

**Business Improvement District**  
**318 Central Avenue**  
**May 9, 2019**

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

- I. **Call to order & Roll Call:** Garry called the meeting to order at 9:04am; roll call of all present, a quorum was established.
- II. **Guests:** Shari Dolan introduced herself. She has worked for 25 years in healthcare finance and now is working as NWGF Director of Real Estate Development. She is interested in serving on the BID board.  
Matthias Schalper introduced himself. He and his wife acquired the old Montana Actor's Theater building, the Albrecht building. They are re-developing the building into a German Pub. His background is in engineering. He is interested in serving on the BID board.

Andy arrived at 9:10 and assumed board chair responsibilities.

- III. **BID Board:** The Board was emailed a copy of a memo from the City Attorney regarding Conflicts of Interest and serving on City Boards or Commissions. The memo was emailed to the current standing board, as well as all the applicants who wish to serve on the board, at the request of the City. The board acknowledged receipt of the memo. The City Attorney has noted that for the concise version read the Opinion section on page 1. Andy asked if the memo means that a board member who has a conflict of interest must leave the room during discussion of their particular agenda item; Joan noted that we are a public entity and we must hold public meetings, not closed meetings, so she does not think that is what the memo suggests, the memo notes an individual must abstain and must not be involved in any conversation in regard to the item they have a conflict with.  
Conflict of Interest: Jason stated that if there were any items on the agenda regarding his properties, he would have a conflict.  
Board Appointments: Joan reported that there are six applicants for the three board openings. The Board received the applications via email. The applicants include Bill Collins with Easter Seals Goodwill; Matthias Schalper with Kellergeist; Trista Besich with Alluvion; Nick Geranios with Geranios Enterprises; Jason Kunz with Speaking Socially; and Shari Dolan with NeighborWorks Great Falls. Joan noted that the City Commission requests that the Board make a recommendation for the three openings; the appointees will officially be appointed May 21<sup>st</sup> with their term commencing on July 1. Sheila noted that as chair of the Nominating Committee she is looking at trying to balance the board and she believes that the Board needs some developers, some accounting expertise and social media. Sheila recommended specific applicants to meet those needs and discussion ensued. It was noted that we are losing our Board Chair, Andy Ferrin; our Vice-Chair, Garry Hackett – who both will term out – as well as losing our Treasurer, Sheila Rice. Travis reported that his term is up next summer, so there will be one opening at that time. Jason added that he would be willing to resign at this time if there is another good candidate. It was noted that Montana Code Annotated states that the BID Board must be seven (7) board members. Joan noted that the BID Board has gone without making recommendations in the past; that leaves the decision in the hands of the City Commission, but that is an option for the Board. The Board made the following recommendation: the BID Board would like to have an individual with construction/development experience; an individual with accounting/financial experience; and an individual with social media/branding experience to the Board.

VII. Downtown Great Falls Association: Kellie reported the Chicks delivered packets to business downtown last Friday. Friday 5/24 is the Night Market, the 300 & 400 blocks of Central will be closed. BACI will be doing the crosswalks in the intersection of 5<sup>th</sup> & Central. Military Appreciation Days is 5/16 to 5/18. Basecamp is Saturday, 5/18 at the Civic Center from 12pm to 6pm; it's an expo of everything that is Great Falls. Craft Beer Week is 6/2 to 6/8; gfcraftbeerweek.com is the website for all the event details; Passports are \$8 until 5/14, \$10 after. Beer Now Conference is happening in conjunction with that 6/6 to 6/8 with a live blogging event on 6/8 from 3-4pm. There will be one Music on the Mo event in June, one in July and one in August.

IV. **Approval of minutes from 4-11-19 Board meeting**: Alison motioned to approve the meeting minutes from the 4/11/19 Board meeting, as presented. Garry seconded. Andy abstained, noting that he had not read them. **Motion passed.**

V. **Financials:**

**Monthly Financials**: The Board received the March financials via e-mail. There being no discussion on the financials, Alison motioned to approve the 3/31/19 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Garry seconded. Andy abstained, noting that he had not reviewed them. **Motion passed unanimously.**

Budget: Joan provided a copy of the FY 20 Draft Budget to the Board; it was also emailed to the Board. The Board needs to be prepared to formally move on the proposed budget at the June board meeting. Garry noted that last year the BID sold its real property so the budget for the current fiscal year appears to be inflated, versus a typical year that will be our budget for FY 20. Sheila asked Joan to point out changes. Joan noted that salaries has been increased; the Downtown Development Partnership has been discussing finding sources for funding a salary for staff to focus on the economic arm of the Main Street pillars. Lengthy discussion was held on the history of the DDP. The BID Board was supportive of the idea of providing funding to cover staff for the DDP and recommended an additional increase in salaries on the BID budget. The Board recommended a line item for snow removal in the amount of \$15K; Joan pointed out that Business Watch has been budgeted for, with no income due to the plan to host one business watch seminar this year. The updated Budget vs. Actual report was provided to the Board.

Joan reported that a transfer is necessary from Money Market account; she recommended \$36K transferred from MM to Checking. Sheila motioned to approve a transfer of \$36K from MM to checking. Garry seconded. **Motion passed unanimously.**

Joan informed the board the City Commission will be setting the public hearing for approval of the Budget & Work Plan for FY 2020 at their 7/2 meeting, Joan will attend. They will be conducting the public hearing on 7/16, Joan will be on vacation so a board member will need to attend the meeting.

VI. **Grant Programs:**

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

Joan reported that updates have been received from 410 Central for the façade on the tower, for their interior-developer grant and for the façade for the 2-story and their outdoor living grant; Kellergeist and the Albrecht building for their interior & façade grants, and Context for their developer grant on the Albrecht building. Updates are still needed from Noisht for their interior grant and the Johnson building for their developer grant; updates are also needed on Elevation & Faster Bassett for their interior grants however it is anticipated they will be submitting receipts for payout.

