

**Minutes**  
**Business Improvement District**  
**January 6, 2011**

Board Present: Alison Fried, Julie Duffy, Stacey Schaefer, Tony Longin, Hayley Leray  
Board Absent: Steve Alley, Doug Lorello  
Staff Present: Joan Redeen

- I. **Call to order:** Alison called the meeting to order at 4:02pm.
- II. **Guests:** No guests were present at this meeting.
- III. **Approval of minutes from 12-2-10 meeting:** Tony motioned to approve the minutes from the 12/2 meeting. Stacey seconded. **Motion passed unanimously.**

- IV. **Financials:** The Board received the November financials via e-mail last week. There being no discussion on the financials Julie motioned to approve the 11/30/10 financial statements which include the Balance Sheets, P&L, and the P&L/Budget comparison. Tony seconded. **Motion passed unanimously.**

Julie noted that the \$50K CD at Stockman Bank renews today and we have 10-days to decide what to do with it. We just received a check for \$85K from the City today for November assessments and it has been deposited. We have \$13,554 in grants to pay out within the next few weeks. Stacey motioned that we keep \$15K in checking; move \$18K to the money market so that account has approximately \$40K in it; increase the \$50K CD at Stockman to \$75K and keep it for six months at .55% and purchase a 2<sup>nd</sup> CD for \$25K at Stockman for a three month term at .25%. Hayley seconded. **Motion passed unanimously.**

- V. **Grant Status:** Joan reported that Garry Hackett has submitted a grant request for an interior grant for his commercial space. She noted that the grant request was e-mailed to the Board to January 3<sup>rd</sup> so the Board could review it and decide if there was anything further needed before discussing it here. Stacey inquired why Garry hadn't completed the BID Grant Application that is available on our website. Joan noted that she can easily have Garry complete it but she was unaware that it was policy to have every applicant utilize the application; she thought it was merely a guide if someone didn't know what to do or how to apply. She added that if it is policy she will be sure that every grant that is submitted from here on will be on the application form. Discussion followed on Garry Hackett's grant request. The estimate for the work is \$43,000. He would be eligible for a maximum interior grant of \$5,000. Tony motioned to approve a \$5,000 interior grant for Garry Hackett upon receipt of his completed BID grant application. Hayley seconded. Julie abstained. **Motion passed.** The Board instructed Joan that all future grant applications must be submitted on the BID grant application.

Joan noted that with the recent fire at the Tap House Grill this past Sunday (January 2<sup>nd</sup>) she inquired if the Board thought they'd be eligible for a grant if they were to inquire and/or apply. Alison noted that a grant was provided for that location when it was the Rio Ranch Grill so she asked Joan to look into when that grant was funded. The Board noted that they can apply and a decision will be made based on their application when it is submitted.

**VI. Regular Business:**

**Downtown Action Alliance:** Alison noted that the DAA met on 12/23. She reminded the Board that the monthly meetings continue the conversation and the focus is on downtown for two hours every month. Representatives from the City are also attending every month. Everyone involved in the DAA is involved in the master planning process as well. Joan noted that the engineering report is in on the Rocky Mountain Building and it notes that the building is savable. Set Free has acknowledged that they need to remove the fourth floor and has informed the City that they are ready to put the roof on as soon as the weather cooperates. Alison informed the Board that

downtown safety is also a topic every month that the DAA addresses. Tony commented that he thinks it is a good thing that the DAA keeps going.

The next DAA meeting is scheduled for Wednesday, January 26<sup>th</sup> at 9am at NeighborWorks.

**Downtown Great Falls Association:** Joan informed the Board that DGFA's annual meeting is Tuesday, January 18<sup>th</sup> at 6pm in Times Square. Joan, Alison, Trina and Sue have been working on putting together the new downtown information packet. Joan showed the Board a rough sample of what it will look like. It will include a calendar of events for the year, info on DGFA and the BID and on the Business Watch program as well. Joan noted that Sheila on DGFA's Board has asked if the BID Board would be willing to help distribute the packets to downtown businesses. They were talking about doing a 'blitz' where the Boards would meet up here and go out for two hours and take 10 to 15 minutes with each business, providing them with the packets and getting their Downtown Information Form filled out. The BID Board noted that Thursday 1/27 would work best for them to do this with the DGFA Board.

