

**Business Improvement District**  
**July 14, 2016**

Board Present: Andrew Ferrin, Garry Hackett, Jason Madill, Sheila Rice (via telephone)  
Board Absent: Travis Neil, Kris Harrison  
Guests Present: Max Grebe, Adam Hunt  
Staff Present: Joan Redeen

- I. **Call to order:** Andy called the meeting to order at 9:05am.
- II. **Guests:** Adam was introduced to the board; he is the new BRIC officer with the Great Falls Police Department. Adam updated everyone on the DDACTS program that began on May 1<sup>st</sup>. Jason questioned the private property/no trespassing laws in a discussion in regard to his apartment on 7<sup>th</sup> Street. Adam reported that he is working with a property owner on two vacant residential buildings; he is also working with the Rescue Mission, even though it falls on the outskirts of his boundaries. Joan reported on a conversation with Donna Hartelius about public defecation; Adam has been aware and Donna is also working with the Rescue Mission on a possible short term solution. The issue does exist within the BID boundaries as well and the lack of public restrooms is an issue. Discussion followed on possible solutions.
- III. **Downtown Great Falls Association:** Joan reported that the Professional Services Agreement with DGFA went into effect on July 1, 2016. The first payroll will be run tomorrow which will include DGFA's employees. Kellie will be joining the BID for our board meetings; with an adjustment in our agenda to accommodate DGFA to be earlier in the meeting. Kellie thanked the BID for their support of DGFA; she reported that her 2<sup>nd</sup> Music on the Mo will occur this afternoon; the sidewalk sale is Saturday, July 30<sup>th</sup> and the BACI placemaking event will take place in Davidson Plaza that day as well; the final Music on the Mo is 8/11. The trolley continues to seek part-time drivers; the trolley has been packed every weekend. Joan reported that DGFA's accountant provided a very rough figure of a financial review for DGFA of somewhere between \$3-\$5K; Garry recommended that the BID audit and a financial review be conducted at the same time and that might cut costs.
- IV. **BID Board:** Joan reported that there was confusion at the City in regard to the BID having two reappointments and one opening. The City has acknowledged that they will need to advertise for the one opening on the board and that position will not be filled until the advertising requirement is complete; additional applicants could be submitted to the City. Jim McCormack with the Rescue Mission has withdrawn his application; Max Grebe with L'Heureux Page Werner and Bill Collins with Easter Seals Goodwill have both applied to serve, as of today. Commissioner Houck posed the following questions to the BID Board: If the other candidates were considered? The BID board responded that they were. Did current candidates ask to be reappointed (vs. feeling obligated to be reappointed)? Jason noted that he would like to be reappointed; Travis was not present to answer but has noted in the past that he wishes to continue to serve. The Board noted that they were both asked if they wished to be reappointed and both answered positively. If any of your constituents in the BID district have any concerns over the appointment? The BID board is not aware of any concerns. If the BID board voted unanimously? The BID board noted that those that were eligible to vote voted unanimously. The City Commission will likely consider Travis & Jason's reappointment to the Board at a meeting in August; they will serve on the BID board until the City Commission decides otherwise. The City Commission will likely consider the one opening on the Board at a meeting in September, following the required advertising period.
- V. **Approval of minutes from 6-9-16 meeting:** Garry motioned to approve the meeting minutes from the 6/9/16 meeting as presented. Jason seconded. **Motion passed unanimously.**
- VI. **Financials:**

**Budget 2016-2017:** Joan provided the proposed budget for FY 2016-2017 to the board; the board had previously received it via email as well. This budget includes an additional income line item for Assessment Receivable; Business Grants was increased under expenses to offset the increased income. Garry recommended that the BID explore the Boland Agency building on 6<sup>th</sup> Street for a solution to the public restroom issue; Sheila recommended that the BID pursue a downtown visitor information center with

public restrooms rather than this small parcel; she noted that liability issues would need to be explored if we pursue public restrooms and the neighboring businesses need to be taken into account.

Garry motioned to approve the budget for FY 2016-2017 as presented. Jason seconded. **Motion passed unanimously.**

**Monthly Financials:** No financials were prepared for the Board yet.

## VII. Grant Programs:

**CTEP:** Joan reported that the streetscape project is moving along; they are in the 700 block of Central and they have a little over 30 days left on the contract. No information on the City and the remaining funds they may need from the City. No new information on the 200 block of 1<sup>st</sup> Ave South at this time.

**Grant Applications:** Feather Your Nest: Joan provided an update on the Façade grant application from Feather Your Nest. Garry motioned to approve a façade grant application for Feather Your Nest in the amount of \$13,113.33. Jason seconded. **Motion passed unanimously.** The payout for this grant is taking place today.

Originality: Joan reported that an interior grant application is in the office, but the application is not complete. It is for a new business called Originality; once the application is complete the Board will receive it for review.

