

**Business Improvement District**  
**318 Central Avenue**  
**Via ZOOM – Recording available via the City of Great Falls records request**  
**November 12, 2020**

Board Present in office: Jason Kunz  
Board Present via Zoom: Max Grebe, Trista Besich, Alison Fried, Sherrie Arey, Karen Reiff  
Board Absent: Neal DuBois  
Staff Present: Joan Redeen  
Guests: Christian Leinhauser, Ty Rollins, Jolene Schalper

- I. **Call to order & Roll Call:** Max called the meeting to order at 9:02am; roll call of all present, a quorum was established.
- II. **Guests:** No guests 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.
- IV. **Approval of minutes from 10-8-20 Board meeting:** Trista motioned to approve the meeting minutes from the 10/8/20 Board meeting, as presented. Jason seconded. **Motion passed unanimously.**
- V. **Financials:**  
**Monthly Financials:** The Board received the August & September financials via e-mail. There being no further discussion on the financials, Jason motioned to approve the 8/31/20 & 9/30/20 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Karen seconded. **Motion passed unanimously.**  
Joan reported that the City was behind in providing our BID assessments, they are catching up and we are due October assessments this month. We will receive the November assessments toward the end of December or early in January. The City also owes the BID \$25K in TIF funding for the Wayfinding plan, that should arrive soon.  
Joan provided the BID Budget versus Actual as of 11/11/20; she reminded the Board that she provides this report every month, so the Board is kept informed of where we are in regard to budget versus actual. She also informed the Board that some accounts payable remain; Chamber Air Pledge, Wayfinding invoice, and the purchase of new trash cans are our outstanding payables. Normally all A/P is paid before a board meeting but due to the City not sending assessments, she is being conservative with payables at this time.
- VI. **Grant Program Committee:**  
The grant schedule for FY 2021 was provided to the board via email. Current approved grants remaining to be paid out total \$306,160.00. DSB Tower's Façade grant was removed from the schedule as the Board rescinded it last month.  
Joan reported that the property owner survey results were sent out to the Grant Program Committee, as well as the Board, via email. The survey results were reviewed, number one in importance for our property owners is Grant Programs and least important is the Sound System, these priorities may change as additional surveys are tabulated. Joan commented that she believes that if the community was polled about what is important downtown, she thinks the perspective would be opposite that of the property owners – our sound system, banners, flowers, public art, etc. would likely be very important for those that frequent downtown. Max noted that we currently have a 22% response rate and he'd like to see us get to 50%. Joan will send out a reminder to those that have not responded yet and email the Board the form to share with other property owners who have yet to respond; it was noted that three board members have responded so far. Discussion followed on property owner information; Joan will email out the property owner information spreadsheet to the Board. Discussion followed on the responses received so far. She noted that she thinks this information will prove valuable when budgeting next March. She added that she failed to include the Work Plan with the survey, the Board noted that the work plan is basically included by way of all of the item's property owners were asked to rank. Joan will

ask the Grant Program Committee to meet before the next Board meeting to figure out what to do in regard to the grants, as they rose to the top in importance.

Ty noted that he enjoys hearing all that is going on in Great Falls and had nothing new to report to the Board after having reported on his project last month.

Joan reported that an update request was sent to Faster Basset requesting a response by 11/10, no response has been received. The letter informed them that if they did not respond the grant would be rescinded. Jason motioned to rescind the interior grant for Faster Basset since there was no response to the update request letter. Sherrie seconded. **Motion passed unanimously.**

Joan reminded the Board that Jolene updated the Board last month on their project; Joan reported that Jolene followed up the Board meeting with an email noting that they expect to start construction toward the end of November, with construction taking 6-8 months and anticipate completing the project by June 2021. Joan noted that Context and the Kellergeist project have an Interior-Developer grant, an Interior grant and a Façade grant. The Board recommended that all three grants be moved to November 2021 for review at that time; Jolene added that they anticipate being completed no later than summer 2021.

Joan reported that the grants for The Gibson are also due for an update, she will send a formal letter to Ty requesting that update.

She added that next month the grants that are up for review are the Façade grant for 410 Central Ave and the Residential grant for Big Sky Select.

## VII. **Old Business:**

**Beautification:** Joan reported that there was a tree grate incident last week on Park Dr, by Park Manor. A woman tripped on a tree grate and fell flat on her face. The City and Park Manor are aware. The tree grate has been removed by the City and the space was filled with mulch. Joan was informing the Board to be sure they are kept informed, adding that any liability falls on Park Manor.

Joan reported that the holiday décor is being installed and will be completed before Thanksgiving.

Pedlet: Joan reported that the Mighty Mo pedlet is still owned by the BID and Seth Swingley has inquired about transferring ownership to Mighty Mo. The Board was in agreement that the ownership of the pedlet could be transitioned Seth; the Board plans to take formal action on this item in December.

