

Business Improvement District
318 Central Avenue
July 19, 2018

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

- I. **Call to order & Roll Call:** Andy called the meeting to order at 9:04am; roll call of all present, a quorum was established.
- II. **Guests:** There were no guests present at the meeting.
- III. **BID Board:** Discussion on Conflict of Interest; Jason & Andy noted that there are grant applications to be considered that they will have a conflict of interest in regard to. Sheila reported that she will have a conflict of interest on the Rocky Mountain building.
- IV. **Approval of minutes from 6-14-18 Board meeting & minutes of the Work Sessions from 6-26-18:** Sheila motioned to approve the meeting minutes from the 6/14/18 Board meeting and the work session from 6/26/18, as presented. Jason seconded. **Motion passed unanimously.**
- V. **Financials:**

Monthly Financials: The Board received the June financials via e-mail. There being no further discussion on the financials, Sheila motioned to approve the 6/30/18 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Alison seconded. **Motion passed unanimously.**

Joan reported that the Budget & Work Plan for FY 2019 were approved by the City Commission on 7/17. She added that the audit will take place the first week of September.

Joan noted that the BID budgeted for their annual donation of \$2,000 to the Urban Art Project. Jason motioned to approve the payout for the annual donation to the Urban Art Project, in the amount of \$2,000. Alison seconded. **Motion passed unanimously.**

Joan brought the board up to date on follow up items from last month. She reported that the City would not amend the budget for FY 2018; they agreed to the BID using the cash accounting basis on Grants but remain accrual on all other items; FY 2019 budget includes prior year carryover and Johnson sale proceeds for a total income budgeted over \$642K. The auditor made the adjusting entry to change the grants from accrual to cash and the BID ended FY 2018 with a net income of \$6,600. She added that the closing funds from the sale of the Johnson went into the bank.
- VI. **Grant Programs:**

Grant Applications:

The new grant schedule for FY 2019 was provided to the board; noting that the formula has not been updated yet.

Joan noted that updates are due on the Outdoor Living Grant for 410 Central; Jason said he's ready to submit for payout. Joan added that the façade grants on 410 Central are due for an update in August. She noted that Speaking Socially Interior & Façade grants should be submitting for payout; Sora & Co already submitted their receipts, we are awaiting a summary of their receipts to make that payout. Following this morning's meeting the BID will have 348,936.60 in grants payable. FY 2018 we ended with \$318,936.60.

410 Central Ave: Joan reported that a Business Incentive Grant application was received for 410 Central Ave, Suite 308 for Alliance for Youth. The Board received the application via email. Travis motioned to approve the Business Incentive grant for \$755. Sheila seconded. Jason abstained. **Motion passed.**

Pedlet Grants:

Celtic Cowboy: Joan reported that a Pedlet grant application was received for Celtic Cowboy. Alison motioned to approve the Pedlet Grant for Celtic Cowboy for \$7,500. Sheila seconded. **Motion passed unanimously.**

Enbar: Joan reported that a Pedlet grant application was received for Enbar. Alison motioned to approve the Pedlet Grant for Enbar for \$7,500. Travis seconded. Andy abstained. **Motion passed.**

Burger Bunker: Joan reported that a Pedlet grant application was received for Burger Bunker. Alison motioned to approve the Pedlet Grant for Burger Bunker for \$7,500. Travis seconded. **Motion passed unanimously.**

Elevation: Joan reported that a Pedlet grant application was received for Elevation. Alison motioned to approve the Pedlet Grant for Elevation for \$7,500. Travis seconded. Jason abstained. **Motion passed.**

Joan informed the board that the BID has had a request to increase the maximum on our art grant; Carol Bronson, with NeighborWorks Great Falls, is working on finding additional funding sources to bring a mural artist to Great Falls to work on some murals and host workshops to teach local artists. The current maximum is \$1,250 and we fund 50% of a project up to the maximum. Discussion followed. The Board liked the idea, they were unsure of demand.

VII. Old Business:

Beautification: BACI: Joan reported that the BACI group is looking to install additional crosswalk art at 3rd Street and Central Ave; they hope to have the project completed before the Sidewalk Sale.

Sound System: Joan continues to work with electricians on getting the sound system electrical outlets situated.

