

Downtown Development Authority

Board Meeting Minutes

July 8th, 2015

Present: Charles Walsh, Brettnee Tromble, Pete Fazio, Charlie Powell, Scott Murray, Louis Taubert*, John Johnson*, Kevin Hawley, Lindsey Svejksky, Jackie Schulte
(* Board Members in attendance via tele conference)

Excused: Lisa Burrige, Sona Rummel, Brian Scott Gamroth, Brandon Daigle,

Call to Order: Chairman Charles Walsh called the July 8th, 2015 meeting to order at 11:36 am.

Public Comments: No public comment

Approval of June, 2015 Board Minutes

Motion, Second, Passed (Scott Murray, Pete Fazio)

Financials – Brettnee Tromble

DDA

- 77% operational expense that were budgeted, revenue was more because of money from the City.
- Checks: DCBA, rent, rocky mountain power, Rotary, Star Tribune, Galles Greenhouse and Johnny Appleseed

Parking Garage

- Revenue 90% of budget
- Checks: Rent to city, Oil City Printers for validation stickers, charter, payroll, rocky mountain power

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

Motion, Second, Passed (Pete Fazio, Scott Murray)

DDA Budget:

- DDA Budget for 2015-2016. There will be a publication on Friday July 10th, notifying of the public meeting July 17th.

SUMMARY OF BUDGET

Budget Classification Activity	Amount
Administrative budget	\$151,327.00
Operations budget	\$77,565.00
Promotions budget	\$50,253.00
Capital Improvement budget	\$120,000.00
Total budget	\$399,145.00
Anticipated reserves for FY 2015-2016	\$499,987.00
Total Estimated Revenue Available	\$258,712.66
Requirements for 2015-2016 Budget	\$399,145.00

Approval of DDA Budget 2015-2016

Motion, Second, Passed (Scott Murray, Pete Fazio)

Parking Garage Budget:

- Parking Garage Budget for July & August 2015. With the 2 month extension of the contract.
- Total Cost \$20,521 Revenue \$19,900, net loss of \$621

Approval of Parking Garage Budget July & August 2015

Motion, Second, Passed (Louis Taubert, Pete Fazio)

Committee - Votes

A. Governance – Scott Murray

- Voting on Board Members, Brian Scott Gamroth, Sona Rummel and Brandon Daigle terms are all up as of 7/1/15. They've all expressed interest in continuing to be on board and no one else expressed interest in the board.
 - Board members elected to serve an additional term via ballot vote. **(Pass)**
- Voting on Executive Board-Chairman, Charles Walsh; Vice Chairman, Brian Scott Gamroth; Secretary, Brandon Daigle; and Treasurer, Brettnee Tromble. They've all expressed interest in continuing on in their position on the executive team.
 - Executive Committee members elected via ballot vote. **(Pass)**

B. MARCOM Committee – Pete Fazio

Sponsorship Requests:

- Farmers Market -Marcom recommends \$500
Motion, Second, Passed (Scott Murray, Brettnee Tromble)

- Rock the Block- Marcom recommends \$500
Motion, Second, Passed (Scott Murray, Brettnee Tromble)
- The Roaming Buffalo Festival- Marcom recommends \$300
Motion, Second, Passed (Louis Taubert, Scott Murray)
 - Louis asked if The Roaming Buffalo and Rock the Block are different things, or are they both put on by the Yellowstone Garage. Pete said they are different events run by different groups and the Yellowstone Garage donated the facility for the event.
- The Science Zone Crazy Days event- Marcom recommends \$500
Motion, Second, Passed (Brettnee Tromble, Scott Murray)

** John Johnson leaves meeting at 12:20pm, quorum still established with Louis on phone

City Report

Charlie Powell:

- There is a lot going on, but nothing specific to downtown. Library there are a lot of questions going around. There is no agenda, working on design process and what the possible outcomes can be. Numerous opportunities for people to express their opinion.
- Kevin asked what the status was on hiring a replacement for John Patterson. Charlie said they will be hiring a search firm at their next meeting.

Committee Reports

A. Directors Report- Kevin Hawley

- Plaza received a new \$100,000 donor; asked to be anonymous until further notice.
- Still working with the interagency committee- CAEDA, Chamber, CVB, Airport and DDA
- Still working with Brandon on temporary state office relocation options
 - Reminder SBC meeting is July 15th in Cheyenne
- Recently met with Senator Bill Landon and Representative Tim Stubson in preparation for SBC meeting.
- Wyoming Business Council Grant had a great meeting two weeks ago with staff and a few board members; phase 1 asking for \$500,000; phase 2 will be asking for an additional \$500,000
- Parking Garage-2 month extension, continuing business as normal.
- NicFest received their final numbers for attendance 18,000 people were in downtown Casper over the 3 day event.

- Started to receive audit papers, will begin working with Brettnee and Lindsey to complete all year end reporting, along with getting the City report for the parking garage complete.
- Crazy days are July 17th & 18th and then the following weekend is Balloonfest.
- Total Solar Eclipse, RFP for director went out and is due this Friday July 10th.

Louis asked about the Hotel and Convention Center

- Charlie: meetings are going on, but the process has slowed down. The Joint Powers Board is aggressively pursuing for the location to remain the same.

B. Executive Committee – Charles Walsh

- Nothing new, focused on the budget

C. Infrastructure – Kevin Hawley

- Working on getting the other bike rack installed in front of Wonder Bar.
- Still working on State office relocation building
- RFP for design firm for Plaza is in draft will be ready soon

D. Governance- Scott Murray

- Getting the legal questions regarding the 501c3 answered in the next 30 days.

Final Comments:

- Brettnee: reminder that public meeting for budget is next Friday, July 17th at noon.

Action Items:

- Continue to work on Bike Rack
- Continue to work with Brandon Daigle on relocation options
- Continue to prep audit/ year end documents
- Submit all necessary documents to city, state, and county
- Engage with city on parking garage infrastructure improvements
- Follow up with Police on downtown vandalism

Adjourned at 12:20pm

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____