

<p><b>At Large Members</b></p> <p>Meri McGlone, 6/30/2024</p> <p>Steve Tostenrud, 6/30/2024</p> <p>Steve Wahrlich, 6/30/2024</p> <p>James “Andy” Patten, 6/30/2025</p> <p>David Fishbaugh, 6/30/2025</p> <p>Mary Walks Over Ice, 6/30/2025</p> <p>Chris Montague, 6/30/2026</p> <p>Ethan Kanning, 6/30/2026</p> <p>Sean Lynch, 6/30/2026</p>	 <p>Downtown Billings <b>Partnership</b></p> <p>Sean Lynch, President</p> <p>Ethan Kanning, Vice-Pres.</p> <p>Meri McGlone, Treasurer</p> <p>Mary Walks Over Ice, Secretary</p>	<p><b>Partners</b></p> <p><b>City of Billings:</b> Chris Kukulski</p> <p><b>Yellowstone County:</b> Erika Guy</p> <p><b>School District 2:</b> Janna Hafer</p> <p><b>Big Sky EDA:</b> Steve Arveschoug</p> <p><b>Downtown Billings Association:</b> Matt Blakeslee</p> <p><b>Business Improvement District:</b> Blake Wahrlich</p> <p><b>Billings Cultural Partners:</b> Matt Blakeslee, Katy Easton</p> <p><b>Parking Advisory Board:</b> Brandon Scala</p> <p><b>Downtown Billings Property Owners Association:</b> Jock West</p>
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### DBP Board Agenda - January 26, 2024

#### Big Sky Economic Development - Zoot Event & Training Center - 201 N Broadway

#### Regular Business Meeting - 7:30 - 9:00 a.m.

- 1) Call to Order – Introductions, Courtesies, and Public Comments (3 min. limit)
- 2) Regular Agenda:
  - a. Minutes – November 17, 2023 meeting minutes - vote to approve minutes
- 3) Presentation
  - a. YMCA Master Plan - Kim, Ethan, Brad
  - b. DBA Proposal - Katy & Matt
- 4) Staff updates/discussion
- 5) Old Business
- 6) New Business
- 7) Partner Reports
 

<ol style="list-style-type: none"> <li>a. Big Sky Economic Development</li> <li>c. Billings Parking Board</li> <li>e. City of Billings</li> <li>g. Downtown Billings Property Owners Association</li> <li>i. Yellowstone County</li> </ol>	<ol style="list-style-type: none"> <li>b. Billings Cultural Partners</li> <li>d. Business Improvement District</li> <li>f. Downtown Billings Association</li> <li>h. School District #2</li> </ol>
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- 8) Adjourn by 9:00 a.m.

<b>Present:</b>	Brandon Scala	Matt Blakeslee	Wyeth Friday
Steve Arveschong	Sean Lynch	Steve Tostenrud	Tom Rupsis
Ethan Kanning	Janna Hafer	Chris Kukulski	Andy Patten
Chris Montague	Blake Wahrlich	Meri McGlone	James Chandler
Mehmet Casey	Jenny Milu	Erika Guy	<b>Absent:</b> Katy Easton
Steve Wahrlich	David Fishbaugh	Mary Walks Over Ice	Jock West

1. **Call to Order** – Mr. Lynch called the meeting to order at 7:31 AM.

2. **Regular Agenda:**

- a. **Minutes – October 27, 2023 meeting minutes** - Mr. Patten made a motion to approve the October 27, 2023 meeting minutes, Mr. Scala seconded the motion. Mrs. Hafer brought it to Mr. Casey’s attention to clarify a specific line item in regards to the yes/no statement relating to MDT’s 1st Ave N project. Mr. Casey clarified the statement and made a note to revise the minutes to reflect a clearer explanation. All were in favor, none were opposed.

