

**Business Improvement District**  
**318 Central Avenue**  
**December 12, 2019**

Board Present: Travis Neil, Max Grebe, Jason Kunz, Alison Fried, Matthias Schalper, Jason Madill  
Board Absent: Shari Dolan  
Staff Present: Joan Redeen  
Guests: Kellie Pierce

- I. **Call to order & Roll Call:** Travis called the meeting to order at 9:19am; roll call of all present, a quorum was established.
- II. **Guests:** No guests present who wished to address the Board at this time.
- III. **BID Board: Conflict of Interest:** Jason Madill reported that he believes there will be some grants for his properties discussed, he will abstain from voting on any of his grants. He also reported that he is remodeling the biggest building downtown; when he purchased the building there were 55 employees, there are now 580 employed on a day-to-day basis; 30 new tenants have moved into the building within the last three years; FCR currently has 440 employees.
- IV. **Approval of minutes from 11-14-19 Board meeting:** Max motioned to approve the meeting minutes from the 11/14/19 Board meeting, as presented. Jason Kunz seconded. **Motion passed unanimously.**
- V. **Financials:**

**Monthly Financials:** The Board received the November financials via e-mail. There being no discussion on the financials, Max motioned to approve the 11/30/19 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Matthias seconded. **Motion passed unanimously.**
- VI. **Grant Programs:**

**Grant Applications:** The grant schedule for FY 2020 was provided to the board; current grants approved remaining to still be paid out total \$330,148.15. So far, this fiscal year, \$56,335 in grants have been paid out and grants approved this fiscal year total \$123,199.75.

Grant Applications:  
**Tarum Law Office:** Tarum Law Office submitted an Interior grant application for 417 Central Ave, 4<sup>th</sup> Floor. The Board received the grant application via email to review. The estimate for the work to be done totals \$13,933.25. Mattias motioned to approve Tarum Law Office for an interior grant for an expanding business at 20% for a maximum \$2,786.65. Jason Madill seconded. **Motion passed unanimously.**

**Big Sky Select Properties:** Joan reported that an Interior Developer grant application was received for 412 Central Ave; a Façade Grant application was received for 412 Central Ave; and a Residential Grant application was received for 412 Central Ave. The Board received these grant applications via email to review. The total costs for the entire project are over \$2M; expenses have been reviewed and include the Interior-Developer grant of \$150K for the elevator installation; the Residential grant of \$1.7M, calculated to be \$113 per square foot. Jason Madill motioned to approve the Interior-Developer Grant for \$10K, Jason Kunz seconded. Max abstained. **Motion passed.** Jason Madill motioned to approve the Residential Grant for \$60K, Jason Kunz seconded. Max abstained. **Motion passed.** Discussion followed on calculating the façade grant; the Board asked for additional clarification on the façade grant application, to be able to calculate the four faces of the building properly.

**Green Path:** Joan reported that Green Path submitted their receipts for payout of their Interior Grant for 410 Central Ave, Suite 401. The Board received the information via email. Max motioned to

approve the payout of \$10,000 to Green Path pending receipt of funds from the City in January 2020. Matthias seconded. Jason Madill abstained. **Motion passed.**

Alluvion: Joan reported that Alluvion submitted receipts for their Art Grant totaling \$5,150. The Board discussed payout of this grant and whether or not the project is complete; 6<sup>th</sup> Street is complete and Central Ave has no window coverings. The Board questioned if the project is complete and BID grants are not paid out until projects are complete.

Chase Your Dreams: A Business Incentive Grant was received for 316 Central Ave for Chase Your Dreams. The Board received the application via email. Their one-year lease is effective December 15; grant will be paid out by February 1 to Dunn Brown Building. Alison motioned to approve the Business Incentive Grant for \$1,500. Matthias seconded. **Motion passed unanimously.**

Sora & Company: A Business Incentive Grant was received for the new business owner of Sora & Company at 114 Central Ave. The Business sold and has a new owner, new tax identification number, etc. The Board received the application via email. Their one-year lease is effective December 5; grant will be paid out by February 1 to Tim Murphy. Max motioned to approve the Business Incentive Grant for \$1,640. Jason Madill seconded. **Motion passed unanimously.** Joan inquired with the Board about the calculations for the façade grant that was approved last month for Starry Night Hospitality, the former Greystone Inn. The Board determined the calculations made last month were correct, the property owners have been approved for the maximum façade grant they are eligible for.

Joan inquired with the Board about Hicks Endeavors and any potential they might have to be eligible for an Interior-Developer grant. The Board determined that project would not be eligible for an Interior-Developer grant as the tenant has been identified.

The Board discussed the payout of the Outdoor Living Grant for Madill Enterprises. Jason Kunz motioned to pay out the Outdoor Grant for Madill Enterprises for \$3,735.40. Matthias seconded. Jason Madill abstained. **Motion passed.**

Discussion followed on the Outdoor Living Grant. Max motioned to suspend the grant program, effective immediately, until further review can be conducted. Jason Kunz seconded. **Motion passed unanimously.**

Joan reported that several grants still need to be updated; letters have been sent out to Context/Matthias Schalper and to Mauri Novak requesting updates on the projects.

Grant criteria: Max noted that he had nothing new to report on this topic. The Board requested copies of the Outdoor Living Grant criteria and the Developer Grant criteria. Discussion followed on pedlets and the Board was reminded that, while the grant program has been suspended, Joan has encouraged anyone who might be interested to visit with the Board about the possibilities.

