



DBP Board Agenda - July 24, 2020

Remote meeting via Zoom

Regular Business Meeting

- 1) Call to Order – Introductions, Courtesies, and Public Comments (3 min. limit)
- 2) Regular Agenda:
 - a. Minutes – June 26, 2020 meeting minutes, vote to approve minutes
 - b. DBP staff update
 - c. Financials (included in packet)
- 3) Old Business
- 4) New Business
- 5) Action Items
 - a. Founders District
(Support a standalone district)
(Support annexing the Founders area into the Downtown District)
(No need for a new TIF District or annexation into the Downtown District)
- 6) Partner reports (if time permits)
 - a. City of Billings
 - b. Yellowstone County
 - c. SD#2
 - d. Big Sky Economic Development
 - e. Downtown Billings Association
 - f. Business Improvement District
 - g. Billings Cultural Partners
 - h. Parking Advisory Board
 - i. Downtown Billings Property Owners Association
- 7) Adjourn by 9:00 a.m.

Next scheduled meeting – August 28, 2020

DBP Board Meeting

June 26, 2020

7:30 am – 9:00 am, Zoom Conference

ATTENDED:	Steve Tostenrud	Dave Fishbaugh	Kim Olsen	Penny Ronning	Sam Merrick	Wyeth Friday	Steve Wahrlich
Joni Harman	Sean Lynch	Janna Hafer	Zach Dunn	Marguerite Jodry	Ignacio Barrón Viela	Norman Miller	Katy Easton
Mehmet Casey	James Chandler	Emily Meick	GUESTS:	Thom MacLean	Allison Corbyn	Josh Toneyes	
ABSENT:	Andy Patten	Jock West	Chris Montague	Ethan Kanning	Denis Pitman	Steve Arveschoug	

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

2. **Regular Agenda**

- a. **Minutes** – May 22, 2020 – Ms. Olsen moved to approve. Seconded by Mr. Wahrlich and approved by all.
- b. **Presentation** – BSEDA – Ms. Corbyn gave a presentation on the Yellowstone County Economic Recovery Group which has been tracking economic data and watching throughout this process. A draft of the entire plan can be found at yceconomicrecovery.org and it's being updated with new information.

c. **DBP Staff Update**

- i. **DBP Director** – Mr. Casey said the three development agreements that have been through Council are on their way to being finalized. There are two new projects to go before Council on July 13, and he's working on the presentation materials to be consistent and clear. He briefly spoke of consultant work on the Founders District. Council has approved the resolution in terms of bonding for the street conversion project. Mr. Casey has received 14 positive responses, one maybe, two indifferent, and nine yet to respond on N. 30th; and 22 positive, one indifferent, and six yet to respond on N. 29th. Conversion would likely occur in 2021 without major construction work. He continues to work with businesses during this time and spoke of increased social media presence, cash mobs, Crazy Days in August, pedlets and the strEATery idea. The Downtown Guide is nearly complete and ready to print.
 - 1. Ms. Ronning said it's important to Councilmember Yakawich to have clear input from the Partnership regarding the Founders District.
 - 2. Mr. Wahrlich asked if bonding has been set solely for N. 29th and N. 30th at this time, and if N. 26th could be added.
 - a. Ms. Easton said N. 29th and N. 30th were identified as being easily engineered. It's been established that Council is interested in street projects as infrastructure. Other streets can be assessed in the future and bond through the TIF district.
 - i. Mr. Dunn asked if the Parking Advisory Board had been approached about the removal of parking during the project.
 - 1. Mr. Casey said N. 29th will lose two spots on one side of the street but gain two on the other; N. 30th will lose nine in the transition from angled to parallel. He plans to get feedback from the Parking Board as well.
 - a. Mr. Friday said the survey is still active. Led by DOWL, the survey will help determine funding sources and which streets might be next.
- ii. **CEO** – Ms. Easton offered the board time to talk with her about the recent layoffs. In the weeks following, it was clear that it was the right decision. The organization will have a strong budget during this half of the fiscal year. All obligations to membership will be completed and the team is working together. These are challenging times for everyone, but it's also an opportunity to grow and identify how the organization can do better for downtown and the community. Ms. Easton held interviews for the ROC position and had several strong candidates. Second interviews and a ride along with the Resource Officers will be offered to two individuals. One

position is funded through the County matching grant, but she's working to find more funds for both. It's an important support position and it would be great to have two individuals to assist. She might approach the DBP board to find funds through TIF.

