

**Business Improvement District**  
**318 Central Avenue**  
**October 11, 2018**

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

- I. **Call to order & Roll Call:** Andy called the meeting to order at 9:02am; roll call of all present, a quorum was established.
- II. **Guests:** Jeff Patterson, the Board Chair for the Johnson Hotel Condo Association, presented the Association's Interior-Developer Grant application for elevator repairs. Discussion followed on establishing a grant for elevators. Sheila motioned to approve an Interior-Developer grant for the Johnson Hotel Condo Association for a maximum of \$6,240 for their elevator repair work. Max seconded. **Motion passed unanimously.** Joan advised the Board that, based on the BID's prior ownership interest, the BID would have funded over \$6K towards this repair, as an owner. Jeff inquired if the downtown businesses and property owners would have an opportunity to meet once or twice a year to discuss events/street closures for the year – giving them an occasion to talk and make recommendations regarding decisions that are being made currently without their input. Joan noted that DGFA used to hold quarterly membership meetings and had no attendance; discussion followed on the DDP hosting a public forum of this type with the BID & DGFA Boards in attendance. Jeff inquired about anything available to condo associations to offer guidance; Max recommended Susan at LPW as she has great experience with the Kathryn building. Melissa Darko, with the Community Health Care Center, informed the Board of the plan for the Rocky Mountain building. The split from the CCHD will go into effect on 1/1/19; they've been around since 1994. Early 2018 they had 34 employees, they currently have 85 and by 2020 they plan to have 200 people employed in the building, with 60% of those being high paying professionals. The Community Health Care Center is a primary care provider; they are a federally qualified healthcare center. They offer physical, mental and dental services. Their target demographic is 200% of the poverty line; about 38,000 people in their service area; most of their patients are insured and they accept all insurance. They are discussing installation of artwork on the building during the construction process; they will only require about 50,000sf and plan to leave the ground floor open to the community for potential businesses.
- III. **BID Board:** Discussion on Conflict of Interest; no conflicts were noted.
- IV. **Approval of minutes from 9-13-18 Board meeting:** Sheila motioned to approve the meeting minutes from the 9/13/18 Board meeting, as presented. Max seconded. **Motion passed unanimously.**
- V. **Financials:**

**Audit:** Joan provided the final copy of the audit to the Board. It was noted that the change the Board requested under findings was not included; auditor noted the following, "Management was unable to make budget amendments during the fiscal year ending June 30, 2018." Discussion followed that the cause of why budget amendments aren't able to be made should be noted; Sheila asked that the auditor meet with the Board prior to commencement of the audit next fall. Joan informed the Board that the auditor also recommends establishing a policy for setting a dollar amount for capitalization of fixed assets as the Board does not currently have a policy; the Board asked that the auditor make a recommendation. Discussion followed on soliciting for bids for the audit; the Board instructed Joan to solicit for audit bids.

**Monthly Financials:** There were no financials for September. The Budget vs. Actual report was provided to the Board.
- V. **Grant Programs:**

**Grant Applications:** The grant schedule for FY 2019 was provided to the board. Joan reported that updates are needed from 410 Central Avenue's Developer Grant, Elevation's Interior grant & FASTER Basset's Interior grant; letters were mailed on 9/14 requesting an update. No update has been received yet. Joan inquired about what the Board would like done in regard to Sora & Company's interior grant; they need to submit bills for labor and electric. Their grant can either be funded based on the receipts they've submitted or the grant can be removed from the books; the Board instructed Joan to send a letter noting that maximum payout will be based on current receipts unless additional receipts are submitted. Kellergeist is due for an update on their grant, a letter will be sent requesting that. An update is also needed on the Outdoor Living Grant for 410 Central Ave. Joan noted that a sidewalk grant application was emailed to the Board for Hicks Endeavors; that application is on hold as they are making a change in contractors. There will be several grant applications coming in regard to this property.

## VI. Old Business:

**Beautification: Banners:** Andy inquired about the banners being changed out; Joan noted that United Way banners are in place until the holiday banners are put up in mid-November.

**Murals:** Joan reminded the board of the discussion regarding increasing the Art Grant and that the Board wanted to know if there was interest; Speaking Socially has requested that we increase the grant as the maximum is \$1,250 and their building is 20 feet high and 150 feet long, our maximum art grant won't go very far with that size of a mural. The Board asked Joan to make a recommendation on changes to the Art Grant; discussion followed on having two separate art components with murals and sculpture/trash enclosure, etc.

