

Minutes
Business Improvement District
August 8, 2013

Board Present: Andrew Ferrin, Travis Neil, Mac Smith, Kris Harrison (via telephone)
Board Absent: Sheila Rice, Garry Hackett, Mauri Novak
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 we have two new board members. She introduced Mark “Mac” Smith as a new board member, representing Church Harris; Mauri Novak is also a new board member but not present, he is the owner of two buildings within the BID.
Travis motioned that the BID Board remain the same with Andy Ferrin serving as Board Chair, Garry Hackett as Vice-Chair and Kris Harrison as Treasurer. Mac seconded. **Motion passed unanimously.**
- IV. **Approval of minutes from 7-11-13 meeting:** Travis motioned to approve the minutes from the 7/11/13 meeting as presented. Mac seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the July financials via e-mail yesterday; approval will wait until the September meeting. New bank signature cards were presented and signed by the board members present.

Audit: Joan reported the response to the RFP; Douglas Wilson was the only company to submit a proposal for the BID’s audit. Joan reported that last year they conducted the audit for \$4,250; they’ve noted that they will charge the BID \$4,300, \$4,450, \$4,600 respectively for the next three years. Kris motioned to approve the proposal from Douglas Wilson and contract with them for our audit. Travis seconded. **Motion passed unanimously.**
- VI. **Grant Programs:**

CTEP: Joan reported that the CTEP project is in the City’s hands and there is nothing new to report at this time. Travis noted that he’ll be meeting with Andrew at the City shortly so he will inquire on the status.

Grant Applications: Umami: Joan reported that a new business interior grant application was submitted for Umami to replace their air conditioning unit. The Board received the grant application via email and denied the application for two reasons: 1. Umami is not a new business; they are an existing business and 2. Replacement of the A/C was considered deferred maintenance and our grant specifically states that we don’t cover deferred maintenance. The Board noted that Umami can reapply as an existing business if they are doing additional work to improve their business.

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 the schematics for what the space is proposed to look like upon completion. Joan noted that Garry said his plans have been with the City so he doesn’t have them in his possession at this time. Joan re-read Garry’s original statement noting what he plans to do in the space. The Board discussed Garry’s replacement of windows and the possibility of utilizing façade grant monies instead. Joan reported that she was in the space; the handicapped accessible restroom is finished, the new a/c unit is installed, sheetrock is up and they are taping. She added that the space looks great. The Board noted that once the plans are received they’ll make a decision on the application.

Dragonfly: Joan provided the Board with Dragonfly’s art grant application. Alison would like to add mosaic tiles to her concrete trash enclosure, in the image of a dragonfly. The estimate for the

work for two trash enclosures to be completed is \$1,450. Joan discussed the process for art approval within the BID – using the Downtown Art Committee, in following with the City Ordinance referred to as Discovery Gallery. Joan noted that the City has already given the go ahead on the trash enclosure art as the BID owns the trash enclosures. Travis motioned to approve a Downtown Art Grant for Dragonfly for a maximum payout of \$725. Max seconded. **Motion passed unanimously.**

VII. Old Business:

Beautification: 1st Ave N Underpass: Joan reported that the 1st Ave N underpass mural project is finished! The final sealant was applied on Monday and the work is complete. Joan informed the Board that during First Friday Art Walk on Friday, September 6th from 5 to 7pm in Margaret Park (adjacent to the Civic Center, on the north side) there will be a celebration of the completion of the mural. Alison reported that the Downtown Chicks are working on the party, DGFA will provide the insurance. She noted that another possible goal for the Chicks might be to host a community art party every year celebrating the arts. Joan noted that she'd like to have a DJ present, so a sound system is available if we need it, she will work on pursuing that. She added that KRTV noted that they are interested in doing a live remote from the party. Joan reported that a woman in Great Falls who takes photos and makes greeting cards inquired about making some for the mural project. The Board instructed Joan to inquire about prices.

Roberts Park Playground: Joan reported that the group organizing this is in the process of purchasing playground equipment. They are looking at an item that is about \$14K plus shipping. Joan confirmed with the Board that the BID authorized a match of \$10K if the group reaches \$10K. Travis motioned that the Roberts Park Playground be recorded as \$5K toward special projects and \$5K toward an Outdoor Living Grant, once the group reaches their \$10K. Mac seconded. **Motion passed unanimously.** Discussion followed on the Center for Mental Health's possible mural and their potential application for an Art Grant.

