

Minutes
Business Improvement District
January 10, 2013

Board Present: Andrew Ferrin, Garry Hackett, George Wheeler, Kris Harrison, Travis Neil
Board Absent: Rebecca Hughes, Sheila Rice
Staff Present: Joan Redeen

- I. **Call to order:** Andy called the meeting to order at 9:05am.
- II. **Guests:** There were no guests present at the meeting.
- III. **BID Board:** Joan reported that two board members have four (4) absences; Garry had requested that it become standard policy that a letter is written when a board member reaches that number. Discussion followed on board attendance. Joan noted that attendance is tracked using the fiscal year, so the calendar will re-set July 1st of each year. The Board instructed Joan to draft a letter that will be sent, signed by the board chair, informing board members of their absences and reminding them of the attendance policy and the new phone-in option. This letter will be sent once a board member hits four (4) absences. This is more of an informational letter and the board will address board members additional absences above the four (4) allowed on a case by case basis.
- IV. **Approval of minutes from 12-13-12 meeting:** George motioned to approve the minutes from the 12/13/12 meeting. Garry seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the November financials via e-mail. There being no discussion on the financials Garry motioned to approve the 11/30/12 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. George seconded. **Motion passed unanimously.**

Signature Cards: Joan had all board members present, with the exception of the treasurer, sign the new signature cards.

The Board discussed bank balances. Joan noted that no transfer was done from money market as a large check is expected from the City in the next day or so (the City informed Joan that the check would be mailed on 1/9). This check will represent the November tax payments. Kris noted that the money market currently has over \$94K and checking is less than \$1K as of today. Joan added that a transfer may be made from checking to the money market account once the check is received from the City.
- VI. **Grant Programs:**

Joan reported that Mauri Novak's grant was paid in full. Mauri had received a partial disbursement last fall and the final payment was made on 12/27/12, making his total grant payout \$50K.

Joan reported that an interior grant application was received on 1/8/13 and forwarded via email to the Board from Mike Rydell with the McMee Insurance Company, they are moving into the Montana Building. Their initial estimate for the work to be done at 501 5th Street North, Suite 111, is \$89,061.50. They are currently located in the Galleria building, within the BID, so they are eligible for the existing interior grant at 10%. George noted that he saw an issue with the stair height in their plans. Joan mentioned that any architectural issues don't have to affect the BID approving a grant; it could affect the grantee's timeframe and final costs. Joan added that work has started on the project and with our criteria now allowing for that she's not sure how to calculate the maximum grant the applicant is eligible for. Garry noted that their first contact with the BID office about their grant was on 12/17/12 and no work had begun at that point, he feels confident that they have done what they needed to do to be eligible for the maximum. Garry motioned to approve an interior grant for McMee Insurance for \$8,906.15. Kris seconded. **Motion passed unanimously.**

Joan reported that she anticipates a façade & an interior grant application for the Arvon building. George reported that Easter Seals should be submitting a façade grant application.

Art Grant Criteria: Joan provided the board with an updated draft of the proposed Art Grant program. The criteria has been laid out in similar fashion to all of the other BID grants. This grant is a new program and would allow for property owners to install art works on the exterior of their buildings – it would not be solely applicable to alleys, property owners would be able to put murals on the sides of their buildings as well. Discussion followed on the sealant requirement, logo/signage in murals, possible ghost signage restoration and how often a property would be eligible for an art grant. Joan was instructed to make some additions (eligible once every five years, sealant, logo/signage) and provide the board with an update.

Residential Grant Criteria: The board was provided with copies of the current residential grant criteria for their review and future discussion.

CTEP Grant: Joan reported that she sent an email to the City to inquire about the possibilities of making sure that the CTEP happens this summer. She has not received any response from the City yet.

VII. Old Business:

Beautification: Roberts Park Playground: Joan reported that the goal is to have equipment in the ground by May. There will be a fundraiser with the Home Builders Association in April. They've created a list of 20 businesses to approach to ask for donation of \$2K from each.

Holiday Décor: Joan reminded the Board that last month's discussion was to create a committee with DGFA, BID and Jonas. Sheila was not present to bring the board up to date on whether or not DGFA will have someone sit on a committee to discuss the possibilities. Joan noted that she'd like to see something uniform throughout the BID. Joan reported that the shooting stars were fixed and now work with the new brackets that Cat Graphics has been installing; CMR welding shop was utilized to make the necessary repair.

