

Business Improvement District
December 11, 2014

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

- I. **Call to order:** Andy called the meeting to order at 9:07am.
- II. **Guests:** Jason reported on the status of his project in the Pennant building. He added that he is interested in serving on the BID Board and has submitted an application to the City on 12/8. The Board expressed interest in having Jason serve on the board.
- III. **BID Board:** Joan reported that she, Andy and Garry attended the City's Board/Commission Training last night. Joan noted that this same training was held about five years ago and several changes were made to the BID agenda and policies at that time; based on last night's training the BID continues to do things correctly. All of our meetings are open to the public; our agenda allows for public comment at the beginning (Guests) and at the end as well as after each agenda item; emails are also public meetings when a quorum is present; personnel issues are not meant to be made public.
Joan reported that the City has informed the BID that at a City Commission meeting held on 8/5/08 it was implied that the BID had Bylaws. The City provided a copy of those Bylaws to the BID. It has been this office's understanding, from prior board members recollection, that the BID never formally adopted Bylaws but the City is now under the impression that this particular set of Bylaws is the guiding document for the BID. Based on this new information Joan will provide a copy of these Bylaws to the current board for review.
- IV. **Approval of minutes from 11-6-14 meeting:** Sheila motioned to approve the minutes from the 11/6/14 meeting as presented. Mauri seconded. **Motion passed unanimously.** Sheila motioned to approve the minutes from the BID/DGFA Joint Board Meeting held on 11/6/14, Garry seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: Joan reported that the bank reconciliation was just completed for October and November; financials will be run and sent to the board once complete.

Audit: Joan provided a new report to the board that will reflect the total annual budget in comparison to year to date expenses so the Board can see where each line item falls in regard to what was budgeted for that item. Discussion followed on budget procedures; the board will review budget overages on a quarterly basis and make adjustments as necessary. The Board opted to not formally approve the audit until the entire board is present.
- VI. **Grant Programs:**

CTEP: Mauri reported that he reviewed five (5) RFP's; four were local and one was out of state. Andrew was going to be informing the selected company and then the information would be made public. 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:
Electric City Coffee: Joan reported that a New Business Interior Grant application was received from Electric City Coffee; they are moving into the old My Viola space in the 300 block of Central, formerly the Daily Grind on 1st Ave North with new owners. The Board received the application via email. Travis motioned to approve Electric City Coffee's interior grant application as a New Business Interior Grant for a maximum of \$10,000. Sheila seconded. **Motion passed unanimously.**
Jules Photography: Joan reported that a Business Incentive Grant application was received from Jules Photography. The Board received the application via email. Jules Photography is moving into 8 5th Street North. Garry motioned to approve Jules Photography Business Incentive Grant application for \$1,100. Sheila seconded. Mauri abstained. **Motion passed.**

Grant updates are needed from the Margaret building and Hotel Arvon. The Arvon will be submitting receipts for payout on their interior grant for the Dark Horse as well as their façade grant. Joan provided the board with copies of the updated grant schedule with the cash flow formula updated. Joan explained how to read the grant schedule to the board.

VII. Old Business:

Beautification:

Bike Racks: Joan reported that the Celtic Cowboy's bike rack is at Advanced Coatings getting painted. CMR has completed the bike racks for the L'Heureux Page Werner and BID office, they will be sent to Advanced Coatings to be painted. They are working on designs for NWGF's and for the Rescue Mission.

Graffiti Removal: Joan reported graffiti removal remains on hold due to the weather. The Hastings building has graffiti on it that will be removed when the weather allows.

Parking Meter Art Project: Joan reported that the Call to Artists was made public. Advanced Coatings has the parking meters to prime and prep them for the artists. The artist stipend is \$150; \$50 at time of approval and \$100 upon completion. The BID will fund the final sealant and have one artist complete the sealant on all of the meters so that it is done correctly. Artists must submit their designs by 1/30/15.

BID Expansion: Joan reported that current numbers on expansion were provided to the Board via email yesterday. A map of the entire expansion area was presented to the board. Discussion followed on the property owners who have not yet voted; Joan reported that a mailing to 38 property owners was sent out yesterday asking that they cast their vote by 1/15. Joan provided the board with BID total taxable values from 2007 to date; reflecting an increase of \$25M from \$60M in 2007 to \$85.5M in 2015.

Downtown Great Falls Association: Sheila reported that DGFA is extremely thankful to the BID for the BID's contribution. The Parade of Lights had fewer folks but tons of attendees and the Stroll was extremely well attended as well. Joan noted that she liked the big items on each intersection – the Showdown skiing, the Polar Plunge, the radio's snowball drop. Gary noted that food needed to be better placed; he suggested a food court on each end, in the 100 block and in the 600 block.

Team Trolley: Sheila reported that the trolley is in the middle of the luminaria tour season. Weather is holding; bookings are happening now. Joan reported that the Downtown Chicks held the Red Light Review in November and it was a fundraiser specific for the trolley; approximately \$3K was raised for the trolley.

Downtown Partnership: Sheila reported that the DDP is now meeting every other month. The Executive Committee met and discussion was held on a business recruitment model of looking at properties and finding businesses to match those properties. There is a need for this in Downtown Great Falls.

Downtown Safety Alliance: Joan reported that the next Business Watch is being held 1/13/15. The topic is Gangs; the speaker is Sergeant Jeff Beecroft with the Great Falls Police Department. The 2015 schedule is complete with topics, sponsors and speakers are almost all lined up.

Holiday Décor: Joan reported that holiday décor is in place; the new double banners and lighting on the tree trunks is all in place. She noted that approximately \$18K has been spent; \$20K has been budgeted for holiday décor. It was noted that the sound system also had some work done and those repairs are funded under beautification as well. Joan noted that Jonas will remove the holiday décor but will keep the lights on the tree trunks until March or April.

Johnson Hotel: Joan reported that there are two vacancies in the incubator; a third one will be available.

Montana Economic Development Association Conference: The Board received Great Falls Development Authority's proposal for the BID to be a sponsor for the conference via email. Expected attendance is 300 people from all over the state. There will be a focus on downtown; two keynote speakers are downtown gurus; and downtown tours will be held. They've requested that the BID sponsor \$5K; discussion followed and budget item - special projects was discussed. Joan noted that she'd like to attend the conference. The Board noted that Joan can report back to GFDA that the BID is interested, but no monetary commitment will be made until the January meeting.

Parking Commission: Joan reported that there is no Parking Commission meeting in December. The Parking Revenue strategies and the updated ordinance passed. The revenue strategies will be over two years and then reviewed by the commission; escalated tickets will go into effect beginning with a Courtesy Ticket and increasing. Discussion followed on the need for someone to serve on 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:

Great Falls Development Authority: Joan reported that GFDA has asked for a support letter for their application for a brownfield grant. Sheila moved that the BID send a letter in support of their grant application. Mauri seconded. **Motion passed unanimously.**

Roberts Playground: Joan reported that the balance in their fund is \$2,100. They have set goals to have signage, new fencing, benches and trees in place by May 1st. Joan added that the mural for the Center for Mental Health's mural should be on track to take place this coming summer.

Piano: Jason inquired if anyone has had a man approach them about putting pianos on the street. Joan reported that a gentleman has stopped into the office noting that he'll be getting pianos out on the street in Great Falls; he has stated that he was responsible for the pianos in Missoula and that he has permission from Davidson Plaza to put pianos there. Joan added that she sent him to talk with Tad.

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

IX. **Adjournment:** Meeting adjourned at 10:56am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____