

Minutes
Business Improvement District
December 12, 2013

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

- I. **Call to order:** Andy called the meeting to order at 9:08am.
- 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.
- IV. **Approval of minutes from 11-14-13 meeting:** Kris motioned to approve the minutes from the 11/14/13 meeting as presented. Travis seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the September & October financials via e-mail. There being no discussion on the financials Travis motioned to approve the 9/30/13 and 10/31/13 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Kris seconded. **Motion passed unanimously.**

Discussion followed on current financial status and possible transfer of funds in the coming months.
- VI. **Grant Programs:**

CTEP: Joan forwarded an email from the City that noted that the Board's entire wish list should be accommodated within the funding limits. The City is hoping to have authorization to proceed forward from MDT by February.

Joan reported that Belles & Lace has submitted all of their receipts; their receipts exceeded their initial estimate. They will be paid out for their \$2,280 interior grant today.

Joan reported that the following grants should be submitted for payout within the next two months: Belle Cucina, Dragonfly, Mighty Mo and Tarum Law Office. The total for these payouts would be over \$22K. In addition, the CTEP will be funded in early 2014.

Grant Applications: Joan reported that there are no applications at this time.

Joan provided the board with copies of the new grant schedule, with the cash flow formula added.

Joan reminded the Board that at the last board meeting they moved to have the cash flow include \$20K for special projects but the current formula does not include that \$20K. The Board can make changes at any time, but the \$20K was not included in the formula at this time.
- VII. **Old Business:**

Beautification:

Holiday Decor: Joan reported that the holiday décor is installed. Discussion was held on possible changes to the décor for next year.

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

Trees: Joan reported that a meeting with the City will take place in January or February. Discussion will be held on who is responsible for what when it comes to the boulevard trees located within the BID. Board members will be invited to participate in that meeting. Joan noted that there were tree branches laying on 1st Ave South in front of Falls Auto Glass. Falls Auto Glass reported to the BID that 'the City' was who trimmed the trees. The City was called and they picked up the branches; but Parks & Rec does not know who actually trimmed the trees.

Graffiti: Joan reported that we had two (2) additional graffiti tags downtown; the word "Shady" has appeared on two buildings. Hotsy will be called to remove the tags.

Art Project: Joan informed the Board about Helena's parking meter art project. She provided photos of the possibilities. She noted that she is exploring the possibilities with the City; the City would provide old unused meters (if they have any) and locations while the BID would provide the

funding and coordinate the artists. Joan noted that Helena is using the funds raised with the meters to fund public art projects.

BID Development: Joan noted that there is nothing new to report at this time.

Downtown Great Falls Association: Joan reminded the Board that DGFA is currently without an employee and Joan is covering their desk. DGFA held their board meeting last week and they will not be replacing their employee in January, as they'd originally planned. Joan noted that the original agreement was that DGFA would reimburse BID if the hours increased; she added that her hours have increased but she'd leave it up to the Board to decide if they wish to bill DGFA for those additional hours or not. Discussion was held on having the DGFA new employee's payroll run through BID's QB's program to save DGFA the monthly accountant billing, when the time comes as BID has the QB's payroll program. Joan reminded the Board that DGFA does not pay rent; they pay half of the utilities and all office supplies. Discussion was held on DGFA's upcoming board elections.

Team Trolley: Joan reported that the trolley began the Luminaria tours on December 1st. The weather and road conditions have caused several tours to be cancelled.

Downtown Partnership: Joan reported on the make-up of Billings, Bozeman and Missoula in comparison to Great Falls and the BID and DGFA. She added that Sheila's goal is to create 'one downtown' and the possibilities of how to facilitate that was discussed. Discussion on how the TIF process will work; the Partnership is an advisory body to the City Commission who has the final say in what is done with TIF funds.

Downtown Safety Alliance: Joan reported that the next Business Watch meeting will be held on 1/14/14. The topic will be Social Networking and Scams; the speaker is Brian Smail with the Great Falls Police Department. Joan is working on acquiring sponsors for next year's business watch meetings.

Johnson Hotel: Joan reported that United Way has vacated their space; as of last week. She inquired about re-renting that space and whether or not the Board wanted to leave it at \$400 for the 645sf and rent to a non-profit. The Board asked Joan to email the details and a decision would be made via email. She added that she has fielded two inquiries about vacant incubator spaces. Joan added that we have potential for six (6) incubator spaces; three are currently vacant plus the spaces vacated by United Way.

Parking Commission: Joan reported that the Parking Commission now has two openings.

Personnel: Joan reported that she was out of the office due to a family emergency and that this might occur again but she will keep the board informed.

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

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

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

X. **Adjournment:** Meeting adjourned at 10:27am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____