

Downtown Development Authority

Special Board Meeting

August 4, 2011

Present: Peggy Brooker, Brettnee Tromble, Cathy Carson, Dick Munroe, Charles Walsh, Sona Rummel, Jesse Helm, Randy Pryde, Renee Penton-Jones

Excused: Kate Sarosy, Mike Stepp

I. Call to Order – Chair Peggy Brooker called the August special board meeting to order at 7:35 a.m.

II. City Report – Gary Clough spoke with the board about the final bid process for the Center and Wolcott Street lighting project. He announced that there were two bids submitted: Casper Electric for \$273,300 and Modern Electric for \$418,000. Adding a 5-10% contingency brought the projected total cost for the project to \$280,000. Gary asked the board to commit \$140,000 which was \$10,000 higher than the budgeted \$130,000. Dick Munroe asked about changes in the original estimate vs. the bid and Gary explained that there was added trenching, along with the fact that City employees will not be performing work due to a shortage of man power. Gary felt that the limited availability of City labor may slow the project and add to the overall cost. Additionally, Casper Electric will be using boring equipment, which the City does not own or operate.

Gary told the board that the bid is set. He said the project is slated for a 45 day completion and that work will begin as soon as Council approves the bid and poles are ordered. Charles asked whether the City would proceed with the project in the event the DDA did not increase their commitment from \$130,000 to \$140,000 and Gary noted that it would be a Council decision. Jesse noted that the board had originally pledged 50% of the projected cost of the project, which amounted to a DDA contribution of \$130,000. There was further discussion regarding Gary's previous visit to the board. Randy asked to review the budget and went over the capital improvements section with Jesse for reassurance that there would be sufficient funding. Peggy asked Gary whether there had been any changes to the original scope of work and was assured that everything would still be included with the accepted bid. Gary told the board that 50% of any remaining dollars from the \$6,700 contingency fund would be refunded to the DDA.

Dick moved that the DDA commit \$140,000 with no additional funds to come from the DDA, should the project go over its \$280,000 projection.

Approval of Motion to Commit \$140,000 to Center and Wolcott Sign Project

Motion, Second, Passed (MSP) with one "no" vote, Charles Walsh (Dick Munroe, Jesse Helm)

Gary also gave the board an update on the proposal to change one way streets on Wolcott and Durbin back to two way. Gary said that there is an analysis of parking counts in progress that will be provided

to the DDA prior to and reported to the Council during their August 22 work session. He said that additional studies will also be presented at that time and recommended that the DDA have a presence at the meeting to give their support if that is the direction they take. Gary noted that a downtown enhancement study a couple of years ago indicated business would benefit and traffic would be slowed by changing to two way streets. Gary also said that if Council favors the change he would like the DDA to work with the City on a community education campaign.

Sona asked about the Federal Building and how it would be affected. Gary responded that there are plans for the sidewalk to be extended and planters added in front of the building. It will beautify the area and reaffirm that there is no parking allowed. Previous objections to two way streets have been withdrawn by building representatives.

The two way project would begin in early Spring, 2012 with completion to be by the end of Summer, 2012.

Adjourn - There being no further business, there was a motion to adjourn at 8 a.m.

Motion, Second, Passed (MSP) (Dick Munroe, Jesse Helm)

Respectfully submitted,
Renee Penton-Jones
Executive Director

Approved by:

Secretary: _____ | Date: _____

Board Member: _____ | Date: _____