

**Business Improvement District**  
**100 1<sup>st</sup> Ave North**  
**December 14, 2017**

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

- I. **Call to order:** Andy called the meeting to order at 9:05am
- II. **Guests:** No guests were present.
- III. **Downtown Great Falls Association:** Joan reported that DGFA approved their budget for FY2018; they had a very successful parade and stroll; they have one board member leaving the board in January and a new board member joining. Luminaria trolley tickets are selling very well.
- IV. **BID Board:** Joan reminded the Board that the City is holding board training on January 22<sup>nd</sup> and 23<sup>rd</sup>; all BID board members are required to attend, due to recent changes in city ordinance (all board members must attend training every 2 years).
- V. **Approval of minutes from 10-12-17 meeting:** Travis motioned to approve the meeting minutes from the 10/12/17 meeting as presented. Garry seconded. **Motion passed unanimously.**

VI. **Financials:**

**Monthly Financials:** The Board received the August, September & October financials via e-mail. There being no further discussion on the financials, Garry motioned to approve the 8/31/17, 9/30/17 & 10/31/17 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Travis seconded. **Motion passed unanimously.**

**Audit:** The final copy of the audit was distributed to the board.

The board was provided with the budget to actual expenses and discussion followed on current expenses.

VII. **Grant Programs:**

**Grant Applications:**

The board received the list of Business Incentive Grants paid out since the inception of the program; with addresses included. The businesses highlighted in yellow on the spreadsheet remain in business; but some of the businesses that are not highlighted are still in business but have moved outside of the BID.

Joan provided a summary of grants paid out; from 1999 to 2009 over \$500K was paid out and since 2009 over \$1M has been paid out in grants. She noted that she is also keeping a spreadsheet of property values on some specific properties as well as the district.

Montana Claims Services: Joan reported that a Business Incentive Grant application was received for Montana Claims Services located at 410 Central Ave. The Board received the application via email. Max motioned to approve the Business Incentive grant for Montana Claims Services for \$830. Garry seconded. Jason abstained. **Motion passed.**

Montana Claims Services: Joan reported that an Interior Grant application was received for Montana Claims Services located at 410 Central Ave. The Board received the application via email. Max motioned to approve the Interior grant for Montana Claims Services for \$1,957.50. Garry seconded. Jason abstained. **Motion passed.**

Anchor Fitness: Joan reported that a Business Incentive Grant application was received for Anchor Fitness located at 316 Central Ave. The Board received the application via email. Max motioned to approve the Business Incentive grant for Anchor Fitness for \$1,800. Garry seconded. **Motion passed unanimously.**

Burger Bunker/Big Bang Pizza: Joan reported that an incomplete Interior Grant application was received for Burger Bunker/Big Bang Pizza on 8/22/17; the completed application was provided to the Board via email on 12/5/17 with final receipts for payout. Travis motioned to approve the Interior grant and final payout for Burger Bunker/Big Bang Pizza for \$10,000. Alison seconded. **Motion passed unanimously.**

**Grant Program – Pedlet Grant** – Joan provided the board with a draft of a new grant program exclusively created for the Pedlet program via email. Joan noted that the Outdoor Living Grant does allow for pedlets,

but she'd like to see a grant program with a limited time and set funding pool, with a higher payout compared to our other grant programs. Joan noted that the existing funding pool is \$8K from the Montana Main Street grant and \$5K from Tourism; the DDP will be asked to provide \$2K toward this grant funding pool, for a current total of \$15K. The Montana Main Street grant funds must be spent no later than 6/30/18, hence the time associated with this proposed grant program. The proposed grant would allow for a 50% payout, up to a maximum of \$5K per application, and applicants will have two months to complete and install their pedlet from date of approval. Discussion followed on grant criteria and having standard specifications. It was noted that the property/business owners will be the owners of their pedlets and responsible for their pedlet – maintenance, moving/storage, etc. Discussion held on BID funding in the available pool of funding. Jason motioned to approve the Pedlet Grant program, with the following changes: add material specifications that Max will provide; applicants must include a moving & storage plan; add dates of the pedlet in place from 5/1 to 11/1; the grant pool will expire on 6/30/18; the BID will provide \$15K toward the pool of funding available for the grant program for a maximum pool of funding of \$30K, with Montana Main Street grant funds utilized first. Max seconded. **Motion passed unanimously.**

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

**Beautification:** BID Vehicle: Joan reported that she is working on getting bids for installation of some BID/Downtown identifying graphics on the BID's burgundy truck.

Downtown Thing aka GF Thing: Joan noted that this item will remain on the agenda so that ideas can be generated; previously noted were a fountain in Davidson Plaza or something like the world's largest wind chime in Davidson Plaza. The board noted that perhaps the GF Thing is the pedlet.

Holiday Décor: Joan reported that the décor is installed; but the large candlesticks previously were put in place in the 700 & 800 block of Central and cannot be installed on the lower light fixtures, due to the height.

Pressure Washer: Joan noted that the board had asked for bids to hire a contractor to do sidewalk cleaning; bids have been requested. The Board noted that they do not wish to take on the liability for this and Joan was instructed to remove the item from the agenda.

