

Downtown Development Authority

Board Meeting Minutes

March 14, 2018

Present: Brandon Daigle, Nicholas Grooms, Brettnee Tromble, Jenn True, Sona Rummel, Charlie Powell, Will Reese; Kevin Hawley, Jackie Landess, Craig Collins

Excused: Pete Fazio, Critter Murray, Trudi Holthouse

Call to Order: Chairman Daigle called the March 14, 2018 meeting to order at 11:31 A.M.

Public Comments:

- N/A

City Report

Charlie Powell

- Mobile Vendor Application- Council worked on the form last night, only 8 times per block per month, after 6pm. Does not apply for the special event permits.

Craig Collins

- Metal façade on old Plains building is being torn off to expose the old Fire Station.
- Council will discuss the structural assessment at next week's council pre-session.
- City staff will forward the Midwest timeline next week, working to add Ash St. lighting plan into the schedule.
- Parking Garage- ordered the part for the ticket machine, Brad and Kevin had a phone conference with the contractor.

Approval of February 14th, 2018 Board Meeting Minutes

Motion, Second, Passed (Sona Rummel, Brettnee Tromble) (All Approved)

Financials – Nicholas Grooms

- February payments and March payments are included in the packet.
- Large checks to Caspar for construction as we work to finalize the construction in May.

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

Motion, Second, Passed (Jennifer True, Sona Rummel) (All Approved)

Director's Report- Kevin Hawley

- Brettnee is updating the Board Application and will send to rest of board for review.
- Zamboni - last month Liz thought that Fort Collins had an ice rink but recently closed it. They have synthetic ice on one ice rink; the other rink does it by hand. We will continue search for used machine but proving difficult.
- Fundraising- working on Partners in Progress
- CVB produced a downtown walkability map that is available on their website
- Afternoon on the Green- if anyone wants to come down volunteer, there will be food, beer, bagpipes, Irish dancers and crafts for kids.
- Brandon asked what the status on Wayfinding and it was determined our limited time and resources were better spent on other items for now.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- We will go into Executive to discuss HR matters
- CACVB marketing promotions grant has been submitted.
- There will be some Foundation asks out there to help with Partners in Progress.
 - Brettnee thought it was a great idea to send out mailers but thought it would be good to follow up with a phone call.
 - We will also get blank ones printed that we can have here in the office.
- Lunch on the Lawn sponsorship - Casper College

B.) MARCOM Committee – Kevin Hawley

- Partners in Progress
- Website
- Looking to hire new full-time marketing person

C.) David Street Station – Kevin Hawley

- Policy & Procedures
- Any help that the board members, we will gladly take
- Construction is on time for May completion.

D.) Finance - Nicholas Grooms

- Meeting with PMCH to go over Audit

E.) Infrastructure – Brandon Daigle

- Discussed David Street Station and wayfinding signage.

F.) Governance – Will Reese

- Preliminary review looked good; forward to legal counsel for final review and recommendation.

Discussion: According to bylaws, we can go into executive session to discuss land acquisition/sale, personnel or legal matters. Limit discussion to HR, Personnel and Legal matters.

Motion to move into Executive Session to discuss HR, Personnel & Legal matters 12:04PM

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

Motion to exit Executive Session and return to Regular Session 12:40PM

Motion, Second, Passed (Nicholas Grooms, Jenn True) (Approved)

Comments: Charlie asked if anyone knew more about the State Building, Brandon said the House meets today and Senate tomorrow to make final decision.

Action Items: N/A

Motion to adjourn at approximately 12:42PM

Motion, Second, Passed (Brettnee Tromble, Nicholas Grooms) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____