

Minutes
Business Improvement District
July 11, 2013

Board Present: Andrew Ferrin, Kris Harrison, Travis Neil
Board Absent: Sheila Rice, Garry Hackett
Staff Present: Joan Redeen
Guests Present: Dean Boyle, Alison Fried

- I. **Call to order:** Andy called the meeting to order at 9:05am.
- II. **Guests:** Dean noted that he was present to follow up on the quote for insurance for the Johnson building. Joan reminded the board that they received, via email, the insurance policy for the Johnson as well as the Bylaws of the Association. Dean reported that according to the Bylaws the association owns the perimeter exterior of the building; the BID owns the floor minus about 200 square feet that is deemed common area. According to the Bylaws the BID owns the mechanicals, plumbing, fixtures, the interior perimeter walls and all interior walls from the finished flooring up and from above the ceiling down. The estimated value is about \$400K, about \$60 per square foot for finishing off the space. This space has not been insured in the past. Dean reminded the Board about the federal grant that needs to be secured; should anything happen to the building the BID is liable for that grant until it expires. He added that this new policy also provides Landlord coverage and that has not existed for the BID in the past. The current Travelers policy covers \$25K for contents. Dean informed the Board that Travelers will not cover the building; the current liability policy would only cover the contents. He added that the contents coverage on the Johnson with Travelers would be removed from that policy if the new policy is put into effect. Discussion followed on the association's coverage. The Board decided to postpone a decision until additional board members are present.
- III. **BID Board:** Joan reported that the City has received two applications for the two openings on the Board. Applications on file with the City at this time are Mauri Novak, downtown developer and Mark "Mac" Smith, an attorney with Church Harris. The City has inquired if the Board has any recommendations. The Board agreed that both applicants would be good members to have on the Board. The vacancies could be filled by the City Commission at their July 16th meeting. Joan will be in attendance at the Commission meeting and will inform the Board of the Commissions appointments.
- IV. **Approval of minutes from 6-13-13 meeting:** Travis motioned to approve the minutes from the 6/13/13 meeting as presented. Kris seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the June financials via e-mail. There being no discussion on the financials Travis motioned to approve the 6/30/13 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Kris seconded. **Motion passed unanimously.** Joan reminded the Board that 6/30 was our fiscal year end.

Audit: Joan reported an RFP was sent out for the audit and the due date is July 15th. Joan noted that she has received one bid so far, from Douglas Wilson.
- VI. **Grant Programs:**

CTEP: Joan reported that the CTEP projects were formally approved by the City Commission on Tuesday, July 2nd. Discussion was held on the upcoming CTEP project.

Grant Applications: Rocky Mountain Building: Joan presented the Board with a residential grant application for the Rocky Mountain Building; copies of the application had previously been emailed to the board. Kris motioned to approve a residential grant for the Rocky Mountain Building for the maximum residential grant funds of \$60,000. Travis seconded. **Motion passed unanimously.**

Margaret Building: Joan reminded the Board that we have received an interior grant application from Garry Hackett for the Margaret Building; copies of the application had previously been emailed to the Board. The Board noted that the application remains incomplete and they are awaiting additional information before a decision will be made.

Joan noted that the Business Incentive Grant paid out to Phillip Richards on behalf of Jodie Burgess of Montana Mosaic has been returned to the BID as the applicant rescinded the grant application. Montana Mosaic is going to remain in their current location as ownership of Times Square has changed hands again and they were informed they could remain there.

Joan reported that Magical Moon Sirvana in Times Square is looking to move out and they have inquired if, due to the circumstances, the BID would be willing to provide an additional Business Incentive Grant to assist them with moving. Joan added that Magical Moon was relocated from the Westgate Mall and the BID did provide them with a Business Incentive Grant at that time. The Board noted that the purpose of the Business Incentive Grant is to bring new businesses into downtown and therefore the BID would not be able to assist Magical Moon with relocation at this time. Magical Moon could benefit from the interior improvement grant program if they need to make any improvements to their new location.

Discussion was held on the balance remaining available in the Business Incentive Grant program.

VII. Old Business:

Beautification: 1st Ave N Underpass: Joan reported that the artists have put in over 900 hours as of yesterday. She noted that this is solely the artists' hours painting on the project; it does not include any of Joan's hours. Joan reported that one artist was removed from the project and has received their final pay; documentation is in the file to back-up all events that transpired. Three artists remain and the deadline for completion of painting is 7/19. Joan noted that all artists are under contract until 7/31. She added that over the next couple of weeks she will be painting at the wall more than she'll be in the office. Joan reported that a letter to the editor was published and the gentleman who wrote it sent a donation for the project and encouraged others to do the same in his letter; another person stopped at the wall and handed the artist cash to put toward the project; another person brought the artists a case of water and a bag of cookies; still another person delivered iced coffees to them. Joan noted that additional sealant will need to be ordered to complete the project. Joan reminded the Board that a reception to celebrate the project is set for First Friday Art Walk in September, Friday, September 6th from 5 to 7pm; it will include the traffic signal box artists as well.

