

Downtown Development Authority

Board Meeting Minutes

December 9th, 2015

Present: Charles Walsh, Brian Scott Gamroth, Brettnee Tromble, Scott Murray, Brandon Daigle, Pete Fazio, Charlie Powell, Lisa Burrridge, Sona Rummel, Kevin Hawley, Lindsey Pariscoff, Jackie Schulte, Carey Bruce

Excused: John Johnson, Louis Taubert

Call to Order: Chairman Charles Walsh called the December 9th, 2015 meeting to order at 11:30 am.

Public Comments:

- N/A

City Report

Charlie Powell

- At last night's City Council meeting, council postponed the contract for the Eclipse Fest, reopening the RFP so local firms can send in proposals.
- Sending a letter to SBC stating that Casper City Council would like to see the Consolidated State office building in Casper.

Approval of November, 2015 Board Minutes

Motion, Second, Passed (Brian Scott Gamroth, Sona Rummel)

Approval of MOU Meeting Minutes that occurred on Nov. 20th, 2015

Motion, Second, Passed (Brian Scott Gamroth, Brandon Daigle)

Director's Report- Kevin Hawley

- Met with Peter Nicolaysen this morning, went well. Remember with new WARM insurance came new obligations; help protect us and the city. He will begin working on our documents and is good to operate within our proposed budget.
- Met with DEQ to learn more about underground tank storage regulations and remediation programs.
- Santa's Workshop - Dana Deuel donated property, decorations had to be purchased before sponsorships came in; you will see those charges on the MasterCard bill this month. All those charges will be reimbursed as we receive CAEDA contributions.

- Sinclair Casper Refinery is sponsoring kid's activity station; different activities every week -coloring sheets, Christmas card, Letters to Santa, making ornaments, and candy cane reindeers.
- Plaza- some numbers have come in the last few days and are on or under budget.

Committee Reports –

A) MARCOM Committee – Kevin Hawley

- Website investigation, have set up meetings with TownSquare Media and Adbay to go over what they can offer for a website for the Plaza.
- Adbay has been talked to about naming/branding of the Plaza
- Had a great 1st public design charrette, will have another one in January.
- Charlie asked if there are any updates with the Plaza design
 - Design team will put together 3 different options, Infrastructure is helping and going through the plans. He believes they will pick pieces of those 3 designs and make one final design.

B) Infrastructure – Brandon Daigle

- Meeting with Lyle's team and Adbay on Friday to see design with changes. Including Adbay's team in this meeting so the brand and design go hand in hand.
- State office relocation, approved plan, Kevin and Brandon will work on pricing.
- Charles asked if the City needed to be involved. Liz and Doug Barrett have been included in meetings.

C) Governance – Scott Murray

- Nothing new to report.

Financials – Brettnee Tromble

DDA:

- All Expenses, we are at 32% of the budget
- We will receive some additional Mil Levy money within the next week.
- Checks: Rent, Rocky Mountain Power, payroll, MasterCard, Charter, and Utilities
- Asked Kevin to discuss the MasterCard bill, it is significantly higher this month due to the purchasing of decorations for Santa's Workshop again that will all be reimbursed to the DDA. There is also a reimbursement check for Renee Penton-Jones; she purchased some decorations on her own so they could begin decorating and meet our timeline.

Parking Garage:

- Only had a 3 month budget, we extended that same budget for another 3 months so the numbers don't look funny.
- All expenses are within line
- Checks: Charter, Rocky Mountain Power, payroll, and Utilities

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

Motion, Second, Passed (Scott Murray, Lisa Burrridge)

Brian made a comment that we still have not received the contract for the Parking Garage, the 2 month extension has expired again and feels it has been put on the back burner.

D) Finance – Brettnee Tromble

- Compiled a list of people that we will approach to be added to the committee; looking specifically for someone with a CPA background that knows about funding.
- Brandon made a comment that he knows a few CPA's if she needs any other recommendations.

E) Executive Committee – Charles Walsh

- Brian pointed out, economically the state needs to move forward with the State consolidated building. Thought it would be good that our board goes and talks to their respective representatives. Kevin is working on some talking points and will send those out.

Charlie added that last night they had a presentation from Andrew Nelson about a Downtown Trolley system; Kevin said Andrew has asked to talk in front of the Board at the January meeting.

Action Items:

- Infrastructure – continue working with design team for final plaza design and name.
- Kevin to provide talking points to board on consolidated state office building.

The meeting was adjourned at approximately 11:57 AM.

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____