Discussion followed on grant criteria and providing some allowance for elevators and parking lots.

Travis, Garry and Jason will serve on a committee to review the interior-developer grant criteria and make recommendations to the Board; Joan will email the current grant criteria to them.

Grant Applications:

Snits: Joan reported that a Façade Grant application was received for 619 Central Ave for Snits, formerly That Bar. Discussion followed on calculation. Alison motioned to approve a maximum Façade grant for \$1,300. Travis seconded. **Motion passed unanimously.**

Snits: Joan reported that an Interior Grant application was received for 619 Central Ave for Snits, formerly That Bar. Discussion followed on allowable expense. The Board received the application via email; but additional estimates for work have since been provided. Alison motioned to approve a maximum Interior grant for \$10,000. Jason seconded. **Motion passed unanimously.**

Joan reported that Placid Rentals submitted receipts for payout of their interior grant for Collins Insurance. Discussion followed on what constituted thorough receipts; the Board discussed need for copies of the City Permits (our grant criteria notes that is required) and possibly any lien releases the contractor has from subcontractors before the grant can be paid out. Travis noted that we are a grant agency and if a grantee wishes to be paid they need to provide proof that the entire job has been paid in full before BID funding comes into play for the owner. Jason argued that a certificate of occupancy should suffice. Garry motioned to approve payout of this grant for \$10,000 pending final approval from the City for occupancy. Jason seconded. Travis voted against. **Motion passed.**

Joan was instructed to inquire with the City attorney on the BID liability regarding payout of grants and subcontractors.

## VII. Old Business:

**Beautification: Flags:** There was a contractor who makes flags at the National Main Street conference who is working on creating a bid since no local companies bid the project.

**Graffiti Removal:** Joan reported that we are at the same status as last month, just waiting on the weather to be warmer.

**Sound System:** Joan reported that Good Vibrations moved the antenna on 5/3; some trouble shooting remains to be done with AirNetix in Atlanta.

**Snow Removal:** Discussion noted above under Budget.

**Trash Enclosures:** Joan noted there is nothing new to report at this time. \

**Flowers:** Joan reported that flowers are due to be put in place the last week of May.

**Downtown Great Falls Association:** Kellie reported under Guests, as noted above.

**Downtown Partnership:** Discussion noted above under Budget.

**Downtown Safety Alliance:** Joan reported that the Safety Alliance continues to meet the first Tuesday of each month, the next meeting is 6/4 at 9am. She added that the DET with GFPD has a new crew of officers that began work on 5/6; as the officers rotate every two years. Officer Supalla will be dedicated to the BRIC with the support of the entire team. The team is focusing on three priority areas: 1. Transients; 2. Traffic; and 2. Places. It was noted that there is a line item still on the budget for Business Watch, this will be the luncheon seminar held sometime this fall.

**Parking Commission:** Joan reported PAC met 4/18, Kellie and Joan were not in attendance. Alison reported that she attended; there was recommendation at the meeting to increase the rate of Courtesy Parking Spaces from \$400 to \$1,200 per year, the recommendation was since the pedlets are taking up customer parking spaces. She added that the PAC still has the increase proposal going to the City Commission, but it's unknown as to when. Joan noted that she believes it is scheduled to go before the City Commission on 5/21. The proposal would be to increase the meters from \$.50 per hour to \$1.00 per hour and eliminate the once per year courtesy parking ticket and change that to once per lifetime per license plate. Discussion followed on the plan for the increase in funds, if the increase passes. The Board disagreed with the need for the increase for multiple reasons, one being that the meters should not be covering the costs of the garage repairs. Joan added that the next Parking Commission meeting is 5/16 and she will not be able to attend. Alison's recommendation to the Parking Commission would be to let the PAC partner with the BID, DGFA and the DDP to figure out a financial plan for the next 10 years; she believes that raising the meter rate to \$1 will not satisfy a long-term financial plan. She believes that the DDP and/or the BID need to part of the funding factor. Alison asked that the BID board send a letter to the City Commission making her recommendation of

partnering with the PAC to create a 10-year strategic plan so that parking can be good for all downtown. The Board instructed Joan to draft a letter and have it ready to be mailed by Monday.

**Personnel:** Joan reported that she will be out of the office 5/15 to 5/17 for Special Olympics.

**Work Plan 2019:** Joan reported that the draft Work Plan for FY20 was emailed to the Board. She added that the Work Plan needs to be adopted at the June board meeting; it will go before the City Commission on 7/16.

**Street Closures:** Alison reported that she met with City staff regarding Street Closure permits. She noted that the conclusion of her meeting was that the City can't deny permit requests for street closure; and the BID needs to provide feedback to the City on how various events went. She added that her recommendation is that the BID have Street Closure on the agenda and as permit requests come up the BID can let the City know if a permit application is not in the best interest of Downtown or was a success. The Board asked that Street Closure be added to the agenda when a closure permit notice is provided to the BID by the City.

VIII. **New Business:** Pedlet Passport: Joan informed the Board of the Pedlet Passport Program that began on 5/1. Open House: Joan reported that the Open House on 4/18 was very well attended; a request has been made that we host one annually. Red Sand: Joan inquired with the Board their thoughts on the red sand; discussion followed on the purpose. She added that from a beatification standpoint she's not happy with the fact that they poured the sand all over the sidewalks and had no plan to clean up after themselves. The Sheriff's office did call Kellie and to let her know about it; Joan will reach out to the Sheriff's office and let them know the Board's thoughts on it.

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

X. **Adjournment:** Meeting adjourned at 11:16am.

Andy Ferrin, Chair

Joan Redeen, Staff

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

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