

Downtown Business Improvement District of Missoula
Board of Trustees Meeting Minutes
Tuesday, August 17, 2010
ALPS Conference Room
111 North Higgins (Second Floor)

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

Absent: None

Staff: Rod Austin, Susie Boelman, Laurie Johnson

Guests: None

1. **Meeting Commencement:** 3:03 pm
2. **Introduction of Guests and Public Comment:** None.
3. **Downtown Police Officer Report:** Rod presented Nicole's statistics from June 1 to August 13. Discussion ensued about the overall impact Nicole's had Downtown. Rod reported on Judge Loudon's interest in establishing a possible community service program for transients. Rod requested a debriefing and meeting with Chief Muir and Nicole after her last day. The board discussed the schedule for 2011's officer. Rod commented about different partnerships he's pursuing.
4. **"Experience Works" Program:** Rod explained the job training "Experience Works" for senior citizens program in which the BID was approached to participate. It used to be called Green Thumb. The organization is interested in the BID providing a job for a candidate who would help Daniel at no cost to the BID as the Experience Works program provides compensation and all expense coverage for the candidate. Rod couldn't see any downside to the opportunity. Discussion ensued about whether or not to proceed. Charlie encouraged Rod to continue investigating the program. Dan Cederberg noted he will review the contract and provide direction for Rod. **Carma moved to approve moving forward with the program pending Dan's review of the contract. Charlie seconded the motion and all approved.**
5. **Employee Policy/Manual:** Rod reported on his and Dan's review of the manual. Rod is finalizing some of the numbers discussed in the financial meeting and ensuring they are in line with the existing policy. Discussion ensued about work on the manual regarding vacation and sick leave, as well as holidays. Tim, Carma, Dan and Rod scheduled a meeting to review and finalize the policy. Ellen clarified about family medical leave. Discussion ensued about sick leave. Alan suggested renaming this to personal days rather than sick days.
6. **Residential Rebate Resolution:** Rod presented Dan and Rod's proposed changes to the Residential Rebate Resolution. Carma clarified that stand alone does not include condos. Ellen suggested replacing stand-alone with "detached unit" in the rebate and application language. Rod reported he will be doing inspections of applicants. Discussion ensued about ensuring clarity on the application about structure qualifications. It was decided to add in both the rebate and application: Owner occupied residential dwellings in multi-unit complexes do not qualify. Any known units generating rental income do not qualify. **Dan moved to adopt the Residential Rebate Policy as presented with the following changes: in the last sentence of the 4th paragraph the words "and stand alone" be deleted and insert "a detached"; and then add: "owner occupied residential dwellings in multi-unit complexes do not qualify. And residential units generating rental income to do not qualify."** Alan seconded and all approved.
7. **Unoccupied/Small Space Rebate Resolution:** Rod commented about two different exemption requests he received from condo units regarding spaces such as closets and parking lots. The current rebate policy addresses unoccupied and/or small spaces that cannot be used for inhabitation and requires the applicant to

apply every six months for the rebate. Discussion ensued about the process of applying and awarding rebates. Approval was deferred until review of revised application.

8. **2011 Budget:** Rod discussed the Finance Committee's review and work on 2011's budget. Discussion ensued about the proposed 2011 budget. He discussed the tax assessment amount and how it's calculated. Dan commented about payroll tax numbers' categorization being reviewed. Discussion ensued about how to budget for the Missoula Downtown Foundation regarding the approved \$2,500 seed monies contribution.

9. **Director's Report**

a. **Downtown Master Plan**

- i. **North Higgins Project** – Rod updated the Board about construction progress. He reported the projected completion date is October 15 rather than September 15. He commented about the business community's communication on North Higgins is better than ever. Discussion ensued about the roll-out for the completion of construction, as well as the impact throughout the community and education necessary surrounding the cycle tracks.
- ii. **Front & Pattee Parking Structure:** Ellen reported any progress with the parking structure is on hold until after Labor Day due to vacations. Ellen discussed the timing of particular tax increment financing. Discussion ensued about the work with FIB and Holiday Inn.

b. **Committees**

- i. **Mayor's Downtown Advisory Committee:** Rod commented about the safety and security committee working with City judges to implement consequences for some of the tickets that have been written. Discussion ensued about the changes happening with the entire process from tickets to sentencing, etc. Council Member Jason Weiner is researching ten-year plan regarding homelessness. The Mayor continues his needs assessment and was looking at hiring a consultant to lead the process.

c. **Other**

- i. **Letter of Support:** Rod reported he wrote a letter for the Office of Planning and Grant's TIGER grant application. Ellen explained more about the application and its relationship to the Millsite.

10. **Ambassador Report:** Laurie reported on the success of two arrests of one transient who has since moved on. She presented statistics on Real Change numbers from Memorial Day to then. Laurie thanked the board for its support of uniform funding for ambassadors. She discussed the Police Department being on board this year, and Nicole's impact on this change. Discussion ensued about police presence Downtown. Ellen inquired about whether there was any way to implement a safety SID Downtown. Rod noted Billings' program operates on just that.

11. **Approval of July Board Minutes: Ellen moved to approve July's Board minutes.** Carma inquired about rent in Suite B of Community Bank and requested a weight for the street sweeper. **Rich seconded and all approved.**

12. **Financial Report:** Dan discussed the profit and loss for July 2010 total expenses and income portion of the statement. He noted the cash flow statement and a reasonable expectation that come November there may be a cash flow statement discrepancy due to an infusion of funding not available until more than likely January. Discussion ensued about management of BID monies. Ellen suggested someone on the board along with Rod sit down with Brent from the City and review all of these scenarios and decipher a best case situation regarding BID money management. Alan requested a new cash flow statement within the next two weeks. Alan requested a financial committee meeting early September to address some of the concerns.

13. **Trustee Comment:** Carma inquired about the online events calendar. Charlie and Tim had not discussed this yet.

14. **Meeting Adjournment:** 5:13pm