

## **Downtown Development Authority**

### Board Meeting Minutes

January 10<sup>th</sup>, 2018

**Present:** Brandon Daigle, Nicholas Grooms, Trudi Holthouse, Pete Fazio, Brettnee Tromble, Jen True, Sona Rummel, Critter Murray, Charlie Powell, Will Reese; Kevin Hawley, Amy Crawford, Jackie Landess, Liz Becher, Craig Collins

**Excused:**

**Call to Order:** Chairman Daigle called the January 10<sup>th</sup>, 2018 meeting to order at 11:30 A.M.

**Public Comments:**

- N/A

**City Report**

**Liz Becher**

- Downtown Parking study consultants were in town before Christmas. Brettnee and Pete are on the stakeholders committee.
- The consultants will be coming back on Feb 12<sup>th</sup> & Feb 13<sup>th</sup> and will be downtown all day getting input from citizens on design, different street scape, bump-outs, parklets, looking at a few different design options. They will have statistics on what the public/private parking looks like downtown. They are working with the GIS data that the city has as well.
- The consultants will then present at the Tuesday work session. On Wednesday they will be doing a coffee talk with it being open to the public. After these two, they will hold a technical committee meeting and another stakeholders meeting. Those dates and times are still being determined.
- Final parking study will be done in May.
- Brandon asked Liz what the timing was on the Midwest road Construction. Electrical easements are still being worked with where the electrical boxes will be placed. It is in the plan to take all overhead electrical underground.
- Kevin asked Liz about the alley behind Lou Taubert's – the city redid it to help with drainage. He was wondering if there were any other alleys that the city had looked at doing that in? The alley behind Mineral Resource North becomes a skating rink during the winter. She said she would take it back to Engineering and get an answer for us.

### **Charlie Powell**

- Food Trucks- there has been a lot of discussion about food trucks. There is a proposed event permit policy that was discussed at the City work session last night. For the time being they will approve events permits for food trucks for only Friday and Saturday nights only, until they get a policy in place. They are still working on something that will become permanent.
- Liz also mentioned that Mobile vendors that sell purses and clothes are also popping up. In the proposed event permit there is a mobile vendor permit, which will include any vendor selling out of a vehicle.
- Trudi asked Charlie if any other council member had ever expressed interest in attending our meetings. He said he shares the meeting minutes with all members.

### **Approval of December 13<sup>th</sup>, 2017 Board Meeting Minutes**

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

### **Financials – Nicholas Grooms**

- There was an error with depositing a check into the wrong account. So, next month there will be a due to/due from with the David Street Station account to the DDA account, just wanted to give you all a heads up. It is our Mill Levy distribution for the month.

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

***Motion, Second, Passed (Jennifer True, Pete Fazio) (All Approved)***

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

- Requested the remaining balance of the 1cent allocation with the City which is 1.27 million. Also, as a reminder, the drawdowns for the \$500,000 with WBC for Phase II will occur in the next few months.
- Requested board feedback: parking at the 1<sup>st</sup> & Center lot; we are looking at increasing the monthly rate and are looking at other communities to get prices in the area.
- Working with the CVB on a downtown walkability map.
- McMurry Foundation meeting is Jan 19<sup>th</sup>
- City of Casper- we touched briefly on the events guide. As a team we will be working with the city hopefully. We believe David St. Station should have a separate policy/procedure, as we will be doing events multiple times a week. This would overloaded our staff, as well as city, with paperwork and be cumbersome.
- Wayfinding - had a really good meeting a few weeks back. We will be working to apply for an additional grant to help update downtown signs.

## **Committee Reports –**

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

- Talked about and planned our strategic planning session- Tuesday the 23<sup>rd</sup> at Pete’s house. This is the planning meeting with Ashley Bright to help guide us with how much we will be growing with the additional operations of DSS. 4pm-7:30pm - Nick and Charlie will be absent.

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

- Coming up - Nic Fest - historically we’ve done \$1,000 sponsorship for the event. We won’t be producing an event that weekend at DSS. We don’t want to compete with them. This is also the weekend of 20<sup>th</sup> anniversary of CNFR in Casper.

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

- Events we’ve had since the last board meeting
  - We took over the Casper Ice Arena with a free event and had a really good turnout of over 1,000 people. It was a really good opportunity for us to reach new community members.
  - We then had our Noon Year’s Celebration and Mac N Cheese Festival, it was a huge success. Thanks to Pete for all his help and knowledge. Also, thanks to Critter for helping to pick up afterwards. We’ve heard a few comments about the line, but other than that had a lot of good feedback. The sponsor is in again for next year. We think we had over 2,000 people.
  - This morning we took the Christmas Tree down. Everyone that was involved is excited to be involved again next year. We will be having a follow up meeting with all of them.
  - We will plan to have a competition for the Community Christmas Tree next year.
- Upcoming events
  - Trying to track down the human foosball, looking to do Olympic trivia, and we are doing a date night photo on Valentine’s day
  - Nic Fest
  - Working on budget for next year, if anyone has any bands they would like to see, please send those over to Amy.
  - Our website is still in process, but hopefully will be done before the end of February.
  - Policy and Procedures - working with Kevin and Brandon on that, then will send out to rest of board, then onto Legal.
  - Working to get our Volunteer database built up.
  - First ArtWalk is in May we will be having Children’s Chorale.

### **D.) Finance - Nicholas Grooms**

- No Report

**E.) Infrastructure – Brandon Daigle**

- Kevin highlighted the progress on David Street Station

**F.) Governance – Will Reese**

- Looked at the two insurance plans that Kevin provided. For the time being recommend staying with WARM. The cost will be similar, but feel that the WARM provides more thorough coverage. Governance will continue to look into it and reach out to professionals in that field, but for now and the near future recommend doing what we've been doing -basic coverage through WARM and special events policy for individual events.
- Policy & Procedures- we don't have a policy in place yet. This needs to be expedited.

*Discussion:* According to bylaws, we can go into executive session to discuss land acquisition/sale, personnel or legal matters. The statute states, amongst other things, to consider the purchase of real estate when publicly discussed could increase price. Limit discussion to land acquisition/sale discussion.

Motion to move into Executive Session to discuss Land Acquisition/Sale at approximately 12:32PM

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

Motion to convene out of Executive Session and return to Regular Session at approximately 12:45PM

***Motion, Second, Passed (Will Reese, Trudi Holthouse) (Approved)***

**Comments:**

Sona wanted to thank everyone for the flowers for the loss of her father.

**Action Items: N/A**

Motion to adjourn at approximately 12:46PM

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

Approved by:

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

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