



Livingston Business Improvement District Minutes

May 30, 2014

Meeting called to order at 8:38 a.m.

- I. Roll Call - Attending: David DePuy, Tyler Erickson, Kristen Galbraith, Dan Kaul and Jill Mabie. Also in attendance – Warren Mabie, Randy Chambers, Jack Luther, Dale Sexton and Michael McCormick. Dan Kaul called meeting to order.
- II. Review and approval of April 25th, 2014 meeting minutes. Jill Mabie approved; David DePuy seconded and all in favor.
- III. Public Comment – None.
- IV. New Business
 - a. Michael McCormick – Food Pantry – Not in attendance.
 - b. Proposed Love’s Travel Center at east entrance into Livingston – Worried about effects on downtown area when it is developed. There is not enough information out there regarding this commercial development. Encouragement to board members to contact city commissioners regarding the annexation issues.
- V. Old Business
 - a. Downtown Music Events – Recent deposit of \$1,200 toward the August Hoot event; Joanne is submitting two grant applications through NW Energy and MT Tourism.
 - b. Banner Program – Review of Karla Pettit’s information sheet provided to board members. Banners are a way to generate income by hanging and maintaining for groups.
 - c. Vinyl Purchases for Side of COL Truck – Magnetic sign developed and produced for the truck that is used . **Jill Mabie makes motion to get bid from Delta and Avery Signs for sign production; Tyler Erickson seconded; and, all in favor.**
 - d. Logistics of Program Charges – Tabled.
 - e. Snow Removal Discussion – Most members are opposed to LBID being responsible for snow removal .
 - f. Part Time Website Admin and Maintenance Position Discussion – Kristen contacted Terri Chambers regarding website admin at about 15 hours per month at \$20 per hour in order to update and maintain the LBID website. Terri is interested in providing these services to LBID. **Jill Mabie made motion to contract with Terri Chambers to provide no more than 15 hours per month toward website admin and maintenance per month; Tyler Erickson seconded and all in favor.**
 - g. IRS Form 1023 Application for Recognition of Exemption – Tabled until next meeting.
 - h. Finance Report – As of April 30, 2014 bank statement balance was \$34,033.23; deposits through May 30, 2014 are \$1,602.67 and checks issued are \$5,518.50; total May 30, 2014 balance is \$30,717.40.
 - i. Board Membership Expiration of Terms – Karla Pettit and Dan Kaul submitted their applications for reappointment. Kristen Galbraith submitted her resignation from the board effective May 30, 2014.
- VI. Action Items
 - a. Discussion/Decision on Invoices to be paid. **No invoices as of May 30, 2014.**



VII. Public Comment

- a. Randy Chambers provided contract information discussion.
- b. Dan Kaul suggested Dale Sexton (Timber Trails) be a great addition to the board. Kristen indicated that the City of Livingston would have information of board vacancy by Monday, June 3rd.
- c. Patricia Grabow discussed highway signage coming from the east to be changed to "City Center/YNP" similar to the 333 exit sign.
- d. Patricia Grabow discussed the fish form concept.
- e. Randy Chambers provided information on ELKS Lodge graffiti removal and some other felt tip pen graffiti on garbage receptacle on Lewis St.
- f. Jack Luther discussed Shannon Holmes and his interest in informing business owners about next phase of Main Street improvements. Inform business owners that the PER is available online – on City website in order to assess the information.
- g. Patricia Grabow mentioned a need for drivers and docents for the Yellow Bus tours.

VIII. Discussion of June 27, 2014 Agenda Items

- a. Banner Program
- b. 1023 and 501(c)3 Status
- c. Update on Love's Travel Center
- d. Music "Hoot" Update
- e. Guest House Window and Sidewalk Cleanup
- f. Guest House Alley Area Conversion to Park
- g. Marketing of LBID Area

- IX. Adjournment – Meeting was adjourned at 9:50 a.m. with Jill Mabie moving toward adjournment; Tyler Erickson seconding; and, all members in favor.

ACTION ITEMS:

- Dan will email Dale application information.
- Patricia Grabow will send Dan an email regarding the MDT signage.
- Dan to invite Shannon Holmes with COL to next meeting.
- Dan and Tyler will meet with Carter Boehm about Guest House appearance and upkeep.