

Downtown Development Authority
Board Meeting Minutes
August 8, 2018
11:32 a.m.

I. Call Meeting to Order

Present: Nicholas Grooms, Trudi Holthouse, Shawn Houck, Sona Rummel, Brandon Daigle, Pete Fazio, Jenn True, Will Reese, Charlie Powell, Tim Schenk; Kevin Hawley, Jackie Landess, Michelle Solko
Liz Becher, Craig Collins

Excused: Critter Murray

II. Public Comments: N/A

III. City Report:

A.) **Charlie Powell:** Discussed Plains Property RFP and one of the problems that the council faces is issues with highest bidder versus economic driver. Developing RFP Proposal and accepting proposals with a 160 day window for plenty of time and consideration. Want property utilization that best suits the community.

B.) **Liz Becher:**

- Discussed State Building
- Midwest Contract was approved last week. Contractors Treto Utility work end of Oct and looking at a year to do 2 blocks on Midwest
- Parking structure for lighting project. Security system for new cameras. Better lighting, etc.
- Discuss possibilities of scoring submittals for Plans RFP

IV. Approval of July 2018 Board Meeting Minutes & Budget Hearing Minutes

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

V. Financials – Nicholas Grooms

- In Financials packet, some budget line items are summer related, so they will be higher percentages of budget, the rest of the monthly payments are on track.

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

Motion, Second, Passed (Brandon Daigle, Sona Rummel) (All Approved)

VI. Director's Report - Kevin Hawley

- Survival mode at DSS, lost maintenance worker to college. Jackie needs help with event planning.
- Trying to find balance with event production in time, cost, and staff for all events. Shared appreciation for staff. DSS has a big expense for cleaning (automatic locks for evening security) and for overnight security paid from 10 pm to 2 am, but cost is needed to establish precedence for security and cleanliness.
- DDA website needs updated (new board members and current issues).
- One Cent Application to help with capital purchase for snow removal equipment for downtown Casper
- Attended Non-profit conference in Cheyenne and connected with JP Morgan (Denver) who wants to get more involved. Pursuing a conference in DC -community strategies around Opportunity Zones.
- Discussed business opportunity investments and community participation
- Will feels it would be worthwhile to market DDA as an OZ.

VII. Committee Reports –

- **Executive Committee – Jenn True**
- Discussed issues surrounding the lease of 135 N. Ash to the State from the City.
- Jenn: committee reboot
 - Kevin: change in team members: Architect, Pete on Exec, Shawn with Marcom.
 - Interested in exploring board meetings every other month; off months for indepth committee meetings. Monthly financials can be approved by email per bylaws.
- Charlie Powell- liquor license laws discussed, 12-45-04 altered for station and included into more statewide effort. (eg wine at wedding)
- Discussion surrounding malt bev permits and liquor licenses and the need to have more flexibility at DSS. If we were to pursue this, it would be important to talk to neighboring businesses and make sure we were being good neighbors.

A.) MARCOM Committee – Moving forward with *Friends of the Station* and *Partners in Progress* and in partnership with Bar D Signs to make a sign for the station.

- a. Trudi H would like to note that the DDA Board is 100% on board with support and contributions as Partners in Progress.

B.) David Street Station – Jackie Landess

- Partnered with WY Ntl Guard for 5150 Festival for blow up obstacle course. For 5150: mechanical bull, rock wall, obstacle course, basketball game. Activity area on Ash (between W Yellowstone and Midwest St) where businesses are interactive with “How To’s” E.g. Ugly Bug fly tying course, Backdoor Distillery will have a bartender competition for drink making, etc and different things Visitor Center helped with.
- Upcoming events: Lunch on Lawn, Farmer’s Market, Family Game Night, concert and movie series.
- Approval for all UW Football away games.
- Aug. 7th two jobs posted on FB and linked to the DSS website under the “news” tab.
- Upcoming Fiesta WY and Fallfest. Need volunteers for beer sales for concert series Thurs. Aug. 9th.
- Last Monday, July 30th DSS hosted the Police Dept “Honoring our Heroes.” It was a huge success with over 1500 people, food trucks & music. Talked with PD Dept. John Hatcher and Tammy about annual CPD community gathering, and they are on board. Last night was “National Night Out” where officers go into community and interact with kids (also at yesterday’s Farmer’s Market).
- Kevin shared that everybody greatly participated in coming together to make the CPD Event so successful. Sound crew, security, Shawn and Adbay donated much time and money for work and production to the event (thank you Shawn Houck!). Pepsi donated water and pop.
- Jackie said that the police would like to do 3 on 3 ice hockey game vs fire dept
- Concert tomorrow, Thurs., Aug. 9th, David Gerald (Blues/Rock/Jazz) from Detroit, MI and Aug 24th and 25th has Jake Mauer from Nashville (Tootsie’s house band).

C.) Finance Committee – Nicholas Grooms

- Good year at Parking Garage, ending up with a net cash inflow (which includes the \$6K expenditure on light testing), so we owe 10% of that profit to the city \$996 and need a motion to approve payment.

Approval of check for city

- ***Motion, Second, Passed (Brandon Daigle, Trudi Holthouse) (All Approved)***

D.) Infrastructure – Brandon Daigle

- Discussed the alley and utility improvements behind the Petroleum Building
- From a personal perspective, Brandon wanted to make the board aware of a Plains RFP request that he submitted to council members to recommend or give preference to a market-rate housing project. In doing so, it would fulfill and help support the 2013 Strategic Plan for the DDA.

E.) Governance – Will Reese

- Will provided insights on Liquor laws and provisions that may be applicable (or not) to DSS.

Motion to move to Executive Session (Real Estate/Property Acquisition) at approximately 1:00 PM
Motion, Second, Passed (Brandon Daigle, Jenn True) (Approved)

Came out of Executive and resumed regular session at 1:19 PM

Comments: N/A

Motion to adjourn at approximately 1:20 PM
Motion, Second, Passed (Brandon Daigle, Sona Rummel) (Approved)

Action Items: N/A

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____