

**Business Improvement District**  
**318 Central Avenue**  
**October 10, 2019**

Board Present: Max Grebe, Shari Dolan, Jason Kunz, Jason Madill, Matthias Schalper  
Board Absent: Travis Neil, Alison Fried  
Staff Present: Joan Redeen  
Guests: Kellie Pierce, John Faulkner, Shane Etwiler, Ty Rawlins, Mark Barnard, Keith Ballantyne

- I. **Call to order & Roll Call:** Max called the meeting to order at 9:00am; roll call of all present, a quorum was established.
- II. **Guests:** John Faulkner, with the Great Falls International Airport, and Shane Etwiler, with the Great Falls Area Chamber of Commerce, made their presentation for the Low-Cost Airfare Initiative. The BID was involved in 2012 when the Chamber and Airport made their last efforts on this initiative; they are looking for a renewal of commitment.  
Keith Ballantyne presented the plans for the Greystone Inn; Ty Rawlins and Mark Barnard are the new owners of the property. They hope to have the property completed by mid-summer 2020. Discussion followed on BID grant programs that can be involved in the project.
- III. **BID Board: Conflict of Interest:** Jason Madill reported that he may have a conflict of interest regarding some items under Grants that might be discussed.
- IV. **Approval of minutes from 9-12-19 Board meeting:** Matthias motioned to approve the meeting minutes from the 9/12/19 Board meeting, as presented. Jason Kunz seconded. **Motion passed unanimously.**
- V. **Financials:**  
**Audit:** Joan presented the Board with the final copies of the audit for FY 2019, ending 6/30/19. She informed the Board that the auditor has recommended public notification of the audit by way of publishing notification that the audit is complete and available for review. Joan checked with the City to see if this is a requirement we must follow. The City has noted that this is not required, as the BID's audit is included in their publications. The Board decided to not publish the audit.  
**Monthly Financials:** There were no financials for the board at this time.  
The Board instructed Joan to transfer \$60K from money market to checking to cover pending grant payouts and operating expenses to January 2020.  
Joan provided the Board with the Budget vs. Actual.
- VI. **Grant Programs:**  
**Grant Applications:** The grant schedule for FY 2020 was provided to the board; grants approved total \$286,122.40.  
Grant Applications: There were no grant applications before the Board.  
Discussion followed on payout of the \$60K façade grant for Madill Enterprises; the Board treasurer recommended that \$20K be paid now, \$20K be paid in November and the balance of \$20K be paid out in January 2020. The Board went with the treasurer's recommendation.  
A letter will be sent to Noischt Properties for an update on their grant status.  
Discussion followed on the art grant for the Rocky Mountain building, they plan to submit for payout on this grant; Joan reported that she's received an incomplete façade grant application for their project.  
Grant criteria: Max noted that he had nothing new to report on this topic.
- VII. **Old Business:**  
**Beautification:**

ArtsFest MONTANA: Joan reported that a grant application has been submitted to Montana Tourism for ArtsFest MONTANA 2020. She added that in submitting the grant application she has committed the BID to funding. The checks received from property owners have not been cashed yet, as she's awaiting square footage measurements to know what their final fee would be.

Holiday Décor: Holiday décor will be installed no later than 11/27.

Pigeon Problem: Steve Alley has all of the OvoControl product.

Trash Enclosures: Joan reported that she's ordered several new steel trash cans.

**Chamber of Commerce – Low Cost Airfare Initiative**: Joan reported that the BID committed \$5,000 in 2012; we only funded \$2,500. They are asking for the same level of contribution from the BID. Jason Madill and Max Grebe reported that they serve on the Chamber board of directors and noted that they will abstain from the conversation and vote.

**City of Great Falls – Storm Drains**: Jim Rearden had Mike Judge call the BID with an update; Mike reported that the City is looking at capacity and the whole drainage basin; the capacity of the storm drains between 3<sup>rd</sup> and 4<sup>th</sup> and also capacity on 4<sup>th</sup> to see if it's where it needs to be; he is also looking at the rest of the drainage basin to see if it is where it should be to maintain a larger storm. Jason Madill asked that this remain on the agenda for follow-up.

**Downtown Great Falls Association**: Kellie reported that Ghost Tours are sold out; five nights of tours with two tours per night. Ladies Night is 11/21 with fun events, shopping and giveaways from 5-8pm and restaurants doing after hour specials. Parade of Lights and Small Business Saturday is 11/30; the Stroll is 12/6. DGFA 2020 Membership information will be sent out in the next week. Joan reported that Kellie's paid members receive her email; individuals or businesses that are not members do not receive her email.

**Downtown Partnership: Wayfinding**: Joan has written an RFP for a Wayfinding plan; she plans to go public with the RFP next week.

Microvisioning: Joan reported that the public Charette was held on October 2<sup>nd</sup>, input is still being collected via a very short survey from GFDA. The DDP will meet on 10/16 and LPW will present the summary of community input; on 11/13 LPW will present their draft visions; the public will be informed of the visions at 4pm and repeated at 7pm on 11/20.

Personnel: Joan reported that she emailed the job description to the Board; she added that there has been tremendous response; the first-round interviews are scheduled for the last week of October.

**Downtown Safety Alliance**: Joan informed the Board meets next on November 5. Joan reported on the status of the GFPD Seasonal Volunteer program. Joan shared an idea that Sandi Thares came up with in regard to creating a local volunteer walk program for downtown, to have eyes downtown that can call the police, as needed. Joan noted that volunteers would have shirts and she would need to figure out a way to track their volunteer hours; this idea has not been shared with the Safety Alliance yet. Joan reported that 64 people attended the Emergency Preparedness Forum; a survey is being sent out to all attendees to seek their input on future events.

**Montana Downtown Conference**: Joan reported that she is registered to attend this year's conference in Missoula, it is being held October 23-25. The Downtown office will be closed. Kellie, Travis and some city staff members are attending.

**Parking Commission**: Joan reported that the Parking Commission did not meet in September; if they meet in October, they would 10/17.

**Personnel**: Joan reported that she will be out of the office tomorrow, 10/11. Our seasonal ambassadors work will wrap up on 10/31; one ambassador will be picking up our Coins for a Cause on a regular basis through the winter months. New job descriptions will be created over the winter months and hiring will take place next spring. Geranios is on board for snow removal and knows to do removal when we receive 2 inches of snow.

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

VIII. **New Business:** GFDA Quarterly Investor Newsletter: Joan provided the Board with the GFDA Quarterly Investor Newsletter.

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

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

Max Grebe, Vice-Chair

Joan Redeen, Staff

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

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