

Business Improvement District
September 8, 2016

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

- I. **Call to order:** Andy called the meeting to order at 9:01am.
- II. **Guests:** No guests were present. Joan reported that next month the auditor will be joining us as well as someone from the Benefis Foundation.
- III. **Downtown Great Falls Association:** Kellie reported that DGFA held three successful Music on the Mo events; it was profitable. It was well received, family friendly and a great event. Stroll button judging is happening now; voting ends 9/16. Motoberfest with a Fun Run is 9/17. DGFA continues to seek drivers for the trolley. Preparations for Luminaria tours are underway. Joan reported that the BID auditor is suggesting a compilation, if the BID Board is going to be requiring something from DGFA. But he also noted that the compilation will not tell the BID anything more than DGFA's financial statements so the BID could save DGFA money by simply requesting financials.
- IV. **BID Board:** Joan reported that Max Grebe has been appointed to the board.
- V. **Approval of minutes from 8-11-16 meeting:** Sheila motioned to approve the meeting minutes from the 8/11/16 meeting as presented. Garry seconded. **Motion passed unanimously.**

VI. Financials:

Monthly Financials: The Board received the June, July and August financials via e-mail. There being no discussion on the financials, Sheila motioned to approve the 6/30/16, 7/31/16 & 8/31/16 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Max seconded. **Motion passed unanimously.**

Joan reported that the auditor has wrapped up his in office work and will attend the October board meeting to report his findings. The auditor was able to visit with Kris while he was in the office; he did note that things look good.

Joan reported that the City has notified the office that the assessment estimate was not accurate and has been adjusted for a decrease in assessments of approximately \$21K. The City Commission will be approving the assessment formula at their 9/20/16 meeting; the BID Board noted that they will allocate revenue, as received, to its expenses appropriately. It was noted that our income is still estimated to be higher than it has been in previous years. Joan reminded the board if budget amendments are necessary they will be done in June, 2017; she will continue to track expenses vs. budget as the year progresses.

VII. Grant Programs:

CTEP: Joan reported that the streetscape project is wrapped up. There is re-surfacing on 6th Street, but that is not related to our streetscape project. Discussion followed on the rhino-blasting in the 400 block of Central Ave; the Board noted that they are concerned about the appearance of this.

Grant Applications: Rocky Mountain Building: Joan has sent a few letters requesting updates from the Rocky Mountain building on both their façade, as well as their residential grant.

Joan reported that there is an incomplete interior grant application that was received and will be forwarded to the board once it is complete.

Sidewalk Grants: Joan reported that sidewalk grant applications have been received from the Johnson Hotel building, Mighty Mo, the Pennington building and the Pennant building.

The Pennant Building's estimate was \$7,500; maximum sidewalk grant they are eligible for is \$1,775.

Sheila motioned to approve the Pennant Building's Sidewalk Grant application for a maximum payout of \$1,775. Max seconded. Jason abstained. **Motion passed.**

Mighty Mo's estimate was \$1,200; maximum sidewalk grant they are eligible for is \$300. Max motioned to approve Mighty Mo's Sidewalk Grant application for a maximum payout of \$300. Sheila seconded.

Motion passed unanimously.

Pennington Building's estimate was \$13,600; maximum sidewalk grant they are eligible for is \$3,000. Garry motioned to approve the Pennington Building's Sidewalk Grant application for a maximum payout of \$3,000. Jason seconded. **Motion passed unanimously.**

Johnson Hotel building's estimate was \$2,500; maximum sidewalk grant they are eligible for is \$625. Jason motioned to approve the Johnson Hotel's Sidewalk Grant application for a maximum payout of \$625. Garry seconded. **Motion passed unanimously.** The Johnson Hotel building will be submitting additional estimates for additional work; they were awaiting estimates from MRTE for the additional work.

Center for Mental Health: Joan reported that the Sidewalk Grant application for the Center for Mental Health was calculated incorrectly, it was calculated at 20%, rather than the temporary increase to 25%. Garry motioned to approve the final payout on the Center for Mental Health's sidewalk grant to \$441, rather than the originally approved amount of \$352. Jason seconded. **Motion passed unanimously.**

Brush Crazy: Joan reported that the Brush Crazy interior grant has been paid out. Joan provided the board with copies of the updated grant schedule.

