1. CALL TO ORDER
President Erik Braun called the meeting to order at 4 p.m.

2. ROLL CALL AND DETERMINATION OF A QUORUM
Members present: President Erik Braun, Vice President Kelly Gibson, Secretary Nick Patton, Don Hedrick, Todd Hollan, Chance Whelchel, John Machacek.

Guests Present: Dan Senftner, Destination Rapid City; Wade Nyberg, Rapid City Attorney’s office; Elizabeth Smith, Main Street Square, Tracy Manning-Egge, Destination Rapid City and Karlee Baumann, Downtown BID Board Administrative Secretary.

3. ADOPTION OF THE AGENDA
Hedrick motioned to adopt the agenda. Second by Patton. Motion carried.

Senftner introduced Tracy Manning-Egge. She is a part-time Downtown Community Relations Coordinator employed by Destination Rapid City.

4. APPROVE MINUTES FROM DEC. 5, 2017 MEETING
Hedrick motioned to approve the Dec. 5, 2017 meeting minutes. Second by Hollan. Motion carried.

5. BID BOARD FINANCIAL REPORT
Senftner presented a summary of the financial report. Currently, the board has $29,398.17 in their account. In March, the BID Board will receive $183,194.97. At that time, $120,000 will go to Main Street Square. The balance remaining in March after paying Main Street Square will be $91,847.64. The current outstanding BID payments from the 2016 and 2017 assessment is $21,856.79.

6. SIGN MAIN STREET SQUARE AGREEMENT RENEWAL
Braun and Patton previously signed the agreement renewal.

7. DOWNTOWN CLEAN TEAM PROGRESS REPORT
Senftner presented a progress report on the Downtown Clean Team. He discussed community partnerships with both the SDSM&T and a local church group for community service projects, and also filled the board in on snow removal and garbage removal downtown including tires, furniture, carpet, etc. The Clean Team is keeping track of how many times they go to the dump. Senftner assigned Louis McConnell as the Downtown Clean Team liaison. Machacek asked Senftner to communicate the problem areas to the police department so they can keep an eye on those specific areas. Hollan recommends an “Adopt an Alley” program to hold business owners accountable. They could kick off the event on the city-wide clean-up day. Machacek recommends publicizing the clean-up days to encourage business owners to participate.
Smith reported that ice skating is wrapping up over the weekend. Eggstravaganza will be held March 31, and Fruhlingfest and Art & Wine festival will be in May. The former Thursday night concert series has been revamped and renamed to Thursdays on The Square. The new format will open opportunities for more community organizations to add variety and to increase community involvement.

8. **BID BOARD GRANT APPLICATION PROCESS**
   Hedrick said the group looked at what was done in 2013. They edited the 2013 letter and discussed some application processes that other cities implement. Machacek said the way the letter is worded, a Downtown Clean Team funding request would not be considered going forward. This agreement will put the responsibility into the hands of the property owner. The board wants more community-based projects that encourage property owners to work with their neighbors. The plan encourages smaller projects. Gibson said if the BID Board wants to focus on specific projects moving forward such as façade update, community events, etc., they can do so. This current criteria is broad enough to let people be creative. Gibson recommended including examples such as bike racks, benches, etc. for people to consider. Braun suggested using the Utility Box Wraps as an example. The board discussed funding up to 4 projects at $15,000 each. The board discussed voting on the assessment letter at the April meeting. The letter will be sent out once in April or May, and again with the assessment letter.

9. **ADJOURNMENT**
   Hedrick motioned to adjourn. Second by Patton. Motion carried.

*Respectfully submitted by Karlee Boumaan, Downtown BID Board Administrative Secretary*

Signed _________________________
Nick Patton, Business Improvement District Board Secretary