

Business Improvement District
100 1st Ave North
October 12, 2017

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

- I. **Call to order:** Andy called the meeting to order at 9:01am
- II. **Guests:** No guests wished to address the board at this time.
- III. **Downtown Great Falls Association:** Kellie reported that the BID check for First Friday Art Walk sponsorship was received; DGFA donated \$200 and the Chicks donated \$100, as well. Discussion followed on how to become a sponsor and what benefits that provides. The Art Collective meets the Monday after First Friday each month at various galleries. Kellie added that there will be Safe Trick or Treating on 10/31; an art tour in November; parade is 11/25; the Christmas tree has been selected, and the City will help this year; the Stroll is 12/1. Joan noted that the GFPD new side by side should be ready to lead the parade. Joan pointed out the DGFA quarterly newsletter; all BID board members should have received it.
- IV. **BID Board:** Discussion on TBID's request from last month in regard to Resolution 10059; Joan also informed the board about Ordinance 3169. TBID had requested that #9 be added to read as follows: "Business Improvement Districts are to operate in accordance with their Bylaws with regard to Trustee/Director term in accordance with MCA 7.12.1121." Joan noted that TBID has sent another recent email in regard to Ordinance 3169 and has expressed concerns about the recent proposed change at the City Commission. The proposed change is to add 'Whereas the City Commission wishes to require that members of City boards, commissions and councils, with the exception of Golf Advisory, be City residents.' TBID is proposing that it read, "...members of City boards, commissions and councils, should be property owners or city residents within the City limits..." The BID Board agreed that property owners within the City limits should be eligible to serve on a City Commission. Sheila motioned to support adding #9 to Resolution 10059 and the proposed change to Ordinance 3169 for property owners or city residents. Alison seconded. **Motion passed unanimously.**
Discussion followed on the wording of the BID Bylaws in regard to terms and term limits; it was noted the Montana Code provides for terms, but no term limits.
- V. **Approval of minutes from 9-14-17 meeting:** Sheila motioned to approve the meeting minutes from the 9/14/17 meeting as presented. Alison seconded. **Motion passed unanimously.**
- VI. **Financials:**
Audit: The final copy of the audit was made available for the board. Joan reported that the auditor has recommended filing the audit with the local newspaper; the City has noted that we are not required to publish our audit by either the City or State since it is published as part of the City's overall audit; it was noted that we've never published our audit before. The Board chose to not publish the audit, as it is not required that we do so.
Monthly Financials: The August & September bank reconciliations have not been completed yet. Joan reported that a transfer of funds needs to be made from the money market to the checking account. Sheila motioned to approve a transfer of \$50K from money market to checking. Alison seconded. **Motion passed unanimously.**
- VII. **Grant Programs:**
Grant Applications:
Detail on what businesses remain open and which ones are closed in regard to Business Incentive Grants paid out since the inception of the program in 2011 was provided to the board, as requested. It was noted that 49 Business Incentive grants have been paid out; 21 businesses of those businesses are no longer in

business. The creation of this program was a result of the closure of Westbank Mall, in order to invite those businesses to relocate downtown.

Andy reminded the Board to be proactive and make business owners aware of our grant programs.

Really Montana Photography: Joan reported that a Business Incentive Grant application was received for Really Montana Photography located at 415 Central Ave. The Board received the application via email. Sheila motioned to approve the Business Incentive grant for Really Montana Photography for \$1,000.

Alison seconded. **Motion passed unanimously.**

Enbar: Joan reported that a Business Incentive Grant application was received for Enbar located at 8 5th St S. The Board received the application via email. Jason motioned to approve the Business Incentive grant for Enbar for \$500. Alison seconded. Andy abstained. **Motion passed.**

Enbar: Joan reported that an Interior Grant application was received for Enbar located at 8 5th St S. The Board received the application via email. Jason motioned to approve the Business Incentive grant for Enbar for \$10,000. Alison seconded. Andy abstained. **Motion passed.**

Counseling, Teresa Schmitt: Joan reported that a Business Incentive Grant application was received for Teresa Schmitt, Counseling, located at 410 Central Ave. The Board received the application via email. Alison motioned to approve the Business Incentive Grant for Teresa Schmitt, Counseling for \$453. Sheila seconded. Jason abstained. **Motion passed.**

410 Central Ave: Joan reported that a Developer Grant application was received for 410 Central Ave. The Board received the application via email. Alison motioned to approve the Developer grant for 410 Central for \$10,000. Sheila seconded. Jason abstained. **Motion passed.**

VIII. Old Business:

Beautification: Holiday Decor: Joan reported that our volunteer continues to work on décor; the last of the supplies needed have been ordered. The goal is to have them completed by 11/10 and installed the week of Thanksgiving. Jonas will be taking care of the installation. It was noted that some of the lights were constricting the tree growth, so lights will be removed next spring. Also, DGFA had noted that their electrical expense was higher than budgeted, since we left the lights on all year. Discussion followed on how to recognize the work being done; Sheila motioned to approve \$300 in downtown gift certificates for our volunteer. Jason seconded. **Motion passed unanimously.**

