

Business Improvement District
100 1st Ave North
March 8, 2018

Board Present: Andrew Ferrin, Garry Hackett, Alison Fried, Jason Madill, Sheila Rice, Travis Neil, Max Grebe

Staff Present: Joan Redeen

Guests Present: Kellie Pierce, Jim McCormick, Matthias Schalper

I. **Call to order:** Andy called the meeting to order at 9:00am

II. **Guests:** Introductions were made by all present.

Matthias Schalper explained his plans for the Albrecht building located at 111 Central Avenue; three grant applications were received by the board via email for their review prior to the board meeting. A façade grant, an interior grant for the business Kellergeist and a developer grant for the building. Discussion on the purpose of the Developer Grant – Sheila’s interpretation is that it was created for a business that does not have an established tenant, to develop the space to attract a business. Travis noted that he believes it was designed to assist with infrastructure; building the shell of a building without interior walls and that it was also designed for helping with things that needed to be done specific to the building, not specific to the tenant. Garry noted that he believes the grant was designed for the basic things like electrical wiring, etc., the service things that need to be done for the building to common areas, hallways, elevators, etc.

Discussion followed on the Façade Grant program criteria and multi-story calculation for the back & side component of \$1,250 per back & side.

Joan provided the budget versus actual expense report to the board and recommended that the Board wait on approval of grant applications until July 1, 2018; noting that grant applicants can proceed with their work once their application is in the BID office, she advised the board to hold off on approving grants until the next fiscal year.

The Board asked Matthias to clarify more specifically what items are for the Developer grant, breaking those items out with more specifics from the Interior grant.

Garry motioned to approve the Façade Grant for \$62,500 for the Albrecht building located at 111 Central Avenue and the new business Interior Grant for Kellergeist for \$10,000. Alison seconded.

Sheila opposed it, solely based on the recommendation made by staff to not approve additional grants in this fiscal year. **Motion passed.**

Max, Travis and Andy will review the grant criteria for Façade & Developer grant criteria.

Jim McCormick updated the board on the Great Falls Rescue Mission. They have the Cameron Family Center, housing 118 (70 children); the men’s center, housing 85; and the women’s shelter, housing 65. It was noted that the Women’s shelter is the Rescue Mission’s building in the BID boundaries; it is currently undergoing construction.

III. **Grant Programs:**

Grant Applications:

Blue Sky Automotive: Joan reported that a Business Incentive Grant application was received from Blue Sky Automotive, moving into 108 5th Street South. The Board received the application via email. Max motioned to approve the Business Incentive Grant for Blue Sky Automotive for \$1,500. Jason seconded. **Motion passed unanimously.**

Jason updated the board on the status of his façade grants; he noted that the parking façade will be done sooner than the tower. He is going to apply for the façade grant on the two-story portion of the building and complete that façade before the tower and the parking garage facades will be completed. Joan asked that Jason submit this in writing with an estimate of the completion date, so the grant schedule can be updated appropriately.

The updated grant schedule was provided to the board. The Board discussed funding and pending grant applications and the formula created to calculate how much in grants can be approved through 6/30/19. Discussion followed on what might happen with grants to be paid out if the BID did not renew in 2019; the board discussed informing applicants that grant approval and payout will be contingent upon BID renewal. Calculations were made based on assessment income for FY 2019, noting if renewal did not happen, the BID would have approximately \$60K to approve in grants, less \$15K committed to the pedlet program. It was recommended that the Board review grant applications for eligibility and make property owners aware that the BID will approve grant applications upon renewal.

Joan reported that the Developer grant for 410 Central Ave for \$10,000 is being paid out. Travis requested photos of the completed base work. Jason noted they would be sent to the Board today.

410 Central Ave: Joan reported that a Developer Grant application was received for 410 Central Ave. The Board received the application via email. Alison motioned to approve the Developer grant for 410 Central Ave for \$10,000. Travis seconded. Jason abstained. **Motion passed.**

Discussion followed on the specific details of the developer grant; creating walls/hallways to separate the businesses and work on the common area bathrooms, common lighting in the hallways, fire alarms, HVAC, etc.

Elevation 3330: Joan reported that an Interior Grant application was received for Elevation 3330 located at 410 Central Ave. The Board received the application via email.

Faster Basset: Joan reported that an Interior Grant application was received for Faster Basset located at 410 Central Ave. The Board received the application via email.

Alison motioned to approve the Interior Grants for Elevation 3330 for \$10,000 and for Faster Basset for \$10,000. Travis seconded. Jason abstained. **Motion passed.**

IV. Downtown Great Falls Association: Joan reported that DGFA has a local interested party in the Trolley. Discussion followed on the sale and the investors in the trolley. Garry noted that the contract that DGFA made with investors was that if the trolley was sold they would disperse the proceeds to the investors, based upon their investment. The BID board requested the trolley financials, how much they sell the trolley for and information on what DGFA plans to do with the proceeds from the Trolley sale.

They are participating in Cantastic this weekend.

V. BID Board: Joan reported that packets were received from the City for the board members who were unable to attend the City's board training; packets were distributed, and receipts were signed for them.

Joan informed the board that there are no board terms expiring in 2018; Andy, Garry and Sheila's terms will expire on 6/30/19. Andy and Garry will term out on 6/30/19, Joan will inquire with the City if Sheila can serve an additional term after this current term.

VI. Approval of minutes from 2-8-18 meeting: Sheila motioned to approve the meeting minutes from the 2/8/18 meeting as presented. Max seconded. **Motion passed unanimously.**

VII. Financials:

Monthly Financials: The February bank reconciliations have not been completed yet.

The Board was provided with the budget to actual expenses. Sheila noted that the conversation with the auditor will include noting the sale of the proceeds of the sale of the Johnson; budget amendments will be done at the June board meeting.

