



Livingston Business Improvement District Minutes

January 24, 2014

Meeting called to order at 9:05 a.m.

- I. Attending: David DePuy, Tyler Erickson, Kristen Galbraith, Dan Kaul, Jill Mabie and Karla Pettit. Also in attendance – Sandy Wulf, Shannon Holmes, Warren Mabie, Patricia Grabow, Randy Chambers, Luann Nelson and Brad Bunkers.
- II. Review and approval of November 22, 2013 meeting minutes; Tyler Erickson approved; Jill Mabie seconded and all in favor.
- III. New Business
 - a. Joanne Gardner – Fish Walk and Livingston Hoot proposal update – Fishwalk in August with many events, bands, etc. with Joanne (What’s Up Buttercup) coordinating the event. Livingston Hoot would be in September with many events, extended business hours, children’s activities, bands, etc. with Joanne (What’s Up Buttercup) coordinating the event. Estimated budgets could be offset with income and event sponsors. Band for Hoot – Tin Man – from New Orleans would perform. Fish Walk bands are in negotiations. Joanne would need funds to get started. Luann from the Chamber mentioned that the Chamber would extend the insurance for the events. Karla mentioned that eventual plans through URA are to have stage equipment for downtown events. **Tyler Erickson made a motion to approve funding, up to \$1,000, to be provided to Joanne for initial coordination of the two events; Jill Erin seconded and all in favor.**
 - b. Brad Bunkers – Brand Livingston update – this effort was begun over two years ago with LBID, City, County, Chamber and Prospera support. A business plan was developed in July. Four billboards are up and Jill mentioned that they are very hard to see and make sense of. Tyler and Dan indicated that they have had positive feedback about the signs. The board discussed adding to the number of billboards placed. Website development is nearly finished and will be public within the next two weeks. Final funds will be spent on advertising but waiting for website to be launched. First year for advertising will be regional and web advertising and focus on Billings, Bozeman and Helena in off-season. Vision Livingston may work with Brand Livingston to get a TBID established to support marketing of Livingston. Out-of-state travelers would be assessed a fee on room charges (varies between \$1 to \$3 per room per night). Shannon from City mentioned the ability for City workers to assist with sign placement and perhaps City property to place a few signs on.
 - c. Kyra Ames - URA – did not attend. Tyler talked about installation of American flags on light poles downtown. Karla mentioned that URA would have to be involved as well. LBID could provide funding for efforts to install and take them down. Tabled until a formal proposal is submitted.



- d. Shannon Holmes – City of Livingston – Updated board about the City projects. Their contractor is in a winter shutdown and will return in April to begin the 100 block of North Main Street with full street replacement, curb, gutter and sidewalks. City is going to use this project section to make judgments about future sections of downtown upgrades and how the coordination takes place. Shannon will try to include business owners, building owners, LBID members, etc. so that plans address issues that are of importance. Dan expressed that many downtown business owners are very concerned already based on this recent project. Shannon spoke to the competitive bid process and how that affects which contractor is chosen. Dan mentioned also that City should also be contributing to garbage pickup as the downtown keeps losing services as taxes increase. The City used to pick up the garbage; parking tickets used to be issued; etc. LBID is now having to take over City responsibilities when LBID funds should be spent on marketing and promotion. LBID should send a formal letter to Shannon and cc'd to City Manager and Commissioners about our issues. Karla mentioned that February 11th from 6 to 8 in Community Room at City/County complex will be a meeting with the Vision Livingston design committee is concerned that design that was approved in 2009 might be altered with all new people that are in the groups, city commissioners, etc. Any other concerns with Main Street project, please send comments to Sandy. Next year's CIP project is the block of B St. by City/County bldg. and also two blocks of Lewis from B to D – predominately 6 inch clay pipes will be replaced. Commissioner Bennett had asked Shannon for age of the sewer/water system which shows how many lines are nearing or over 100 years old. Shannon will be working with their leadership team about future planning documents. Business owners will be notified about City plans to fill vaults during downtown renovations. Kristen will keep Shannon on the email list for updates for future meetings. Shannon showed map of the age of water distribution system in the City of Livingston.
- e. Fly Fishing Federation – Luann is working with Rhonda Sellers at the Federation and she is pleased about the potential music event downtown during the federation activities. They would like to see increased attendance from locals and wonder if there would be some kind of concession for locals – discounts, etc.

IV. Public Comment

- a. Patricia Grabow wants a workshop set up with the City regarding future downtown improvements. Dan suggested that she needs to present that topic to the city commissioners. Patricia suggested we set up a workshop with the City and building and business owners. Kristen suggested that Patricia set that up and City could invite all groups. LBID will send their own letter to the City regarding issues that the board has concerns about.
- b. Randy Chambers talked about the parking issues in the downtown area which ultimately affects the downtown business owners because sales are affected. He also discussed the issue with ticketing of vehicles.
- c. LACC is co-hosting the Livingston Wheels Car Show on June 7th.
- d. Tyler indicated that American Bank will offer their lot areas for Livingston events.



V. Old Business

- a. City of Livingston Meeting Update – City approved the checking account and LBID needs to amend by-laws and get a MOA together with the City. Kristen will coordinate this setup.
- b. Graffiti Updates – Randy indicated that graffiti has decreased since major cleanups. Randy checks town Mondays, Wednesdays and Fridays. He feels a plan to keep Randy on for further graffiti removal needs to be proposed. Thinking of setting it up for a maximum number of hours per year that services would not exceed and could include other maintenance issues. Kristen mentioned H Street and Main Street wingwalls at new culverts to watch. Karla mentioned the underpass that the City needs to address.
- c. LBID Separate Checking Account – Kristen will keep coordinating city needs to get this set up. ***Kristen Galbraith made a motion to amend the by-laws to add language for the creation and maintenance of a checking account with two co-signers; Jill Mabie seconded and all board members were in favor.***
- d. Paid Part-Time LBID Staff Position on Contracted Basis for Downtown Upkeep - Tabled.
- e. Paid Part-Time LBID Administrator on Contracted Basis – Tabled.
- f. FY 2014 Goals and Budget Review – Tabled.
- g. Spring Social Event ELKS – Potential dates of March 13th or 20th – Tabled.
- h. Special meeting on February 7th, 2014 at 9 a.m. at Murray to cover rest of topics not covered. ***Kristen Galbraith motioned for special meeting on February 7th at 9:00 a.m.; Tyler Erickson seconded; all board members in favor.***

VI. Public Comment

- a. None.

VII. Meeting was adjourned at 10:55 a.m. with David DePuy moving toward adjournment, Jill Mabie seconding and all members in favor.