

**Business Improvement District**  
**318 Central Avenue**  
**Hybrid - In-Person and via ZOOM**  
**Recording available via the City of Great Falls records request**  
**August 10, 2023**

Board Present: Jason Kunz, Neal DuBois, Max Grebe, Alison Fried, Michelle Houghton, Keith Kron  
Board Present via Zoom: Sherrie Arey  
Staff Present: Kellie Pierce  
Guests: Christian Leinhauser, Joe McKenney

- I. **Call to order & Roll Call:** Jason called the meeting to order at 9:09am; roll call of all present, a quorum was 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 with any action item on the agenda at this time. Election of Officers: Kellie reported that this item will be an action item in September. She noted that currently Jason is Chair, Neal is Vice-Chair and Sherrie is Treasurer. It was noted that all current officers are interested in continuing in their current positions.
- IV. **Approval of minutes from 7/13/23 Board meeting:** Neal motioned to approve the meeting minutes from the 7/13/23 Board meeting, as presented. Sherrie seconded. **Motion passed unanimously.**
- V. **Financials:** BID Credit Card Policy: Kellie reported that Sherrie has provided a copy of what NWGF uses; Neal noted that their policy doesn't fit our needs, he has started to draft a new policy. Budget FY24: Kellie reported that everything is looking good. Monthly Financials: The Board will receive the July financials for review at the September Board meeting.
- VI. **BID Business:**  
**BACI:** Kellie reported that this is a group of local stakeholders that are interested in building active communities; United Way and Get Fit Great Falls are actively involved. She noted that she and Joan have been involved since its inception. They have done projects throughout the years creating active spaces. Currently the group is working on creating a new park; they are working on identifying a location downtown. Kellie shared a conceptual video that Cushing Terrell created. Discussion was held on Davidson Plaza; Davidson would like to keep their area professional as their offices are right along the plaza.  
**Beautification:** 1<sup>st</sup> Ave N Underpass: Jason reported that he plans to discuss this with Cameron to determine if it is something we want to move forward with.  
ArtsFest: Jason reported Cameron arrived yesterday and priming is happening now; lifts will be dropped off tomorrow. They are working on getting meals set up for the artists. The kickoff dinner is on the 12<sup>th</sup> at Enbar at 7pm; NWGF is sponsoring the dinner. They'll be doing a quick draw during Downtown Summer Jam on Wednesday night; they have an auctioneer for Wednesday and are still looking for one for Thursday night during the Artist Reception that will be held in conjunction with the Multi-Cultural Fair.  
Alley Lighting Project: Kellie reported that the project went out to bid; she noted the deadline is August 22<sup>nd</sup>.  
**Downtown Great Falls Association:** Kellie reported that the Night Market is tomorrow evening, Celeste is on vacation so Kellie will be running the Night Market. The Call to Artists was sent out for the Christmas Stroll button; Cowboy Christmas is the theme.

**Downtown Partnership: Downtown Lighting:** Christian reported that he met with Dan Rearden to discuss doing a lighting study; this will be done pro bono.

**Downtown TIF District:** Kellie reported that the TIF balance is approximately \$4M with several projects committed. The Kellergeist project was approved by the City Commission; 512-514 Central Ave project was recommended to be approved by the DDP so that is moving forward to the City Commission. Sherrie noted that she'd like to see additional educational sessions on the TIF programs and how one might access them; she noted that the BID grant programs could also be shared during an educational session. Christian noted that during Invest Downtown they plan to present Tools for Development, and this could be incorporated into that.

**C-PACE Program:** Christian had nothing new to report at this time.

**Wayfinding - Kiosks:** Kellie reported that they are working with the locations that were identified in the Plan; she's working with the airport and the fairgrounds.

**Parking Commission:** Kellie had nothing new to report at this time.

Kellie shared that the new director of the Planning & Community Development department at the City started work this week.

**Downtown Safety Alliance:** Kellie reported that the DSA met last week; there were many present and concerns were expressed about the homeless population downtown. Discussion was held with GFDP about their Volunteer program and the Ranger that the BID purchased. Billings recently installed a Portland Loo at a cost of \$250K using CDBG and ARPA funding; Missoula has one already.

**Expansion:** Jason had nothing new to report at this time.

**Grant Programs:** Kellie reported that The Gibson and Roe River Realty grants are both being paid out today. There are no other grants in progress or applications to consider at this time.

**Great Falls Development Authority:** Christian reported that The Station apartments are going well; leasing will begin early next year; Rib & Chop House will be open this fall; Mountain Wave Distillery is moving forward. He's had a lot of interested new businesses inquiring about downtown. The redevelopment of the Elmore Roberts building is being undertaken by Community Preservation Partners. Sherrie added that NWGF will be a partner working with them on that project. Christian reported that the big focus for GFDA will be identifying what the next big catalyst project is for downtown. He is expecting to host a site-visit at the end of August.

Sherrie Arey departed the meeting at 9:50am.

Invest Downtown is scheduled for October 18<sup>th</sup> from 9am to 11am, before the Montana Downtown Conference. They will offer a live stream of this event. He reported that Brett is working on the RFP for the Downtown assessment. GFDA is hosting an event downtown for the Touro Medical School students this Friday, in conjunction with the Night Market. They have 75 of the 109 students signed up to participate.

Keith Kron arrived at the meeting at 9:58am.

**Hello Lamp Post:** Kellie reported that they should have stickers for the sidewalk early next week; the trails are all done and QR code is available. Kellie will forward the QR codes to the Board.

**Montana Downtown Conference:** Kellie reported that the agenda has been created; she is working on confirming venue locations. October 18<sup>th</sup> to the 20<sup>th</sup> is when it is scheduled. She noted that she'll need a great deal of support when the conference is happening.

**Personnel:** Kellie reported that Stifel has put together a 401K package for the BID; eligibility requirements are that you must have been employed for at least two (2) years and have minimum payroll of \$5K annually, for this current year and projected for next year. She noted that it would be a 3% match; Jason noted that would be \$1,650 a year as the BID's contribution. Jason has discussed this with Andy Ferrin, the Board Chair for DGFA; DGFA has confirmed that they would be willing to contribute half of the required match. Alison inquired if other employees were eligible; Kellie noted that she and

Joan are eligible, but Celeste is not currently eligible as she has not been employed two years. Alison motioned to approve the BID's 401K retirement program. Max seconded. **Motion passed unanimously.**  
**Streetscape:** Kellie reported that she was supposed to meet with the City; the City does plan to submit a TIF application to cover the expense of this project.

**Work Plan FY2023:** Kellie reported that she continues to work on the Work Plan for FY 2024.

VII. **New Business:** There was no new business.

VIII. **Public Comment:** There was no public comment.

IX. **Adjournment:** Meeting adjourned at 10:05am.

Jason Kunz, Chair

Kellie Pierce, Staff

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

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