

Downtown Business Improvement District of Missoula

Board of Directors Meeting

Tuesday, March 28, 2017 from 3-5 pm at the DMP Office

PRESENT: Tim France, Ellen Buchanan, Dan Cederberg, Carma Gilligan, Ellen Buchanan, Scott Stearns, Charlie Beaton

ABSENT: Kirk Bodlovik

STAFF: Linda McCarthy, Sarah Ferguson, Robert Giblin

1. MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT: The board went around and did self-introductions for Chase Jones from Climate Smart Missoula.

ACTION ITEMS

- 1. Approval of Minutes:** Carma Gilligan moved to approve the meeting mins, Dan Cederberg seconded. All in favor, motion passed.
- 2. Review & Approval of Flushing District Request:** Giblin has drafted a letter for the proposal for what they would like to go to the city council with. The letter goes over the history of the services, the increase in the trash cans, the average number of garbage removed, and the total cost for this fiscal year which is \$56,000. There is a request from Parks & Rec to handle the cans at the new Art Park. The request from the BID will be \$61,000 per year. The BID would then start replacing the city cans at the rate of 4 per year as those cans are in serious need of replacing. In the packet there would be additional financial numbers, Republic Services quote of \$154,000, and a map of all of the can which are all found in the Flushing District. How much of a total cost increase this will be to the Flushing District's Budget. Buchanan will look into finding the budget. France commented it would be about \$66 per parcel increase in the Flushing District. Cederberg would like mention of the Republic Service quote in the cover letter. A discussion on where the money would come from if it didn't come from the Flushing District ensued. The money from new businesses Downtown and their appraisals won't come until November of 2018. The budget of the BID is down \$11,000 this year than it was 2 years ago. Buchanan said the question is, if they want to keep that level of service, we need to find a way to pay for it. Cederberg thinks we need to ask and now is the time. Buchanan said as Downtown gets developed, there just is going to be a need for more trash cans and pick-ups. A discussion on the requests for new cans the BID has received lately ensued.

NON-ACTION ITEMS

- 3. Discussion on Zero Waste Initiative & Downtown Recycling: Chase Jones:** Chase Jones gave a broad overview of the Zero Waste Initiative. The discussion around recycling hit a fever pitch about a year ago when Climate Smart did a summit around climate change. One of the areas that came from this summit was a group focused on "waste" where the Zero Waste Initiative was born from. There is a goal to reduce what we, the Missoula Community, sends to the landfill by 90% by 2050. There were two

directives that came from the initiative. One is to do a study with Republic Service on the waste we are currently producing. The second deliverable is to create a plan with a public process to achieve the goal of reduced waste by 2050. They have started to form a plan with stakeholders and by hosting 3 different community events in March. There was fairly good attendance at all community events. They also spoke at the MDA luncheon in March. You can still comment on the initiative at zerobyfiftymissoula.com. They have been trying to prioritize the portions of the initiative through the city to figure out what absolutely has to be done to get this process moving forward and to meet its goal. The goal is to improve air, water and our public health in general. It also gets at the fact that there is a lot of value in the items that end up in the landfill. Brad Layton a professor has said that from just the recyclables that are being sent to the landfill, we could be wasting about \$5M a year. This initiative can also create jobs just as Home ReSource has done here in Missoula. Zero Waste is designed to create products and infrastructure to come back around to reduce, reuse, and recycle. There are events, organizations, and students to get these initiatives moving. Carma Gilligan asked about what the other cities that are outside Missoula who get dumped in the landfill that Missoula uses. Jones said that does make studying the products currently at the landfill much more difficult because it is a regional landfill and the other cities are not a part of the Zero Waste plans. Jones said Republic Services benefit is that the landfill will have more room and they will see economic growth likely through recycling. Stearns wondered what was exactly passed: a resolution, an ordinance, an initiative. Jones responded that he doesn't have a good answer yet for that. The board wondered how Seattle and other cities got there. Jones said it starts with a goal, a plan and enforcement. Infrastructure for Republic Service will need to grow and then will the numbers using those services here be enough to have a processing center or will it need to go to Seattle? These are the questions they will start answering to get closer to the goal. Stearns said dealing with the PSE because of all the water dealings. McCarthy said to dial down on recycling Downtown. Jones did not have specific answers on Downtown initiatives to address and increase recycling at this time. McCarthy informed Jones the BID is looking at taking a request to the city to increase payment from the city for garbage and recycling. The flushing district is a district in the Downtown area who runs more of the street sweeping, public trash cans, etc. The trash cans Downtown have almost tripled since the BID started collecting the garbage and the recycling. Stearns asked if there was any involvement in Republic Services, there are no involvement beyond them picking up the dumpsters trash by Caras Park. If Republic Services took over the service we provide, it was going to be \$154,000. Stearns would like to sit down with the new General Manager at Republic Services and discuss if it would be possible for them to start partnering and working with us on this. Buchanan asked how we can get people to recycle properly. A lot of the contamination of the recycling in Missoula is food product and glass. The board discussed how a lot of this is education-based. A discussion on contamination and how it can best be avoided and how to educate people on recycling ensued. Infrastructure, Education, Service seem to be the steps to being successful. A discussion on what role the BID will play in this initiative. Jones said it's a big role because the board represents Downtown and usually if it catches on Downtown, it spreads throughout. A discussion on how the Flushing District is funded ensued.

