

Business Improvement District
July 9, 2015

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

Staff Present: Joan Redeen

Guests Present: Shannon Newth

- I. **Call to order:** Andy called the meeting to order at 9:03am.
- II. **Guests:** Shannon Newth joined the BID board to see if there were any news stories for KRTV to cover, she will be attending our board meetings as she is able.
- I. **BID Board:** Joan noted that the new fiscal year began on 7/1; she also reminded the board that Board meetings begin at 9am.
- II. **Approval of minutes from 6-11-15 meeting:** Travis motioned to approve the meeting minutes from the 6/11/15 meeting as presented. Sheila seconded. **Motion passed unanimously.**

III. Financials:

Monthly Financials: No financials at this time, the bank reconciliation was just completed. Financials will be forwarded to the Board as soon as they are prepared. Joan reported that the fiscal year ended on 6/30; the BID ended with a positive cash flow. The City did send the May disbursement as well as half of June's disbursement.

Joan noted the budget is on the City Commission's agenda on 7/21; Andy will be in attendance should the Commission have any questions.

Audit: The Audit has been scheduled for the first week of September.

IV. Grant Programs:

CTEP: Joan read an email to the board from Lyle Meeks; the project is estimated to go to bid in August with construction beginning in September.

Grant Applications:

Joan informed the Board that the Center for Mental Health art grant was paid out for \$1,250.

Times Square: Joan reported that an Interior Grant application for Times Square for a new massage & physical therapy business was provided to the Board via email. Sheila motioned to approve Times Square Interior Grant for \$750. Travis seconded. **Motion passed unanimously.**

Sora and Company: Joan reported that an Interior Grant application for Sora and Company was provided to the Board via email. Mauri motioned to approve Sora and Company's Interior Grant for \$2,750.70. Travis seconded. **Motion passed unanimously.**

Sutton, DuBois & Mills: Joan reported that an Interior Grant application was received from Sutton, DuBois, & Mills and provided to the Board via email. Sheila motioned to approve Sutton, DuBois & Mills interior grant for \$10,000. Kris seconded. **Motion passed unanimously.**

Business Incentive Grant: Discussion followed on the Business Incentive Grant program. Joan provided the history on the program; it began in 2011 with the closure of Westgate Mall. It was noted that there is \$840 remaining balance in the business incentive grant fund. Sheila motioned to continue the Business Incentive Grant program with the revision that the BID fund the 2nd month's rent for new businesses and the program will become a part of the BID grant programs and remain until the Board decides otherwise. Travis seconded. **Motion passed unanimously.** Joan will draft an update to the grant criteria and provide that to the board prior to publishing it.

Big Sky Creations: Joan reported that a Business Incentive Grant application was received this morning from Big Sky Creations to be located at 413 Central Ave; the rent is \$1,250 and the lease commences on July 8, 2015. Sheila motioned to deny the Business Incentive Grant application for Big Sky Creations due to it not meeting the grant criteria as it was not submitted one week prior to lease commencement. Kris seconded. Garry abstained. **Motion passed.** It was noted that Garry could modify the lease and re-submit the application.

Joan reported that Kicker's is expected to re-open in the Central Plaza building with new owners; they plan to submit a Business Incentive Grant application.

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

V. Old Business:

Beautification:

Graffiti Removal: Joan reported that there remains a little graffiti to remove and Hotsy will work with Garry to remove the graffiti on his building.

Joan reported that the 1st Ave N underpass had its annual cleaning done. An artist has been completing the restoration work that has been needed; 18 hours have been put in on the work so far and about 5 hours of work remain to be done.

Parking Meter Art Project: Joan reported that a permanent location has been picked out for a garden with Parking Meter Art 'planted'. A Scout is needed for an Eagle project to complete the garden; turning the planter in front of the parking garage on 4th Street North into our parking meter art garden. Jason and Mauri will let their Scout troops know about this possible project.

Sound System: Joan reported that Good Vibrations has been called and they will connect with Andy to check out the system.

