

Minutes
Business Improvement District
May 10, 2012

Board Present: Julie Duffy, Andrew Ferrin, Garry Hackett, Doug Lorello, Kris Harrison
Board Absent: Stacey Schaefer, Steve Alley
Staff Present: Joan Redeen, Bob Milford
Guests Present: Alison Fried

- I. **Call to order:** Julie called the meeting to order at 9:05am.
- II. **Guests:** There were no guests present at the meeting who wished to address the Board.
- III. **Approval of minutes from 4-12-12 meeting:** Doug motioned to approve the minutes from the 4/12/12 meeting. Garry seconded. **Motion passed unanimously.**
- IV. **Financials:** April financials were not prepared as the bank reconciliation had not been completed yet. Joan provided the Board with a revised draft of the 2012-2013 budget. She informed the Board that the budget will need to be approved no later than the June board meeting as it is due to the City in June. Garry inquired about the JH expenses. Joan noted that the JH Management expense is the account for utilities that are reimbursed by the tenants and matched under income as JH Utility Reimbursement. JH Building expense is any additional expenses incurred that are not passed on to the tenants. Examples include insurance, elevator maintenance and repair, etc. Joan added that the BID is the largest owner in the building, owning over 19%. All bills are divided amongst the owners based on ownership percentage.
- V. **Grant Programs:** Joan reported that a letter was sent to Mauri Novak requesting an update on the status of his project. He responded that a letter with an update is coming.
Joan reported that she looked into the history of the Fairway Comfort Systems grant applications, as requested. She noted that the property taxes still remain unpaid so no grants will be paid out but the question remains whether or not the board will entertain the applications if and when the taxes are paid. Fairway had submitted his grants and their grant applications were then e-mailed to the Board last year. There was never any discussion of the applications during a meeting but Garry, Andy and Steve had all noted approval of the applications pending payment of property taxes. Joan noted that no grants have been paid out for that property owner. The property owner had previously applied when Metzger's was moving in but the application was incomplete and the property owner decided to withdraw her applications for those grants. The Board noted that they will consider Fairway's grant applications if and when the property taxes are paid.
Andy inquired about the status of the Stockman Bank façade improvement. Julie noted that work should be starting very soon.
Julie informed the Board that the Montana Building has officially sold and closed six units on the 4th floor and the last unit is under contract. The owners are moving forward on the 3rd floor now.
Façade Grant Program Criteria: Julie tabled the Façade Grant Program Criteria until the next meeting.

VI. Old Business:

Beautification: 1st Ave N Underpass: Joan noted that Andy & Garry will be presenting the TBID grant application May 17th. Joan provided them with copies of the grant application. TBID advised the board to apply for \$1,000 but be sure to make note how much money is being spent on the project as a whole by the BID and any others involved in the project. Joan reported that the deadline for submission was last Friday, May 4th. She presented the Board with the submission received. Joan noted that the next phase is to go public with a second call to artists for potentially as many as 20 artists to implement the selected design. Joan noted that she wants to have the second call to artists for implementation out before the end of May. Joan reported that another option has been presented. The State of Montana is looking for locations for the Get Lost in Montana branding

campaign. They will install the brand and remove it as well if desired. Joan suggested that we inquire about having them install the brand on the north side this summer, while we focus on installing the mural on the south side. We can have them leave the brand up until next summer when we are ready to continue the mural on that side. Alison noted that this brand should be located somewhere downtown. The Board instructed Joan to explore the possibility.

Adopt-a-Tree program: Joan noted that the program is ready to go live however the City had issues with the sign. The City just notified Joan of the following: the signs are exempt from the sign code; the City wants to know the locations of all signs; they need to be a simple color scheme to blend in with existing streetscape; and they cannot be posted on lamp posts as the City is the owner of the lamp posts. The City provided Joan with the suggestion of a 'tree hugger' sign. Joan is exploring the costs of this type of sign with Double G Engraving. The Board instructed Joan to go live with the program, send out the press release and figure out the sign issue as soon as we have trees adopted.

