

Minutes
Business Improvement District
July 17, 2014

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

- I. **Call to order:** Andy called the meeting to order at 9:12am.
- II. **Guests:** There were no guests present at the meeting.
- III. **BID Board:** Election of Officers: Sheila motioned that the Board officers remain with Andy Ferrin as Chair, Garry Hackett as Vice-Chair and Kris Harrison as Treasurer. Mac seconded. **Motion passed unanimously.**
- IV. **Approval of minutes from 6-12-14 meeting:** Sheila motioned to approve the minutes from the 6/12/14 meeting as presented. Garry seconded. **Motion passed unanimously.**
- V. **Financials:**
Monthly Financials: The Board received the May financials via e-mail. There being no discussion on the May financials, Sheila motioned to approve the 5/31/14 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Mac seconded. **Motion passed unanimously.**
Joan reminded the Board that the FY 2015 Budget and Work Plan will be up for approval at the City Commission meeting on 8/5/14.
Joan informed the Board that the annual audit is scheduled to begin on September 9th.

VI. Grant Programs:

CTEP: Travis motioned to approve a match of \$67,100 for an additional CTEP grant to be paid out in installments, with the location to be determined. Sheila seconded. **Motion passed unanimously.**
Discussion on the CTEP Streetscape project; design will commence in August with construction beginning in 2015; the City will need to be informed of the location in August.

Grant Applications:

New Lobby Bar: This application for a façade grant has been withdrawn. The property owner wishes to wait until they are able to replace windows.

Start Trying Other Programs (STOP) & State Farm: Garry motioned to approve the Business Incentive Grant applications for Start Trying Other Programs (STOP) for \$700 and State Farm for \$800. Mac seconded. **Motion passed unanimously.**

Joan reported that CTA's Interior Grant of \$10K was paid out.

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

Joan provided the board with copies of the updated grant schedule for the new fiscal year, with the cash flow formula. Discussion followed on time limits on grants.

VII. Old Business:

Beautification:

Bike Racks: Joan reported that the Church Harris bike rack is almost ready to be delivered for powder coating; the Celtic Cowboy bike rack needs to be assembled. With school out the process has slowed down but there is a list of bike racks to be done.

Parking Meter Art Project: Joan reported that nothing more has been done on this project; it has been temporarily put on hold to focus on expansion.

Roberts Park Playground: Joan reported that the playground equipment has been installed and paid for leaving the project with a negative balance of \$450. The Board approved, via email, paying for the equipment and leaving the negative balance until the August 28th fundraiser.

Traffic Signal Box 2014: Joan reported that the traffic signal boxes are complete.

Trees: Joan provided the Board with a draft of a BID Tree Policy. Discussion followed on the proposed policy and the budget. This policy has also been submitted to the City for their review. Joan reported that

there are some dead trees that will be replaced by the Silverstrand building and the trees by Stockman Bank drive thru are going to be treated as they've been infected with something and may be savable.

Arctic Cat: Joan reported that the Cat broke down last week and now has a new battery as a result. The Cat was purchased four years ago and still had the original battery we purchased it with; the repairman noted that most of these batteries last three years.

Sound System: Joan reported that the heart of the sound system has been moved into Belles & Lace. Good Vibrations needs to be contacted to see if we can connect it to the antenna on the Dunn Brown building without drilling any holes in the Thisted building. If drilling is required the system will need to be moved elsewhere.

Flowers: The flowers look amazing this summer!

BID Expansion: Joan reported that the packet of information to be provided to potential property owners is ready to be presented to them. Discussion followed on distribution of the packets; board members will review the spreadsheet again and take packets to meet with property owners, remaining packets will be put in the mail. The packets include a cover letter, the ballot, the map of the proposed expansion area, what each parcel's assessment would be, our grants paid out over the past five years and the BID brochure that explains what a BID is and what we do. A deadline of August 15, 2014 has been noted in the letter for return of the ballots. The 'BID Commercial' labeled "What does the BID do?" is ready for potential property owners to view. Board members viewed the commercial; it is 160 slides in 40 seconds. The commercial has already been posted on both Facebook and on You Tube; board members received an invitation to Dropbox so they can download it and show it to potential property owners. Discussion followed on time frames; the expansion would go into effect FY 2016 (7/1/15); first round of assessments would be received by the BID in January, 2016 (November, 2015 tax payments).

