

**Business Improvement District**  
**Via ZOOM – Recording available via the City of Great Falls records request**  
**May 14, 2020**

Board Present: Travis Neil, Max Grebe, Matthias Schalper, Alison Fried, Jason Kunz  
Board Absent: Shari Dolan  
Staff Present: Joan Redeen  
Guests: Christian Leinhauser, Darren Hatfield, Jason Madill, Jolene Schalper, Michael Hallahan, Sherrie Arey, Trista Besich

- I. **Call to order & Roll Call:** Travis called the meeting to order at 9:03am; roll call of all present, a quorum was established.
- II. **Guests:** Introductions were made by all present, no guests present wished to address the Board, at this time.
- III. **BID Board: Conflict of Interest:** No board members had a conflict of interest, at this time.  
Board Resolution: The Board reviewed the resolution that was proposed at the March meeting. Discussion followed in regard to the specific wording in the sentence "...or affiliate of any company, partnership, consultant firm, contractor...". The Board recommended removal of the entire second paragraph. Joan was instructed to make some additional edits to the Resolution and inquire with the City Attorney about the recommended changes.  
Board Vacancies: Joan reported that Jason Madill resigned from the Board in March, the Board and City received that resignation via email. The City has already advertised for that position. She added that the City has one application on file for the Board to consider, Trista Besich with Alluvion has applied to serve on the Board. She informed the Board that 6/30/2020 there will be two additional vacancies, Travis will no longer be serving on the Board and Shari Dolan has resigned, effective 6/30, as she has left her position with ESGW. She made the Board aware that if we don't have enough board members Travis is eligible to remain until we fill his position. Joan noted that the action today would be for the Board to fill the vacancy filled by Jason Madill, if they wish to recommend Trista serve on the Board. The Board discussed Trista's application and asked Joan to inform the City that they recommend Trista be appointed to the Board. The Board asked that Trista be made aware of the proposed Board resolution that may affect her position on the Board in the future. Joan noted that Michael Hallahan and Sherrie Arey are both in attendance in this meeting as they are exploring submitting applications to serve on the BID Board.  
Nominating Committee: Travis reported that he has asked Alison to serve as the chair of the nominating committee, with Matthias and Travis serving on that committee as well. The Nominating Committee will present a new slate of officers at our June board meeting, the Board will be voting at the June Board meeting on that slate.
- IV. **Approval of minutes from 3-12-20 Board meeting:** Max motioned to approve the meeting minutes from the 3/12/20 Board meeting, as presented. Matthias seconded. **Motion passed unanimously.**
- V. **Financials:**  
**Monthly Financials:** There were no financials for March or April.  
Joan informed the Board that the Workman's Comp audit is completed; several employee codes were removed.  
**Budget FY2021:** Joan presented a draft that included the proposed budget and the actual expenses for this fiscal year, to date. She reminded the Board that the budget must be approved no later than 6/11. Discussion followed on BID assessment income.
- VI. **Grant Programs:**  
**Grant Applications:** There were no grant applications for consideration, at this time. See notes below in regard to grant applications being held.

Joan informed the Board that the officers made the decision to cash in the \$100K CD so that grants could be paid out and we could provide our property owners with some much needed cash. She noted that the grant payouts total \$48,807. Two additional grants were received yesterday afternoon for consideration for payout for \$20K, the Board has not received those payout requests yet. The Board approved the payout out of \$48,807 in grants.

Joan also informed the Board of grant applications that have been received since the grant programs were suspended, the following applications are being held: Calvary Chapel has submitted an incomplete Interior grant application; Newberry has submitted a completed Interior and Façade grant application; Harlos has submitted an incomplete Interior grant application; Cyrus Investments has submitted an incomplete Façade and Interior grant applications. Jason Madill expressed concern that he has had tenants move into his building and they have not submitted applications; he felt that the wording on the website should be clarified if we are still accepting applications. Joan noted that these applications were all received prior to 3/13/20 and the thought at that time was that the Board may take action at the March board meeting; many individuals have inquired since 3/13/20 but all have been told that the grant programs are suspended.