Downtown Sound System: Joan reported that the new antennas have been installed. The system has been working without issue since the installation. Andy & Alison both noted that Saturday and Sunday – after Cruisin' the Drag – the system was spewing static. Joan noted that was because it was not Chuck handling the sound system over the weekend, hence the issue. Joan added that there are still two locations that do not have power. The City has been called about the issue but has not responded. The Board instructed Joan to contact an electrician to get the issues resolved.

Graffiti Removal: Joan provided the Board with photos of all of the graffiti locations within the BID. Heather Rohlf at the City had provided the BID with a list of all graffiti locations as of April 9th. When the photos were taken on May 8th there were five new locations of graffiti and two locations on the April 9th list had been taken care of. Discussion followed on the surfaces that the graffiti is located on. Of the 21 locations there are 16 on brick surfaces. Joan noted that on the painted surfaces we can't use the Elephant Snot or Big Sky Dry Ice but on the other surfaces we could use either. Joan noted that United Way has contacted the BID and has offered a large group of chaperoned 12-18 year olds to work on community projects June 7th to the 9th. The suggestion to the Board was that we use these students for graffiti removal, as well as other projects. Joan noted that both Bozeman and Billings used the Conservation Corps. The Board instructed Joan to get the necessary Elephant Snot products and use these students for graffiti removal on the brick surfaces; property owners who have graffiti on painted surfaces will need to take care of their own graffiti by painting over it.

MApril: Joan reported that the weather was so poor on April 28th that MApril was cancelled and has been re-scheduled for this Saturday, May 12th. Joan is expecting students and adults from East Middle School, Mountain View Sports Complex volunteers as well as a few volunteers from the Montana Medical Grower's. The clean-up begins at 8am.

Pocket Park: Jolene Bach sent an e-mail to Joan noting the following: she has asked the property owner to contribute \$15K to the project based on the fact that the BID could potentially match funds; phase one is demolition; phase two is playground equipment and landscaping; phase three is surrounding building atmosphere. Julie inquired about using the United Way volunteer crew for demolition. Joan will inquire with Jolene and with United Way about using the volunteers for this task.

TSB Project: Joan reported that the deadline was Friday, May 4th. We received 10 submissions, from five artists. The decision has been made do five traffic signal boxes this summer. This will allow us to do more next summer.

Julie inquired about when the flowers will be in place. Joan noted that the goal is Memorial Day but she will check in with Tilleraas about it again. Joan added that she wants Tilleraas to also get the weed abatement taken care of.

BID Board: Joan reported that we have our new board member present with us, Kris Harrison. She is the branch manager at the downtown US Bank branch. Joan noted that June 30th both Julie and Stacey will be leaving the board as well.

Bike Website: Joan reported that GFDA has been allowing the BID to use their Prospector website link. They have cancelled their contract with Prospector and are advising that LoopNet be utilized. Joan noted that we've allowed our property owners to submit a property information form and we've put their information on Prospector. The Board advised that the website be set up with a link and property owners be referred to LoopNet; the BID will no longer be listing properties for property owners.

Downtown Action Alliance: Joan noted that the DAA continues to meet. The goal remains to have the DAA evolve and become the D/T P/S.

Downtown Partnership: Joan reported that the D/T P/S has been meeting. The partnership is very near to achieving its formal status as an entity; the Articles of Incorporation and Bylaws have been under attorney review and should be filed within the next month. Garry inquired about how the board will be established. Joan noted that it will have a 15-member board and approximately 10 of those spots are set and include the BID, DGFA, GFDA, the City, etc. The remaining spots will be available for any interested citizen in the community. The organization will be a member based organization with dues and is open to everyone in the community. Garry inquired about who will be attending the meeting. Joan noted that it will be someone from the BID appointed by this Board. It could be a board member or staff, but one individual from the BID will attend the meetings each month representing the BID. The organization will be focusing on implementation of the 82 master plan strategies with funding from the TIF, assuming it is enacted. Joan noted that the TIF will cross its final step on May 15th at the City Commission meeting; assuming it passes it will be in place retroactively to 1/1/12. Joan shared with the Board the letter that was sent out to all of the property owners within the TIF boundaries. She encouraged board members to attend the City Commission meeting.

