

**Business Improvement District**  
**318 Central Avenue**  
**March 14, 2019**

Board Present: Andrew Ferrin, Garry Hackett, Travis Neil, Max Grebe, Alison Fried, Sheila Rice via Teleconference  
Board Absent: Jason Madill  
Staff Present: Joan Redeen  
Guests Present: Jason Kunz, Nick Geranios, Shari Dolan, Trista Besich

- I. **Call to order & Roll Call:** Andy called the meeting to order at 9:00am; roll call of all present, a quorum was established.
- II. **Guests:** Introductions were made by all present. Joan reported that the guests were in attendance exploring the BID and the board, as we have three openings on 7/1/19.
- III. **BID Board: Conflict of Interest:** Andy noted that he'd have a conflict in regard to The Block's potential grant payout.
- IV. **Approval of minutes from 1-10-19, 2-14-19 & 2-28-19 Board meetings:** Garry motioned to approve the meeting minutes from the 1/10/19, 2/14/19 Board meetings and the special meeting from 2/28/19, as presented. Travis seconded. **Motion passed unanimously.**

V. **Financials:**

**Monthly Financials:** The Board received the February financials via e-mail. There being no further discussion on the financials, Max motioned to approve the 2/28/19 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Garry seconded. **Motion passed unanimously.**

Joan reported that Stockman Bank has a special on a CD; she is recommending that the board put \$150K in a CD for 11 months at 2.25%. Garry motioned to put \$100K into a CD at Stockman Bank for 11 months at 2.25%, Joan is to get updates on potential upcoming grant payouts and the Board may authorize an additional \$50K be put into a second CD, depending upon response to grant updates. Max seconded. **Motion passed unanimously.**

**Audit RFP:** Joan reported three requests for proposal were mailed out for the audit RFP, to the accountants that state allows BID's to work with. One response was received from Douglas Wilson with a \$100 increase annually over our current audit expense. The proposal would put the BID under contract through fiscal year 2022. Garry motioned to approve the proposal from Douglas Wilson for audits through FY 2022. Travis seconded. **Motion passed unanimously.**

Joan reported that a draft budget will be provided to the board next month, it will need to be approved by the June board meeting.

The updated Budget vs. Actual report was provided to the Board.

VI. **Grant Programs:**

**Grant Applications:** The grant schedule for FY 2019 was provided to the board.

**Placid Rentals:** Joan reported that an Interior Grant application for a new business was received for State Farm at 108 5<sup>th</sup> Street South. The Board received the application via email. Travis motioned to approve the Interior Grant for Placid Rentals for \$10,000. Garry seconded. Max abstained. **Motion passed.**

**The Block:** Joan reported that receipts for the payout on The Block's interior grant were emailed to the Board. Alison, Sheila, Max, Travis and Garry all agreed the receipts were sufficient and payout was approved.

Discussion followed on the Business Incentive Grant and how often individual properties/parcels should be eligible to apply. Joan reminded the board that grant criteria can be changed at any time, if the board has a recommendation in regard to the Business Incentive Grant. No decisions were made.

## VII. Old Business:

**Beautification:** Flags: Joan reported that she mailed out six requests for flag bids, to create a downtown flag that we can have hanging in our flag brackets on Central and none of the vendors responded. Jason took the RFP to pass along.

Graffiti Removal: Joan reported that once the weather is better we will tackle our graffiti locations; 410 Central Ave, Bert & Ernie's & Hogle's. She added that she had a conversation with the Volunteer Coordinator at GFPD about how to set up a formal graffiti removal program; expanding the current BID program.

Sound System: Joan reported that they are just waiting on a break in the weather to move the antenna.

Snow Removal: Joan reported that the Cat is aging and was not operable throughout February. Snow removal bid requests were mailed out to several companies, the deadline for returning a bid is 3/29. This is simply exploratory, at this time, depending on what the bids come in at.

Trash Enclosures: Joan reported that ServiceMaster was downtown three days in February, a few complaints were received. With the improvement in the weather, they are back on track. Joan continues to seek artists who are willing to work on the trash enclosures.

**Downtown Great Falls Association:** Joan reported that DGFA has a new board member, Conrad Duffy. Kellie is busy planning craft beer week Sunday 6/2 to Saturday 6/8. The first downtown event is Cruisin' the Drag and there is a Night Market in May. There will be three Music on the Mo events this summer, all being held at Gibson Park. She added that they are planning a Cash Mob in April.

**Downtown Partnership:** Joan reported that the Great Falls Development Authority is the lead on the microvisioning for the Montana Main Street Grant. The RFP is due to be sent out this month.

**Downtown Safety Alliance:** Joan reported that the 2018 contributions to the Coins for a Cause program, in the amount of \$485.22, was presented to Family Promise on 2/28. The Safety Alliance continues to meet the first Tuesday of each month at 9am. A request to extend the Coins boxes on Central Ave has been submitted to the City Manager's officer. The boxes will expire on 5/30, so an additional year to 2020 has been requested.

**National Main Street Conference:** Joan reported that the National Main Street Conference is March 24-27 in Seattle. Joan and Kellie are registered and will be speaking about the Pedlet program on Tuesday 3/26. Joan showed the Board the presentation.

**Parking Commission:** Joan reported that a TIF request for \$470K was submitted to DDP and approved. The PAC has made a recommendation on a fee structure. They plan to host community meetings for public input on 3/20 at noon and again at 6pm at the Civic Center.

**Personnel:** Joan reported that she will be out of the office 3/24 to 3/29 for the conference in Seattle; Kellie will also be in Seattle so the office will be closed. Joan added that with the snow she's been unable to park in back so the BID paid for a parking garage pass for the month of March; she noted that the BID has not had to pay for parking since before we moved into the Chamber.

**Renewal 2019:** Joan reported that the City Commission officially approved the BID for ten more years on 2/19.

**Work Plan 2019:** A draft Work Plan for FY2020 will be presented to the board next month, for adoption no later than the June board meeting.

## VIII. New Business: Downtown Logo: Joan showed the board the draft of the proposed new logo.

Downtown Office Open House: Joan reported that she and Kellie are planning an open house in the office on Thursday 4/18 from 6pm to 8pm. Electric City Coffee has been asked to provide food. Garry asked that the press let the public know about the open house, Joan noted that the press is always informed.

Pedlet Grant Program: Discussion followed on the pedlet grant program that expired; Joan noted that if interest in the program is expressed the Board can discuss bringing the grant program back.

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

X. **Adjournment:** Meeting adjourned at 10:08am.

Andy Ferrin, Chair

Joan Redeen, Staff

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

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