

Downtown Development Authority

Board Meeting Minutes

October 21st, 2015

Present: Brian Scott Gamroth, Charlie Powell, Brandon Daigle, Pete Fazio, John Johnson, *Brettnee Tromble, Liz Becher, Kevin Hawley, Lindsey Pariscoff, Jackie Schulte, Peggy Brooker (* Board Member in attendance via tele conference)

Excused: Charles Walsh, Scott Murray, Louis Taubert, Sona Rummell, Lisa Burrige

Call to Order: Vice- Chairman Brian Scott Gamroth called the October 21st, 2015 meeting to order at 11:37 am. There is no established quorum, general items to be discussed until voting measures need to be taken care of and Brettnee will tele conference in.

Public Comments:

Peggy Brooker- everyone should have a hand out on the National register; what it is and what it means

- Talked on behalf of the National Register and Historic Preservation, they are wanting to create two districts in the DDA boundaries. They have raised \$6,000 from two donors, they are about \$3,100 short of being able to do both districts. They feel that this would give the property owners value to their property and if they are a contributing member they are eligible for a 20% tax credit.
- Brian moves to give this to the Infrastructure sub-committee to discuss further, come up with a plan and be able to vote on it in the November meeting.

City Report

Mayor Charlie Powell

- Civic Auditorium is a go, just to clarify that City has no involvement in the project. There was 5.5 million set aside for the project years ago, that money has since gone to other projects and is no longer available to contribute to the Civic Auditorium.
- Smoking ban is set to be voted on November 3rd, a 'for' vote is for smoking within bars, an 'against' vote is to make it a full ban.

Liz Becher

- Next Tuesday at 4:30 there will be a bike lane dedication behind the Natrona County Public Library.
- Still working on enforcing parking in the downtown area.

A) Executive Committee – Kevin Hawley

- Talked about the financials and Wyoming Business Council Grant. The meeting was over email due to board traveling.

Brian moved to Executive Session to discuss property acquisition.

Motion to move to Executive Session

Motion, Second, Passed (Brandon Daigle, John Johnson)

The meeting was moved to Executive Session at approximately 12:11 PM.

The meeting was brought back to order at approximately 12:45 PM.

* Brettnee Tromble joined via tele conference at approximately 12:47 PM.

Quorum was established, voting measures can now take place.

Financials – Brettnee Tromble

Parking Garage:

- Operating expense are at 65%, Revenue is at 81.87%
- We have 1 month left in our extended contract with the City
- All expenses were the normal- utilities and rent.

DDA:

- Mil levy is low right now, will pick up in the beginning of 2016
- Operating expenses at 20%, Revenue is at 2.3%
- We will also be receiving the second phase of the City funding of \$100,000 in February.
- All expenses are normal as usual – payroll, utilities and rent.

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

Motion, Second, Passed (Brandon Daigle, John Johnson)

Approval of September, 2015 Board Minutes

Motion, Second, Passed (Pete Fazio, Charlie Powell)

MARCOM has received a sponsorship request from Proud to Host the Best; they promote all the High School tournaments that come to Casper throughout the school year. Historically we've sponsored \$1,500. This year the new level are \$2,000 or \$1,000. Marcom recommends a sponsorship for \$1,000.

Approval of \$1,000 Proud to Host Best

Motion, Second, Passed (Brandon Daigle, John Johnson)

Plaza contract with Stateline No. 7, it was discussed that we should develop a contract with Stateline No. 7 that invoicing will not exceed \$50,000 through the end of the 2015 calendar year. That way they can begin to develop our design while we wait for the WBC grant money to come in January of 2016.

Approval of Stateline No. 7 \$50,000 by January 2016

Motion, Second, Passed (Charlie Powell, Pete Fazio)

*Brettnee leaves meeting via tele conference at 12:53 PM quorum is no longer established.

Committee Reports –

B) MARCOM Committee – Pete Fazio

- Proud to Host the Best sponsorship (voted on while quorum was established)

C) Finance – Kevin Hawley

- All finances look normal, all invoices were the same, utilities, and rent.

D) Infrastructure – Brandon Daigle

- Nothing further to report on
- Parking Structure contract is developing; in a previous meeting the board gave the power to the Executive Committee to negotiate terms, so we won't need to call a special board meeting.

E) Governance – Kevin Hawley

- Nothing to report on

Director's Report- Kevin Hawley

- Have to go to City Council and Planning and Zoning committee before anything can happen on the Plaza site. We would love to have as much board support at both meetings. Next Tuesday at 6PM we will be on the agenda at the Planning and Zoning meeting. Then we will get a recommendation to go to a City Council work session.

Action Items:

- Parking issues- get on a work session agenda
- Infrastructure review Historical request/funding

The meeting was adjourned at approximately 1:01 PM.

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____