

**Business Improvement District**  
**January 15, 2015**

Board Present: Andrew Ferrin, Garry Hackett, Kris Harrison, Sheila Rice, Travis Neil, Mauri Novak  
Staff Present: Joan Redeen  
Guests Present: Jason Madill

- I. **Call to order:** Andy called the meeting to order at 9:06am.
- II. **Guests:** No guests wish to address the board at this time.
- III. **BID Board:** Jason reported that he has submitted an application to the City to serve on the BID Board on 12/8. Joan noted that the City has acknowledged the application and Jason will be on the agenda at the 1/20 City Commission meeting to be appointed. Andy reported that his term expires on the board on June 30, 2015. Joan noted that Garry's term also expires and if both board members wish to serve another term they can do that and the City will re-appoint them for an additional four year term. Joan added that the City will notify the office when we need to make a decision about serving an additional term; it'll probably be about April or May.
- IV. **Approval of minutes from 12-11-14 meeting:** Sheila motioned to approve the minutes from the 12/11/14 meeting as presented. Garry seconded. **Motion passed unanimously.**
- V. **Financials:**

**Monthly Financials:** Joan reported that the bank reconciliations were just completed for November and December. Joan neglected to send the October financials to the Board. October, November and December financials will be sent to the board, upon completion, prior to the next board meeting. Joan reported that the City sent the November tax disbursement to the BID just prior to the end of the year, so those funds are already in the bank. Joan informed the Board that W-2's and final payroll reports for 2014 are complete and will be provided to employees today with their paychecks.

**Audit:** Garry motioned to approve the completed Audit of the fiscal year ending June 30, 2014. Sheila seconded. **Motion passed unanimously.**
- VI. **Grant Programs:**

**CTEP:** Mauri reported that his portion of this task is complete. Travis noted that they've made a formal selection; it's NCI Engineering. He has not been contacted by the City but the Engineering firm is working on the design portion. Joan informed the Board that the BID has already approved \$100,850.00 in grants since July 1; the BID has budgeted \$87K for this fiscal year that runs until 6/30/15.

**Grant Applications:**  
Just Bounce: Joan reported that a Business Incentive Grant application was received from Just Bounce. The Board received the application via email. Just Bounce is moving into 413 Central Ave. Sheila motioned to approve Just Bounce's Business Incentive Grant application for \$1,400.00. Mauri seconded. Garry abstained. **Motion passed.**  
It was noted that there is \$4,300 remaining balance in the business incentive grant fund. Joan reported that the Arvon Block's interior grant for the Dark Horse Wine Snug for \$10,000 and the façade grant for \$61,250 has been paid out. Grant updates are needed from the Margaret building. Joan provided the board with copies of the updated grant schedule with the cash flow formula updated.
- VII. **Old Business:**

**Beautification:**  
Bike Racks: Joan noted that there's nothing to report at this time.  
Graffiti Removal: Joan reported graffiti removal remains on hold due to the weather.  
Parking Meter Art Project: Joan reported that the deadline for the Call to Artists is 1/30. Between now and the next board meeting the selections will have been made. The Selection Committee will be making their

decisions on Monday, February 2<sup>nd</sup>; Joan asked that the BID board take the time on the 2<sup>nd</sup> to come into the office and assist with making the selections.

**1<sup>st</sup> Ave N Underpass:** Andy inquired if we'd be cleaning the mural again in spring. Joan noted that the mural has extensive damage that needs to be done this summer so it will need to be cleaned prior to the repairs being done. Joan will work with the artists on repairing the damage.

**Roberts Playground:** Joan reported that a letter has been received from the owner on his having one issue with the agreement. Jolene is working on a modification to the agreement.

**BID Expansion:** Joan reported that current numbers on expansion were provided to the Board via email yesterday. There have only been two ballots received in response to the second letter sent out in December; discussion followed on the Board personally contacting the property owners who have not voted yet. The deadline for deciding expansion lines is February 12; this is the deadline the City has imposed on the BID and the next date the BID Board meets so a decision can be made at that time.

**Downtown Great Falls Association:** Joan reported that DGFA is without an employee and they are looking for a replacement; an interview is lined up for tomorrow. Joan noted that she is doing more DGFA-related work right now than BID-related work. Sheila noted that she termed out on their board; Joan reported that Sue Ferrin is their new board chair; Brian Kaufman is vice; Chelle Feist is the treasurer and Sonya Childs is their secretary. That went into effect last week Thursday at their board meeting.