VIII. Old Business:

Beautification: Holiday Décor: Joan reported that we continue to work on the décor. Additional supplies were ordered on 8/31 as prices went up on 9/1. There are 24 pieces complete at this time. The goal for storage is bicycle hooks in the basement of the Johnson to hang them and store them. Discussion followed on recognition of the volunteer working on this project.

Parking Meter Art Project: Joan reported that the Call to Artists went live and submissions are due by 9/16; one submission has been received. The Eagle is moving forward on the project; it is scheduled to be finalized next spring.

Placemaking: Joan reported that the grant application to the Montana Main Street will be reviewed on 9/9; we await word from the state. Joan met with the Board of Realtors last week to discuss their grant programs.

Roberts Park: Joan reported the crosswalk project is complete. Sherwin Williams has noted that the paint should last 2-3 years; the stencils and extra paint have been stored to touch up the crosswalks if needed. It was a very hot day with lots of residents involved in the project from 2 years old and up.

Sound System: Andy reported that the system remains shut off; the power is shut off. Garry had reported that his speaker was spewing static; Doug had been instructed to pull the cables. Discussion followed on moving the main system into the 511 Central Avenue building (Garry's building). Discussion followed on updating the system; Joan noted that Good Vibrations has previously said we have a good system; it's just a matter of being impacted by our weather and wind.

Banners: Joan reported on the program in Las Vegas with Call to Artists for banner artwork and changing banners. She added that she'd like to see the banners change from being a marketing/promoting item for downtown and changing it to beautification – having the BID fund new banners that are attractive and have more consistency that what is currently out there; it was noted that currently there are banners for the Russell, United Way, and Downtown. Sheila suggested that the board take a walk on Central and see what banners are out there; she likes the idea of allowing the advertising/promoting.

Downtown Partnership: Joan reported that the City is the lead on the Wayfinding project; Sheila noted that there will be a detailed Wayfinding plan. She added that the art committee consists of Joan and herself and we're tasked with finding something the DDP can do.

Downtown Safety Alliance: Joan reported that the next Business Watch is 9/13; the topic is Emergency Preparedness. The new Emergency Manager for the City, Dave Nordel, will be the speaker. Farmers Insurance is the sponsor; Great Harvest is providing the food.

Johnson Hotel: Joan reported that there remain two vacancies in the incubator; there have been some inquiries recently so these spaces will be shown. The Association sent an email about some vandalism in the building; it may have been connected to the residents on the 5th floor. Discussion on the grant expiring; it is due to be up sometime in 2016-2017. KDS Networks has inquired about the possibility of acquiring the floor.

Montana Downtown Conference: Joan reported that the conference is in Butte this year; Wednesday, October 5th to Friday, 7th. Early bird registration deadline is 9/23. Joan added that she is registered and is speaking on Thursday.

Parking Commission: Joan reported that the Parking Commission's recommendations to the City Commission have passed; some meters in outlying areas will be removed, the residential program is suspended and Saturday enforcement has been suspended. These changes are temporary to see how they are received by the community. The Board inquired if that will save the City any money; it was noted that it does not appear that any of these changes will save the City money. Joan reported that SP+'s contract is due for renewal in December.

Personnel: Nothing new to report at this time.

Work Plan 2016-2017: Joan reported that the work plan continues to be worked.

IX. New Business: Joan reported that National PARK(ing) Day is Friday 9/16. Tilleraas has agreed to do this for us again; the press release will be issued tomorrow.

Sheila asked if a press release could be sent out announcing completion of the streetscape project.

Discussion followed on perception and downtown and how to overcome.

Jason inquired about trees and mulching those trees that don't have tree grates. Joan noted that many trees need to have about 4-6 inches of dirt removed; Jason noted that his trailer could be used for this purpose with Andy's truck. Joan will work to schedule this early next spring and then work with the City to provide the mulch.

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

XI. Adjournment: Meeting adjourned at 9:58am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____