

# Downtown Business Improvement District of Missoula

## Board of Directors Meeting

Tuesday, February 21, 2017 from 3-5 pm at the DMP Office

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

**ABSENT:**

**STAFF:** Linda McCarthy, Sarah Ferguson

**1. MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT:** Rod Austin from the parking commission was present. Laval Means was introduced to the board.

### ACTION ITEMS

1. **Approval of Minutes:** Gilligan moved to approve the meeting mins, Stearns seconded. All in favor, motion passed.
2. **Request for Financial Support of Design Guidelines Economic Analysis: Laval Means:** Laval explained to the board she is here to request financial support for a portion of the Design Guidelines Analysis. The city has just signed a contract with Winter & Company to guide the design standards in the city to develop a character of the city. They have been exploring it for about a year and a half. The main project itself is \$160,000. The project is a two-phased project. The first phase is a broader community process to get the community engaged and to get them to partake in finding the design standards for the community. The second phase will be the standards of Downtown and main commercial corridors around the city. This could affect zoning codes. The whole process should be about a 13-16 month process. There is an optional service that they do not have the budget for which is called Urban Advisors. This would be considered the feasibility piece of the project. Means is here today to ask the BID if they would be interested in helping them raise an additional \$15,000 to get this optional, but valuable service of Urban Advisors. Gilligan asked if the project was out of the BID zone. The emphasis would likely be on the Downtown area. Buchanan remarked that they have had a hard time addressing this very thing within the Master Plan. Stearns asked if this is all coming from the Verizon building and Means replied that it certainly made it evident there was a need to address continuity in the city. Gilligan voiced concern about what this will mean for the property owner. Means replied that she feels that is where Urban Advisors would be helpful in explaining to the community and property owners what this means for them, how much things would cost with design guidelines and get the people of Missoula timelines. Buchanan noted that this would not be retroactive so that it would not apply to buildings already up. Charlie asked if it would apply to remodels and Means replied that it would depend upon what guidelines were developed and the plan that is put forth. There is also the "dark sky" ordinance to consider. France asked what the timeline to produce the money is. Finding the funding is going to be one of the earlier steps in the process so Means said it would be in the earlier part of the

year. McCarthy said that the finance committee spoke about it on Friday and if this is done now, it will not need to be done in the master plan update. The BID has \$1,900 line item for planning and project implementation. The committee has said that that absolute maximum they can chip in is the \$1,900, but they could dial that down depending on other organizations willingness to pitch in. Buchanan personally feels that this is an important piece of the Design Guidelines, but that the money would have to come from the Planning and Projects line item. McCarthy said it's important that the economic analysis is important to understand how it fits into guidelines and how it helps the community move forward. France said as a ratepayer, he is inclined to approve the BID to support this. Buchanan motioned to approve \$1,500 to give to the Urban Analysis, Stearns seconded. 4 in favor, 1 opposed, motion passed.

3. **Review & Approval of Flushing District Request:** McCarthy reported that the Flushing District is a boundary that is not the same as the BID and has been around to help pay for garbage removal and street cleaning. They have looked at the assessment of garbage cost and they have decided to ask for additional help with garbage removal. There are 77 cans that the BID is in charge of, but originally it was only 24 cans and there has been no more help from the city even though the amount of work has increased. Giblin said they also want to be mindful of recycling that will likely become more of an issue in the years to come so there needs to be more help from the city. McCarthy said that the idea is that the BID will be asking the city to cover the entire garbage program, especially with more recycling and garbage can being introduced in the coming years. A discussion on how the addition of cans and recycling came about with the BID paying ensued. McCarthy said that this has come out of the discussion from how to generate more relief on the budget and they felt like this would be a good way to get the cost of garbage down. A discussion on the number of garbage versus recycling cans that are Downtown currently ensued. Buchanan also noted that perhaps the recycling containers need to be rethought if garbage is continually thrown into the recycling cans. Stearns said that he would like to see the BID get completely out of garbage collection in the next years, but Buchanan said clean and safe is one of the reasons the BID exists and the level of service we provide is something the city can't provide. Stearns commented that this should probably be a conversation around the Zero Waste initiative. Buchanan said there was time so perhaps it would be a good idea to bring Chase from Climate Smart into the meeting to talk about the Zero Waste and get some ideas. McCarthy asked if the board was ok with them asking the city to contribute more to the garbage collection in Downtown. France responded that he was ok with that and it seemed like a good time to start thinking about the arrangement. A discussion on recycling and the efficiency of the current system ensued. McCarthy will reach out to Chase to see if he can come in and speak to the board in the next couple of months. She said she will also reach out to the Flushing District to see if they can help cover the cost.

