



Downtown Billings Partnership At Large Members		
PRESENT: Ethan Kanning	James "Andy" Patten	Mary Walks Over Ice
Steve Wahrlich	Joni Harman	Jock West
ABSENT:	Chris Montague	Steve Tostenrud
Partners		
PRESENT: Janna Hafer	Katy Easton	Wyeth Friday
Commissioner Dennis Pitman	Brandon Scala	Steve Arveschoug
ABSENT: Matt Blakeslee	Sean Lynch	
Staff and Guests		
Mehmet Casey	James Chandler	Lexie Mann

DBP Board Agenda - January 28, 2022

VIRTUAL Via Zoom

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

1) Call to Order – Introductions, Courtesies, and Public Comments (3 min. limit) Mr. Patten called the meeting to order and requested attendees to introduce themselves.

2) Regular Agenda:

a. Minutes - November 19, 2021 meeting minutes, vote to approve minutes – Ms. Harman made the first motion to approve. Mr. Wahrlich seconded the motion. All were in favor. None opposed.

3) Action Items

a. Portland Loo - Ms. Easton presented to the board the Portland Loo on behalf of the Business Improvement District. Ms. Easton asked the board to consider TIF funding for The Portland Loo which is a permanent 24 hour restroom facility. Ms. Easton provided an overview of the Portland Loo and the importance of having a public restroom. She shared that a Community Block Grant was awarded for the cost of the Portland Loo in May 2021, however with the time it took to get through the process of all necessary studies and various approvals had impacted the initial costs, which have risen significantly in the last six months. Ms. Easton is requesting funding up to \$70,000 in TIF dollars and she believes this will cover the increase of the unit’s cost as well as construction.

b. Ms. Easton opened the conversation to discussion and questions. Mr. Scala questioned dimensions and issues of blocking traffic and pedestrian vision. Per Ms. Easton, safety features such as mirrors and concrete bollards can be added as an extra safety measure should the need arise. Ms. Easton also shared that the size of this unit is roughly equivalent to the size of one parking slot. Mr. Arveschoug wondered about the maintenance; he expressed a wish to keep a regimented cleaning schedule and asked about other communities and their experiences with The Portland Loo. Ms. Easton relayed that other communities that have used this

product have implemented a strict cleaning schedule. Discussion was had concerning whether or not the facility would be open 24 hours a day with concerns for weather, safety, lighting, and cleanliness. Ms. Easton shared that location and product design were specifically chosen to help with these issues.

- i. Mr. Patten asked for a motion to approve and Mr. West so moved and made the initial motion to approve the BID's request for TIF funding and Ms. Hafer seconded the motion to approve, further discussion was had regarding additional and unexpected costs to be inquired by Mr. Scala. Ms. Easton shared that the BID was able to cover some additional costs but that they will be looking for in-kind donations to assist with funding future costs. All were in favor, none opposed and motion carried. Mr. Casey stated that he would work with Ms. Easton and Mr. Friday to figure out when they would be able to present this to City Council.

4) Staff Update/Financials

a. Financial

- i. Mr. Casey presented the TIF budget and discussed line items including budget projections per fiscal year. Discussions were had on whether or not to include properties that have been taken out of the TIF fund and the zero growth projection of funding. Discussion was had as to creating two budgets that show no growth and one that shows the 3-5% growth. Ms. Easton relayed that properties that are included in the TIF are constantly changing status that it's difficult to project where they will be from fiscal year to fiscal year. Mr. Pitman asked to include a note as to property changes within the TIF district. Mr. Scala asked that a quarterly list of TIF properties be produced quarterly.
- b. Mr. Casey relayed Council updates to the board. Council agreed to modify the development agreement from 90 days to 180 days. A deadline extension request was approved for the Burger Dive and Women's Shelter. The Griffin project is scheduled for the February 14th Council meeting.
- c. Mr. Casey shared a document that was created jointly with Big Sky Economic Development and Downtown Billings Partnership to leverage potential future developers, investors, and business owners that are considering relocating or developing in Downtown Billings.
- d. Mr. Casey shared that one unified TIF application is being created among all TIF districts. Discussions were had on changes in TIF agreements between different districts. This new application is set to be reviewed annually.
- e. Mr. Casey reminded the Board that elections for open board seats are in progress. Applicants will need $\frac{2}{3}$ majority for electronic votes.
- f. Mr. Casey shared with the board that the Downtown Billings Alliance will host the Montana Downtown Conference on April 6-8 and that Charles Marohn, Founder of Strong Towns, will be the keynote speaker.

5) Old Business/New Business - Discussions were had on the City Council ex-officio role and if there is a need for replacement of the previous council member. Discussions were also had on voting for new board members. One seat needs to be filled on the board. Mr. Patton expressed the urgency for the board members to vote.

6) Partner reports (if time permits)

- a. Downtown Billings Association - Ms. Easton shared that The Downtown Conference is set for April 6, 7, & 8, 2022 in Billings as well as The Downtown Billings visitor guide that's being updated for 2022 and beyond. The gift card program was successful over the holiday season. Ms. Easton shared gift card statistics.
- b. Yellowstone County - Mr. Pittman shared that the RFP was released for mental health dollars and RFQI on the Metra Park is in progress.
- c. Business Improvement District - Ms. Easton shared that the BID is working to bring on a third Downtown officer which is paid 75% through BID assessments.
- d. School District 2 - Ms. Hafer shared a draft plan in the works for Daylis Stadium for improvements. They are looking to add a 10 lane track to this site, so that future events may be held at the location. She believes that it won't be a band-aid but a 75 year fix.
- e. Billings Cultural Partners
- f. Big Sky Economic Development - Mr. Arveschoug stated the building project is on track to be completed in June 2022. There is hope to have a soft opening in June and to have offices move in July. Tours of the space are available at 1:30 pm on Thursdays. BSEDA is kindly requesting that their annual survey be shared to help guide their yearly planning process.
- g. Billings Parking Board - Mr. Scala shared discussions on maintenance, naming of the garages and funding. Ms. Hafer expressed kudos in the free parking program during the 2021 Holiday season.
- h. Downtown Billings Property Owners Association - Mr. West shared that an annual election is underway for a new president.

7) Meeting Adjourned 8:45 am

Next scheduled meeting – February 25, 2022