



Livingston Business Improvement District Minutes

February 28, 2014

Meeting called to order at 8:45 a.m.

- I. Roll Call - Attending: David DePuy, Tyler Erickson, Kristen Galbraith, Dan Kaul, Jill Mabie and Karla Pettit. Also in attendance – Randy Chambers, and Joanne Gardner. Jill Mabie called meeting to order.
- II. Review and approval of February 7th, 2014 meeting minutes; Tyler Erickson approved; David DePuy seconded and all in favor.
- III. Public Comment – None.
- IV. New Business
 - a. Joanne Gardner – Fishwalk budget is \$23,500; Hoot Budget is \$20,000. Joanne presented information about sponsors and the purchase of fish forms. The event would be a combination of non-profits helping to set up with different areas of the event.
DOCUMENTS ATTACHED
 - b. Agency and Municipality Communication Protocol – Jill indicated that a letter that was circulating for review at the last meeting got mistakenly sent to Ed Meece and Ed Meece discussed the letter with Karla Pettit. Jill requested that any future communication that needs to be sent to the City or the County or other agencies needs to be brought before the board for approval before it is sent. ***Kristen Galbraith made a motion to have all future communication between LBID and the City, County, area agencies and/or organizations be approved by the board at a regular or special meeting and presented on LBID letterhead, signed by the Chair and Secretary. Jill Mabie seconded; all in favor.***
 - c. March 27th Social Event – Kristen handed out posters for members to distribute. A formal invite will be mailed to all building and businesses in the LBID by March 17th. Schedule of event topics includes:
 - i. Intro by Kristen
 - ii. Mission by Dan
 - iii. Past Successes and History of BIDs across the country by Tyler
 - iv. Future Goals by Jill
 - v. Closure and Open up to Questions/Answers by Karla
 - d. FY2014 Goals and Budget Review – ***Dan Kaul made a motion to approve the proposed budget as presented; Jill Mabie seconded and all in favor.***
- V. Action Items
 - a. Discussion/Decision on Invoices to be Paid – ***Jill Mabie made a motion; second by Tyler Erickson; and all in favor.***
 - i. True Value – Graffiti removal supplies - \$32.46
 - ii. Secretary of State - \$55.00
 - iii. Urban Restoration Group - \$100.00
 - iv. Montana Pressure Wash Systems - \$425.00 – November 2013 – Feb. 2014
 - v. Montana Pressure Wash Systems - \$425.00 – March 1 – June 30, 2014
 - vi. USPS – 200 Stamps - \$98.00



VI. Public Comment –

- a. Randy Chambers – Reviewed invoices from Urban Restoration Group and Montana Pressure Wash Systems. March 1 – June 30, 2014 - \$450 for those four months. Randy will forward Kristen the Urban Restoration Group invoice.
- b. Randy Chambers – Suggested assigning a point person to be liaison between the Board and City and County officials.
- c. Patricia Grabow – Patricia made the only public input to the City of Livingston (COL) Capital Improvements Plan (CIP) process which is being reviewed by the City right now. She distributed documents regarding the COL CIP process and procedures.

DOCUMENTS ATTACHED

- d. Patricia Grabow – Has a document describing all current projects going on among many groups in Livingston at present.
- e. Patricia Grabow – Suggested that the Downtown Building Owners (a seven-year group) would like to be in the mix with the downtown groups. Kristen suggested the DBO make a presentation at a future LBID board meeting during scheduled agenda items.
- f. Karla Pettit – Ted Madden is putting on a non-profit event on March 20th at high school – forum for all non-profits to come to and be represented. Jill, Kristen and Karla will be there and Kristen will produce items for display.
- g. Patricia Grabow - Indicated that she had sent the draft letter about City issues to be addressed to Lyndie Gibson and she posted and it became publicly visible. This letter was not supposed to be public until approval by other community members.
- h. Randy Chambers – Provided a proposal about FY2015 graffiti removal activities to be considered for the budget.
- i. Part Time Employee Discussion – Need time to discuss this and the roles of the City of Livingston and garbage management. ***Jill Mabie moved to have next meeting on Friday March 21st instead of March 28th; Kristen Galbraith in favor; all in favor.***

VII. Discussion of March 21, 2014 Agenda Items

- a. City of Livingston 4/15/14 meeting
- b. Randy Chambers – Montana Pressure Wash Systems – Acceptance/Denial of Proposal – Action Item
- c. Part-time employee job description and advertisement of position
- d. Social Event – March 27th
- e. Invoices for Payment
- f. Downtown Maintenance Job Description Review
- g. Contributing Sponsor to Fish Walk and Hoot

VIII. Adjournment - Meeting was adjourned at 10:25 a.m. with Jill Mabie moving toward adjournment, David DePuy seconding and all members in favor.

