

**Downtown Development Authority**

Board Meeting Minutes

May 10<sup>th</sup>, 2017

**Present:** Brandon Daigle, Brettnee Tromble, Lisa Burridge, Louis Taubert, Charlie Powell, John Johnson, Pete Fazio, Sona Rummell; Kevin Hawley, Jackie Schulte, Peter Nicolaysen

**Excused:** Trudi Holthouse, Will Reese, Nicholas Grooms

**Call to Order:** Chairman Daigle called the May 10<sup>th</sup>, 2017 meeting to order at 11:38 A.M.

**Chairman Daigle made a motion to move into Executive session to discuss Legal and Land Acquisition matters 11:38 am**

***Motion, Second, Passed (John Johnson, Brettnee Tromble)***

**Motion to Conclude Executive Session and Resume Public Session 12:55 pm**

***Motion, Second, Passed (Louis Taubert, John Johnson)***

**Public Comments:**

N/A

**City Report**

- No city staff present

**A.) Infrastructure – Brandon Daigle**

- In summary, we've been under contract for Phase 1 with Caspar Building Systems and would like to enter into an amended agreement with them for Phase 2 with the exception for the Ice Rink scope of work.

**Motion to approve design services agreement not to exceed \$25,000 to revise the ice rink plans with Thermal Dynamics with new or used equipment**

***Motion, Second, Passed (John Johnson, Pete Fazio)***

**Motion to amend our agreement with Caspar Building Systems to add alternate No. 3 based on their bid submitted at the bid opening with the exclusion of the Ice Rink being omitted from their scope of work. Total amount of Alternate No. 3 is \$2,936,886.00**

***Motion, Second, Passed (Louis Taubert, Sona Rummell)***

## **Approval of April 12<sup>th</sup>, 2017 Board Meeting Minutes**

***Motion, Second, Passed (Brettnee Tromble, Pete Fazio)***

### **Financials – Brettnee Tromble**

DDA:

- 87% of our budgeted revenue
- 75% of our budgeted expenses
- Check payables: Normal utility bills, rent, payroll, website payments, EP Web Services, pictures for Website, map design payment, 50% of our website overhaul payments

Parking Garage:

- 76% of budgeted revenue
- 55% of budgeted expenses
- Check payables: Normal utilities and payroll

David Street Station (DSS):

- Utilities for state building, Black Hills Energy, Caspar Pay App, legal and Rocky Mtn Power

Charlie thought it would be a good idea for the DDA to present a report to City Council of what the \$3 Million has gone to for David St Station.

Brandon brought up occupancy at the Parking Garage, we have about 80 monthly spaces available. We are close to being full in covered spaces. Brandon also brought up that he's been approached by multiple property owners asking if the city has thought about building another parking garage.

## **Approval of April 2017 DDA, DSS & Parking Garage Financial Reports & Payments**

***Motion, Second, Passed (Pete Fazio, Sona Rummell)***

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

- Daniels Fund recommended that we move the application to August
- WBC: with the approval of the Phase II grant, we have to execute a new contingency and development agreement between DDA, City and EDJPB. It will be sent to the State once fully executed.
- Rocky Mountain Power: all of the overhead electrical has been relocated underground and complete. We can now officially vacate the alley.
- Applications and interviews for Operations Manager, 75+ applicants. That process is under review and interviews will take place next week before DSS Committee.
- Eclipse has already secured two major sponsors to cover the costs of the 4 day event.
- Meeting with a local company to sponsor recurring event at DSS for Aug, Sept, Oct 2017.

- Moving forward with Lighting Upgrade trial at PG.
- Working with neighbors on western boundary to discuss district expansion opportunities.
- Mil Levy: reached out to the assessor to discuss projections for 2018 since many property owners have said their taxes went up significantly. Informed us that it is still under the review period and won't know until July.
- Thankful Thursday is tomorrow night and we've been overwhelmed with support from the board and the community.
- Sign the Stage: 10am-2pm, come and sign the stage before we cover the steel in wood.

**Committee Reports –**

**B.) Executive Committee – Brandon Daigle**

- No discussion

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

- No discussion

**D.) Finance- Brettnee Tromble**

- Budget is in packet, take a look to discuss in June

**E.) Governance – Will Reese**

- No discussion

**Comments:**

**Action Items:**

- Coordinate with City for a work session to provide an update on David Street Station and what their contribution has resulted in.

The meeting was adjourned at approximately 1:20 pm

Approved by:

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

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