

Downtown Business Improvement District of Missoula
Board of Directors Meeting
Tuesday, April 17, 2018 from 3-5 pm at the DMP Office

PRESENT: Tim France, Dan Cederberg, Ellen Buchanan, Scott Stearns, Charlie Beaton, Kirk Bodlovic, Carma Gilligan

ABSENT:

STAFF: Linda McCarthy, Pam Udall, Robert Giblin, Sarah Ferguson

GUESTS: Rod Austin, Missoula Parking Commission

President Tim France called the meeting to order at 3:06 pm.

Meeting Commencement & Introduction of Guests and Public Comment

Review of Proposed Budget for FY19: Giblin explained that the finance committee met to discuss the budget. He went through the line items and explained where each figure comes from and what the line item represents. The collection and the delinquent tax dues are a wash and cancel each other out. This is just a budget draft and it will not be voted on at this month's board meeting. Ratepayer communications and marketing has increased in this budget because of the outreach that will need to be done for the BID renewal that will be coming soon. Gilligan asked what the contribution of the BID to the DMP is in the budget. It will be around \$206,000. This budget will be put to a vote next month or in June.

Beaton asked what the Wayfinding budget would be going to? McCarthy explained this money was supposed to go to the district layer and the kiosks would still need to be funded. It does not seem like the Wayfinding will be funded in any capacity in this year after the bid came in higher than what was previously budgeted. A discussion on what happens if this project is shelved ensued. A discussion ensued on how to figure out a way to get the vehicular layer funded. Buchanan said that it's such a specialized project that layers of the contract could go to different bidders.

Finance Report: Giblin reported that the Kubota blew its motor. It would be about \$6,500 to fix. There is \$20,500 in the budget after July 1 which could possibly go towards a new vehicle. Tulk would like to see a smaller truck that would actually be lighter than the Kubota. Cederberg said that if the purchase needs to be done now, it could be taken out of the Assessment Savings line item before July 1. France would like to hear more on the specs of the plow to make a decision about what truck would be best to purchase. There will be a quick meeting next week with Tulk to discuss. The Kubota will likely be sold after the next board meeting.

Giblin reported as of March 31 there is about \$176,000 in the bank. About \$2,200 came from assessments in March. Business as usual otherwise pertaining to finances in March. The visa bill, check register and cash flow statement are available in the board packet.

ACTION ITEMS

Approval of March Minutes: Buchanan moved to approve the March meeting minutes. Bodlovik seconded, all in favor and the motion passed unanimously.

Election of Board President: Cederberg nominated Tim France to be the BID Board President. Gilligan seconded, and the motion passed unanimously.

NON-ACTION ITEMS

BID Ratepayer Annual Meeting: TOMORROW – Wednesday, April 18 from 4-5:30 pm at Stockman Bank: Udall went through the PowerPoint presentation that will scroll in the background at tomorrow's meeting. There will be outreach to some members of the press about the meeting.

Matt Mellott, Commercial Real Estate Advisor Presentation at MDA Board: Tues., May 1: McCarthy invited the BID board members to the MDA board meeting to hear a presentation by Matt Mellott.

Master Plan Update Fundraising & RFP: MRA and the Parking Commission approved their contribution of \$75,000 and Destination Missoula approved \$10,000 allocation. The city has been asked to contribute \$50,000. The goal has been met and the committee is now working on deliverables.

Mission Areas

Maintenance: No further conversation beyond the Kubota at this time.

Clean Team: Stats in packet.

Ambassador: Stats in packet. Chrismon will bump up to 40 hours the 1st of May.

Policing: Officer More will be leaving at the end of April. The Dedicated Downtown Police Officer (DDPO) position won't likely be filled until June. In the meantime, the two officers that were funded for the summer season started on April 16 patrolling the downtown area. They will be patrolling until mid-June. A police addendum for the DDPO was passed around the room for the board to review. It will not be voted on until the May board meeting. A discussion on the hires needed at the Police Department ensued.

MDA: Roots Fest Band Release party next Thursday at the Top Hat 4:30-6pm. A replacement for Kristen Sackett has been hired – his name is Lincoln Mansch and he will start May 10. Membership is growing with about 525 members. Garden City BrewFest is May 5 from 12-8pm. Ladies Night will be next Wednesday, April 25.

MDF: Laura Brehm will not be serving on the board anymore. Christine Littig joined the board. The Foundation's sustainability fund will be handled by SG Long. The bandshell should go up on May 1. License plate revenues has had an uptick.

DMP: Board meeting at the end of the month. Heritage Tourism program is moving along. It will be rolled out in a pilot form in May.

Old Business

New Business: The Van Buren Interchange project is having an open house tonight at MCT.

Announcements: The ZACC bought a building downtown. ARTS Missoula and SPARK will also move in.

Executive Session (if necessary)

Trustee Comments & Meeting Adjournment

Meeting adjourned at 4:40 pm