

**Business Improvement District**  
**318 Central Avenue**  
**Recording available via the City of Great Falls records request**  
**January 15, 2026**

Board Present: Jason Kunz, Sherrie Arey, Caralina Carlson, Leo Imperi, Keith Cron  
Board Absent: Neal DuBois, Erica Ferrin  
Guests Present: Joe McKenney, Katie Carvell  
Staff Present: Kellie Pierce

- I. **Call to order & Roll Call:** Jason called the meeting to order at 9:04am; 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. Kellie informed the Board that their Conflict Disclosure statements are due to be submitted, and those present received theirs to complete. She added that there is required Leadership training for all board members to attend on 1/27.
- IV. **Approval of minutes from 11/13/25 Board meeting and Special Board meeting and 12/11/2025 Board meeting:** Leo motioned to approve the meeting minutes for the Board meeting and Special Board meeting from the 11/13/2025 Board meeting, as presented. Keith seconded. **Motion passed unanimously.** Leo motioned to approve the meeting minutes for the Board meeting from the 12/11/2025 Board meeting, as presented. Cara seconded. **Motion passed unanimously.**
- V. **Financials: Budget Amendment:** Kellie reported that the City Commission has set the public hearing for 1/20/2026. **Monthly Financials:** November & December 2025 financials were provided to the Board via email. Sherrie motioned to approve the 11/30/25 financial statements which include the Balance Sheet and the Profit & Loss. Leo seconded. **Motion passed unanimously.** Sherrie motioned to approve the 12/31/25 financial statements which include the Balance Sheet and the Profit & Loss. Leo seconded. **Motion passed unanimously.**  
Kellie reported that she has solicited cyber security quotes from our insurance company, and the quotes were provided to the Board. The lower premium quote was \$959. This coverage is recommended because the BID has a PayPal account online and this policy provides protection. The auditor also recommended this coverage. Discussion followed on the cost of the policy versus how much use the BID's PayPal receives. The Board requested copies of the quotes.  
Kellie shared the current bank balance with the Board and inquired if the Board wishes to move some funds into a savings, CD, or money market account. The Board asked Kellie to find out current rates.
- VI. **BID Business:**  
**Beautification: 1<sup>st</sup> Ave N Underpass:** There was nothing to report at this time. **ArtsFest:** Kellie reported that Cameron has provided a contract proposal, at the same rate as last year of \$60K. The proposed dates are 8/16 to 8/22/2026. The contract calls for a minimum of five (5) artists/murals. The BID remains responsible for lodging costs and meals while the artists are in town. Sherrie suggested the Baatz building be considered as a location, it is in the TIF boundaries. The Board recommended the Children's Museum new location. Discussion was held on painting crosswalks. An ArtsFest committee meeting will be scheduled. It was noted that there are 68 murals downtown now. Kellie noted that the Department of Commerce has created a map of murals around the state, Great Falls has the most murals of any city/town in Montana. The map was launched this week. It was noted that there will be no class held in conjunction with ArtsFest in 2026. **Alley Lighting Project:** Kellie reported that the Montana Main Street Grant awardees should be announced in the new few weeks. **Proxi:** Kellie reported that it is a great tool; she is getting the murals mapped on the platform. She added this has probably been the best investment. **BID Truck:** Jason noted that the gentleman at Subaru has not been in town. **Sound System:** Kellie reported that there are parts still due to arrive, Mike will be working once those arrive.

**Downtown Great Falls Association:** Anna reported that membership invoices/applications have been sent out for 2026. Some new businesses have joined. Next week DGFA has a roundtable meeting scheduled with their businesses to discuss membership benefits and their marketing plan with TownSquare Media. The Discover Downtown videos are being created to publish on social media. The first video was with Sue Ferrin, the second will be posted this week with Erica Ferrin. Harley added that the Chicks will be touring Paris Gibson Square Museum of Art this Friday; Chicks Ski Day is February 6<sup>th</sup>. Kellie reported that they've held a meeting to discuss re-vamping the Downtown Chicks so that the name reflects that it is more inclusive, not just for women.

