

Business Improvement District
318 Central Avenue
Hybrid - In-Person and via ZOOM
Recording available via the City of Great Falls records request
August 11, 2022

Board Present: Jason Kunz, Sherrie Arey
Board Present via Zoom: Karen Reiff, Michelle Houghton
Board Absent: Alison Fried, Max Grebe, Neal DuBois
Staff Present: Joan Redeen, Kellie Pierce
Guests: Joe McKenney
Guests Present via Zoom: Jolene Schalper

- I. **Call to order & Roll Call:** Jason called the meeting to order at 9:04am; roll call of all present, a quorum was established.
- II. **Guests/Public Comment:** There were no guests present who wished to address the Board at this time.
- III. **BID Board:** Conflict of Interest: No board members expressed a conflict of interest, at this time.
Board Paq Kellie is looking into Board Paq, as Jason recommended.
- IV. **Approval of minutes from 7-14-22 Board meeting:** Sherrie motioned to approve the meeting minutes from the 7/14/22 BID Board meeting, as presented. Michelle seconded. **Motion passed unanimously.**
- V. **Financials:** Budget FY2023: Joan reported that the City Commission approved the budget for FY2023 on July 19th.
Monthly Financials: The Board received the June financials via e-mail. There being no further discussion on the financials, Sherrie motioned to approve the 6/30/22 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Karen seconded. **Motion passed unanimously.**
Budget vs Actual was presented to the Board, through August 10.
- VI. **Old Business:**
Beautification: BID Truck: Joan noted that the Board had previously discussed selling the BID truck; she'd like to see the Board keep this asset, Kellie concurred. Joan expressed the need to have visible staff on the street, every other major Montana community has additional staff. The Board noted they would table this topic for now.
ArtsFest: Joan reported that the Artist Workshop is being held tomorrow and is almost full. Artists begin to arrive tomorrow, and murals will commence Saturday. Saturday, in partnership with the Library, there will be tracks being painted from the library to the Gibson Park StoryWalk. The Artist Reception is scheduled for Wednesday, August 17th in the alley behind Dragonfly Dry Goods, tickets for \$35 will be on sale very soon. ArtsFest wraps up Friday, 8/19. Joan noted that she would like to schedule dates for 2023.
Alley Lighting Project: The TIF application was approved by the DDP; it has not been presented to City Commission yet. Joan added that she has a meeting with Cushing Terrell, so the project is ready to move forward upon Commission approval. This project will light up ten buildings that have 24 murals installed on them.
Flowers: Joan reported that Tilleraas brought in a bill for an additional \$1,800 for July; Tilleraas has noted that they will have these additional hours in August. As long as the BID doesn't go over budget overall the additional hours were approved by the Board. It was noted the flowers look amazing. Joan added that Tilleraas should be asked if they will take care of the flowers in 2023; if they will not, staff will need to be pursued in early spring 2023.

Sound System: Joan reported that there is a meeting being held this morning with Kellie, Jason, Andy Ferrin and Brian Kaufman to learn how the sound system works. Sherrie noted that maximizing the sound system, the ability to have a microphone set up for events, extending speakers into the new expansion area, she is completely supportive of. Joan noted that this was budgeted for. She added that the microphone can be done now, but with the construction of the Rocky Mountain building any new speakers installed will not work as the power to the speakers in the 600 block has been turned off. She noted that the Board may wish to purchase the equipment before 6/30/23 as it was budgeted for, but they can't be installed until the construction in the 600 block is complete.

City of Great Falls – ARPA Funds: Joan reported that the BID submitted four applications for ARPA funds; the City received 34 applications.

Downtown Great Falls Association: Kellie reported that the last Brothel Tour is coming up. There are some downtown events, that are not DGFA events; August 27th is Touch a Truck and Snits is hosting a block party. They are planning for the Christmas Stroll; the call for artists is public and artwork is due early September.

Downtown Partnership: Downtown TIF District: Joan reported that the balance of the Downtown TIF is \$3.9M; several projects are going before City Commission for approval. The storm drain project is \$2.5M; the alley lighting request is \$150K; the annual payment on the Civic Center; one project has been approved under the Façade program.

