

**Business Improvement District**  
**November 12, 2015**

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

- I. **Call to order:** Andy called the meeting to order at 9:04am.
- II. **Guests:** Steve Alley provided information on the grant applications he has submitted; he has submitted a total of six grant applications. One residential; one façade; four interior (two developer and two new business).
- III. **BID Board:** Joan provided the board with the 2016 calendar of meetings, it will also be emailed.
- IV. **Approval of minutes from 10-8-15 meeting:** Sheila motioned to approve the meeting minutes from the 10/8/15 meeting as presented. Mauri seconded. **Motion passed unanimously.**

V. **Financials:**

**Audit:** The final audit was provided to the Board. Joan reported that Mike Diekhans inquired if the Board wished to hold a meeting with the auditors. It was noted that the only recommendation is that the board must do budget amendments toward the end of this fiscal year; the City has noted the same recommendation. The Board noted that no meeting is necessary, at this time.

**Monthly Financials:** Joan reported that the bank statements for September & October have arrived; financials will be forwarded upon completion of the bank rec. Joan noted that Brett Doney had previously mentioned that most non-profits are getting away from approving their monthly financials and just approving their annual audit. The Board determined that they'd like to continue to approve their monthly financials.

VI. **Grant Programs:**

**CTEP:** Joan reported that an email from the City noted that they were checking on whether or not the CTEP had gone to bid yet or not and they'd be requesting the remaining balance from the BID in December.

**Grant Applications:**

Sora and Co: Joan reported that Sora & Company was paid; they were paid \$2,060. There were some items that were not deemed permanent improvements – evaporative coolers and mirrors.

Pennant: Joan reported that the Pennant building grant was paid out.

Madill: Joan reported that this grant has been updated with an estimate for completion of May, 2016.

Dunn Brown: The board discussed the six grant applications for the Dunn Brown building. Discussion followed on construction commencing; our interior grant criteria notes that significant construction must be started within six months of approval of grant or the application will be rescinded. Sheila motioned to approve a residential grant for a maximum of \$33,871; a façade grant for a maximum of \$1,084; an interior grant for an existing business for a maximum of \$1,620; an interior grant for an existing business for a maximum of \$922; and two interior developer grants for \$10,000 each. Total grants approved for the Dunn Brown building are \$57,497. Garry seconded. **Motion passed unanimously.**

Joan provided the board with copies of the updated grant schedule.

VII. **Old Business:**

**Beautification:**

Holiday Décor: Jonas is in the process of installing the lights and décor now; Cat Graphics will be installing the banners the week of 11/16; the artificial Christmas trees will also be put into that week.

Parking Meter Art Project: Joan reported that the Eagle Scout has completed his portion of the project. Joan provided the board with a before and after photo. Concrete will need to be poured next spring and Joan will find another individual to work on that piece of this project.

Vehicle: Joan reported that the truck is all registered; personalized plates were ordered – GF BID. The truck is situated in the parking garage. The water tank has been emptied and winterized; Kois did a great job setting up the system. Joan inquired if the Board would like to put the downtown logo on the truck. The Board requested bids for downtown logos as well as “Your BID \$ at work” on the truck.

**Sound System:** Andy reported that the speaker outside of Belles & Lace continues to spew static. He will call Good Vibrations to get it taken care of. Andy noted that with Steve's renovations we may have to move the heart of the system from the Dunn Brown building. Joan reported that many people are complimenting that the sound system is back up and running again. It was noted that holiday music would be put on in time for the Parade of Lights.

**BID Expansion:** Joan reported that the City is holding a meeting regarding our proposed expansion. They will be reaching out to meet with the BID following their meeting. Garry inquired about the status of Lithia; Joan noted that GFDA was going to be setting up a meeting with them. There are a few questions - will they remain downtown, will they vote for expansion, etc. Joan noted that Andrew at the City contacted the BID office and inquired about Lithia being eligible for BID grants – hopeful news.

**BID Office:** Joan provided the Board with a bid for new office chairs; visitor chairs without casters are \$119 each. The office would need a dozen; total would be \$1,428. DGFA has approved paying \$714. Sheila moved to approve the expense of \$714 toward a dozen new office chairs; Jason seconded. Andy abstained. **Motion passed.**

**Downtown Great Falls Association:** Joan reported that the Parade of Lights is 11/28; Stroll is 12/4.

**Team Trolley:** Joan reported that there is an art tour on 11/21; it is almost sold out. Luminaria tours begin on Saturday 12/5; charters must be booked by 12/1, after that date it'll be standard rates.

**Downtown Partnership:** The annual meeting of the partnership is 11/19; it will be a lunch held at the Dark Horse banquet hall at 11:30am.

**Downtown Safety Alliance:** Joan reported that the Business Watch meeting was Tuesday, 11/10. The next meeting is 1/12 and the topic is Incident Management. We'll specifically be discussing what to do when there is an emergency happening, if businesses are put in lockdown mode, etc.

**Great Falls Development Authority:** Joan reminded the Board that GFDA is asking for the BID to continue as an investor. Sheila motioned to approve a commitment of \$1,000 for one year. Jason seconded.

**Motion passed unanimously.**

**Historic Preservation Advisory Commission:** Joan noted that HPAC has not reached out yet; a request for funding to help print their downtown walking tour brochures is expected. It was suggested that an app be created; it was noted that the brochures are currently in PDF format on the City's website.

**Johnson Hotel:** Joan reported that a new tenant has moved in; NS Properties is moving into Suite 301. There are two vacancies remaining.

**Parking Commission:** Joan reported that the parking commission did meet in October; November's meeting has been cancelled as they wouldn't have a quorum.

**Personnel:** Joan reported that she'll be out of the office tomorrow; Thanksgiving the office will be closed for Thursday and Friday. Joan noted that she'll be taking off the week between Christmas and New Year's.

**Work Plan 2014-2015:** Joan reported that the work plan continues to be worked.

VIII. **New Business:** Joan reported that the Square sent a funding request to fund \$200 to Rachel Kaiser to complete the mural on the Weissman Bridge. The Board noted this location is too far outside of the BID boundaries to be able to justify funding the project.

Jason inquired about the BID and snow removal. Joan noted that it is a part of our work plan, it does remain the property owner's responsibility but the BID will create a path throughout the district. Discussion followed and Joan was instructed to lower the threshold; snow will be plowed when there is 2 inches on the ground. Doug will be informed that snow removal is the priority.

IX. **Public Comment:** Sheila acknowledged and thanked Andy for the extra work he does; sound system, water tank, etc.

X. **Adjournment:** Meeting adjourned at 10:19am.

Andy Ferrin, Chair

Date: \_\_\_\_\_

Joan Redeen, Staff

Date: \_\_\_\_\_