

Minutes
Business Improvement District
February 13, 2014

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

- I. **Call to order:** Andy called the meeting to order at 9:38am.
- II. **Guests:** Lee informed the board of upcoming things that will be happening with parking: Passport Parking will be expanded to all electronic meters this summer; Pigeon netting will be installed in the South Garage; Sealing will be done in the North Garage; Need two spots filled on the parking commission and two current members term out in April. Travis motioned that the BID write a letter to the City Commission requesting that term limits be waived for parking commission members temporarily. Kris seconded. **Motion passed unanimously.**
Lee reported that he is working on bringing the Western Planners Regional Conference to Great Falls in 2015 or 2016. Approximately 200+ people would be in town for the conference that would be held at the Civic Center. He asked the BID to consider being an official sponsor.
- III. **BID Board:** Joan reminded the board that the meeting time could be changed to accommodate the board, as needed. A general consensus for the meeting time would need to be reached but if 9:30am would work better for the majority the meeting time could be adjusted accordingly.
- IV. **Approval of minutes from 1-9-14 meeting:** Mauri motioned to approve the minutes from the 1/9/14 meeting as presented. Travis seconded. **Motion passed unanimously.**
- V. **Financials:**
Monthly Financials: The Board received the December financials via e-mail. There being no discussion on the financials Kris motioned to approve the 12/31/13 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Garry seconded. **Motion passed unanimously.**
The Board received the January financials at the meeting. There being no discussion on the financials Garry motioned to approve the 1/31/14 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Travis seconded. **Motion passed unanimously.**
Joan reported that the tax assessments for October, November and December 2013 were received from the City and deposited into the bank on 2/10/14. Several grant payouts are forthcoming.
- VI. **Grant Programs:**
CTEP: Joan reported that there is no update on the status; last word was that the City hopes to have authorization to proceed forward from MDT by February. If there is no word in the next two weeks Joan will follow up with Andrew at the City to inquire about the status. Travis noted that they will want to get the bid out quickly if they hope to have construction done this summer.
Grant Applications: Joan reported that the Board received one grant application via email.
Siren's Cove: Kris motioned to approve the Business Incentive Grant application for Siren's Cove for \$850. Mauri seconded. **Motion passed unanimously.**
Joan provided the board with copies of the updated grant schedule, with the cash flow formula added. Andy requested that the formula be printed on the Grant Schedule; Joan will add it.
Updates on project status are due from Bella Cucina and Garry Hackett for the Margaret Building. A letter was sent to Bella Cucina requesting an update; they've responded via email that they are gathering their receipts. Garry sent an email with an update noting that he expects to have some apartments completed by April.
Joan reported that there are several grant payouts.
Randy Tarum has submitted his receipts for his interior grant work done on the new United Way office space. He has submitted receipts exceeding his initial estimate of \$40,760. The board approved final payout of \$4,076 to Randy for his interior grant.

Seth Swingley has submitted his receipts for his interior grant for the work done Mighty Mo Brewing Company. He has submitted receipts totaling \$249,619.40; his initial estimate was \$255,610. The board approved final payout of \$10,000 to Seth for his interior grant.

Alison Fried has submitted for her art grant for the work done on Dragonfly's trash enclosures. The Board requested that Alison submit receipts for her payment to Tuttle Tile and for the purchase of the tile.

VII. Old Business:

Beautification:

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 has been scheduled with the City immediately following this board meeting. Discussion followed on BID's history and the trees located within the BID.

1st Ave N Underpass: Joan reported that BNSF Railway Foundation has provided a \$5,000 grant to the BID for the underpass project. The grant was received at a press conference on 1/29. The Board noted that there is ongoing graffiti removal and re-sealing that will continue to be done, as needed.

Parking Meter Art: Joan reported that she will address the possibilities with the Parking Commission at their next meeting on Tuesday, the 18th. She added that her hope is that the only costs involved will be labor and materials for artists; if the City doesn't have extra parking meters for the BID to use, free of charge, the project likely will not happen. Joan will continue to explore the possibilities.

TSB Project 2014: Joan reported that she will be preparing the 2014 Call to Artists and will have it for the board to review at the March board meeting. It is likely that it will go live in March and submissions will be due by May. Joan reminded the Board that there remain only two traffic signal boxes to be completed.

BID Development: Joan reported that the City has provided information on possible BID expansion up to 8th. They are still working on information on possible BID expansion up to 9th. Discussion followed on proceeding forward with possible expansion. Joan informed the Board that it will require leg work on behalf of the Board and 60.1% of the properties in the possible expansion area will need to vote positively for the expansion.

Downtown Great Falls Association: Joan reported that she had nominated the Downtown Chicks for a Serve Montana award and they were presented with the award by the Governor at a reception last Friday in Helena. The Chicks are hosting an Art from the Heart Tour on the trolley on Friday, 2/22. Erin Doran begins work for DGFA next week as their Operations Director. Discussion followed on Joan continuing to do the bookkeeping for DGFA and any potential liability for the BID. Alison reported that she is working on the Downtown Brochure; over 50 people have volunteered to help, it will go to print on 3/10 and over \$15,000 in advertising has been sold, it will have a one year shelf life. Discussion followed on Western Art Week being held downtown.

Team Trolley: Garry reported that the trolley has had springs replaced and should not have a drag problem any longer. He noted that the trolley broke even. He added that Pre-Release is offering to rent a garage to the trolley for \$1/year. Marco continues to sell ads for the trolley.

Andy reported that there will be nine (9) Alive @ 5's this summer; they are cutting off the first and the last events. The goal is to raise money for new holiday décor. They will have three different categories: Normal (3); Big Bands with big sponsors (3); and Auction to bars (3). The deadline for the bars to submit is March 7th; the bar keeps all of the proceeds. This is a model that Billings uses and has great success with so Great Falls is going to try it out. All Alive @ 5 events will be Thursdays except for the last one that will be held on a Friday in conjunction with the Harley Owners Group (HOG).

Downtown Partnership: Joan reminded the Board of a discussion held last November about the \$500 match the City/Design Committee needed for the Montana Main Street grant to create a façade design program. They have submitted and are in need of confirmation of the matching funds. Travis motioned to approve the BID providing matching funds in the amount of \$500. Garry seconded. **Motion passed unanimously.**

Downtown Safety Alliance: Joan reported that the next Business Watch meeting will be held on 3/11/14 at 5:30pm in the NeighborWorks Learning Center. The topic will be Downtown Safety; the speaker is Tad Kimmet with the Great Falls Police Department.

Johnson Hotel: Joan reported that two of the three vacant incubator spaces have been filled as of 1/1/14. The large space, previously occupied by United Way, has a potential tenant. One vacancy remains in the incubator and the United Way space remains.

Parking Commission: Parking Commission was reported on under Guests above.

Personnel: Joan reported that our Community Ambassador is no longer able to park in Garry Hackett's parking lot; his lot is full. The Board instructed Joan to acquire \$20 a month in quarters so that he can feed the meters; they will revisit parking come summer when the need for longer parking times exists. Joan informed the Board that she is grateful for the ability to have taken most of January off; she noted that she will also need time off in July to return to California for family reasons.

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

VIII. **New Business:** Joan reported that Alisa Herodes with Dimensions Cabinetry inquired if the BID knows any complimentary businesses that would move in and share space with her. She currently shares space with Rachel's Furniture Gallery and Tuttle Tile and Rachel's will be closing.

Joan reported that Big Sky Portrait has inquired about space available on March 1st. They are looking to relocate.

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

X. **Adjournment:** Meeting adjourned at 10:51am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____