

**Business Improvement District**  
**100 1<sup>st</sup> Ave North**  
**July 13, 2017**

Board Present: Andrew Ferrin, Garry Hackett, Sheila Rice, Max Grebe, Travis Neil, Jason Madill  
Board Absent: Alison Fried  
Guests Present: Logan Wight, Rachel Crowspreadingwings, Shane Etwiler, Sandi Thares  
Staff Present: Joan Redeen

- I. **Call to order:** Andy called the meeting to order at 9:04am
- II. **Guests:** No guests present wished to address the board at this time, introductions were made.
- III. **Downtown Great Falls Association:** Joan reported Kellie is preparing for the first Music on the Mo event tonight. DGFA is hosting downtown night at the Voyagers ball game Monday 7/17; they have an art tour this Saturday, 7/15; they have the Sidewalk Sale coming up on 7/29. DGFA is focused on Christmas in July with the nation's tree expected in November, Great Falls is being asked to make many ornaments so they are hosting a contest, plus they are fundraising for the City tree fund. Joan noted that the trolley is running Friday through Monday; tickets are available online, the trolley begins and ends at the O'Haire.
- IV. **BID Board:** Joan reported that Alison has had her term renewed until 6/30/21.
- V. **Approval of minutes from 6-8-17 meeting:** Sheila motioned to approve the meeting minutes from the 6/8/17 meeting as presented. Garry seconded. **Motion passed unanimously.**

VI. **Financials:**

**Monthly Financials:** No financials were prepared for the board to review.

Joan reported that the budget and work plan will be presented to the City Commission Tuesday 7/18; she added that the City Commission has requested additional information this year. An email was sent to the City on 7/12 (as requested by the City that the response be provided by 5pm) with the additional information requested. Joan will provide the questions and response to the Board via email, following this email; it was noted that the Commission received the BID's grant schedule with the response. Shane noted that at a higher governmental level there is scrutiny into the TIF and BID programs.

VII. **Grant Programs:**

Joan provided the board with copies of the updated grant schedule for the new fiscal year. Joan noted that the Dunn Brown residential grant has been paid out; the commercial grants should be wrapped up in the next few weeks, the façade will be the last. She added that the Johnson sidewalk grant should be moving forward soon. Garry noted that his façade grant should be wrapped up by the end of July; Joan noted that she still has the interior grant application, Garry was collecting estimates. Max inquired about Edward Jones; Joan reported that a \$10K interior grant was paid out to White Belly for that same space. The Board discussed the Outdoor Living Grant criteria; "Only permanent or seasonal improvements and associated labor are eligible, temporary structures, such as pedlets, will be considered under this grant." It was noted that the outdoor living grant application the board will be discussing today is grandfathered in under the old requirements. Max motioned to approve the amended criteria as presented. Travis seconded. Jason abstained. **Motion passed.**

**Grant Applications: Clinical Counseling:** Joan reported that a Business Incentive Grant application was received for Clinical Consulting for Suite 502 at 410 Central Ave. The Board received the application via email. Sheila motioned to approve the Business Incentive Grant for Clinical Counseling for \$400. Max seconded. Jason abstained. **Motion passed.**

**Zero Escape Rooms:** Joan reported that an Interior Grant application was received from Zero Escape Rooms. The Board received the application via email. Garry noted that he has a tenant that has the same type of business, he questioned if the improvements are permanent and if they are so unique that a future business would need to tear it out and create their own new space. He added if they are done in such a manner that no other business, in the future, could ever use the space. He added that he is considered about the electrical costs. It was also noted that they've already begun the work prior to the grant application

being submitted. The Board asked Joan to ask where they are currently at with their project; what dollars do they have remaining to spend; and detail on the electrical bid. Garry noted that he believes the electrical is specialized equipment and unique to their business; he doesn't think the BID should pay for things that are unique to a business. The Board tabled this grant until the additional information is provided and if no further discussion is needed upon receipt of the information the Board will vote, at that time.

410 Central Ave: Joan reported that a Façade Grant application was received for 410 Central Ave, fka the Strain building. The Board received the application via email. Joan added that in looking at past façade grants the Arvon Block received \$61,250 in façade grants; and the RMB had been approved for \$61,250. Discussion followed on how to calculate the façade grant and the fact that it is one parcel, yet four buildings – two on Central and two on 4<sup>th</sup> Street. The façade grant criterion reads, “Each eligible façade may only obtain one grant every five years.” It was noted that it does not say property or parcel; it was noted that the property is one parcel but is comprised of four buildings. The board recommended that Jason re-submit and would be eligible for three separate façade grants; he will be submitting two at this time and holding off on the third until he identifies a tenant for the final space. It was noted that under item 14 on the criteria the Board has latitude with this grant program.

410 Central Ave: Joan reminded the Board that they received the Outdoor Living Grant application for 410 Central Ave via email. Discussion followed on how to calculate this grant. Sheila motioned to approve an Outdoor Living Grant for 410 Central Ave for \$3,735.40 Max seconded. Jason abstained. **Motion passed.** Joan inquired with the Board about façade grants for the Johnson building located at 417 Central Ave; the Board noted that each parcel is eligible for a façade grant and would be treated as individual units.

### VIII. **Old Business:**

**Beautification:** Banners: Joan presented the Board with images of the new banners; they should be installed by the Sidewalk Sale. Stockman Bank and Tourism have sponsored the banners. The Board was pleased with the images presented.