## VII. Old Business:

### **Beautification:**

BID Vehicle: Joan reported that an estimate has been provided by Mountain Tire for work that needs to be done on the BID truck, it totals \$2,843 for all the necessary repairs. Mountain Tire has noted that one item is strongly recommended. Discussion followed on the age and condition of the truck. The muffler had been damaged heavily; Dave's Exhaust repaired it. The Board asked that downtown gift certificates be sent to Dave's Exhaust to thank them. The Board authorized the one strongly recommended repair and want the truck detailed. Travis commented how good the truck looked in the Parade of Lights.

Flowerpots: Joan provided the Board with information on the self-watering pots that she'd like to have downtown as it would reduce personnel costs for watering flowers in the summer. Travis will look into lower priced options to see if a wholesale option can be found.

ArtsFest: Joan reported that Cameron has already reached out about 2020; he is excited to be involved again and anxious to get planning. She added that she'd like the BID to consider an increase

over last year and will be asking the Board to formally commit in January once she knows the result of the Montana Tourism grant application.

Alley Lights: Joan reported that she is still working on this; she needs to meet with LPW and Dragonfly.

Holiday Décor: Joan reported that only one business expressed interest in participating in Light Up Downtown this year; and they didn't inform her of their interest until after the deadline passed. She will pursue this possibility earlier in the season in 2020 but it will not happen this year. Jonas has completed the installation and been paid for installation; we will pay for removal of the décor in January, but the lights will remain on the trees. Joan noted that the trees are finally being lit in the way that has been envisioned. There are two trees on each side of the street in each block, on Central. The Board noted they'd like more trees lit in 2020 – power sources were discussed. The Board asked that power be explored for every period light downtown.

Sound System: Joan reported that since September 2017 the BID has spent over \$37K on the sound system. During an event this summer a vendor plugged into one of the BID's plugs for our sound system to gain power for their generator; when removing their extension cord, they yanked it and broke our power source. The power source was rebuilt; Mighty Mo has paid for the repair. Joan recommended that vendors not be allowed to plug into the sound system plugs; DGFA and other downtown entities that run events are in need of power sources. The Board recommended that a waiver be signed by anyone who wishes to plug into the power source, acknowledging their liability and responsibility if something happens to the power source.

**City of Great Falls – Storm Drains**: Joan noted that there was nothing new to report on this, at this time.

**Downtown Great Falls Association**: Kellie reported that Ladies Night on 11/21 was great; 24 businesses participated. The Parade of Lights and Small Business Saturday were both on 11/30. The Parade was one of the largest with 32 entries; 35 had registered. The tree is in place and will be repurposed after the holiday. The Stroll was well attended; Showdown had cancelled due to training they had to hold. Kellie provided the Board with 2020 Membership Applications and reminded them if they pay prior to March 1 they get a discount.

**Downtown Partnership: Microvisioning**: Joan reported that the public revealing of the Microvisioning process was held 11/20. The results will be posted to the downtown website, as well as GFDA's website.

Personnel: Joan reported that interviews are still being conducted; well over 100 people have applied and about 20-25 interviews have been conducted. A few individuals have moved on to second interviews, but no one is going further, at this time, so initial interviews continue to be conducted.

Wayfinding: Joan reported that the Wayfinding RFP generated eight responses; the responses were scored and Cushing Terrell (formerly known as CTA) was selected. There has been no word on our Montana Main Street grant application, yet. Cushing Terrell will be given the authorization to proceed once we have all of our funding sources lined up.

**Downtown Safety Alliance**: Joan reminded the Board of the idea currently being referred to as the Neighborhood Walk Program; the Board asked for information on the BID's insurance. Our insurance agent has noted the following: volunteers are included as insured under the general liability policy for any work they perform on the BID's behalf up to the policy limit of \$1M. Should the volunteers injure themselves while doing volunteer work for the BID coverage is provided under the medical payments with a limit of \$5,000. Joan reminded the Board if we proceed forward with this program the Board has the option to increase insurance coverage, if needed. Discussion followed on BID liability if a volunteer were to engage someone in an unsafe manner; if a volunteer were injured, etc. The Safety Alliance meets next on Tuesday, January 7<sup>th</sup>.

**Parking Commission**: Joan reported that the Parking Commission is scheduled to meet on 12/19. Parking is free downtown from 12/14 to 12/25; 2-hour limit still applies. Joan updated the Board on the meter increase revenue. The Board was informed of the meter rate increase; actual figures were

reported last month, the increases from 2018 to 2019 equate to the following figures: July had an increase in meter revenue of \$7,100; August \$8,100; September \$6,900; October 2018 was \$18,850, October 2019 was \$26,489 and the increase is \$7,600. The figures are down from the projections. This is just meter revenue, not Passport revenue; Passport had a large increase in use in October; usage went from \$1,000 to \$4,300.

**Personnel:** Joan reported that Doug Wendt has filed an unemployment insurance claim due to his reduction in hours. A response was filed, but a ruling has not been received in the office yet. Joan added that she will be on vacation Friday 12/20 and the week of Christmas, returning to the office on Monday 12/30. When this meeting adjourned the Board met to discuss Joan's personnel review; her 11-year anniversary is January 5<sup>th</sup>.

**Work Plan 2020:** The Work Plan for FY 2020 is being followed.

VIII. **New Business:** There was no new business brought before the Board at this time.

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

X. **Adjournment:** Meeting adjourned at 11:00am.

Travis Neil, Chair

Joan Redeen, Staff

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

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