

Business Improvement District
December 8, 2016

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

- I. **Call to order:** Andy called the meeting to order at 9:15am.
- II. **Guests:** No guests wished to address the board.
- III. **Downtown Great Falls Association:** Kellie is at Leadership Great Falls. Joan provided all present with the 2017 Calendar of events. Kellie is mailing out 2017 membership information and ballots of the DGFA board. Nightly Luminaria Tours begin on 12/12 and run until 12/30 with the exception of 12/24 & 12/25.
- IV. **BID Board:** Kris Harrison has given notice that she'll be resigning from the board; she is moving to Billings with US Bank. The term expires 6/30/17. The City is advertising for the position already. Sheila has already expressed interest in serving as the Treasurer. Joan recommended that the bank accounts be moved to US Bank; with Kris no longer serving on the board this can be done.
- V. **Approval of minutes from 11-10-16 meeting:** Kris motioned to approve the meeting minutes from the 11/10/16 meeting as presented. Travis seconded. **Motion passed unanimously.**

VI. Financials:

Monthly Financials: The Board received the September & October financials via e-mail. Joan reported that the transfer that was made that was supposed to be from Checking to Money Market was done incorrectly; it was just discovered with Kris completing the November bank reconciliation. An email will be sent to the bank to correct that error and the November financials will reflect the correction. There being no further discussion on the financials, Travis motioned to approve the 9/30/16 & 10/31/16 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Garry seconded. **Motion passed unanimously.**

VII. Grant Programs:

Joan provided the board with copies of the updated grant schedule. It was noted that our grants are reflecting a credit; this is due to the fact that the CTEP from 2014 was finally paid to the City, but they did not request the entire amount the BID had approved so that expense that was not paid out was credited back.

Grant Programs – Criteria – Joan provided the board with the grant criteria for the Business Incentive Grant via email. The proposed change is worded as follows: "...located within the within the Business Improvement District as an incentive for a first time location or relocation of a new business downtown within the boundaries of the Business Improvement District." The Board requested that "or relocation" and "new" be removed and the proposed changes be emailed to the board again for their review at the January board meeting.

Grant Applications: Pierce Family Insurance: Joan reported that a Business Incentive Grant application was received from Pierce Family Insurance. The Board received the application via email. Kris motioned to approve the Business Incentive Grant for Pierce Family Insurance for \$375. Garry seconded. **Motion passed unanimously.**

Johnson Hotel: Joan reported that the Johnson submitted additional estimates for sidewalk work; they were previously approved for a maximum grant payout of \$625. Their total potential payout now is \$1,915. The Board received the additional information via email. Garry motioned to approve a maximum total payout for the Johnson Hotel building's sidewalk grant of \$1,915. Kris seconded. **Motion passed unanimously.**

Dunn Brown: A letter has been sent requesting an update.

Garry noted that his business incentive grant for STOP is still on hold due to the building having sprinklers installed. He will let the BID know when STOP has moved in.

VIII. Old Business:

Beautification: Banner Policy: Joan reported that she is seeking bids for building the brackets for the Cobra lights. Cat Graphics and the high school welding shop are both working on bids. The alternative is that the City will remove the brackets on the new Cobra lights at 7th; if the BID decides to not go with banners at this height. It was noted that the banner policy has not been finalized yet.

Holiday Décor: Joan passed a Thank You card around for the board to sign; the volunteer will be receiving \$300 in downtown gift certificates with the card. The Office of Christmas Spirit is set up downstairs; thanks to Charlie Byrne for providing the space free of charge, a letter has been sent to him acknowledging that. A press release was sent out acknowledging that the décor has been restored; KFBB ran a story on it. Our volunteer continues to wish to be anonymous and stay out of the spotlight. Discussion followed on the lighting of the trees and how good they look; but the board would like to see even more trees with lights next year. It was noted that some of the tree grates are starting to cut off the tree trunks and need to be cut out; Joan will work on that.

