

Minutes
Business Improvement District
June 13, 2013

Board Present: Garry Hackett, Kris Harrison, Travis Neil, Sheila Rice
Board Absent: Andrew Ferrin
Staff Present: Joan Redeen
Guests Present: Jean Price

- I. **Call to order:** Garry called the meeting to order at 9:03am.
- II. **Guests:** Joan introduced Jean Price; she is the coordinator of the Urban Art Project. The BID has historically been the largest supporter of the project. Jean is present in case the board has any questions about the project before deciding next month on continuing the contribution. Jean noted that they have three exhibits every year with a reception hosted by Bert & Ernie's. Discussion followed on the Urban Art Project, a decision about whether or not to contribute this year will be made at next month's meeting.
- III. **BID Board:** Joan received a letter of resignation from Board Member George Wheeler on Tuesday, June 11th and a resignation from Rebecca Hughes on Wednesday, June 12th. These will be forwarded to the City. Joan noted that the City will advertise the openings and accept applications. It was determined that with a five-member board a quorum is established with three board members present.
- IV. **Approval of minutes from 5-9-13 meeting:** Sheila motioned to approve the minutes from the 5/9/13 meeting as presented. Travis seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the April and May financials via e-mail. There being no discussion on the financials Kris motioned to approve the 4/30/13 and 5/31/13 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Travis seconded. **Motion passed unanimously.**

Audit: Joan reported that Douglas Wilson has inquired if the BID will be using them for the annual audit. Sheila had previously requested that the BID do an RFP this year. Joan added that the TBID recently conducted an RFP and they've committed to Douglas Wilson. Sheila added that the general rule for a non-profit is to conduct an RFP every three years. The Board instructed Joan to put out an RFP for the audit.

Budget 2013-2014: The Board was presented with a draft of the Budget for the fiscal year 2013-2014. Sheila motioned to approve the budget for fiscal year 2013-2014, as presented. Kris seconded. **Motion passed unanimously.**
- VI. **Grant Programs:**

Joan noted that Business Incentive Grant applications for Montana Mosaic and Dragoste were approved via email. Montana Mosaic is moving into 21 2nd Street South, signing a one year lease at \$825 per month. Dragoste is moving into 100 Central Avenue, signing a one year lease at \$400 per month. Sheila motioned to approve the Business Incentive Grants for Montana Mosaic for \$825 and Dragoste for \$400. Travis seconded. **Motion passed unanimously.**

Joan reported that Easter Seals Goodwill's grant was due for an update. Their new anticipated completion date is September, 2013.

CTEP: Joan sent the Board's priority listing to Andrew Finch at the City and also sent a letter informing him that the BID had increased their funding for the project.

Grant Applications: Rocky Mountain Building: Joan presented the Board with a façade grant application for the Rocky Mountain Building; copies of the application had previously been emailed to the board. Discussion followed on demolition of the fourth floor and its inclusion in the façade grant. Sheila motioned to approve a façade grant for the Rocky Mountain Building for the

maximum façade grant funds of \$61,250, without including the demolition costs for removal of the fourth floor. Travis seconded. **Motion passed unanimously.**

Bella Cucina: Joan presented the Board with an interior grant application for Bella Cucina, at 403 Central Ave. Discussion was held on whether or not the construction has already started; Joan noted that she informed the property owner that the BID will only fund receipts dated after the date the grant application was received in our office. The property owner had noted that the only expense had been the architectural renderings. Discussion followed on whether or not this is a new business or an existing business grant as this business is connected to Pizazz, yet a separate business from Pizazz. Joan noted that Pizazz is located at 403 Central and Bella Cucina is around the corner on 4th Street. Garry noted that the businesses have one owner and both businesses are fully accessible from one another, he believes this is an expansion on an existing business. Sheila motioned to approve Bella Cucina for an existing business interior grant at 10%, a potential maximum payout of \$7,525. Travis seconded. **Motion passed unanimously.**

VII. Old Business:

Beautification: Boys & Girls Club: Joan informed the Board that the youth from the Boys & Girls Club are planning to come downtown and work on beautification efforts again this summer.

1st Ave N Underpass: Joan reported that the artists have started work on the project. Joan noted that in seeking approval for the banner to be hung over the overpass BNSF informed her that she'd need to work with their contractor who manages all of their real estate. The application fee for this company is \$600. If the application is approved then the BID would also need to fund \$1,100 to BNSF for the rental of the overpass. Joan added that MDT had previously stated their objections to the BID hanging a banner. The Board instructed Joan to stop pursuing hanging a banner on the overpass. Joan informed the Board that many individuals have made requests for various images to be added to the mural; the Audubon Society requested to come down and paint birds, the Paris Gibson Month Celebration Committee requested Paris Gibson's image, etc. The City and MDT were consulted about the possibilities of making any changes or additions; MDT is adamant that we stick to the schematic they have approved so no changes will be made to the mural. The Board was extremely complimentary of the mural project, noting how impressive the work is.

