

**Downtown Business Improvement District of Missoula
Board of Trustees Meeting Minutes
Tuesday, April 20, 2010
ALPS Conference Room
111 North Higgins (Second Floor)**

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

Staff: Rod Austin, Susie Boelman, Linda McCarthy

Absent: None

1. **Meeting Commencement:** 3:08 pm
2. **Introduction of Guests and Public Comment:** None.
3. **Downtown Non-Profit (Cederberg):** Dan reported there had been no progress since the last meeting.
4. **Ratepayer Breakfast:** Rod noted the Board will have the opportunity to review the handout before the event. He discussed the agenda/presentation for breakfast. Dan commented that he would like to see the BID and Master Plan take a lot of the credit for the North Higgins construction project.
5. **Residential Rebate:** Rod discussed the request from City Council for the BID to create an exemption for owner occupied, detached single family units. He suggested moving in the direction of having condominium property owner's pay a one time flat fee per year and then owners of each floor or chunk pay on the assessed value of what they own relating to residential, not necessarily commercial. Alan commented about the challenge with this approach for condos because of the mixed use space. Discussion ensued about encouraging the creation of more residential living space Downtown. Dan commented that the BID's first charge must be to create a rebate/exemption program for stand alone owner occupied residential properties regardless of zoning and he indicated before the next Board meeting he will have a proposal for the application rebate program. He commented about first addressing the exemption request from Council and then address condominiums. Rod will continue to research options for the condominiums.
6. **Director's Report**
 - a. **Downtown Master Plan**
 - i. **North Higgins Project Update:** Rod reminded the Board about the preconstruction meeting and that construction is scheduled to begin Monday, April 26. Linda discussed the timeline and process for the project. Rod commented about the communications planned for property and business owners throughout the process. He also discussed the decrease in transportation impact fees for Downtown and the Master Plan being a catalyst for this change. Dan reported on his research about stamping on the street with street name and year. Linda noted the change order process required for any new aspect of the project.
 - ii. **Implementation:** Rod discussed the Implementation Committee's monthly meetings, the most recent addressing parking. He commented about the Parking Commission's Strategic Plan and

its current projects. Business retention and recruitment was the next item up for discussion.

- b. **Maintenance Report:** Rod reported Daniel Tulk will begin power washing within the week, servicing graffiti and sidewalk requests. He discussed Daniel's summer schedule handling garbage, power washing, etc.
- c. **Committees**
 - i. **Streetscapes:** Rod reported he's sent a bid for trash cans and is currently having more tree guards built to protect new trees.
 - ii. **Retention & Recruitment:** Rod planned to coordinate a meeting with MDA to combine each organization's efforts.
- d. **Other**
 - i. **Downtown Security:** Rod sought direction from the Board about to what extent the BID should be involved in helping acquire a Downtown officer. He relayed the information he received from the City regarding costs, which in an estimated \$80,000 to employ a new officer; he also shared his findings about Billings' Downtown police officer program and its purchasing a patrol car for their Downtown officer. Discussion ensued about the schedule structure of a Downtown officer and what entity would have access to managing the schedule. Charlie inquired about pursuing a security guard service to cover Downtown. Rod discussed the advantages to having a dedicated police officer Downtown, such as arresting powers and a bigger impact. Discussion continued about different skill sets and training a Downtown officer would ideally have. Ellen commented about the State law indicating the BID cannot diminish existing service(s) and this should be something to keep in mind during this initial process. Tim commented about the BID having the opportunity to provide input and feedback about the satisfaction levels of law enforcement presence Downtown.

Rod discussed that if it is decided to move in the direction of pursuing a dedicated Downtown police officer there is the potential of cost-sharing with other organizations, such as the Missoula Parking Commission, the City, Saint Patrick's Hospital and others. Linda noted the MDA had not yet discussed this issue at the Board level and would be interested in moving in this direction; however, it will need a detailed line item budget about what would be funded with any monies contributed, as well as an MOU between the City and the BID. Linda commented about a possible timeline for rolling out a DT officer being in the fall when school begins and the bike officers return to their positions within the schools. Discussion ensued about an appropriate mode of transportation for a DT officer.

