

**Minutes**  
**Business Improvement District**  
**June 12, 2014**

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

- I. **Call to order:** Andy called the meeting to order at 9:00am.
- II. **Guests:** There were no guests present at the meeting.
- III. **BID Board:** Joan reported that June 30<sup>th</sup> is our fiscal year end.
- IV. **Approval of minutes from 5-8-14 meeting:** Garry motioned to approve the minutes from the 5/8/14 meeting as presented. Kris seconded. **Motion passed unanimously.**

V. **Financials:**

**Monthly Financials:** The Board received the April financials via e-mail. There being no discussion on the financials April. Kris motioned to approve the 4/30/14 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Travis seconded. **Motion passed unanimously.**

**Budget 2014-2015:** The Board received the draft of the budget via e-mail. Garry motioned to approve the budget for FY 2014-2015 as presented. Kris seconded. **Motion passed unanimously.** The Budget must be sent to the City by 6/23 and it will be presented to the City Commission on 7/15.

VI. **Grant Programs:**

**CTEP:** Joan reported that the City Commission has approved doubling the CTEP, with the BID providing the required match. The City has agreed that the BID can fund the project in increments, as the City requires funding. Per Andrew Finch, with the City, design will commence in August, 2014 and construction will commence in June, 2015. Location for the streetscape project will need to be determined by August, 2014.

**Grant Applications:**

New Lobby Bar: Joan reported that this grant application is still in limbo; there has been no additional word from the property owner.

Rocky Mountain Building: Letters will be sent requesting updates on both their façade and residential grants.

Bella Cucina: This grant has been funded and is complete.

Hotel Arvon: This grant application was emailed to the Board. New construction has not begun on this project; structural repairs & hazardous waste abatement has been completed. The estimate for the work is over \$2M. Garry motioned to approve an interior grant for the maximum of \$10K for Hotel Arvon. Travis seconded. **Motion passed unanimously.**

Andy inquired about holding a discussion on the grant criteria for interior grants. It was decided to hold a work session at a later date.

Garry reported that the Margaret is ready for a partial payout. He believes that the entire project is 85-90% complete. Andy and Travis will tour the project next Monday and a decision will be made after that tour.

Garry estimates that he has spent over \$560K at this point. Discussion followed on occupancy certificates from the City.

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

VII. **Old Business:**

**Beautification:**

Bike Racks: Joan reminded the Board that the bike policy was formally adopted last month. Work has commenced on the bike racks for Church Harris and the Celtic Cowboy; Joan met with Advanced Coatings about powder coating bike racks as they are completed.

Parking Meter Art Project: Joan met with Advanced Coatings and they will donate sandblasting of the six (6) parking meters and poles so they will be ready for the artists. Specialty Iron Works continues to work

on ideas for creating some portable means to transport the art. The next step is creating a Call to Artists and going public with it.

**Roberts Park Playground:** Joan reported that August 28<sup>th</sup> the group will be holding a fundraiser, similar to an Alive @ 5 type event right in the Park. The equipment should be installed by that time.

**Traffic Signal Box 2014:** Joan reported that there were 16 submissions and the two selections have been made. Installation is Monday, June 16<sup>th</sup>; both installations are being done in vinyl.

**Trees:** Joan reported that the City has paid our final reimbursement of the remaining TIF funds from 2009. There remain no TIF funds to pay for tree work at this time. Discussion followed on 8-foot clearance on the trees.

**Boys & Girls Club:** The B&G Club will start their volunteer service next Monday.

**BID Development:** Joan reported that the board has received the most recent new boundary proposal via email. The proposed boundaries go up to 9<sup>th</sup> Street, over to 2<sup>nd</sup> Ave N alley and 2<sup>nd</sup> Ave S alley; it includes a total of 158 parcels. The expansion would not go into effect until FY 2015-2016. Discussion was held on the next steps; Joan will create a packet that will be provided to every property owner; this packet includes a ballot, a map of the proposed new boundaries, individual assessments, the BID budget, who the BID is, what we've done in the past and what we can do for them. Discussion on BID renewal in 2019 and the fact that these new parcels can 'test the waters' and see if being a part of the BID is a benefit to them. Kris motioned to expand the BID based on the proposed new boundaries as presented. Travis seconded. **Motion passed unanimously.** Joan will mail a letter to the City Manager formally notifying them of the BID's intention to attempt expansion; the letter will be emailed to the Board. Discussion on creating marketing materials; on coverage from the press and when and how to release information.