3. **Action Items**

- a. **TIF assistance reimbursement update - Rockman Project** - Mr. Casey provided an overview of the Rockman Project that is requesting TIF funding that has been approved by the Committee and Board. He reviewed previous TIF recipients of comparable size, business types, and award structures, in addition to how similar buildings have contributed back to the TIF district. Mr. Casey provided an updated TIF forecast including new income coming into the district from city-owned parcels that will enter into the tax rolls should the ownership structure change in the near future. Mr. Casey also shared an ongoing conversation he’s been continuing with the DOR’s appraiser on how taxable values can be predicted in hypothetical scenarios. Various clarification questions were asked from the board of Mr. Casey’s forecast projections and methods. Suggestions were made to begin capturing income from new buildings/rehabbed buildings on the tax rolls however conservative the income prediction might be. However, continue to project 0% growth overall to offset mill adjustments when/if values go up so that our TIF forecast is projecting income and growth in a conservative manner to be on the safe side. Instead of only focusing on our expenses, Mr. Kanning requested that Mr. Casey shows the report by pulling in the revenues as well over the tax basis. The Board agreed to receive this updated project electronically prior to the next board meeting.

- b. TIF assistance request - Rajon Properties Facade grant** - Mr. Casey provided an overview of the Rajon properties facade grant submission, Mr. Casey shared the historical context of the MJ Shanks project which is similar to the Rajon properties ask. Mr. Casey reviewed previous facade grant recipients as well as discussed the committee's recognition of observing the minimal TIF activity in the eastern part of the district and that by providing this award, it could stimulate more activity in this section of the district. Mr. Casey reviewed the financials of the project and shared that this project would need to go before city council. The board discussed its eligibility and the district's ability to reimburse it. Mr. Kanning asked if this would be the first using a facade grant for a solely residential property and Mr. Casey confirmed that there are currently no limitations regarding the type of recipient. Discussion was had regarding the potential to actually increase the taxable value of the property, Mr. Kanning shared that taxable value may or may not increase and that it may not if the income approach is exercised by DOR, which is most likely the case for a fully-occupied residential property. However, improving the structure would potentially protect the district from moving backwards and that it falls in line with the goal of prioritizing housing. There was uncertainty as to whether this was deferred maintenance and that the exterior might look pretty but we wouldn't know what the interior looks like. Furthermore, receipt of this award may not guarantee raising rent rates. To the extent of Mr. Casey's knowledge, there was no intention to do renovations on the interior of the property. The Board explored the possibility of placing conditions on this award - Mr. Casey reminded the Board that there are currently no development agreements on facade grants due to their simplicity and small stature in amount. The Board felt that this particular grant may need a development agreement but that if we stray from the usual practice, perhaps there is more to it than a simple facade facelift. Three conditions were discussed to be added; passing a building code inspection, clawback clause, and holding rent rates. The Board then did not believe the applicant may accept this award with restrictive conditions. Mr. Arveschong suggested that this should be part of a whole redevelopment of a building as opposed to the sole exterior improvement of a building. Mr. Casey reviewed the facade grant program statement and there was a consensus amongst the Board that this project didn't meet the criteria. Mr. Tostenrud made a motion to decline the TIF ask for the Rajon properties project. His motion was seconded by Mr. Arveschong; all were in favor of declining, none were opposed.
- 4. Staff updates/discussion** - Mr. Casey provided an overview of the staff updates that were provided in the Board packet. Mr. Casey shared on Nov 27th he will be going before council for the Yesteryears relocation TIF ask. A brief discussion was had regarding the free parking in downtown for the holidays between Thanksgiving and New Year's Day. Mr. Casey shared that Cushing Terrell invited all Boards on December 7th to their 85th anniversary celebration. December 19th, Mr. Casey asked the Board to be present at the strategy partners meeting at MSUB's campus.

