Business Improvement District
318 Central Avenue
Recording available via the City of Great Falls records request
July 10, 2025

Board Present:	Jason Kunz, Sherrie Arey, Erica Ferrin, Caralina Carlson, Keith Cron, Leo Imperi
Board Absent:	Neal DuBois
Guests Present:	Jake Clark
Staff Present:	Kellie Pierce

I. **Call to order & Roll Call:** Jason called the meeting to order at 9:05am; 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: There were no Board members with a conflict of interest with any items on the agenda at this time. Leo Imperi was introduced, the City Commission appointed him to serve on the BID Board as of July 1.

IV. **Approval of minutes from 6/12/25 Board meeting:** Sherrie motioned to approve the meeting minutes from the 6/12/2025 Board meeting, as presented. Keith seconded. **Motion passed unanimously.**

V. **Financials:** Budget FY2026: Kellie reported that the budget is on the City Commission agenda on 7/15.
Monthly Financials: June 2025, the fiscal year end financials for FY 2025, were provided to the Board at the meeting. Sherrie motioned to approve the 6/30/25 financial statements which include the Balance Sheet and the Profit & Loss. Cara seconded. **Motion passed unanimously.**

VI. **BID Business:**
Beautification: 1st Ave N Underpass: Kellie reported that there are no recent updates at this time. Jason requested a committee to work on this and discuss it with Cameron while he is in town.
ArtsFest: Kellie reported that ArtsFest is August 10 to the 16th. They are working on securing walls. Jason shared that he has been communicating with the property owner of the Silver State building on the corner of 1st Ave N & 6th St. He reported that Alluvion is on board for mural installation on their building. Sherrie noted that the back of the Roberts building needs to be on the list for a mural. Kellie shared that they have 6 artists confirmed. The back of the Times Square building is 3 to 4 murals and Alluvion will be the remaining murals for this year. Sherrie noted that the Kathryn building may be a possibility for the installation of murals on the garage doors for the workshop students to learn. Kellie is soliciting food for meals for the artists and is working with Sandi on hotel rooms for the artists. Discussion followed on building requirements; property owners must donate $1,000 and prep the building. Jason said that an Artists Reception will be held Thursday.
Alley Lighting Project: Kellie reported that the installation of all lighting is completed. There are a few that need to be fixed, and they are working on it. The Board discussed additional locations for future lighting.
BID Truck: Kellie reported that Wes will be taking the truck in to have the suspension work done.
Construction Project: Kellie reported that the construction project is going smoothly. The BID is hosting a bi-weekly construction meeting to update everyone on the status. Cap Con is doing a great job of communicating. They should be done with the intersection this week and moving to 1st Ave S next week. They are right on schedule and trying to keep the road open as much as possible.
Downtown Clean-Up: Kellie reported that the trash receptacles are being ordered by the City. Cara updated the RFP for the trees. Kellie is working to get that sent out. Kellie added that the sidewalk pressure washing is done, at a cost of approximately $8K with all expenses in FY 2025. Kellie shared that the streetscape for the O'Haire is scheduled for this fall.
Traffic Signal Box: Kellie reported that a Call to Artists has been sent out for 4 traffic signal boxes. The boxes are all within the BID boundaries. There are two boxes remaining outside of the BID boundaries but inside the downtown master plan boundaries that the DDP will fund.

Downtown Great Falls Association: Harley reported that Wednesday is the July Summer Jam, the July Night Market is the following week in the 100-200 block of Central. The Sidewalk Sale is July 26th. The final Night Market is August 8th. She noted that she published a post of the prints for ArtsFest. The final Summer Jam is August 27th. She shared that the Call to Artists for the Christmas Stroll Button was published with the Call to Artists for the Traffic Signal Box project. The theme is "A Groovy Little Christmas". Kellie reported that she had a discussion with City staff about the Christmas tree.
Downtown Park Project: Kellie reported that there is really no update as BACI has not had a meeting.
Downtown Partnership: Downtown TIF District: Kellie reported that there have been some applications for the 3 programs that the City administers. Parking Commission: Kellie reported that the PAC did not meet last month.
Downtown Safety Alliance: Kellie reported that DSA meeting had representation from GFPD, the Chief was in attendance.
Expansion: Kellie reported that she has the letter prepared, she just needs to find time to visit with the property owners on the list. Jason asked that she send the list to the Board, if anyone knows any of the property owners they can reach out to them.
Grant Programs: Kellie reported that there are 2 grant applications for Business Incentive Grants.
Business Incentive Grant – Critter Harmony: The monthly rent is $350 with a one-year lease effective 5/1/2025, the grant would be made payable to Northside Properties. Kellie noted that this application was in the office prior to the last Board meeting, in June, but neglected to get it before the Board for consideration. Keith motioned to approve the grant application, as presented. Cara seconded. **Motion passed unanimously.**
Business Incentive Grant – Code Blue Safety Services: The monthly rent is $800 with a one-year lease, the grant would be made payable to Madill Enterprises. Keith motioned to approve the grant application, as presented. Cara seconded. **Motion passed unanimously.**
Kellie reported that Madill Enterprises has rescinded the interior grant for Honey's Sip n Chill.
Grant Criteria: Kellie reported that she will reach out to the City Attorney's office again.
Great Falls Development Alliance: Jake reported that they failed to fill the position for the Downtown Business Development Officer with the candidates that they had. They are advertising for the position again. Jake reminded the Board of their discussion of GFDA being reimbursed for the time that GFDA staff is spending covering the role of the Downtown BDO. He shared that about 62 hours have been spent on the work in the quarter that covered April, May, & June. He noted that a full-time staff person would have put in 520 hours in that period. Keith motioned to accept GFDA's summary of hours for the quarter for reimbursement. Cara seconded. **Motion passed unanimously.** Jake noted that the City will also cover what the BID agrees to cover. Jake presented the new Professional Services Agreement between GFDA and the BID to the Board. He noted that the only changes made were the dates and GFDA's designated liaison is Jake, no longer Jolene. Brett Doney has signed it, and it is ready for the BID to review and accept. There was no change to the amount the BID would fund, the BID would fund 25%, GFDA 25%, and the TIF would fund 50%. Sherrie noted that if this next cycle of hiring is not successful, a conversation needs to be held about what may need to be changed to make it happen. Sherrie motioned to accept the Professional Services Agreement for FY 2026 between BID & GFDA. Cara seconded. **Motion passed unanimously.**
Personnel: Kellie reported that she is taking off this afternoon and tomorrow for the Chicks annual camping trip.
Work Plan FY2026: Kellie reported that the work plan is on the City Commission agenda on 7/15.

VII. **New Business:** There was no new business at this time.

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

IX. **Adjournment:** Meeting adjourned at 9:52am.

Jason Kunz, Chair

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Date: _________________

Kellie Pierce, Staff

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Date: ___________________