**Downtown Great Falls Association:** Sheila reported that Alive @ 5 begins tonight. They are working on the Street Fair and Sidewalk Sale; the goal is to fill the whole space from the Farmer's Market up to 6<sup>th</sup> Street.

**Team Trolley:** Marco has resigned; interviews are taking place. The trolley remains in need of volunteer docents. The radiator split and the trolley is now repaired and running tours again.

**Downtown Partnership:** Sheila reported that there will be a public meeting regarding parking to discuss the new Parking Revenue Strategy proposal. This meeting will be to discuss what the proposal is and what the downtown retailers might propose as an alternative.

**Downtown Safety Alliance:** Joan reported that the next Business Watch meeting will be held on 9/9/14 at 5:30pm in the NeighborWorks Learning Center. The topic will be Emergency Preparedness; the speaker is from the Malmstrom Office of Emergency Management. Sheila suggested that Neighborhood Councils should be invited to this business watch meeting. Joan reported that Tad Kimmet, the BRIC officer, is currently working during the days; he also will be present at Alive @ 5 events. Joan added that the volunteer program will be starting up their bike patrol; volunteers will be riding their own bikes. Discussion will be held next month on a possible donation to the volunteer program on behalf of the BID to assist with funding their new bike patrol program.

**Insurance:** Joan reported that the Arctic Cat is now fully covered; the policy runs from 6/27/14 to 5/1/15 and will be rolled into one policy in May, 2015.

**Johnson Hotel:** Joan reported that the old United Way space remains vacant. The space has been shown a few times. Discussion was held on renting it to another non-profit at a discounted rate. It was agreed that if a non-profit would take a two or three year lease a reduction in rent could be considered. Discussion was held on Times Square grand opening; they are offering free rent incentives.

**Parking Commission:** Joan reported that there remains one opening on the Parking Commission.

**Personnel:** Joan reported that she will be out of the office July 22<sup>nd</sup> to August 4<sup>th</sup>. Garry asked if DGFA could back up the BID office while Joan is out. Joan noted that the only thing to address will be daily mail that comes into the office and any possible walk-in's.

**Visitor's Information Center:** Joan reported that a walk-thru was held last week; she was in attendance. TBID, CVB and GFDA continue to seek funding options.

**Work Plan 2014-2015:** The Board received the draft of the work plan via e-mail. Sheila motioned to approve the work plan for FY 2014-2015 as presented. Kris seconded. **Motion passed unanimously.** The work plan must be sent to the City by 6/23 and it will be presented to the City Commission on 7/15.

VIII. **New Business:** Downtown Chicks: Sheila reported that there is a reception tomorrow evening celebrating GFDA Investment: Joan reported that the BID will need to discuss investing in GFDA at the 7/10 meeting. GFPD Volunteer Police Program: Joan reported that the BID can discuss a possible donation at the 7/10 meeting.  
Urban Art Project: Joan reported that the Board can discuss continuing its investment in the Urban Art Project at the 7/10 meeting. It was noted that the BID is the largest donor to this project and has been involved since its inception. The Board requested a copy of the current budget for this project.  
Bozeman Alley Plan: Joan showed the Board the Bozeman Alley Plan; it is a plan to turn alleys into great outdoor spaces. Discussion followed on the alley by the Roberts Park and the possibilities there.

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

X. **Adjournment:** Meeting adjourned at 10:24am.

Andy Ferrin, Chair

Joan Redeen, Staff

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