Joan added that the Sonoran Institute in Bozeman calculates tax valuations and downtown areas have been proven to be much more valuable than Wal Mart or Home Depot property locations. The different in property tax valuations is huge. Joan noted that she is working on getting someone from the Institute to be a speaker at our Downtown Conference in October.

Downtown Great Falls Association: Joan noted Alive @ 5 starts on June 7th. June Alive @ 5's are being held at Whittier Park at the Civic Center so if the weather is poor they can easily be moved inside.

Downtown Safety: Joan noted that the Safety Committee meets Tuesday, May 15th. A draft of the downtown safety plan should be complete by that time. We are working with the police department to review the plan and endorse it.

Johnson Hotel: Joan reported that the Incubator is full. We do not have any vacancies. Sequoia was paid through April 30th. Both of their spots were filled as of May 1st. Joe McDaniel with New York Life moved from the former computer room to one of suites. A new business, Stay at Home Home Care moved into the other suite. We do have the former computer room vacant now, as it had been previously.

Montana Downtown Conference: Joan noted that there is nothing new to report on the Montana Downtown Conference. The committee meets next on May 22nd.

Parking Commission: Joan reported that they have one opening on the commission as of 5/1. The City put out an RFP for the Accessibility, Circulation, Parking and Wayfinding study. This will be a master plan for parking and circulation, etc. Garry inquired if this is the plan that will get rid of the one-ways. Joan noted that this is the plan that will address the possibility of that. Another component of this is the parking and they will study and advise about the meters, etc. Joan noted that she and Stacey are reviewing the RFP's for the City and will provide our input at the meeting next week.

Personnel: Joan noted that Bob's last day is Friday, May 18th. Justin will begin work on Monday, May 21st. Joan informed the Board that she is leaving early Tuesday and will not be in the office Wednesday, Thursday or Friday of next week. Joan added that she is possibly taking a family vacation and leaving for California on August 1st for two weeks. If this vacation occurs it will affect both Joan and Justin. Joan will keep the Board posted on these plans.

Urban Art Project: Joan reported that Jean Price has submitted the Urban Art Project's annual request for the BID to contribute to that project. The BID has, historically, been the largest contributor to the project, donating \$2k each year. Jean is requesting if the BID will again donate \$2K to the project. Joan noted that this was budgeted for and a decision can be made at the June meeting.

Work Plan: Joan provided the Board with copies of the proposed 2012-2013 Work Plan. Joan noted that graffiti is not listed separately, but Clean & Safe is listed and does cover the graffiti. She noted that last year we added snow removal. We can add or delete any items the Board wishes. Doug inquired about the Adopt-a-Tree program. Joan noted that is included under Tree & Flower Maintenance. She reminded the Board that the work plan will need to be approved no later than the June board meeting as it is due to the City by June.

VII. New Business:

Downtown Chicks: Joan informed the Board of a new group of women who are working on various activities and events downtown. They are behind the upcoming Military Appreciation Days, May 18th and 19th. They are hosting their first official quarterly meeting on May 22nd at Paris Gibson Square. This group was started by Alison Fried, Trina Knoche and Carol Bronson.

HPAC: Joan informed the Board that the Historic Preservation Advisory Commission will be holding their annual preservation awards on May 24th. They are presenting an award to the Public Drug building. Invitations were provided to the Board.

MT Bldg: Joan provided the Board with a thank you card received on the Montana building project.

Visitor's Center: Joan inquired if the Board would be willing to donate one t-shirt and one hat to the Visitor's Center for their Business after Hours event being held on May 17th. The Board noted that they would donate these items.

VIII. Public Comment: There was no public comment at this time.

IX. Adjournment: Meeting adjourned at 10:15am.

Stacey Schaefer, Chair

Joan Redeen, Staff

Date: _____

Date: _____