Murals were installed on Hi-Line Climbing Center and also on Dragonfly Dry Goods utilizing a NeighborWorks America grant with Carol Bronson facilitating the project. Discussion followed on the BID's sealant supplies; Joan noted that the BID could've granted a max of \$1,250 toward the Dragonfly mural but did not need to financially support the project in that manner; the Board instructed Joan to donate the supplies needed to seal both murals as the BID has the necessary supplies.

**Sound System:** Joan reported that that electrician is in the process of replacing the electrical outlets for the sound system.

**Trash Enclosures:** The City sent an email in regard to replacement of the concrete trash enclosures with a proposed alternative; the Board decided against pursuing the specific trash enclosures that the City presented.

**Holiday Décor:** Holiday décor will be put in place by the second week of November; the volunteer is almost complete, so all décor will be in place this season. Joan is working with Tillerias for something to fill our rock planters as the artificial trees were destroyed over time and tossed with our move. Sheila noted that businesses that leave their lights on make downtown so much more attractive and safer; Joan noted that she plans to hold a meeting in regard to lighting up the buildings downtown for the holidays; Northwestern Energy has committed to sponsor a prize for décor. This would be in addition to the Chicks window decorating contest.

**Downtown Great Falls Association:** Kellie reported that the Motoberfest Fun Run was successful. Ghost Tours are at the end of October; they sold out within hours. The Trolley is up for sale. Ladies Night will take place 11/15. She added that the International Beer Bloggers & Writers (Beer Now) Conference will be held in Great Falls in June 2019.

**Downtown Partnership:** Joan reported that the Partnership will be holding their annual meeting on 10/24 at 9am at NWGF.

**Pedlet Program:** Joan reported that two new pedlets are complete and in place at the Celtic Cowboy and Burger Bunker. Submission for reimbursement of the Montana Main Street grant is in process. Discussion was held on whether we will pursue additional grant funds to cover additional pedlets; Joan noted that it is unlikely we'd pursue that a third time, if there is interest for additional pedlets the BID can consider establishing a formal grant program utilizing BID funding.

**Downtown Safety Alliance:** Joan reported that the Safety Alliance meets next on 10/16 at 9am at NWGF. The Board asked for a copy of the Matrix. Joan added that the Business Watch program is done, but she is working with Carol Bronson at NWGF on a one-day or lunch hour seminar next year.

**Montana Downtown Conference:** Joan reported that she, Kellie and Will are attending the conference in Bozeman Thursday 10/25 and Friday 10/26.

**Parking Commission:** Parking Commission is meeting twice a month right now, they are talking about making some big changes to the program and assets of the program. The next meeting is 10/29 at 3:30pm.

**Personnel:** Joan reported that she will be out of the office tomorrow and back in Monday afternoon. Our Community Resource Ambassadors are now in the season of not being as visible, they will remain out for a few more weeks but will become less and less visible as we head into cold weather season.

**Renewal 2019:** The BID is currently at 75.41% in favor of renewal; which means we have achieved renewal as the required threshold was 60.1%. Reminder postcards were mailed out to all who have not cast a ballot yet, so ballots continue to trickle in. All ballots must be submitted to the City by 10/31. The public hearing at the City Commission meeting is scheduled for 1/15/19; 2/19/19 is when the Commission will take final action on BID renewal. The City & County have both voted in favor of BID renewal and their signed ballots are in hand. The Board recommended that the BID host an open house to thank everyone for their continued support in our renewal process.

**Work Plan 2019:** The Work Plan for FY2019 is being worked.

VII. **New Business:** Joan shared a thank you note from Believe Therapeutic; Corder & Associates is holding an open house 10/17 4:30-6:30 and would like BID presence to thank us for their grant.

Joan reported that she and Kellie will be speaking at the National Main Street Conference in March in Seattle in regard to our pedlet program.

VIII. **Public Comment:** No public comment currently.

IX. **Adjournment:** Meeting adjourned at 10:36am.

Andy Ferrin, Chair

Joan Redeen, Staff

\_\_\_\_\_

\_\_\_\_\_

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

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