

Downtown Development Authority

Board Meeting Minutes

May 14, 2014

Present: Charles Walsh, Brian Scott Gamroth, Brettnee Tromble, Brandon Daigle, Louis Taubert, Sona Rummel, Scott Murray, Mike Stepp, John Johnson, Charlie Powell, Kevin Hawley, Tammy Carlen, Josh Bake, Liz Becher

Excused: Lisa Burrridge

Call to Order: Chair Charles Walsh called the May 14, 2014 meeting to order at 11:35am.

- **Public Comments:** N/A

City Report

Charlie Powell-

- Charlie briefly discussed the excitement from the City for plans to redevelop the “Pacific Fruit Warehouse” on Midwest Avenue.
- The status of the public restrooms came up during council session last night. The original hope of council was for the restrooms to be ready for this summer but they believed it would be closer to Christmas. Charlie deferred specific details and timelines to Liz.

Liz Becher-

- The original RFP that went out for the restrooms had a completion date of July 23, 2014. The two bids received came in higher than what grant monies would allow for. Liz and her team met with the DDA Infrastructure committee to discuss a process to value engineer the project to a more feasible cost. Liz suggested the City meet with the bidding contractors and receive additional information and specifics on bid proposal, such as the amount of money allocated for utility costs (City may donate these services to reduce project cost), as well as money allocated for meeting strict deadline (penalties) of July 23, 2014 completion date. The meeting was held and the City agreed to take on the utility work, which Liz believed would take roughly \$33,000 off the original bid. The Contractor (Haass) agreed to go through submitted bid and look at ways to reduce the project costs while maintaining the original footprint, design elements, and quality that DDA and City were excited about. The contractor suggested modifying the type of window glass installed, which alone could save nearly \$15,000. Once Haass Construction has completed their evaluation of cost savings from the submitted bid, Haass will meet with the City to review and the City will then meet with the DDA and provide an update. The City would like to have the new contract in place by the end of June, with a new deadline for completion before the Christmas parade. The City and Haass Construction believed this to be achievable.

- Liz spoke with the head of the Grants Department for the Wyoming Business Council, who is above anyone we had previously spoken with that gave the City and the DDA conflicting answers. Liz is pushing to get the previously submitted DDA in-kind hours (prior to grant award) approved. Once Liz receives final word from WBC, she hopes to be able to address the outstanding reimbursement invoice for the labor performed by “Hoffman.”

Josh Bake-

- Josh discussed the OYD Oscar Awards event that happened this week and thanks the DDA for our participation.
- Adbay notified the City they will vacate the space on May 31, 2014. Josh provided the DDA with a Final draft of the Lease Agreement. The new lease agreement would be written to begin on July 1, 2014.
- Josh discussed the public meeting on May 28th, 6:30 pm in Council Chambers for the Historic Preservation Grant that Peggy Brooker has been working on. Josh informed the Board that they are encouraged to come since the inventory of all buildings in downtown and OYD may affect them.

Approval of April, 2014 Board Minutes

Discussion: Louis asked Liz Becher if newer businesses like “Wyoming Signs” could bid on the signage for the Parking Garage or bathroom project. Liz informed the Board that the City sends out the RFP to all contractors available and interested, so yes, Wyoming Signs may bid on any City project.

Motion, Second, Passed (Brian Scott, Mike Stepp)

Financials – Brettnee Tromble

- DDA – Brettnee informed the Board that May and June are large months for collections of revenue from our mill-levy. Over the course of these two months we should see the remaining balance of \$55,000 come in; however, sometimes a balance can carry over to the following fiscal year if someone is behind on payments.
- Brettnee discussed the adjustments on the budget for allocation of ED’s time, as well as allocation for Operations. Moving forward it will be calculated on a monthly basis to give an accurate reflection of costs.
- Parking Garage – Brettnee reiterated adjustments to the budgets for the DDA allocations to reflect the true cost of doing business.

Approval of April, 2014 DDA Financial Report

Motion, Second, Passed (Brian Scott, Louis Taubert)

Approval of April, 2014 Parking Facilities Report

Discussion: John asked if we believed we would see any money from the patrons listed on our parking garage aging report. Kevin explained that he believed with the new systems in place and the progress made by Tammy to date, we should realize most, if not all, the outstanding rents. Kevin also mentioned that roughly \$3,000 on that aging report will be collected from City reimbursement checks. John then asked about the policies and procedures we have in place at the Garage that would give us the authority to remove patrons who are past due. Charles explained that Governance has created new contractual documents that will be ready for Board review and approval in June.