Center for Mental Health: Joan reported that a Sidewalk Grant application was received from the Center for Mental Health. The Board received the application via email. The Center for Mental Health is replacing sidewalk on 1<sup>st</sup> Ave South, in conjunction with the CTEP project on the corner of 7<sup>th</sup> and 1<sup>st</sup> Ave South. Jason motioned to approve the Center for Mental Health's Sidewalk Grant application for \$352.80. Garry seconded. **Motion passed unanimously.**

Brush Crazy: Joan reported that three letters have been sent requesting updates. It was noted that there are three options: 1. Do nothing; 2. Payout based on the receipts they've submitted to date (Approved for \$10K, payout would be about \$2,500 if made now); 3. Send a final letter requesting an update or final receipts. The Board recommended that a final request letter be sent giving Brush Crazy until July 31<sup>st</sup> to submit receipts or the Board will remove the grant from the grant schedule; property owner needs to submit something in writing to update the timeline or submit final receipts.

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

## VIII. Old Business:

**Beautification:** Holiday Décor: Joan reported that more supplies have been ordered; more pieces remain in the storage shed but they won't be brought over to the office until closer to the end of August so they can be worked on and then delivered to the high school. Joan is working on storage and looking at the Johnson basement as the location; using bike hooks and hanging them from the ceiling.

Parking Meter Art Project: Joan noted she has a Scout committed to helping with this project; all meters have been acquired.

Placemaking: Joan reported that the BACI group is holding their placemaking event in Davidson Plaza on Saturday 7/30. They have not approached the BID for any financial support or assistance on this project, yet.

Joan reported that Max is now working on designing the pedlet. Mighty Mo has high hopes that this will be in place sometime this summer. The Board noted that they are willing to provide some funding for this project; but figures for construction need to be acquired. Joan noted that the Outdoor Grant will probably not be applicable for this project; it will likely fall under Special Projects. Discussion followed on the BID owning more than one and renting them to restaurant owners over the summer months, if it proves to be successful. It was noted that restaurant owners also must navigate the City and the use of a parking space as well as any state issues in regard to alcohol sales on the sidewalk.

Roberts Park: Joan noted there was nothing to report at this time.

Sound System: Andy reported that the system is shut down due to the construction taking place in the building where the main console of the system is located. The speakers began to spew static so some of them have been physically unplugged. Garry noted that he will allow the main console to be located in his new building. Andy will check out that location. Joan reminded Garry that Andy and Sue have been our volunteers who enter the Dunn Brown building to turn down the volume every night; the power remains on

at all times when the system is up and running. Joan noted that on her recent trip to Salt Lake City there is an outdoor mall with a fantastic sound system; she's exploring what they have in place there as their weather is similar with the cold.

**Vandalism:** Joan reported that there's been a recent rash of vandalism; we had another tree destroyed and graffiti issues. Tilleraas is working on the tree issue and the graffiti issues were resolved immediately. Jason inquired about the gating that could be placed around the bases of the trees; Joan is checking with Steve on the possibility.

**Urban Art Project:** Joan reported that our annual donation to the Urban Art Project has been made.

**BID Office:** Joan reported that she has explored speakerphone options; the company that Sheila recommended said that speakerphone systems would start at about \$1,000. He gave some suggestions so Joan is exploring possibilities.

**Downtown Great Falls Association:** Already addressed; will be moved to the top of the meeting for future agendas.

**Downtown Partnership:** Joan reported that the DDP met on 6/8 and meets next on 7/27. Wayfinding and Placemaking are the two big initiatives the DDP is moving forward on. The Montana Main Street Grant cycle opens on August 1<sup>st</sup> and the DDP plans to submit seeking funding for a placemaking project. Sheila noted that the Wayfinding is a city-wide project; the current pursuit is funding the comprehensive plan that provides the details of what signs are located where, etc. Joan noted that the City reported at the last DDP that they are going to pursue a grant with the EDA for the Wayfinding plan. The DDP did agree to fund a portion as Downtown is a huge component of Wayfinding. The rough estimate for the plan is about \$50K.

**Downtown Safety Alliance:** Joan reported that the next Business Watch is 9/13; the topic is Emergency Preparedness. Coins for a Cause collections are on target with previous years collections. Andy inquired about sponsorships for future Business Watch meetings; Joan noted that 2016 is taken care of and the Safety Alliance will be seeking sponsors for 2017 very soon.

**Johnson Hotel:** Joan reported that the late fee went into effect on July 1<sup>st</sup>; two tenants had not paid rent by 7/10 so the late fee was applied on 7/11. One tenant has requested that the late fee be waived as he's traveling, tending to his ailing father. The Board noted that they will waive this late fee, this one time – the tenant must pay their rent on time in the future as the late fee will not be waived again in the future. There are two vacancies in the incubator. A thermostat was relocated from one of the vacant (and locked) incubator space into KDS Networks office.

**Parking Commission:** Joan reported that the next Parking Commission meeting will be 7/18; they are working on their proposal to submit to the City Commission with recommended changes to the program, there are no recommended changes in costs for the program.

**Personnel:** Joan noted that there is nothing to report at this time.

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

IX. **New Business:** Jason noted that he believes Great Falls needs 'a thing'. Missoula and Helena have their carousels; Great Falls needs something to attract people to want to visit.

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

XI. **Adjournment:** Meeting adjourned at 10:12am.

Andy Ferrin, Chair

Joan Redeen, Staff

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

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