

Idaho Falls Downtown Development Corp. July 7, 2020 board meeting was held at The DEC (480 Park Ave) at 8:30am

Attendance: Jake Durtschi, Emily Fitzpatrick, Greg Crockett, Jill Hansen, Tasha Taylor, Kevin Cutler, Lisa Farris, Brent McLane Staff: Catherine Smith, Juan Hernandez, Mala Lyon; visitors: Chase Martin, Jim Francis – city council and Jim Pletscher

Minutes for June 2, 2020 were reviewed – Kevin Cutler motioned they be approved; Emily seconded, and board approved.

Financial report – Catherine: We currently do monthly parking permits as statements in Quickbooks so it shows out accounts receivable in the negative. This was how this was set up years ago when we worked with JF Bell accounting firm. It does not show as income until we receive payment. We are working on moving this process out of QuickBooks and into our parking software at the beginning of the next fiscal year which begins Oct. 1st.

We are working closely with the Bank of Idaho on the PPP loan forgiveness process. The deadlines and process keep changing. The last BID payment for this year from the city came and the \$20,000 for the watering crews. We have had some over time salary costs. Ed was working 20 hours but has started doing 30 hours as we have needed help connecting with the businesses with parking and recovering from the shutdown. We are working on the process to collect on delinquent tickets. We have about 2,000 unpaid tickets. The estimated cost has been more and the income less from tickets than projected. We did receive \$35,000 from the city for operating costs and we will ask for \$45,000 next year to make it better. We did not enforce parking during the 2-month shutdown. The goal is to write fewer tickets as people learn to obey the 2-hour limits. Jake said over the next 5 years we will be looking at on-street meters, but until they are installed and running, we won't know if it can be self-sustaining. Greg asked about the request by US Bank to monitor their lot. Catherine explained that we charge them a monthly fee and we receive any income from written tickets. It is private property, so we follow the property owners' criteria. Jill asked if we have a hard time collecting the tickets written at the banks. Catherine said that problem is across the board in all areas. Jake asked about those that contested. We give one warning for first tickets and void the ticket, most are contesting just because they don't want to pay it, not because it was given in error. Even though we have canceled 3 events we are still in good shape. Jill made a motion that the financial report be approved; Greg seconded and board approved

Director's report: The Parking Committee is suggesting that 2 fifteen-minute loading zones be placed in the A Street/Yellowstone parking lot to accommodate those customers that are quickly dropping off items like rented skis or paper work to the accounting office. We will put up a sign and paint the curb green. Anyone that has a monthly parking permit will be allowed to park there all day if they need to. Tasha made the motion that the 2 fifteen-minute loading zones be installed; Emily seconded and board approved.

The policy for contesting a ticket will be a specific process. Every Tuesday we review the contested tickets, checking the photos, time stamps and all other info we can review. A decision is made to either uphold the ticket or void it. We do give a first warning for a first ticket. They are then notified by email of the decision. If they want to contest this decision, they can then request a formal 'hearing' with the Parking Committee which is held once a month. We do not send contested tickets on to the Parking Committee unless the person requests a second review after we have vetted the ticket and information first. Kevin Cutler motioned that this policy of reviewing tickets be approved; Tasha seconded and board approved.

We are working with Randy Fife and Chief Johnson to again access to the addresses connected with the license plates to collect on outstanding tickets. Chief Johnson is not comfortable with giving us access to their system as it holds all kinds of information that is deemed personal and not public info. Greg questioned if the easier route would be working with the DMV? The city wanted us to work with them as our arrangement is with them. They are suggesting we use Lexis Nexis which will have a monthly fee we will have to pay. We are not sure which area of their programing we will need to get the info we need so we do not know the costs. If we cannot do this program, we might have to give the police a list of license plates and request they then provide the names and addresses for us. Brent suggested that we contact the DMV as that info is public record. The parking software we use has a link, so other cities must be using it. Catherine will contact the DMV and see what the process would be.

We are meeting with Bruce Lawrence today to discuss the signs; re-striping of parking and crosswalks and curb painting needs downtown. Jim Pletscher and Mala walked the downtown and made notes of the needs. The crosswalk art project is on hold, hoping next year.

Annual meeting – We are looking at holding this online as a live recorded meeting that can be on youtube and facebook. We can request questions be submitted early or they can ask on facebook and we can address them live. We will talk to I.E.D. Productions to see what they could do for us.

Lisa – Funds by year available for new façade projects:

2017 had \$15,415.57 available. This has been made available (with Catherine's approval) to the Pie Hole Pizza and SPRUCE façade projects as they are running into additional project costs.

2018 has \$4500 available.

2019 has \$14,500 available.

2020 has \$38,772.7 approved by Council and HUD. Funds are on the way.

Total available for new façade projects is \$57,772.7.

Façade applications pending return by business owners are: Shane Bldg., Hotel Idaho, Variety Mart, and possibly the old Farrells's building.

We have thru 2022 to spend the Covid GDBG funds – the Arts Council has applied for some plexi-glass dividers and The DEC a parklet to help provide social distancing.

Greg suggested that we contact Dennings to talk to them about getting the back of their building painted. We helped them once before, but it is in such sad condition now. Catherine said she was willing to go talk to them.

We have the 8 new garbage cans and are waiting for the city to install them.

Brent worked with the owners of The Bonneville apartments and they ordered flowerpots that match all the others downtown.

Greg said they have some people that run a specialty bakery interested in the Diablas location.

Meeting was adjourned at 9:35am

Our next board meeting will be held August 4, 2020 at 8:30am

Respectfully submitted by Jill Hansen, Secretary and Mala Lyon