C-PACE Program: Joan reminded the Board of Seth Lutter's presentation last month and Alison's thought of submitting a TIF application to cover energy audits. Joan noted that the Board could submit a TIF application and manage the program; the Board could pursue this with the City to manage, under the new TIF programs or otherwise. The Board instructed staff to explore this possibility with the City.

Downtown Safety Alliance: Joan reported that the August Safety Alliance meeting was cancelled; the DSA was informed that Kellie will be taking over management. Coins for a Cause continues; Joan and Kellie will be training on the program this week.

Expansion: Joan reminded the Board of the timelines; BID Board should take formal action by their September or October meeting; Ballots & letters mailed by October; everything must be submitted to the City by February 2023. Joan will print the ballots.

Grant Programs: Grant Applications: Joan reported that there have been no new applications received. The Gibson: Joan reported that a letter was mailed as well as emailed to Ty Rollins requesting an update no later than 8/10/22; Christian also reached out to Ty and informed him of the need to submit a written update with an updated timeline by the deadline. The Board discussed rescinding the grants for The Gibson; the project has two interior grants for \$10K each and one façade grant for \$42,500 for a total of \$62,500. Discussion followed on setting a precedent and what to do as the property owner has not responded by the deadline provided to the property owner. The Board instructed staff to reach out to Ty and give him a final deadline of 8/12/2022; if no response is received the Board will rescind the grants in September.

Great Falls Development Authority: Joan reminded the Board that the Professional Services Agreement with GFDA will be edited, discussed and decided upon once the City Commission has taken action on the DDP funding request. Jolene reported that Christian's report was provided to the Board via email; Christian is currently on his annual active military duty. She added that the Rib N Chop project was recently announced; they continue to work on the Milwaukee Station. There are 53 active projects; Christian had contact with 33 of them in the past month. He traveled to Boise, Butte and Helena and met with their economic developers. The BRE list has 368 businesses; he met with two this past month. There is a target list of 68 businesses; these are businesses identified that we would like to see in Great Falls. Invest Downtown is October 20th at The Newberry. Joan informed the Board that Christian has confirmed he is spreading the word in regard to the C-PACE program to every contact he has.

One-Way Conversions: Joan reported that the DDP has been informed that the BID will be taking the lead on exploring this possibility. She and Kellie will be meeting to draft an outline of how exploring this will look.

Parking Commission: Joan reported that the Parking Commission has not met since March; Kellie noted that the City is trying to come up with a date for a meeting the last week of August as there would not be a quorum for their regularly scheduled 8/18 meeting. Joan noted that Katie Hanning reported that the cameras have all been installed and they caught someone siphoning gas the day the cameras went live. There remains one vacancy on the PAC; the BID's ex-officio position has been a voting member and has counted toward the quorum.

Personnel: Joan informed the Board that nothing was emailed to the Board to discuss as she was not informed of what the Board wished to see. She reminded the Board that historically BID employees have utilized the City's employee manual; the BID has followed the City's paid-time-off/vacation policy, etc. She added that she has always been an hourly employee; her first year of employment she didn't have any benefits and after one year she requested paid time off, the Board approved that request and, as a part-time, hourly employee Joan has had paid time off since. Sherrie and Jason noted that they have been trying to figure out benefits for the BID employees; they are inquiring with the City in regard to insurance coverage, etc. Sherrie added that she was in negotiation with Joan in regard to her rate of pay and paid time off; Jason noted that the decisions were made in regard to Joan's rate of pay and he will notify her of that. Sherrie added that there are two questions; as an organization, would the BID Board want to adopt the City manual for all employees or does the BID Board wish to designate that simply for the Executive Director. She added that both need to be monetized. Joan again reminded the Board that the DGFA employee is an employee of the DGFA Board, so their staff would not fall under any employee policies the BID Board may adopt.

Work Plan FY2023: Joan reported that the Work Plan for FY 2023 was approved by the City Commission on July 19th. Joan noted that the Work Plan is the BID's guiding document and will always be on the agenda to keep it at top of mind as staff continues to work the Work Plan.

VII. **New Business:** Joan reported that the Chamber has announced that the SCASD grant was awarded to the Great Falls Airport Authority.

VIII. **Public Comment:** There was no public comment at this time.

IX. **Adjournment:** Meeting adjourned at 10:01am.

Jason Kunz, Chair

Joan Redeen, Staff

Date: _____

Date: _____