Traffic Signal Box: Joan reported that the box by the Milwaukee Depot, that the DDP will be funding, was installed. She added that the box at the corner of 5th Street and Central is the BID funded box and it will be wrapped on Clean Slate's next journey to town.

Vehicles: Joan reported that the bike/kiosk is complete; it will be delivered here this morning for the Board to see. The Cat and the Truck will be taken care of on their next journey to town to wrap the final TSB for this summer as well. The BID Truck is currently parked out back as there are cameras so the truck can be viewed at all times.

Downtown Great Falls Association: Joan reported that Kellie has Music on the Mo today; DGFA hosted the Summer Kick-Off (that replaced the Taste of Great Falls); three Music on the Mo events and the Summer Wrap Up event at the end of the season. Sidewalk Sale is 7/28 and they are working on a Night Market for 8/17 in connection with the Farmers Market.

Downtown Partnership: Pedlet Program: Joan reported that the four pedlet grants were approved. She is working with Nelson Architects on the two pedlets for Celtic Cowboy and Burger Bunker. Elevation will manage their project and funding will happen once completed. Enbar's is done and will be funded. Letters have been mailed out notifying approval to each restaurant. Celtic & Burger were notified of estimates on the pedlets based on prior construction - \$7,500 for one parking space (based on Enbar's) and \$13,000 for two parking spaces (based on Mighty Mo). The restaurants will be notified if the costs exceed their total funding available of \$8,500 (\$7,500 grant + \$1,000 from each restaurant). Tourism has committed funding and BID will invoice Tourism for those funds; Montana Main Street can't be invoiced until the entire project is completed. Discussion followed on the process and time line.

Traffic Signal Box: Joan reported that the DDP will be invoiced for the box that is completed by the Milwaukee Depot, once the invoice is received for that box.

Downtown Safety Alliance: Joan reported that the Safety Alliance meets next on 8/3. The Coins for a Cause boxes were approved by the City Commission on 7/3 to remain in place until the end of the year. The next business watch is 9/11 and it will be a tour of the 911 Center. Alison noted that the problems are greatest on the 1st and 15th of each month.

Johnson Hotel: Joan reported that the sale closed on 7/6/18; the funds went into the money market yesterday. The BID is still due \$288 for July rents as the calculations for rents were not done correctly. Final invoices will be coming from the association and from Energy West. The basement was completely empty in advance of the closure. This item will be removed from the agenda.

Parking Commission: The Parking Commission did not meet in June; they meet next Wednesday. Sheila inquired about the lot between 6th & 7th on 1st Ave N and the usage of the lot; Joan recommended Sheila contact Tena at Sp+.

Personnel: There was nothing to report at this time.

Renewal 2019: Joan has been emailing the Board an updated spreadsheet each Friday; we are currently at 31.1% approval for renewal at this time; we need a minimum of 60.1%, we need 29% to pass. Discussion followed on the City's ballots; they have not been received yet. The City provided the spreadsheet to the BID with all City parcels listed as Yes. The City attorney's office called the BID last week regarding whether or not the City has a BID assessment and if the Board wishes for the City to be assessed. Joan will send the listing to the Board of what other BID's in the state do in regard to City parcels; she will also calculate what the City's assessments would be on their parcels in the BID if they were to be assessed at the same formula as all other parcels. The Board discussed passing renewal and then broaching the conversation with the City about assessing their parcels. Joan showed the board the draft of the 10-year report that was just received; it was noted that it is too wordy and needs more images, including BID vehicles. It was also recommended that numbers be added; how many trees, how many flowers, how many trash enclosures, etc. Jason asked if the images can be added to the BID's website; as well as the 10-year report and the BID commercial that was created a few years back.

Rocky Mountain Building: Garry asked if our staff can remove the dead pigeons at the building; discussion followed, Joan will look into this.

Joan researched the five attorneys the City provided; one is in Great Falls and is in the BID boundaries. A phone call has been made to the attorneys office; awaiting a return phone call. Sheila reported that they should hear on their two grant applications in October and December. Discussion followed on the 2015, 2016 & 2017 property taxes, they were paid on 7/12/18.

Work Plan 2019: Joan reported that the Work Plan for FY2019 was approved by the City Commission on 7/17.

VIII. **New Business:** Joan reported that we are having a Chamber ribbon cutting at our office on Tuesday 7/31 at 10am.

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

X. **Adjournment:** Meeting adjourned at 10:17am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____