

Minutes
Business Improvement District
May 8, 2014

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

- I. **Call to order:** Andy called the meeting to order at 9:09am.
- II. **Guests:** Wayne Thares, partner in the Arvon Block Venture, reported that they are ready to get started on construction within the next two weeks; there will be a 2,500sf meeting room with seating for 150 people and 1,500sf wine snug with wine lockers for up to 100 people. They plan to submit a grant application for the hotel. The Board received the grant application via email last week. Wayne departed and discussion followed on interior business grant criteria. Joan reminded the board that they are able to change grant criteria at any time. Interior grants are the only grants that the BID does not have any type of a time limitation on; façade provides for one per property every five years and residential provides for one per property every ten years.
- III. **BID Board:** Joan noted that there is nothing to report about the Board at this time.
- IV. **Approval of minutes from 4-10-14 meeting:** Garry motioned to approve the minutes from the 4/10/14 meeting as presented. Mac seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the March financials via e-mail. There being no discussion on the financials Kris motioned to approve the 3/31/14 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Mauri seconded. **Motion passed unanimously.**

Budget 2014-2015: Discussion on budget line items. Joan will provide the board with a final draft prior to the June meeting, approval is set for 6/12 and submission to the City set for 6/23.
- VI. **Grant Programs:**

CTEP: Andrew Finch, with the City, sent an email noting that construction is not likely to happen this year. Design is about two to three months away from being started. The Board noted that they will fund the CTEP once design is ready to commence.

Grant Applications: Joan reported that the Board received some grant applications via email.

CTA: Kris motioned to approve the Interior grant application for CTA for a maximum of \$10,000. Garry seconded. **Motion passed unanimously.**

Dark Horse Hall: Garry motioned to approve the Interior grant application for Dark Horse Hall/Arvon Block Venture LLC for a maximum of \$10,000. Kris seconded. Mac abstained. **Motion passed.**

Joan reported that she has not heard anything additional from Carl Heishman in regard to the Lobby Bar's façade grant application. Mauri noted that he met with Carl and believes that he will be proceeding forward based on his original plans submitted.

Joan reported that Bella Cucina was sent the letter on April 10th, giving them until May 15th to submit their receipts or provide an update on the status of the work. There has been no response to the letter. Mauri will visit with Veronica.

Joan reported that updates have been provided on the Margaret building and on the Arvon Block project. The Arvon Block has requested an extension until September. The Margaret building has requested an extension until July. The grant schedule has been updated accordingly.

Joan provided the board with copies of the updated grant schedule, with the cash flow formula. Discussion on the cash flow formula; Garry would like actual numbers reflected in addition to budgeted numbers.
- VII. **Old Business:**

Beautification: 1st Ave N Underpass: A bid has been received from Hotsy for an annual cleaning of the mural; \$600 for cleaning both sides of the mural. Mac motioned to approve the annual cleaning of the mural for \$600. Garry seconded. **Motion passed unanimously.**

Bike Racks: Joan provided the Board with a draft of a bike rack policy that notes that the BID will fund and coordinate production of the bike racks; while the property/business owners will be responsible for installation. Discussion followed on the draft; changes were proposed. Mac motioned to approve the BID's Bike Rack Policy, with noted changes made. Mauri seconded. **Motion passed unanimously.**

Joan reported that the Celtic Cowboy and Church Harris have both expressed interest in having bike racks installed; designs were presented to the property owners and the BID Board. Garry motioned to approve the two proposed bike racks as presented, following the BID's Bike Rack Policy. Kris seconded. Mac abstained. **Motion passed.** Joan reported that NWGF's has expressed interest in having a bike rack installed; CMR is working on designs for them.

Boys & Girls Club: Joan inquired with the Board if they wish to partner with the B&G's Club again this summer, as we've done the past two summers. The understanding is that the BID will make a donation to the Club at the end of the summer for all of the volunteer time provided to downtown on behalf of the BID. The Board advised Joan to proceed forward with working with the B&G Club again this summer.

Parking Meter Art Project: Joan reported that the Standard Parking has provided us with six (6) meters and the City has provided us with six (6) poles. She met with Specialty Iron Works and they are working on creating something portable that the meters can be permanently attached too. The meters will need to be sandblasted and Joan will draft a Call to Artists for the project.

Roberts Park Playground: Joan reported that the equipment has been ordered; production of the equipment takes approximately eight weeks.

Traffic Signal Box 2014: Joan reported that the Call to Artists went public and deadline for submission is May 30th; voting will be held on June 2nd, board members will be reminded to come in and cast their vote. Installation of the project will take place June 13-18th.

Trees: Joan submitted the request to the City for reimbursement of the remaining TIF funds. Tillerias has been out pruning trees.