## 5. Partner Reports

- a. **Big Sky Economic Development** - Mr. Arveschong shared that the air service task force had a great meeting yesterday and they are working on building a three part strategy to build more air service in and out of Billings. He shared that they are still working on getting the match for the million dollar federal grant they received. He further shared with the Board that he's been in conversation with the business leaders task force regarding the volume of shootings our community has experienced recently.
- b. **Billings Cultural Partners** - Mr. Blakeslee shared that at their last meeting they had a great conversation regarding the year end giving and how there is a mindset of sharing information rather than being competitive with information.
- c. **Billings Parking Board** - Mr. Scala shared that parking rates have gone up ever so slightly.
- d. **Business Improvement District** - Mr. Warhlich (Jr.) shared that the light bike trail has been completed and there are some funds remaining from the grant and that the BID Board will start to work on additional locations to allocate the excess funds to.
- e. **City of Billings** - Mr. Kukulski shared that in the upcoming weeks the capital improvement projects will be approved by city council and that the city is trying to figure out how to raise funds for projects and how the city can be a good partner. Mr. Kukulski addressed the violent crimes that have been taking place and the priority of securing weapons and the need to take preventative measures and that this is not just a city issue, it's an all citizens issue and everyone has to be engaged. Mr. Rupsis, shared his recent experience with the continuum of care team visiting Boise and how the city needs to be involved and engaged in the permanent housing and low barrier shelters. Mr. Arveschong suggested bringing Kim from the YMCA to our Board from a recreation standpoint and suggested how this is something the community could get behind their efforts in a partnership especially given the importance of crime prevention and keeping kids healthy and engaged.
- f. **Downtown Billings Association** - Mr. Blakeslee provided an update of the progress of discussions that are being had regarding the reorganization of the association and alliance. At this point in time, they are going through the finances and budgeting.
- g. **Downtown Billings Property Owners Association** - No update at this time given that this isn't currently an active group.

- h. School District #2** - Mrs. Hafer shared that Dr. Garcia has implemented a new program called Project Reenaged and she shared that to date from the start of school year, they have had 90 drop outs. She explained various reasons as to why this might happen. She also shared that Dr. Garcia sent out a letter inviting them to a lunch to try to give the kids options for a pathway and they have had over 20 in attendance which she was very encouraged by. Mrs. Hafer shared that they will be trying to run for a safety levy in May on school campuses.
- i. Yellowstone County** - Erica shared that there were discussions regarding a potential misdemeanor holding facility meeting, no action or decisions have yet been taken.

In lieu of the December Board meeting, the Board canceled the meeting and asked for a calendar invite to the Strategy Partners meeting in mid December. Because November and December DBP meetings always fall on holidays, Mr. Casey requested the Board's permission to change those meetings permanently from the 4th Friday of the month to the 3rd Friday of the month (only in November and December).

Meeting adjourned at 8:56 aM

Action Items:

- Mehmet fix October's meeting minutes the weird yes/no sentence, please add more context and clarification.
- Mr. Kanning requested that Mr. Casey to show the report by pulling out the revenues and show only the expenses over the tax basis. The board agreed to receive this updated project electronically prior to the next board meeting.
- Schedule to have the Y come present to the board.
- It was decided that December was going to be canceled due to the meeting at MSUB (look this up).
- NOV and DEC have been moved to the third Friday.

Created for the following Board Meetings:

Downtown Billings B.I.D. - January 22  
Downtown Billings Association - January 24

Downtown Billings Partnership- January 26  
Community Innovations - TBD



# Downtown Billings Alliance Board of Directors Report

## CEO Report

Katy Easton, keaston@downtownbillings.com, 970-208-7020

**"Unless someone like you cares a whole awful lot, nothing is going to get better. It's not."  
— Dr. Suess**



Does Billings share a vision for the future of our community?

Are we aligned in our goals for placemaking, economic development, public safety, education, and resource cultivation?

I am choosing to leave these two questions at the top of my update report after our December 19 Strategy Partner meeting. We had *amazing* attendance by the DBA Boards (THANK YOU!) and we started a community journey to identify common goals, mutual challenges, and leap at opportunity for growth. The Strategy Partners have since met to debrief after the meeting at City College and are looking forward to continuing this process. We have plans (date and time TBD) to meet in a small group with Yellowstone County Commissioners, School District 2, and Native American Development Corporation to receive a focused update on plans for the potential of four (possibly five) local initiatives voters will see on their ballots in 2024. How can our community align for success in these areas, and ultimately see successful outcomes for public safety, student development, and investment in our community. I hope dear board member, that you know how much I care about our community and my dedication to stand as a worthy representative of you, your family, your organization, and for downtown Billings. I promise that our December 19 meeting was only the first of many opportunities to work together to create a powerful and intentional plan for our community. I'm excited for the opportunities that are ahead of us, thank you for joining me on this journey!

