

Downtown Business Improvement District of Missoula
Board of Directors Meeting
Tuesday, April 21, 2020 via ZOOM

Present: All board members present.

Staff: Linda McCarthy, John Corwin, Robert Giblin & Bram Moore

President France called the meeting to order at 3:13pm.

Approval of February Minutes: *Gilligan motioned to approve the February minutes, Cederberg seconded the motion, and the minutes were unanimously approved.*

Review & Approval of Proposed Budget for FY2021: McCarthy introduced the budget and stated that his is a two-phase budget. Giblin stated that the budget narrative gives an overview of BID and gives goals and objectives of the programs. The narrative gets in the business development and what work we will start next fiscal year. Typically, the narrative is submitted to the City in late March but the pandemic it's been delayed and the City is waiting for this. McCarthy added that the budget was completed before the pandemic. Giblin added that this is a business as usual budget. *Buchanan moved to approve the proposed budget, Stearns seconded the motion, and the budget was unanimously approved.*

Review & Potential Approval of Dedicated Downtown Policing Contract (DDPO) with the MPD: McCarthy stated that this is a renewal for the Downtown Police Officer contract. Language has been added in case we get a second officer. A line item that the Police Department will provide grid support. The Downtown Police Officer does not feel supported by the department when he is on the street. The term of this agreement starts on July 1 with the start of the fiscal year. France asked if the schedule may be changed to be able to help when the Downtown Police Officer is out for vacation or sick leave. France wants to make sure there is coverage when the Downtown Police Officer is out. McCarthy said we can ask the Police Department if they can provide coverage during those times. *Stearns made the motion to approve the Downtown Police Officer contract. Beaton seconded the motion, which was unanimously approved.*

Review & Potential Approval of Downtown Clean Team with ORI: McCarthy stated the Clean Team is asking for a pay increase of 3%. This is a 3-year contract but year 2 and 3 are negotiable. This contract would start May 2020. Not much has changed from the last contract. The Clean Team is not working right now because of the pandemic. *Cederberg made a motion to approve the Clean Team contract. Bodlovic seconded the motion, and the contract was approved.*

Review & Potential Approval of Rent & Utilities Contract with the MDA: Giblin explained that the BID and MDA have a shared contract and the contract has not increased since 2016. The BID's percentage would be 40% of the contract. We've aligned the BID with the salary and benefits with what the Missoula Downtown Foundation and Missoula Downtown Association pay to the Partnership. The BID's would increase from \$18.16 per square foot to \$20.75 per square foot for rent. We are looking at a \$332 increase in rent and utilities. This will be a 3-year contract. Cederberg stated this is a triple net lease and the price per square foot is where he got the number for Downtown properties. *Buchanan moved for approval of the contract. Beaton seconded, and the contract was approved.*

Request for \$10,000 Match for Downtown Business Assistance Fund from the Missoula Downtown Foundation: McCarthy stated that this was a late addition from over the weekend. This is a support fund to support Downtown businesses during the pandemic. We would be supporting businesses within the BID boundary. The goal is to raise \$100,000 and to support as many businesses as possible. Cederberg said the Foundation board has had extensive discussions over this. It allows us to pivot the spring campaign from holiday décor to getting the community to support Downtown businesses. It will be limited to the BID district because the dollar amount is not substantial so we want to dilute the number of businesses that can apply. If you are an MDA member you can get \$1500 and non-members can get \$1000. We know it's not a lot of money but we are hoping that for smaller businesses it may float them for a month

or two on rent. Beaton asked when we are hoping to get the money out to businesses and Cederberg said the goal is by May 15. ***Beaton motioned to approve to allocate \$10,000 to the MDF's Downtown Business Support Fund. Buchanan seconded the motion, and the allocation was unanimously approved.***

Financial Review: Giblin stated we have \$106,038 in the bank. This is down from last year but that is because of the Downtown Master Plan the funds had not been given out at this time last year. The Profit/Loss shows we brought in \$10,000 in tax assessments. BID made a payment to the Partnership and that's why the contribution rate is in March. It was a timing issue. The BID did make the payment for the Downtown Police Officer for July through December. Business as usual for maintenance. Marketing was business as usual. We are running in the red for the month and the year but that will change with tax assessments coming in May or June. They may be a delay in those though. Giblin added that our cash position is more than sufficient.

Update of North Riverside Parks & Trails Plan: Rollout to Public May 6 at 12 noon: McCarthy announced that the public reveal will be on a digital platform. Dover Kohl has put out some short videos so people can review them on their own time. We will do some digital marketing and send a press release out.

Next Steps for Boundary Adjustments or Rate Structure Adjustment: McCarthy is looking for some guidance if we should be doing anything to change the rate structure but maybe just change the boundary guidelines in July. Cederberg added that he thinks the Finance Committee should meet before the next board meeting to go over some of the finite details.

Board Development: McCarthy announced that Tim France and Scott Stearns are terming out in May. France announced that he has decided to step down from the Board. France represents properties under 20,000 square feet, so the Mayor will put out an announcement for someone to fill that role. Stearns would like to stay on the BID Board. BID Board members are appointed by the Mayor and approved by the City Council. We also need to elect a new board president.

Update on DMP Staffing & Operations: McCarthy said the office has been closed to the public since March 18. The Clean Team and Downtown Ambassador services are suspended. Kroenke said that he has been getting the roads and curbs cleared of dirt and garbage's are cleaned and emptied. He has been working in the ditches across the street from the Poverello Center and getting that area cleaned up. McCarthy announced there has been an influx of homeless people in the downtown area. She announced that Lincoln Mansch has been accepted in a PhD program at George Washington University in Washington DC. We've asked him to stay on as long as possible. Caras Park events have been cancelled for April and May. We've applied to the PPP Grant but did not get it in for the first wave of funds. We have enough money in the bank account to cover expenses for 6 months but we may not have events so that would be hard. Giblin explained we have a plan if one event is cancelled but not all of them. We are waiting to see what happens with the pandemic. We are doing one on one check ins with members and making sure they are okay and if there is anything that we can do for them.

With no new business or announcements, the meeting was adjourned at 4:57 pm.