

Minutes
Business Improvement District
January 9, 2014

Board Present: Andrew Ferrin, Kris Harrison, Travis Neil, Mauri Novak, 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 12-12-13 meeting:** Sheila motioned to approve the minutes from the 12/12/13 meeting as presented. Mauri seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: The Board received the November financials via e-mail. There being no discussion on the financials Kris motioned to approve the 11/30/13 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Sheila seconded. **Motion passed unanimously.** Discussion followed on current financial status and possible transfer of funds in the coming months.

VI. **Grant Programs:**

CTEP: Joan reminded the Board of the City's hope to have authorization to proceed forward from MDT by February. The BID's portion for this grant would not be due to the City until MDT approves.

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.

Updates on project status are due from Bella Cucina and Garry Hackett for the Margaret Building. Joan will send a letter to Bella Cucina to request an update; Garry will send an email with his updated estimate of completion.

Joan reported that Vicki O'Hara, the owner of the Daily Grind, contacted the BID to inquire if the BID could do anything as her landlord is dramatically increasing her rent. Joan noted that Ike Kaufman had also previously called about the Glass Art Shop on 1st Ave N when they were given notice to vacate, due to re-development of the building. Joan informed the Board that she has made these folks aware of the BID's current programs but wanted the board to be aware that these types of phone calls have come in and downtown risks losing some of these businesses due to these issues. The Glass Art Shop has relocated and remains within the BID. Vicki is looking at the building across the street from her current location. Discussion followed on the possibilities of what the BID can do.

VII. **Old Business:**

Beautification:

Holiday Decor: Joan reported that the holiday décor should be coming down this week. 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 claim for Ike's sign damage was submitted to our insurance company. A denial letter is coming as the insurance company has determined that no property belonging to the BID was damaged; the BID does not own the tree and the BID does not own Ike's sign. Joan added that a meeting will be scheduled with various city staff to determine responsibility and ownership in regard to the trees. Tillerias has provided an estimate for some pruning that needs to be done; the Board noted that their preference is to wait on pruning until the meeting with the City takes place and responsibilities are clear.

Flowers: Tillerias provided an estimate for adding double flowers in six (6) locations downtown where there are no trees. Joan noted that in 2009 we had 24 hanging flower baskets; we are now up to 45 and with these additional flowers we'd be at 51 flower baskets. The BID has budgeted \$4,000 for flowers; Steve's total estimate including the new additional flowers \$3,100. Sheila motioned to approve the purchase of additional flowers. Travis seconded. **Motion passed unanimously.**

Graffiti: Joan reported that Hotsy removed several graffiti tags for us recently; we had several tags on Central Ave and on the underpass mural.

Art Project: Joan reminded the Board about the parking meter art project she introduced them to last month. She provided photos of the possibilities; she'll continue to work with the City on the possibilities. Sheila noted that Sophia with Spark Architecture is teaching an art class and is looking for a project for her students.

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

Downtown Great Falls Association: Sheila reported that DGFA approved their budget this morning; it calls for a ¾ time staff person. They are accepting resumes now with a deadline of 1/15. Discussion followed on bringing DGFA's payroll into the BID; options for this possibility are being explored with the BID being fully reimbursed by DGFA. Discussion was held on the quantity of hours Joan has been putting in on behalf of DGFA; Joan noted that this week she's probably put in under 10 hours dedicated to DGFA work. Sheila noted that DGFA would like for Joan to continue to do their bookkeeping.

Team Trolley: Sheila reported that the trolley had good ridership in December with the exception of not running for 10 days due to weather. For the full year the trolley managed to break even. Discussion on the trolley and bottoming out and additional maintenance that needs to be done.

Downtown Partnership: Sheila reported that the partnership meets next on 1/22. The emphasis is on launching the website; Joan noted that Ink Fish is the contractor and the committee consists of Jenn Reichelt, Carrie Kopyy, Barb Murfield, and Joan. She added that the partnership is the review board for TIF allocations within the Downtown Master Plan boundaries; the Partnership worked with the City to adjust the application. Joan reported no word yet on the 501c3 application.

Downtown Safety Alliance: Joan reported that the next Business Watch meeting will be held on 1/14/14 at 5:30pm in the NeighborWorks Learning Center. The topic will be Social Networking and Scams; the speaker is Brian Smail with the Great Falls Police Department. Joan reported that a check has been cut for the Rescue Mission for \$509 for the distribution of Coins for a Cause from 2013. Carol Bronson is handling a press release for presentation of the check.

Johnson Hotel: Joan reported that two of the three vacant incubator spaces have been filled as of 1/1/14. Both of the tenants are photographers. One of these photographers has requested to paint her space a shade of gray. The Board approved the tenant painting their space.

Joan reported that the tenants in the incubator have never received a key to the front door. One of the tenants in the incubator has run into issues at times when the front door is locked; Christmas Eve was one of those days as the door was locked by 2pm and this tenant's business was still open. Discussion on keys and liability followed. The Board instructed Joan to email Randy Tarum, with the Association, and request that he inform the 3rd floor tenants when the door will be locked.

United Way has vacated their space of 645sf; it includes three (3) office spaces, a reception entryway and a workroom. The Board instructed Joan to advertise the space for \$550 plus a deposit of \$550 on a month-to-month rental agreement. The Board instructed Joan to clean the carpets and list the vacancy in Eblasts (DGFA and Chicks) and on Craigslist.

Parking Commission: Joan reported that the Parking Commission now has two openings; these positions need to be filled and are open to any citizen in the City.

Personnel: Joan reported that the office will be closed beginning tomorrow until Monday, January 27th, due to a family emergency.

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 10:21am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____