Downtown Great Falls Association: Sheila reported that Alive @ 5 is tonight. There are four Alive @ 5's left and two of those will have a cover charge. The Street Fair and Sidewalk Sale is July 26th. Outdoor movie night is scheduled for Friday, August 1st and they'll be showing the Lego Movie. Joan reported that she continues to do DGFA's bookkeeping; she added that there are other duties she has been assisting with in the transition.

Team Trolley: Sheila reported that the trolley has been having maintenance issues and is between drivers at this moment; there are no tours this week as a result.

Downtown Partnership: Sheila reported that the DDP meets next on 7/23; board elections will take place. Discussion has been about what can individual organizations do that is more than what they've been doing already. Discussion on high impact/low cost projects and the possibilities; way-finding was discussed.

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.

GFPD Volunteer Program: Discussion on the donation to the GFPD Volunteer Program for their bike patrol program. Sheila motioned to approve a donation of \$500 to the GFPD Volunteer Program for their bike patrol program. Garry seconded. **Motion passed unanimously.**

Great Falls Development Authority: Joan reported that GFDA's annual meeting is 7/24; Sheila will be in attendance. Garry motioned to approve an investment of \$500 in GFDA for this fiscal year. Sheila seconded. **Motion passed unanimously.**

Johnson Hotel: Joan reported that the association needs to change the signers on the bank account. The proposed new signers would be Randy Tarum and Tracy Perry. The Board had no objections to the association making this change. Garry reported that the pigeon netting will be installed beginning next Tuesday.

Parking Commission: Joan reported that the next Parking Commission meeting is Monday 7/21 at 3pm; Joan will be unable to attend due to her vacation. The proposed new revenue strategies were presented to the City Commission; Andy reported that the Commission liked the changes proposed to the Courtesy Parking Program; they preferred raising the fines rather than raising the meter rates; they were against enforcement of feeding meters on Saturdays. The next step is that the proposal will be submitted to the Commission to be adopted formally; the new strategies do call for formally adopting the Oops ticket. Discussion followed on way-finding systems; 2-hr vs. 3-hr time frames; and the Passport Parking program.

Personnel: Joan reminded the Board that she will be out of the office July 22nd to August 4th. Discussion followed on our BID employee who does trash removal; if expansion passes by 7/1/15 additional hours will need to be put into place for trash removal.

Urban Art Project: Joan reminded the Board that the BID is the largest contributor to the Urban Art Project. Sheila motioned to approve a \$2,000 donation to the Urban Art Project. Mac seconded. **Motion passed unanimously.**

Visitor's Information Center: Joan reported that the VIC has hired a new employee who starts working next week.

Work Plan 2014-2015: Joan reminded the Board that the FY 2015 Work Plan will be up for approval at the City Commission meeting on 8/5/14.

VIII. **New Business: Chamber of Commerce:** An email had been received from Steve Malicott, with the Chamber, formally notifying the BID that the remaining \$2,500 that was sitting as a payable is no longer needed.

Art Collective: Joan reported that Hallie Wilson, a former DGFA board member, has been leading the Art Collective, they work together on promoting First Friday Art Walk. The BID has been asked if we could be a sponsor for advertising with the Tribune. The cost is \$201 per year/\$17 per month for the artists/galleries. This advertising is a contract with the Tribune placing an ad in the Hot Ticket one week before FFAW each month.

Paris Gibson Square Museum of Art: Joan reported that PGS requested a letter of support for their TIIP grant application; Joan provided a letter of support to them.

Montana Main Street Conference: Joan reported that registration is open for the conference; it's being held in Helena September 24-26. Joan noted that she's already registered; Andy asked to be registered. Early bird registration rate ends 8/31. Joan added that she will be speaking on Thursday in regard to Business Incubators. The theme is Harnessing Price, Placemaking and Potential; discussion followed on the topics.

BID Board: Mac reported that he may be moving.

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

X. **Adjournment:** Meeting adjourned at 10:39am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____