

**Downtown Development Authority  
Board Meeting Minutes  
March 15, 2013**

**Present:** Charles Walsh, Brian Scott, Brettnee Tromble, Brandon Daigle, Mike Stepp, Sona Rummel, Charlie Powell, Lisa Burrige, Louis Taubert, John Johnson, Scott Murray, Renee Penton-Jones

**Call to Order:** Chair Charles Walsh called the March 15, 2013 meeting to order at 11:40a.

**Approval of February, 2013 Board Minutes**  
*Motion, Second, Passed (Brian Scott, Lisa Burrige)*

**Financials – Brettnee Tromble**

Brettnee reviewed the year-to-date actuals, noting that overall expenses are at approximately 57% of budget while total revenue is at 62%. Brettnee felt the numbers are in line for the year. A couple of checks from the March run were highlighted: 1) The annual property insurance check to Hartford in the amount of \$500, 2) A check to Quality Office Solutions for public restroom office supplies and 3) \$5,492.88 to Alysius, Inc. for final grant writing fee and expenses.

**Approval of March, 2013 Financial Report**  
*Motion, Second, Passed (Mike Stepp, Louis Taubert)*

**Director’s Report – Renee Penton-Jones**

Renee discussed her recent meeting with the Wyoming Business Council to review the downtown public restroom and parking garage improvement grant, along with site inspection. She told the board that there were questions from the WBC regarding Casper’s status as a Main Street Community. She said that WBC representatives told her and Dave Hough, with the City, that Main Street members would take precedence over non-members if funds for designated grants were limited. Renee indicated that Dave would be informing the city manager. Renee said she would also be making an appointment to review history and options with John Patterson.

Renee reported that NicFest will be taking place in late June and the theme will be Japan. She said the committee will be submitting a request for sponsorship prior to the April meeting.

In the interest of time, Renee referred the board to her written report for further information.

**New Business**

Brian Scott updated the board on the status of the Downtown Casper Community Farmer’s Market. He informed them that the market has been taken over by Food for Thought, a downtown business. Brian noted that the market will continue to be held on the grounds of the Nicolaysen Art Museum and will begin in mid-July. He said that the executive director, Jamie Purcell, will address the board at its’ February meeting.

There was discussion regarding the recent sale of the County Annex building to Rapid City developers McCarthy Properties. Charles Walsh suggested that the board reach out to Peter Anderson, a partner in the firm, and request a meeting with him to discuss the DDA and any support that can be given.

**Committee Reports**

1. **Executive Committee** – Charles noted that the committee had met on March 8 where they discussed final arrangements for the board retreat. He said there was also discussion regarding expenses related to the public restroom grant and invoicing the city for reimbursement as soon as all invoices are received.
2. **Finance Committee** - Brettnee said the month was devoted toward support for the public restroom grant application process. She said she would be scheduling an April meeting of the committee to discuss going forward with a TIF, along with beginning the budget preparation process.
3. **Infrastructure Committee** – Brandon said his committee didn't meet in March, He said members did, however, spend multiple hours preparing and producing documents for the public restroom grant. He will be scheduling an April meeting and will resume discussion regarding other projects currently in progress.
4. **MARCOM Committee**– Mike told the board that the newsletter would be submitted for proof the following week and should be ready for distribution by the 22<sup>nd</sup> of March.  
Mike told the board that his committee had discussed the need for educational materials to support the Finance Committee's upcoming TIF efforts. He said he will coordinate with Brettnee for content, media choices and timing.  
Mike submitted a request from the Natrona County Commissioners for sponsorship dollars for their upcoming state commissioner's conference in Casper. After much discussion, the board voted to provide a \$500 check in appreciation for all of the hard work by Natrona County Commissioners and staff in hosting the conference.
5. **Governance Committee** – Scott Murray was accepted as the new chairperson for the Governance Committee.

**Action Items:**

1. Renee to contact Peter Anderson with McCarthy Properties to request a meeting.
2. Renee to draft a letter to the commissioners expressing appreciation for Natrona County hosting the state Commissioners conference. The letter will accompany a \$500 check from the DDA.
3. Renee to send sponsorship information to Food For Thought.

**Motion to Adjourn**

***Motion provided (Brian Scott, Sona Rummel)***

There being no further business the meeting was adjourned at 12:50pm.

Approved by:

Secretary's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_/Date: \_\_\_\_\_