

Downtown Development Authority

Board Meeting Minutes

June 14th, 2017

Present: Brettnee Tromble, Lisa Burrige, Trudi Holthouse, Nicholas Grooms, John Johnson, Sona Rummell; Kevin Hawley, Jackie Schulte, Craig Collins

Excused: Brandon Daigle, Will Reese, Louis Taubert, Charlie Powell, Pete Fazio

Call to Order: Vice - Chairman Burrige called the June 14th, 2017 meeting to order at 11:35 A.M.

Public Comments:

N/A

City Report

Craig Collins

- There had been discussion about the downtown bathrooms during Eclipse; they will remain open with extra cleaning service.
- July 5th is the public hearing for the Schmidt trade.
- Midwest reconstruction will begin after the Eclipse
- Issues with the art pianos downtown on public spaces which need to be permitted through the city. The pianos on private property do not. Individuals with the pianos are responsible for permitting fees and liabilities.

Approval of May 10th, 2017 Board Meeting Minutes

Motion, Second, Passed (Trudi Holthouse, Nicholas Grooms)

Financials – Brettnee Tromble

DDA:

- 97% of our budgeted revenue
- 86% of our budgeted expenses
- Check payables: Normal utility bills, rent, payroll, DCBA Balloon Fest, NicFest

Parking Garage:

- 92% of budgeted revenue
- 66% of budgeted expenses
- Check payables: Normal utilities and payroll

David Street Station (DSS):

- Utilities for state building, Black Hills Energy, Caspar Pay App, legal, Rocky Mtn Power, 71 Construction, Goedickes, Teton Distributors, Stateline No. 7

Kevin made a comment that the financials will change a little for the parking garage, there are a few 'Due to' and 'Due from' account transfers that needs to happen.

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

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

Director's Report- Kevin Hawley

- Parking Garage- We have roughly 45 spaces available for monthly rental and received interest from two groups looking to rent all of them. We would still have parking available on the roof, as well as hourly spaces.
- Parking Garage – Tevin received a nice thank you card from a monthly customer informing us that he's been doing a great job and his hard work is appreciated.
- Phase 2 construction -approved our contract with Caspar, less the Ice Rink, but we haven't signed yet. We are waiting until the July 5th city council meeting.
- Thankful Thursday raised a little over \$33,000
- Alley vacate: we have all the signed documents from Rocky Mountain power. We started this process over a year ago and since then, two property owners have changed and we have received those new signatures and will resubmit it to the City.
- Continuing to submit Grants- Casper Area Community Foundation, Goodstein Foundation, and another private foundation. Meeting with the Daniels fund tomorrow to do a walk-through of David Street Station
- The David Street Station committee met and conducted interviews for the Operations Manager position. We had over 75 applications for this position. We've hired Amy Crawford, Special Events Coordinator from TownSquare Media. Amy is extremely skilled at putting on events and will be an outstanding member of the team.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Discussed the terms that are coming up at the end of June – John and Louis
- Nominations for Executive Committee
 - **Chairman - Brandon Daigle**
 - **Vice – Chairman- Lisa Burridge**
 - **Treasurer – Nicholas Grooms**
 - **Secretary – Brettnee Tromble**

Approval of Executive Committee as presented

Motion, Second, Passed (John Johnson, Trudi Holthouse)

- Also, discussed the two board positions that are expiring at the end of this month. John Johnson and Louis Taubert are not going to apply for another term in order to allow fresh blood and new ideas on the board. John shared his appreciation for the board and all of the amazing things we have accomplished together.
- City Council had a work session last night and they have been discussing how to handle boards like this, and nominations of board members. Craig said they changed a few boards but not ours. He also said that across every board, they limited terms to 2 terms of 3 years. We will have to double check the state statutes for our board.

B.) MARCOM Committee – Kevin Hawley

- We had a meeting with the Website team and discussed a new logo. Lisa, Brandon and Kevin were in that meeting and chose one, now they are working on refining it and finalizing some color schemes.
- The website will be ready August 1st

C.) Finance- Brettnee Tromble

- The proposed budget is in the back of your packet
 - Parking Garage budget is very similar to last year, we've had some property owners say they are going to get more spaces but don't have any contracts yet, so we will remain conservative. Operating expenses are relatively similar.
 - DDA: budget isn't changing much, we kept the Mil Levy flat and also kept the City Funding in there in case we do get some down the road, it's easier to have worst case scenario. We have to report all possible revenue/expense to state.
 - DSS Operational Budget: we will have limited employees but come spring phase 2 will be open and staffing and ops will increase. Again, this needs to be worst case scenario.
 - DSS Capital funding: we will have some roll over into 2017-2018 fiscal year from Phase I contract, as well as the full cost of Phase II contract.
- July 12th will be our Public Hearing, at 12:30pm, with our board meeting being July 12th at 11:30 am

Approval of draft budget as presented

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

D.) Governance – Will Reese

- No discussion

E.) Infrastructure – Lisa Burrige

- Lisa and Brandon have set up standing meetings with city staff. In the first meeting, they found out that there was money budgeted for the Parking Garage to be automated. The city has agreed to meet twice a month to help open the lines of communication. They begin next week.

Comments:

Action Items:

The meeting was adjourned at approximately 12:25pm

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____