

Downtown Development Authority

Board Meeting Minutes

March 9th, 2016

Present: Charles Walsh, Brian Scott Gamroth, Brettnee Tromble, Louis Taubert, Pete Fazio, Lisa Burrige, Scott Murray, Charlie Powell, Brandon Daigle, Sona Rummel, Kevin Hawley

Lindsey Pariscoff, Jackie Schulte, Liz Becher, Craig Collins, Gary Yake, Garijo Brierley, Steve Cathey, Shawn Houck, Lynette Boatright, Patty McKenzie, Don Redder

Excused: John Johnson

Call to Order: Chairman Charles Walsh called the March 9th, 2016 meeting to order at 11:31 am.

Public Comments:

- Received an email from Peggy Brooker about the Historic district in downtown. They are holding a public meeting in Council Chambers at City Hall on March 30th, at 5:30 pm; board members are welcome to attend.
- Liz Becher, OYD advisory committee asked if they could come and give their support for David Street Station. Lynette Boatright- renovating the old Fruit Ware house. Garijo Yellowstone Garage- run a lot of festivals at the Garage, just want to work together make downtown even better! Gary Yake- owns scooter store and live across the other way. Patty McKenzie- owns the Ice Factory building with her husband. Don Redder, planning and zoning commission, working together is better than working against each other. Shawn Houck- owner of Adbay fully supports the Station. They all spoke positively on David Street Station, can't wait to see the outcome!
- Always welcome to sit in on the OYD Advisory committee, meetings are the 3rd Monday of each month, they move around so check with Kevin to get location.
- Lisa Burrige mentioned fundraising- if they would like to donate or know anybody who would like to donate, please let her know so she can contact them.

City Report

Charlie Powell

- Discussion about the dead tree issues; trying to get grant money to help get the dead trees taken down throughout town.

- We all owe a big thank you to Steve Harshman, he did a lot of hard work to get the Consolidated State Office Building to Casper. It was part of the bill for the location to be the Goodstein lot to the South of the plaza site- two big empty lots next to Slumberland Furniture.

Liz Becher

- West Yellowstone reconstruction project is underway. Will also begin working on Walnut street, and that will be done by July 1st because of a grant the City received.
- The city will begin Midwest bidding in July and would hope to have work done in conjunction with David Street Station
- Have been working with Kevin, Phil Schmidt, and Peter Wold on parking arrangements.

Brian commented on what Charlie was saying about the consolidated State office building and that this wasn't easy and there are a lot of things that could still go wrong to stop this. Board members spoke with Harshman and Stubson and provided them the talking points that we heard time and time again during this legislature session. Kevin and staff worked behind the scenes to make sure that those two were well informed and had those talking points.

Approval of February, 2016 Board Minutes

Motion, Second, Passed (Brian Scott Gamroth, Pete Fazio)

Financials – Brettnee Tromble

DDA:

- 67% through our fiscal year ; 72% administrative budget; 60% total operational expenses
- Checks included all regular payments and a payment to Adbay for marketing

Parking Garage:

- We do have our full budget
- 60% of administration budget; 56% of operational cost; 67% revenue
- Checks included all regular payments and a payment for snow removal at 1st & Center lot

Approval of February, 2016 DDA, Parking Garage & DSS Financial Reports & Payments

Motion, Second, Passed (Louis Taubert, Sona Rummel)

Director's Report- Kevin Hawley

- Attended Governors Tourism Conference two weeks ago. Biggest take away this year was a presentation from South Dakota Office of Tourism. Just as Dan Senftner has told us, Main Street Square is a big highlight for S.D. Tourism. They spoke highly of Main Street Station; they showed 4 videos and Main Street Station was included in three of the four.

- Talked last month about Gillette reaching out to us about what we're doing; now we see Cheyenne looking at improving their downtown plaza to include features similar to David Street Station, including a water feature and ice rink.
- State office relocation will be happening in the next few weeks and we are on schedule.
- Year-end reporting-received the year-end report from the state that they have received everything and we are compliant.
- Resolution to deed property back to City of Casper -Peter Nicolaysen would like to meet with City attorneys one more time before this goes through. Will vote at a later date.
- Demolition services- we sent out an RFP, 6 contractors came to the meeting, 4 submitted bids. The lowest bid we received was for a little under \$55,000, which was under our budgeted amount.
- Fundraising- we still need to continue fundraising, if you need any information from this office, please let us know and we will get it for you.
- Total Solar Eclipse- CVB has taken over the planning of the event. They posted a job description for a Project Coordinator online for anyone who might be interested in applying.

Committee Reports –

A.) Executive Committee – Charles Walsh

- Resolution on the giving the deeds to the city, Peter Nicolaysen would like to look over the resolution one more time before it goes to the City. We will vote at a later date.
 - Brandon brought up on the operational side, if we could possible get in the MOU for street closure for festivals. It would be nice if we didn't have to go to the police every time we need to close the street. This should be addressed at a different time, since this is just property acquisition.
 - Councilman Cathey spoke up saying if this does go through, the city would still need some sort of heads up for emergency services, especially with Station #1 being down the block.
- DDA new office location: Chairman Charles Walsh recused himself from the matter prior to discussion and stepped out of the meeting. Vice-Chairman conducted this discussion.
 - With pending demolition for David Street Station, the DDA has given notice to the City of Casper that they will be terminating their lease of office space at 234 S. David Street. Due to this, the DDA will need to find a new office to manage their affairs out of. In addition to office space, with a long-term management contract for the plaza in place through the DDA/City MOU, the DDA will also need adequate warehouse space for David Street Station.
 - With these items in mind, DDA investigated options for office space and warehouse space, in proximity to David Street Station. The result was office

space quotes from \$1,400 - \$2,000 p/month and separate storage space quotes from \$1,273 - \$1,500 p/month.

