

**Downtown Business Improvement District of Missoula  
Board of Trustees Meeting Minutes  
Tuesday, September 21, 2010  
ALPS Conference Room  
111 North Higgins (Second Floor)**

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

**Absent:** Charlie Beaton

**Staff:** Rod Austin, Susie Boelman, Laurie Johnson

**Guests:** Linda McCarthy

1. **Meeting Commencement:** 3:00 pm
2. **Introduction of Guests and Public Comment:** Linda McCarthy of the MDA attended to provide a general update of activities and touch base.
3. **Traffic Signal Box Project:** Rod reported the Missoula Art Council's interest in the BID sponsor the traffic signal box on Broadway and Pattee; he discussed his preference being the box near Worden's Market, however business owners in the area are paying for it. Discussion ensued about box design. Rod presented the proposal and sought board approval of \$1,000 for the box on Pattee and Broadway. Discussion ensued about the cost and budget aspect of sponsoring a box. **Alan moved to approve \$1,000 for the sixth box funded by the BID from Streetscapes pending review of the 2011 budget occurring during today's Executive Session. Dan seconded and all approved.** Ellen offered a friendly amendment that if private funding was not acquired for Worden's box than the BID would fund this box rather than Broadway and Pattee.
4. **"Experience Works" Program:** Rod discussed the program's request for documentation of non-profit status from the IRS. Dan reported the BID never applied for this, but has an opinion letter from Rich Hamma of Galusha, Higgins & Galusha. Rod will speak with Rich Hamma about this letter. Linda suggested looking under BID Creation on his computer for all of the initial documents. Rod noted Experience Works is prepared to move forward once they receive this letter and will provide Cederberg's and Rod's requested Work Compensation documents and confirmation that the BID qualifies for the program.
5. **Unoccupied/Small Space Rebate Application:** Rod presented the proposed rebate application. Dan reviewed the proposal and everything looked good to him. Carma suggested changing "bill number" to "tax number". Alan clarified the application had to be done annually for each tax year and wondered if this should be indicated on the document. Ellen suggested putting "Must be submitted and approved annually," on the form somewhere. It was requested that the application forms be available on the website with an explanation to prevent ineligible entities from applying/inquiring.
6. **2011 Budget:** Discussion deferred to the Executive Session.
7. **Director's Report**
  - a. **Downtown Master Plan**
    - i. **North Higgins Project** – Rod reported the streetscapes components of the construction are moving forward and the bike lanes were painted. Linda sought input from the Board about the City's interest in coordinating a ribbon cutting; however, the direction she would like to see it go is more celebratory. Discussion ensued about the best timing for the celebration and what to include. Ellen suggested involving the biking community.
    - ii. **Front & Pattee Parking Structure** – Rod commented about recovery bonds available until the end of the year and the push to take advantage of these. Negotiations continue with First Interstate Bank. Rod discussed the importance of this structure in relation the Macy's building.

b. **Committees**

- i. **Mayor's Downtown Advisory Committee** – Linda noted it sounded like the homelessness needs assessment still remains an internal discussion with City Council. Discussion ensued about the Poverello's Board development.

8. **Ambassador Report:** Laurie reported she's collected Real Change carafes and the presentation of checks is scheduled to be held at the Salcido portion of the Poverello Center. She provided graffiti, panhandling, transient, and other statistics and discussed different circumstances when numbers are higher or lower. Linda commented about the number of visitors to Missoula in 2010 is higher than the last two years. Laurie commented about Sunday Streets.
9. **Approval of July Board Minutes:** Carma noted a typo in paragraph two. **Dan moved to approve August's Board minutes as edited. Carma seconded and all approved.**
10. **Financial Report:** In-depth discussed was deferred to the Executive Session. Alan commented about check detail and gaps between checks. Discussion ensued about the transition of bookkeepers.
11. **Trustee Comment:** None.
12. **Meeting Adjournment:** 4:07pm; the Board moved into the Executive Session.