

**Downtown Business Improvement District of Missoula
Board of Directors Meeting
Tuesday, December 15, 2015 from 3-5 pm at the DMP Office**

Present: Carma Gilligan, Dan Cederberg, Charlie Beaton, Alan Newell, Kirk Bodlovic, Tim France

Absent: Ellen Buchanan

Staff: Linda McCarthy, Robert Giblin, Noreen Humes, Laurie Johnson

MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT

Welcome Kirk Bodlovic, who is joining the board in place of Craig Aasved.

ACTION ITEMS

APPROVAL OF NOVEMBER MINUTES

Newell moved to approve the November minutes. Gilligan seconded the motion and all the minutes passed unanimously.

APPOINTMENT TO THE DMP BOARD OF DIRECTORS

McCarthy gave background on the appointment schedule to the DMP board and what the role of that board is. Newell's term is up so a new member needs to be appointed. Newell suggested that Beaton take his place.

Newell moved to appoint Beaton to the DMP board. France seconded the motion and all voted in favor.

NON-ACTION ITEMS

Finance Report

Giblin presented the finances; pointing out that the cash position as of December 1 is lower than last year due to Wayfinding and Art Park contributions. The BID did not receive tax assessment for November for the second month in a row, which is unusual. Giblin asked the City the reason behind that and they responded that the county did not receive assessments for November so the City did not receive any. Giblin explained how the assessments are usually received. Discussion behind reasons for the delay in assessments ensued. The DMP payout will be on January 1.

Follow-up with 911

McCarthy asked whether any follow-up was needed. Newell said that he believes that the next step from 911 will be to appoint a Downtown member to their advisory board. 911 will have to work through that process and then they will be in touch regarding who will be appointed. McCarthy will set up a time for board members to visit the call center as suggested in the previous meeting. Discussion regarding when the board will meet with 911 in the spring ensued.

DMP, MDA, MDF Reports

DMP – McCarthy reported that the DMP has wrapped up performance evaluations and are looking for board appointments.

MDA – McCarthy reported that Christmas events have wrapped up and they are currently working on the annual dues mailing. The 2016 budget and new board appointments have been approved and committee recruitment and assignments are underway.

MDF – McCarthy reported that the Partnership contract, budget, and MOU with MPC for old parking meters have all been approved by the board. The MPC will start removing the old parking meter heads and then will give them to the MDF to use for fundraising and other projects. Details for that project are still to be determined. Donor campaign is still in progress and 30-35% of goal has been met, not including holiday décor donations. A new board president is being sought out and board development is an ongoing project. The MDF is financially prepared to make DMP contribution for next year from unrestricted funds.

Ambassador Program

McCarthy reported that Johnson is taking a leave of absence from January through April. Dave Chrismon will be coming back on and filling her hours for that time. Chrismon will hopefully stay on for the summer after Johnson comes back. Discussion regarding Johnson's plans during her time off ensued.

MISSION REPORTS

CLEAN – McCarthy reported that Clean Team stats aren't in yet. The Clean Team contract renegotiation is coming up. McCarthy believes that the contract could be modified to reflect the current needs of downtown, which have changed in the last 5 years or so since the contract was adopted. Giblin will start going through the stats for renegotiation in January.

SAFE – McCarthy reported that she saw a document that made her believe that HUD funding could be sought out for a second police officer. She believes that community safety may be a qualifying factor for HUD funding. Cederberg said that they are meeting later in the week to discuss the second officer funding. Other sources being discussed are mainly the city budget, but that has yet to be confirmed.

BUSINESS DEVELOPMENT – McCarthy reported that movement continues to happen in Downtown. She gave specific examples of business changeover in Downtown. She has heard of many offers on various Downtown buildings, but has not confirmed that any of them are reliable. The Holiday Inn is changing ownership as well, but if there will be any rebranding is unknown at this time. The Long Range Transportation plan is underway. McCarthy was asked about employment and transportation growth in regards to the Master Plan. She believes that the original projections in the Master Plan are still accurate. The library is discussing swapping blocks with an adjacent block that currently has housing.

MARKETING – McCarthy reported that the bags, calendars, and business guides are being distributed. Holiday advertising is underway. They are considering the options if the new MPC director does not want to enter into a joint marketing campaign, which was an agreement between the MDA and Anne Guest. A Parking board member may be sought out. Meter rollout happened on Dec. 9, McCarthy asked for feedback, which has mostly been positive. Small Business Saturday was slower than previous years. Parade of Lights was a success, with the good weather being a major factor in attendance. Carriage rides and Santa visits at Liquid Planet end this weekend. Gift wrapping at the MSO Hub has had less demand than last year, unsure why that may be.

MASTER PLAN: McCarthy reported that they are meeting this week. Buchanan will look to raise funds for Nory Winter's workshop in February. Modified design guidelines were approved by City Council. The MDF received a grant for the pianos from the Neighborhood Fund. The Master Plan committee will have some changes as some

members have stepped down. The annual meeting with the City Council/County Commissioners will be in March. McCarthy is planning a retirement party for Anne Guest on Feb. 4.

ANNOUNCEMENTS & NEW BUSINESS:

Cederberg reported that the Fox project is underway.

The meeting adjourned at 4:06 pm.