



Livingston Business Improvement District Minutes

February 7, 2014

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

- I. Roll Call - Attending: David DePuy, Kristen Galbraith, Dan Kaul, Jill Mabie and Karla Pettit. Also in attendance – Patricia Grabow.
- II. Review and approval of January 24, 2014 meeting minutes; Jill Mabie approved; Kristen Galbraith seconded and all in favor.
- III. Public Comment – None.
- IV. New Business
 - a. Joanne Gardner Fish Walk Update – Not in attendance.
 - b. Paid Part-Time Staff Position on Contracted Basis for Downtown Upkeep – Karla and Jill created a job description. Dan also indicated that the City of Livingston offer a city employee that LBID pays. The City is not as interested in offering an employee but Kristen thinks that the City is supposed to provide those services to LBID and they would be reimbursed. David provided some MCA rules. LBID needs to be on the next City of Livingston agenda as a discussion item. Suggestion that the members review the job description and offer edits at the Feb. 28th LBID meeting.
 - c. FY2014 Goals and Budget Review – Kristen will send budget to members for review.
 - d. By-Law Review and Amendments – Kristen presented the amendment that was motioned and approved at last meeting for checking account setup and maintenance.
- V. Action Items
 - a. Discussion/Decision on Changing Monthly Meeting Time Limits to 2 Hours – Change the time to 8:30 to 10:30. Jill Mabie made motion to change monthly meeting time from 8:30 to 10:30 at each monthly meeting; second by Karla Pettit ; all members in favor.
 - b. Discussion/Decision on Paid Part-Time LBID Administrator on Contracted Basis – Kristen will draft job description for next meeting. No action.
 - c. Discussion/Decision on Spring Social Event ELKS – ELKS is reserved for March 27th at 5:30 p.m. to 7:30 p.m. – Carole’s menu was discussed and members were in favor of the selection. Kristen will prepare a postcard to send out to LBID building and business owners for members to review at 2/28 LBID meeting.
 - d. Discussion/Decision on Vice-Chairperson – Kristen Galbraith nominates Jill Mabie as Vice-Chairperson; second by Dan Kaul; all in favor.
 - e. Discussion/Decision on Secretary/Minutes Taker if Secretary is not present – Kristen Galbraith nominates Jill Mabie; seconded by Karla Pettit; all in favor.
- VI. Public Comment –
 - a. Dan and Patricia met with LACC about items to be discussed with what the City is responsible for and what LBID is responsible for. Review of the rough draft that will be presented to the City Commissioners and Manager. Dan will send the rough draft to members.
- VII. Discussion of February 28, 2014 Agenda Items
 - a. City of Livingston 2/18/14 Meeting Update
 - b. Budget Review



- c. Downtown Maintenance Job Description Review
 - d. Administration Job Description Review
- VIII. Adjournment - Meeting was adjourned at 10:05 a.m. with Kristen Galbraith moving toward adjournment, Karla Pettit seconding and all members in favor.