming to Downtown Development Authority board for operational expenses associated with running the plaza.

Chairman Daigle discussed the bid and due diligence process for Phase 1 development of the plaza project. After review, a motion was made to execute an agreement with Caspar Building Systems, Inc. for Phase 1 construction of David Street Station:

Approval of Caspar Building Systems, Inc. contract for David Street Station – Phase 1 - in the amount of \$1,786,887.00

Motion, Second, Passed (Pete Fazio, Nicholas Grooms)

B.) MARCOM Committee – Kevin Hawley

- Press Releases for major donors, any press conferences, and talking about donations

- Planning and preparing donor informational and engagement events
- Mercer House has taken over the event; scaled back quite a bit from previous years with 12-24 and ice sculptures. Host is The Lyric.

Approval of 1st Night Sponsorship in the amount of \$500

Motion, Second, Passed (Brettnee Tromble, Lisa Burridge)

- VIP VR party Next Thursday Oct. 27th at The Lyric
- Groundbreaking for phase 1 will be Tuesday Oct 25th at 1pm at David Street Station site

C.) Finance- Brettnee Tromble

- Discussed timing of Market Driven Funding and next steps with City
- Nicholas and Andrew from Lenhart Mason will be helping Brettnee

D.) Infrastructure – Brandon Daigle

- Preparing for city council work session presentation where we will update council on plaza project and discuss any future projects/plans.

E.) Governance – Will Reese

- Spoke about by-laws during executive report

Comments: N/A

Action Items:

- Lisa to investigate Rural Power Company at Alcova for potential grant.
- Board to sign and send thank you cards to supporters and contributors.
- Groundbreaking on October 25th at 1 pm.

The meeting was adjourned at approximately 12:44 pm

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____