

## **Downtown Development Authority**

### Board Meeting Minutes

August 9<sup>th</sup>, 2017

**Present:** Brandon Daigle, Brettnee Tromble, Lisa Burrige, Nicholas Grooms, Charlie Powell, Will Reese, Trudi Holthouse, Sona Rummell; Kevin Hawley, Amy Crawford, Jackie Landess

**Excused:** Pete Fazio

**Call to Order:** Chairman Daigle called the August 9<sup>th</sup>, 2017 meeting to order at 11:32 A.M.

### **Public Comments:**

N/A

### **City Report**

Charlie Powell

- Charlie provided an update on the DDA board appointment before Council  
Brandon brought up that at the last city meeting, council wanted to change the term limits to (2) 3-year terms. Kevin brought up that state statute for DDA states (2) 4-year terms.

Liz sent Kevin an email because city staff was unable to attend the meeting: city reps continue to meet with DDA leadership on a bi-monthly basis, the City pulled the records on a Rocky Mountain gateway grant, the city has \$6,250 in the bank, we need to figure out what this grant can be used for. The city did recommend trademarking our new DDA logo, it's an easy process with the state. City building inspection is doing everything they can to make sure the Wonder Bar and Gaslight are open in time for Eclipse. Initial staff parking study meeting is on Friday, the determined scope will be sent over to OYD, DDA and Downtown Merchants. Another thing that is being talked about food trucks in downtown; figuring out if they need to get a permit or where they can park- i.e. not parking in front of Eggington's, JS Chinese, etc.

Brandon asked Charlie if there was a way for anyone on DDA could be represented on the parking study committee. Charlie said he would ask in his meeting tomorrow and get back to the board.

**Approval of July 12<sup>th</sup>, 2017 Board Meeting Minutes & Public Budget Hearing Meeting Minutes Motion, Second, Passed (Lisa Burrige, Brettnee Tromble)**

## **Financials – Nicholas Grooms**

DDA:

- We are 1 month in to a new fiscal year
- .18% of our budgeted revenue
- Check payables: Normal payroll and utilities

Parking Garage:

- Check payables: Normal utilities, payroll
- Preparing for audit

David Street Station (DSS):

- Utilities for state building, Black Hills Energy, Caspar Pay App, Strata, and Stateline No. 7
- Invoices are now separated into phase 1 and phase 2.

Charlie, something he forgot, something that has been brought up was about CAEDA's reporting and financing, Charlie asked if he could forward Kevin's email about financials onto Council. The board agreed if city council wanted to see it, go ahead and forward it.

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

***Motion, Second, Passed (Trudi Holthouse, Sona Rummel)***

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

- Alley Vacate had 1<sup>st</sup> of 3 readings at City Council, wanted to extend another thank you to Aaron Kloke from the city for all his help in getting that done.
- Goodstein Foundation has committed \$100,000 to Phase II of David Street Station
- Jonah Bank has committed \$10,000 towards Phase II
- Grand Opening is August 16<sup>th</sup>, at 5:30 at David Street Station, it will be a half hour of speaking, public open house to walk the site, and then there will be a private donor party at The Lyric.
- Board appointment from City Council could be on next council agenda
- Eclipse – everything is set and we are ready for the crowds
- Sept 15<sup>th</sup> Board Retreat, 10-4pm at The Wonder Bar
  - This is a big time commitment, but very important. Since our last board retreat, our board has changed dramatically
- Charlie asked if Wonder Bar rented any spaces at PG
  - Yes, they have rented about 50 in the last month, we are at 98% capacity
- Mil levy, working on that with Nick and Brettnee voting will be Nov 7<sup>th</sup>
- Fundraising for phase 2 will need to be ramped back up.

## **Committee Reports –**

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

- Talked about the Board positions that we asked for approval from the City.
- If you haven't already, sign up for pouring beer at Eclipse Fest.
- Trudi asked if we had informational type cards for people who grab a beer can also grab an informational card.

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

- Our Downtown Development Authority website is complete. Please take a look, it has a DSS tab, but we decided in previous conversations that they would have separate websites.
- There is a 3D interactive map you can zoom in and click on different blocks to see a list of stores.
- We also received a new Historic Downtown Casper logo.
- The Historic Downtown page is one of the best on the site.
- Trudi recommended we purchase DSS stickers and hand them out

### **C.) David Street Station – Amy Crawford**

- Provided a tentative schedule for the rest of the year
- Grand Opening- working on all the final details
- Wyoming Eclipse Festival prep rally
- 4-day Eclipse Festival -we are confident that we are ready for it
- Yoga series- we will be having a 6-week free yoga at David Street Station
- Family Movie nights are in the talks for this fall, only going to do a few because of weather.
- Art Walks - we are working on getting sponsors and entertainment and other non-profits to bring their people on board
- UW tailgates- working with the networks and charter for away football games
- Dylan Scott contract is in the works for Sept 29<sup>th</sup> and we will be announcing that very soon
  - This is going to be the biggest FREE concert we will probably ever see
- Fall Fest- Jackie and Amy are working on this family friendly event
- October- we are working on Halloween ideas and doing something with the Christmas parade and also working on getting a community Christmas Tree

Trudi mentioned that we should do a prep rally for KW and NC. Kevin said if anyone comes up with any ideas to let one of us know. We want any and all ideas.

**D.) Finance- Nicholas Grooms**

- Mil Levy is the main focus right now; working on that with Brettnee and Kevin

**E.) Infrastructure – Brandon Daigle**

- DSS will be going off the list soon
- City released images for old ka-larks and Ash Street buildings of what they envision can happen to those buildings.

**F.) Governance – Will Reese**

- Commission based employee -doesn't see any issues with having a Grant Writer come in and get a percentage of what we get from grants they write.
- Also, it was discussed to add to the by-laws that the Chairman can't serve as chairman in their last year as a board member. It was recommend that we do that internally, rather than adding it into the by-laws.

**Comments:**

**Action Items:**

- Everyone please bring \$10.00 to next meeting to help pay for stamps, envelopes, printing, etc. for Mill-Levy vote for November

The meeting was adjourned at approximately 12:30pm

Approved by:

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

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