VIII. Old Business:

Beautification: Artist: Joan reported that Cameron Moberg came to town and is exploring art projects; the BID may receive art grant applications from 410 Central Ave and the Albrecht building at 111 Central Ave.

BACI: The BACI group is working with a local organization to conduct a walkability/accessibility tour of our City's parks; this will take place sometime in April as a city-wide event.

Flowers: Joan noted that flowers will be put in place in May. She reminded the board of previous conversations about the self-watering pots – we determined they were too large for our rock planters. The company has now designed a hanging flower pot. The estimate for 50 of these pots, at \$199 per pot, is \$9,500 (includes freight). Joan inquired if the board would like us to explore budgeting for this, it would reduce staff time. Max inquired if it would result in a cost savings. It was recommended that clay soil be used in our current pots to allow them to absorb more moisture and not require daily watering.

Traffic Signal Boxes: Joan reported that we will be going public with a call to artists in the next few weeks for the box on the corner of 5th Street and Central Ave. The BID will be funding this box.

BID Vehicle: Joan had nothing new to report at this time.

Downtown Thing aka GF Thing: Joan reported that the correct term for the vision for Davidson Plaza is "Splash Pad". TD&H provided some very rough numbers ranging anywhere from \$75K to \$250K for equipment and installation; design costs range from 5 to 15% of installation costs. In researching a website called SplashPads.com does this type of thing in all regions. The Board instructed Joan to submit the questionnaire to Splashpads.com to get more information. It was noted that the City has splash pads; Joan added that Davidson Plaza would be different from the City's.

BID Office: Joan reported that Kellie, Travis & Andy have all looked at 318 Central Avenue, in the Dunn Brown building. It is available now, approximately 1,180sf with two parking spaces, sewer, water, trash and gas included in the monthly rent of \$900 per month. DGFA would be responsible for half of the rent. We'd have the entire upper level for office space, as well as storage in the basement below at no additional cost. It is move-in ready with one minor adjustment of removing a temporary wall for our conference area. Andy noted that he'd like to see the Downtown office in this location; Joan concurred. Alison motioned for the BID to give the Chamber six months written notice, effective today. Sheila seconded. Max abstained. **Motion passed.** The board instructed Joan to send a letter to the Chamber board chair asking to negotiate the buyout of the lease. Garry inquired about the available space he has in his building and whether that would be considered; the Board decided to continue to move forward on the space at 318 Central Ave. Alison motioned to approve Andy signing a lease for 318 Central Ave through 6/30/19 for a maximum of \$900 per month – with BID and DGFA each responsible for their \$450 per month, maximum. Sheila seconded. **Motion passed unanimously.** The Board instructed Joan to inquire with the building manager if they would allow a lesser monthly rental rate if the rent is paid in full through the term of the lease.

BID Renewal: Joan reported that the City is working on the renewal calendar; the City noted they will not have the estimated assessments for property owners until September so our efforts to renew will officially launch in September. Joan added that the City parcels located within the BID that do not pay a BID assessment will be required to cast a vote in the renewal process; every parcel in the BID, whether they have an assessment or not will need to cast a vote. Discussion followed on the possibilities of expansion of the BID in conjunction with renewal; the board felt pursuing renewal without attempting to expand would be the best course of action. Expansion could be attempted again following renewal.

Downtown Partnership: The Partnership has paid for a 3-part webinar series from the National Main Street on *Advanced Principals of Effective Promotions*; running Tuesdays at noon, 3/6, 3/13, & 3/20 in the NeighborWorks Learning Center. Joan reported that the Partnership continues to move forward on Wayfinding, the tasks for that item currently rest with the City as they are applying for a planning grant.

Pedlet: Joan reported that she has met with seven of the nine restaurants on the list of interested parties. They have all been informed that it is first come, first serve and there's a limited pool of

funding. Andy inquired about MDT, Joan noted that they have given us the go ahead to proceed and will review each application once received – just as the City has requested.

Tourism: Joan reported that the DDP is recommending that members show their support of Tourism by becoming a member of the CVB; it is \$200 per year.

Downtown Safety Alliance: Joan reported that Business Watch is 3/13 at 5:30pm, topic is *Connecting with the Great Falls Police Department*. They’ll be covering the Citizen’s Academy and their Volunteer programs. The Safety Alliance has had the Alliance for Youth at a recent meeting to discuss the sale of single cans.

Johnson Hotel: Joan reported that the board has the option to ask the City if the BID’s budget and work plan can be amended; the BID’s budget has been amended in the past, but the work plan has never been amended before. The buyer has noted that they are willing to wait to close until July 1. The Board changed the closing date from May 31st to July 6th and Andy signed the offer.

MApril: Joan reported that the Roberts Playground crosswalk will be re-done, and a crosswalk will be installed at the City-County Health Department on April 27th & 28th in conjunction with MApril.

Parking Commission: Joan reported the Parking Commission continues to work through their strategic planning process.

Personnel: Joan reported that she is looking at taking vacation from 6/29 to Wednesday 7/11. She pointed out that the board meeting for that month is 7/12; the board agreed to move the July board meeting to 7/19. She added that she’s looking to hire an additional part-time Community Resource Ambassador. Will, our current Community Resource Ambassador, will be moving to Bozeman in August.

Work Plan 2017-2018: Joan reported that the BID is working the work plan for FY 17-18. A draft of the FY 2019 work plan will be provided at the next meeting.

IX. **New Business:** Joan reported that a new event will be held in May called *Paint the Town in Hope*; the Alliance for Youth is working to remove the stigma connected to mental health issues. It will be held downtown, and they are working with Kellie on this event.

X. **Public Comment:** No public comment currently.

XI. **Adjournment:** Meeting adjourned at 11:32am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____