

Business Improvement District
February 12, 2015

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

I. **Call to order:** Andy called the meeting to order at 9:10am.

II. **Guests:** No guests were present.

III. **BID Board:** Discussion was held on BID office keys and board members having sets of keys.

Bylaws: Board members present acknowledged the BID Bylaws; all board members received copies and discussed them at the recent work session held on 2/3/15.

IV. **Approval of minutes from 1-15-15 meeting and the 2-3-15 work session:** Garry motioned to approve the meeting minutes from the 1/15/15 meeting and the work session minutes from 2/3/15 as presented. Mauri seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: The Board received the October, November & December financials via e-mail.

There being no discussion on the financials, Jason motioned to approve the 10/31/14, 11/30/14 & 12/31/14 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Mauri seconded. **Motion passed unanimously.**

VI. **Grant Programs:**

CTEP: There was nothing new to report on the CTEP program at this time; Jason was brought up to date on the project. The BID is committed to \$134,200 for the upcoming streetscape project.

Joan informed the Board that the BID has already approved \$104,050.00 in grants since 7/1/14; the BID has budgeted \$87K for this fiscal year that runs until 6/30/15.

Grant Applications:

Healthy Claims: Joan reported that a Business Incentive Grant application was received from Healthy Claims. The Board received the application via email. Healthy Claims is moving into 18th Street North. Mauri motioned to approve Healthy Claims' Business Incentive Grant application for \$1,800.00. Jason seconded. **Motion passed unanimously.**

It was noted that there is \$2,590 remaining balance in the business incentive grant fund.

Joan reported that the Margaret Apartment's residential grant has been paid out, in full. The balance remaining of \$15,000 was paid out today.

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

Grant Criteria: The board discussed the proposed changes to the grant criteria that had been discussed during since the work session. It was decided that additional discussion on the developer grant possibilities is needed; Joan will make some additional changes for the board and email the updates for additional review by the board.

Joan inquired if the board would consider funding business owner's sidewalk sandwich sign permits; the City charges approximately \$65 per sign annually. The Board discussed the possibility and decided not to proceed forward with establishing any sort of a grant for this as our grants do not cover signage.

VII. **Old Business:**

Beautification:

Parking Meter Art Project: Joan reported that the voting was done on the seven (7) parking meter art submissions; four (4) were selected and will be completed. The goal is to have the project visible and on the street by Cruisin' the Drag on Saturday, May 2nd.

Bike Racks: Joan showed the rendering of the bike rack that is being fabricated for the Rescue Mission.

Holiday Décor: Joan reported the final expenses for holiday décor was \$18,900; we budgeted \$20K.

BID Expansion: Extensive discussion and options were reviewed regarding the BID Expansion. Joan reminded the board that the ballots are due to the City this morning. Jason motioned to present the City

with the BID's proposal to expand our current boundaries; ballots will be provided to the City with two possibilities presented. Mauri seconded. **Motion passed unanimously.**

Downtown Great Falls Association: Joan reported that DGFA has a new employee; Kellie Pierce started on 2/2 and was introduced to the Board.

Team Trolley: Joan reported that the Team Trolley will meet next week. There is a need for drivers and docents this summer; docents are volunteers while drivers are paid. Drivers need a CDL with a passenger endorsement. The trolley is at Ulmer's having repairs done in order to pass MDT inspection. Andy suggested that the tip jars over the summer at Alive @ 5 could go toward the trolley.

Downtown Partnership: Joan reported that the DDP met on Wednesday 1/21/15; the next meeting is the 4th Wednesday in March. The DDP continues to work on the Rocky Mountain building, staffing and their website and Wayfinding. The DDP is focusing efforts on wayfinding for the City parking program.

Downtown Safety Alliance: Joan reported that the next Business Watch is 3/10 and the topic is panhandling.

Joan reported that Coins for a Cause in 2013 collected \$509.96 and that was paid out to the Rescue Mission. We are now getting ready to pay out the 2014 collections that totaled \$522.07 and those funds will go to the YWCA.

Johnson Hotel: Joan reported that there are three vacancies in the incubator; she reported showing them a few times.

Parking Commission: Joan reported that the Parking Commission has not met since December.

Personnel: Joan reported that we have had some changeover in personnel. The BID is now looking to fill the trash removal position. Joan added that the City may be sending a bill for re-keying locks due to the loss of a key by the BID's former employee.

Joan reported that the BID office will be closed Monday in recognition of President's Day.

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

New Business:

Missoula's BID: Joan showed the Board the 2015 calendar that Missoula's BID sent out to all of their Downtown Association members.

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

IX. **Adjournment:** Meeting adjourned at 11:01am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____