

Business Improvement District
318 Central Avenue
July 11, 2019

Board Present: Travis Neil, Max Grebe, Shari Dolan, Alison Fried, Jason Kunz, Matthias Schalper, Jason Madill
Staff Present: Joan Redeen
Guests: Kellie Pierce

- I. **Call to order & Roll Call:** Travis called the meeting to order at 9:00am; roll call of all present, a quorum was established.
- II. **Guests:** Kellie reported the second Music on the Mo is tonight; the first one on 6/27 had a torrential downpour but they still pulled off the show, just delayed. The Sidewalk Sale is 7/27.
- III. **BID Board: Conflict of Interest:** Joan noted that if Jason Madill appears for the meeting, he will have a conflict of interest in regard to some grant applications that will be discussed.
- IV. **Approval of minutes from 6-13-19 Board meeting:** Max motioned to approve the meeting minutes from the 6/13/19 Board meeting, as presented. Matthias seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: The Board received the April, May & June financials via e-mail. There being no further discussion on the financials, Matthias motioned to approve the 4/30/19, 5/31/19 & 6/30/19 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Jason Kunz seconded. **Motion passed unanimously.**

Joan provided the Board with the final Budget vs. Actual for fiscal year 2019; three line items were over budget. The auditor will have to do a finding with the audit, but the board was already aware of this fact back in July 2018, due to the loss on the sale of the Johnson.

New signature cards were signed.

VI. **Grant Programs:**

Grant Applications: The grant schedule for FY 2020 was provided to the board; grants approved total \$263K.

Grant Applications: Brush Crazy: Joan reported that Brush Crazy has submitted façade, sidewalk and interior grant applications that are not complete. Once they are complete the applications will be submitted to the Board for their consideration.

Econo Lodge: Joan reported that the Econo Lodge is being sold; the sale closes Monday 7/15. The new owner has multiple hotels in the state. He is inquiring about what grant programs he might be eligible for as he plans to do a lot of renovating to the property.

Rocky Mountain building: Joan reported that Erin came into the office to visit about the status of the art grant; she noted that the windows will go in sooner than they thought. They are working on moving forward on their plan to cover the windows with the plywood in the interim.

Green Path: A Business Incentive Grant application was received for 410 Central Ave, Suite 401 for Green Path. The Board received the application via email. Lease is effective September 1; grant will be paid out by October 1. The grant maxes out the Business Incentive Grant at \$2,500. Discussion followed on the rental rate and the parking fees included on the lease.

An Interior Grant application was received from Green Path. The Board received the application via email. Max motioned to approve both the Business Incentive grant for \$2,500 and the Interior Grant for \$10,000 for Green Path. Matthias seconded. Jason Madill arrived at the meeting during the discussion of these two grant applications. Jason Madill abstained. **Motion passed.**

The board discussed the proposed Sidewalk/Pavement/Elevator grant criteria changes/additions. Discussion followed on limited parcels on a maximum amount of grant monies per year. Discussion followed on adding a fire sprinkler component to the grant programs. Max recommended we create a

Life Safety and Accessibility Grant program that could include elevators, fire sprinklers and ADA improvements. Max will make additional changes/recommendations as discussed. Joan will separate out the Sidewalk/Pavement, as discussed. The Board will continue reviewing as changes are made.

VII. Old Business:

Beautification: Flags: Joan shared the new Downtown flag with the board, the flags were created and ordered with Jason Kunz. They will be put out today because there is a Music on the Mo event tonight. Discussion followed on individual property owners and/or business owners that might want flags.

Mural Festival: Joan reported on the planning status of the Mural Festival. The Artist Workshop will be held on Friday 8/23; the mural installations will launch in conjunction with the Night Market that evening. On Saturday 8/24, there will be tours provided at 11am, 1pm and 3pm; the tours will show current works of art, and the murals as they are being installed. The tours will start in Davidson Plaza with Charlie Russell sharing his history; we'll venture over to CHJW and see the Paris Gibson mural and Paris Gibson will share some history; they'll then walk to a mural being installed; followed by more art that already exists, etc. The 11am tour will end at Celtic Cowboy, the 1pm tour will end at Mighty Mo and the 3pm tour will end at Enbar. Cameron has provided three options for managing the mural installation. The Board liked Option 1 for \$25K with Cameron installing one mural, bringing one additional professional to town to install one mural and Cameron would work with three local artists to install one mural. The Board did ask that one additional mural be included in the price, with Cameron working with another local artist or group of artists to create this final mural, putting the total murals installed at four with two professionals and two Montana made murals. Jason Kunz suggested that Mighty Mo and/or Enbar have portable drink stations set up at the location of mural installation. Discussion followed on alcohol consumption on the street; Joan will visit with Mighty Mo and Enbar about the possibility. Joan noted that she is going to go public with the Artist Application; then the property owner application will be sent out. Discussion followed on property owners paying a portion so the fund to do this project can be increased. Cameron will be very involved in selection of both the artists and the properties. Photographs of the location of any potential mural will need to be submitted by property owners. Discussion followed on sealing the murals; it was suggested that the property owner be held responsible for sealing their mural. Joan pointed out that Dragonfly's murals consist of four separate murals, so asking Cameron to create four murals would look similar to that – the point was made that Dragonfly is not considered one mural. Discussion followed on fund raising; one individual has already reached out inquiring about making a donation. One source of income will be the tours; corporate sponsors were discussed and access to forklifts. Discussion followed on setting up a website; the estimate for a new website is \$3-\$5K; it was decided to add this to our existing website, due to costs involved as the Board would rather put the funds into murals. Jason Kunz recommended that once a name is decided upon for the event the BID purchases the domain name. Joan informed the Board of the goal for next year, with the artists festival in Gibson Park or on Central Ave with artists creating art and selling their art as they create.