Joan informed the Board of a potential grant program she is creating called the Business Recovery Program. The grant program was presented, with all criteria laid out. She is pursuing funding for the program by soliciting for partners from several large downtown organizations that include Davidson, US Bank, Stockman, etc. The BID would be asked to match the funding, in some as yet to be determined manner. She noted that Stockman Bank & Opportunity Bank have said they will not participate; Davidson Family Foundation has donated \$5K; other organizations have not been heard from yet. She added that her goal was to go forward by May 15<sup>th</sup> but felt that a minimum of \$50K would be needed to make the program beneficial for our downtown property and business owners. Jason Madill inquired if the BID had applied for a PPP loan or with the state for their Business Innovation Grant; Joan noted that the BID has not had a reduction in income or staffing as we've been in the off-season and have reduced staff already and therefore had not pursued a PPP loan, yet. Joan reported that Garry Hackett inquired if the BID would be willing to act as a 501c3 for his new business that he plans to open; he wanted to have his proceeds donated to support downtown through COVID-19. Joan made the recommendation to Garry that his funding be put toward our Business Recovery Program and Garry was not sure that is what he wanted to do with the funds. The Board was not in favor of acting as a 501c3 for this purpose.

The grant schedule for FY 2020 was emailed to the board and reflects the following: current grants approved remaining to still be paid out total \$350,464. So far, this fiscal year, \$147,825.80 in grants have been paid out and grants approved this fiscal year total \$234,736.60.

## VII. Old Business:

**Beautification: ArtsFest MONTANA 2020:** Joan reported that she is still moving forward with planning this event; this is an event that can happen and allow for social distancing, if required. She reminded the Board that they already approved an expense of \$15K to put toward this project and she has budgeted \$40K for FY21. If the Board approves the budget, as presented, next month, she will move forward and ArtsFest MONTANA will take place in August. She added that she continues to pursue grant opportunities as they are presented.

**Banners:** Joan reported that new banners will be in place by the end of the month; this is a special temporary installation.

**Flowers:** Joan reported that flowers, in the new self-watering pots, will be out by the end of the month. Jason Kunz informed everyone that more planter boxes have been installed on 1<sup>st</sup> Ave North.

**Downtown Great Falls Association:** Joan reported that Military Appreciation Days start today; they'll be running Teacher Appreciation Days and First Responder Days in June. The May Night Market has been cancelled; they hope to reschedule it to be held in conjunction with the Sidewalk Sale, but that remains to be seen. Joan informed the Board that the BID was the sponsor of an online

music series that Kellie ran called Downtown Mix at Six; we funded five weeks and GFDA is now sponsoring the event as it continues. This is a concert series being held on the Downtown Facebook page every Thursday from 6pm to 7pm. She added that Kellie has been advertising Downtown Gift Certificates as that is another great way to support our local businesses.

**Downtown Partnership: Wayfinding:** Joan reported that Wayfinding is moving forward; expect a press release to be sent out on the 20<sup>th</sup>. She added that the process will be conducted electronically since we aren't allowed to have large groups meet. The information will be shared on the Downtown Facebook page. The Planning process is targeted to wrap up in the fall.

**Downtown Safety Alliance:** Joan informed the Board that the Downtown Safety Alliance continues to meet on the 1<sup>st</sup> Tuesday of each month, via Zoom. Mayor Kelly has been joining us and keeping us informed on what's going on with COVID-19. GFPD has also been attending and keeping us informed; they had a major slump in calls for a short time, but those calls are starting to go back up again.

Joan reported that the next Safety Alliance meets on June 2<sup>nd</sup> via Zoom.

**Great Falls Development Authority: Investment:** Joan reminded the Board that Teresa Schreiner with the Development Authority attended the March BID Board meeting to inquire if the BID would consider being an investor, again. She requested a commitment of \$1,150 per year for five years for a total commitment of \$5,750. Max motioned to approve an investment in the Great Falls Development Authority of \$1,500 per year for five years, for a total investment of \$7,500. Matthias seconded. **Motion passed unanimously.**

**Professional Services Agreement:** Joan reminded the Board of the Professional Services Agreement the BID currently has with GFDA, that is set to expire on 6/30/20. She noted that there were some minor typographical errors that need to be corrected, otherwise the only part that will change is the budget. Joan presented the proposed budget to the Board; she added that she has taken issue with the proposed indirect costs. Discussion followed on indirect costs; the Board agreed that they'd like to negotiate this item. She noted that this PSA must be approved no later than our 6/11 board meeting. Joan informed the Board that GFDA has applied for a grant and if they are approved for that grant the BID would fund much less for this PSA. Jolene added that the grant period is for two years, so after that two year time period the BID funding may need to increase again. Joan added that she has felt all along that there must be some ways outside of the BID and GFDA to fund this. Joan will ask GFDA to re-draft the PSA for the upcoming fiscal year and include the new budget; the BID Board can then take action at the June Board meeting.

