

Downtown Development Authority

Board Meeting Minutes

April 18, 2018

Present: Brandon Daigle, Critter Murray, Trudi Holthouse, Brettnee Tromble, Jenn True, Sona Rummel, Will Reese; Kevin Hawley, Jackie Landess, Michelle Solko, Craig Collins, Liz Becher

Excused: Pete Fazio, Nicholas Grooms, Charlie Powell

Call to Order: Chairman Daigle called the April 18, 2018 meeting to order at 11:31 A.M.

Public Comments:

- N/A

City Report - Liz Becher

- Code Enforcement/Alley Clean-up, Non-hostile approach to reach out to businesses
- DCBA-update what's going on; speed limits/traffic enforcement through Ash/Collins-Yellowstone; better lighting
- MVPP Draft May 8th - Mobile Vendors and metered parking issues, parking study
- Midwest Reconstruction- starting David to Elm this summer. Plains bldg. -Council wants more information before decisions are made.
- Kevin mentioned during their bi-weekly meetings with the City that Graffiti removal has come up. DSS, DDA & PG are looking to buy a Hotsy for shared use which may be able to help with this.

Approval of March 14th, 2018 Board Meeting Minutes

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

Financials – Kevin Hawley

- DDA - 49% Revenue & 35% Expenses
- Parking Garage - 88% Revenue & 64% Expenses
- DSS Revenue & Expenses review
 - Caspar Construction-large incoming invoices
 - Splash Pad & Ice rink rollout
 - WBC Grant reimbursement submitted

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

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

Director's Report- Kevin Hawley

- We had another deposit that we put into the wrong account; next month you will see that adjustment.
- Jackie Landess announced as the new Operations Manager
- Foods trucks-expanded districts, before it was just the serpentine streets and it has been expanded to cover DDA/OYD. The food truck will still need to get a neighboring sponsor. This way we can work with our neighbors to resolve any problems.
- Received a 50K Operations Grant for DSS from a private donor.

- Reaching out to previous donors from Capital Campaign for support on the Operations side. Brandon wrote a grant for CACVB; Kevin presented before Forward Casper board.
- Sponsorship: WCDA came on as the Farmers Market; Casper College committed to Lunch on the Lawn.
- Requested help from the board launching Friends of the Station and Partners in Progress, getting those two programs going is imperative.
- Contracted with Hinge Studio for help designing the programs and our marketing collateral, as well as launching programs.
- Board Members- Brettnee terms off; need to fill Lisa's position. So, we have two vacancies. We will put in paper, website, email to subscribers and post on Cities website. Deadline is May 21st for submissions. Liz mentioned that council wants any proposed board members to come and be introduced at meeting when they are being approved.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Board Vacancies: Advertise with City website, 2 positions with a deadline of May 21st

B.) MARCOM Committee – Kevin Hawley

- Just have a few more tweaks with our website, hoping to launch the website soon
- We have contracted with Hinge Studio- they will be helping us launch our Ambassador Program, Partners in Progress, and Friends of the Station. They will also be helping us with Press releases, social media and website up keep.

C.) David Street Station – Jackie Landess

- Previous Events: March “Afternoon on Green,” April “Bunny Run”
- Upcoming Events: “Trees for Trash,” Art Walk, MS Walk, 3x3 Basketball
- Many events planned: Farmer’s Market, lunch on lawn, movies, games night, concerts
- Splash Pad Grand Opening Celebration & concert June 1st: Barrelhouse will be playing. It will be informal more of a celebration, since we did the ribbon cutting with phase 1.
- All current confirmed acts have received contracts; we have a few cool bands booked. A Santana cover band and Louie Armstrong Tribute band.
- UW Pep Rally is confirmed for June 21st, Dr. Nichols, Coach Bohl, Coach Edwards and Coach Legerski will all be here. They will be bringing athletes, Cheerleaders and the band. We have contacted Children’s Chorale, KW choir and little kids all dressed up in UW gear.
- University also gave us their support to show road games; they will talk with the networks and help get us the approvals we need. We need to figure out the screen to show day games, there are a few things in the works for finding the solution.

D.) Finance – Kevin Hawley

- We need to discuss the idea of creating a Special Events bank account. This would be for events that would come from a specific donation for recurring annual events
- This is something that came up in the audit, if we have a donor that is very specific on what their funds are used for, we need a way to track that their funds are in fact being used for that specific purpose.
- Since we will be creating a new account, we need a motion to empower the executive team to move forward to sign enabling account documents.
- Jenn said as a former auditor she highly recommends we do this.

Approval of Special Events Fund creation

Motion, Second, Passed (Jenn True, Trudi Holthouse) (All Approved)

E.) Infrastructure – Brandon Daigle

- Discussed David Street Station
- On track for May 25th -Stoner is working on the stone walls; the landscaping isn't as comprehensive as phase 1.

F.) Governance – Will Reese

- No Report

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

Motion to move into Executive Session to discuss Legal matters 12:24PM

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

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

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

Comments:

Action Items: N/A

Motion to adjourn at approximately 12:41PM

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

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____