## Events

Lexie Mann, lexiem@downtownbillings.com, 978-979-3732

The 2024 events are underway! The Mug Crawl is back for its 4th year. Tickets sold out in a matter of 4 hours! The St. Patrick's Day Parade and Celtic Fair is fast approaching. Hooligans is back as an event co-host and will be hosting a block party on Broadway. Applications to participate in the St. Patrick's Day Parade are now available. Applications close Wednesday, February 21. The 2024 Alive After 5 season planning has started with a new and improved host application released on January 17. Applications to host an AA5 event are due February 14, let me know if you have any questions!

## Business Improvement District

Joe Stout, joes@downtownbillings.com, 406-672-1057

- The BID Team enjoyed some deserved time off in the week between Christmas and New Years, but rotated their scheduled to keep downtown neat and tidy.
- We've worked as needed moving snow (6 plowing days) and spreading salt (650lbs to date).
- Plans are moving forward to hire a full-time BID employee to join the team.
- The downtown public restroom has been a continued success. The team locked the facility during the -24 degree and colder weekend to protect the plumbing, the facility did great through the cold and is back up and running!

## Partnership

Mehmet Casey, mehmetc@downtownbillings.com, 207-749-1144

- The Honaker/Rockman project is tentatively scheduled for Council on March 11.
- DBP staff has been meeting regularly with Zoot Properties and Yesteryears to reimburse renovation items as they are completed. Yesteryears still plans to begin their move in February as long as unforeseen obstacles do not arise.
- Various staff have been fielding questions and requests for interviews with media outlets in regards to downtown development & news. DBP & DBA staff are planning to meet with news directors at Q2, Nonstop Local, and the Gazette to meet all reporters who focus on downtown news and learn about best ways to engage with one another.
- The two-way project will be bid in February while construction will take place this summer.
- Conversations and preparations for the FY25 budget cycle will likely begin soon this spring.

## Communication and Outreach

Lindsay Richardson, lrichardson@downtownbillings.com, 408-674-7158

- Q4 - 2023 Downtown Billings Alliance got a lot of media coverage, over 50% of which were local TV news station features
  - 43.8% of the coverage pertained to the BID-Clean & Safe programs
  - 25% BID Event coverage
  - 31.3% Downtown Development coverage
  - Topics included: Homeless, LightBikeTrail, Other Downtown Events, Events, Downtown Gift Card, Shopping, Development Projects, Downtown Business, Two-Way Streets, Crime, Public Safety
- Working on securing large sponsors for the 2024 events and other programming
- Valley Credit Union (largest sponsorship commitment) committed \$12,600 and again secured their AA5 series presenting sponsorship
- Montana Brewing Co. & Hooligans committed \$6,500 in event sponsorships for 2024
- There are still a large number of sponsorship asks out to previous event sponsors.
- We now have a 2024 Sponsorship Opportunity packet that includes program sponsorship opportunities and not just event sponsorship opportunities. Lindsay would be happy to share that with anyone interested in seeing it.
- Physical LightBike Trail Map is ready to send to printers. Should have printed maps at the front office by the end of January/Early February.

## Community Resource

Kody Christensen, kody@downtownbillings.com, 406-661-6739

The MAAP Program has made a shift from in-person meetings to virtual. This change allows us to connect and collaborate remotely, making it more assessable for partners that work directly with our clients. There have been employee changes within the HOT team that we are working around currently in order to make sure client referrals are being assessed as quickly as possible. This will ensure that MAAP Clients are moved from YCDF to a treatment bed in a timely manner. The annual Point in Time count is January 25th. This is a one night count of homelessness directed by HUD and will determine the amount of funds that are sent to the state of Montana that can be utilized by service providers to meet the need. We are also completing orientation for new board members of the Continuum of Care. The new board will focus on Permanent Supportive Housing and the potential to break away from the statewide COC. The potential separation from the statewide COC could bring more funds to Yellowstone County that have not been seen in the past.