Christian reported he has started a project tracker for all that is happening downtown. He is tracking 23 different projects; 10 of those are leads/ideas; 13 projects that are underway and have not been publicly announced yet; one project announcement coming very soon; two new businesses have opened and those are Central Ave Meats and Harvest Craft Kitchen; two expansions include Harlos Spa and Cassiopeia that have both moved within the BID; and they have six businesses that are seeking gap/bridge financing. With COVID-19 they've started doing client outreach calls to check in and see how business owners are doing; 75 calls have been completed for downtown businesses; they have five new SBDC clients and two new food/ag clients. Christian inquired about what developers the BID can think of that might be good to bring to Downtown Great Falls; he added that these potential developers could be from another market, from outside of Great Falls. He has 35 targets that GFDA is reaching out to. In the last two months Christian has had one out of market call; two equity group meetings; and four developer meetings. He added that they are still focusing on the downtown microvisioning. GFDA has started to do focus videos, the first one was Central Ave Meats and has been posted to GFDA's Facebook page; the second one is being posted and is on Harvest Craft Kitchen. Discussion followed on the spreadsheet that lists all BID parcels; expanding on that to include all businesses within the BID. Joan added that she's grateful that Christian is taking the list and expanding on it so it will be more complete than in the past. Christian reported that they are

proceeding with their Downtown pitch fest; they are exploring how to make that happen. The Invest Downtown planning is also moving forward, as well, no date has been set, yet.

**Parking Commission:** Joan reported that the Parking Commission has not been able to meet due to COVID-19. The meter heads were removed in March, due to the break-in in the parking garage as the keys were stolen. Enforcement was reduced with COVID to simply be patrol of fire hydrants and handicapped parking spaces; with businesses opening up now there are many parking problems. Alison inquired about who is serving on the Commission; Joan reported that Kellie is a member and Katie Hanning with Home Builders. She added that one member's term was ending 4/30; and they had one applicant that she believes was appointed but Joan has never met them because the Commission hasn't met. Alison inquired about the status of the contract with Sp+; Joan noted that the contract has been signed on one-year extensions and she believes it will expire in the fall. Joan added that Mayor Kelly stated that now is the time to test out no meters with enforcement if the Parking Commission wished to test that. Alison will reach out to the City to make some inquiries. Joan noted that the BID truck keys were also stolen in the break-in of the parking garage and our truck was broken into, there was no damage; the truck has been stored at Joan's and has been re-keyed. She added that it is very costly to replace the locks on all of the meters as they are so antiquated.

**Personnel:** Joan reported that the flowerpots will be out before the end of the month and will only require watering once every week to 10 days. She added that she has been working from home since mid-March.

**Work Plan - FY 2021:** Joan presented a draft of the Work Plan for FY 2021 that reflects a few minor changes that include we will support the Downtown Business Development Officer position and will serve as the lead on ArtsFest MONTANA. Final approval of the Work Plan for FY 21 will need to take place by 6/11/20.

VIII. **New Business:** Missouri River SAM Festival: Joan reported that Sheila Rice pitched her idea of the Missouri River SAM Festival; the Downtown office has decided that Kellie will take the lead on working with Sheila in regard to this project.

Heroes Act: Joan reported that Downtown Bozeman asked the Downtown Directors in the state to send letters to Daines and Gianforte in regard to their support of the Heroes Act. She noted that, as a BID, it is a political topic and we are not allowed to weigh in on political issues. She added that she forward this request to the DDP and to DGFA and recommended that if any individuals wish to send letters, they certainly can do so.

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

X. **Adjournment:** Meeting adjourned at 10:53am.

Travis Neil, Chair

Joan Redeen, Staff

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

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