ACTION ITEMS:

- Kristen will send invites out to LBID members for Social Event.
- Kristen will print out and sign checks.
- Kristen will have Diane at Engine 8 update the website with agendas and meeting minutes.



- Kristen will send out the Social Event email blast message to board with poster attachment.
- Kristen will send to Board information about what should be discussed at the Social Event.
- Kristen will prepare non-profit forum information to be distributed at March 20th high school event.
- Kristen will ask to be added to non-agenda items to Jessie to be on City Commission agenda for 3/4/14 – Kristen may be able to attend; Jill will be there; Dan can talk to city commissioners beforehand. Kristen will have Jessie add LBID and garbage collection in downtown area to Action Item on 3/18/14 meeting agenda.



Thursday. August 7.2014

5:30 - 10:00 PM

FOOD!! ART!! FUN!!

Music by

2014 Grammy winner

RODNEY CROWELL

In Downtown Livingston

**Presented by
the Livingston BID, Livingston Area Chamber,
& What's Up, Buttercup**

logo logo logo logo logo logo logo logo logo

FishWalk Budget

Talent:		\$ 6500.00
Stage/Sound/Lights/Power:	Johnson Bros Sound and Lights	\$ 6200.00
Coordinator:	What's Up Buttercup	\$ 2000.00
Porta Potties:	TLC	\$ 1520.00
Marketing (posters/advertising)		\$ 3000.00
Permits, rentals, etc		\$ 2000.00
Additional staffing		\$ 1000.00
	Estimated total	\$23,220.00
	Let's call it	\$23,500.00

Livingston Hoot Budget

Talent:		\$ 2000.00
Talent travel/lodging:		\$ 1750.00
Stage/Sound/Lights/Power:	Johnson Bros Sound and Lights	\$ 6200.00
Coordinator:	What's Up Buttercup	\$ 2000.00
Porta Potties:	TLC	\$ 1520.00
Marketing (posters/advertising)		\$ 3000.00
Permits, rentals, etc		\$ 2000.00
Additional staffing		\$ 1000.00
	Estimated total	\$19,470.00
	Let's call it	\$20,000.00

THE CIP DEVELOPMENT PROCESS

The CIP development process consisted of the following steps and phases:

- “The Kickoff”

An informational meeting was held with the City Manager, department managers and their staff, and the finance department. The purpose of the meeting was to explain the CIP and associated timelines, the CIP criteria, roles and responsibilities of each team member, and public involvement

It was explained that the CIP will identify the city’s future capital improvement needs, help set priorities, assess available funding, and determine which capital improvements will be able to be funded over the course of the next five years. The recommended CIP will be presented to the City Commission for their approval at a public hearing.

- The Needs Assessment Phase Department managers and their staff are best able to determine their own needs. Thus, departments were asked to assess their future capital improvement needs and prepare a Project Description Request Form for each capital item they are requesting. The Project Descriptions were brief; nevertheless, they contained the necessary information that would allow for an objective prioritization of the capital equipment and projects. The Needs Assessment phase continued throughout the first two months

The Needs Assessment was all done electronically and prepared in such a manner that would allow for easy update of the information in future years.

- The Financial Analysis Phase Concurrent with the completion of the department’s Needs Assessment, the finance department prepared a 5-year historical financial analysis of every city fund that had capital improvement plan implications. The historical analysis provided a clear picture of the city’s finances and capabilities. A historical financial analysis report was prepared for use by the finance department in the development of the CIP. An integrated computer model was also prepared which included 5-year financial projections.

The computer model allowed for the incorporation of the department’s capital requests to determine whether or not the department’s fund had the projected financial capability to support the requested capital items.