

Business Improvement District
318 Central Avenue
June 13, 2019

Board Present: Andrew Ferrin, Garry Hackett, Alison Fried, Jason Madill
Board Absent: Max Grebe, Travis Neil, Sheila Rice
Staff Present: Joan Redeen
Guests: Jason Kunz, Matthias Schalper, Cortni Harant

- 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:** Cortni Harant introduced herself to the board, she is assuming the duties of running the Urban Art Project. The BID has been the largest donor annually, contributing \$2,000 as a donation to the project. Cortni noted that the BID's donation is what makes the project a possibility, financially. She brought the board up to date on the transition; she will provide reports to the board of the financial status of the project. She's estimated it costs about \$2,600 for exhibit. The next reception is being held July 8 from 5pm to 7pm at the Urban Art Project on 1st Ave South.
- III. **BID Board:** Joan reported that the City Commission appointed Shari Dolan, Jason Kunz and Matthias Schalper as the new BID Board members, effective 7/1/19. Joan reported that Shari apologize but had a planned vacation during this meeting.
Conflict of Interest: Jason Madill stated that he will have a conflict of interest in regard to several grants that will be discussed.
Board Officer Elections: Sheila chaired the nomination committee, the nominating committee proposed the following slate of officers: Travis Neil for Board Chair, Max Grebe for Vice-Chair; and Shari Dolan for Treasurer. All of the nominated individuals accepted the nominating committee's recommendation. Alison motioned to approve the slate of officers as presented. Garry seconded.
Motion passed unanimously.
- 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 5th & 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 5-9-19 Board meeting:** Garry motioned to approve the meeting minutes from the 5/9/19 Board meeting, as presented. Alison seconded. **Motion passed unanimously.**
- V. **Financials:**
Monthly Financials: There were no financials for April or May.
Joan noted that new signature cards will be needed with departure of board members and appointment of new board members. Board policy has been that all members of the BID board, except the treasurer, are signers on the bank accounts. Garry motioned that Travis Neil, Max Grebe, Alison Fried, Jason Madill, Matthias Schalper and Jason Kunz will be the signers on the Stockman Bank accounts. Jason Madill seconded. **Motion passed unanimously.**
Joan provided the Board with the Budget vs. Actual; two line items were over budget. For FY 2019 the BID had not budgeted for the Johnson Hotel building, as the closure of the sale happened in the first week of July, 2018; and travel was over budget as Joan traveled to Bozeman for the Montana Downtown Conference as well as Seattle for the National Main Street Conference and the BID had

not budgeted for the National conference as we were not aware of the location when our budget was set last year. Discussion followed on budget amendments and the auditor; it was noted that the BID will have a finding this year as a result of the loss on the sale of the Johnson.

Budget FY 2020: Joan provided the final copy of the Budget for FY 2020 to the Board; it had also been emailed to the Board. Discussion followed on increasing the Prior Year Carryover – Cash. Garry motioned to approve the budget for FY 2020, with the recommended increase in Prior Year Carryover - Cash. Jason Madill seconded. **Motion passed unanimously.**

Joan reminded 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 the sidewalk grant will expire on 7/1/2019; she noted that it has not been heavily utilized. Jason Madill presented his draft with updates to the Sidewalk Grant, as well as adding information about a pavement grant and elevator grant component to the Sidewalk Grant criteria. Garry disagreed on allowing for routine maintenance of pavement, as we don't cover routine maintenance on any of our grants. The board is in favor of continuing to allow the Sidewalk Grant as one of the BID's grant programs, they just need to decide if they are adding components to the program (e.g., Pavement). Joan will get the proposed draft to the Board for their review so it can be discussed at the next meeting. Joan added that she has a Sidewalk Grant application in the office for Hicks Endeavors; it was noted that this application is grandfathered in on the existing grant criteria, the application has not been presented to the Board as it is not complete.