Bike Racks: Joan reported that the bike racks were re-installed. Most of them are located on Central Avenue. NeighborWorks Great Falls provided the manpower for installation. We have 26 bike racks within the BID and 12 have been completed; the remaining 14 will be done this fall.

Roberts Park Playground: Joan reported that they are still working on organizing a fundraiser. They have a goal to hit \$10K so they can reach the BID's match; we are holding \$8,839 for them now. They are currently shopping for playground equipment based on having \$20K available. Discussion was held on the project's plan for murals on the back of all of the buildings around the playground. Joan noted that the BID should anticipate receiving some Downtown Art Grant applications.

Trash Cans: Joan reported that in 2009 the BID replaced 88 trash cans; the reinforced steel trash can inside the concrete trash enclosure (holes were drilled in the bottom to allow for snow melt). The trash cans were difficult to find as they are small in size to fit in the concrete enclosure so they wound up being special ordered. Joan noted that no spare trash cans were ordered at the time and we are in need of spares now. The Board instructed Joan to order spare trash cans.

Downtown Great Falls Association: Joan reported that tonight is the 25th anniversary of the Taste of Great Falls. Alive @ 5 events continue each Thursday.

Team Trolley: Joan reported a docent training is taking place on Tuesday, July 23rd. There would be a driver while a docent does the talking. A letter is being sent out to downtown business owners requesting stories about the buildings downtown so folks doing the talking can share the stories. Ridership continues to increase.

Downtown Partnership: Joan reported that the Partnership continues to work on creating a new website. Joan noted that at the marketing committee last week it was suggested that the BID rebrand our office to be a satellite office for the Visitor's Information Center downtown. The suggestion was that the BID do something outside that says "Downtown Visitor's Information Center" and have outdoor brochure holders so folks can get information.

Downtown Safety Alliance: Joan reported that Business Watch was held on Tuesday evening. She noted that a discussion was held during the Business Watch about the City adopting ordinances for anti-loitering and anti-panhandling. The BID has been asked to write a letter to the City Attorney expressing our support of creating these ordinances. The Board instructed Joan to draft a letter. Joan added that the letter that the BID sent to Chief Bowen expressing the BID's thanks for the BRIC officer was read out loud at the City Commission meeting on June 18th by Commissioner Jones, it was made a part of the public record that way.

Insurance: Reported on above.

Johnson Hotel: Joan reported that the incubator rental agreements all note that a tenant will list the BID as additional insured. Dean had sent letters to all of our tenants requesting copies of their Certificate of Insurance. The Board requested that Dean send a second letter requesting that they provide their certificates by August 6th. Joan reported that United Way is going to be renting the larger space in the Incubator on a month to month basis until they move upstairs. Andy inquired when the grant expires; Joan noted that it will expire in 2016.

Parking Commission: Joan reported that the Parking Commission still has one opening.

Personnel: Nothing to report at this time.

Urban Art Project: Joan reminded the Board that Jean Price joined the Board last month to discuss the project and the BID's contribution to the project in the past. Kris motioned to approve the BID making a \$2,000 donation to the Urban Art Project. Travis seconded. **Motion passed**

unanimously.

Work Plan 2013-2014: Joan noted that the Work Plan for the 2013-2014 fiscal year should be formally approved by the City Commission in August.

VIII. **New Business:** Joan noted that our BRIC officer has requested that property owners install No Trespassing signs on the back of their buildings. This will assist our BRIC officer as the City does have a no trespassing ordinance.

Discussion was held on Mighty Mo Brewing. They have not applied for any grants from the BID. Joan informed the Board that the Rocky Mountain Building closed the sale on June 28th.

Joan noted that both the Arvon and the Rocky Mountain Building have completed feasibility studies filed with the City; Joan will get a copy of the Arvon feasibility study to Travis.

Alison reported that Samantha Huffman with the City is the new volunteer coordinator. They are working on creating a city-wide volunteer program; downtown will have a component in that program. The program began in March and they have over 30 volunteers now, with a goal of having 50 volunteers in place within the first year. Alison suggested that the BID consider financial support of the program as the program is run solely through grant programs and donations. Joan informed the Board of the history of funding various programs downtown and noted that she'd be in complete support of the BID providing funding for the volunteer program. She added that several other BID's in the state provide funding for safety and similar programs.

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

X. **Adjournment:** Meeting adjourned at 10:35am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____