

Minutes
Business Improvement District
August 14, 2014

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

- I. **Call to order:** Andy called the meeting to order at 9:10am.
- II. **Guests:** There were no guests present at the meeting.
- III. **BID Board:** There is nothing to report about the Board at this time.
- IV. **Approval of minutes from 7/10/14 meeting:** Sheila motioned to approve the minutes from the 7/10/14 meeting as presented. Garry seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: The Board received the June & July financials via e-mail. There being no discussion on the June & July financials, Garry motioned to approve the 6/30/14 & 7/31/14 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Mac seconded. **Motion passed unanimously.**

Audit: Joan informed the Board that the annual audit is scheduled to begin on September 9th.

Budget 2014-2015: Joan informed the Board that the FY 2015 Budget and Work Plan was approved at the City Commission meeting on 8/5/14.

VI. **Grant Programs:**

CTEP: Joan reminded the board that a decision needs to be made on location; the City needs to be informed of the location this month. Discussion followed on expansion; the status; the possibilities of narrowing our expansion efforts; and the formula for BID assessments. It was noted that there has been an error on the part of the BID in the formula; the City has provided the correct formula from Resolution #9033. The Board decided to make a decision about CTEP location by the end of August.

Grant Applications: Joan reported that an incomplete business incentive grant application has been received from the Dandelion Foundation. Upon receipt of a completed grant application Joan will forward it to the Board.

Rocky Mountain Building: Mauri provided an update on the status of this project, via email. Ownership is changing; project continues to move forward; lenders are awaiting more detailed plans; 40 apartments and serious interest in retail space. Joan noted that there was an article in the Tribune today with an update on this project. Grant schedule has been updated with next status update or finalization of this project by July, 2015.

Arvon Block: Mac noted that additional financing is needed to complete the hotel; construction on the Dark Horse Wine Snug has begun.

Joan provided the board with copies of the updated grant schedule for the new fiscal year, with the cash flow formula.

VII. **Old Business:**

Beautification: Bike Racks: Joan reported that the bike rack project was on hold over the summer with school not in session.

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 and the audit.

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 property owner has acknowledged that they would be submitting this. They continue to work on their fundraiser, scheduled for August 28th. The proposed maintenance agreement was forwarded to the board; no one had any objections to it. Jolene is awaiting the property owner's approval on the agreement. Garry reported that there is a Private Property sign on the playground.

Trees: Joan provided the Board with a draft of a BID Tree Policy; the City has not responded to the request to review it. Mac motioned to approve the BID Tree Policy, as presented. Garry seconded. **Motion passed unanimously.**

Boys & Girls Club: Joan reported that this summer the Boys & Girls Club provided 30 youth and they provided 30 hours of volunteer labor; in 2013 they provided 87 youth for 174 hours and in 2012 they provided 67 youth for 100.5 hours. Garry motioned to approve a \$200 donation to the Boys & Girls Club. Sheila seconded. **Motion passed unanimously.**

BID Expansion: Previously discussed under CTEP above.

Downtown Great Falls Association: Andy reported that Alive @ 5 is tonight. There are two Alive @ 5's left. He noted that the outdoor movie night was very well attended.

Art Collective: The Art Collective has asked if the BID would be willing to sponsor their ads in the Tribune for First Friday Art Walk. The cost for the Tribune ads is \$201 per year. Sheila motioned to approve a sponsorship for \$201. Mac seconded. **Motion passed unanimously.**

Team Trolley: Sheila reported that the trolley has no permanent drivers at this time; the trolley is running with one back-up driver as his availability allows.

Downtown Partnership: Sheila reported that the DDP meets next on 8/27. The DDP is trying to figure out how it can continue to move downtown forward; how to make a bigger impact downtown. Andy inquired about possible way finding systems.

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.

Johnson Hotel: Joan reported that one of our current incubator tenants, KDS Networks, has inquired about renting the office space formerly occupied by United Way. They've offered two possible proposals; they'd rent the space for \$450 a month with a two-year lease or they'd provide internet for the entire floor and pay \$150 per month in rent for the office space. The Board approved renting the space for \$450 per month for two-years. Joan reported that the incubator has one vacancy; one tenant moved out and into Times Square. With KDS moving we will have two vacancies in the incubator. Garry suggested that the Board create a game plan for the future of the BID's ownership of the 3rd floor.

Montana Downtown Conference: Joan reported that she and Andy are both registered for the conference. Sheila added that she is registered as well. Early bird registration ends on 8/31. Garry & Mac expressed interest in attending. Conference runs from about noon on Wednesday the 24th of September to about noon on Friday the 26th.

National PARKing Day: This event is scheduled to take place Friday, September 19th. Location was discussed; it was suggested to hold it by Crooked Tree. Joan will go to the Parking Commission and seek their approval for the location.

Parking Commission: Joan reported that the next Parking Commission meeting is Monday 8/18 at 3pm. They continue to move forward with their revenue strategies. Garry noted that they turned him down for a cluster of 13 to 15 spaces in the garage; the City lost a source of guaranteed monthly revenue.

Personnel: There is nothing to report on personnel at this time.

Visitor's Information Center: There is nothing to report on the VIC at this time.

Work Plan 2014-2015: Joan informed the Board that the FY 2015 Budget and Work Plan was approved at the City Commission meeting on 8/5/14.

VIII. New Business:

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

X. **Adjournment**: Meeting adjourned at 10:15am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____