Grant Applications:

The Advocates: Joan reported that a Business Incentive Grant application was received for 410 Central Ave, Suite 602 for The Advocates. The Board received the application via email. Lease is effective June 1; grant will be paid out by July 1. Garry motioned to approve the Business Incentive grant for \$658. Alison seconded. Jason Madill abstained. **Motion passed.**

Placid Rentals: Joan reported that Placid Rentals provided proof of their City Permit, as well as unconditional lien releases from electric and heating contractors. Jason Madill motioned to approve the \$10,000 payout to Placid Rentals for their interior grant. Garry seconded. **Motion passed unanimously.**

Elevation: Alison motioned to approve the \$10,000 grant payout to Elevation for their interior grant. Garry seconded. Jason Madill abstained. **Motion passed.**

Faster Basset: Joan reported that a question arose about whether or not Faster Basset was open for business; whether they would be eligible for payout of their interior grant, or not. The owners of Faster Basset have noted that the kitchen is providing food to Elevation, but the coffee shop component as noted in their original grant application is not open. Discussion followed. Joan read the Interior Grant Criteria, "8. Staff must review the finished projects and the business must be open before the grant payment is given." Garry motioned to approve the payout of \$10,000 to Faster Basset, upon opening of the business. Alison seconded. Jason Madill abstained. **Motion passed.**

Edward Jones: Garry motioned to approve the \$540 grant payout to Edward Jones for their interior grant. Jason Madill seconded. **Motion passed unanimously.**

The grant schedule was provided to all present; having also been emailed to the board previously. Updates are due on the Johnson for their elevator/interior grant and from Noischt for their Interior grant; second request letters have been sent requesting updates.

Discussion followed on incomplete grant applications that in the office; Joan noted that she has several incomplete grant applications from Hicks Endeavors and one interior grant application from Garry Hackett for 511 Central Ave. Garry explained his plans and that additional grant applications will be forthcoming.

Joan reminded the board that last month she was asked to inquire with the City attorney on the BID liability regarding payout of grants and subcontractors. The City attorney's office feels that our grant criteria is fine, and the BID does not have to ask for lien releases and the BID does not have liability for payment of subcontractors. The City attorney did recommend that our insurance is set at \$1M per claim and \$2M per aggregate.

VII. Old Business:

Beautification: Flags: Joan reported that she has found a local vendor who can get flags for us. She is working with Jason Kunz on designing a flag. Discussion followed on flags; it was determined that we will be ordering double-sided flags. Jason Madill motioned to approve an expense of up to \$4,000 for double-sided flags. Alison seconded. **Motion passed unanimously.**

Trash Enclosures: Joan reported that she is working with Cortni Harant to complete two trash enclosures this summer; costs with this project are unknown at this time but this will be a good run-through to get a handle on costs. These will be AP art students of Cortni's working under her supervision for installation. Joan added that she is also working with Jason Kunz on a vinyl wrap on the trash enclosure; testing out on one to see costs and outcome. Jason Madill and Garry both requested trash enclosures by their building. Jason Madill noted that he has a forklift and can relocate trash enclosures. Joan will find some enclosures that can be re-located, and Jason M will move them.

Flowers: Joan reported that the flowers are out.

Bike Racks: Garry inquired about whether or not he can get a bike rack. Jason M also requested to have one. Joan noted that school is out of session and once it is back in session the welding shop can build bike racks. Garry would like a custom bike rack; Joan reminded the Board of the BID Bike Rack Policy.

Mural Festival: Joan reported that the Kathryn building is actively pursuing murals in the alley behind Dragonfly and LPW/NWGF, etc. Joan reminded the board of her conversation with Tourism about the idea of a mural festival, modeled on Calgary's mural festival. Discussion is being held to do something in the way of a mural festival; including a workshop for artists teaching them how to install and what to charge for murals, etc. Jason Madill noted that he sat in on the meeting with Cameron Moberg when he was in town; he noted that his price for murals is about \$40/sf. Discussion followed on rates for murals. Discussion followed on funding sources to establish a mural festival in Great Falls. Alison motioned to approve \$25K for a mural festival, with installation of murals within the BID boundaries, to be expended in FY 2019 utilizing Special Projects. Garry seconded. **Motion passed unanimously.**

BID Office: Joan reported that the lease on 318 Central Ave ends on 6/30/19; the lease allows for automatic renewal with 2% increase annually. The BID rent will increase \$8 per month as of 7/1/19; the BID budget has been approved allowing for that increase.

