

Downtown Development Authority

Board Meeting Minutes

June 10th, 2015

Present: Charles Walsh, Brian Scott Gamroth, Brettnee Tromble, Lisa Burrridge, Sona Rummel, Louis Taubert, Scott Murray, Brandon Daigle, Kevin Hawley, Lindsey Svejksky, Jackie Schulte, Charlie Terrell, Tom Dixon

Excused: Pete Fazio, Charlie Powell, John Johnson

Call to Order: Chairman Charles Walsh called the June 10th, 2015 meeting to order at 11:34 am.

Public Comments: No public comment

City Report

Kevin Hawley, per Liz Becher

- Follow up with downtown parking and overnight enforcement.
- City asks if things do not improve, that Brian gets specific details on vehicles

Approval of April, 2015 Board Minutes

Motion, Second, Passed (Brian Scott Gamroth, Lisa Burrridge)

Financials – Brettnee Tromble

DDA

- 1 more month in our fiscal year, 80% of Administrative expense, 69% operational expense
- Checks Adbay promotional video part 2 of the payment, rent, charter, rocky mountain power, Casper Star Tribune, water and payroll

Parking Garage

- 60% Administrative expense, 50% operational expense, branding over at the garage was put on hold until City wide brand came out then was on hold until we know if we will continue to manage parking garage
- 82% total budget revenue, note there is \$1,500 in Park free Friday money as well
- Checks, charter, rocky mountain power, water, rent and payroll

Question: Charles asked if we've seen a decline in the electrical bill? Not a huge decrease

Comment: Projected roll over? If we do, it won't be huge, maybe \$5,000. It will go into unallocated for next year.

Approval of April, 2015 DDA & Parking Garage Financial Reports & Payments

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

Director's Report – Kevin Hawley

- Wanted to point out that there is a lot of energy in downtown, with different events going on such as the Vet parade that happened over the weekend, Art walk that happened last Thursday, Rock the Block that happens every Thursday.
 - Louis asked what the status is on Sanfords? Property has been gutted but no one is certain about the future and cannot comment outside of speculation.
- Johnny Appleseed & Galles Greenhouse have been out and the flower beds are looking great!
- Parking Garage RFP for 2015-2017 management has been submitted; waiting to hear back from the City. Kevin and Charles go before the City interview committee tomorrow.
- Wyoming Business Council grant was submitted, thanks to Lindsey for making sure everything was completed.
- Slow Ride has started up again.
- Art Walk had a great first week; huge turnout and look forward to growth for the coming months.
- Rally Local event will be discussed more in Marcom report

Committee Reports –

A) Executive Committee – Charles Walsh

- Focused on budget for 2015-2016
- Spoke about State building relocation
- Total Solar Eclipse
- Main focuses: Plaza, Parking Garage RFP and relocation of state office building are the main concern

Question: Brandon asked about Re-election, it will be discussed in Governance

B) MARCOM Committee – Kevin Hawley

- Purchased 'Thank you' cards that have image of plaza on them
- Rally Local event, celebrated all local businesses, had a great organic turn out, 500 people in the proposed plaza location
 - Downtown merchants only fashion show

- Very diverse in age
- No sponsorship asks this month

Note: Charles had to go to Rapid City, at 10:15 on Monday morning, there were 100+ kids in the Splash pad area and parents sitting around drinking coffee.

Comment: Louis asked if there was a current event list for Rapid City, you can sign up for their newsletter

Brian, there are a lot of events going on in downtown Casper, Art Walk, Rock the Block, Chalk Art, Lemonade Day, Pancake breakfast for CNFR and Shrine Bowl, NicFest, Wednesday Night Live, Tuesday Night Farmer's Market, Sturgis is expecting over 1 Million bikers for their 75th anniversary.

C) Infrastructure – Brandon Daigle

- Still working with Kevin on developing options for State relocation
- Holding off on Parking Garage branding and improvements, until we know if we will continue to manage
 - Mentioned talking with City about getting Debit/Credit Card machines over there
- Thanks to Lisa and team for bike rack installation

D) Finance – Brettnee Tromble

- DDA's budget for 2015-2016; waiting on Parking Garage budget until its known if we will manage it.
 - -\$20,000; is a worst case scenario,
 - After talking with Tom Doyle, the Mill-levy will not increase; individual property owners can and have contested increases previously and won.

E) Governance – Scott Murray

- Team is assembled to discuss the options for DDA/Plaza; having a meeting later in the week
- Met with Bill Luben to make sure City is on board
- Hopeful to have answers in the next 2 to 3 weeks, before next meeting.
- Note on Bylaws and Officers terms, found it a few years back that executive team members can serve up to 4 years limits
- Will vote on Officers at July meeting

Louis asked, as Board Members could they possibly be held liable for anything, No, as a board we have insurance and are covered under City as well

Brian, Sona and Brandon's terms are all up at the end of June, have all expressed interest in continuing to being on board, will vote next month on Executive team, Officers and Committee's

Action Items:

- Get with Brandon and Lisa on Bike racks
- Pull Director and Officer insurance for next month
- Work on garage budget and socialize with board
- Full votes on offices, board, budget for July meeting

Adjourned at 12:19pm

Motion, Second, Passed (Lisa Burrridge, Sona Rummel)

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____