

Business Improvement District
June 11, 2015

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

- I. **Call to order:** Andy called the meeting to order at 9:16am.
- II. **Guests:** Brad Livingston noted that he was present to find out what the BID is about, he added that he is impressed with what he's seen downtown in the past several years; he is running for City Commission.
- I. **BID Board:** Joan noted that Andrew Ferrin, Sheila Rice and Garry Hackett's terms on the BID Board have been extended and expire on June 30, 2019. Board attendance was discussed; the FY ends on 6/30 and attendance resets for the board. Board members are able to miss a maximum of four meetings per year.
- II. **Approval of minutes from 5-14-15 meeting:** Travis motioned to approve the meeting minutes from the 5/14/15 meeting as presented. Jason seconded. **Motion passed unanimously.**

III. Financials:

Monthly Financials: The Board received the May financials this morning. There being no discussion on the financials, Travis motioned to approve the 5/31/15 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Garry seconded. **Motion passed unanimously.**

Budget: Joan presented the draft budget for FY 2016. Travis motioned to approve the budget as presented for FY 2016. Garry seconded. **Motion passed unanimously.**

Discussion followed on expensing an item versus an asset; Joan noted that the auditor handles the journal entries for those items (e.g., Arctic Cat expensed as Office Equipment, auditor moved it to an asset and depreciates it).

The board determined there were no budget amendments necessary for FY 2015 as the end result net income remains positive.

Discussion on the May distribution; Joan is working with the City to be sure it is in the bank prior to 6/30 but there is no guarantee the City will have it in time.

IV. Grant Programs:

CTEP: Joan expects an invoice from the City for the remaining \$67,100.

Grant Applications:

Joan informed the Board that Times Square façade grant has been paid out; they were approved for \$745.20 and were paid \$685.20 based on their actual receipts.

Planting Change and Trail Forged Bike Cafe: Joan reported that interior grant applications for Planting Change and for Trail Forged Bike Café were provided to the Board via email. These grant applications have been rescinded. The businesses are not moving into the location they applied for and continue to look for another location. Travis noted that if there is no separation of the businesses than this will be considered one grant application.

Lace Pistol: Joan reported that a Business Incentive Grant application was received for Lace Pistol. The Board received the application via email. Travis motioned to approve Lace Pistol's Business Incentive Grant for \$850. Jason seconded. Garry abstained. **Motion passed.**

Sutton, DuBois & Mills: Joan reported that an interior grant application has been received from Sutton, DuBois, & Mills for the new space they are moving into in the Pennant building. The board will receive this application via email for consideration and determination will be made at the July board meeting.

Pennant Building: Jason rescinded his interior grant application that was submitted as the Pennant building; all of the other grant applications submitted on this building from tenants remain current and have already been approved by the board.

Sora and Company: Joan reported that this Interior Grant application remains pending; an estimate for the work was submitted but no explanation of their plan or renderings of their proposed changes.

Brush Crazy requested a 6-month extension on their interior grant; they expect to be done by December. Belles & Lace requested an extension on their art grant; they expect to be done by August. It was noted that there is \$840 remaining balance in the business incentive grant fund. Joan informed the Board that the BID has already approved \$129,827.50 in grants since July 1; the BID has budgeted \$87,875K for this fiscal year that runs until 6/30/15. Joan provided the board with copies of the updated grant schedule with the cash flow formula updated.

V. Old Business:

Beautification:

Flowers: Joan reported that the flowers have been put out.

Graffiti Removal: Joan reported that we just completed removal of 14 tags. Hotsy still needs to remove graffiti on the Hastings building; he will need assistance when he does this removal. Garry noted that he can assist when the time comes.

Parking Meter Art Project: The Parking Meter Art Project has been out for the public to see; the reception has been positive.

Sound System: Andy reported that the speakers at Belles & Lace stopped working and then everything on the south side stopped working; the power has been shut down until the system is fixed.

Bike Rack: We're working on a bike rack for NeighborWorks Great Falls.

BID Expansion: Joan reported that it'll be the first week of August before we can get the estimates of assessments and move forward on expansion.

Downtown Great Falls Association: Joan reported that the Great Falls Art Collective has requested a \$300 sponsorship this year; last year they requested and we provided \$201. This year they plan to utilize both the Tribune and KFBB, hence the increase in the request. The Board will make a decision at the July board meeting.

Team Trolley: Joan reported that daily summer tours began on June 1st. The trolley has been in the shop for repairs twice; both times covered under warranty.

Downtown Partnership: Joan reported that the Partnership is hosting an event on June 24th at the Celtic Cowboy at 3:30pm. Info will come as it is received. Joan noted that Andrew approached the DDP about funding the 700 block streetscape project; the DDP approved the recommendation for use of TIF funds and the City Commission now has the request.

Downtown Safety Alliance: Joan reported that the next Business Watch meeting is 9/8 and the topic is emergency preparedness. Joan may ask Brad to be the guest speaker.

Johnson Hotel: Joan noted that there were issues with the A/C; AT Klemens was called and the system is now functioning again.

Parking Commission: Joan reported that Lee Nellis has left the City. Lee submitted a proposal to the BID to manage the parking program. Lee noted that he believed the BID could operate it with less expense than the City has and noted that the BID could promote parking better than the City is able to do. Joan noted that the City has made this suggestion in the past and that this is not a formal request, simply a suggestion at this point. Discussion followed on the BID managing the parking program in Great Falls; Joan noted that Helena's BID manages their parking program but that is the only BID in the state that does manage parking. The Parking budget was discussed; parking would not be an income producing venture for the BID. Garry requested the Parking budget; Joan noted that it is public. He added that multiple vehicles have been broken into in the north parking garage and something needs to be done to secure the facility.

Personnel: Joan reported that she is planning on taking vacation toward the end of July. She informed the board that Doug will be gone the first two weeks in July and the BID has temporarily hired a person to cover Doug's job duties while he is gone.

Visitor's Information Center: Joan reported that there is nothing to report at this time.

Work Plan 2014-2015: Joan presented the draft work plan for FY 2016. Kris motioned to approve the work plan as presented for FY 2016. Garry seconded. **Motion passed unanimously.**

New Business:

Jerry Boland Property: Jerry Boland inquired about the possibility of donating his property to a 501c3. Garry expressed interest in using the building for the BID office space so that the BID could be rent free.

The remaining board members suggested that NeighborWorks Great Falls be approached about this possibility as they have more experience with this type of transaction and it could benefit them.

Livable Wages: Joan reported that Bob Kelly, Stu Nicholson and Michael Dalton came to the office to meet with Kellie and Joan. They want to generate a campaign downtown promoting livable wages. They noted that livable wages is probably the wrong term; they want to focus on businesses that pay more than minimum wage. The idea is to recognize businesses that do this in some manner; a window cling or something of this type. Joan added she recommended the DDP work on this providing funding to DGFA to pursue, if this was something that the DDP & DGFA wish to pursue. Joan informed the gentlemen during their visit that the BID was not be the appropriate office for this type of campaign. Discussion followed on whether or not businesses would support this type of campaign or not.

Urban Art Project Reception: Monday, June 15 is the Urban Art Project Reception at 5pm at Bert & Ernie's.

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

VII. **Adjournment:** Meeting adjourned at 10:18am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____