**Downtown Development Authority**

Board Meeting Minutes

January 8, 2014

**Present:** Charles Walsh, Brettnee Tromble, John Johnson, Louis Taubert, Lisa Burridge, Sona Rummel, Charlie Powell, Scott Murray, Liz Becher, Josh Bake, Mike Stepp

**Excused:** Brandon Daigle

**Call to Order:** Chair Charles Walsh called the January 8, 2014 meeting to order at 11:33am.

* Introduction to Tammy Carlen – who is temporary hire to assist in the office and garage until the new Executive Director is on board and makes a decision about the Parking Administrator role.

**Public Comments:**

* Fireman’s Challenge will return to Casper, Wyoming in July 2014. Andrew from the Casper Fire Department had hoped to be at the board meeting to share their enthusiasm and to request financial support. The MARCOM Committee will work with the Firehouse to capture a Funds Request Form and to learn more about the project.

**City Report:** Ad-Bay Building: Ad-Bay will be moving out by the end of March 2014 and into their new location in the Coca Cola Building. The DDA needs to determine their interests and plans for a Public Plaza as there are indications of interest to purchase the building.

**Discussion:**

* Charles met with John Patterson on Monday, 1/8/2014. Agreed to present the topic to the DDA Board and to plan to present a Business Case to the City Council at its February 25, 2014 Work Session. Charles indicated that this is an important property for the downtown and OYD. Suggested a road trip to Rapid City to observe how the dynamics have changed the downtown and community at large after putting in their public plaza and the operational support systems. Lisa shared that the state has an RFP out on the new state building. Lisa and Brian have met with the state regarding their plans for a new building John suggested the possibility of leasing the building from the city for a couple of years until the state building gets done. Lisa volunteered to chair a committee and work with Brandon and Charles on the proposal to present to the Casper City Council. The first meeting is scheduled for 1/27/2013.
* Action: put together a business case to present to the city council in February.

**Josh Bake-**

* Update on the holiday activities in the OYD, including the first OYD Parade Float and Light Display Competition.
* Offered to help with the Center Street Gateway Project.

**Liz Becher-**

* City requested an itemize breakdown on the invoice issued to the city for the Parking Garage services, materials and maintenance as per our contract.

**Approval of December, 2013 Board Minutes**

***Motion, Second, Passed (Mike Stepp/John Johnson)***

**Financials – Brettnee Tromble**

* Additional administration expense included Renee’s accrued vacation. Credit reflected in Media expense we partnered with DCBA on Christmas advertising, received payment from them that offset some expenses paid in January. Received some County Assessment funds.
* No rent in December, city partnered with DDA. Parking Facilities additional expense for new parking permit signs, and Christmas bonus for employees.
* January transaction, PacifiCorp deposit $5,000 for the Gateway, check was made out to the DDA but should be forwarded to the city.
  + Initial contribution from PacifiCorp was $1,250 because of Brandon’s efforts PacifiCorp had additional money at the end of the year so they increased their contribution by another $5,000 for a total of $6,250. Lisa suggested we send out a Thank you note to Leslie and PacifiCorp. Charles will ask Brandon to accomplish.

**Approval of December 2013 DDA Financial Report**

***Motion, Second, Passed (Lisa Burridge, Scott Murray)***

**Approval of December 2013 Parking Facilities Financial Report**

***Motion, Second, Passed (Lisa Burridge, Scott Murray)***

**Director’s Report** – No report

**Garage Manager Report** – No Report

**Committee Reports –**

**A) Executive Committee – Charles Walsh**

* Executive Director discussion held until Executive Session

**B) MARCOM Committee – No Report**

* Mike will start attending the DCBA meeting on behalf of the DDA
* Mike will engage Josh Bake to attend the DCBA meetings and to formulate a strategy for co-promoting the downtown and OYD districts.

**C) Finance – Brettnee Tromble**

* Communicated with Sales Tax Consultant. Plans to host a call with the consultant and Charles to prepare a scope of work and cost estimate for the Board at February 2014 meeting.
* Worked with the state to generate a report indicating the sales tax generated in the downtown district. Anticipates presenting the data at the February 2014 board meeting.

**D) Infrastructure – Lisa Burridge for Brandon Daigle** (Report presented in Board Package)

* Addressed loss of Parking Garage Administrator and worked with the Parking Garage Team to ensure they were on point and had Brandon and Charles’ direct contact information.
* Secured $6,250.00 seed funds for the DDA Center Street Gateway project.

**E) Governance – Scott Murray**

* Plan to revisit bylaws to address gaps identified during the exit of the former ED.
* Will evaluate the need for the Employee Handbook.

**Action Items:**

1. Brettnee to get details to the city for the invoice issued for reimbursement of expenses and look into the $5,000 received from PacifiCorp.
2. Mike Stepp to get with Josh Bake about over all marketing in OYD and Downtown areas and will starting approving all marketing expenditures and attending DCBA meetings.
3. Lisa to setup a meeting regarding the AdBay building, prepare a business plan to be presented at next month’s meeting.
4. Brettnee to host a conference with the Sales Tax TIF Consultant to capture scope of work and cost proposal for the Board
5. Scott will evaluate need for Employee Handbook and updates to DDA Bylaws.
6. Charles to ask John Patterson to pursue the visit to Rapid City.

**Motion to Move to Executive Session**

***Motion, Second, Passed (Mike Stepp, John Johnson)***

**Motion to Adjourn**

The meeting was adjourned at approximately 1PM.

Approved by:

Secretary’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Board Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_