

Downtown Business Improvement District of Missoula
Board of Trustees Meeting Minutes
Tuesday, December 15, 2009
ALPS Conference Room
111 N. Higgins Ave

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

Absent: None

Staff: Rod Austin, Susie Boelman

Guests: None

1. **Meeting Commencement:** 4:03 p.m.
2. **Introduction of Guests and Public Comment:** None.
3. **501c3 Update:** Dan reported on the decision made regarding partnering with the Missoula Community Foundation being more of a short term situation rather than anything long term. He noted that the committee will more than likely move forward with establishing an individual c3. Rod inquired about the timeline of this process. Dan replied that it will be at least six months before a letter will be in hand.
4. **Stoverud's Clock Update:** Dan presented the signed shared clock agreement between ALPS and the BID. He discussed the process of finalizing the clock situation. He reported that the only step left is to have a BID Board Member sign the agreement and have it notarized. He requested authorization from the board to move forward with these steps. **Alan moved to authorize Dan to sign on behalf of the BID and to acquire notarization. Carma seconded the motion and all approved.** The original documents will be filed at the BID office when the process is complete.
5. **BID/MDA Contract Renewal (Action Item):** Rod presented the proposed MDA contract with explanations of changes from prior years. Rod commented that he's going to have Rick and Laurie track hours/time spent on MDA projects/requests and have MDA staff track their hours, too. The board commented about the great working relationship with the MDA and the value of their staff services. Rod complimented the staff and commented about his enjoyment working with them. **Ellen moved to approve the proposed budget. Charlie seconded, Dan abstained and all others approved.**
6. **Director's Report**
 - a. *Renewal:* Rod discussed his progress with renewal. Carma inquired about the number of people not signing. Rod discussed the properties that have decided not to sign. Ellen suggested having a conversation about the North Higgins project with different property owners/businesses who have challenged or not supported the BID in the past and help them understand that the BID is the driving force behind the project. Rod discussed his and Dan's conversation about condo concerns paying flat rates twice for spaces such as a 6x8 closet and implementing a rebate program for instances such as this. Alan commented that before establishing a rebate system the ramifications should be closely assessed. Ellen suggested it be an application process. Discussion ensued about the

challenge of assessing and approaching condominiums. The board would like to move forward with creating a rebate program for condominium situations regarding parking spaces, closets, etc. Rod will have an initial proposal of a rebate system ready for January's Board meeting.

- b. *Downtown Master Plan – North Higgins Project Update:* Ellen commented that the project is on schedule and the first public meeting about the project went well. She discussed the timeline for the project with completion scheduled for September. Ellen announced that the Master Plan is being presented at a national conference in New Orleans. Rod commented that the biggest discussion item about the project is parking meter management. Discussion ensued about the difference between electronic heads, old ways, and multi space meters.
- c. *Maintenance Report:* Rod discussed the challenges he and Daniel are having with snow removal. He commented about Daniel's schedule during the winter snow season. He noted that the BID and the Trail Head are conversing about a snow removal contract. Rod reported that Bruce Bender gave him permission to move/plow snow into the streets.

Committee & Program Reports

- a. *Hip Strip Holiday Décor:* Rod reported that Liberty is waiting for two timers to arrive. Charlie commented about Dave McEwen's email to expressing his appreciation of the décor on the Hip Strip. He commented about the possibility of the Hip Strip raising money for décor expansion in the future.

7. Ambassador Report: No report.

8. Approval of November Board Minutes: Carma requested that Alan's comment about Rod notifying the Board when money is transferred between accounts be added to November's minutes. Alan noted that it was discussed in the finance committee meeting, not during the Board meeting. **Charlie moved to approve the November Board minutes as amended. Rich seconded and all approved.**

9. Financial Report: Carma inquired about the negatives. Alan commented about the finance committee's meeting and their suggestion for Jenn to make sure the monthly expenditure report and check register match and if not, explain why. He reported the second item discussed was include a carry forward of money so that in the current month's budget all is represented and this will eliminate any negatives. Alan reported that from a cash perspective things look pretty good and it will be interesting when tax assessments come in. Discussion ensued about Rod's work done on the database and the misinformation provided from the City. It was requested that a cash flow statement be included with the Board packets each month.

10. Trustee Comment: Charlie commented about his involvement with the Sunday Streets event, scheduled for May 9 and another in mid-September. Carma wanted the minutes to reflect her request that Daniel services the property owners first before any contractual commitments regarding snow removal. Ellen commented about the City's potential of contracting with the BID for snow removal because of potential enforcement of certain snow ordinances Downtown.

11. Meeting Adjournment: 5:13 p.m.

12. Executive Session