

Downtown Development Authority

Board Meeting Minutes

February 8th, 2017

Present: Brandon Daigle, Brettnee Tromble, Pete Fazio, Lisa Burrridge, Louis Taubert
Sona Rummel, Will Reese; Kevin Hawley, Jackie Schulte, Liz Becher, Craig Collins, Trudi
Holthouse, Trish Moore

Excused: Charlie Powell, John Johnson, Nicholas Grooms

Call to Order: Chairman Daigle called the February 8th, 2017 meeting to order at 11:35 A.M.

Public Comments:

Trish Moore from the Casper Police Department was present to talk about parking enforcement in the downtown area. She has started to patrol the downtown area more frequently.

City Report

Liz Becher

- Last night they had the public hearing for Modern Electric's retail liquor license that they are going to do a package liquor store in the old Seasons Day Spa.
- Charlie continues to keep council and City staff informed on WAM
- Feb 28th, DDA is penciled in for the Work Session, need to confirm?
- Brandon asked if they had any more update on Midwest construction; they are waiting on RMP to determine if they will start at David or if they will start at Ash St.

Approval of January 2017 Board Minutes

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

Financials – Brettnee Tromble

DDA:

- 85% of our budgeted Revenue
- 41% of expenses
- Checks: all normal utilities, payroll, Kustom Concepts, Wyoming Signs for Most Giving City banners for downtown

Parking Garage:

- 55% of projected income
- 44.7% of projected expenses
- Checks: all normal except one for changing our safe combination

David Street Station (DSS):

- Utilities and rent to City for building; Caspar Pay App
- Lisa asked about the aging report for the PG, it's a little higher than normal. We are owed money from a company whose properties have since gone into foreclosure; it is not very likely that we will receive that money.
- We are down significantly in hourly with Wonder Bar and Sanford's closing. Also, with increased parking enforcement, we've seen increase in monthly parkers.

Approval of January 2017 DDA, DSS & Parking Garage Financial Reports & Payments
Motion, Second, Passed (Pete Fazio, Sona Rummel)

Director's Report- Kevin Hawley

- Congrats to John Johnson who received the Big Wyo Award at the Governor's Conference in Cheyenne last week.
- Board member open position will hopefully be filled in mid-March
- We have a new hire over the PG, Tevin, and we are excited for him to join the team.
- Bob & Donovan at the Townsquare Media - they have helped tremendously in advertising for Brian Scott Gamroth Community Stage match. If you see them, please thank them! We receive checks daily, some big and some small. We recently had a gentleman walk in off the street and donate \$5,000, saying he and his wife wanted to do their part to keep moving downtown and Casper in the right direction.
- Townsquare and the Beacon Club have come to us about a May Thankful Thursday that would benefit the Brian Scott Gamroth Community stage- is this something that the board supports?
- There will be two \$500,000 deposits in the next few weeks. We had a great meeting with Daniel's fund, which is an invitation only application, and we were invited to apply.
- RMP - \$10,000 grant was received.
- Black Hills – Hope to hear something in March.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Reviewed financials
- Talked a lot about donors
- Talked about vacant board position
- Market Driven Funding, we are going to present on Feb 28th at City Council workshop
 - We will have non DDA members who are recent investors in downtown to talk in favor of continued investment in DDA and downtown.

- Wyoming Community Foundation- looking to activate the endowment by the end of the month.

B.) MARCOM Committee – Kevin Hawley

- Typical press releases
- Investigating website options so our digital presence matches the physical investment occurring in downtown.

C.) Finance- Brettnee Tromble

- Finishing up Market Driven Funding, following up with Cheyenne on their Market Driven Funding

D.) Infrastructure – Brandon Daigle

- David Street Station construction
- We still have the Master Plan projects: sidewalks, gateways, etc. in downtown, we haven't forgotten about those and will pursue those ones David St. Station is complete
- Spoke with Darin Divine from CC, we will hopefully be getting an intern this summer.

E.) Governance – Will Reese

- Discussed By-Laws, as they have circulated. Governance believes all input has been taken into consideration and we are ready for a vote to amend.

Motion was made to approve the amended By-Laws

Motion, Second, Passed (Will Reese, Lisa Burridge)

Motion was made to move to Executive Session at 12:34 PM: Legal Matter

Motion, Second, Passed (Lisa Burridge, Will Reese)

Executive Session

Regular session resumes at approximately 12:54 pm

Comments: N/A

The meeting was adjourned at approximately 12:55 pm

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____