Downtown Great Falls Association: Kellie reported that Craft Beer Week wrapped up with 36 breweries in attendance at the Montana Brew Fest; it is the largest Brew Fest in the state with the number of breweries in attendance. The first Music on the Mo is 6/27 in Gibson Park; the cornhole boards are being re-surfaced so they'll be ready for the tournament. The next Night Market is 8/23. There will be hosting the Argos downtown again on 9/13.

Downtown Partnership: Joan reported that the RFP for the Microvisioning process went public with the deadline for submission of those is 6/27. A Downtown Showcase will be held in conjunction with the microvisioning process this fall. Joan added that Barbara Wold will be in town in the fall for the Downtown Showcase; she previously was here for the Montana Economic Development Conference. Brett has booked her to come to Great Falls for three (3) days. He inquired if the BID would have any interest in having Barbara do a downtown promotion workshop or something downtown for one of those days. The Board did not make a decision at this time.

Traffic Signal Boxes: The Call to Artists went public and the deadline for submission is 7/12; the DDP is funding one box on the corner of 1st Ave N and 9th St.

Downtown Safety Alliance: Joan reminded the Board of the letter sent to Chief Bowen in regard to the lack of BRIC officer presence, and the response was the implementation of the DET covering downtown. The Safety Alliance has now requested that a letter be sent to Chief Bowen in regard to the seasonal volunteer program and the lack of their presence this summer; discussion followed on writing too many letters to Chief Bowen. The Board recommended that a letter be sent inquiring how the BID can help support the GFPD Seasonal Volunteer Program. Joan added that she has budgeted for Business Watch to host a seminar sometime this year; the Business Watch program has funds; the funds are not actually BID funds.

Parking Commission: Joan reported the letter from the Board to City Commission expressing opposition to the proposed increase was sent on 5/14. On 5/21, at the City Commission meeting, the Commission adopted the Parking Commission's recommendation to increase meters to \$1/hr. effective 7/1/19 and minor changes made to the fine structure. Every individual who spoke at the meeting voiced their opposition to the proposal; no one spoke in favor of the increase. The next parking commission meeting is being held 6/20. Alison noted that the BID staff has been attending Parking Commission for years, representing the board and the BID interests, in an ex-officio capacity. She added that nothing that the BID said or did or wanted is what happened; she asked the Board why we are wasting our staff time to attend the meetings. The majority of the Board noted they feel that having staff present at Parking Commission meetings is beneficial. Joan reported that there is one opening on the Parking Commission. She added that the option does exist for a BID board member to be the ex-officio representative at Parking Commission instead of staff, if the Board chose to go that route. Alison noted that she does not think that BID staff should attend. She added that our Community Ambassador is watering flowers early in the morning; and our two Community Resource Ambassadors are present during the day and at Farmer's Markets. All staff has been notified that there will be zero staff hours as of 10/1 or 11/1, depending on the weather.

Personnel: Joan reported that she will be out of the office 7/14 to 7/21 for vacation.

Work Plan 2019: Joan reported that the final version of the Work Plan for FY20 was emailed to the Board. The two ex-officio roles the BID holds on Parking and Historic Preservation have been added to the Work Plan. Alison motioned to approve the Work Plan for FY 2020, as presented. Garry seconded. **Motion passed unanimously.**

- VIII. **New Business:** NWGF Awards: Joan informed the Board that the BID received an award from NWGF for the support of the murals on Dragonfly, as we donated the supplies for the sealant. Old Montana Power building: Joan reported that Charlie Bryne, the owner of the building, has officially notified his two tenants in that building that they must re-locate. Discussion followed on the work that needs to be done to the building; the board asked what the estimate was to replace the roof; and is the owner willing to donate it or what is his selling price. Discussion followed on parking. Joan noted that this is one of the proposed locations for microvisioning. She will inquire with Charlie on the Board's questions and report back. GFDA Investor Letter: Joan shared GFDA's investor letter with the Board. Tourism Annual Meeting: Joan reported that Tourism is holding their annual meeting at Kellergeist on Tuesday, 6/18, if any BID board member wishes to attend, they are welcome to do so. Pedlet Grant Program: Jason inquired about the Pedlet Grant program; Joan advised Jason to have anyone interested come and talk with her and she'd then bring it to the Board to consider.

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

X. **Adjournment:** Meeting adjourned at 11:04am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____