4. Finance Report: Giblin reported as of Feb 28 the BID cash position is \$152,317. Giblin pointed out that \$12,000 from the Economic Development position is now a line item. There isn't a lot to report from profit/loss this month. There were 5,480 in tax assessments. The police officer revenues have come in. The BID did pay the entirety of the police contract this last year which was a payment of \$49,000.

Stearns asked about the two new cops, they will be funded by the city. The BID is in better financial shape than it was last year at this time. The cash/flow statement should have about \$45,000 to carry-over.

5. Review of Proposed Budget FY2018 for City Council: McCarthy said the budget has not been reviewed by the finance committee. This budget and narrative will be submitted to the city. This one is bigger picture, broader categories and the one for the board is more detailed. When will presentation be? When they are doing their budget presentations, Buchanan will do a quick overview for the city, but they are not as concerned with the BID because it is self-funded. Giblin said that the budget could change based on what happens with the conversation with the Flushing District/City regarding the trash collections. The budget will be put forward for approval at next month's meeting.
6. Update on Clean Team Contract: Giblin and McCarthy had their second meeting with ORI. They are looking to cut 20% which would mean they would work 4 days a week instead of 5 days a week. This would bring the cost down about \$12,000. A discussion on the best day to cut out ensued. McCarthy would like to see it be either Tuesday, Wednesday or Thursday. ORI would like to see it be Friday so their clients could have a 3-day weekend. The board said Friday is a critical day and they are not sure if they can sacrifice that service. McCarthy said that she will go back to them and have them pick a day that's in the middle of the week. The board is comfortable with 4-day-a-week work week, 20% reduction and McCarthy will discuss with day. The BID is not responsible for human waste. With the new parking kiosks, the BID will be sweeping snow off the meters as part of their contract. There will be a Clean Team contract to review next month. The funding structure prevents them from cutting people down from the team.
7. **DMP, MDA, MDF Reports:**
 - **DMP:** Won the Downtown Business for the Arts Award and McCarthy attended the luncheon.
 - **MDA:** In the midst of planning, fundraising for the events for this summer. Sponsorship sales have been more difficult this year. Continuing to wrap-up member dues. Downtown on Tap is tonight at the Montana Natural History
 - **MDF:** The poker tournament was successful, Missoula Gives is the first week May, License plates are being sold
8. **Mission Reports:**
 - Clean: Chrismon cut his hand on the job last week, but should get his stitches out.
 - Safe: Officer Moore is out on her bike Tuesda-Sat. The two new officers are starting next week. They have identified 20-25 people who have been causing lots of problems in the Downtown area.
 - Business Development: First United Methodist Church is renovating their building. They will be building a commercial kitchen to rent out. Continuing to track new business and buildings. A discussion on new businesses and empty storefronts.
 - Marketing:
 - Master Plan:
9. **Communications:** None.
10. **Announcements & New Business:** Laurie Johnson gave her letter of resignation to McCarthy yesterday and her last day will be April 14. September would have been her 11th year as an Ambassador. The board

thanked Johnson for her service and commitment. Johnson said she has never worked for a better organization or better people and that is why she has been here as long as she have. France said that thanks goes to her and she made it what it is. McCarthy will be meeting with Dave to discuss what he would like to do on terms of hours and what the position. A discussion on what the position is and how many people should be hired ensued.

BID Ratepayer meeting will be April 26 and will be a luncheon. The City/County luncheon is Wednesday, April 19.

11. Executive Session (if necessary)
12. Trustee Comments & Meeting Adjournment

Meeting adjourned at 5:03 pm