- d. **Financials and TIF Forecast** – Mr. Casey provided a profit and loss, as well as a TIF forecast for the board to review. A budget to actuals will be made available after July 1. One month of rent was waived for Yesteryears when the shutdown started. The Stillwater agreement has been removed from the TIF forecast per the recent Council decision to withdraw. He hasn't had an opportunity to review with City Finance on accuracy. The two new TIF applications for the Symphony and the sign application have been added, but they can be removed if necessary to see what has been pledged. No applications have been delayed because of COVID-19.

3. Old Business

4. New Business

- a. **CPTED Email from YAM** – Mr. Casey has received feedback from the board via email regarding whether or not the YAM might qualify for two CPTED grants for two different facilities on different properties, both owned by different entities. Mr. Casey asked for additional thoughts.
 - i. Mr. Lynch said he sees no issue placing funds on those projects, because it's a problem area and both are different legal entities.
 - ii. Ms. Jodry agrees and sees justification based on the language in the agreement.

5. Action Items

- a. **Amendment of Bylaws** – Mr. Casey took the board's suggestions and made changes as noted.
 - i. Mr. Wahrlich asked about language surrounding action of written consent and the sentence on 2/3 majority and a majority electronically. He read them as different.
 - 1. Mr. Fishbaugh said it ought to be a 2/3 majority through email but a majority of people in attendance at a meeting.
 - a. Mr. Casey can edit the language.
 - 2. Ms. Hafer asked if the bylaws need to state that an attempt will be made to contact all board members instead of simply 2/3 majority.
 - 3. Ms. Jodry made a motion to accept as amended. Seconded by Mr. Merrick.
 - a. Mr. Wahrlich said an attorney would normally like to see the language first and expressed a desire to wait on a motion.
 - i. Mr. Tostenrud said an email vote could be held.
 - 1. Ms. Jodry and Mr. Merrick agreed to pass through an email vote.
 - a. Mr. Casey had hoped to approve the bylaws as soon as possible to get them into the binders and to Council.
 - ii. Mr. Lynch asked if the board could make a motion to approved with changes described during the meeting.
 - 1. Mr. Wahrlich would like to see it in its final written form first. There was a motion during the last meeting and Mr. West had alluded to the need for attorney review.
 - 2. Ms. Olsen asked if Mr. Casey or DBP staff could work on the language during the meeting.
 - a. Mr. Casey worked to edit the language as described, including communicating with/notifying all board members by email and 2/3 majority of voting members present.
 - i. Mr. Lynch made a motion to accept bylaws as amended during the meeting. Seconded by Mr. Wahrlich and approved by all.
 - b. **Board Election** – Mr. Casey said the Board President and Treasurer have expressed interest in having others serve terms on the board. Three board terms are currently ending, but all three expressed interest in remaining.
 - i. Ms. Hafer asked if there are any term limits.

1. Mr. Casey said there's no mention of term limits in the bylaws to limit consecutive terms. He suggested staggering three-year terms.
- ii. Mr. Wahrlich asked how long Mr. Patten has served as President and Mr. West as Vice President.
 1. Mr. Casey said he would have to go back to June of 2018, and Ms. Easton would lean on some of the institutional knowledge of long-time members.
 - a. Ms. Hafer said some entities have a President-elect to keep continuity.
 - b. Mr. Wahrlich made a motion to accept the current slate of officers to the board. Seconded by Mr. Lynch and approved by all.