Trash Enclosures: Joan reported that there is one high school student that is ready to move forward on installation on one trash enclosure; the goal is to do three this summer total. Once these are completed, we'll have a handle on the costs related to doing them and can budget accordingly.

BID Insurance: Joan informed the board that the BID's insurance agent, Dean Boyle, has retired. He has transferred our policies to Cogswell; Cogswell came into the office to introduce themselves and have agreed to join DGFA so that they can serve as the BID's insurance agent.

In addition, last month we discussed the City attorney's recommendations for BID insurance levels in regard to liability with our grant programs. The City attorney had recommended that our insurance is set at \$1M per claim and \$2M per aggregate. Our insurance agent has acknowledged that we meet this requirement.

The City has been invoiced for the insurance for the period lighting.

Our lease calls for levels of \$2M of liability and fire & hazard insurance of \$2M. Our agent has pointed out to us that we are at \$1M. Our landlord has received the Certificate of Insurance and if he has a question, he can let us know.

A letter was written by Cogswell to turn our Montana State Fund policy over to them. Shari motioned to approve Travis signing the letter to Montana State Fund. Matthias seconded. **Motion passed unanimously.**

Downtown Great Falls Association: Reported above under Guests.

Downtown Partnership: Microvisioning: Joan reported that the Microvisioning process was awarded to LPW and will be moving forward. The Board was reminded there will be public charettes, opportunities for the public to provide input during this process.

Traffic Signal Boxes: The deadline for TSB's is tomorrow 7/12; one submission has been received, so far.

Staffing: Joan reminded the Board that the BID budget staff was increased by \$25K to accommodate for staffing to be hired by DDP, with contributions of funding from other entities. GFDA is going to be providing some funding to put toward this staff person, as well. The individual will be tasked with economic development within the Downtown Master Plan boundaries. Joan noted that she will be meeting with Brett Doney on 7/22 to figure out how this work out; GFDA was drafting a job description.

Downtown Safety Alliance: Joan informed the Board that no letter was sent to Chief Bowen in regard to the seasonal volunteer program. The volunteer program has been virtually non-existent this month. Joan noted that she does not wish to see the BID write letters for every single issue, as we would start to be ignored. During the Safety Alliance meeting, the group was informed that the seasonal volunteer program is no longer soliciting for additional volunteers this summer. The Board noted their disappointment about the program this summer, or lack thereof. The DSA is looking for ideas for a new project, one suggestion made by a DSA member is an active procedure training for downtown. Joan reported that the Sergeant Munkres and his team have been very visible and are making progress.

Old Montana Power building: Joan shared Charlie Byrne's answers to questions the BID inquired about last month; Charlie is willing to donate the building to a non-profit; the roof replacement could be as high as \$120, bids were last received in 2017 and did not include abatement; there is lead based paint; HVAC, new windows, restrooms, and the elevator are just a few of the improvements needed. The parking lot is also owned by Charlie and he is not willing to sell that lot, but he might consider leasing some spaces to someone with the Old MT Power building. It was noted that this property might be included in a block that is done in the microvisioning process. The Board did note that another entity that has experience should tackle the donation component to this, if it comes to that.

Parking Commission: Joan reported that the new rates went into effect on 7/1; there was no parking commission meeting in June and if one is held in July it will be next week when Joan is out on vacation.

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

Urban Art Project: Joan reminded the Board that Cortni Harant was present last month to bring everyone up to date on the UAP. Max motioned to approve the BID's annual \$2,000 donation to the UAP. Jason Madill seconded. **Motion passed unanimously.**

Work Plan 2019: Joan reported that the BID Budget and Work Plan for FY20 will be approved by the City Commission on 7/16. Max will be attending the Commission meeting on behalf of the BID. Joan noted that she attended the Commission meeting on 7/2 and read her annual report to the Commissioners and informed them that she would not be present on 7/16.

VIII. **New Business: Barbara Wold visit:** Joan reminded the Board of the conversation last month in regard to Barbara Wold's visit this fall. GFDA had inquired if the BID wished to sponsor any portion

of her visit. The Board decided that DGFA or Tourism should be solicited for sponsorships of this event, not the BID.

Storm Drains: In light of the recent flooding, Jason Madill inquired about the status on the City's storm drain project. Discussion followed on the flooding that happened in 2016 and the repeat flooding that occurred last week. Joan will send an email to Jim Reardon, Director of Public Works, and inquire about the status of this project.

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

X. **Adjournment:** Meeting adjourned at 11:01am.

Travis Neil, Chair

Joan Redeen, Staff

Date: _____

Date: _____