

Business Improvement District

318 Central Avenue

April 11, 2019

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

Staff Present: Joan Redeen

Guests: Kellie Pierce

- I. **Call to order & Roll Call:** Andy called the meeting to order at 9:11am; roll call of all present, a quorum was established.
- II. **Guests:** Kellie reported on DGFA's upcoming events – Night Market 5/24, they'll be closing the 300 & 400 blocks of Central. BACI group will also be closing the intersection of 5th & Central and installing painted crosswalks. DGFA is taking over the Brew Fest and holding that in conjunction with Craft Beer Week, 6/2 to 6/8. The Beer Now Conference is in town 6/6 to 6/8. Preparations for music on the Mo are underway as well, three events will be held at Gibson Park. Cruisin' the Drag is 5/4, too, it's the 20th anniversary; DGFA provides the food vendors.

- III. **BID Board:** Conflict of Interest: Jason noted that he'd have a conflict in regard to two grant applications.

Joan reported that there are currently four applicants for the three board openings; the City is advertising and the listing doesn't close until 4/30. The City is collecting applications; the board will receive them and review them and make a recommendation at the 5/9 board meeting; the City Commission will make the appointments to the BID board at their 5/21 meeting, with an effective date of July 1.

Nominating Committee: Andy appointed a nominating committee to establish a slate of officers with Sheila chairing the committee, Jason and Alison agreed to serve with Sheila. The nominating committee will report their slate for officers at the June board meeting, with an election of officers to take place at that time. New officer positions will go into effect July 1, as well.

- IV. **Approval of minutes from 3-14-19 Board meeting:** Travis motioned to approve the meeting minutes from the 3/14/19 Board meeting, as presented. Max seconded. **Motion passed unanimously.**

V. Financials:

Monthly Financials: There were no financials for March.

Joan reported that the auto insurance policy went down \$23; the liability has increased \$59. Joan reported that the A/R on the financials is the balance due for the pedlets from Celtic Cowboy and Burger Bunker; Celtic Cowboy has been making monthly payments. Both are to be paid in full by 6/30.

Budget: Joan provided a copy of the FY 19 Budget to the Board; a draft for FY 20 needs to be prepared by the May board meeting with adoption of the Budget at the June board meeting.

Discussion followed on specific line items.

The updated Budget vs. Actual report was provided to the Board.

VI. Grant Programs:

Grant Applications: The grant schedule for FY 2019 was provided to the board.

Joan reported that update letters have been sent to 410 Central for the façade on the tower; Kellergeist and the Albrecht building for their two grants; 410 Central for the interior-developer grant; Elevation & FASTER Bassett for their interior grants and Noisht for their interior grant. Additional letters that will be mailed out this coming week for updates will be sent to 410 Central for their Outdoor Living grant; Context for their developer grant on the Albrecht building; 410 Central for the façade for the 2-story and the Johnson building for their developer grant.

DSB Tower and Leavitt Group have noted that they are preparing their submission for payout on their two grants; additional grant applications are expected as the project on that building progresses. Max,

Garry and Travis all expressed interest in touring the Wells Fargo building; Joan will inquire with Scott about the possibilities of arranging this tour.

Joan read an email from Seth Swingley at Mighty Mo in regard to potential grant programs the BID might offer. Seth inquired about assistance with purchase of outdoor dining furniture; the Board noted that we do not have a grant to help with furniture. Seth also inquired about the Downtown Summer Jam that has partnered with the GF Symphony; they are required to have several police officers who will be working off-shift, on overtime, and he wondered if the BID would help to support the funding of the officers overtime in the way of a grant or a sponsorship of the event. Discussion followed on possible sponsorships for the event as the BID does not have grants to cover this type of thing. Travis motioned to approve a sponsorship in the amount of \$2,000 for the Downtown Summer Jam's 4th of July event. Max seconded. **Motion passed unanimously.**

Grant Applications:

Collins Insurance: Joan reported that a Business Incentive Grant application was received for 108 5th Street S for Collins Insurance. The Board received the application via email. Lease is effective May 1; grant will be paid out by June 1. Jason motioned to approve the maximum Business Incentive grant for \$2,500. Garry seconded. **Motion passed unanimously.**

Faster Bassett: Joan reported that a Business Incentive Grant application was received for 410 Central Ave Suite 201B for Faster Bassett. The Board received the application via email. Discussion followed on lease effective date and sharing of space. Lease is effective April 12; grant will be paid out by May 12. Alison motioned to approve the maximum Business Incentive grant for \$2,500. Travis seconded. Jason abstained. **Motion passed.**

Elevation: Joan reported that a Business Incentive Grant application was received for 410 Central Ave Suite 201A for Elevation. The Board received the application via email. Discussion followed on lease effective date and sharing of space. Lease is effective April 12; grant will be paid out by May 12. Alison motioned to approve the maximum Business Incentive grant for \$2,500. Travis seconded. Jason abstained. **Motion passed.**