Downtown Great Falls Association: Joan reported that tonight is Alive @ 5 on 3rd Street by Bert & Ernie's.

Team Trolley: Joan reported a letter was sent to all investors reporting on the status of Team Trolley. Investors include: DGFA, BID, Paris Gibson Square, Mountain Title, Bert & Ernie's, Farmers Insurance, HPAC, Garry Hackett, Pacific Steel and ProCraft. Team Trolley met yesterday; Marco is getting rave reviews from the folks who ride on the trolley. Joan noted that Team Trolley continues to look for docents to be tour guides on Marco's days off. She added that she'll be working as the docent this coming Sunday. Joan reported that the trolley's A/C unit is being worked on; the starter has recently been replaced. ProCraft's investment was in-kind so they've been maintaining the trolley. Daily tours will finish up on September 2nd.

Downtown Partnership: Joan reported that the Partnership continues to meet the 4th Wednesday of each month. Elections for officers were held at the July meeting; Sheila Rice remains as Chair, Martin Fleck is Vice-Chair; Brett Doney is Treasurer and Joan is Secretary.

Downtown Safety Alliance: Joan reported that at Tuesday evening's City Commission meeting the Commission adopted the City's Growth Policy. Included in the Growth Policy is a full endorsement of the Downtown Safety Plan. Alison noted that there were several lofty goals for safety downtown. The GFPD is assisting with one of those goals as they've hired an employee who is organizing a city-wide volunteer program. Volunteers are regularly patrolling downtown areas. She noted that Samantha Huffman is the new GFPD employee working on organizing the volunteer program. Discussion followed on Alison's suggestion from last month that the BID consider assisting the GFPD with funding to keep Samantha in the position of organizing the volunteer program, as currently that position is being funded by grants that will eventually expire. Discussion was held on Billings and their expansion of the BID and funding of police officers.

Joan added that we continue to coordinate the Downtown Business Watch program. The next Business Watch is Tuesday, September 10th. Emergency Preparedness is the topic.

Insurance: Joan reminded the Board of the insurance policy that Dean Boyle has presented for the Johnson Hotel building. The Board determined that the insurance policy is necessary. Travis

motioned to approve the additional policy for \$410K in coverage for an approximate annual premium of \$896. Mac seconded. **Motion passed unanimously.**

Johnson Hotel: Joan reported that filters have arrived in the office; Garry was going to change out all of the filters in the A/C units in August. Joan added that Dean mailed out letters to the tenants to submit their Certificates of Insurance. Four letters were mailed; one response has been received from Deb Kottel. New York Life, KDS Networks and the Great Falls Americans have not submitted proof of insurance. The Board instructed Joan to write letters to the tenants informing them that they have 30-days to provide proof of insurance or a 30-day notice to vacate will be issued.

Parking Commission: Joan reported that the Parking Commission still has one opening, she added that the Parking Commission is open to all residents of Great Falls.

Personnel: Joan reported that she may have jury duty over the next week; if the office is closed that's where she'll be. She added that she will be taking vacation days on Friday, 8/23 and Monday 8/26. Ron Watson just reached his one-year anniversary with the BID (7/23) but has just left our employ due to health issues. His last working day was August 1st; he is currently in the hospital in Helena. Joan noted that she has hired Doug Wendt as our new Downtown Community Ambassador, as of today.

Work Plan 2013-2014: Joan noted that the Work Plan for the 2013-2014 fiscal year was formally approved by the City Commission on Tuesday, August 6, 2013. The Commission also approved the Budget for the 2013-2014 fiscal year.

VIII. **New Business:** Joan reported that the Montana Downtown Conference is in Billings, September 25th to the 27th. Board members are encouraged to attend, if they are able.

IX. **Public Comment:** Alison reported that discussion has recently been held about the BID possibly expanding. Sandy Thares, owner of the O'Haire Motor Inn, would like to be in the BID. She'd like to have her streetscape completed. Discussion followed on the possibilities of expansion. Joan noted the following: the BID previously attempted an expansion, prior to 2009; the BID could work on expansion, especially since there are no major upcoming art projects; and lastly, the TIF could potentially fund streetscape projects outside of the BID if expansion didn't happen.

X. **Adjournment:** Meeting adjourned at 10:13am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____