

**Minutes**  
**Business Improvement District**  
**July 12, 2012**

Board Present: Andrew Ferrin, Garry Hackett, George Wheeler, Kris Harrison, Rebecca Hughes  
Board Absent: Sheila Rice, Philip Riedel  
Staff Present: Joan Redeen, Justin Redeen  
Guests Present: Alison Fried, Julie Duffy, Tad Kimmet

I. **Call to order:** Joan called the meeting to order at 9:00am.

II. **Guests:** Tad Kimmet introduced himself; he is with the Great Falls Police Department and is the new BRIC (Business Residential Involving Community) Officer. He will be covering downtown as well as the North side neighborhood. His area is 2<sup>nd</sup> Ave South up to 9<sup>th</sup> Street and the river is the boundary on the north side. He currently is working Monday thru Friday 8am to 4pm but his shift will be changing in August to five days on and three days off. He will also work varying shifts as the need arises (nights, etc.). He also has the opportunity to be in uniform and plain clothes and has access to a patrol car, a bike as well as the PD's Rhino. The position will be versatile so he can adapt as needed. He added that he is trying to create a database of property owners that have security cameras.

III. **BID Board:**

**New Board Members:** Joan introduced the new board members present; Rebecca (Becky) Hughes and George Wheeler. Joan informed the Board that Philip Riedel and Sheila Rice have also been appointed to the Board. Joan noted that last week she met with Philip, Becky and George and brought them up to date on what the BID is doing.

**Board Positions:** George motioned that the BID Board consist of the following: Andy Ferrin as Chair, Garry Hackett as Vice-Chair and Kris Harrison as Treasurer. Rebecca seconded. **Motion passed unanimously.**

**City Commission Meeting:** Joan informed the Board that the BID Work Plan and Budget will be presented to the City Commission on July 17<sup>th</sup> and the public hearing will be set for August 7<sup>th</sup>.

IV. **Approval of minutes from 6-14-12 meeting:** Garry motioned to approve the minutes from the 6/14/12 meeting. Andy seconded. **Motion passed unanimously.**

V. **Financials:**

**Audit:** Joan informed the Board that the Audit will begin the week of September 5<sup>th</sup>. When the auditor is done he will request a meeting with the Board Treasurer and the Chair. Our audit is on the fiscal year that ended 6/30/12 so Stacey Schaefer and Julie Duffy will continue to be involved in the process. Joan added that the meeting will likely take place sometime in October, when the audit is complete.

**Bank Signature Cards:** Joan informed the Board that the policy has been that all board members are signers on the account, with the exception of the treasurer. She added that all checks, with the exception of payroll, require two signatures. All new board members will need to connect directly with the bank to provide their data for the new signature cards. New signature cards will be prepared and ready for signatures at next month's board meeting. Joan noted that the Board had previously discussed moving the bank accounts to Stockman Bank, but the auditor had advised against doing that as Julie Duffy was a board member and was the board treasurer. Julie is no longer on the Board and First Interstate is no longer located within the BID boundaries. Andy motioned to move the BID bank accounts from First Interstate to Stockman Bank (a checking account and a money market account). Kris seconded. **Motion passed unanimously.**

**Monthly Financials:** The Board received the May financials via e-mail. There being no discussion on the financials Kris motioned to approve the 5/31/12 financial statements which include the Balance Sheets, P&L, and the P&L/Budget comparison. Garry seconded. **Motion passed unanimously.**

Joan reported that the disbursement from the City for May was received on July 2<sup>nd</sup> for over \$55K, current checking balance is over \$84K and the MM account is at \$113K. Julie noted that the average monthly expenditures are about \$10K. Grants expected to be paid out shortly include a partial payment for the Subway building. Church Harris should be paid out October 2012. Julie noted that Stockman should be complete by August so the payout of \$40K could happen in August. The Board suggested that \$160K be put into a MM at Stockman and the balance remaining will stay in checking, transfers for grant payouts will happen as needed.

## VI. Grant Programs:

**Façade Grant Criteria:** Joan provided all board members with copies of the Façade Grant Criteria so that it can be reviewed next month. Alison noted that it is a good thing for each board to review the criteria and make adjustments to the grant programs regularly, the grant programs are fluid. Joan added that the one change that she thinks necessary is on the application, which would not require board action. The façade grant is based on the linear footage of the building and that figure is not requested on the application, Joan would like to add that to the application. Board members were advised to review the façade grant criteria and note any changes or suggestions on the criteria and be prepared to discuss it at next month's board meeting.

Joan reported that the City received its response in regard to its Our Town grant application. The City was not approved for the grant so the BID will not be funding its portion for that. The Board had committed \$10K for two years for a total commitment of \$20K. The City will attempt again when the opportunity arises so the BID can expect to be asked to participate next time.

Garry inquired about the status of the Business Incentive Grant program. Joan noted that the Board had authorized \$10K for that program in early 2011. It was originally created to address the closure of the Westgate Mall. Joan reported that of the five Westgate Mall businesses who took advantage of the program four of those are still in business downtown. At this point there remains approximately \$600 of the original \$10K allocation. Two Business incentive grants have been paid out so far this year; Geo Nav in the Strain building and the Downtown Antiques Mall in the 600 block of Central. Luz's Salsa is working to open in the Lobby Bar and they have inquired about the grant. Garry motioned that \$5K be added to the Business Incentive Grant program. Andy seconded. **Motion passed unanimously.** The Board instructed Joan to get this grant program posted onto the BID's website.

## VII. Old Business:

**Beautification: 1<sup>st</sup> Ave N Underpass:** Joan reported that she has had a couple of meetings with the artists involved in the project. There are five artists who are set to work. Power washing and priming are done on the south side and the wall is ready. The issues being resolved now are the supplies and storage & access to the supplies. The estimate of costs for supplies is about \$2500. Ace Hardware is donating paint, but this is not the type of paint that the artist can do their detail work with. The next meeting with the artists will be Tuesday morning. The artists should be painting within the next two weeks.

