

Business Improvement District
June 9, 2016

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

- I. **Call to order:** Andy called the meeting to order at 9:07am.
- II. **Guests:** No guests wished to address the board.
- III. **BID Board:** Andy noted that the board needs to make recommendations to the City Commission; he encouraged diversity. Joan reminded the board of the three applicants; Max Grebe, representing L'Heureux Page Werner; Bill Collins, representing Easter Seals Goodwill; Jim McCormack, representing the Great Falls Rescue Mission.
Garry motioned to extend Travis Neil's term on the board for four more years. Jason seconded. Travis abstained. **Motion passed.**
Garry motioned to extend Jason Madill's term on the board for four more years. Travis seconded. Jason abstained. **Motion passed.**
The board recommended that an architect be appointed to the board, Max Grebe will be the recommendation made to the City.
- IV. **Approval of minutes from 5-12-16 meeting:** Kris motioned to approve the meeting minutes from the 5/12/16 meeting as presented. Travis seconded. **Motion passed unanimously.**
- V. **Financials:**
Monthly Financials: The Board received the March, April & May financials via e-mail. There being no discussion on the financials, Garry motioned to approve the 3/31/16, 4/30/15 & 5/31/16 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Kris seconded. **Motion passed unanimously.**
Budget 2015-2016 Amendments: Sheila motioned to amend the budget as follows: decrease Special Projects by \$3,800 to \$11,200; increase Insurance by \$600 to \$6,100; increase JH Management Expense by \$2,500 to \$13,000; increase Taxes, Licenses & Fees by \$500 to \$1,500; increase Travel & Education by \$200 to \$1,000. Travis seconded. **Motion passed unanimously.** This amendment was made to satisfy the auditors' requirement for budget amendments. The City will be informed of the amendments.
Joan informed the board that the Quickbooks Payroll program has an annual fee; the renewal fee is \$519 due on 7/17, the Stockman Bank account will automatically be debited for this amount as it exceeds our Petty Cash card limit of \$500.
- VI. **Old Business:**
Downtown Great Falls Association: Sheila reported that we met with DGFA's board chair & treasurer. Based on the BID Board conversation at the last board meeting a Professional Services Agreement (PSA) has been drafted, for board review and approval prior to going before DGFA's board for their review and approval. Sheila noted this agreement calls for all employees to become BID employees; DGFA would refund the BID for salaries above a set amount (as yet to be set). DGFA Director of Operations would report to BID Community Director under the guidance of the DGFA Board. All other DGFA employees will report to the DGFA Director of Operations. The draft was proposed to be a 3-year agreement, commencing on July 1, 2016. Either party would need to give the other party 6-months' notice if they wish to cancel the agreement. Discussion followed. Garry would like a BID board member to sit in on DGFA's board meetings and DGFA staff to attend our board meetings. Sheila volunteered to be the BID Board member to attend DGFA meetings. It was recommended that the agreement be for 3-years but an annual financial review be provided to the BID. Sheila will make the recommended adjustments to the PSA and it will be sent to the board for a final review prior to being presented to the DGFA board.
Travis motioned to approve the proposed agreement, with suggested minor corrections, to cover DGFA's Director of Operations salary up to \$30K annually for a three-year time period. Sheila seconded.

Garry motioned to amend the original motion to cover DGFA's Director of Operations salary up to \$25K annually for a three-year period. Jason seconded. **The amended motion for \$25 annually was passed. Sheila and Kris voted against.**

VII. Grant Programs:

CTEP: Joan reported that the streetscape project is moving along; weekly construction meetings will be moved to the BID office, every Tuesday at 9am – meetings last about 5 to 10 minutes. Work will resume the week of June 27th; 4th Street & 6th Street, then on to 7th Street and the 700 block of Central. There have been tree issues but they are being resolved. Andrew Finch received an estimate of \$124K for 1st Ave South and the side streets on 2nd and 3rd.

Grant Applications: Joan provided an update on the Façade grant application received in September, 2015, from Feather Your Nest. Sheila motioned to approve a façade grant application for Feather Your Nest, amount as yet to be determined; payout will be made upon submission of final receipts. Garry seconded. Discussion followed. **Motion passed unanimously.**

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

VIII. Old Business:

Beautification: Holiday Décor: Joan reported that 15 pieces of décor are complete. The board authorized additional supplies being ordered prior to 6/30/16.