**Downtown Partnership:** Kellie reported that the January meeting was re-scheduled for 1/22/2026 at the Chamber office. Transformation Strategies must be submitted to the National Main Street program by 2/14/2026. Downtown TIF District: Kellie reported that she has inquired with City staff to find out information on the Super TIF Committee. She noted that she has been appointed to serve on that Committee. Parking Commission: Kellie reported that tomorrow from 8am to 12pm the City will be hosting the parking meeting. She noted that she emailed the Board the information that has been provided by the City. Kellie pointed out the deferred maintenance items and that the City plans to submit for TIF funding to cover the costs of those items. She added that tomorrow's meeting is the first meeting of three meetings. The agenda for tomorrow is mainly introductory to the program, Commission criteria and expectations, status, etc. Kellie noted that this group of stakeholders is different, and much larger, than the Parking Commission, which has been appointed by the City Commission. She shared that the current members are Jason Olthoff, Inge Buchholz, Carol Berg, and Kellie as ex-officio. The PAC has not held a meeting in several months. Joe reported that what has been done for decades isn't working, the program doesn't fund itself and general fund money is not supposed to be used for Parking. He added that there is the perception that parking downtown is hard, he noted we are generally closer to our destination when we park downtown than when we shop at the big box stores. He recommended that Board members think outside of the box and share their ideas.

**Downtown Safety Alliance:** Kellie reported that she has collected Coins for a Cause, the program had \$165 in donations in 2025. They have decided to donate it to Helping Hands, but they are going to hold off on the donation until it is a more impactful amount.

**Expansion:** The Board will hold off on this item until 2026, but it will remain on the agenda.

**Grant Programs:** Kellie reported that there is one grant application.

Business Incentive Grant – Conservation Corps: The monthly rent is \$1,000 with a one-year lease effective 1/1/2026, the grant would be made payable to Madill Enterprises. Sherrie motioned to approve the Business Incentive grant application for Conservation Corps for \$1,000, as presented. Keith seconded. **Motion passed unanimously.**

Grant Criteria: Kellie and Jason both reported that they had not heard anything from the City Attorney. Jason will follow up again.

**Great Falls Development Alliance:** Katie reported that they have been discussing the idea of putting some signage in vacancies downtown. They would include a code directing interested parties to a Proxi map. The map would send people directly to the property owner or listing agent. She will be sharing about this during DGFA's membership meeting. They hosted a large site visit of a manufacturing company; it is a distinguished company with a lot of employees. Katie inquired about power washing the sidewalks, Kellie noted that this will be done in the spring. Katie shared that they had great attendance at Ignite, the big announcement is that Touro will be bringing a Law School to Great Falls. Their next event is Fire Within; they are looking for nominations. Catalyst site meetings were held; they are still looking for catalyst brownfield sites.

**Personnel:** Employee Handbook: Kellie reported that Neal reviewed the draft handbook and he shared that it fits for what is needed but did suggest that in the future the BID looks at an extended version. Leo motioned to approve the Employee Handbook, as written. Cara seconded. **Motion passed unanimously.**

**Work Plan FY2026:** Kellie reported that no changes were needed on the work plan, she continues to work the Work Plan.

- VII. **New Business:** Jason requested that the National Main Street conference be added to the next agenda to determine who the BID can send. Kellie noted that April 12 to 16 are the dates and it is being held in Tulsa, Oklahoma. Kellie shared that the Montana Main Street Conference is in Glasgow from April 29<sup>th</sup> to May 1<sup>st</sup>.
- VIII. **Public Comment:** Joe asked the Board to put him to work on their behalf, he does report back to the City Commission.
- IX. **Adjournment:** Meeting adjourned at 9:51am. The next meeting of the BID Board will be held on February 12, 2026.

Jason Kunz, Chair

Kellie Pierce, Staff

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