

**Business Improvement District**  
**318 Central Avenue**  
**Hybrid - In-Person and via ZOOM**  
**Recording available via the City of Great Falls records request**  
**December 8, 2022**

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

- I. **Call to order & Roll Call:** Jason called the meeting to order at 9:08am; roll call of all present, a quorum was not established.
- II. **Guests/Public Comment:** There was no public comment at this time.
- III. **BID Board: Conflict of Interest:** No board members expressed a conflict of interest, at this time.
- IV. **Approval of minutes from 11-10-22 Board meeting:** No discussion or action was taken, due to the lack of quorum.
- V. **Financials: Audit:** Kellie noted that Joan will be showing her and Sherrie how to file the audit with the State. Joan added that the contract with Douglas Wilson has expired. The Board has two options; 1. Going public with an RFP, or 2. Renew with Douglas Wilson for three additional years with an annual increase of \$100 per year. She added that the BID can only use state approved accounting firm if the Board chooses to do an RFP. This will be an action item for the Board to decide next month. Jason reported that the BID received a TIF reimbursement from the City of \$13,536.48. Joan added that \$5,535.50 of additional tree work has been done, but reimbursement has not been submitted for. \$5,928.02 remains to be spent on tree work until 6/30/23. It was noted that \$25K does not last long when dealing with hundreds of trees within the TIF boundaries.  
**Credit Card:** Kellie reported that she's sent Jason a few options to consider.  
**Monthly Financials:** Joan reported that the November financials were emailed to the Board.
- VI. **BID Business:**  
**Beautification: ArtsFest:** Nothing to report, at this time.  
**Alley Lighting Project:** Joan reported that she requested an update from Cushing Terrell but hasn't heard anything; Jason, Alison and Sherrie all noted that they have not heard anything.  
**Banners:** Kellie reported that Stockman Bank is willing to sponsor all of the new banners, for \$1,368. The BID will be paying for installation of four new brackets on the 700 block and the new banners.  
**Sound System:** Kellie reported that she has not heard back from the new contact for the sound system. Discussion followed on other sound system vendors; it was noted that Good Vibrations has done all of the work on the sound system and knows the system.  
**Trash Removal:** Kellie reported that Hudson's Trash Removal is under contract, as of November 30<sup>th</sup>. They have done removal of trash twice now; they are providing service once weekly. The contract calls for them to be paid \$50/hour.  
**City of Great Falls – ARPA Funds:** Kellie reported that the City Commission approved all of the recommended funding that was put forth by the committee. Jason noted that none of the BID's applications made it to scoring. Sherrie requested that Tom Hazen provide some insight as to why the applications did not make it through scoring.  
**Downtown Great Falls Association:** Kellie reported they had a very successful Ladies Night on 11/17. The Parade of Lights was 11/26 and was the largest parade with 42 floats; they usually average 25. The tree was a mess but has been figured out. Christmas Stroll was good, they had 16 food vendors and a

total of 22 vendors. It was very cold; bars & restaurants did very well. Stroll button drawing was done for winners. Sherrie liked the group that had tables for outdoor dining. They are entering their 2023 membership season; they are looking at offering a tiered marketing program through their membership.

**Downtown Partnership:** Kellie

Downtown TIF District: Kellie reported that the TIF district balance hasn't changed, approximately \$3.9M. Kellie shared that the DDP Board approved a TIF application for the Metropolitan building for fire suppression system; the DDP Board is going to ask the City to review the TIF program to increase the cap on the fire suppression system/Life Safety TIF program.

C-PACE Program: Kellie reported Christian has reached out to some energy auditors. He is gathering utility data from the prospective properties. She added that she visited with City staff, adding this as another program will simply be that the BID needs to draft a program and present the idea to the City, once they have an idea of what the energy audits costs.

One-Way Conversions: Kellie reported that she will be working on the public education component after the new year. Joe inquired about why this is important; discussion followed on the fact that the one-way streets were designed for more vehicles than currently utilize them; the positive economic impact to businesses of two-way streets; slowing traffic down with two-way versus one-way; noting that there are many reasons to convert one-ways. Billings has been successful in removal of their one-ways recently, they are the model Great Falls will hope to duplicate.

Main Street Grant – Wayfinding: Joan reported that the Main Street Grant was submitted on November 28, the deadline was 11/30. Discussion followed on the required \$10,000 match for the grant. Joan noted that she requested that every location where a kiosk may be installed provide \$1,000 toward the required match; the Airport has responded that they are not able to use their funding toward this type of expense. Sherrie inquired about individuals donating toward the project; Joan noted that the BID is a 501c3 and anyone is able to donate toward this project.

**Downtown Safety Alliance:** Kellie reported that the DSA met; they had a presentation from the committee doing No More Violence Week in April. The Great Falls Public Library continues its bi-monthly educational offerings. There is a work session with the City Commission to discuss the potential of a Public Safety Levy.

**Expansion:** Jason reported that he and Christian met with Jeremy Day, the owner of the Subaru dealer. Jeremy was supportive of the idea of BID expanding. Jason is working to set up a meeting with Fishers and Christian is trying to get a connection with the Masons. Jason noted that the Subaru dealer voting positively will confirm expansion, but he wants to be sure the other property owners are aware. Joan noted that the Board needs to take formal action that they wish to pursue expansion; everything is due to the City in February. Sherrie asked Kellie to email the Board to inquire when a special meeting could be scheduled to formally address this topic.

**Grant Programs:** There were no grant applications. The grant schedule was provided to the Board via email. Kellie reported that The Gibson is still progressing. Gracious Living Emporium has not opened yet due to health issues.

**Great Falls Development Authority:** Christian's report was provided to the Board via email.

**Parking Commission:** Kellie reported that the PAC did not meet this month. She added that she will not be attending the meetings over the next three months. Joe shared that during a Work Session City staff shared with the Commission that they are exploring technology that would allow the garages to be open for paid parking 24/7. Joan shared that the Board has a few options to consider in regard to the BID's ex-officio representative; the Board can remove this as an action item if they wish to do so; they can recommend that the City remove the BID's ex-officio position but if they were to do so they'd never have that position again; or wait until Kellie's appointment terms out on the PAC she can then be the BID's ex-officio representative and the BID will not have an ex-officio in the interim. This agenda item was tabled again until next month.

**Personnel:** Sherrie acknowledged that she is drafting a policy on paid time off. Kellie noted that she is taking tomorrow off.

**Streetscape:** Kellie reported that she inquired with City staff as to who will be submitting the TIF request for this project; she is waiting to hear back.

**Work Plan FY2023:** Kellie reported that she is working the Work Plan for FY 2023.

VII. **New Business:** Joan inquired if the Board wished to add the National Main Street Conference to the January agenda as an action item to determine if anyone from the Board wishes to attend. Kellie reported that she and Celeste are going to the conference. The conference is March 27-29 in Boston. Kellie noted that there may be some funding assistance from Montana Main Street and/or DDP. Jason expressed the need to send Board members and how valuable the conference is. Kellie added that there is a civic leader rate; Joan encouraged Joe or other City Commission members to attend. The Board requested it be added to the agenda.

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

IX. **Adjournment:** Meeting adjourned at 9:56am.

Jason Kunz, Chair

Kellie Pierce, Staff

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

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