Sound System: Joan reported that the sound system was installed. An electrician will be installing dedicated power source for the laptop in 410 Central Ave and working on dismantling the timers in the alleys. We are currently connected to XM but have had many errors with XM, so we are exploring other options. Many compliments have already been received on the new system.

Trash Removal: Joan reported that ServiceMaster has been doing our trash removal for the BID at \$25 per hour, approximately 4 to 5 hours per week. They have been doing this under a test and have now provided a contract, same rate and terms would be 30-day notice if needing to terminate. The Board received the contract via email to review. It was noted that the hours per week will vary, depending upon events. Travis approved the BID board entering into the contract with ServiceMaster. Max seconded. **Motion passed unanimously.**

Trees: Joan reported that the City is now requesting that tree grates be installed, where missing. There are approximately 90 tree grates missing within the BID boundaries; the City does have some grates in storage. The cost per grate is approximately \$500 per grate; Joan has informed the City that the BID will not be funding the missing tree grates. Tilleraas has the possibility of installing a recyclable material around the base of the trees, in place of a tree grate. Joan can explore if the City will allow this to be put in place. The City is recommending that the BID submit for TIF funding to cover the new tree grates that are needed. We have completed the plasma cutting of half of the tree grates that needed to be cut for tree growth; we will be completing the other half, weather permitting, between now and June. Tilleraas has noted that if these tree grates are not cut we will be looking at replacing the trees as they are suffocating.

Andy inquired how a business gets a trash enclosure; Joan noted that a business simply must ask, and an inquiry will be made with the City to see if there are any left. Garry noted that he'd like one at 511 Central Ave.

**BID Office:** Joan reported on the status of the BID/Downtown office. Max created a schematic on the potential office space if the Chamber/Downtown/Tourism office were to swap spaces with Charlie Bryne's office. Travis provided very rough construction numbers. Tourism has noted that they were not in favor of the increased cost with limited return; their lease ends in November 2018 so they will begin a search for a

suitable location next fall. Joan noted that there are a few options: the BID fund the construction so the Chamber/Tourism's rent only increases due to the increased space and not due to construction; or the BID/Downtown office move out of the Chamber. She added that she'd like to see the BID play an instrumental role in keeping the Visitor's Information Center downtown. It was noted that the BID must provide 6-months' notice to the Chamber. Andy appointed Travis to work with Joan and Kellie on exploring the options for the BID/Downtown office; it was noted that Garry and Jason could be on the list of potential landlords to be considered; Garry noted that he'd like to serve on the committee and would remove his properties from consideration as he doesn't have any space available.

**Downtown Partnership:**

Joan reported that support letters were provided to GFDA for additional Brownfields grant funds.

**Pedlet:** Joan reported that the pedlet was \$550 for moving it to storage (bid was \$750, but actual bill was \$550); it is in storage outdoors at the Parks & Rec lot.

**Downtown Safety Alliance:** Joan reported that "Rangey", the police's new UTV that the BID provided funding for, is officially in service. An email was received from Captain Newton, GFPD, and shared with the Board with great reviews/comments on the visibility of "Rangey". Alison reported that the Coins for a Cause boxes are ready for installation; the City approved a 6-month trial period beginning 12/1. Joan will work with Will to get them installed before the end of the year. Joan reported that the Rescue Mission is requesting time to present to various organizations what they are doing; they were informed that they can attend any BID meeting at any time, but it is likely they'll have someone in attendance in January. They should also be presenting to DDP in January, as well.

**Johnson Hotel:** Joan reported that we have two vacancies in the incubator. She noted that the Board received a new offer from KDS via email for their review. The new offer was \$27 per square foot; discussion followed on the square footage of the floor and common areas. The 3<sup>rd</sup> floor is 7,500 square feet. The basement storage area that the BID occupies is 768 square feet. It was noted that the association has divided the common areas equally amongst the owners, so the BID owns 19.08% of the common areas in the building. The Board agreed upon a sale price of \$210,000, if the bid from KDS comes in below that the Board is prepared to counter. The Board requested that KDS be asked to submit an offer in the same format as their previous offer.

**Parking Commission:** Joan reported that the Parking Commission is going through a strategic planning process; they've completed two months of a 4 to 6-month process. The Electric Great Falls has a very well written article on the strategic planning process and is following the entire process.

**Personnel:** Joan thanked the board for their continued support.

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

IX. **New Business:** Joan provided the Board with thank you notes from the Chamber and for a recent business incentive grant paid out.

Jason asked if it would be possible to get planters in front of 410 Central that could have junipers or something decorative for the season; due to the canopy on the building they can't plant trees. Joan noted that the City forester has previously stated junipers can't be placed along the sidewalk due to obstructing views. She added that the BID does have 2 or 3 concrete planters on 5<sup>th</sup> Street that can be used for planting something low. Jason will collect the concrete planters on 5<sup>th</sup> Street and install them around 410 Central Ave.

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

XI. **Adjournment:** Meeting adjourned at 10:55am.

Andy Ferrin, Chair

Joan Redeen, Staff

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

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