

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT OF MISSOULA
Board of Trustees Minutes
Tuesday, January 21, 2013 3-5 pm
MDA Conference Room
218 E. Main St., Suite B

Board of Trustees Present: Tim France, Charlie Beaton, Ellen Buchanan, Dan Cederberg, Alan Newell , Rich Huffman, Carma Gililgan

Board of Trustees Absent: None

Staff: Linda McCarthy, Laurie Johnson, Julie Walsh

Guests attending: None

1. Meeting Commencement & Introduction of Guests and Public Comment

France called the meeting to order at 3:10 pm.

2. Extend MDA/BID Current Administrative Staff Contract & Terminate MDA/BID Facilities Contract

The Missoula Downtown Association (MDA) and Business Improvement District (BID) contract needs to be extended to cover the month of January until the Downtown Missoula Partnership (DMP) goes into effect February 1. **Newell moved to approve the extension of the contract for one month, Cederberg seconded and the motion passed unanimously.**

The facilities staff contract will be terminated because of the DMP. **Buchanan moved to extend the MDA/BID facilities contract until January 31, 2014, if it is not already, and terminate it on that date. Cederberg seconded and the motion passed unanimously.**

3. Approval of New MDA/BID Contract for Office Space & Utilities Only

The MDA/BID rental agreement has been void of any staffing language. The contract is still in place because the BID is still covering a portion of rent, utilities, and indirect costs. McCarthy showed the board the new costs, which is what the MDA actually pays in 2013 and what the BID will pay on a monthly basis in 2014. France and Cederberg asked the pay schedule be calculated for 2014 to monthly, rather than annually, for each cost. Gilligan said she made some grammatical corrections. **Cederberg moved to approve the contract as amended. Gilligan seconded and to motion passed unanimously.**

4. Approval of *Downtown Missoula Partnership Contract*

McCarthy said the contract has been approved by the DMP, MDA and Missoula Downtown Foundation (MDF). Not much changed but the addition of an addendum outlining startup costs. Discussion ensued regarding startup costs. McCarthy said the MDP will be blending MDA and BID benefits, including a 3% match for retirement plans. **Newell moved to adopt the BID contract with MDP as modified. Buchanan seconded and the motion passed unanimously.**

5. Approval of MDF's Appointment of Dan Cederberg to the Partnership Board of Directors

McCarthy said MDF bylaws require if one person appointed to the partnership board serves on all three entity's boards, that appointment to the MDF board must be approved by all three boards. **Newell moved to approve Dan Cederberg's appointment to the MDP board. Buchanan seconded and the motion passed. Cederberg abstained.**

6. Approval December 17 Board Minutes

Newell moved to approve minutes as amended. Cederberg seconded and the motion passed unanimously.

7. Financial Report: Finance Committee

Newell recently had a meeting regarding the audit, and the BID will change a few things to make sure the City Finance Department is aware of the numbers in the BID budget in a consistent format. We will make those changes and respond to the auditors appropriately. We will put together a new cash flow statement under the MDP contract.

8. Remove Rod Austin & Add Linda McCarthy as administrator: Community Bank & Verizon

McCarthy reported Rod Austin is still the point of contact for Community Bank and Verizon. **Buchanan moved to permit Linda to replace Rod Austin as the point of contact for the BID, Newell seconded and the motion passed unanimously.**

9. Update on Stoverud's Clock

It was being considered whether to donate ownership of the Stoverud/Florence Clock to the MDF. The MDF does not have any general liability insurance or property insurance, and no intent to. Part of the agreement with ALPS was that the BID maintain the insurance on the clock. It was difficult for the foundation to assume the liabilities and insurance. There seems a legitimate practical reason not to transfer ownership from the BID.

10. Update on West Broadway BID Expansion

McCarthy said she met with Kevin Arnott, and he didn't give a definitive answer on whether he would sell or lease his property. He was supportive of signing the BID expansion petition. Once the Little McCormick Park and Poverello Center petitions are collected, the expansion is ready for City Council.

11. BID Ratepayer Breakfast

McCarthy asked for feedback from the board on what they would like to do for the event, such as date, time, location, event format, talking points. They want feedback in what you are interested in doing. Attendance has tapered over the last three years or so. Newell said the big agenda item is the DMP. France said security and safety is important. You can talk about 12-month police service, panhandling ordinances, and statistics. The board agreed they prefer a breakfast event. McCarthy said she will have a date, time, location and venue by the next board meeting.

12. Ambassador Program Review

BID staff had done a SWOT (strengths, weaknesses, opportunities, threats) analysis as part of the ambassador program review. Tim and Charlie volunteered to participate. In summary, everyone is really happy with where the program is at. With our maintenance crew, Clean Team, policing, and ambassadors, the BID is covering all the bases. McCarthy said the BID may have to pay for 12 additional weeks of downtown policing services in coming years, although we did not need to this year. It was agreed to use someone from Missoula if a junior or senior ambassador program was implemented. The committee supports the idea of buying a bicycle for coverage. Perhaps the BID can find money in the budget to pay higher and find a better caliber employee.

13. Cleanliness Report

Johnson said Brandon Kinzle with the Clean Team is doing a great job. Every Clean Team statistic in 2013 is higher except for grates cleaned.

14. Safety Report

Johnson said she will have monthly statistics from now on, and will include them in the board meeting packets. Andy Roy was nominated for Downtown Employee of the Year through the MDA Annual Awards Program, as was Daniel Tulk. Police Chief Brady made it clear the Student Resource Officers will be out on a bike this summer, and he is planning to back up the 6am-11pm coverage.

15. Downtown Master Plan Report

The Missoula Redevelopment Agency has started the Front and Main conversion feasibility study. The Master Plan committee sent a letter to the Chamber of Commerce explaining why a downtown location would be the best location for an events center. The business development committee needs some direction. Wayfinding is in the second round edits for the vehicular layer. There has been some talk about how to initiate the rail yard housing.

16. Committee Reports

- a. **Business Development** - No report
- b. **Marketing** – No report
- c. **Personnel** – No report
- d. **Streetscapes** – McCarthy said she hired Liberty Electric to repair brackets on the bridge. That service cost about \$1,000.

17. Executive Session (if necessary)

The discussion was in executive session for 25 minutes.

18. Trustee Comments & Meeting Adjournment

The meeting adjourned at 5:30 pm.