6. Partner Reports

- a. **City of Billings** – Mr. Friday said the City offices are all open again for customer traffic with protection and the Library is scheduled to reopen. He spoke of the downtown traffic study and the 5th Avenue Corridor study to look at the feasibility of future development and pedestrian traffic along that corridor. There is a draft from the consultant for the Founders District study, which should be wrapped up next week for Council. He spoke of a TIF district discussion with all districts about improving communications with Council through applications, memos, and more standardized documents. The FY21 city budget was adopted.
 - i. Ms. Ronning said the budget was approved and hinges on the public safety mill levy passing. She spoke of a plan to repeal and replace the previous 2004 levy. Council is on their own to market this, so all help is appreciated.
- b. **Yellowstone County**
- c. **SD#2**
- d. **Big Sky EDA**
- e. **DBA**
- f. **BID**
- g. **Property Owners Association**

7. Adjournment – Meeting adjourned at 9:05 am.

- a. Ms. Easton thanked Mr. Dunn for representing the DBA at the Partnership Board. He's stepping down but will remain on the Development Committee.

Downtown Billings Partnership

BUDGET VS. ACTUALS: DBP - FYTD21 P&L

July 1-22, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4200 Sponsor Pledges-Donations		833.34	-833.34	
4330 Event/Program Revenues		3,433.34	-3,433.34	
4400 Service Fee from City		23,286.75	-23,286.75	
4410 Property Management	5,000.00	5,000.00	0.00	100.00 %
Total Income	\$5,000.00	\$32,553.43	\$ -27,553.43	15.36 %
GROSS PROFIT	\$5,000.00	\$32,553.43	\$ -27,553.43	15.36 %
Expenses				
6000 Advertising & Marketing		272.25	-272.25	
6015 Business Development		3,333.34	-3,333.34	
6040 Dues & Memberships		131.17	-131.17	
6070 Insurance		393.50	-393.50	
6071 Liability		208.34	-208.34	
6072 Property		766.66	-766.66	
Total 6070 Insurance		1,368.50	-1,368.50	
6080 Internet & Telephone		110.16	-110.16	
6090 License & Permits	20.00		20.00	
6100 Meals & Promotion		39.34	-39.34	
6110 Meetings		148.92	-148.92	
6140 Office Costs				
6141 Office Maintenance		157.42	-157.42	
6142 Office Supplies		157.42	-157.42	
6143 Copier Lease		157.42	-157.42	
Total 6140 Office Costs		472.26	-472.26	
6200 Payroll Expenses	5,237.81	14,234.25	-8,996.44	36.80 %
6300 Postage & Shipping		39.34	-39.34	
6310 Printing Charges		59.00	-59.00	
6320 Professional Services	531.67	1,193.33	-661.66	44.55 %
6330 Property Taxes		1,375.00	-1,375.00	
6340 Rent & Lease		1,523.50	-1,523.50	
6350 Repairs & Maintenance	550.62	141.67	408.95	388.66 %
6400 Special Project Expenses				
6405 Cooperative Safety Program		3,433.34	-3,433.34	
Total 6400 Special Project Expenses		3,433.34	-3,433.34	
6530 Travel (not meals)		65.58	-65.58	
6550 Utilities	1,762.24	1,883.34	-121.10	93.57 %
Total Expenses	\$8,102.34	\$29,824.29	\$ -21,721.95	27.17 %
NET OPERATING INCOME	\$ -3,102.34	\$2,729.14	\$ -5,831.48	-113.67 %
Other Expenses				
8100 Fund 203 Reserve		416.66	-416.66	
Total Other Expenses	\$0.00	\$416.66	\$ -416.66	0.00%

Downtown Billings Partnership

BUDGET VS. ACTUALS: DBP - FYTD21 P&L

July 1-22, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER INCOME	\$0.00	\$ -416.66	\$416.66	0.00 %
NET INCOME	\$ -3,102.34	\$2,312.48	\$ -5,414.82	-134.16 %