

Business Improvement District
March 12, 2015

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

- I. **Call to order:** Andy called the meeting to order at 9:06am.
- II. **Guests:** Lyle Meeks with NCI Engineering has been contracted by the City to work on the CTEP project. He provided a status update and timeline to the Board. NCI will develop a mailing for property owners; BID will send it out. The Board noted that any period lighting that is installed needs to have electrical outlets so we can expand on our holiday décor.
- III. **BID Board:** Nothing to report at this time.
- IV. **Approval of minutes:** Sheila motioned to approve the meeting minutes from the 2/12/15 meeting as presented. Travis seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: No financials were provided as the bank reconciliations have not been completed.

Sig Cards: Board members present signed the new signature cards.

The Board has funded half of the CTEP and has two interior grants ready for pay out. Sheila motioned to transfer \$72K from MM to Checking. Mauri seconded. **Motion passed unanimously.**

Joan reported that the draft of the 2015-2016 FY budget would be provided to the board at April's board meeting. She added that she'd like the Board to consider the purchase of a truck and larger water tank (100 or 300 gallon tank) for watering flowers this summer. Discussion followed on possible expansion and approximate increase of the budget by \$70K.
- VI. **Grant Programs:**

CTEP: The City has asked if the BID could again increase CTEP funding as they have some additional funds available that could be put toward the project. Travis motioned to approve up to \$10K in additional CTEP funding. Sheila seconded. **Motion passed unanimously.**

Joan informed the Board that the BID has already approved \$108,137.50 in grants since 7/1/14; the BID has budgeted \$87K for this fiscal year that runs until 6/30/15.

Sheila motioned to approve the payout of the Mountain Title interior grant for \$10K, Mauri seconded. Jason abstained. **Motion passed.**

Mauri motioned to approve the payout of the Electric City Coffee's interior grant for \$10K, Sheila seconded. **Motion passed unanimously.**

Grant Applications:

Tony Longin: Joan reported that a new business Interior Grant was received from Tony Longin. The Board received the application via email. Sheila motioned to approve Tony Longin's new Business Interior Grant application for \$4,087.50. Travis seconded. **Motion passed unanimously.**

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

Joan provided the board with copies of the updated grant schedule with the cash flow formula updated. An update was received on the Arvon Hotel, their estimate for completion is July, 2015. An update on the art grant for Belles & Lace will be requested.

Grant Criteria: The board discussed the proposed changes to the grant criteria. New Business Interior Grant additional changes requested: Developer component, add 'properties are eligible for one developer grant every three years'. Under the Interior Grant Program Eligibility add the question, "Has this building received a developer grant in the past three years?"

Sheila motioned to approve the Business Interior grant criteria, with above noted changes. Travis seconded. **Motion passed unanimously.**

Façade Grant additional changes requested: For buildings over one-story each project is eligible for 20% of the projected costs at time of application.... Joan will add this line to the Façade Grant Application. Andy requested that two-story be changed to multi-story throughout the criteria and application.

Sheila motioned to approve the Façade grant criteria, with proposed changes to the consistency of language as just discussed. Travis seconded. **Motion passed unanimously.**

Residential Grant additional changes requested: Add line "Eligible projects may obtain one residential redevelopment grant every fifteen years per property." to the grant application.

Sheila motioned to approve the Residential grant criteria, with proposed changes. Travis seconded. **Motion passed unanimously.**

VII. Old Business:

Beautification:

Parking Meter Art Project: Joan reported that the artists all have their meters; they are due back in the office by April 1. Another artist will then be employed to seal the meters so that it is done correctly. This artist is also building the cart. The goal is to have the project visible and on the street by Cruisin' the Drag on Saturday, May 2nd.

Discussion on the Center for Mental Health's mural; this is one of our art grant recipients but in order to make sure that it moves forward Joan is working to coordinate the project. Hotsy has agreed to power wash; McGurran has agreed to prime. Joan is holding a meeting next week with staff at the Center to move it forward.

Discussion on rocks on the corners of Central Avenue and the BID's ability to increase the quantity of those with expansion.

BID Expansion: Joan provided the Board with the final map of the proposed expansion. Tuesday, March 17th is the City Commission meeting when the public hearing will be set. Joan asked that board members plan to attend this meeting as well as the meeting in April when the public hearing is held. Joan reported that she will want to be visible as soon as expansion goes into effect; showing the new property owners that the BID will provide them with our much needed services. Joan added that, with approval of expansion, we will need to plan to increase hours for employees, which may also mean hiring additional employees.

Downtown Great Falls Association: Sheila reported that DGFA is planning seven (7) Alive @ 5's this summer; nothing in August. DGFA is holding their quarterly meeting on April 14th at Mighty Mo.

Team Trolley: Sheila reported that Team Trolley is working with the Square to make that the location where tours will depart from this summer. Familiarization tours will be April 22nd and 23rd. Vicky O'Hara is on board as a new driver; DGFA continues to look for docents.

Downtown Partnership: Sheila reported that the DDP meets next on 3/25/15. GFDA has led the charge on a Downtown Showcase; an opportunity for developers to see what's been done downtown and what can potentially be done. We plan to do this on Friday, April 10th beginning at L'Heureux Page Werner at 7am and ending at the Celtic Cowboy at noon.

Downtown Safety Alliance: Joan reported that the next Business Watch was held on 3/10; the next Business Watch will be 5/12: the topic is "Spring Spruce Up" we'll be discussing clean-up of alleys. The Coins for a Cause distribution to the YWCA will take place very soon.

Johnson Hotel: Joan reported that there are three vacancies in the incubator.

Parking Commission: Sheila reported that she received a Courtesy ticket recently and was impressed by the fact that the card thanks shoppers and invites them to park in the garages.

Personnel: Joan reported that we have hired our new Community Ambassador Level 2. Andy and Joan conducted interviews and our new employee began on Monday, March 2nd.

Work Plan 2014-2015: Joan reported that a draft of the 2015-2016 FY Work Plan will be presented to the Board at the next board meeting.

New Business:

Great Falls Development Authority: Joan reported on the upcoming Downtown Showcase. If this event is successful it will become an annual event.

City: HUD meeting on Friday, March 20th at the City regarding CDBG funding. Joan noted that she can't attend the meeting Friday but was curious if the BID should be represented. The Board noted that CDBG might be a source of funding for the BID to acquire a truck.

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

IX. **Adjournment:** Meeting adjourned at 10:33am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____