

Downtown Development Authority

Board Meeting Minutes

February 14, 2018

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

Excused: Pete Fazio, Critter Murray, Jen True

Call to Order: Chairman Daigle called the February 14, 2018 meeting to order at 11:32 A.M.

Public Comments:

- N/A

City Report

Charlie Powell

- City council will try to adopt a process for Mobile Vendors, which includes Food Vendors. The policy will include what the cost will be and the entire process for any permits. Any business owners can still email the council members with their feedback.
- There was a coffee talk this morning with the Parking Study consultants. The consultants will also be providing an opinion on food truck issues.

Liz Becher

- We've received a lot of feedback from members of this board, staff and downtown business owners on the parking study.
- Parking Consultants provided their preliminary findings along with a White Paper report on downtown development.
- There is currently a capital construction request in the city budget to replace the lights for the entire parking structure.
- Midwest Timeline: the city has met with the engineering firm and Rocky Mtn Power. There were some challenges with easements but it appears to be on the right track. Liz informed the board that the city is also looking at putting lights down Ash Street, between Midwest and W. Yellowstone.
- Brandon asked Craig & Liz if there were monies set aside for implementation of what comes out of the parking study. Liz said it will be determined by council. They don't have it in their budget as of right now but doesn't mean it couldn't be addressed, if directed.

- Going to get the bid packet finalized for the Midwest Reconstruction, it will be ready by the end of this month. The City will be tapping into the transformer that we had to purchase/add for David Street Station, so we will get a little rebate.

Approval of January 10th, 2018 Board Meeting Minutes

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

Financials – Nicholas Grooms

- Normal transactions for all three accounts.
- There was a reissue of a Johnny Appleseed check, as they misplaced their last check. We did not purchase more flowers, this is from last summer. The previous check was cancelled with First Interstate Bank.
- The Mill Levy check that was deposited into the wrong account inadvertently last month was corrected and is reflected in the financials.

Approval of January 2018 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Trudi Holthouse, Brettnee Tromble) (All Approved)

Director's Report- Kevin Hawley

- During strategic planning with Ashley and Lou from Boys and Girls Club, they recommended utilizing the Donor Perfect online platform for all donor related transactions. We have taken their advice and are migrating our existing database.
- Very impressed and thankful for Ashley and Lou.
- Amy and Kevin are getting out there more with Sponsorship asks and meeting new people, they had a really good meeting with Bank of the West, creating new relationships and meeting new people.
- YEC, Youth Empowerment Council. Working with high school aged kids to help make sure they have a voice in the future of downtown.
- Updated McMurry Foundation Board on where we have been and where we are going. Provided update on how their generous grant dollars were used to date.
- Black Hills Gas – grant pledge 2 of 2 has been invoiced.
- The Wyoming Business Council grant for Phase II is nearly ready to be submitted for reimbursement.
- Received the City's remaining 1.27 million on the 3 million pledge, and that check has been deposited.
- Continued concern and focus on Operations & FFE.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Policy and Procedures are underway for David Street Station
- Partners and Progress
- Board positions: we will have two vacancies in July. Brettnee and Lisa's positions will be open. Aiming for April to begin that process. Can we put the application process online?

B.) MARCOM Committee – Kevin Hawley

- Nic Fest sponsorship, last board meeting we asked for a tracking of attendance. They said roughly 6,000 people. This year is also the 20th year of CNFR in Casper, so they are tying into that, as well. David Street Station will not be doing an event that weekend.

Approval of Nic Fest Sponsorship in the amount of \$1,000

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

C.) David Street Station – Amy Crawford

- Has been slow since the last board meeting, but have been working on the Policy & Procedures, Ambassador program, website, and Partners and Progress
- Downtown Date Night photos will be tonight, bring your valentine and get a professional photo.
- St Patrick's Day – Afternoon on the Green we will be having the Irish Dancers and Firefighters Drum & Pipes
- Bunny Run- for kiddos under 10, it will be a relay working with Windy City Striders on this event.
- Booking talent for this coming year.
- Policy & Procedures are with legal right now.

D.) Finance - Nicholas Grooms

- No Report

E.) Infrastructure – Brandon Daigle

- Focused on David Street Station

F.) Governance – Will Reese

- Needs to work on an amendment to bylaws to incorporate what we were calling task-based committees
- Kevin mentioned the screen cost, it will be around \$70,000 for just the screen. Getting the cut sheet that Will can use to pitch donors.

Comments:

Action Items:

- **Kevin to investigate used Zamboni options in Colorado.**
- **Brettnee to coordinate board application revamp.**

Motion to adjourn at approximately 12:55PM

Motion, Second, Passed (Brettnee Tromble, Trudi Holthouse) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____