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## LBID MEETING MINUTES

July 25, 2023 | 3:15 pm | 124 South Main Street, Suite 210, Livingston and via Zoom

**Present:** Dale Sexton, Dale Hopkins, Megan Eubank, Lauren Silano

**Not Present:** Brian Menges, James Langteaux, Tyler Erickson

**Also present:** Executive Director Kris King, Susan Byerly, Kathleen Kaul

Public Comment – N/A

### Discussion/Action Items

- A. **Welcome new Board Member**, Lauren Silano.
- B. **Board Officers**, will revisit at next meeting.
- C. **Review/Modify/Approve Past Meeting Minutes** - *Motion to approve by Dale Hopkins/Second by Megan/Approved Unanimously.*
- D. **LBID Downtown Maintenance Contractor** – discussed RFP from Kaye Walker for Downtown garbage removal contractor, her references, qualifications and ICEC license. *Motion to approve by Megan/Second by Dale Hopkins/Approved Unanimously.* Reviewed that flower watering contract has been split from garbage maintenance and is being done by Heather's Garden Service contractors to increase quality of flower maintenance, they are using the old LBID truck that was donated to the City and then returned to us (they graciously put in a new battery and got it running after it was unused for several years). Having two work trucks increases our insurance costs and neither truck is in good shape, but should make it through the season.
- E. **Financial Report** – reviewed last FY P&L, and current year projected budget. As the cost of labor and flower expenses have doubled, and there are extra costs in onboarding a new bookkeeper following our bookkeeper's death and having the Director be on payroll instead of as an independent contractor, to balance our budget cuts will be necessary as LBID property assessments do not increase as property values increase. Discussed LBID grant history and funding Windrider through Give a Hoot. The Board values Windrider and discussed ridership pertaining to Downtown business customers and return on investment, will follow up with email vote. Will put the LBID grant program on hold and revisit next year, would like to build a reserve fund into the budget again. Discussed increasing banner brackets as a more cost effective way to decorate downtown, further discussion on the cost and number of flower baskets is ongoing.
- F. **Downtown Street Closure policy, Dale Hopkins report** – discussed negative financial impact of Main Street closures. Dale reviewed the City's street closure policy and procedures and they do not include financial impact. He is not aware of businesses being asked to sign the required street closure petition for this summer's multiple Main Street closures. Lauren added that petition gatherers have not sought business owners for signatures and she has had staff unknowingly sign a closure petition she would not have signed. Dale met with the City Managers to discuss that the policies and procedures are not being followed, the Manager said the person who oversaw the procedure has moved to another position. Dale will meet with the City Manager again in

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September to discuss the process and adding financial impact reviews to the requirements. Dale will reach out to Downtown businesses to gather financial impact data for this discussion. Discussed summer events being at the Depot or Sacajawea Parks rather than shutting down Main which negatively impacts businesses that would have otherwise had busy summer Saturday sales. In addition to shops, restaurants and coffee shops were severely impacted by the Summerfest for instance, bars are often the only businesses that do well during closure. Discussed that events and street closures affect different businesses differently and that all perspectives have not been considered in the street closure approval process.

**G. Additional Discussion Items from Board Members – N/A**

**Update on Business Items of Interest**

**A. Executive Director Report –** City budget, including \$10,000 for Downtown Flower baskets next year replacing URA support, was approved, this will require annual reapproval and is not a permanent line item. There is now a Parking Enforcement Officer Downtown again, and there were immediate improvements in parking available in front of Downtown businesses. Discussed people biking on Downtown sidewalks, this is an increasing pedestrian safety issue. Talked to the Public Works Director who will begin with seasonal sandwich board educating bikers to not bike on sidewalks. Dale Sexton shared that is safer to bike on streets as it increases visibility to autos. City Manager has proposed bike corrals within no parking zones on Main Street corners to increase bike parking capacity and reduce bike parked on sidewalks. Kris will reach out to the Active Transportation Committee to talk about bikeable Downtown collaborations. Downtown Master Plan contractors, Crescendo, have been selected, we are hosting a Downtown Master Plan page on our website but the City Planner will have access to update it as they are overseeing the project. Outreach with an initial survey began at Depot Arts Festival and will continue at Farmer’s Markets, discussed the RFP scope of work and engagement process, and it includes wayfinding. Crescendo will visit in August, have a business owner’s breakfast and community charrette in the fall, and the process will conclude next Spring. The URA funded a concurrent Parking and Housing assessment to be included in the Downtown Master Plan. The City is in the rebranding process which will aid in future wayfinding progress. Discussed ongoing Downtown business owner engagement at quarterly gatherings that offer discussion and problem-solving opportunities rather than parties/events, building on engagement following the Downtown Master Plan process. Reviewed Explore Livingston Coalition flowchart and LBID Board of Director’s Handbook. Discussed sticker on District sidewalk garbage cans with QR code for events/business listings and number to contact if the cans are full. Discussed ways for LBID to raise funds through flower basket sponsorships, Eubank designs as posters or Downtown swag for sale, and the logistical and capacity challenges.

**B. Additional Discussion Items from Board Members – N/A**

**Public Comment on any Public Matter Not on the Agenda – N/A**

4:15 pm Adjourn            *Minutes respectfully submitted by Kris King*

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