

**Business Improvement District**  
**100 1<sup>st</sup> Ave North**  
**May 11, 2017**

Board Present: Andrew Ferrin, Garry Hackett, Sheila Rice, Max Grebe, Travis Neil, Alison Fried, Jason Madill  
Guests Present: Shane Etzwiler, Dale Nelson, Patrick Sullivan  
Staff Present: Joan Redeen

- I. **Call to order:** Andy called the meeting to order at 9:00am.
- II. **Guests:** Dale Nelson was present to discuss the status of the Rocky Mountain building and the BID façade and residential grants that were approved for the project in 2013. Dale provided an update on the status of the project; they do not have the financing lined up to do the project but they do hope to install a roof and possibly windows in September. Discussion followed on additional ownership opportunities in the building with the potential to condo the building. Additional discussion was held on the BID grants; Dale was informed that if the grants were rescinded they can reapply when they are ready to proceed forward.
- III. **Downtown Great Falls Association:** Kellie is at her final day of Leadership Great Falls. Joan reported that the Professional Services Agreement between DGFA and the BID is coming up on one-year in June. Trolley payroll has been reimbursed on a quarterly basis; the annual premium for the workman's comp on the trolley will also be reimbursed. Andy asked that it be emailed to him for review. Cruisin' the Drag was held this past Saturday; the Trolley is set to start its regular tours on 6/2. Ticketing will be handled online through the app. The new website is launched – [www.exploredowntownngf.com](http://www.exploredowntownngf.com) and the new app is available in the app store.
- IV. **BID Board:** Joan reported that the public meeting training was held in conjunction with the Downtown Development Partnership meeting in April. The noted change is that board members can't telephone in for board meetings, and be considered a part of the quorum; board members can video conference in to be considered a part of the quorum. In addition, the board was reminded that if board members need to hold a conversation it must be held during a board meeting, not via email.
- V. **Approval of minutes from 4-13-17 meeting:** Sheila motioned to approve the meeting minutes from the 4/13/17 meeting as presented. Garry seconded. **Motion passed unanimously.**
- VI. **Financials:**

**Monthly Financials:** The Board received the March financials via e-mail. There being no discussion on the financials, Max motioned to approve the 3/31/17 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Jason seconded. **Motion passed unanimously.**

**Budget 2017-2018:** Joan presented the board with the draft budget for FY17-18. The budget will be presented to the City at the City Commission meeting on 7/18. Discussion followed on the Johnson hotel building and the BID's ownership interest in the building. Garry motioned to approve the budget as presented; Jason seconded. **Motion passed unanimously.**
- VII. **Grant Programs:**

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

**Grant Applications: Edward Jones:** Joan reported that a Business Incentive Grant application was received for Edward Jones located in the Thisted building at 322 Central Ave. The Board received the application via email. Max motioned to approve the Business Incentive Grant for Edward Jones for \$1,366. Sheila seconded. **Motion passed unanimously.**

Discussion followed on the Rocky Mountain building grants; Travis motioned to rescind the façade grant for \$61,250 and the residential grant for \$60,000 that had been approved in 2013; noting that the property owners can reapply when they are ready. Garry seconded. Discussion followed on the BID's accounting methods and how rescinding these grants will be reflected on the balance sheet. **Motion passed unanimously.**
- VIII. **Old Business:**

**Beautification:** Bike Racks: Hi Line Climbing Center has a new bike rack installed; Joan facilitated that, the BID did not provide any funding as it is located outside the BID. Perkins/Mid-Town Motel has also inquired and the same will apply as they, too, are outside the BID.

Trash Cans: Additional trash cans are being ordered. Garry noted that he'd like a trash enclosure outside of 511 Central Ave. Max reported that there is a planter in front of LPW since last summer's streetscape construction.

Flowers: Flowers will be out the week of Memorial Day.

Banner Policy: Joan reported that the banner policy was approved last month; in addition to approving the bids for new hardware and new banners. Sponsors have been solicited for the banners; Stockman Bank has agreed to sponsor 18 of the banners; Tourism has agreed to sponsor the remaining 17 banners. The goal is to have them in place by Memorial Day, but that may not happen.

Parking Meter Art: The Parking Meter art installation will take place on Friday, June 2<sup>nd</sup> in conjunction with First Friday Art Week. The Eagle project is complete; the City is installing greenery.

Placemaking: Shane reported that the BACI group is moving forward with their Food Truck Friday event; the first one will be held in conjunction with First Friday Art Walk.

Sound System: Joan reported that she emailed bids from AirNetix to the board. We have received two bids: a bid for one transmitter and two speakers at about \$6K and a bid for the entire system (one transmitter, 12 speakers & four repeaters) at about \$30K. AirNetix has a loaner of one transmitter and one speaker; Joan noted that she'd like to try that loaner out before any purchase is made. She added that Good Vibrations would be responsible for any installation, when/if we get to that point. As reported last month, Good Vibrations has recommended this system, it is specifically designed for outdoors and no other system is. AirNetix has offered that if the BID should proceed forward with the single transmitter and two speakers and we would serve as a test market for one year for him with our temperature extremes; if the BID experiences issues due to extreme cold within the first year he would accept a return of the single transmitter and two speakers. The current system that is in place was installed in 2004 at a cost of \$36,500.

Trees: Joan reported that Tilleraas is looking at ring adjustments on the tree grates; the high school welding class is also looking at using their plasma cutter on them. Tilleraas has recommended Porous Pave, he is looking into the options for us; the porous pave would be used in locations where there are no grates. Andy inquired about utilizing volunteers from Pre-Release for labor. It was noted that the Pre-Release program will be gone; the trees will be taken care of a block by block basis working with Tilleraas.