Parking Meter Art Project: Joan noted there is nothing new to report at this time; a meeting will be scheduled with Bill Collins son to discuss the Eagle Project aspect of this.

Placemaking: Joan reported that the BACI group is working on making Davidson Plaza the place to be on the day of the Sidewalk Sale on 7/30. Joan provided the board with information about a pedlet, created in W Allis, Wisconsin. Dining is on the sidewalk and a temporary structure is built and put into a parking spot for pedestrians to safely continue, walking around the dining. Joan is meeting with Mighty Mo to see if they would be willing to be the guinea pig for this. She noted that if the BID can fund the structure, the City is working with us on the parking space and Mighty Mo is looking at the DOR requirements due to alcohol and sidewalk dining. The Board discussed the possibilities and recommended the use of the Outdoor Grant. It was noted that the Outdoor Grant calls for permanent improvements only. Sheila motioned to amend the Outdoor Grant to include the following, "Including temporary structures, such as pedlets." Kris seconded.

Motion passed unanimously.

Roberts Park: Joan reported on the painted crosswalk idea; no new news at this time, but she'd like to see the project completed this summer. Jason noted that there is a great deal of work that needs to be done in this alley and inquired about the status of signs. He added that he opposes painting of the crosswalks unless there is signage. Joan reported that the City has noted that the Slow Children Playing signage is not recognized as an official traffic control device and will not be put in place, by the City; the City can install Pedestrian Crossing signs but will do that with a crosswalk. Mauri reported that the property owners behind Subway combined dumpsters; he will work on doing that in this alley as well.

Joan reported that the DDP applied for an Art Place grant that would have been put to work in the Roberts Playground alley; the grant application did not advance beyond the initial application phase.

Sound System: Andy reported that he is meeting with Good Vibrations after this meeting to discuss relocation of the sound system.

Trees: Joan reported that the Public Drug trees on 4th Street were vandalized again; the trees are being broken off. Tillerias has already replaced them. Joan has asked Public Drug to explore security outside of the building and let the BID know their costs associated with it – to explore all options. The Board asked Joan to get prices on tree gates that wrap around the base of the trunk of a tree.

BID Office: Joan noted there is nothing new to report at this time. Garry asked that a speaker phone be acquired so if Board members are phoning in for a board meeting they can hear everyone speaking.

Downtown Great Falls Association: Team Trolley: The trolley started running its daily tours on June 1; they only have one driver.

Downtown Partnership: Joan reported that the DDP met yesterday; they are moving forward with wayfinding with the City as the lead on that project.

Downtown Safety Alliance: Joan reported that a new BRIC officer begins work mid-June. Next Business Watch is 9/13; the topic is Emergency Preparedness.

Johnson Hotel: Joan reported that new rental agreements have been sent out to all tenants and go into effect on July 1st; the new agreement calls for a late fee. There are two vacancies and one former tenant has a large balance owing; Joan is working with the tenant to resolve the balance.

Parking Commission: Joan reported that she has not been in attendance at their recent meetings; Garry noted they are almost ready to present some minor changes to the City Commission.

Personnel: Joan noted that she is taking tomorrow off and will be taking vacation the week of 6/20.

Work Plan 2016-2017: Joan presented the final draft for FY16-17; Garry motioned to approve the Work Plan 2016-2017, as presented. Kris seconded. **Motion passed unanimously.**

Budget 2016-2017: Joan presented the final draft budget for FY16-17. It was noted that the following line items were increased, as previously discussed: Salaries increased; Holiday Décor; Beautification (for new flower pots for the rock planters); Special Projects and Business Grants. All four line items that had amendments were also increased. Assessment Income was adjusted to allow for the new BIDR component to the formula. Joan reported that the City has reported that any protests filed will not affect the BID budget. Sheila motioned to approve the Budget 2016-2017, as presented. Garry seconded. **Motion passed unanimously.**

IX. **New Business:** Garry reported that he is in the process of acquiring 511 Central Ave; anyone interested can take a tour with Garry after this meeting.

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

XI. **Adjournment:** Meeting adjourned at 10:52am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____