**Downtown Master Plan:** Joan noted that the next meetings for the working groups are as follows: Character - Stacey & Doug meet on January 20<sup>th</sup>; Accessibility – Joan & Steve meet on January 25<sup>th</sup> at 4:30pm; Livability – Hayley & Tony meet on January 25<sup>th</sup> at 5:15pm; Vitality – Alison meets on January 25<sup>th</sup> at 5:30pm. E-mails will be sent from Brant at the City and the working group chairs reminding everyone of these meetings and their locations.

**Downtown Safety:** Alison noted that the safety committee continues to meet regularly. The next Business Watch meeting is Tuesday, January 11<sup>th</sup> at 5:30pm at NeighborWorks. The topic will cover Gangs & Drugs. Davidson Companies is our sponsor, for their third and final month; Subway will be catering.

**Johnson Hotel:** Joan reported to the Board that we have replaced several of the emergency lights on the 3<sup>rd</sup> floor as the batteries were dead and Mike informed Joan that it would be cheaper to replace the lights than to replace the batteries. Mike, Stacey's repairman, has handled all of this for us. Joan noted that a window in the incubator fell in with the high winds we've had. TC Glass handled the repair; they noted that the window had warped. Joan noted that Jeremy is no longer our employee and we have hired another gentleman through the Center for Mental Health. The work set up is the same, four hours per week at minimum wage. Joan also informed the Board that Gold's Gym is looking for a downtown location to have lunch hour classes. Joan inquired if the Board would be willing to discuss the possibility of their using the old computer room in the Incubator. The Board noted that if Gold's Gym were interested in the space we could discuss it.

**Parking Commission:** The next meeting of the Parking Commission is January 18<sup>th</sup>.

**Trees/Beautification Efforts:** Joan informed the Board that she had a conversation with Steve Jonas and he is willing to do the holiday décor again for us this year. She added that she and Steve were discussing creative ideas about what to do with the lights so they are more noticeable. Conversations will continue to occur over the next few months.

**Work Plan:** Joan noted that she'd like to see us move forward on implementing a clean & safe team this spring. The Board instructed Joan to start doing some research on this topic. Discussion followed on prevailing wages and whether or not that will apply. The Board instructed Joan to inquire with the City Attorney about this topic.

## VII. **Other Business:**

**Board:** Alison reminded the Board that her term expires on June 30<sup>th</sup>.

**GFDA:** Joan informed the Board that GFDA is hosting a talk on 1/13 about establishing their Angel Investor Network. The Board inquired about the city-wide branding project. Joan noted that she has not heard anything further from GFDA in regard to their branding project.

**Personnel:** Joan informed the Board that her two-year anniversary working for the BID was yesterday.

**\$2 Bill February Buy Local Campaign:** Alison informed the Board about the Tribune article that inspired this campaign. There are several creative ways to participate in the campaign. So far Dragonfly will be giving \$2 bills away with any purchase of \$20 or more; Subway will be using \$2

bills for change; NeighborWorks and GFDA will be giving \$2 bills to their employees. Joan noted that there are many others interested in participating; they are just trying to decide how to participate. The \$2 bills will be provided in envelopes from Stockman Bank. The theme is “Pass Me Around...Spend Me Downtown”. Discussion followed on putting stickers on the \$2 bills and Julie noted that she will inquire at the bank if we can legally do that or not. Tony commented that the bills will likely not be spent downtown. Joan responded that it would be all right if that occurred as it will still create ‘top of mind awareness’ and the first thought someone will have when they see a \$2 bill is “Downtown”.

The meeting was adjourned at 5:55 pm.

The next board meeting will be Thursday, February 3, 2010 at 4:00pm.

Alison Fried, Chair

Joan Redeen, Staff

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

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