- Due to budget concerns, it was very difficult to justify over \$15,000 a year for storage space for banners, tables, chairs, etc. for the plaza. A property which was previously off the market became available which had office space in the front and over 2,500 sf of warehouse space in the rear within 100 yards of the plaza. The close proximity to the plaza could add to operational efficiency. After learning the lease rate was within our current budgeted amount for office space alone, this property became attractive with budget savings of nearly \$10,000 a year.
- Although the amount is within the approved budget amount and the Executive Director has the authority to operate within the budget, due to the owner being a board member, the ED felt it was prudent we had an open discussion and full consideration and vote by the full board, with the exception of the board member with the conflict.
- DDA By-laws, Section 7, require conflicts of interest from board members to be disclosed and the party with a conflict not to be able to influence the decision process, including an abstention of voting on the matter. State Statute 15-9-220 addresses the need for the board member to identify the conflict and refrain from discussion and vote on the conflict.
- The DDA Board, minus the Chairman with the identified conflict, discussed the item of interest in a public meeting. It was determined that the operational savings by consolidated the needed spaces of office and warehouse were very significant. The board discussed the relationship between the DDA and the property owner but determined that moving forward with this deal was in the best financial and operational interest of the DDA. The board then voted **unanimously** to approve the Executive Director moving forward to finalize the contract, within the approved budget amount, with the property owner of 341 W. Yellowstone Highway.

Approval of DDA lease - ED to negotiate & execute

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

Chairman Charles Walsh returned to the meeting and assumed the chair.

- The board then discussed the demolition proposals for David Street Station.
- Pete asked why Recycled Materials came in so much lower. The next lowest contractor was \$70,000, so not frighteningly lower that should cause concern.
- Recycled Materials also takes materials out of the buildings and recycles them, which is accounted for in his price. He has a solid track record and job history, including verified references. Staff has confirmed all items in the RFP scope have been addressed in the bid and recommend moving forward with a contract, prepped and reviewed by legal counsel, in the amount of \$54,903 with Recycled Materials, LLC.

Approval of Contract for Demo services not to exceed \$54,903

Motion, Second, Passed (Lisa Burrridge, Brandon Daigle)

B.) MARCOM Committee – Pete Fazio

- Next steps for David Street Station and DDA- have a meeting tomorrow to talk about a marketing plan for DSS.
- Explore potential options – no commitments –effective and affordable solutions?
- Printing of new DSS packets is all ready to go.
- Charles recommends reaching out to additional marketing firms.
- Charlie stated that he thinks a video camera should be rolling when the first brick falls. We need to have a time-lapse video.

C.) Finance – Brettnee Tromble

- Working on committee, the CPA's that have been contacted are a little busy right now with tax season, will touch base with them after they slow down.

D.) Infrastructure – Brandon Daigle

- State relocation will be happening soon.
- Splash pad, Ice rink and Audio/Visual will be designed and managed by Stateline No. 7. These items were budgeted in our construction budget, this will help manage it, by going to one person rather than 3 or more people.

Approval of Design Team Change order not to exceed \$90,250

Motion, Second, Passed (Brandon Daigle, Pete Fazio)

- Charles said this is something that was learned from Rapid City, they had a few different contractors and had to manage all of them. This way one person designs it and then manages those contractors.
- Complete demolition in May, have a RFP for construction during May, have shovel in ground in new site end of June, if everything goes according to plan.

E.) Governance – Scott Murray

- Will have update on framework for David Street Station committee at next meeting.

Comments:

Charles mentioned that he and Kevin sat in front of the editorial board at Casper Star Tribune. They received a lot of positive feedback from the meeting.

Brettnee has received some feedback from a few CPA firms and that they are a little busy right now. Once tax season is over they will get back to her and give her more names of potential volunteer committee members.

Lisa spoke about fundraising and thanked everyone who donated. Reminder, if you know anyone who could be a possible donor, please let her know. She had a recent meeting with Hilltop, which was very positive. She will know more after their board meeting at the end of the month.

Charlie had a recent meeting with the new owner at the Parkway Plaza talking about his plans for the Parkway. He spoke about the Conference Center- where is it going to be built, by the Parkway or on the River? Brandon asked about if they've talked about traffic flow with that lot, with that new Starbucks that intersection has become extremely busy.

Pete really thinks a time-lapse video of the whole project would be a great marketing tool down the road. There is a company called BlueOx, that can do it, but it is not cheap.

Councilman Steve Cathey- in the paper the budget says it is \$7.5 is that still correct? It is actually \$8.5 with the endowment. We currently have \$5.5 raised and that includes the City's \$3 million.

Action Items:

- Email invite to BOD for Downtown Historical District meeting
- Old Yellowstone District advisory meeting is the 3rd Monday of the month
- Operation side- Can we get street closure in MOU with city, city would still need to know for Emergency services?
- Kevin to move forward with demolition services contract
- Kevin to move forward with lease at 341 W. Yellowstone
- Scott to review DSS committee structure

The meeting was adjourned at approximately 12:50 PM.

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____