Vehicle: Joan provided the board with a draft of a bid request to be sent out to local car dealers, modeled after the City's bid requests for vehicles. The board instructed Joan to send out the bid request.

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

Downtown Great Falls Association: Joan reported that Barbara Wold is coming to Great Falls. Barbara is an international expert on downtown revitalization and will be working with our retailers providing a presentation in the morning and doing 5-6 one-on-one meetings with store owners. Kris motioned to approve the BID funding \$625 toward this event. Sheila seconded. **Motion passed unanimously.** Joan reported that BID, GFDA, NWGF and the DDP are each funding \$625; DGFA will be working with their member businesses to bring Barbara to their businesses; she will visit with 5 to 6 business owners and hold a large group seminar. She will be in Great Falls on Friday, October 2nd. Joan provided Save the Date flyers to the board to provide to their tenants. The first planning meeting will be Tuesday, July 14 at 9am in the BID/DGFA office.

First Friday Art Walk: The Great Falls Art Collective has requested a \$300 sponsorship from the BID. Joan reported that last year we provided \$201 in sponsorship funds. Travis motioned to approve the BID sponsorship of \$300. Sheila seconded. **Motion passed unanimously.**

Team Trolley: Joan reported that DGFA received \$2,400 for June ticket sales; in comparison, \$2,100 was received in 2014 for June ticket sales. Joan reported that DGFA has 3 drivers.

Downtown Partnership: Joan reported that the Partnership meets next on 7/22. Andy noted that he missed the event at the Celtic Cowboy on 6/24; Joan noted that event did not happen but the annual meeting will be in October. Sheila reported that \$37K of TIF funds will be put toward the streetscape project so the 700 block of Central will be completed. She added that Andrew Finch has been advocating for the streetscape project.

Downtown Safety Alliance: Joan reported that the next Business Watch meeting is 9/8 and the topic is emergency preparedness; Brad Livingston, retired National Guard and emergency preparedness expert, is going to be asked to be the speaker. Joan added that Coins for a Cause collections are in line with previous years' collections.

Johnson Hotel: Joan reported that the lease between the BID and iConnect, which has since been assumed by the North Data Center, expired on 6/30/15. In 2010, a 5-year lease with annual increases was signed. The Board instructed Joan to create a new 5-year lease effective 7/1/15 with no increase for the current year but annual increases beginning 7/1/16 and the lease expiring 6/30/20.

Parking Commission: Joan reported that the next Parking Commission meeting is 7/20, Joan and Andy will both be in attendance. Prior to Lee Nellis's departure from the City he wrote a Parking Distress Memo; the Tribune published a story recently based on the memo. The memo addresses the bleak reality that faces the City in regard to the parking program with Asurion closing. Joan noted that she and Andy are meeting with Greg Doyon and Craig Raymond to discuss the contents and the possible recommendations made in the memo. Some of the recommendations were an increase in meter rates; creation of a special parking

assessment; BID manage the parking program as well as other recommendations. Joan reminded the Board that there remain openings on the Parking Commission that need to be filled.

Personnel: Joan reported that she is planning on taking vacation July 20th until August 3rd. Joan added that we are currently using volunteers from the Pre-Release Center for our trash removal; no employees have been hired for the position as of yet.

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

Work Plan 2014-2015: Joan reported that the work plan is on the City Commission's agenda on 7/21; Andy will be in attendance should the Commission have any questions.

New Business:

BID Office Furniture: Joan reported that she's asked Andy to look into pricing new chairs for the BID/DGFA office.

Panhandling: Andy brought up the fact that panhandling seems to be worse this summer. Joan added that there have been reports from downtown retailers that there often are feces on the sidewalks. She added that there is a lack of the GFPD Volunteer force presence downtown this summer. Joan will send an email to Adrienne and Tad and Chief Bowen asking them to attend our next board meeting.

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

VII. **Adjournment:** Meeting adjourned at 10:13am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____