

Business Improvement District
May 12, 2016

Board Present: Andrew Ferrin, Travis Neil, Sheila Rice, Mauri Novak, Jason Madill, Garry Hackett (via phone)
Board Absent: Kris Harrison
Guests Present: Bill Collins
Staff Present: Joan Redeen

- I. **Call to order:** Andy called the meeting to order at 9:00am.
- II. **Guests:** No guests wished to address the board.
- III. **BID Board:** Joan reminded the board that next month recommendations will need to be made in regard to the opening on the Board with Mauri's departure and Travis & Jason eligible for extensions.
- IV. **Approval of minutes from 4-14-16 meeting:** Sheila motioned to approve the meeting minutes from the 4/14/16 meeting as presented. Travis seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: No financials to review at this time, March & April will be reviewed at the June meeting.

Budget 2016-2017: Joan presented the proposed draft budget for FY16-17. It was noted the City's estimate for the assessment income for 16-17 is \$271,578. It was noted if adjustments are made for the residential factor within the district this figure will go down; in addition there are protests of the DOR property tax increases, the City has advised the BID to make an allowance for protests. Last year's assessments were \$204K. It was noted that the protest period ends next week so perhaps the City can provide a more accurate figure. Discussion followed on proposed budget line items; final budget must be approved at the June board meeting. Discussion was held on supporting DGFA; the DDP is discussing funding staff time for downtown projects via the TIF fund – BID and TIF could provide funding for DGFA. Andy, Sheila & Joan will meet with DGFA's board chair & treasurer to discuss the possibilities in preparation for BID budget approval.

The Board was reminded that budget amendments for the current fiscal year will need to be done at the June board meeting. It was noted that these budget amendments are more for the auditor than for the City, but the City will be notified of the amendments as well.

VI. **Grant Programs:**

CTEP: Joan reported that the streetscape project is moving along; three areas are complete with the exception of the lighting. They are currently working in two areas. They will have a 3-week work stoppage and will be back at the end of June. The lighting is on backorder and will not be in for a few months. Discussion followed on the south side of the 200 block of 1st Ave South; Andrew Finch at the City is supposed to be connecting with the property owner.

Grant Applications: Downtown Dice: Travis motioned to deny the Business Incentive Grant application received from Downtown Dice as it did not meet the criteria for the grant; it is not a new business moving into the BID boundaries. Sheila seconded. Mauri abstained. **Motion passed.**

Dunn Brown requested an extension on their grants until November, 2016.

Brush Crazy has again been requested to provide a status update.

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

VII. **Old Business:**

Beautification: Holiday Décor: Joan reported that additional supplies were ordered and the décor is being worked on every Monday & Tuesday. The Board approved \$2K last month and \$1,649 has been spent of that so far; total expense so far is \$2,060 with the expense approved for the trial period. Additional bills are due on the freight on the garland, for the painting and repairs.

Holiday lighting is in the process of being removed; additional spools need to be ordered and the rest of the lighting will be removed.

Parking Meter Art Project: Joan reported that Bill Collins son is interested in our Eagle Project. The meters are at Central Lock getting the locks fixed and will be delivered to Advanced Coating for priming. SP+ will be able to provide us with poles. The goal is to have eight; we currently have five.

Placemaking: Joan reported that she attended a Placemaking workshop last week in Helena. She added that Great Falls was selected to host a group called BACI – Building Active Communities Initiative. There was a conference held here in March. The group that attended BACI is working on building environment; they are focusing on Davidson Plaza. The BID may be approached to support the project. Discussion followed on the possibilities and the fact that this would not be a fundraiser; it was bringing people downtown.

Sound System: Andy reported the sound system is working; no change has been made in the Dunn Brown building yet.

Miscellaneous Beautification items:

Joan noted the letter that was sent to the City and provided to the BID board; no action is necessary.

Joan provided the Board with an image of Mighty Mo's new bike rack.

Joan reported the yarn bombing has created great buzz and it will remain in place at least through mid-June. MApril will be held 5/21 and 6/4; the downtown focus will be Friday 6/3. Davidson is again challenging downtown businesses to clean alleys.