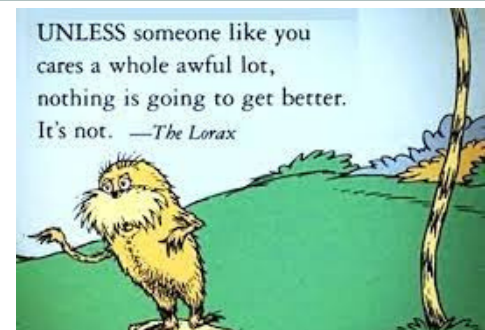
## Association

Focused organizational planning continues to move forward in the Association Board. A new budget structure that eliminates the many, many... many pages of the budget you've all seen will be workshopped by the board this month. The revised format condenses the information into one, easy to read and understand budget, and will be coming your way very soon! The Association Board continues to finesse a formal proposal to downtown membership and the BID, DBP, and CI boards that will recommend new efficiencies and a less complex structure. The Board Chairs of the Partnership (Sean Lynch), BID (Blake Wahrlich), and Association (Matt Blakeslee) will be attending the board meeting of each organization to begin the conversations about this proposal.

The Association Board will also be approving the long awaited Request for Proposals (RFP) for a marketing firm to work with the DBA to create a downtown campaign, style guides, and business recruitment package in 2024. We plan to release this RFP in February and begin work in the beginning of April.

## Upcoming Dates

- January 22 - City Council, 2-way Street Bond on Consent
- January 25 - Point in Time Count - DBA Staff Volunteering.
- February 2 - First Friday - featuring ArtWalk
- February 10 - Mug Crawl Event
- February 12 - TIF Development Committee Meeting
- February 14 - Alive After 5 Host Applications Due
- February 21 - St Patrick's Day Parade Applications Due



