

**Downtown Business Improvement District of Missoula
Board of Directors Meeting
Tuesday, October 18, 2016 from 3-5 pm at the DMP Office**

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

ABSENT:

STAFF: Linda McCarthy, Sarah Ferguson, Robert Giblin

1. MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT

Board President, Tim France called the meeting to order at 3:03 pm. There were no introductions

ACTION ITEMS

2. APPROVAL OF MINUTES: August & September

August: Ellen Buchanan moved to approve the August minutes, Charlie Beaton seconded. All in favor, the motion passed.

September: Kirk Bodlovic, moved to approve the September minutes, Scott Stearns seconded. All in favor, the motion passed.

3. Financial support for The Roxy Theater

Linda McCarthy reported that there was a finance committee meeting held and looking at the financials, they are a little tight, but the committee would like to do two payments of \$2,500 for a total of \$5,000. France asked when the payments will come out. McCarthy said the first one can come right away, but the second one will come after July 1. McCarthy said the board needs to be mindful of other things they might need to help fund such as the art museum, the library and they definitely have to start saving for the Master Plan. McCarthy said the board seemed to come to the conclusion that The Roxy was a landmark and the project was important.

Beaton motioned to approve that The Roxy will be given \$2,500 from the 2016 budget and \$2,500 from the 2017 budget, both payments coming from Planning and Project Implementation. Stearns seconded and all in were in favor – motion passed at 3:09 pm.

NON-ACTION ITEMS

4. Finance Report

Robert Giblin said that cash flow position is a little tight right now and part of this is just timing of these statements due to a payment to the Partnership the first week in October. There are some other significant payments that will need to be taken care of by the end of the year to things like, the Downtown Police Officer, the Homeless Outreach Team, and ORI for the Clean Team. Giblin reported from a cash flow perspective we need to be vigilant, especially if other people and organizations are looking for donations. Buchanan asked what caused the difference this year with cash flow and Giblin said there are a number of factors like payment for wayfinding, payment for this building, property values were also lower this year than last. A discussion on when

the new budget will be proposed and how it will be approved ensued. Buchanan talked about how tax assessments could be delayed this year. Stearns asked if the BID ever goes to the City Council to negotiate the budget. The board said that is not usually how the board moves forward. A discussion on the programs and types of programs the BID is funding specifically, the Dedicated Downtown Police Officer, and if the programs should be examined ensued. The board reviewed the costs of property due to type and the zone the property is in. McCarthy spoke about how the BID communicates to the City Council. Stearns said there might be value in getting in front of the new folks on the Council to forge relationships with them.

France asked if there were further questions or comments about the finances.

Gilligan asked why there were two payments for joint marketing and Giblin explain that it was mistitled one should be joint marketing and one should be rent and utilities.

5. Organization Reports

DMP: McCarthy reported that the board will meet next week.

MDA: The budget is being looked at, socials are being looked at, the MDA is looking into dropping the car show and taking on the Festival of Trees. A discussion on what the Festival of Trees is ensued. McCarthy said Parade of Lights is on Dec 3.

MDF: The Friends of Downtown party was held on October 7 and it was a nice little event except the weather was not great. A letter will be going out this week or next requesting donations to the foundation. Parking meter roll-out started today. Buchanan suggested a press release to get the word out there that the parking meters are for sale. McCarthy reported that the license plate has been approved. The foundation board will be looking at their budget starting soon.

6. Downtown Safety: Encourage ALL to Call 911. McCarthy reported that the office has been fielding calls that they are having trouble reaching the DDPO and there is no voicemail set-up. She spoke with Chief Brady and together they drafted an article to encourage everyone to call 911 and NOT the DDPO. McCarthy said there was a meeting today between the DT Ambassadors, the DDPO, McCarthy and Rod Austin. Staff will now be letting the DDPO know directly when a stakeholder calls our office with a concern or report. A discussion on Andy Roy and how he is no longer the DDPO ensued. A discussion on the communications from stakeholders about transients lately ensued. A discussion about the Downtown Ambassador report numbers and the DDPO report numbers and the gaps in information ensued.

Gilligan asked Cederberg if the dog ordinance is moving forward and Cederberg reported that it is under the existing rabies law.

France said there needs to be constant pressure on the transient population so they just do not feel comfortable staying around the Downtown area. He agreed to be on the hiring committee for the fulltime DDPO to replace Roy.

7. Mission Reports:

Clean: McCarthy said there was a new supervisor doing sweeping and garbage particularly on the Monday morning bar route. ORI is going to legislature to ask for increase wages for those who work with people with disabilities.

Business Development: McCarthy reported the business activity list is included in the documents she put forth before the meeting.

Marketing: McCarthy said marketing will be taking a step back and looking at what needs to be communicated in a better way.

Master Plan: McCarthy reported there will be a meeting this Thursday to address the Master Plan update

A discussion on what “Economic Development” means to the BID ensued.

8. Communications to BID Ratepayers: 911, construction update, what else? McCarthy asked the board to help her plan what to put out in the e-communications to ratepayers. The board felt snow removal and reminding them that the power washer is not available in the winter months was important. France said it might be important to solicit input just generally from ratepayers. McCarthy asked Stearns how the campaign for the library was going and Stearns said he really likes what he’s seeing in terms of what will happen with the library. A discussion on how to communicate with the community that the BID is involved with certain projects ensued. Buchanan said she feels that the biggest thing the BID has done is the Master Plan because nothing happens Downtown without people talking about how it ties into the Master Plan. The board decided that the e-communications should go out after the election.

A discussion on what happened in court with the complaint about the demolition of the Mercantile Building ensued.

9. BID Follow-up on Strategic Planning:

McCarthy asked the board how they felt about the strategic planning session and everyone agreed that it went really well. McCarthy reported that the summary of the strategic planning session will be coming soon and that will dictate next steps for the BID. Buchanan did say the only thing that concerns her is staff burnout particularly with events and this could mean something really interesting for the MDA. A discussion on events and how to potentially move forward with staff resources ensued.

France asked if anyone had gotten a flashdrive and McCarthy said they would be deployed soon.

10. Announcements & New Business

Cederberg said that the Sawmill District is moving forward. A discussion on the construction in Downtown ensued. Buchanan asked McCarthy to send the board the presentation Shane Stack did on the construction projects happening in Missoula.

11. Executive Session (if necessary):

12. Trustee Comments & Meeting Adjournment

No further comments.

Meeting adjourned at 5:17 pm