

Downtown Development Authority

Board Meeting Minutes

April 12th, 2017

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

Excused: John Johnson, Trudi Holthouse, Sona Rummel

Call to Order: Chairman Daigle called the April 12th, 2017 meeting to order at 11:32 A.M.

Public Comments:

N/A

City Report

Charlie Powell

- Council currently looks for new City Manager and Ward II Council member.
- Brandon congratulated Charlie on his world record.

Craig Collins

- Midwest Construction still in the design phase, but it will go out for bid and start this year. Once the bid has been awarded it will be about 2 months to when construction will start.

Aaron Kloke

- Public draft of the Generation Casper comprehensive plan it is ready for review. They will be having an open house at City Hall tomorrow. It will be open to the public until Mat 19th, they want to get as much feedback as possible.
- May 4th Art Walk will have a ribbon cutting ceremony for the newly established Historic District that Downtown Casper has become. The ribbon cutting will be at 2nd & David St.

Approval of March 8, 2017 & March 24, 2017 (Endowment) Board Minutes

Motion, Second, Passed (Louis Taubert, Nicholas Grooms)

Financials – Brettnee Tromble

DDA:

- 86% of our budgeted revenue
- 79% of our budgeted expenses
- Check payables: Normal utility bills, rent, payroll, chamber membership, Ricoh for the printer

Parking Garage:

- 67% of budgeted revenue
- 65% of budgeted expenses
- There is some allocating that will be done at the end of the year, so expenses are a little under budget.
- There is \$700 uncategorized income that is from the State of Wyoming. This is actually for the plaza account but the state has the wrong account in their auto pay. We have updated the bank info and made the request – it takes a few months with the state.
- Normal utilities and all normal payables

David Street Station (DSS):

- Utilities for state building, some snow removal, and Caspar Pay App.

Brandon asked what we decided to do for debt loss at the parking garage. Kevin discussed the multi-year process for debt collections at the PG.

We've seen an increase in monthly parking

With the increase in parking, we will need to look at replacing lights.

Approval of March 2017 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Nicholas Grooms, John Johnson)

Director's Report- Kevin Hawley

- Last board meeting we talked about going up to Casper College the next day to talk in front of the Wyoming Business Council Board, they unanimously voted to approve us for \$500,000. Brandon and Kevin went down to Cheyenne last week and the SLIB voted unanimously to approve the \$500,000.
- That closes out public funding of the project at \$4 million.
- The endowment is funded and in place with WCF.
- We received \$10,000 from Rocky Mountain Power and \$25,000 from Black Hills Energy.
- We are continuing to move forward with all other fundraising
- Daniel's Fund: Grant request of \$500,000; the board meeting is in Mid-May, we should know in 30-45 days about that one. The grant request is specifically for the Ice Rink.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Talked about the David St. Station sub-committee, which consist of Brandon, Lisa, Kevin, LeAnn Portz & Nancy Vencill.
- We have posted the position for 30 days and will review applicants in mid-May.
- David Street Station has two budgets, one full budget and another half budget. Full budget meaning we are open all the way, half meaning only phase 1 is open. Our half

budget is only 1 employee, with help from Kevin and Jackie to get things going over there. The full budget is more staff, events coordinator, operations manager and maintenance staff.

- TIF/Market Driven funding presentation: after our presentation, we discovered an oversight with the county tax allocation. It kicked the break-even from year 5 to year 7. To account for this, we've adjusted our request to align with the new year 5 break-even, which is \$125,000.
- Brandon and Kevin met with Bob Ide, who has some concerns with the TIF being abused.
- Brandon brought up attending City Council meetings, as a board we need to show our support for any/all decisions that will be happening at City Council.
- Pete mentioned creating a "Coming Soon" poster for David St. Station
- In July, we have two board positions that will be up, John Johnson and Louis Taubert. These two need to decide if they'd like reup their positions.

B.) MARCOM Committee – Kevin Hawley

- Last month we talked about a social media contractor coming in to help our online presence, we need to get those conversations going again with that contractor.
- Website starting up- 50% out of this year's budget and the other 50% in next year's budget.
- We have been approached by the Nicolaysen, to co-sponsor the stage with the CACVB for Nic Fest. We only have budgeted \$1,000 and they've asked for \$1,500.
- We feel it is one of the better events in downtown and would hate to see it end.

Approval of NicFest in the amount of \$1,500

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

Lisa made a comment that we should ask for online marketing.

C.) Finance- Brettnee Tromble

- Budget season is upon us, will have a draft budget next month for review

D.) Infrastructure – Brandon Daigle

- Talked about David Street Station
- Brandon has recruited a Civil Engineer for the infrastructure committee

E.) Governance – Will Reese

- No update

Motion to Move to Executive Session (Land Acquisition) 12:31 pm

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

Motion to Conclude Executive Session and Resume Public Session 12:42 pm

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

Comments:

- Charlie went to a meeting regarding parking, it was very interesting. Might be a good idea of bringing them to a board meeting and have them give a presentation
- Lisa reminded everyone about getting basket items for Thankful Thursday, bring them to the DDA office or Lisa's office, it is the day after our next board meeting
- We all need to be at the Thankful Thursday, May 11th
- Also, talked to the radio station, we are going to do a sign the steel at David St. Station, it will be May 13th.

Action Items:

The meeting was adjourned at approximately 12:47 pm

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____