

# Downtown Business Improvement District of Missoula

## Board of Directors Meeting

Tuesday, January 17, 2017 from 3-5 pm at the DMP Office

**PRESENT:** Tim France, Kirk Bodlovic, Ellen Buchanan, Dan Cederberg, Carma Gilligan, Ellen Buchanan

**ABSENT:** Charlie Beaton, Scott Stearns

**STAFF:** Linda McCarthy, Robert Giblin, Sarah Ferguson

**1. MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT:** Rod Austin of the Parking Commission was acknowledged as a guest to the meeting as was Daniel Tulk, the Downtown Maintenance Manager. Good news was shared with the board by Ellen Buchanan: the court issued a finding that the city did not violate anything by issuing the demolition order for the Merc project.

### ACTION ITEMS

1. Approval of Minutes: Buchanan moved to approve the meeting mins, Kirk Bodlovic seconded. All in favor, motion passed.
2. Appointment to the Downtown Missoula Partnership Board: Linda McCarthy explained to the board that Tim France will be nearing the end of his term on the Downtown Missoula Partnership (DMP) board and he will need to be replaced. The DMP Board looks at more “big picture” goals of the organization and HR needs for the staff. McCarthy informed the board that France has decided not to fulfill another term. Bodlovic said that he would be happy to be the new board member for the DMP, if Scott Stearns does not want to do it. France spoke about the time commitment being on the DMP requires which isn’t too intensive. Cederberg motioned to appoint Bodlovic to the DMP board. All in favor, motion passed.

### NON-ACTION ITEMS

3. **Discussion on Snow Removal Program:** Robert Giblin told the board that last week in financials, the program was talked about so he invited Daniel Tulk, Maintenance Manager here to explain the program in better detail to the board. TULK began by saying that he is responsible for all of the alleys, some of the bike paths and about 12 different private business accounts. He said that the alleys need to be done first after and during a snow fall, so deliveries can make it to their destinations. He starts first on the alleys off of Higgins. He said this year it has been going fine, but that they are running into issues because the snow is piling up early this year. Tulk said that he does feel like the designers of the new intersection projects did not think about snow removal at all, because there are new signal boxes in the middle of the sidewalks. Tulk tries to get all of his private clients done basically by 8 am. Tulk feels that right now, he is close to capacity on how many clients he can take on. Tulk commented that he only has three parking lots, but they all include sidewalks as well. Carma Gilligan asked if he does the BID accounts prior to the private clients? He said, for the most part; he tried to make sure he gets the main alleys done

where there will be heavy truck traffic done first. Giblin asked if he felt that he is utilizing Ernie enough during the week, Tulk responded that he can get it done by himself in 8 hours during the day and that Ernie will fill-in with him if it's going to take him longer than 10 hours. McCarthy asked Dan Cederberg how she felt the work has been going as a customer. Cederberg commented that the work has been exceptional and he wants that on the record. Cederberg asked if the only way we could get more clients is if we lost some clients or we had Ernie work more hours during the week? Tulk said the problem is, Ernie would like more hours, but that he can't just do 12 hours in a day, so he would have to cherry-pick jobs for him. Buchanan asked if the clients know that the priority is the alleys and the public byways. Tulk responded that he always makes that clear to the private customers. A discussion on Caras Drive and who should plow it and where snow should go ensued. France said there's not a lot anyone can do with a winter like this. McCarthy asked if there were other accounts besides the YWCA that he has turned down and Tulk responded that there have been some where he had to because the machinery doesn't fit their property or they wanted return service, or de-icing. France thanked Tulk for all of his hard work.

4. **Annual Meeting with City Reps:** sidewalks, grates, garbage, trees, decorations, other partnerships and initiatives: McCarthy said that the meeting has been rescheduled again. There are about 3 meetings every year. McCarthy said she believes recycling will be included in this meeting. McCarthy said that grates are not being taken care of and she would like that to be addressed in the meeting. Buchanan said she believes the grates are ADA compliant and they should be being maintained. Gilligan asked if the city is going to send a letter informing downtown businesses where to put the snow this year? No one had an answer to this question.
5. **Finance Report:** Giblin reported that as of the end of Dec., the BID received their end of the year tax assessments which were lower than last year, but that had been anticipated. There wasn't much to report for the month of December from a profit-loss position. As far as cash flow goes, we are almost exactly where the BID was budgeted to be for the month of December. Cederberg asked if the board could discuss the garbage can contract. The Finance Committee believes the BID should ask for an increase in payment for that contract as the number of trash bins and recycling the BID does has increased considerably over the years. The board agreed that they will set-up a meeting with the city to discuss thoughts and possible renegotiation.
6. **Update on Staffing:** McCarthy reported that Greenway was able to complete tasks before leaving. The job has been changed and the foundation does seem close to hiring someone to fill that position. McCarthy said she believes there needs to be a new discussion surrounding what a Business Development Director position looks like or how to finance that position. A discussion about ideas to finance this position ensued. McCarthy said she feels the Finance Committee should hash this out and then come to the board with a recommendation.
7. **DMP, MDA, MDF Reports:**
  - a. MDA Awards Banquet Wednesday, Jan. 25: McCarthy passed around the invitation and the press release.
  - b. McCarthy reported that the MDA will no longer be doing Coffee Talks in 2017.
  - c. Winter BrewFest will be held February 24, 2017.

- d. There will be two new board members to the Foundation. The foundation has applied to a capacity building grant that would be about a year-long process. The license plate will be presented about at the Annual Dinner.

**8. Mission Reports: Clean, Safe, Business Development, Marketing, Master Plan:**

**Clean:** McCarthy passed around the Clean Team Stats. They have been working less hours, because of the weather.

**Safe:** Sheleigh More will be reaching out to businesses to remind them they need to be shoveling their sidewalks. No police stats for December at this time.

**Business Development:** McCarthy informed that the board packet contains the business development documents that are most recent. Gilligan asked to get a new Board of Directors document.

**Marketing:** Nothing to report on marketing.

**Master Plan:** Buchanan reported that they are moving forward and learning more and more about design guidelines.

9. **Communications:** January Calendar Mailing McCarthy said the mailing for the BID went out in January.

10. **Announcements & New Business:** McCarthy said the county will be presenting zoning changes at the end of the month. The long-range transportation plan is out for public comment at this time. Rod Austin comments that he is going to be sending out invitations to stakeholders to have a committee meeting. Austin said the pay-by-phone app will be rolled out on the same night as Winter BrewFest (February 24).

11. Executive Session (if necessary)

12. Trustee Comments & Meeting Adjournment

*Meeting adjourned at 4:45 pm*