

## **Downtown Development Authority**

Board Meeting Minutes

November 9<sup>th</sup>, 2016

**Present:** Brandon Daigle, Lisa Burrige, Charlie Powell, Nicholas Grooms, Sona Rummel, Will Reese. Kevin Hawley, Jackie Schulte, Aaron Kloke

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

**Call to Order:** Chairman Daigle called the November 9<sup>th</sup>, 2016 meeting to order at 11:33 A.M.

### **Approval of October, 2016 Board Minutes**

***Motion, Second, Passed (Will Reese, Nicholas Grooms)***

Discussion on Resolution 003- Utility Easement Request

- The overhead utilities in the alley that bisects the plaza project need to be buried underground. Due to the city ownership but the DDA MOU and Lease Agreement for David Street Station, the DDA is requesting the city approve the utility easement so that the overheard utilities can be buried and the plaza construction schedule is not delayed.

### **Approval of Resolution 003 – Utility Easement Request – David Street Station**

***Motion, Second, Passed (Nicholas Grooms, Sona Rummel)***

Discussion on Proud to Host the Best \$1,000 sponsorship

- Wyoming High School athletics. Outside visitors and dollars coming into downtown.
- MARCOM budgeted \$1,000 and recommends funding at that level

### **Approval of Sponsorship for Proud to Host the Best –\$1,000**

***Motion, Second, Passed (Nicholas Grooms, Charlie Powel)***

### **Financials – Kevin Hawley**

DDA:

- Checks: Rent, printer, Eclipse Symposium, Brian Scott sign, Casper Electric- relocation of downtown music system that was in Wolford's, First night Sponsorship, Forward Casper membership, and normal utilities

Parking Garage:

- Checks: normal utilities and payroll

David Street Station (DSS):

- Checks: DDA portion of property taxes that were due for plaza site; Caspar pay application No. 1 \$29,509.20 includes mobilization, dirt work, SWP plan; \$40,211 for Rocky Mtn Power electric service agreement.

### **Approval of October 2016 DDA, DSS & Parking Garage Financial Reports & Payments**

***Motion, Second, Passed (Nicholas Grooms, Will Reese)***

**Board Member, Lisa Burrige, asked to be excused from the meeting in order to catch a flight.**

**Quorum is no longer established as of 11:48 A.M.**

**All voting measures were completed in quorum and remaining meeting is for discussion and update purposes only, no voting can be conducted.**

**Public Comments:** Jennifer Lang from Western Vista came in after speaking with Kevin and Jackie a few weeks ago. Jennifer is looking to volunteer in downtown and looking to get more involved in all the great things happening within our district.

### **City Report**

- **Charlie Powell-**
- Had a work session last week with discussion about the parking lot and portion of Plains building that has some of the old Fire Station building in it. Council directed staff to investigate further.

### **Director's Report- Kevin Hawley**

- Wells Fargo tower – discussed reaching out to Historic Preservation to see what their thoughts on the matter were.
- Received a donation for \$10,000 yesterday toward David Street Station; reminded board that donations of all ranges were appreciated.
- Attending the Governor's Business Forum in Cheyenne. Will be on a panel Friday morning to discuss the importance of downtown development.
- Have met with a few leaders in the community who would like to help with fundraising efforts.
- City Audit – met with PMCH and all went well
- DCBA - \$4,000 contribution to Co-Op Christmas campaign for downtown to begin soon.
- Black Hills Energy grant was submitted last week with help from the WSO.
- Pigeons – looking for additional properties to trap at. Please let us know if you have any interest in allowing access to USDA
  - **Comments/Questions: N/A**

## **Committee Reports –**

### **A.) Executive Committee – Brandon Daigle**

- Discussed Rocky Mtn Power and needed easement
- Follow up on stakeholder outreach event we had at The Lyric was a huge success.
- Vacancy with Brian- in the next month or two we will begin that process

#### Comment-

Kevin reminded the board that with any construction project, there are unknowns and subsequently change orders. Brandon and Kevin will be working with the project team to limit these but we should be prepared for some and have budgeted accordingly.

Brandon reminded the board that all communications for construction and site visits should go through Kevin in order to limit confusion to the construction team. Brandon invited the board to come and walk the construction site but just to let Kevin know so we can have hard hats and are prepared.

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

- Working with Tribune for the “Spirit of Giving” campaign and will have a donor insert in the booklet.
- Working with K2 radio to bring donors to the station and share their story on why they support the plaza project and what excites them about it.

### **C.) Finance- Kevin Hawley**

- PG 34% revenue; 24% expense
- DDA 35% revenue; 21% expense
- Brettnee is working to re-engage in Market Driven Funding. Additional discussions will be held with board members and city.

### **D.) Infrastructure – Brandon Daigle**

- Parking Garage –a new business to downtown has expressed interest in renting at the parking garage. Staff will follow up.
- Parking Garage- with Wonder Bar and Sanford’s being closed, we anticipate dips in hourly revenue.
- Hourly Parking issues on the street continue in downtown. Unfortunately, police don’t have the manpower to enforce.

### **E.) Governance – Will Reese**

- Spoke about by-laws last month; Governance requests all board members to look through the by-laws so that we only need to do a new adoption once and not again in 6 months.

### **Comments: N/A**

#### Aaron Kloke- City staff report

- Site plan agreement will be going to Council next week for the mayor to sign
- Sent the alley vacate paperwork to mayor to sign on behalf of city.
- Discussed an update on the utility easement approval for the N/S alley at plaza site.
- Generation Casper- People are very invested in downtown and it comes up frequently in discussions and surveys. Respondents also talk about wanting more living and parking in downtown. The City recognizes this and is also invested in downtown.
  - Brandon asked about power in downtown and if there were discussions as part of this planning to bury overhead utility lines.
  - Kevin participated in survey; would encourage everyone to take it
  - Kevin asked Aaron to elaborate on what they are hearing about downtown from participants. Better parking, more housing, more diverse housing, store hours to go longer, overall beautification of downtown. Heard early on, we want to make downtown more of a hub.
  - Tonight, Aaron is speaking at The Table, located in the Atrium plaza.
  - Participants have mostly been 25-45 young professionals and young families. Need to work on getting out there to other age groups.

#### Charlie Powell City report

- Brook from CACVB presented to council and discussed the visitor center moving to the Trails Center.
- Discussed the agreement with Parkway Plaza and that part of the plan is to help beautify the railroad underpass and create a gateway there

**Action Items:**

- Contact Historic Preservation and ask what conversations they are having about the Wells Fargo tower
- Reach out to prospective new businesses in downtown about parking.

The meeting was adjourned at approximately 12: 31pm

Approved by:

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

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