Downtown Business Improvement District Board Regular Meeting  
City of Rapid City, South Dakota  
512 Main St., Ste. 980  
Destination Rapid City  
Conference Room  
Tuesday, Sept. 19, 2017, 4 p.m.

1. CALL TO ORDER  
President Erik Braun called the meeting to order at 4:01 p.m.

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

Guests present: Dan Senftner, Destination Rapid City, Lisa Modrick, Downtown BID Board Liaison, Pauline Sumption, City Finance Officer, Erica Christopherson, Destination Rapid City, Megan Whitman, Main Street Square, and Karlee Moore, Downtown BID Board administrative secretary.

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

4. INTRODUCE NEW MEMBERS  
The following new board members were introduced: Trevor Johnson, Presidential Pawn & Clock Shop; Chance Whelchel, Perfect Hanging Gallery; Jon Machacek, Roam’n Around.

5. APPROVE MINUTES FROM APRIL 18, 2017 MEETING  
Patton moved to approve the April 18, 2017 meeting minutes. Second by Johnson. Motion carried.

6. APPROVE 2017 BID ASSESSMENT ROLL:  
Sumption reported that the assessment notices were sent out in August, and the City has approximately $26,000 left of approximately $178,000 to collect. She refreshed the board that the roll is determined at a rate of $1.50 per $1000 valuation in Zone 1, and $0.75 per $1000 in Zone 2. Braun will write a letter to City Finance approving the 2017 BID Assessment Roll. Hollan motioned to approve the 2017 BID Assessment Roll. Second by Gibson. Motion carried.

7. BID FUNDS  
There currently are 10 accounts left that need to pay for the 2016 assessment roll totaling $5,608. Sumption reported that there are 46 properties left for 2017 totaling approximately $26,000. Any outstanding balances are sent to Pennington County for collection. Senftner recommended that the City send cover letter sent out with the assessment to explain what the BID tax funds. Sumption asked that the letter be delivered to the City in May to be delivered with the assessment. The city keeps 1% of the total assessment, plus interest and penalties to cover expenses for mailings and processing. The letter would be approved by the BID Board and would be signed by the president of the board. The board agreed to wait until the East of 5th zoning changes in the Downtown Master Plan are approved before discussing with businesses the potential of moving Zone 1 and Zone 2 to equal assessment rates.
8. **MAIN STREET SQUARE AGREEMENT RENEWAL:**

A three-year agreement for Main Street Square to receive $120,000 per year was signed with the Downtown BID Board in 2015. Senftner reported that in 2016, the BID Board finished the Main St. tree grate project with BID funds, Destination Rapid City grant funds and CIP funds. He also reported that some of the $120,000 in BID funds allocated to Main Street Square are used for clean team and downtown operations. As that agreement has expired in 2017, Braun asked Senftner and Whitman for a proposal from Main Street Square for funding.

Main Street Square is closely looking at how they can change the scope of their event lineup to make event operation more efficient.

Sumption recommended a small negotiating committee to discuss a proposal. Braun appointed Gibson from Zone 2 and Patton and Whelchel to represent Zone 1 on the committee. Gibson requested a review of the most recent agreement, the most recent Main Street Square financials, the 2018 proposed budget and a plan for sustainability. Hollan recommended an annual agreement.

9. **DOWNTOWN CLEAN TEAM**

Senftner reported that Destination Rapid City employed a designated Downtown Clean Team employee when the organization started. Currently, Main Street Square operations staff is operating as the Downtown Clean Team. Senftner would like to have a Downtown clean Team liaison designated on staff who would operate with the help of the Main Street Square operations team if needed. This employee will be employed by Main Street Square and will manage the maintenance of the entire BID District. Senftner recommends a salary of $28,000 per year and asked the board to fund the salary. Gibson recommended that this request be included in the proposal for the renewal agreement.

10. **ADJOURNMENT**

    Patton moved to adjourn the meeting. Second by Hollan. The meeting was adjourned at 5:04 p.m.

*Respectfully submitted by Karlee Moore, Administrative Secretary*

Signed

Nick Patton, Business Improvement District Board Secretary