

Downtown Business Improvement District of Missoula
Board of Trustees Meeting Minutes
Tuesday, November 17, 2009
ALPS Conference Room
111 N. Higgins Ave

Present: Charlie Beaton, Ellen Buchanan, Tim France, Carma Gilligan, Rich Huffman, Alan Newell

Absent: Dan Cederberg

Staff: Rod Austin, Susie Boelman, Laurie Johnson

Guests: None.

1. **Meeting Commencement:** 3:06 p.m.
2. **Introduction of Guests and Public Comment:** None.
3. **501c3 Update:** Alan reported that the creation committee has met with MCDC (Montana Community Development Corporation) to discuss a potential partnership and nothing has been decided yet. Discussion ensued about what a partnership would look like and the pros and cons of a partnership.

Stoverud's Clock Update: Alan presented Dan's email exchange with ALPS' representative and the clock's owner representative regarding ALPS' decision to not push for two their name to be included on the check for the clock. The check has been signed and will go to Dan for final processing.

4. **Request for support of Clean Diesel Grant (Austin):** Rod presented a draft letter of support for the Clean Diesel Grant for which Office of Planning and Grants is applying. The grant would help MRL (Montana Rail Link) retrofit multiple engines, improving air quality tremendously. Carma clarified that no money was being asked of the BID. **Ellen moved to authorize Rod to issue a letter of support for the Clean Diesel Grant on behalf of the BID. Alan seconded the motion and all approved.**
5. **Request for support of Palace Apartment rehabilitation project:** Rod presented the request from the Missoula Housing Authority for the Palace Apartment's rehabilitation project, which would help preserve affordable housing in Missoula. Discussion ensued about the rehabilitation done in 1995-96. **Charlie moved to authorize Rod to send a letter of support for the Palace Apartment's project on behalf of the BID. Carma seconded the motion and all approved.**
6. **Director's Report**
 - a. *Renewal:* Rod reported on his progress of updating the ratepayer database from the City. He presented a rough estimate of renewal being around fifty-five percent. Discussion ensued about other signatures he's waiting on.
 - b. *Downtown Master Plan – North Higgins Project Update:* Ellen reported that everything is on schedule as far engineering and Montana Department of Transportation (MDT) review and discussed the timeline of review. She commented about a stimulus funding challenge, but that there are couple solutions. Ellen discussed the biggest component being worked on now is the communication piece with businesses. A meeting was scheduled for December 2 in the First Interstate Bank training room for business and

property owners who will be affected by the construction. She noted that the BID and MDA have taken the lead for communications about the North Higgins project. Discussion ensued about specific business owners' concerns and how they have been addressed. Ellen reported that the Master Plan Steering Committee has reorganized to begin the implementation process.

- c. *Maintenance Report*: Rod expected to have the trailer and power washer ready to within the next week. He reported that there are already requests for Dan's services on a monthly basis. Charlie inquired about whether or not there is any crossover between Dan's work and the Clean Team's. Rod commented conversation with Clean Team about restructuring their schedule. Discussion ensued about best plan for Clean Team. Tim mentioned the City's curb sprayer hitting the new BID garbage cans and recycling bins with yellow paint. Rod will contact Steve King with the City to address this. Ellen suggested that the graffiti remover Parks and Recreation has might get the yellow off of the cans as it does not affect powder coating.

Committee & Program Reports

- a. *Streetscapes*: Rod reported Dan's report to him that a fire had been started in a trash can, which melted the liner. He ordered a replacement. Charlie suggested moving a bench located on South Higgins to the bus stop one block down from its current location would be better place for it.
- b. *Hip Strip Holiday Décor*: Rod reported on the progress of getting décor on the Hip Strip and that it will be ready for the holidays. He commented about the meeting with Parks and Rec during which he gave them a schematic of where the décor should go and discussed maintenance/handling of the décor.
- c. *Sunday Streets*: Rod reported that Laurie's been attending planning meetings for this event and that she conducted a survey of interest from the businesses. The first is scheduled for May 9 and September 12 next year. Charlie reported that Runner's Edge is coordinating a one-mile race. Rod noted that he is staying neutral, but will stay in the loop and felt it necessary to acquire business sentiments.
- d. *Historic Preservation Update*: Rod reminded the board about the PAZ meeting the next morning at 10 to discuss the Historic Preservation Ordinance. Alan updated the board about Dave Strohmeier's intended amendment to keep Downtown out of the proposed ordinance. Ellen commented about the need to look at the Hip Strip if that's the direction the ordinance goes. Discussion ensued about where the Hip Strip lies within historic districting and the proposed ordinance and the affect the proposed amendment would have on Downtown.

Ambassadors Report: Laurie updated the board with recent statistics. She discussed possible reasons for the changes/increase in moving people from last year to this year. She reported that she'll be working on the Downtown property survey mailings during the winter months. She and Rick are both looking for training opportunities, for instance, Rick is registered for a webinar regarding teaching retailers how to use video camera surveillance. Laurie noted that they are both pursuing training to do security audits.

7. **Approval of August Board Minutes: Carma moved to approve October's Board minutes. Charlie seconded the motion and it passed unanimously.**
8. **Financial Report**: Rod presented the cash flow projection form. Alan reported about the financial committee meeting during which the cash flow statement was discussed. Alan recommended that when it appears a potential line of credit with the City may be in need that Rod email the finance committee to discuss the options. Jenn was asked to find out how long of a process it is to establish a line of credit with the City. Rod noted he will try to notify the

committee at least a week out from the need. Discussion ensued about approaching the City regarding line of credit. Alan sought approval from the board for the finance committee to address these needs. The board agreed that this was an appropriate procedure; Carma requested an email be sent to the entire board to keep them in the loop. Discussion ensued about the cash flow statement and its items. Alan inquired if there is anything that's going to hit before the end of year Jenn needs to know about it in order to accurately project and plan budget wise. Rod will ask Julie to get marketing numbers being spent before the end of the year to Jenn.

Rod discussed the balance sheet. Three thousand five hundred was put into a CD. Carma requested "trees" be added to "tree grate" line item to read "trees/grates". Discussion ensued about holiday season and where the economy sits. Alan requested Rod notify the Board when money is transferred between different accounts.

9. **Trustee Comment:** Carma reminded Rod to get the letter about tree grate gravel. Rod replied that he has received the letter.

10. **Meeting Adjournment:** 4:25 p.m.