

**Business Improvement District**  
**318 Central Avenue**  
**August 8, 2019**

Board Present: Travis Neil, Max Grebe, Shari Dolan, Alison Fried, Jason Kunz, Jason Madill  
Board Absent: Matthias Schalper  
Staff Present: Joan Redeen  
Guests: Steve Alley, Jim Rearden, Dave Dobbs, Mike Judge, Kellie Pierce

- I. **Call to order & Roll Call:** Travis called the meeting to order at 9:02am; roll call of all present, a quorum was established.
  
- II. **Guests:** Steve Alley reported on the growing pigeon problem downtown and proposed a humane solution utilizing bird feed that contains birth control in it; he asked the board to fund the feeders and the feed. He noted that this feed could potentially reduce the pigeon population by 50% in one year. Steve noted that he would place one feeder on his roof, Mauri Novak has agreed to place a feeder on his roof; Steve will also sprinkle feed in the alleys, as needed. Alison motioned to approve the BID purchase two (2) feeders (\$251.99 each) and bird feed for up to \$200 per month, for one year. Max seconded. **Motion passed unanimously.**  
Joan reported that she invited Jim Rearden to join the board to discuss the status of storm drains downtown; in response to an email Jason Madill sent after last month's conversation at the board meeting regarding storm drains. Jim presented the map of the system to the board, noting that the storm drains below Central flow into progressively larger drains (as large as 72-inches) before draining into the river. Mike Judge informed the board that the drainage updates done in the past few years were simply to resolve the puddling issues downtown and those updates are completed. Discussion followed on the 7/6/19 storm and its effects on downtown; Jim requested information on where the specific issues were the worst and that any photos or videos be forwarded to him. It was noted that one of the BID's rock planters moved due to the quantity of water; in 2016 the rock moved to the middle of the block; with this recent storm the same rock moved a few feet. Jim provided statistical information on the storms from 2016 as well as the recent storm. The storm from 2016 dumped 24 hours' worth of rain in 30 minutes, 4 to 5 inches of rain; it was a 500-year storm event; versus the 2019 storm being a 50-year storm event.
  
- III. **BID Board: Conflict of Interest:** Jason Madill reported that he will have a conflict of interest in regard to some grant applications that will be discussed.
  
- IV. **Approval of minutes from 7-11-19 Board meeting:** Max motioned to approve the meeting minutes from the 7/11/19 Board meeting, as presented. Shari seconded. **Motion passed unanimously.**
  
- V. **Financials:**  
**Audit:** Joan reported that the auditor will be in the office the last week of August; the audit should be in draft form for the board by the September board meeting. She added that the engagement letters for 2019 and 2020 need to be signed; Douglas Wilson has been contracted for the next four fiscal years, through FY22. Max motioned for Travis to sign the engagement letters. Jason Madill seconded. **Motion passed unanimously.**  
**Monthly Financials:** The Board received the July financials via e-mail. There being no further discussion on the financials, Max motioned to approve the 7/31/19 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Alison seconded. **Motion passed unanimously.**  
Joan provided the Board with the Budget vs. Actual. Discussion followed on the bottom line; Joan noted that the pedlet grant was paid out to Elevation. It was noted that particular grant program was more of a special project than a grant program and has been suspended unless additional businesses

come forward and express interest. It was also noted that we will not have a monthly rent expense as we paid the rent for the year. Shari noted that she is working to get the bank rec's done every month.

## VI. Grant Programs:

**Grant Applications:** The grant schedule for FY 2020 was provided to the board; grants approved total \$255K.

### Grant Applications:

**RE Family Services:** A Business Incentive Grant was received for 501 Central Ave, Suite 201 for RE Family Services. The Board received the application via email. Their three-year lease is effective September 1; grant will be paid out by October 1 to Stromberg Properties. Max motioned to approve the Business Incentive Grant for \$1,275. Jason Kunz seconded. **Motion passed unanimously.**

**DSB Tower:** A Façade Grant was received for 21 3<sup>rd</sup> Street North for DSB Tower. The Board received the application via email. The estimate for the work to be done is \$109,020. If approved, they are eligible for a maximum façade grant of \$23,054, which includes the \$1,250 for side/back. Discussion followed regarding the fact that façade grants are one per parcel every five years. The Board recommends that the property owner be advised to maximize the grant as much as possible as they would not be eligible again for five years. Max motioned to approve the façade grant for DSB Tower for a maximum of \$23,054 with the understanding the property owner will be informed of the one façade grant per parcel every five years and given the opportunity to rescind this application and re-submit, if desired. Jason Madill seconded. **Motion passed unanimously.**

