

**Business Improvement District  
November 10, 2016**

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

- I. **Call to order:** Andy called the meeting to order at 9:00am.
- II. **Guests:** Austin Walker, with the Great Falls Development Authority, was in attendance to learn about the BID and what we do. Brad Livingston, with the Great Falls Area Chamber of Commerce, was in attendance to discuss the BID office, which will be covered later in the agenda.
- III. **Downtown Great Falls Association:** Joan reported that Kellie is at Leadership Great Falls and is working on the Parade, set for 11/26, and the Stroll, set for 12/2. Andy reported that Customer Appreciation is tonight at Kaufmans, Ferrin's, Belles & Lace, Mighty Mo and a few other stores. Joan added that the trolley will be running Luminaria tours in December; charters are already being booked for it.
- IV. **BID Board:** Nothing new to report at this time.
- V. **Approval of minutes from 10-13-16 meeting:** Travis motioned to approve the meeting minutes from the 10/13/16 meeting as presented. Max seconded. **Motion passed unanimously.**

**VI. Financials:**

**Monthly Financials:** No financials were prepared for the board to review. Joan reported that a transfer was done from the checking account to the money market account.  
The final audit was previously provided to the Board. Sheila motioned to approve the audit, as presented. Travis seconded. **Motion passed unanimously.**

**VII. Grant Programs:**

**Grant Programs – Criteria** – Joan provided the board with the grant criteria for the Business Incentive Grant; the Façade Grant program; and the Interior/Developer Grant. It was noted that last month the board had determined that the current criteria was sufficient. The changes discussed were as follows: installation of fire sprinkler systems, the board felt that the developer grant is sufficient; painting, the interior grant allows for permanent improvements only, the board felt this was sufficient; the business incentive grant definition of a 'new' business, the board felt was sufficient. Max suggested that the Business Incentive Grant criteria perhaps be changed to read, "...within the Business Improvement District as an incentive for a first time location or relocation of your business downtown..." Discussion followed. Joan will do a little work on the Business Incentive Grant and send it to the board for their review prior to next month's meeting; the board felt the rest of the grant criteria are sufficient.

**Grant Applications:** 511 Central: Joan reported that an Interior/Developer Grant application was received for 511 Central Ave. The Board received the application via email. Max motioned to approve the Interior Grant for a maximum of \$10,000. Jason seconded. Garry abstained. **Motion passed.**

Originality: Joan reported that the Board inspected and has approved a payout on this grant; receipts need to be submitted. Garry will take care of that when he returns.

Dunn Brown: Joan reported that an update will be requested on the status of this grant.

CTEP: Joan reported that the CTEP was paid out to the City.

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

**VIII. Old Business:**

**Beautification:** Banner Policy: Joan reported that a draft banner policy was emailed to the board for their review. Cat Graphics was also involved in the development of this policy. There are 35 brackets. It was noted that Cat Graphics could be designing a banner for us now in preparation for us to install in January when the holiday banners are removed. Discussion followed on banners and the possibility of metal brackets with permanent metal banners and exploring working with the high school welding shop on design and creation.

Holiday Décor: Joan reported that the décor is being installed; Jonas is doing the installation of the lights. An order was placed to double the quantity of lights we have in place. The lights will be installed from daylight savings to daylight savings, so they'll be in place until next spring. The décor pieces will be installed next week; there are 96 pieces total, 46 are complete. During the holiday season of 2017 all of the décor will be in place. Max motioned to purchase \$300 in downtown gift certificates for our volunteer, Sheila seconded. **Motion passed unanimously.**

Placemaking: Joan reported that we continue to move forward on the pedlet; the goal is to have the pedlet in place by May 1.

Sound System: Andy reported that the system is still shut down. It was discovered with the decor installation the power has been turned on, so the speakers were spewing static. Jonas has been instructed to pull the power cables on the speakers. After consulting with Good Vibrations it was determined that the 511 Central Ave building would not work but the Margaret building could be explored but two antennas is not an option per GV. It was decided that we would move forward with the installation in the Dunn Brown building; Andy will call Steve, Joan will call Good Vibrations.

**BID Office:** Joan reported that the board was informed, via email, that the BID received 30-day notice from Stockman Bank on 10/28/16; we are to be out of this office location no later than 11/30. The BID will be relocating to the Chamber office at 100 1<sup>st</sup> Ave North. Our monthly costs will actually decrease; we will continue to pay the Chamber the same amount of rent we've paid to Stockman, but utility expenses will decrease, as well as parking expense. Discussion followed on the procedure of how everything transpired. Jason & Garry both noted that the Board should have been involved in the decision. Andy noted that he was involved throughout the process and felt it was handled well considering the urgency; Max & Travis agreed noting that if costs were to have increased the Board should be involved but since savings will occur they supported the decision and how it was made. Joan assured the board if costs were to have increased the entire board would have been involved. Sheila noted that a decision will need to be made on how to handle this process in the future. A Professional Services Agreement is being drafted between the BID and the Chamber; it will be sent to the Board for their review prior to execution. Brad reported that since taking the helm of the Chamber he has constantly heard that the organizations (BID, DGFA, Chamber, TIBD, CVB, GFDA as well someday possibly) should all be under one roof and share administrative costs; he feels this is a huge step in that direction. Joan reported that the basement in the current office is already empty; this week all items not going to the new office will be moved into storage and next week the remaining items will go to the Chamber office on Thursday 11/17. Andy has volunteered Ferrin's truck; we'll have volunteers from Pre-Release and some board members from DGFA to assist. We will be set up and working from 100 1<sup>st</sup> Ave North no later than Monday, 11/21.

**Downtown Partnership:** Sheila reported that additional art opportunities are being explored; additional traffic signal boxes might be completed outside of the BID boundaries.

**Downtown Safety Alliance:** Joan reported that the next Business Watch was set for 1/10/17; tonight's business watch has been cancelled due to election night. The topic will be Gangs. The schedule for 2017 is complete, all sponsors are lined up. The 2017 schedule was provided to the Board.

**Johnson Hotel:** Joan reported that the incubator is full. First Call Computer Solutions and 406 Marketing have both opened up offices in the incubator.

**Parking Commission:** Joan reported that, due to a lack of a quorum, the Parking Commission has not met since September. Sheila reported that Craig presented to the City Commission at a work session and lighting and security were discussed.

**Personnel:** Joan reported that she will be out of the office tomorrow and also taking off the last week of the year. She added that she is looking to hire a new employee for trash removal; it is 5-10 hours per week at minimum wage, year-round. Sheila inquired about downtown clean-up; Joan noted that in previous years we've done a big clean up in May with sidewalk cleaning, but in recent years it's been focused on alleys. She suggested that some clean-up of sidewalks be added to this job description. Jason suggested weeding as well as working on digging out some of the trees around their grates.

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

IX. **New Business:** Garry reported that many lights are out downtown. Joan will contact the City, again; this has been an issue that we've been trying to resolve with Northwestern Energy since September.

Joan reported that she has been requested to speak at Leadership Great Falls at 10:30 on Thursday, 12/8, the date of the next board meeting.

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

XI. **Adjournment:** Meeting adjourned at 10:05am.

Andy Ferrin, Chair

Joan Redeen, Staff

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

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