Sound System: Joan reported that AirNetix is moving forward on the work to be done. An email was sent to the board to review an agreement between the BID and Madill Enterprises for installation of the master pieces at 410 Central Ave. Sheila motioned to approve the agreement. Alison seconded. Jason abstained. **Motion passed.** Joan added that Mike from AirNetix should be in town in a few weeks for the installation. One of the recommendations made is that we allow for something in the way of local Welcome to Downtown commercials running at various times. The comparable system is the Airport's system. Mike with AirNetix is aware of this technology and is working on incorporating it into his systems. One additional piece of equipment needed for the new sound system is a dedicated laptop for the system; Joan recommended that she set her old laptop up for the sound system and acquire a new laptop for the office. The Board noted approval of this recommendation.

Trees: Nothing new to report at this time.

Pressure Washer: Joan reported that the Downtown Safety Alliance would like to have a pressure washer to provide to the volunteer crew cleaning the sidewalks/alleys. She noted that she explored rates with Hotsy for new pressure washers, but expressed concerns about liability. Discussion followed on utilizing Hotsy as a contractor. The Board noted they'd really like to figure this out, but noted the obstacles to accomplish it. The Board requested a bid for Hotsy to take care of one entire city block.

-Garry Hackett arrived and joined the meeting at 9:33am.

Trash Cans: Joan reported that ServiceMaster is doing a great job on our behalf, but we have many trash cans that need to be replaced due to wear. Discussion followed on galvanized steel versus plastic trash cans. Sheila motioned to approve the bid from Belson Outdoors for 56 galvanized steel trash cans for \$2,950, expensed to Beautification. Garry seconded. **Motion passed unanimously.**

BID Office: Nothing new to report at this time.

Downtown Partnership:

Pedlet: Joan reported that the pedlet is too large for the storage facilities she has explored. The Board discussed options to store the pedlet; the recommendation was to solicit for bids from property owners. It was noted that the pedlet needs to be off of the street no later than 11/1. Garry offered space in his basement for \$75/month. The Board determined that if the pedlet can be placed in Garry's basement that would be a temporary solution until bids can be solicited and a more permanent storage location can be determined. The N Garage was another option discussed. It was noted that the pedlet is moved via forklift, it is 40-feet long total, two 20-foot sections that are 5-feet wide. Sheila motioned that we temporarily take advantage of Garry's offer of \$75 per month for storing the pedlet as well as the holiday décor until a permanent location can be solicited for, assuming the pedlet can fit into his basement. Jason seconded. Garry abstained. **Motion passed.**

Joan reported that she will be attending the MT Healthy Communities conference in Helena, November 1st & 2nd where the Pedlet will be recognized as an innovative project.

Joan added that there has been no word from the Montana Main Street program yet on our grant application. TBID has agreed to provide \$5K toward the pedlet project, as long as we place signage on future pedlets that note funding is provided by tourism dollars.

Sheila reported that the DDP and the City Commission has approved a TIF request for \$25K for a Wayfinding plan; the City is submitting a Big Sky Trust Fund grant application for the match required to do the plan.

Downtown Safety Alliance: Joan reported that they meet next Tuesday; every other Tuesday in NWGF Learning Center. At last week's meeting a date was set to unveil the Coins for a Cause program on December 1st with the Stroll. Alison reported that there is a change to City code proposed for the City Commission to approve our request to hang the Coins boxes on lampposts for an experimental period. Alison noted that the Coins program is a very small piece to the Safety Alliance, they are doing a great deal of work. Joan added that the next Business Watch meeting is in November.

Johnson Hotel: Joan reported that NS Properties, Mauri Novak, has given their 30-day notice and will vacate as of 11/1; we'll have two vacancies in the incubator then. She added that KDS received the appraisal on 9/20. The board decided that they'd wait another month to allow KDS to review the information.

Montana Downtown Conference: Joan reported that Jason is registered; Sheila is registered with NWGF. The BID has two free registrations. Garry completed a registration form.

Parking Commission: Joan reported that the next Parking Commission meeting is Monday, October 30th. Dave Snuggs and Bill Mintsiveris were due to have their terms on the Commission extended by the City Commission but the Commission tabled extending their terms. Alison recommended that the BID board apply to serve on the Parking Commission, as a whole, since it is on our agenda every month. Discussion followed on an individual being appointed to more than one City board or commission. Discussion followed on the current members serving on the commission.

Personnel: Joan reported that Will is winding down for the season; there is an agreement between Doug and Will in regard to plowing snow. Will is also going to be available to assist with installation of the sound system.

Work Plan 2017-2018: Joan reported that the BID is working the work plan for FY 17-18.

IX. **New Business:** Garry noted that the BID truck needs to have something identifying it as the BID vehicle. Joan will solicit for bids again as prior bids were never finalized.

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

XI. **Adjournment:** Meeting adjourned at 10:00am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____