

Minutes
Business Improvement District
November 14, 2013

Board Present: Andrew Ferrin, Garry Hackett, Sheila Rice, Travis Neil, Mauri Novak, Mac Smith
Board Absent: Kris Harrison
Staff Present: Joan Redeen
Guests Present: Alison Fried

- I. **Call to order:** Andy called the meeting to order at 9:07am.
- 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. It was noted that for December's regularly scheduled board meeting Garry, Sheila and Mac will be absent.
- IV. **Approval of minutes from 10-10-13 meeting:** Sheila motioned to approve the minutes from the 10/10/13 meeting as presented. Mac seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: No financials were prepared for the Board to review and approve yet. Joan will email September and October financials to the board.

Audit: Final copies of the audit were provided to all board members present.

VI. **Grant Programs:**

CTEP: Nothing new to report on the CTEP at this time.

Joan reported that Easter Seals Goodwill has submitted all of their receipts; their receipts exceed their initial estimate. They will be paid out for their \$10,000 interior grant today.

Garry Hackett has submitted his receipts for his interior grant for the work done on Pam's Knit & Stitch. He has submitted receipts exceeding his initial estimate of \$66,800. The board approved final payout of \$6,680 to Garry for his interior grant. Discussion followed on Garry's residential grant and running two projects at one time; Garry's excess receipts for the interior grant will be applied to the residential grant due to the fact that several things were done at one time – for example, sheetrock in the ceiling in the interior grant were required for the residential component. Joan provided the Board with copies of a brochure advertising space in the Rocky Mountain Building; they are attempting to get commitments from prospective tenants.

Grant Applications: Joan reported that the Board received a grant application via email.

My Neighbor in Need: Travis motioned to approve the Business Incentive Grant application for My Neighbor in Need for \$500. Garry seconded. **Motion passed unanimously.**

Grant Criteria: Discussion was held on grant criteria. The following sentence will be added to all grant criteria: "Upon approval of grant, applicant has six (6) months to begin significant construction or the grant will be rescinded and applicant must re-apply." Travis motioned to approve the proposed addition to the grant criteria as presented. Sheila seconded. **Motion passed unanimously.**

Sheila provided the Board with the formula for calculating how much money the BID can have approved in grant funds at any given time. The formula is Annual Assessment Income less Operating Costs (operating costs will include \$20k for special projects/art), multiplied by three (3), plus Cash (as of month end), less six (6) months of operating costs equals the maximum amount of grants payable that the BID can have at any given time. Based on 9/30/13 cash flow this puts the BID at approval of \$415,069; the BID currently has \$330,886 in approved grants. Sheila acknowledged that if the Board approved up to \$415,000 that would mean that the BID is not doing any other special projects or art projects as all of those funds would be put toward grants. Sheila provided the grant schedule with the formula reflecting these figures; Joan will keep this formula updated. Sheila motioned to approve the formula as presented. Garry seconded. **Motion passed unanimously.**

Joan provided the Board with an update on the proposed banner that would be hung on buildings for projects the BID is involved with. The banner would measure 3'x5' and costs \$60 per banner. Garry requested signs that he can hang in the window. Joan was instructed to order two banners and print out 11x17 signs.

Discussion on status of other projects; Mighty Mo and Celtic Cowboy continue to proceed forward.

VII. Old Business:

Beautification: Graffiti: Joan reported that we had about six (6) graffiti tags downtown in gold paint. Hotsy was called and the graffiti was removed. Joan noted there were two tags on Times Square, two tags on the Rocky Mountain Building, one on the Greystone Inn and the mural on the back of Amazing Toys. Times Square took care of the tag they had on their doors; Greystone took care of their own. We removed one tag off of the Rocky Mountain Building, one on Times Square and the one on the mural at Amazing Toys. We still have one tag to remove on the Rocky Mountain Building. Mac inquired about our policy; Joan noted that the BID provides graffiti removal; free of charge, as a service to our property owners but only if we have a signed release on file.

Holiday Decor: Joan reported that the holiday décor is being installed. There are three locations where GFCI receptacles need to be replaced; an electrician will handle that. Once that is done Good Vibrations will be doing a once over of the entire sound system. The board was notified via email that Jonas will do the installation for the same cost as last year; DGFA ordered bulbs and the BID paid \$672 toward the purchase of those bulbs. Andy reported that the light bulb party took place a few weeks back and took about an hour and a half; everyone is always invited to join in for the light bulb changing party.

