



Livingston Business Improvement District Minutes

March 21, 2014

Meeting called to order at 8:40 a.m.

- I. Roll Call - Attending: David DePuy, Tyler Erickson, Kristen Galbraith, Dan Kaul, Jill Mabie and Karla Pettit. Also in attendance – Warren Mabie, Randy Chambers, John Lowell and Joanne Gardner. Jill Mabie called meeting to order.
- II. Review and approval of February 28th, 2014 meeting minutes – need to add Warren Mabie as in attendance to last meeting. David DePuy approved; Jill Mabie seconded and all in favor.
- III. Public Comment – None.
- IV. New Business
 - a. Joanne Gardner – Introduced John Lowell and recapped ; distributing packets throughout community and left some for board members to distribute. At this point, \$6,000 has been raised. MRL and First Interstate Trust - may need letters of request for contributions. Many non-profits are already signed up to have booths on the street.
 - b. March 27th Social Event – Flyers mailed out last week to building and business owners.
 - 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
 - c. City of Livingston – 3/18/14 Meeting – Jill and Karla attended meeting on behalf of LBID – need to set up a meeting with Ed Meece regarding garbage collection and getting a truck with City to pay insurance and maintenance. The City would also allow contractor to haul garbage to the City free of charge.
 - d. Downtown Maintenance Contractor Job Description Review – Discussion of hourly wage, estimated time per month for work activities, etc. The estimate would be based on \$20 per hour with 3 summer months at 20 hours per week with a bonus at the end of the season. Need to advertise the position. Ads out the next two Fridays. Date for proposals due by April 16th. Review by April 23rd. Contract by May 1st.
 - e. Office Admin position – Jill will send information to Kristen on a few potential people. This position is probably 20 hours per month at \$20/hour – approximately \$4,800 per year. Need to advertise the position.
 - f. Park County Community Foundation 3/20/14 –Not heavily attended and maybe needs to be advertised next year.
- V. Action Items
 - a. Discussion/Decision on Invoices to be Paid – ***Jill Mabie made a motion; second by Karla Pettit; and all in favor.***
 - i. Jill Mabie – Board Leadership Workshop - \$20.00
 - ii. Insty Prints – LBID Social Event Flyer - \$63.04
 - iii. Gateway Office Supply – Envelopes and Paper - \$13.96
 - iv. Nittany Grantworks – Copies from June 2013 through February 2014 - \$50.30
 - v. Vision Livingston Downtown Partnership – 13/14 Contribution - \$2,000



- vi. Petty Cash - \$200.00
- VI. Public Comment –
 - a. David DePuy discussed violation of open meetings by inviting city commissioners.
- VII. Discussion of April 25, 2014 Agenda Items
 - a. Contract for Summer Contractor
 - b. Social Event Successes and Failures
- VIII. Adjournment – Meeting was adjourned at 9:45 a.m. with Jill Mabie moving toward adjournment, David DePuy seconding and all members in favor.

ACTION ITEMS:

- Kristen will get public advertisement for part-time summer contractor together.
- Dan to send in Board membership form.
- Jill will send Kristen job description information.