

Downtown Development Authority
Board Meeting Minutes
June 13, 2018

Present: Nicholas Grooms, Will Reese, Critter Murray, Jenn True, Sona Rummel, Brandon Daigle; Kevin Hawley, Jackie Landess, Michelle Solko

Excused: Pete Fazio, Charlie Powell, Brettnee Tromble, Trudi Holthouse

Call to Order: Mr. Grooms called the June 13th, 2018 meeting to order at 11:30 A.M.

Public Comments: N/A

City Report: N/A

Director's Report - Kevin Hawley

- Focused on opening of David Street Station (DSS or Station), so not a lot to share in the Director's Report. As pertains to budgeting, additional staff is needed. Two maintenance men have been hired to work 30 – 35 hrs/week/person. Therefore, anticipate increases with payroll expenses.
- Challenged with OM being overwhelmed with responsibilities. Challenges with Splash Pad and other construction issues, event coordination and execution, office budgeting, etc. Determining physical on-site help or help in the office that best suits OM needs.
- Meeting with Caspar Builders. Computer panel ruined by water leak. Issues with water holding tank and filter sensors. Hilltop logo and sealant still need completion.
- On financial side, will be receiving \$500K from WY Business Council Phase 2 Grant, \$100K from Goodstein Foundation, along with Hilltop National Bank pledge 2 of 3.
- Special meeting for TV purchase in May. Problems with our generator on backorder, so will be receiving rental for UW at no cost.
- Splash pad is a big hit with everyone. 800-1,000 people/day. Problems with skateboards and bikes. Hiring overnight security is important. Great marketing by the Hinge Group. The number one complaint about the Splashpad is lack of shade on hot days. Stand and umbrella purchase about \$150 each. Worried about constant replacement. Future solution would be to use two large spotlight poles and triangles sails for shade cover (plan to utilize the same mesh material as the banners for air passage).
- Will Reese arrived, so quorum established for voting measures.
- Two sets of Meeting Minutes (May 9 and May 17).

Approval of May 2018 Board Meeting Minutes

Motion, Second, Passed (Will Reese, Critter Murray) (All Approved)

Financials – Nicholas Grooms

- Budget discussed later in meeting. Will have State Census Report submitted by end of week. Petty cash versus standing account discussed. Assessments \$15K from Mill Levy last month (over \$161K)

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

Motion, Second, Passed (Will Reese, Jenn True) (All Approved)

Committee Reports –

A.) Executive Committee – Will Reese

- Will Reese, Nicholas Grooms, Jenn True & Brandon Daigle met last week for board member review using rubric. Committee recommends Pete Fazio be renewed, as well as Highest scorers on rubric: Shawn Houck, Tim Shank.

Motion to Recommend Pete Fazio, Shawn Houck, & Tim Schenk to Council

Motion, Second, Passed (Will Reese, Critter Murray) (All Approved)

- Voting for Executive Committee (4 positions). Currently on slate: Jenn True for Chair, Brandon Daigle for Vice Chair, Nicholas Grooms for Treasurer, Pete Fazio for Secretary. All willing to serve.

Approval of Nominations as a Slate

Motion, Second, Passed (Will Reese, Critter Murray) (All Approved)

MARCOM Committee – Kevin Hawley

- Nick G: Budget: Mill Levy & \$2K flowers, parking, DSS Budget \$573 Friends of Plaza, Operational Grants
- Capital Budget-FF&E wish list, selling direct sponsorships
- Jenn T: PG revenue anticipate a decline as a big renter dropped 20 spaces
- Brandon: spend down savings as worst case scenario. Contingencies in budget.
- Nick G: Our cash position as of May is just under \$1M

Approval of Budget as Presented

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

- Public Budget Hearing scheduled for July 11th at noon.

Approval of Budget Hearing Schedule

Motion, Second, Passed (Will Reese, Brandon Daigle) (All Approved)

B.) David Street Station – Jackie Landess

- Upcoming events: Tonight will be David Street Station's first Family Game Night: Giant Connect 4, Giant Checkers, Cornhole, Bocce ball. Will roll out other ideas and games throughout the series. Concert Series on Friday nights with Whiskey's Alibi from Cheyenne, Lunch on the Lawn on Monday with Vibes, Farmer's Market on Tuesday, UW Pep Rally on Thursday at 6:00 pm: UW Colors will be presented along with the National Anthem. Speakers: UW President, Dr. Laurie Nichols; Football Head Coach, Craig Bohl; Women's Basketball Coach, Joe Legerski; and Men's Basketball Coach, Allen Edwards. Entertainment by the Western Thunder Marching Band and the UW Cheerleaders.
- Successful events: Splash Pad Grand Opening on June 1st and ArtWalk on June 7th(Hagen in the Grainbox)
- Splash Pad will run through Sept until winterized. 10 am - 10 pm everyday. Ice rink will have dasherboards all around rose colored concrete. Summer camps and daycare bus to utilize Splash Pad.
- Facebook testimonials-Many positive comments have been heard about "The Station" and its Splash Pad.

C.) Finance – Kevin Hawley (See Director's Report)

D.) Infrastructure – Brandon Daigle

- No Report

E.) Governance – Will Reese

- Working to find a sponsor for TV

Comments:

- Nick: Have not heard negative comments and nice letter from the city
- Critter: email from Cowboy Joe Club promoting DSS

Action Items: N/A

Motion to adjourn at approximately 12:27PM

Motion, Second, Passed (Critter Murray, Jenn True) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____