

Minutes
Business Improvement District
April 11, 2013

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

- I. **Call to order:** Andy called the meeting to order at 9:00am.
- II. **Guests:** There were no guests present at the meeting who wished to address the Board.
- III. **BID Board:** Joan noted that there is nothing to report about the Board at this time. Joan thanked the Board for their continued involvement.
- IV. **Approval of minutes from 3-14-13 meeting:** Sheila motioned to approve the minutes from the 3/14/13 meeting as presented. George seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: The Board received the March financials via e-mail. There being no discussion on the financials Sheila motioned to approve the 3/31/13 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Kris seconded. **Motion passed unanimously.**

Budget 2013-2014: Joan provided the board a draft of the 2013-2014 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 by the end of June. She added that the City has estimated the BID receipts to be \$196,523 for the year. There is a balance of \$3,500 left in the TIF monies available to the BID for tree work so may be removed from the budget for the upcoming fiscal year as the BID should have submitted for reimbursement for those funds by 6/30/13. Joan informed the Board that the BID has always budgeted funds for tree work, the TIF fund was exceptional, and the BID will need to go back to budgeting funds for tree work.

VI. **Grant Programs:**

CTEP: Joan informed the Board that the City is near completion on the Downtown Access and Circulation Study. According to an email from Wendy Thomas at the City, the study is recommending that in order to maximize the investments made to date on the streetscapes on Central Ave the first priority for streetscapes should be the cross streets one block north and south of Central. The City is now recommending that the BID move their current CTEP plan to one of the side streets. Discussion followed on the CTEP grant and its history. Sheila recommended that all of the Board take a walking tour and look at the side streets. Joan was instructed to inform the City that the BID wishes to proceed forward with the CTEP during this construction season.

Residential Grant Criteria: Discussion on recommended changes: removal of the word 'contract'; BID will approve up to \$60K in residential grant money per fiscal year; expenses must exceed \$40 per square foot; and, one residential grant every 15 years per property. Joan noted that she will make these changes and provide the final draft to the board before the next board meeting.

Sidewalk Grant proposal: Joan provided copies of the Sidewalk Grant proposal to the Board. The Board can review and adopt or suggest changes at the May meeting.

Outdoor Grant proposal: Joan provided copies of the Outdoor Grant proposal to the Board. The Board can review and adopt or suggest changes at the May meeting.

Joan reported that the Suhr Warehouse interior grant has been paid out. Real Deals, the business located in the Suhr Warehouse, opens today.

Final receipts have been turned in for the grant payout on McMeel Insurance. Joan noted that they were approved for over \$8K, based on their receipts they will be receiving \$7,843. They will be paid out today.

VII. Old Business:

Beautification: Flowers: Joan reported that Tilleraas Landscape is planting our flowers now; they will be put out by Memorial Day weekend. Last year we ordered new moss baskets for Central Avenue, at a cost of \$1,955. Steve Tilleraas inquired if we could order additional new moss baskets for 1st Ave North. The old baskets are metal, square and rusted and we put round pots in them. The flowers have not lasted the summer and we tend to have more dead flowers with the old baskets. Joan was instructed to have Tilleraas order new moss baskets.

1st Ave N Underpass: Joan reported that T&L Painting, the company that did the power washing and priming for us at no charge last year, are not able to do the same for us this year as they are too busy. Hotsy WyMont has submitted a bid for \$1,500 for power washing, at a reduced rate, and they can have it completed by April 30th (weather permitting). Sherwin Williams is still on board for providing us with the primer, free of charge, as they did last year. Joan is exploring options for getting the primer on the wall, some options include: using the artists (paying them for their services); using folks from the Pre-Release Center; volunteers from the community; and, George suggested using Boy Scouts for an Eagle Scout project. Joan informed the Board that with the current timing of this project (May 15th to July 15th) and this year's traffic signal box project the budget for Beautification will be over what was originally anticipated. Joan noted that we budgeted \$40K for beautification for this fiscal year and we've already spent \$38K. Alison noted that if we had a calendar year as our fiscal year we would have been fine. George motioned to approve the bid for \$1,500 for power washing. Travis seconded. **Motion passed unanimously.** Sheila motioned to approve expending mural funding when necessary. Becky seconded. **Motion passed unanimously.**

Bike Racks: Joan showed the board the new bike rack for Crooked Tree, created by the CMR High School welding class. Within the BID there are 26 bike racks and they are basically an upside down horseshoe. CMR High School welding class would like to turn our other bike racks into artistic works. Alison noted that we are recycling our existing bike racks. Joan reported that there will be some small costs involved, for the welding class to purchase supplies. Sheila motioned to approve proceeding with the bike rack project as presented. Travis seconded. **Motion passed unanimously.**

Holiday Décor: Joan has created a committee that consists of Andy, Kathy Jutras from DGFA's board, and Steve Jonas who installs our décor. Meetings will be scheduled on Monday mornings.

MApril: MApril event is scheduled for April 27th and May 4th. There are conflicts with both days for downtown so the BID will plan for a downtown clean-up on May 11th. Joan reported that two years ago Foothills came downtown and assisted and they were given a donation from the BID; last year we put out a call to the community and had several different groups come downtown and help. Joan will work on getting some groups together to assist with a downtown clean-up on May 11th.