**BID Office:** Joan asked the board to consider what they might be willing to spend on a temporary solution for office space, in light of last month's suggestion that something temporary be done in the present location. The board was also asked to consider that if the Rocky Mountain building were not an option, what other locations the board would consider as possible options. Discussion followed on the possibility of swapping offices with Charlie; discussion on parking followed due to the Visitor's Information Center moving downtown in October.

**Downtown Partnership:** Pedlet: Joan reported that the pedlet will be installed tomorrow. Max clarified that inspections will need to be done by the City and DOR before the pedlet can be utilized. The bid came in just over \$10,500. The Montana Main Street grant was \$8K, NWGF had previously committed \$500 and the BID had noted they'd provide funding if necessary. Jason motioned to approve up to a maximum of \$3K in BID funding for the pedlet. Travis seconded. **Motion passed unanimously.** Discussion was held on additional pedlets; the board was reminded that the BID does own the pedlet but can't charge rent on the pedlet as it sits in the public right of way, so if rent were charged that rent would go to the City. Discussion was held on what expenses Mighty Mo has had in relation to the pedlet; they've funded the parking spaces, they have an additional liquor license fee with the state; they applied for a Sidewalk Café permit (at no cost); and they purchased outdoor furniture; there may be additional costs that the BID has not been made aware of or taken into consideration.

Discussion followed on Montana Main Street grants. The City is the applicant for these grants, the DDP is the advising entity for those grants – they decide what to apply for, they manage the grants, all with final approval from the City Commission.

Traffic Signal Boxes: Joan reported that Traffic Signal Boxes will be installed the week of May 22<sup>nd</sup>. Two boxes will be done, the first on the corner of 2<sup>nd</sup> Ave N & 3<sup>rd</sup> Street and the second at 2<sup>nd</sup> Ave N & 4<sup>th</sup>

Street. The DDP will be reimbursing the BID for the project. Two artists were selected; one of the artists is 11-years old. Joan noted that she'd like to do two additional boxes later this summer, if the DDP will approve the funding.

**Downtown Safety Alliance:** Joan reported that the Downtown Safety Alliance is becoming more active again and currently meeting on a weekly basis. She informed the board about the upcoming presentation by Officer Adam Hunt being held on Tuesday, 6/6 at the O'Haire Motor Inn. Alison reported on the Safety Alliance; the goals and progress being made. She recommended that the BID hire an additional seasonal employee who will be able to serve as an ambassador on the corner; answering questions for tourists; calling in issues to the GFPD as the need arises; being a presence. Discussion followed on how Billings has funded their Downtown Police Officers; a recommendation was made that Tourism dollars be raised by increasing the TBID assessment to fund safety. Discussion followed on ordinances that need to be adopted; it was noted that Bill Bronson has been attending the Safety Alliance meetings and is being consulted about what we are able to do. The Safety Alliance had requested that the BID or DDP write a letter to the local beer distributors asking them to stop selling out of date alcohol to local retailers so the single can issue could be eased by increasing the price of those cans; the Board noted they'd prefer this be an in-person conversation and will not approve writing a letter from the BID, Joan noted that DDP had expressed similar sentiment. The Board instructed Joan to go public with a job opening for the new position of Downtown Patrol Ambassador and seek out a kiosk/cart for that staff member. The Board instructed Joan to seek out sponsors for the kiosk/cart, but the kiosk/cart will happen with or without sponsorship. Alison motioned that the BID hire a seasonal Downtown Ambassador. Travis seconded. **Motion passed unanimously.** Travis motioned that the BID acquire a kiosk/cart up to a maximum of \$2,500 utilizing Special Projects funds. Garry seconded. **Motion passed unanimously.** The next Business Watch is set for 9/12/17; the topic will be Emergency Preparedness.

**Johnson Hotel:** Joan reported that a great deal of information was forwarded to the board in preparation for the meeting; the recorded mortgage reconveyance from the EDA; as well as the non-binding offer made for the purchase of the floor by Robert Bialecki with KDS Networks, one of our tenants on the 3<sup>rd</sup> floor. Joan added that there is one vacancy in the incubator. The board discussed if they wish to sell the floor and that fact that it is an asset the BID owns; the board instructed Joan to get an appraisal on the floor. Discussion followed on the BID storage unit in the basement that is part of the ownership in the building; Joan noted that KDS may not even be aware that's part of the ownership interest.

**Montana Downtown Conference:** Joan informed the Board that Great Falls will be the host of the Montana Downtown Conference this fall; all should have already received the Save the Date. The theme is Attracting Private Investment to your Downtown; utilizing Montana based speakers on their experience. The conference will be held 10/18 to 10/20.

**Parking Commission:** Joan reported that the Parking Commission is still in need of members; but nothing new to report at this time.

**Personnel:** Joan reported she is out of the office next week 5/17, 18 & 19<sup>th</sup>. She reported that she is out again as of Thursday, 6/22 and not back in the office until 7/10.

**Work Plan 2017-2018:** Joan provided the draft of the work plan for FY 17-18 to the Board. The Board has until June for formal approval of the Work Plan. Joan will add "Provide a seasonal downtown ambassador".

IX. **New Business:** Joan reported there is a movie coming to the Mansfield on 9/8; the world premiere of CM Russell and the American West. Shane reported that PBS is allowing Great Falls to host the premiere; the committee is looking for sponsors. Admittance will be free; but VIP access is available for a cost. Joan noted that the BID has not been asked to be a sponsor.

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

XI. **Adjournment:** Meeting adjourned at 11:30am.

Andy Ferrin, Chair

Joan Redeen, Staff

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

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