**Team Trolley:** Sheila reported that the trolley ended the year in the black because of the BID's donation. The Luminaria tours went well and they netted about \$6K. Joan reported that DGFA sent out letters to all of the investors and to several potential investors; Gusto Distributing responded and sent in a \$200 donation for the trolley.

**Downtown Partnership:** Sheila reported that the DDP is meeting on Wednesday 1/21/15. Carol Bronson has been analyzing the Downtown Master Plan to determine who has done what.

**Downtown Safety Alliance:** Joan reported that the Business Watch was held on Tuesday night, 1/13. The topic was Gangs and the speaker was Sergeant Jeff Beecroft with the Great Falls Police Department. It was a very interesting evening. The next meeting is Tuesday 3/10 and the topic is Panhandling. We are seeking Bill Bronson and Sara Sexe to be our speakers about ordinances. Joan reported that the 2015 schedule is complete with topics, sponsors and speakers are almost all lined up. She added that we've been holding Business Watch meetings for five years now.

Joan provided the Board with an update on Coins for a Cause; Doug is actively adding businesses to the program. We gave over \$500 to the Rescue Mission for the 2013 collections; we are going to give another \$500+ to another entity for the 2014 collections.

**Holiday Décor:** Joan reported that Jonas will begin removing décor. The plan is to leave the lights on the tree stumps and the electric bills have been very low. Cat Graphics will be contacted to take down the banners. Joan noted that the budget for beautification was \$38.5K and specifically \$20K for holiday décor; expenses so far have been \$16,400, a final bill is due from Jonas for removal. The Board noted that they liked the new décor.

**Johnson Hotel:** Joan reported that there are three vacancies in the incubator. iConnect contacted the BID and they are selling their Great Falls-related business to KDS Networks; they have submitted an assumption of their lease agreement for KDS to take over. Sheila moved approval of the assignment and assumption of the lease. Mauri seconded. **Motion passed unanimously.**

**Montana Economic Development Association Conference:** Joan reminded the Board of GFDA's request to provide \$5K in sponsorship funds for the MT Economic Development Association Conference, to be held in Great Falls in May. She added that the BID budgeted \$5K for donations; we've funded \$2,700 to date. We budgeted \$15K for special projects; we've funded \$6,500 to date. Both of those options exist for any sponsorship funds for the conference. Andy inquired if the BID had funded the VIC in anyway; Joan noted that the BID has never been asked for anything. Sheila motioned to approve a sponsorship of \$4K for the MT Economic Development Association Conference with the stipulation that the conference be held downtown and that the BID be recognized as the reason the conference is being held downtown. Kris seconded. **Motion passed unanimously.**

**Parking Commission:** Joan reported that there is a spreadsheet that shows the changes that are coming in the parking program; Andy expressed interest in having the spreadsheet. Garry inquired why a downtown resident can't rent a parking space outside of the garage; the vehicle is too large to pull into the garage. Joan

recommended that the resident contact Lee at the City. Joan noted that DGFA will be sending a representative from their board to the Parking Commission meetings; Greg Franczyk will be attending. Joan noted that she advised him to attend for a couple of months and then seek formal appointment to the Commission.

**Personnel:** Joan noted that there is nothing to report at this time.

**Work Plan 2014-2015:** Joan reported that the BID continues to work the Work Plan.

**New Business:**

Chamber of Commerce: The Chamber sent an update on the investment fund that had been created for Frontier. Frontier is no longer going to be flying in & out of Great Falls. The Chamber has requested using some of the funds in the account for an SCASD grant application to seek additional flights. Garry motioned to approve the Chamber using the existing BID funds they are holding for an alternative use, to seek additional flights from Delta. Sheila seconded. **Motion passed unanimously.**

Historic Preservation; National Heritage Area Designation: Joan reported that the HPAC is working on finding out if the community would be supportive of seeking a National Heritage Area designation; it's a congressional designation. Joan added that an event is being planned for Friday night, 1/30 and Saturday, 1/31 to explain what this is and what it would mean for the City. Joan encouraged the Board to plan to attend the event.

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

IX. **Adjournment:** Meeting adjourned at 10:00am.

Andy Ferrin, Chair

Joan Redeen, Staff

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