Roberts Park Playground: Joan noted that there is nothing to report at this time. Andy noted that an Alive @ 5 will not be moved to accommodate the Roberts Park project.

Trees: Joan reported that Todd Seymanski, the City Forrester, would issue a free permit to a property owner to plant trees. The property owner then plants the trees and submits a receipt to the City. The City then reimburses the property owner for 50% of the cost for the trees. Steve Tilleraas provided bids for six (6) trees - 1 ½-inch trees would be \$1,500 and 2-inch trees would be \$2,100. Joan noted that there are still some TIF monies available for trees, approximately \$3,800 is left. Joan suggested that Bert & Ernie's submit for a tree permit, proceed forward with their tree project and the City will pay half and the other half will come from the BID's remaining TIF funds. Sheila moved that the BID approve the Bert & Ernie's tree planting plan as presented, maximum expenditure of \$1,050. George seconded. Travis abstained. **Motion passed.**

TSB 2013: Joan reported that the Call to Artists went live and the deadline for submission is May 3rd. Submissions will be judged and approved before the next BID Board meeting. The installation will take place sometime after May 15th. Joan added that the City has asked the BID to sign a Memorandum of Understanding (MOU). The City had to sign an MOU with the Montana Department of Transportation that notes that the City will maintain the TSB's and take care of them if issues arise, etc. The MOU between the BID and the City has the BID assuming the City's

responsibilities for the TSB's. Sheila moved to approve the MOU with the City in regard to the Traffic Signal Boxes. Becky seconded. **Motion passed unanimously.** Andy signed the MOU. **Downtown Great Falls Association:** Joan reported that Cruisin' the Drag is May 4th. The fun hundred block will be hosting Volkswagens. Joan added that Great Falls is holding its 2nd Cash Mob on Saturday, April 27th at 10am. Cash mobs were explained.

Team Trolley: Sheila reported that Team Trolley is holding a familiarization tour on Monday, April 15th meeting at 9:30am at the Visitor's Information Center. BID Board members are invited to attend. She added that the deal is very close to closing. The TBID is a \$1,000 investor and letters are being sent out to potential business investors. Discussion followed on the benefits for investors. Travis noted that in Billings a trolley runs between breweries regularly on Friday nights. Joan reported that DGFA has hired a trolley driver. Sheila added that this summer they plan to maintain the status quo and have regularly scheduled tours beginning June 1st. Discussion followed on the cost of the tours.

Downtown Partnership: Joan reported that an MOU has been drafted between the BID and the DDP. The MOU lists what the BID is already doing for downtown, but adds specifics of what the BID will do for the DDP. Garry motioned that the BID approve and sign the MOU, as presented. Travis seconded. **Motion passed unanimously.** Andy signed the MOU.

Downtown Access & Circulation Study: Joan reported that the study will be presented to the City Commission at their work session at 5:30pm Tuesday, April 16th.

Downtown Safety Alliance: Joan reported our BRIC officer is coming up on his one-year anniversary downtown and was put into the position for a two-year time period. The Safety Alliance is asking that folks write letters or emails to Chief Bowen to let him know how valuable our BRIC officer is, otherwise in a year we'll have to lobby again to have an officer assigned to the downtown area. The Board instructed Joan to write a letter to Chief Bowen.

Johnson Hotel: Joan reported that the construction project is almost complete. United Way has decided to vacate their space on the 3rd floor. We have one vacancy in the incubator and will soon have two additional new spaces plus the space where United Way currently is when they vacate. There is an old copy machine that was put in place in 2001 with the original grant. In 2009 when COT vacated the Board decided to not maintain the copy machine. Joan reported that she called a couple of companies and they said there is nothing that can be done for that machine as it is old and there are not parts or supplies available for it. They can pick it up, for a cost, and recycle it for us if we want. Garry noted that he can get it removed when we move the office partitions that are laying up from the construction project.

Parking Commission: Joan reported that there was no parking commission meeting in March as there was not a quorum. There should be a meeting in a few weeks. Discussion followed on a possible vacancy on the Commission.

Personnel: Joan reported that she will be out of the office tomorrow.

Work Plan 2013-2014: Joan provided the board a draft of the 2013-2014 work plan. She informed 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 the end of June.

VIII. **New Business:**

IX. **Public Comment:**

Andy inquired about Pacific Steel and whether or not they were eligible for BID grants. Joan noted that they are located outside of our boundaries and therefore are not eligible.

Alison inquired about the Mighty Mo Brewery and their location. Joan has attempted to connect with the owners about BID grants.

Andy inquired about what is happening with the 511 Central Ave building. Joan noted that the property owner has given every tenant notice to vacate and has put the property up for sale.

Discussion followed on assisting those tenants, but it was noted that they are already downtown tenants and therefore would not be eligible for the Business Incentive Grant.

Alison reported that 514 Central Ave, where Soulmate has been located, is for sale and Soulmate is moving into the Pennington building next to Cascade Opticians.

X. **Adjournment:** Meeting adjourned at 11:00am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

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