Motion, Second, Passed (Brian Scott, Louis Taubert)

Director's Report – Kevin Hawley

- Kevin discussed his recent trip to Rapid City and thanked Brandon Daigle of MOA for the allowing him to travel at no cost to the DDA. Kevin talked about the time he spent walking around downtown and how amazed he was with Rapid City's progress and accomplishments. For Kevin, one of the first things that came to mind while walking downtown was the desire to bring his wife up for a getaway weekend to explore all of the neat shops, restaurants, and historic buildings. Kevin also had some time before his meeting with Destination Rapid City to talk to several local patrons enjoying the plaza that afternoon. Of the seven separate conversations, there was not one person who could say a single bad thing about the plaza. All interviewed expressed great joy for the resurgence of their downtown and took great pride in their plaza and the engagement in their community.
- Kevin discussed possible interest shown for seats on MARCOM & Infrastructure from a few young and energetic professionals who can bring a new ideas and energy to the committee.
- The location of Harmony, Hops (HHH) and Hope this year will be located in front of what we hope to be the future home of our plaza (David St.) HHH will take place Saturday, May 17th, and all Board members who are available are encouraged to attend.
- Kevin discussed the planned trip with DDA Board members and City Council and Staff on June 5th to Rapid City, SD. The Board was reminded that it would be a full day event 9am – 10pm and that their participation was encouraged.
- Kevin reminded the Board that he would be out the week of May 19th for an out of state conference where 50 members from Wyoming Main Street would be in attendance. Kevin already had meetings lined up with Cheyenne, Laramie, Sheridan, Buffalo and Rawlins members.

Committee Reports –

A) Executive Committee – Charles Walsh

- Primary focus of Exec. Committee was on 2014-2015 Budgets, which will be discussed in detail during Finance Committee report.

B) MARCOM Committee – Mike Stepp

- Mike discussed the spring media campaign which is currently underway. Mike informed the Board of Harmony, Hops and Hope taking place this weekend and encouraged members to attend.
- Mike and Kevin discussed the proposal from the Star Tribune in which the DDA would share in the cost of a media package with the DCBA. The package includes 32” in the Star, 32” in Journal, 40,000 online impressions and Search Engine Optimization each month. The term for this contract is June 1 through December 30th, which will cover us in print through the summer and the Holiday season.
- Sponsorships were discussed and voted on:
 - **Approval of \$1,000 REV3 Adventure, Urban Challenge Race, 2014**
Motion, Second, Passed (Mike Stepp, NO SECOND)
Sponsorship request fails for lack of a second.

C) Infrastructure – Brandon Daigle

- Brandon informed the Board that the Infrastructure Committee discussed an updated cost estimate for the One-Way to Two-Way conversion proposal, resulting in a \$400,000 estimate. It was the recommendation of the committee to not approach the City on this matter until a later date, as we will not be actively pursuing this project for several months.
- Infrastructure Committee met with the City and discussed the next steps involved for the progression of the public restrooms project and feels like they are on the right track to an acceptable solution.

D) Governance – Scott Murray

- Scott informed the Board that Governance has nearly wrapped up the contract for parking, as well as policies and procedures, for both parking locations. Once complete, the package will be sent to the Board for review and then will be voted on at our June meeting.

E) Finance – Brettnee Tromble

- DDA 2014-2015 Proposed Budget
 - Administratively, adjustments were made to account for 20% of the ED's time to oversee and manage the Parking Garage. Similarly, 20% of the cost of the Staff Assistant was accounted for use by the DDA and 80% of cost remained to the Garage.
 - Operationally, largest adjustment came from strategic decision to potentially assume a new office space. For budgeting purposes, the DDA is assuming we will not be able to sublet the space and are planning for a worst case scenario of the expenses we will need to carry. Should we find a suitable tenant, it would help reduce our costs significantly.
 - Revenue, we will not have a clear idea of projections for next year until at least June 1 but for now we are using last year as a model. There is the possibility that we will see a small increase but Finance Committee believes keeping it flat for now is the appropriate approach.
- Parking Garage 2014-2015 Proposed Budget
 - Administratively, accounts for 80% of Staff Assistant salary and 20% of ED's salary.
 - In the interest of time, the recommendation was made that Board members take a few days to review both budgets and contact an Executive Committee member with any questions they might have.

Chairman, Charles Walsh, reminded the Board that there are two Board seats up for renewal, Brettnee Tromble and Mike Stepp. Current members must express their interest to remain and new candidates may be considered as applications come in. This topic will need to be addressed and voted on at the June Board meeting.

Motion to Move to Executive Session

Motion, Second, Passed (Brian Scott Gamroth, Mike Stepp)

Motion to Approve City of Casper Lease Agreement for new office space

Motion, Second, Passed (John Johnson, Brian Scott Gamroth)

Action Items:

1. Kevin work with Infrastructure Committee to have information ready for future One-Way to Two-Way survey.
2. Scott to finalize parking contracts for Garage and Center Street lot. Once complete, contracts should be distributed to Board for review, prior to adoption vote at June meeting.
3. Scott to review final AdBay Building Lease Agreement.
4. Brandon to talk to Councilman Sandoval to participate in the Rapid City site visit.
5. Brian and Louis to talk to Councilman Cathey to participate in the Rapid City site visit.
6. Kevin to prep for publication of the 2014-15 Fiscal Year Budget.
7. Kevin to schedule 90 Day Review with Executive Committee.

Motion to Adjourn

Motion, Second, Passed (Brian Scott Gamroth, Mike Stepp)

The meeting was adjourned at 1:02 PM

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____