

**Downtown Business Improvement District of Missoula
Board of Directors Meeting
Tuesday, November 15, 2016 from 3-5 pm at the DMP Office**

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

ABSENT: Charlie Beaton

STAFF: Linda McCarthy, Sarah Ferguson, Robert Giblin, Will Greenway

1. MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT

Brenna Merrill is a public guest to the meeting. She works for Crime Advocates and specifically working on a grant to educate and train bartenders in intervention when there are cases of sexual harassment.

Tim France called the meeting to order at 3:09 pm

ACTION ITEMS

2. APPROVAL OF MINUTES: October

October: Gilligan had a couple of suggestions and with her suggestions noted, moved Buchanan moved to approve the October minutes, Stearns seconded. All in favor, the motion passed.

3. Review & Approval of DMP Vision Statement

McCarthy presented the board with the vision statement for the Downtown Missoula Partnership. The vision was pulled from strategic planning. Stearns moved to approve, Buchanan seconded

NON-ACTION ITEMS

4. Finance Report

Robert Giblin said that there isn't a lot to report for the month of October. There were no tax assessments for the month of October. There were some large payments made in October for maintenance, operations, and Ambassadors. Gilligan asked how long the BID will make quarterly payments to the DMP. McCarthy responded that the payments are scheduled to continue until 2019. A discussion on those payments ensued. The BID audit was completed this morning.

5. Organization Reports

DMP: McCarthy reported that the DMP will on Thursday to discuss budgeting and staff needs.

MDA: The budget is being nailed down at this time. Fourth quarter events are gearing up.

MDF: Parking meters are selling like crazy and the program has brought in almost \$15,000. The Friends of Downtown campaign is ongoing. The foundation's board is changing with Linda Talbott and Rich Huffman stepping down from the board. The new bylaws for the foundation were approved yesterday. A discussion on the possibility of taking over the event Festival of Trees ensued.

6. Holiday Promotions for Downtown:

- a. Small Business Saturday: Kristin Sackett will be setting up outside the MSO Hub to pass out “Small Business Saturday” stuff
- b. Free Horse-Drawn Carriage Rides on East Pine
- c. Free Gift Wrapping at the MSO Hub
- d. Parade of Lights on Sat, Dec 3. There will be 26-27 children’s activity providers

7. Update on Downtown Policing

France reported to the board that he sat in with the Police Department on the two new potential Dedicated Downtown Police Officers. France said he was one of six people in on the interview. It was a very structured process. He reported both of the officers were great. The person who was chosen was Shelagh More. He thinks she will do a great job and will be understanding out on the street. McCarthy reported she has a meeting with the police chief tomorrow. A discussion on the BID’s frustrations and the Police Department’s frustrations ensued. A discussion on how the DDPOs are funded ensued. McCarthy said she has reached out to let the Department know that the BID would like to be part of the 911 committee. Dan Cederburg asked if the BID should do something for Andy Roy and if it would be appropriate. The board agreed that a Downtown Gift Card might be an appropriate token of appreciation.

8. Presentation on Downtown Recycling Initiative by Claudia Wiese, HHS (approximately 3:45 pm)

McCarthy introduced Claudia Wiese who is doing her senior project on recycling in Downtown Missoula. Wiese went through her presentation about the importance of recycling, what recycling currently looks like in Downtown Missoula, her goals, the audit she did of the recycling bins in Downtown, ways to solve issues unique to our community in recycling, cultivating recycling “ambassadors” in Downtown, and purchasing more bins and how to obtain the appropriate financials. Gilligan asked what the bins are made of and Wiese responded that they would be the same bins that are currently Downtown. A conversation on composting ensued. Buchanan asked if the BID got any reimbursement for recycling pick-up for the city and McCarthy responded that the BID is not reimbursed. A conversation on other entities in Missoula that might want to hear Wiese presentation ensued. Buchanan asked the board if they felt there would be potential for the BID to support this monetarily and the board responded they think they would if we can first get a better idea on who would be good partners on the project and what funding is out there before they could commit funds. A discussion on the budget process of the BID ensued. McCarthy asked if anyone asks about glass. Wiese said staying with what we have right now would be better so the program has time to grow and establish.

A discussion on the contract with the city for garbage and recycling ensued.

9. Mission Reports:

Clean: McCarthy reported nothing too much to report, but the Clean Team stats are in the packet. Buchanan is going to call Shane Stack to discuss landscaping on recent projects and McCarthy said maybe she could ask about the pedestrian

Business Development: McCarthy reported that Greenway gave each member of the board a thumb drive with business development information. He has been working on Co-Working space. Co-working is an open flex-used space in a business environment. Greenway reported that the newly open space, Public House is going to be used as a co-working space.

Marketing: Marketing met after strategic planning to dial-down on marketing in 2017. A discussion on billboards ensued.

Master Plan: Buchanan reported that the Master Plan has gone through the existing master plan and they are now more focused on what they need to do moving forward. There was a Master Plan meeting last week and funding of a redo or refresh needs to be addressed for next year. Buchanan is going to address getting funders, making sure the costs of the projects are still in the same ballpark costs-wise. A discussion on the Library and what will happen to where the old library was ensued.

10. Announcements & New Business McCarthy reported that MEP is moving forward with a workforce analysis and they will be partnering with MOR. McCarthy and Greenway met with Sam Sill today to talk about a housing analysis. Buchanan said that she had a comprehensive meeting with the City/County Housing Office and Sill and she felt that they didn't have a clear idea of what the survey should be so that it is productive. Buchanan said that housing needs in Missoula need to be addressed across the board. She now feels that the survey is moving forward, but she is not quite sure where we are moving forward with this survey or what it will address. A discussion on the housing market in Missoula ensued. Buchanan said the city is focused on putting together a "housing summit" to really nail down the issues that are plaguing the housing market here.

A discussion on the proposed 5th & 6th Street bicycle lanes project.

The board said the next BID meeting on December 20, should be a holiday party instead of a meeting.

Giblin said that the snow plows are ready to go.

11. Executive Session (if necessary):

12. Trustee Comments & Meeting Adjournment

No further comments.

Meeting adjourned at 5:08 pm