Sound System: Joan reported that Brian and Erin reviewed the sound system prior to Cruisin' the Drag. He requested that a group be created that he can educate on how the system works. Andy and Garry both volunteered to be educated about the system. Joan noted that the system is currently shut off.

BID Development: Joan reported that some board members took a walk and presented the City with new proposed boundaries; the City is reviewing the area proposed to be sure we are not including areas that are primarily residential and they are working on gathering the necessary data for us. Discussion followed on the proposed boundaries and on outlying areas funding streetscape projects on Central Ave in the 700 & 800 blocks. Joan noted that she has been trying to schedule a meeting with the City to discuss future streetscape possibilities.

Downtown Great Falls Association: Andy reported that the Alive @ 5 committee continues to meet. They are planning eight (8) Alive @ 5's. Four will be held in parks and four will be held on the street; two will have tribute bands and a \$5 cover fee. The Taste of Great Falls is June 26th in Whittier Park.

Team Trolley: Garry reported that the trolley continues to run for charters and is getting ready to start its daily summer tour schedule on June 1st. The trolley is in need of a new A/C unit.

Downtown Partnership: Joan reported that the DDP is working on creating its façade design program; the Oxford, Margaret and Thisted buildings are all possible recipients of this grant. We will be able to do up to six (6) storefront renderings with this grant money. The deadline to complete this program is November 1st. Joan encouraged all board members to become members of the DDP; Garry is an individual member.

Downtown Safety Alliance: Joan reported that the next Business Watch meeting will be held on 5/13/14 at 5:30pm in the NeighborWorks Learning Center. The topic will be Security Systems Options; Thomas Clarke with TBK Tactical is the speaker.

Insurance: Joan reported that our agent continues to work on finding insurance for covering our Arctic Cat; the policy expires June 27th. Insurance options were explored with the City as well as other BID's in the state. It's not possible to have coverage through the City as the City doesn't own the equipment. The Board instructed Joan to let our insurance agent know that he has until 5/27 to have coverage or additional insurance agents will be employed to explore options.

Johnson Hotel: Joan reported that iConnect would like to install security cameras on the roof of the building. The Board asked Joan to inquire where the cameras will be pointed; concerns were expressed about the residential component in the Margaret. Joan reported that Mark Striepe inquired if the BID would

be willing to handle the accounting for the association. Discussion followed on the BID and JH accounting. The Board noted that upon expiration of the grant, in 2016, they will be selling their ownership interest in the building and therefore will not take on the accounting tasks.

Parking Commission: Joan reported that the Parking Commission has created new revenue strategies that are being presented to the City Commission for their review. These strategies call for implementation of the Oops ticket, escalated parking tickets, changes in the courtesy parking program, and increases in garage rates. The parking program has not been self-sufficient and needs to become such; they have major maintenance items to deal with in both garages. There remains one opening on the Parking Commission.

Personnel: Joan reported that she will be out of the office May 14th, 15th and 16th. The Board instructed Joan to run payroll on Tuesday, May 13th.

Visitor's Information Center: Joan reported a request has been received to send a letter of support for the VIC. The Board instructed Joan to send a letter of support for the VIC. At this point, the following entities have made three (3) year commitments: TBID \$15K; CVB \$16K (solely for salaries); and GFDA \$5K. Discussion followed on the BID committing to the VIC, and budgeting accordingly.

Work Plan 2014-2015: Joan will provide the board with a final draft prior to the June meeting; approval is set for 6/12 and submission to the City set for 6/23.

VIII. **New Business: GFDA Investment:** Joan reported that Jolene Bach, with GFDA, was present at the October, 2013 meeting and requested that the BID renew its investment in GFDA. Discussion was held during the budgeting process about the investment. An investment will be budgeted for and the Board will determine the actual amount at a future meeting.

HPAC: Joan informed the Board that the HPAC will have its awards reception on Thursday, May 22nd at 5:30pm. The Arvon Block is a recipient of one of the awards. This reception is open to the public.

TBID Feasibility Study: Joan reported that the TBID went public with the results of their feasibility study for the need for convention space in Great Falls.

Butte – Walkable City: Joe Minicozzi provided a referral to Jeff Speck, the author of Walkable City. Jeff will be making a presentation in Butte on June 11th. He is working with Butte to change all of the striping in the City to create cycling network and make the City safer for all users. Joan noted that it would be nice if a Great Falls contingent were to head to Butte to hear him speak; although Jeff has noted that there's no point in pursuing him if the City is not on board. Andrew Finch, with the City, was informed of this opportunity and his response was that the City has recently had a bike/pedestrian expert review Great Falls.

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

X. **Adjournment:** Meeting adjourned at 11:26am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____