**Little Bird Health:** A Business Incentive Grant was received for 410 Central Ave, Suite 405 for Little Bird Health. The Board received the application via email. Discussion followed on whether this was a new business to downtown, or not. It was noted that the business owner has never had office space, she was simply using an address of a friend's business to establish herself with insurance. Their five-year lease is effective August 1; grant will be paid out by September 1 to Madill Enterprises. Alison motioned to approve the Business Incentive Grant for \$575. Max seconded. Jason Madill abstained. **Motion passed.**

**Little Bird Health:** An Interior Grant was received for 410 Central Ave, Suite 405 for Little Bird Health. The Board received the application via email. The estimate for the work to be done totals \$5,900. Shari motioned to approve Little Bird Health for an Interior Grant for a maximum of \$1,770, based on the new business rate of 30%. Max seconded. Jason Madill abstained. **Motion passed.**

**Green Path:** A Business Incentive Grant was received for 410 Central Ave, Suite 401 for Green Path. The Board received the application via email. Their five-year lease is effective September 1; grant will be paid out by October 1 to Madill Enterprises. Max motioned to approve the maximum Business Incentive Grant for \$2,500. Alison seconded. Jason Madill abstained. **Motion passed.**

**Green Path:** An Interior Grant application was received for 410 Central Ave, Suite 401 for Green Path. The Board received the application via email. The estimate for the work to be done totals \$57,200. Max motioned to approve Green Path for an Interior Grant for the maximum \$10,000. Alison seconded. Jason Madill abstained. **Motion passed.**

### Grant criteria:

Max led the discussion of the proposed grant program changes; he recommends separating the interior grant and the developer grant into two separate grant programs. He proposed that the Developer Grant would be for new or remodeled construction within a building serving multiple floors or tenants in a single parcel. The Developer Grant would be available to buildings with multiple tenants; buildings with a single tenant would not be eligible. The point of the Developer Grant is to get common spaces developed so that a developer can bring in tenants. This could also apply to apartment buildings that have common area as well, because that is multiple tenants in one building. Max defined common areas for the Developer Grant to possibly include common hallways/spaces, lobbies, conference spaces, circulation components (hallways, stairways and ramps), elevators (upgrades, installations and modernizations, excluding maintenance), fire sprinklers,

components within common spaces, walls, floors, ceilings, lighting and openings and HVAC upgrades (not replacement of an existing unit). Any and all of these components could be included in the Developer Grant. This would clarify the differences between the Interior Grant and the Developer Grant; separating out the two grant programs. The property owner/developer would be eligible for the Developer Grant while the tenant could potentially be eligible for the Interior Grant. Jason Madill recommended separating the elevator/fire sprinkler component from the Developer Grant to make it a stand alone grant program. Discussion followed on maximum payout on grants, potentially putting a maximum on each parcel or annually tied to the budget. Max suggested that the Developer Grant utilize the existing 10% for existing businesses, 20% for expanding and 30% for new businesses with a maximum of \$60,000. Discussion followed on pavement; the board was mixed on including/creating a grant program for pavement. Discussion followed on how effective the BID's grant programs are; it was agreed that the programs have shown great success. The Board agreed that the Developer Grant and the Interior Grant should be two separate grant programs and a developer is not also eligible for an interior grant, that would be the grant program for the tenants. Discussion followed on pavement; Jason Madill would like to see new pavement and seal coating covered. The board couldn't come to consensus on inclusion of seal coating.

