

**Business Improvement District**  
**318 Central Avenue**  
**September 12, 2019**

Board Present: Travis Neil, Shari Dolan, Alison Fried, Jason Madill, Matthias Schalper

Board Absent: Max Grebe, Jason Kunz

Staff Present: Joan Redeen

Guests: Brett Gaare

- I. **Call to order & Roll Call:** Travis called the meeting to order at 9:01am; roll call of all present, a quorum was established.
- II. **Guests:** No guests present wished to address the Board, at this time.
- III. **BID Board: Conflict of Interest:** Travis Neil reported that he may have a conflict of interest regarding the Professional Services Agreement with Great Falls Development Authority (GFDA) that will be discussed, as he serves on GFDA's Executive Committee.
- IV. **Approval of minutes from 8-8-19 Board meeting:** Alison motioned to approve the meeting minutes from the 8/8/19 Board meeting, as presented. Matthias seconded. **Motion passed unanimously.**
- V. **Financials:**

**Audit:** Brett shared the draft of the audit for FY 2019, ending 6/30/19. The Board received the draft via email. He noted that the audit went well, and minor adjustments would be done to depreciation, assessments receivable and prepaid rent & insurance. Discussion followed on the loss of the sale of the Johnson Hotel building. Matthias motioned to approve the Audit for the fiscal year ending 6/30/19, as presented. Alison seconded. **Motion passed unanimously.**

Brett advised the Board to be mindful of grants payable as the sole source of income for the BID is assessments, approximately \$250K annually.

**Monthly Financials:** The Board received the August financials via e-mail. There being no further discussion on the financials, Matthias motioned to approve the 8/31/19 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Shari seconded. **Motion passed unanimously.**

Joan provided the Board with the Budget vs. Actual. Shari inquired about why insurance was negative; Joan noted that the City reimburses the BID for insurance premiums on light fixtures on Central Ave and that reimbursement is submitted for on July 1 each year, insurance premiums are not paid until October.
- VI. **Grant Programs:**

**Grant Applications:** The grant schedule for FY 2020 was provided to the board; grants approved total \$289,897.

Grant Applications: There were no grant applications before the Board.

Grant criteria: Max was unexpectedly absent and emailed that he had nothing new to report.
- VII. **Old Business:**

**Beautification: Pigeon Control:** Joan reported that OvoControl has been contacted in regard to making the purchase of the pigeon feeders and feed; many details were requested about our pigeon situation and Steve Alley has assured the BID that he's got things taken care of, the BID just needs to place the order for the product.

ArtsFest MONTANA: Joan reported that the first annual ArtsFest MONTANA was a huge success. The workshop was extremely well received by the artists in attendance. There were about 300 people who visited the alley while the murals were being installed; she is exploring the possibility of lighting the alley with the City; Cameron named the alley the Electric City Art Walk and Joan is going to work on getting banner identifying that. Board members received the last of the stickers that

Speaking Socially donated to the event. Joan added that ultimately next year's funding will determine what is done; the hope is three local artists, Cameron and one to two other outside artists with a goal of 5-6 new murals.

Trash Enclosures: Joan reported that with ArtsFest discussion followed on using the paints on the trash enclosures; experiment ensued, and success was had! The estimate per trash enclosure to do it via painting is \$100. Three trash enclosures have now been painted; taking approximately one hour per enclosure. The trash enclosure on 1<sup>st</sup> Ave South in front of Ferrin's was completed utilizing mosaic tiles and the costs for that one trash enclosure was approximately \$1,000. With 100 trash enclosures to do more will be painted; although variety will be pursued.

**Downtown Great Falls Association:** Joan reported that Uptown goes Downtown is tomorrow night, 9/13; this is the event where the University of Providence comes downtown. The Motoberfest Beer Mile Run is Saturday 9/21. Joan will ask Kellie to add BID board members to her weekly eblast.

Street Closures: Joan reported that she and Kellie met with the City regarding street closures and communication of same to downtown businesses and property owners. Joan reported that Kellie has launched sending out an email about upcoming street closures, working in partnership with the City, simply to keep downtown better informed. Discussion followed on penalties for those that hold street closure permits, if they don't follow all the suggested guidelines; it was noted that there is no penalty other than they may not be granted a permit in the future. The Board discussed the BID acquiring permits for every Saturday.

**Downtown Partnership: Microvisioning:** Joan reported that there is a public Charette on October 2<sup>nd</sup>, the invitation email will be forwarded to the Board. It is being held in the evening, at the Civic Center, and food will be served.

Traffic Signal Boxes: The traffic signal box is complete for this year; installed on the corner of 1<sup>st</sup> Ave N and 9<sup>th</sup> Street.

Staffing: Joan reported that the Board received the draft Professional Services Agreement for personnel between GFDA and the BID via email. The Board reviewed the terms and agreed the BID requirements were met and the term of October 1 to June 30, 2020, was acceptable. The agreement will automatically renew for 12-month periods unless cancelled three months prior to the automatic renewal in writing. GFDA will be purchasing the equipment, BID will be purchasing the furnishings; credit will be given for half of actual expenses and office rent. Jason Madill motioned to approve the Professional Services Agreement between Great Falls Development Authority and the BID, as presented. Matthias seconded. Travis abstained. **Motion passed.**

Wayfinding: Joan reported that the DDP is not advancing on Wayfinding. She informed the Board that she may attempt to move this project further; it needs to be City-wide, but she would start with Downtown.

**Downtown Safety Alliance:** Joan informed the Board that the Emergency Preparedness Forum will be held on Tuesday 9/24 at the NWGF Learning Center starting at 5:30pm. Clark & Lewie's is catering, the event is free to the public. Posters were distributed. The Safety Alliance meets next on October 1.

**Montana Downtown Conference:** Joan reported that she is registered to attend this year's conference in Missoula, it is being held October 23-25. Travis has also been registered; he has noted that he will take care of his own hotel reservations.

**Parking Commission:** Joan reported that the next Parking Commission meeting is scheduled for September 19; National PARK(ing) Day may be held on Friday 9/27. It was noted that the Parking Commission met in July but did not meet in June or August; Joan noted that she was on vacation when they held their meeting in July. The last meeting Joan attended was May.

**Personnel:** Nothing to report on personnel.

**Work Plan 2020:** The Work Plan for FY 2020 is being followed.

VIII. **New Business:** Chamber – Low Cost Airfare Initiative: Joan reported that the Board received, via email, the request from the Chamber to support their Low-Cost Airfare Initiative; the BID supported this program in 2012. The BID committed \$5,000 but only had to fund \$2,500 at that time. The Chamber has noted that their funding pool will be depleted this year. Jason Madill noted that he serves on the Chamber board of directors and believes this is a good thing for the community. The Board asked where the Chamber is currently at with collecting pledges this go around; and if Tourism is involved in this round of funding. Jason Madill inquired about the hotels within the BID and how they might benefit; he wondered if the downtown hotels would match the BID's pledge.  
NHA: Joan informed the Board that the National Heritage Area is holding their final public meeting tonight in Belt at the Belt Theater; they are nearing completion of the Feasibility Study.  
Storm Drains: Jason inquired about the storm drain project and the City's visit at the BID Board meeting where they discussed looking into additional capacity at 4<sup>th</sup> & Central. Joan will inquire with the status.

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

X. **Adjournment:** Meeting adjourned at 10:45am.

Travis Neil, Chair

Joan Redeen, Staff

\_\_\_\_\_

\_\_\_\_\_

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

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