**Downtown Billings Partnership**  
**Profit and Loss by Month**  
July 1, 2023 - January 17, 2024

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 1-17, 2024	Total
<b>Income</b>								
4200 Sponsor Pledges-Donations			1,305.00		2,500.00			3,805.00
4400 Service Fee from City	25,615.42	25,615.42	25,615.42			76,846.26		153,692.52
4410 Property Management		6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	39,000.00
4430 Grant Revenues				3,951.25	1,500.00			5,451.25
4440 TIF Grant Revenues						152,500.00		152,500.00
<b>Total Income</b>	<b>\$ 25,615.42</b>	<b>\$ 32,115.42</b>	<b>\$ 33,420.42</b>	<b>\$ 10,451.25</b>	<b>\$ 10,500.00</b>	<b>\$ 235,846.26</b>	<b>\$ 6,500.00</b>	<b>\$ 354,448.77</b>
<b>Gross Profit</b>	<b>\$ 25,615.42</b>	<b>\$ 32,115.42</b>	<b>\$ 33,420.42</b>	<b>\$ 10,451.25</b>	<b>\$ 10,500.00</b>	<b>\$ 235,846.26</b>	<b>\$ 6,500.00</b>	<b>\$ 354,448.77</b>
<b>Expenses</b>								
6000 Advertising & Marketing								0.00
6003 Other Advertising & Marketing	717.50							717.50
<b>Total 6000 Advertising &amp; Marketing</b>	<b>\$ 717.50</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 717.50</b>
6040 Dues & Memberships	1.40	1.40	1.40	1.40	1.40	1.40		8.40
6060 Event Costs & Supplies			168.00					168.00
6070 Insurance								0.00
6072 Property	1,119.01	1,119.01	1,119.00	1,119.00	1,119.00	1,119.00		6,714.02
<b>Total 6070 Insurance</b>	<b>\$ 1,119.01</b>	<b>\$ 1,119.01</b>	<b>\$ 1,119.00</b>	<b>\$ 1,119.00</b>	<b>\$ 1,119.00</b>	<b>\$ 1,119.00</b>	<b>\$ 0.00</b>	<b>\$ 6,714.02</b>
6110 Meetings	32.40	75.00		131.39		23.42		262.21
6140 Office Costs								0.00
6142 Office Supplies	40.00							40.00
<b>Total 6140 Office Costs</b>	<b>\$ 40.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 40.00</b>
6200 Payroll Expenses								0.00
6202 Cell Phone Stipend	32.32	32.32	32.32	32.32	32.32	32.32	16.16	210.08
6204 P/R Services	85.00	115.00	85.00	57.00	115.00		115.00	572.00
6205 P/R Taxes	921.16	925.95	899.19	980.81	1,051.07	1,040.91	536.93	6,356.02
6206 Retirement	371.78	371.78	371.78	371.78	371.78	404.64	202.32	2,465.86
6207 Wages	11,816.39	11,892.05	11,651.54	12,852.88	13,782.57	13,691.88	6,889.59	82,576.90
<b>Total 6200 Payroll Expenses</b>	<b>\$ 13,226.65</b>	<b>\$ 13,337.10</b>	<b>\$ 13,039.83</b>	<b>\$ 14,294.79</b>	<b>\$ 15,352.74</b>	<b>\$ 15,169.75</b>	<b>\$ 7,760.00</b>	<b>\$ 92,180.86</b>
6320 Professional Services								0.00
6321 Accounting & Bookkeeping	793.00	700.00	887.00	746.00	793.00		793.00	4,712.00
6322 Legal Fees				675.00				675.00
<b>Total 6320 Professional Services</b>	<b>\$ 793.00</b>	<b>\$ 700.00</b>	<b>\$ 887.00</b>	<b>\$ 1,421.00</b>	<b>\$ 793.00</b>	<b>\$ 0.00</b>	<b>\$ 793.00</b>	<b>\$ 5,387.00</b>
6330 Property Taxes					15,560.68			15,560.68
6350 Repairs & Maintenance	8,985.00	4,856.23		598.53				14,439.76
6400 Special Project Expenses			1,305.00					1,305.00
6406 Grant Expenditures					2,451.25	320.98		2,772.23
6412 Yesteryears Relocation						2,325.18	69,849.28	72,174.46
<b>Total 6400 Special Project Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,305.00</b>	<b>\$ 0.00</b>	<b>\$ 2,451.25</b>	<b>\$ 2,646.16</b>	<b>\$ 69,849.28</b>	<b>\$ 76,251.69</b>
6550 Utilities	1,983.00	2,152.95	2,856.33	1,858.43	1,823.41	1,576.57		12,250.69
<b>Total Expenses</b>	<b>\$ 26,897.96</b>	<b>\$ 22,241.69</b>	<b>\$ 19,376.56</b>	<b>\$ 19,424.54</b>	<b>\$ 37,101.48</b>	<b>\$ 20,536.30</b>	<b>\$ 78,402.28</b>	<b>\$ 223,980.81</b>
<b>Net Operating Income</b>	<b>-\$ 1,282.54</b>	<b>\$ 9,873.73</b>	<b>\$ 14,043.86</b>	<b>-\$ 8,973.29</b>	<b>-\$ 26,601.48</b>	<b>\$ 215,309.96</b>	<b>-\$ 71,902.28</b>	<b>\$ 130,467.96</b>
<b>Other Expenses</b>								
9000 Suspense			-15,742.67					-15,742.67
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>-\$ 15,742.67</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 15,742.67</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 15,742.67</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 15,742.67</b>
<b>Net Income</b>	<b>-\$ 1,282.54</b>	<b>\$ 25,616.40</b>	<b>\$ 14,043.86</b>	<b>-\$ 8,973.29</b>	<b>-\$ 26,601.48</b>	<b>\$ 215,309.96</b>	<b>-\$ 71,902.28</b>	<b>\$ 146,210.63</b>

Wednesday, Jan 17, 2024 01:13:10 AM GMT-8 - Accrual Basis