Sound System: Andy noted that there will be a demonstration of the test unit for the potential new sound system following the meeting. Joan reminded the Board that two separate bids were received for this system back in April, as requested at that time by the Board; a bid for one transmitter and two speakers so we can test out the system, for a total of \$6,001; and a bid for the entire system that would include one transmitters, 12 speakers and four repeaters for \$30,094. Sheila noted that an objection to the system has been the commercials that play, inquiring if this system should be commercial free. The system can be depending on what music service the BID opts to pay to stream. Joan added that a dedicated laptop would be necessary. Garry inquired about remotely controlling the system; Joan was instructed to inquire about this.

Trash Removal: Joan reported that she hired Service Master to do trash removal downtown, prior to her departure on vacation. The BID had one employee for over six years and since that staff member left in 2015 the BID has gone through seven employees, no one wants to do this job. Trash removal was a problem and now working with Service Master they are charging \$25/hour and are dependable. Garry noted that if they are using a vehicle they will be able to do it in a much shorter time period.

Trees: Joan reported that her focus at this time are the trees that need a ring adjustment; working with the high school welding shop to cut the grates; the focus at this time is taking care of the 38 tree grates that need to be cut. The grates will be removed and cut, the trees dug out and grates replaced.

**BID Office:** Joan reported that Rebecca with Tourism is interested in moving things forward as they need to explore options for the Visitor's Information Center. Joan, Rebecca and Shane will be meeting.

**Marsy's Law:** Joan reminded the Board that the MOU from the City was discussed last month; the City has noted that this was simply provided to the BID for us to be made aware of it, they will be asking businesses to sign it, as needed. Joan noted that it may not have gone into effect on 7/1; she will check with the City about the status. Wal Mart was given as an example of a business that the City will encourage to sign an MOU as they have numerous claims.

**Downtown Partnership:** Pedlet: Joan reported that the pedlet has been paid for and the State grant will be submitted for funding. She is meeting with the City to streamline the process. Fire Artisan now has sidewalk dining, having completed their Sidewalk Café permit. It was noted that there have been some

complaints about the width of the sidewalk remaining at Fire Artisan, that it is not wide enough. Joan noted that they are interested in a pedlet and would be a great location. It was noted that Mighty Mo has hired five new employees to support their increased business.

**Traffic Signal Boxes:** Joan reported that she plans to ask the DDP for funding to do two more this summer. Sheila reported on the three TIF applications that the DDP has prepared to submit to the City; the City requested that the DDP withdraw the application for Wayfinding, they will be the applicant for that project. The DDP will be submitting for operating costs and website. She noted that the other good report at the meeting was an update on the safety.

**Downtown Safety Alliance:** Joan reported that the Board received a request for funding an ATV for the GFPD from Sandi Thares, a member of the Great Falls Police Foundation board. Sandi presented her request to the Board. Joan shared Alison's email in regard to the GFPD request; Alison is in favor of the BID supporting the request. The estimate is as follows: \$13,100 for a side by side, \$900 for a 4,500 lb winch, \$500 for a roof, \$250 for street legal; \$500 for a turn signal kit; \$2,000 for decals and patrol related equipment for a total of \$17,250. Sandi noted that Polaris is giving a \$5,000 discount on the vehicle; it would normally be an \$18K vehicle. Discussion followed. Sheila motioned to approve funding of \$13,100 for the GFPD Foundation for the purchase of the Polaris. Garry motioned to approve funding for \$17,250 for the entire purchase. Sheila withdrew her motion and seconded Garry's motion. The Board noted they'd like to have the BID logo on the equipment. **Motion passed unanimously.** Sandi reported that the GFPD is actively seeking volunteers for their seasonal patrol; posters and applications were provided to the Board. Joan reported that the Downtown Safety Alliance has been meeting weekly; they've created a goal matrix. Joan added that our Community Resource Ambassador was hired on 6/21; Alison was working with him while Joan was away. Joan is working on ordering the bike/kiosk from Knicker Biker at a cost of about \$450; the high school welding shop will be constructing the contraption that will be added to the bike for about \$500. The Board acknowledged that this should be take care of, as previously discussed and approved.

**Johnson Hotel:** Joan reported Phil Rowen of McKay Rowen Associates had noted completion of the appraisal by the August meeting; she will follow up to be sure he is on target. She shared a photo of the floor in the women's restroom; the floor has rust. The Board noted that a flooring company should be called and when they pull the toilet to replace the flooring a plumber can be called, at that time, if needed. Joan reported that the association has had problems getting insurance. An agent exploring coverage for the association has discovered that the ownership for the land is still in the BID's name. The Board instructed Joan to contact Mountain Title to explore what needs to be done to correct the ownership and make sure it is in the association's name.

**Montana Downtown Conference:** Joan reported that this will be on the agenda every month; dates are October 18-20. Sheila reported that it is actually the Downtown Showcase as well as the Conference; the showcase will be Wednesday to Thursday and the conference will run Thursday to Friday.

**Parking Commission:** The Parking Commission has not been meeting due to lack of quorum. Joan has been informed that they have one applicant for the Commission.

**Personnel:** Joan

**Urban Art Project:** Joan reported that their annual request for the donation of \$2,000 the BID has provided annually, the board can move on the request next month.

**Work Plan 2017-2018:** Joan reported that the Work Plan should be approved by the City Commission Tuesday 7/18.

- IX. **New Business:** Joan reported that the Community Leadership Institute is being held in October in Los Angeles; it is through NWGF and fully funded. Carol Bronson is the contact and she is seeking applicants; applications are due by 7/20. The project after the CLI will be connected to Downtown Safety. Joan added that the City's storm drain project in the 500 block this summer is kicking off with a pre-construction meeting at 5<sup>th</sup> Street Diner at 9am on 7/27. There will be weekly meetings to keep everyone up to date.
- X. **Public Comment:** No public comment at this time.

XI. **Adjournment:** Meeting adjourned at 10:47am.

Andy Ferrin, Chair

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

Joan Redeen, Staff

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