## VII. Old Business:

**Beautification: Flags:** Joan reported that the flags are in place on Central Ave.

**Mural Festival:** Joan reported that the Board received the agreement between the BID and the artist, Cameron Moberg, via email. Joan brought the board up to date on the planning; Cameron has received the applications for both properties as well as artists to be included; he is in the process of reviewing all applications. The Artist Workshop will be held on Friday 8/23 and is all lined up. Cameron is reviewing properties for application of murals; he is due to arrive in town approximately 8/21. Tickets are on sale for the walking tours 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. Travis inquired about the City re-painting the Gibson Park bandshell; discussion followed on pursuing grants so that murals can be installed outside of the BID. Discussion on last year's mural installations; it was noted that NWGF funded last year's installation. The website has been updated to include ArtsFest MONTANA; donations are being accepted via the website. Jason Kunz inquired about payment for video/photo documentation of the event; Joan noted that Tourism has contracted with Banik to do time-lapse and record the installation. Max motioned to approve the agreement with Cameron Moberg. Jason Madill seconded. **Motion passed unanimously.**

**Trash Enclosures:** Joan reported that there is a high school AP Art student who is being mentored by Dodie Pinski, who completed the trash enclosure in front of Belles & Lace. This one is our experiment to determine what they cost; it should be completed before school starts.

**Downtown Great Falls Association:** Kellie reported that tonight is the final Music on the Mo; the final Summer Jam is next Wednesday; Night Market is Friday 8/23; Uptown goes Downtown is 9/13 with the University of Providence.

**Downtown Partnership: Staffing:** Joan reported that the Board received the proposal for personnel that GFDA has presented to the BID via email. Discussion followed on DDP personnel and what that would look like; it was noted that the BID increased their salary budget line item by \$25K to provide for DDP staffing. Discussion followed that the staff person be placed in the Downtown office and their focus will be the Downtown master plan boundaries; the Board requested that the individual report monthly to the BID board; discussion followed on who this individual will be supervised by. It was noted that they will be a GFDA staff person. Joan noted that what the Board has received is a

draft and the next step is a formal professional services agreement with GFDA. Discussion followed on rent for the office; it was noted that the rent divided by three would be \$3,264 for the year per entity. The Board noted that measurables for the BID would be for this individual to fill vacancies. The BID is willing to commit up to \$21K in funding of reimbursable actual expenses for a 6-month probationary period with a review of 3-months that looks ahead 6-months for the BID to review and commit for additional funding. Max motioned to approve up to \$21K that includes credit of rent for a 6-month probationary period with a review at 3-months with an extension to 1-year. Jason Madill seconded. **Motion passed unanimously.** Discussion followed on TIF funding for the salary for this individual.

Microvisioning: Joan reported that LPW is moving forward on this project; Tim Peterson is the lead and is out of town so there is nothing more to report at this time.

Traffic Signal Boxes: The selected traffic signal box artwork will be installed this month at the corner of 1<sup>st</sup> Ave N and 9<sup>th</sup> St. Joan reported that there were four submissions and those four will be installed over the next four years. Bids have been solicited to compare our costs for this project.

**Downtown Safety Alliance:** Joan informed the Board that there will be an Emergency Preparedness Forum sometime during September at NWGF in the Learning Center. Jenn Rowell with The Electric, has done this panel every year; Carol Bronson and Joan are helping Jenn to make this annual event larger.

**Parking Commission:** Joan reported that there was not a meeting in June or August, and she did not attend in July.

**Personnel:** Joan reported that she will be out of the office tomorrow.

**Work Plan 2020:** The Work Plan for FY 2020 was approved by the City Commission.

VIII. **New Business:** Parking Garage: Joan reported that the parking garage on 1<sup>st</sup> Ave N has an issue with dogs defecating on the lawn. Jason Kunz had inquired if the BID could install the poles that dispense dog bags. The Board decided that the Parking Commission needs to address the issue and pay for installation of a dispenser for dog bags.

Street Closure: Joan reminded the Board of the upcoming street closure on 8/31 for the Mustang Club. Alison note that she requested that the Board be informed of every street closure so that feedback can be provided to the City about how things are going. Joan added that the Board has no say in street closures, this is simply being done to keep the Board informed.

Advocates: Joan shared a thank you with the Board.

NEW Building: Joan informed the Board that the owner of the old NEW building, Justin Madill, is pursuing the Department of Veterans Affairs as a possible tenant for the building. He has requested that the BID write a letter of support for the building to have the VA consider it as a location. Joan read the letter that was mailed to the City of Great Falls, that had been forwarded along to Justin Madill. Travis and Max noted that they are both working on a project with the VA and have been for at least two years. Travis noted that he feels the VA is doing their due diligence; he added that he supports the VA coming downtown. Joan was instructed to draft a letter of support to the VA considering locating within the BID.

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

X. **Adjournment:** Meeting adjourned at 11:19am.

Travis Neil, Chair

Joan Redeen, Staff

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

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