Roberts Park Playground: There is nothing new to report on this project at this time; the Roberts still has \$8,839.

Trees: Joan provided a copy of the letter from the City sent to Ike Kaufman denying his tree claim. Joan reported that discussion had previously been held with the City, prior to Ike's claim, about who is responsible for what in regard to the trees. Joan noted that the BID's understanding has always been that the City is ultimately responsible for the trees and the BID has been assisting the City by taking care of them, utilizing TIF funds provided by the City. A meeting will be held early next year with the City Forrester and Parks & Rec to determine responsibilities.

1st Ave N: Joan reported that she has been working on getting a plaque posted on the Underpass, to recognize everyone involved. Jenn Reichelt has been seeking approval from BNSF for placement. Joan has been working with Double G on the plaque; it would cost about \$70 and be 14"x16". Discussion followed on trash removal after the parade and the stroll; Joan will remind Bill Gardner to request booters to take care of that. BID will provide the trash bags.

Discussion followed on work done on the Cat; the Cat had an oil change, brakes were replaced, tires were checked and the snow plow was installed. Joan reminded the board that Doug and Joan are the only authorized drivers of the Cat; no one else would be covered by the BID's insurance.

BID Development: Joan noted that there is nothing new to report at this time. Discussion followed on development of the BID.

Downtown Great Falls Association: Sheila reported that Joan is covering the DGFA desk in the absence of an employee; DGFA's goal is to have staff in place mid-January. It was noted that if Joan's hours increase DGFA would cover the difference. Bill Gardner has been contracted with to cover the Parade and the Stroll; he will also be checking the office mail daily in Joan's absence.

Downtown Chicks: Alison reported that the Downtown Chicks are an ad hoc committee of the DGFA. There are currently over 200 Chicks, this includes several men as well. The Chicks just completed Ghost Tours, Brothel Tours, Art Tours and Military Appreciation Days. There will be a holiday gathering on 12/11 in the atrium at the Rainbow. Alison noted that there will be an intern brought in from UGF who will be working on downtown projects. Joan reported that we report volunteer hours to Montana Main Street on a quarterly basis. As a direct result of the Chicks, Great Falls broke a record in the state last year for volunteer hours; we are on track to break last year's record again. Joan reminded the Board that the Chicks are working on creating a *Guide to*

Downtown Great Falls, similar to the CVB's *Guide to Great Falls*. They will be printing 30,000; it'll be 100 pages and good for 2014; the goal is to have them printed and in place by Western Art Week. Andy and Mac volunteered to work on the project with Alison. Sheila motioned to approve the BID placing a half-page ad in the Guide for \$350. Mauri seconded. **Motion passed unanimously.**

Team Trolley: Sheila reported that the trolley will begin the Luminaria tours on December 1st. The tours will depart from the Square; posters and flyers are currently being distributed.

Downtown Partnership: Sheila reported that the Partnership held its first annual meeting on October 23rd with 45 in attendance in the Davidson Skywalk. A slideshow presentation was done, the whole idea is "One Downtown" nobody gets credit and everybody takes credit. The sub-committees consist of Design, Economic Restructuring, Promotion and Governance; these committees are all meeting. Joan reported that the Design committee is submitting the grant to the Montana Main Street program for façade design. They will be asking the BID to participate in the required match, approximately \$500.

Downtown Safety Alliance: Joan reported that the November Business Watch meeting was cancelled. Next meeting will be in January; speaker is Brian Smail from GFPD, he'll be addressing electronic fraud. Joan noted that she graduated from the Citizen's Academy and encouraged everyone to do the academy.

Johnson Hotel: Joan reported that United Way is still in our office spaces, approximately until November 25th. They've been temporarily using a second space as well. Sheila inquired about the status of the elevator; United Way reported that it was operable yesterday. Garry inquired about any inquiries for rental; Joan noted that it has not been posted on Craigs List yet but she will work on that.

Parking Commission: Joan reported that the Parking Commission still has one opening; their meeting is next Monday and Joan will not be able to attend.

Personnel: Joan reported that she will be out of the office until December 2nd. She will be accessible via email and will be checking voice mails while out of the office.

Work Plan 2013-2014: Joan reported that the BID continues to work the Work Plan.

VIII. **New Business:** Joan reported that the BRIC officer inquired if the BID would consider installation of a smoker's shack for That Bar. The Board noted that this is not something that the BID can do.

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

X. **Adjournment:** Meeting adjourned at 10:40am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____