Silvertip: Joan reported that an Interior grant application was received for 509 1st Ave South for Edward Jones. The Board received the application via email. Travis motioned to approve the Interior Grant for Silvertip for \$542.50. Garry seconded. Andy opposed. **Motion passed.**

Joan reported that Snits, formerly That Bar, is preparing an interior grant application. Discussion followed on possibly creating grant programs for elevators, parking lots and the possible extension of the current sidewalk grant program that is set to expire 7/31/19. Joan reminded the board that grant criteria can be changed at any time. Garry, Jason and Travis will work together to discuss and make a proposal for the board as a whole on these possible grant programs or possible changes to our current grant programs to incorporate these ideas.

VII. Old Business:

Beautification: Banner Policy: Joan provided an updated Banner Policy to the board via email; this update is at the request of the Mayor and is specific to vertical banners being hung across Central Ave. The City has approved the draft that has been presented to the Board. The City is going to require that the brackets on the buildings be inspected by an engineer before they are used. Alison motioned to approve the updated Banner Policy, with the addition of "The BID takes no liability. Max seconded. **Motion passed unanimously.**

Flags: Nothing new to report at this time.

Graffiti Removal: Joan reported that we are at the same status as last month, just waiting on the weather to be warmer. Max inquired about sealing the murals on the Dragonfly building, we are awaiting warmer weather and it is being done by a crew of volunteers.

Sound System: Joan reported that they are just waiting on hearing from Good Vibrations and hoping to have the system up and running by Cruisin' the Drag. Jason inquired about the value of the theft; Joan noted it was under \$2,000.

Snow Removal: Joan reported that Geranios bid the snow removal; as well as a bid from Mr. Green. Discussion followed on the two bids received; \$985 to 1,350 is the range of estimates per snow episode. The board asked for labor rates that the BID has paid out for snow removal with staff handling the task. Joan noted that contracting with a company will guarantee that snow removal is done, similar to our contract with Service Master for trash removal.

Trash Enclosures: Joan reported that she is making headway on this art project. The special needs art class at The Square will be making ceramic flowers that can be utilized by artists for this project. Discussion followed on broken trash enclosures and if there are any extra enclosures.

Downtown Great Falls Association: Kellie reported under Guests, as noted above.

Downtown Logo: Joan revealed the updated Downtown logo to the Board; all businesses are encouraged to use the logo in their marketing.

Downtown Office Open House: Joan reported that the open house is from 4pm to 6pm this Thursday, April 18th. The Board was encouraged to stop in sometime during the open house.

Downtown Partnership: Joan reported that the City has submitted for an EDA grant for Wayfinding again. She added that there will be additional traffic signal boxes done this summer, paid for by the partnership.

Downtown Safety Alliance: Joan reported that the Safety Alliance continues to meet the first Tuesday of each month, the next meeting is 5/7 at 9am. The DSA has requested that an extension be granted by the City on the Coins for a Cause boxes out on the poles on Central Ave; they expire on May 31. The Directed Enforcement Team with the GFPD is currently hiring to get up to full force; DET members have attended the Safety Alliance and the DDP meetings so everyone can meet them.

National Main Street Conference: Joan reported that the National Main Street Conference was fantastic; she noted that she attended some great presentations. The presentation on the Pedlets was very well received. The DDP joined the International Downtown Association at the Main Street Conference in Seattle. Joan shared that every community in the country shares the same problems – just a matter of scale for each City depending on their size. Next year’s Main Street Conference is in Dallas in May.

Parking Commission: Joan reported PAC is meeting Thursday, April 18th – Kellie and Joan will not attend that meeting. PAC did present at the Work Session on 4/2. The current proposal is an increase of the hourly meter rate from \$.50 to \$1.00.

Personnel: Joan reported that she will be out of the office 5/15 to 5/17 for Special Olympics. She added that Will has notified her that he believes his entire cell phone bill may have come out of the BID’s bank account; Joan noted that she is waiting on confirmation from the bank and Will plans to reimburse the BID in full.

Work Plan 2019: Joan provided a copy of the FY 19 Work Plan to the Board; a draft for FY 20 needs to be prepared by the May board meeting with adoption of the Work Plan at the June board meeting. Discussion followed on what is missing downtown; what more can the BID be doing.

VIII. **New Business:** BID 10-year Plan: Joan asked the board to consider what goals they might have or think would be beneficial for the BID to pursue over the next 10 years; she asked board members to email her their ideas and she will compile a list for all board members to review/consider. Street Closures: Alison inquired about street closures and the City’s policy in regard to them. She is curious what other cities do and believes there should be a review process that involves the community. She plans to visit the City about this topic.

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

X. **Adjournment:** Meeting adjourned at 11:01am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____