

**Downtown Business Improvement District of Missoula
Board of Directors Meeting
Tuesday, September 18, 2018 from 3-5 pm at the DMP Office**

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

ABSENT: Charlie Beaton

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

GUESTS: No guest

Meeting Commencement & Introduction of Guests and Public Comment: President Tim France called the meeting to order at 3:05pm.

ACTION ITEMS

Approval of Minutes: Gilligan moved to approve the August minutes. Stearns seconded, all in favor and the motion passed unanimously.

Review & Proposed Approval of the DTMP Contract with Dover Kohl & Partners (DK&P): McCarthy reported that the contract is currently two separate documents: the contract drafted by Buchanan and the Scope of Work drafted by DK&P. There is one edit to the contract that allows for DK&P to use the materials produced during this process for future use. **Buchanan moved to approve the DTMP Contract with Dover, Kohl & Partners as amended. Cederberg seconded, all in favor and the motion passed unanimously.**

Review & Proposed Approval of the DTMP Scope of Services: The Scope of Work is where all the finite details live. This is the fourth version after edits from different groups. It contains the deliverables and the timeline of the process. Gilligan commented that she felt much of the Scope of Work was quite similar to things that have already been discussed. Buchanan said it is taking a snapshot of where we are and where we can go. Bodlovic asked if there are elements around parking that haven't been implemented yet. There are a couple of parking structures that haven't been realized. Stearns commented he believes the Scope of Work should be clearer in the fees section that says we're paying the \$400,000 for this Scope of Work and if something falls outside the Scope of Work, then it would be a change order pursuant to this course of work, and he made a couple of edits to ensure clarity in this area. This Scope of Work includes four visits to Missoula. **Cederberg moved to approve the Scope of Work, Buchanan seconded the motion, which passed unanimously.**

NON-ACTION ITEMS

Finance Report: Giblin reported as of the end of August, the BID has \$141,546.59 in the bank. There is a payment from the Parking Commission for the DDPO for the first half of 2018 for \$12,647. The tax assessments for August were \$4,945. The insurance is still negative because we have not received the bill for the new insurance at this time. The payment for the DDPO will not show up for this fiscal year. The city audit will likely take place in early November. The BID books will likely be closed after the audit is completed and Dec. 31.

Brief Review of Insurance Coverage for BID: The BID is insured through a company in Cincinnati. The BID insures one of the trucks, and the MDA insures the other truck which of course includes the plows. The general liability includes additional insured, as do most of the policies of the MDA and the MDF. The BID also carries Directors and Officers (D&O) insurance, which provides coverage for decisions made by the BID Board. The DMP is also named as an additional insured because the BID pays salaries and benefits to the DMP. A discussion ensued on whether \$1,000,000 coverage on D&O insurance is enough. Stearns noted he was pleased that the BID was noted as an additional insured for the MDA, DMP, MDF policies. A discussion on what the aggregate coverage would be under various scenarios ensued. Worker's Comp insurance is covered by the DMP. Giblin says he feels comfortable with the amount each organization is covered by.

Downtown Master Plan: Dover Kohl Visit October 17-19, 2018

- a. **PowerPoint:** https://www.missouladowntown.com/wp-content/uploads/2018/09/2018-City-Club-Presentation_Final-web.pdf
- b. **DMP Boards Meeting with Dover Kohl:** Wed., Oct. 17 from 4:30-6:30 pm at FIB
- c. **Public Workshop with Dover Kohl:** Thurs., Oct. 18 from 5:30-7 pm at The Wilma

McCarthy commended Udall for the work she has been doing on scheduling and outreach, and Udall gave an overview of the upcoming visit. The consultants will arrive in Missoula October 17 and will meet with Mayor Engen, tour downtown, and then meet with all of the board members and staff of the DMP. The following two days will include a dozen stakeholder meetings/interviews. The community kickoff will hopefully be at The Wilma, and it sounds like seven of the team members will be in Missoula for this visit. The meeting on October 17 that includes the full BID Board will be publicly noticed.

The BID newsletter will go out the first week of October, and the majority of the content will focus on the Master Plan Update and will include an invitation to attend the Community Kickoff. A discussion on those involved in rail in Missoula and how they can be involved in the process ensued. One of the primary goals of this process is to reach as many people as possible and encourage a high level of engagement by all community members.

Business Development Updates: Udall reported by the end of 2018, there could be as many as 40 new business openings in Downtown Missoula, and there has been a lot of movement among businesses already downtown. Udall continues to work in partnership with the Missoula Economic Partnership (MEP) and the Bureau for Business & Economic Research (BBER) to acquire the big data needed for the Master Plan Update and business recruiting, including how many employees work Downtown, how much spending occurs Downtown, and more. She also reported that the Consumer Survey will be done in conjunction with Master Plan Update so we better understand what people want for downtown businesses and what products and services are important to focus on. There is also a Missoula Business Survey, released yesterday by MEP, assessing specifics around business growth and development successes, opportunities and challenges in the marketplace. Udall is focused on using the Master Plan Study Area for this gathering of information, as opposed to using the BID or CBD boundaries.

McCarthy also reported that Udall would be attending the Montana Economic Development Association (MEDA) Conference this month in Missoula. Additionally, the DMP will be providing two guided walking tours for the conference, one on Development in Downtown Missoula and **Unseen Missoula Basements & Back Alleys**.

Follow-up on West Side Neighborhood Safety Meeting: Cederberg shared with the group that he and Tim France attended the West Side Neighborhood meeting, which included approximately 20 individuals and business representatives as well as three members of the Missoula City Council, focused on safety and transient activities. The outcomes of the meeting are to focus on increasing police presence, bench removal and graffiti removal. Western Cider, Montana Youth Homes and some other businesses in the area are potentially interested in the services provided by the Downtown BID and want to explore what that looks like. France reminded the group that the shoulder season officers should be out on foot/bike patrol for fall and spring. Gilligan again suggested we consider implementation of Canine Patrol for Downtown Missoula. This would have to be a suggestion and request by the Missoula Police Chief. Stearns commented he would like to see more patrolmen out of their cars in the problem areas, because he feels that is where we've been most successful in turning things around. The issues the neighborhood faces are similar to what Downtown experiences. A discussion on what it would look like to include the Westside neighborhood to be included in the BID renewal.

Mission Areas

McCarthy reported that Giblin and Tulk sold the old Kubota for \$5,000 and that the power washer would be winterized around the first week of October. Clean Team, Ambassador and Police Stats were included in the Board Packet.

France reported that Officer Krastal does not have a smart phone and therefore cannot receive photos regarding calls for service. France believes the Downtown Officer should have a smart phone and suggested the BID purchase one for him. **Cederberg moved to allocate up to \$1,000 to purchase a smart phone for the Dedicated Downtown Police Officer that that will stay with the position and not the individual. Gilligan seconded, all in favor and the motion passed unanimously.**

Announcements: McCarthy reported that Giblin will be making his second trip to Helena to advise the Downtown Helena BID with their organizational structure and programming.

With no additional comments, President France adjourned the meeting at 4:58pm.