Bike Racks: Joan showed the board images of the new bike racks, created by the CMR High School welding class. The Tribune did a great article on the welding classes efforts. The bike racks are currently at the paint shop; upon completion they will be installed. Joan reported that there has been a complaint made to the City about the fact that the bike racks have been gone for two months and there are bolts exposed on the sidewalk creating a tripping hazard. Ron has been out daily making sure that the bolts are covered with yellow CAUTION tape.

Flowers: Joan reported that the flowers are out.

Holiday Décor: Joan reported that the holiday committee held its first meeting; the committee is comprised of Andy, Joan, Kathy Jutras from DGFA's board and owner of In Cahoots for Tea, and Steve Jonas who installs our décor. The committee is not planning on making any changes this year, the goal is to come up with ideas and acquire new décor if necessary for the 2014 holiday season. Steve Jonas will be submitting a bid for installation this year as our three-year agreement ended last season. Joan noted that Rick, a previous employee of Jonas, came into the office and noted that he now works for Green Up and they would like to bid the installation for this year.

MApril: MApril was held May 18th. Joan reported that the CMR group never appeared. Carrie Kopyy at NeighborWorks had arranged for some volunteers so there was some downtown clean-up.

Roberts Park Playground: Joan reported that the BID is holding \$8,839 for this project. The committee is having a meeting next week. Joan reminded the Board that the BID has a \$10K match committee for this project.

TSB 2013: Joan reported the traffic signal box installation is complete. Joan noted that MDT was very pleased with the end result of the project. The Board was complimentary of the new boxes.

Downtown Great Falls Association: Team Trolley: Garry reported that the trolley is running and visible. Joan noted that \$30K has been received on the initial pledges and they were seeking \$47K.

She added that the driver is ringing the bell everyday as he drives down Central Ave. Sheila added that they have changed the route to have the trolley downtown more.

Sheila reported that Alive @ 5 has kicked off. The last week of June the event will be moved to Friday, June 28th. There is a large contingency of Harley owners who will be present that evening and there will be two bands. Garry suggested that Martin approach the Harley group about using the Trolley. Sheila noted that First Friday Art Walk in July the trolley will not run, as it is the 4th of July weekend. The Art Walk in August will be the family movie night.

Downtown Partnership: Sheila reported that the Partnership is working on creating a new website. The idea is to make all of downtown look like one entity. She added that they are working on the 101 Days of Summer. Elections are coming on filling the member-at-large positions. Organizationally it is where it should be; there is a work plan and most of that is accomplished by the member organizations.

Downtown Safety Alliance: Joan reported that the letter was sent to Chief Bowen expressing the BID's thanks for the BRIC officer. Joan reported on the Coins for a Cause program. The collection tubs are now located in 17 locations. Since they were disbursed in November the collection total is \$184; expenses have been \$181 but that expense will be covered by the Business Watch program as we don't want to take away from the donation that will be made to the Rescue Mission.

Insurance: Joan reminded the Board that Dean Boyle, our insurance agent, was present last month and discussed an additional insurance policy on the Johnson that he feels we need. The policy would cover the building for \$410,000 in coverage for an annual premium of \$896. Discussion followed on the insurance coverage for the association and the current insurance that the BID has in place. The Board instructed Joan to get the current policy from the association and forward it to the board.

Johnson Hotel: Joan reported that the plumber went up to look at putting a camera in the pipes. We can't locate the main plumbing line and the lines in the bathroom are too small and they can't get a camera in the pipes. Joan is putting signs in that say don't flush anything other than toilet paper. There have been no recent issues up there. Joan informed the Board that iConnect is expanding and installing additional wiring, so they are putting additional holes in the wall to get wiring outside. Joan noted that since she informed United Way of the new "No Dogs" policy they requested that they still be allowed to bring their dogs to work; they've been doing it for over five years and they are responsible and their dogs have not caused any issues. The Board decided that we need to maintain a professional atmosphere and therefore dogs will not be allowed on the 3rd floor.

Parking Commission: Nothing to report at this time.

Personnel: Nothing to report at this time.

Work Plan 2013-2014: Sheila motioned to approve the Work Plan for 2013-2014, as presented. Travis seconded. **Motion passed unanimously.**

VIII. **New Business:** No new business at this time.

IX. **Public Comment:** No public comment at this time.

X. **Adjournment:** Meeting adjourned at 10:25am.

Garry Hackett, Vice-Chair

Joan Redeen, Staff

Date: _____

Date: _____