Lighting: Joan reported that the lights should be up and running; Garry noted that most of them do appear to be working. It was noted that it has taken since September to get these issues resolved. Discussion followed on who pays for what and who is responsible for what; it was noted there are Special Lighting Districts downtown that the City manages and Northwestern Energy is responsible for maintaining. DGFA pays the electric bill for the Cobra lights.

Placemaking: Joan reported that Max is in design mode for the pedlet. A conference call was held yesterday with the state and we are on track with the project.

Sound System: Andy reported that the sound system is up and running; it has been set up with a temporary cable so that it will run. Since the Stroll is over Good Vibrations can take a little more time to get it fixed and working correctly; it's possible that two speakers are not functioning and the volume control doesn't seem to be working.

BID Office: Joan reported that the move went well and we are situated in the Chamber office now; we were out of the old office by 11/28. It was noted that this location is a temporary situation. The BID and DGFA has two options – Charlie Byrne, the owner of this building, is willing to work on this location and construct the space to accommodate all of the various entities. The other option is that Charlie also owns the old Montana Power building, where the quilting shop and barber shop are currently located on Central and Park. Joan noted that she's had a vision for that space to be a downtown visitor information center and house the BID, DGFA, Chamber, TBID/Tourism, and possibly GFDA if they wished to relocate there as well. Charlie has noted that the BID can make a proposal to him for the building; he has noted that he is not willing to sell the building we are currently located in. Joan added that the building does need a great deal of work; new roof, abatement, elevator repair, stairwell repair to be up to code, etc. There is a Phase I and Phase II that has been completed on the building; but an updated Phase I needs to be done and Lillian has noted there shouldn't be any costs associated with that. Joan reported that Sheila has recommended that the BID try to work on the Rocky Mountain building; Travis noted that he believes that building could possibly be beyond repair as it's been without a roof for over 7 years and now is more open than in previous years. Joan reported that she's trying to connect with the EDA to find out if the grant on the Johnson has sunsetted. KDS Networks has already inquired about acquiring the 3rd floor from the BID, should we get to a point where we wish to sell. Garry requested a tour; Joan will arrange a tour of this building and the old Montana Power building. Joan added that UGF has approached the BID about finding a theater space downtown; the Montana Actors Theater building was recommended and they might be interested if the BID did pursue the old Montana Power building as there is a stage/rehearsal area in the back of that building so they could use the Montana Actors Theater and use the rehearsal space in the back of the old Montana Power building.

Downtown Partnership: Joan reported that the DDP has approved \$2,000 to do additional traffic signal boxes that are located outside of the BID boundaries; that will be going public after the first of the year.

Downtown Safety Alliance: Joan provided the Board with the 2017 Business Watch schedule. The next Business Watch is set for 1/10/17. The topic will be Gangs. Ferrin's Furniture is the sponsor; an invoice will be sent after the first of the year. Joan reported that the Downtown Safety Alliance met recently. The Alliance consists of Alison Fried, with Dragonfly Dry Goods, and Carol Bronson, with NeighborWorks Great Falls and the BID. We met to discuss downtown safety; Alison noted that she's been having some issues again this summer that she has not experienced in several years.

Johnson Hotel: Joan noted that last month she reported that the incubator is full; nothing more to report.

Parking Commission: Joan reported that, due to a lack of a quorum, the Parking Commission has not met since September.

Personnel: Joan reported that she will be out of the office 12/23 until 12/29, coming in on the 30th to run payroll and then out on January 2nd and back in the office on January 3rd. She also informed the Board that there is a family wedding for her son in New Jersey next June; she will be out of the office for about 2-3 weeks at that time.

Work Plan 2016-2017: Nothing new to report on the work plan.

IX. **New Business:** Joan provided the board with information on membership for the C M Russell museum.

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

XI. **Adjournment:** Meeting adjourned at 9:59am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____