Roberts Park and additional safety measures have been discussed; painting crosswalks has been something that has been discussed. The City has approved the project; trying to find funding for it between the Roberts group and the BID. Discussion followed on safety and options; Joan will continue to explore with the City.

BID Assessment Formula: Joan reported that a great deal of information was provided to the board on all of the other cities in the state's BID formulas; it was noted that our formula is a little bit less than the others but formulas do vary dramatically. No other BID in the state make an allowance for residential; it was noted, by more than one BID, that all parcels located in their BID's receive the same services. It was noted that every year the City Commission passes a resolution to approve the BID formula; the current formula was established in 1989 and has never been changed, it can be changed annually. Any change adopted today will go into effect July 1, 2016. It was noted that there are 23 parcels, at this time, which will be eligible for the new Land Use Code 125; every parcel in the BID is zoned commercial. Travis motioned to adopt a BIDR component added to our assessment formula. Mauri seconded. **Motion passed unanimously.** Sheila motioned to set the initial rate for BIDR at \$50 flat rate per parcel and to readdress it in one year; this rate will be applied to all parcels coded with the new Land Use Code 125. Mauri seconded. **Motion passed unanimously.**

BID Office: Joan reported that Stockman has filed for several demolitions permits in Missoula; no news on our office location. Joan continues to explore options; one option is to explore the possibilities with the building on the corner of Park Drive & Central Ave. This building could be a downtown visitor information center and the BID/DGFA office.

Downtown Great Falls Association: Andy reported that Music on the Mo will be held three times during the summer; June, July & August. The Taste of GF will be held in mid-June.

Team Trolley: Joan reported that the trolley is set to start running daily on June 1st; DGFA continues to seek out additional drivers, they only have one who has a full-time job.

Downtown Partnership: Joan reported that the second Downtown Showcase is tomorrow in the Dark Horse from 9am to 10:30am.

Sheila reported on the City's plan for the drainage issue in the 300, 400 & 500 block of Central Ave; construction is planned for late summer, starting in August. It was noted that some property owners could be encouraged to replace their sidewalk at the same time. The Sidewalk Grant was discussed. Sheila motioned to temporarily change the Sidewalk grant as follows: beginning July 1, 2016 for one-year sidewalk grants would be funded at 25% up to a maximum of \$3,000 per 25 linear foot section of sidewalk. Travis seconded. **Motion passed unanimously.**

The next meeting of the DDP is Wednesday, June 8th at 9am.

Downtown Safety Alliance: Joan reported Business Watch was this past Tuesday and was very well attended; DDACTS was the topic. The next Business Watch is in September and the topic is Emergency Preparedness. She added that Tad Kimmert, our BRIC Officer, will be going back to patrol in June so we'll have a new BRIC Officer. Carol Bronson will be serving on the interview committee as the interviews take

place next week. Sheila reported that Joan & Carol did a nice job recognizing Tad at the last Business Watch meeting.

Johnson Hotel: Joan reported that there will be two vacancies as one tenant is moving out on the 18th.

Parking Commission: Mauri commented on downtown Bozeman and its parking program with no meters and visitors willing to park and walk; in comparison to downtown Great Falls and its meters. He has come to the realization that the meters should be removed. He encouraged the Board to take a position on parking and make a recommendation to the City on the subject.

Personnel: Joan noted that she will be out of the office 5/18 to 5/20 and taking vacation the week of 6/20.

Work Plan 2016-2017: Joan presented the draft for FY16-17; it will need to be approved at the June Board meeting. Changes made were the removal of the CTEP and BID Expansion; Sheila recommended adding Holiday Décor and support of DGFA, in some fashion as yet to be determined. Joan brought up the banners downtown; BID has purchased the hardware to hang the banners, DGFA has funded the banners. The banners are in need of replacing at this time.

VIII. **New Business:** Mauri suggested that the Board look at the Developer Grant and turn it into a loan fund.

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

X. **Adjournment:** Meeting adjourned at 11:06am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____