**Downtown Sound System:** Joan reported that Steve Cloutier has been consulted with and is ready to dig into the problems. Steve had requested the plans and the City delivered those yesterday. The issues are with two speakers; one in the 600 block by Brighten Up and one in the 100 block by the quilt shop.

**Graffiti Removal:** Joan reported that Hotsy WY-Mont did graffiti removal for us on Monday and Tuesday. There were 11 locations with 17 or more tags to be removed. Justin is out inspecting the locations to see how they look and what remains to be done. Hotsy noted that the roof top of the Lobby Bar and Sole.Mate is a graffiti artist's heaven as the walls are covered in graffiti. Joan added that she's been having conversations with Doug Bennyhoff of the GF Fire Department about trying to find some means to urge property owners to limit access up to the roof via fire escapes (while still allowing anyone to leave the roof if needed). Doug is exploring possibilities and the conversation will continue. Joan noted that Tad may want to familiarize himself with that area. She added that

we have photos that were taken Monday so we know its current condition. Tad noted that he encourages property owners to put up No Trespassing signs.

**Pocket Park - Roberts:** Joan noted that she has not received any updates since last month's board meeting. Joan informed the Board that last month the Board approved matching funds that property owners put into a mural up to a maximum of \$1,250. In addition the Board approved matching funds raised up to a \$10K. Discussion followed on whether or not a property owner declines to participate financially in putting a mural on the back of their building.

**TSB Project:** Joan reported that the project is wrapped up. The reception for the artists was held last Friday and was well attended. Joan noted that within the BID there are 21 TSB's and 12 of those are now completed. Of the nine remaining, seven of those are on 1<sup>st</sup> Ave N and are under the control of the Montana Department of Transportation (MDT). Joan added that when the 1<sup>st</sup> Ave N underpass is underway she will work on gaining permission for the traffic signal boxes on 1<sup>st</sup> Ave N from MDT.

**Downtown Partnership:** Joan reported that the check for the first year's contribution for \$1K has been written. The BID needs to appoint one member to represent the BID on the partnership board. Andy motioned to appoint Joan Redeen as the representative for the BID on the Downtown Partnership board of Directors. George seconded. **Motion passed unanimously.** Discussion followed on whether or not the partnership would be subject to open meeting laws. Joan noted that the City will be running the Partnership until the TIF has funds available to provide a staff person, as such, the City is subject to open meeting laws and therefore that should also be the case for the partnership. Joan will inquire at the next meeting to confirm. Garry noted that he'd prefer that their agenda be published and no voting takes place until the next month – providing the opportunity for discussion on items on the agenda. Joan added that she has intentionally removed the Downtown Action Alliance from the agenda as they should eventually be one and the same.

**Downtown Great Falls Association:** Joan reported that Alive @ 5 is on the 400 block of Central Ave tonight. The wallet cards with the full Alive @ 5 schedule were provided. The Sidewalk Sale is taking place on Saturday, 7/28. August 7<sup>th</sup> is Downtown Great Falls night at Centene Stadium. First Friday Art Walk is August 3<sup>rd</sup> and it's also Family Movie Night. DGFA will be showing How to Train Your Dragon at dusk in Davidson Plaza. Joan noted that this is a fun, free, family event that takes place annually during First Friday Art Walk in August.

**Downtown Safety Alliance:** Joan reported that Downtown now officially has a BRIC officer (as noted above under Guests). Business Watch was held this past Tuesday and the topic was Fraud. The next Business Watch meeting is scheduled for Tuesday, September 11<sup>th</sup> and the topic is Emergency Preparedness. Joan noted that a sponsor is needed for that meeting. Joan added that the Safety Alliance hasn't met recently but continues to work on the Downtown Safety Plan and working with the GFPD to endorse that plan as well as establishing a volunteer base to assist downtown. Alison added that Carol Bronson has been working on getting a VISTA to work on Downtown Safety. The VISTA is scheduled to start in late-August.

**Johnson Hotel:** Joan reported that over two years ago the Board had approved installation of Wi-Fi service in the tele-conference room for groups to use when renting the room. Joan noted that since its installation only a small handful of people have accessed the Wi-Fi and she would like to advise that the BID disconnect it at this time. The Board instructed Joan to check with United Way to see if they use it and if they do not use it to disconnect it.

**Montana Downtown Conference:** Joan informed the Board that the Montana Downtown Conference takes place in Great Falls October 24-26, 2012. Early bird registration will open on August 15<sup>th</sup>. Garry commented that the BID Board should be involved in the conference. Alison informed the Board that this is something Great Falls should be proud of.

**Parking Commission:** Joan reported that they still have one opening on the parking commission.

**Work Plan:** Joan reported that the Work Plan will be presented to the City Commission on July 17<sup>th</sup>.

## VIII. New Business:

Correspondence: Garry requested that Joan write thank you letters to the board members who are no longer serving on the board.

Downtown Chicks: Alison informed the Board that the Downtown Chicks meeting on July 20<sup>th</sup> will be held at Farmers Insurance and Ike Kaufman will be presenting his History of Downtown Great Falls. The meeting is scheduled for 3:30 to 5pm and everyone is welcome.

Personnel: Joan noted that she is not taking a vacation from August 1<sup>st</sup> to the 10<sup>th</sup> so the August meeting is as it was originally set, August 9<sup>th</sup>.

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

**X. Adjournment:** Meeting adjourned at 10:28am.

Andy Ferrin, Chair

Joan Redeen, Staff

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Date: \_\_\_\_\_

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