Traffic Signal Box 2013: Joan reported that she is working with MDT and Clean Slate Group. The decision has been made to do all seven (7) TSB's on 1st Ave N, assuming that there are enough quality submissions received and selected. This will keep our costs down so we won't have extra travel charges and Clean Slate will be doing the installation so Joan will still be able to focus on the underpass. Joan is working on the time frame, the draft of the call to artists and MDT's formal, written approval of the project.

1st Ave N Underpass: Joan informed the Board that she is starting up meetings with two of the artists the end of January. She noted that she's working with Deeling Gregory and Kelli Lawson and will be employing them in more of a supervisory position as the project proceeds this summer. Last summer we had five (5) artists employed. Artists will be required to put 20 to 24 hours per week in on the project this summer, and if an artist does not put that time in they will be removed from the project. Discussion followed on design for the wall and whether or not the design will be the same or different, the Board noted that they are open to any possibilities.

Downtown Great Falls Association: Joan reported that she is creating a committee with DGFA board members to work on an official downtown First Friday Art Walk brochure; Joan noted that she received a grant from the MT Office of Tourism for marketing for \$500 that needs to be used by 6/30/13 and can be used for this brochure.

Team Trolley: Joan reported that Team Trolley meets next Tuesday, the 15th at 4pm in the BID office. She added that both she, Garry and Sheila are representing the BID on Team Trolley. Sheila created a pro forma that suggests that DGFA could potentially have a modest income from the trolley. Joan noted that Sheila had expressed interest in the trolley being a new and additional funding source for DGFA so they don't have to be so dependent on Alive @ 5. Garry noted his suggestion to Team Trolley that they approach several organizations for \$3-5K each to purchase the trolley out right as there are many organizations that benefit from the trolley. The goal for Team Trolley is to make some type of formal commitment by the end of February so the BID should anticipate an official request for funding at the February meeting.

Downtown Partnership: Joan reported that the partnership is holding a planning session from 8:30am to 12:30pm on Wednesday, February 6th in the NW's Learning Center. Boards are being

asked to attend from 8:30am to 10:30am to provide their input on what the Partnership will plan to do over the next year. Joan reminded the Board that the guiding document for the partnership is the Downtown Master Plan, a 25-year plan for downtown. She noted that the Board should review the goals and think about what they'd like to see the partnership accomplish over the next year. Joan will email the Board the master plan goal schedule so they can review it, with goals tied to the BID highlighted.

Downtown Safety Alliance: Joan reported that Business Watch was held on Tuesday 1/8. Carol Bronson was the speaker and the topic was The Value of Watch Programs. The schedule for 2013 was provided to the Board, sponsorships for 2013 have been filled. The next Business Watch meeting is 3/12 and the topic is Citizen's Academies with a speaker from both the GFPD and GFFD addressing their academies. George added that he just completed the police academy and highly recommended it. Joan encouraged all board members to officially become members of the Downtown Business Watch Program. She will email the Business Watch application to the Board.

Johnson Hotel: Joan reported that Exergy has vacated their space and paid the balance that was due at that time. They still owe for November & December utility reimbursement and 15 days of rent for January. A new tenant is moving in as of January 15, KDS Networks. Stay @ Home Home Care may be vacating as they need additional space. Joan added that there has been no communication from the Association on the elevator issue.

Parking Commission: Joan reported that Wendy with the City has contacted the BID and would like feedback on the possibility of setting up monthly meter parking passes. She provided a map with proposed locations. The proposed rate is \$20 per month. Discussion followed on the proposal. The Board suggested that the rate be lowered to \$15 per month, that the areas on the map that are pink should also be included and that the two-hour time limit should not apply to individuals who purchase this pass. Garry noted that his tenants in the Hastings building would probably be interested. Joan commented that she thinks that the garages and lots should be the lowest rates so that individuals are encouraged to park in the garage or in the lots rather than on the streets.

Work Plan: Joan reported that the BID continues to work the Work Plan.

VIII. **New Business:**

IX. **Public Comment:**

No public comment at this time.

X. **Adjournment:** Meeting adjourned at 11:04am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____