Alan agreed that acquiring an MOU from the City is the first step in gaining definition to this idea and move the conversation forward. Ellen suggested inviting Police Chief Muir to the May Board meeting and discuss how Downtown is currently covered; the times when crimes are the heaviest and does the BID have the flexibility to suggest hour changes Rod discussed Billings' Downtown police program. Carma inquired about the ratepayer's reaction to funding a dedicated Downtown officer when they are already paying for police presence Downtown. Tim agreed that this is an extremely valid point. He also noted the Police Department losing five to six officers due to lack of funding. Linda reminded the Board about the fact Downtown obtains three bike officers starting June 10. Discussion ensued about the financial aspects of adding a DT police officer and for what the BID is already paying. Dan explained the reasoning behind pursuing this concept per the Mayor's request. Rod commented about the impact a dedicated

Downtown officer would have on businesses as it would give them a face/contact and encourage them to make the 911 calls. Tim inquired about how a DT officer would impact the Downtown BID Ambassador's role.

Dan encouraged the Board to explore putting together a package concept that can be presented to organizations/businesses paying for private security and inquire about the possibility of partnering. It would provide a way for them to spend their money more wisely. Discussion ensued about what possible partnerships would look like with different entities. Ellen reviewed the options involved with the next step in this process: either ask Police Chief Muir to attend May Board meeting and provide explanation and understanding about what's really being asked of the BID; or identify partners and invite them to meeting with Chief as well. Alan commented that it may involve a more extensive meeting process as the BID needs to know a lot more about the concept before it can make any decisions. Discussion ensued about private security versus a Police Officer.

Rod will invite Chief Muir to the May Board meeting as well as Anne Guest of the Missoula Parking Commission and Laurie with the Missoula Housing Authority. Alan suggested giving the Chief a list of questions and concerns from this meeting so he can be prepared to answer these during the May Board meeting.

- ii. ***Poverello Expansion:*** Linda noted Ellie and some of the Poverello Center's Board members are attending the MDA May Board meeting. Rod updated the Board about the Mayor's request for the Poverello to engage in more public process before moving too far ahead with relocation in order for the Mayor to support it. He commented this is more than likely the stance the MDA is going to take. Tim reviewed the Downtown business owners' sentiments expressed to the Mayor being one of support of the Poverello's mission to support Homeless, but each has had enough of them Downtown. He explained the Mayor's idea of engaging the community in the process so that all of Missoula gets involved in the process and decision making. Discussion ensued about understanding their location decision; however, there is still a need for public process. Rod commented about the edge condition that was part of the Master Plan discussion. Dan shared his three conclusions about this issue: are there options to a regional facility? Is there any tribal action being taken to address the growing number of homeless Native Americans?; location; the Poverello shouldn't be leading the process because they are too close to the issue - if the Poverello is going to lead this, it must be led by the Poverello Board and not staff. Conversation turned to the possibility of bringing in a consultant to guide the public process and needs assessment, but there is the challenge of paying for this service. Rod noted the Mayor looking for someone to step up. Alan suggested this Board make a statement that it stands behind the Mayor's request for a public process. Discussion ensued about the political risks/backlash behind any kind of decision related to the Poverello.

7. **Ambassador Report:** Rod reviewed statistics and the changes from 2009 to 2010 in relation to moving, graffiti, etc. Ellen suggested letting BID and Downtown constituents know when graffiti artist are being seen in court and see what it would take to get mug shots of offenders.

8. **Approval of March Board Minutes:** Dan moved to approve the March Board minutes. Charlie seconded and all approved.

9. **Financial Report:** Alan commented about the additional expense this month including mostly payroll. Dan commented about the cash flow statement. Rod reported when Jenn returns he will send a preliminary 2011 budget for review and approval in May.

Trustee Comment: Dan commented about his conversation with 911 regarding some response issues people have encountered when calling for Downtown issues. He discussed as part of an educational process regarding transients/panhandlers Downtown people need to know what to tell dispatch when dispatch tells them they're not going to respond. He will work with Police Chief Muir to establish what dispatchers and Police need.

Tim thanked the Board for its continued work and service.

10. **Meeting Adjournment:** 5:05pm