Graffiti: Joan reported that as a result of the graffiti last month there was some discussion about updating our graffiti removal policy to include wording to identify that removal of graffiti will only be done on public facing walls, in other words, walls within the public view. The Board received the revised draft of the program to review, via email. The Graffiti Removal Program has been updated to include the wording 'public facing walls'. Sherrie motioned to approve the proposed changes to the Graffiti Removal Program to include the wording 'public facing walls'. Trista seconded. **Motion passed unanimously.**

**Downtown Great Falls Association:** Joan reported that Kellie sent out a press release in regard to the Stroll; the Parade and the Stroll have been cancelled. She noted that the new BID Board members may not be receiving Kellie's emails, so their email addresses will be given to Kellie so she can include them. DGFA will be hosting a week-long Shop Local campaign between the time the parade and stroll would have been held. Military Appreciation Days are going on now until Saturday. Ladies Night is 11/19 and they have 22 businesses participating.

**Downtown Partnership:** TIF: Joan reported that she submitted the draft program of the Code Compliance program to Craig Raymond, at the City. If he determines that this program is on the right track additional programs for CPTED and Façade grants will also be drafted. She added that Brett Doney had recommended that the BID submit for a large lump sum and then the BID runs the façade grant and CPTED program. When informed of this recommendation, Craig Raymond suggested that the DDP be the entity to manage these grant programs. Joan added that she still plans to submit a TIF application for tree work.

Wayfinding: Joan reported that the final plan should be available by Thanksgiving; then it will go before the City Commission for formal adoption. Upon approval of the plan by the City Commission, the DDP

plans to pursue full implementation of the plan in 2021. She added that she is submitting an application for a grant through the Montana Tourism office in Helena, the grant application deadline is 11/30; the response to the application should be made public in February 2021. Sources for funding implementation have been identified, the Downtown TIF being one of them.

**Downtown Safety Alliance:** Joan reported that Sandy Rice, who serves on the Safety Alliance, updated the Matrix the Safety Alliance had previously been working on. Susie McIntyre, with the Great Falls Public Library, has expressed interest in being involved and has volunteered to host community conversations about safety. The Safety Alliance will meet next in January.

**Great Falls Development Authority:** Christian reported that they had a busy, and fun October. They are tracking 35 projects downtown; 18 actual projects are actively underway. There were a few announcements this past month; Kellergeist expansion; Mountain Wave Distillery; and Luna Coffee opened last week. There are four businesses that are seeking to expand; four new SBDC clients were added; they are tracking 21 out-of-market targets. October 13<sup>th</sup> was the Invest Downtown event; they had about 50 participants; 11 businesses were highlighted during the event; the video is uploaded to their website. They also partnered with Barbara Wold and hosted a series of seminars that are also available on their website. Several one-on-one consultations were done downtown with her, as well. They are working with the SBA to explore funding more one-on-one consultations for other business owners. The feedback was good from those business owners that participated. Christian added some of the statistics he shared during the DDP's annual meeting: in FY20 there were 12 businesses that opened downtown; the big project that started is the 18-unit Northern Lofts Apartments being constructed by Big Sky Select; looking forward into FY21, the 112-unit Station District Apartments next to the Milwaukee Depot; the distillery and other projects are in the works. Jolene thanked Christian for his hard work; she added that GFDA is trying to shore up existing businesses; she noted that if a business is struggling, GFDA can send their business coaches to try and see how they can help them.

**Parking Commission:** Joan reported that the City Commission increased some fees last week at their meeting; parking meter rates were not increased. The City sent out an RFP for managing the parking program, Joan is in the process of scoring those bids. The winning company will be signing a three-year contract. She added that SP+ has been the managing company for several years. She added that Craig Raymond has said that he does not believe that privatizing the program will work, at this time. Joan reminded the Board that there remains one opening on the Parking Commission. She added that the City is in the process of ordering pay stations.

**Personnel:** Joan reported that she is working from home more than being in the office at this time; she plans on coming in one day a week to check mail, at the very least. She added that she has not used much of her vacation for this year; historically, she has used it all annually. She may bank some vacation for next year or take the week off between Christmas and New Year's. She will keep Max posted about what she decides to do. Joan also reported that Kristie, our seasonal ambassador, has wrapped up her season and will be back to work next spring. Will is going to continue to work some hours throughout the winter. Max expressed thanks to Joan for all she does.

**Urban Art Project:** Joan reported that The Square has sent a check for \$7,294 to set up the fund for the UAP with the BID; checks for \$1,125 have been written and will be sent out to Cortni. She added that Bill Bronson has said he will help Cortni set the UAP up as a 501c3. Sherrie motioned to approve the BID serve as the fiscal agent for the Urban Art Project. Jason seconded. **Motion passed unanimously.**

**Work Plan - FY 2021:** Joan acknowledged that the Work Plan, as always, continues to be worked.

VIII. **New Business:** No new business, at this time.

IX. **Public Comment:** Max informed Jolene that he has electronic drawings of the old Montana Power building.

X. **Adjournment:** Meeting adjourned at 10:04am.

Max Grebe, Chair

Joan Redeen, Staff

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

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