4.

#### **NON-ACTION ITEMS**

5. **Finance Report:** Giblin said there wasn't too much to report on. As of the 31st there was \$174,789 in cash which is about 20% more than there was last year. \$2,724 in property payments. Gilligan reminded the board in the previous meeting she had asked that the salary from Will Greenway be its own line item. The board responded they would like it to just sit there so it can eventually fund a new position.
6. **Update on Maintenance Meeting with City Representatives:** McCarthy reported that the meeting was last week. There was a discussion on the fact that there were some problems with plowing on the sidewalks, but concerns did not seem too serious. The pick-up is used for sidewalks, but the vehicle is

not too heavy. The Kubota is being used for most of the sidewalks, but it's actually a little bit heavier than the pick-up. Policies on changing the wayfinding signs were discussed, but it doesn't seem like a process is in place at this time. Street lighting standards were also discussed. Parking construction and garbage removal was also discussed. Gilligan asked if tree pruning was still not being done by the BID – it is not. The BID will be getting 10 trees this year.

7. **Clean Team Contract:** McCarthy reported that Robert and she will be meeting with Diane tomorrow to revise that contract a little bit to dial down on the hours of that contract. 20% of the budget is being spent on the Clean Team, they would like to get it down to 15%. One of the ideas is to just cut down an hour per day so it would go from 6 to 5 hours a day or something along those lines. Giblin stated that the contract will be done in its first year in April and they need to give 30 day notice for renegotiation which is why they will be meeting now.
8. **DMP, MDA, MDF Reports:**
  - **DMP** meets this Thursday at 10 am.
  - **MDA** has Winter BrewFest this Friday. 2<sup>nd</sup> Dues invoices will be going out this week. Summer event season is gearing up and trying to get Caras Park ready. The MDA is seeing a lot of legislation requests cross the MDA desk. There are 5 new board members.
  - **MDF** met a couple of weeks ago and they really want to focus on new members to that board. There is a more regular focus on grant writing. The poker tournament is on Sunday, March 5. Looking for a venue for Festival of Trees. License plate is ready for purchase.
9. **Mission Reports:**
  - **Clean:** The board has the clean team stats
  - **Safe:** The board has the clean team stats. Gilligan asked how the new DDPO is doing. McCarthy reported she is doing a good job, but the job is more taxing on her than she thought it would be.
  - **Business Development:** The business development stats were in the agenda. A discussion on the properties that Nick Caras owns and his plans for remodeling them ensued.
  - **Marketing:** Charlie said that they will be cleaning up some logos and the Wayfinding marketing for the kiosks.
  - **Master Plan:** Talking about making a presentation to the City Council which is scheduled for March 15. McCarthy will send a reminder of that meeting to the board in case they would like to see it.
10. **Communications:** Annual BID Ratepayer Meeting: McCarthy said she is starting to work on this and she would like that to happen in April and she thinks it would be a good idea to talk about new development in Downtown. Charlie said the new DDPO should be there too so that people can meet her before going into the summer months. Gilligan said it might be a good idea to try to educate about recycling. A discussion on venues to hold this meeting ensued – The loft, GLR, Public House, The Wilma, Florence Governor's room, and upstairs room at the Elk's were thrown out as ideas.
11. **Announcements & New Business:** Linda OUT March 16-24; Laurie OUT March 20-24
12. **Trustee Comments & Meeting Adjournment:** The next board meeting was moved to March 28. A discussion on the old train station building and how it would be a wonderful place to be open to the public ensued.

13. Executive Session (if necessary)
14. Trustee Comments & Meeting Adjournment

*Meeting adjourned at 5:03 pm*