

Downtown Business Improvement District of Missoula
Board of Trustees Meeting
Tuesday, December 15, 2020 at 3 pm via Zoom

Present: Charlie Beaton, Carma Gilligan, Kirk Bodlovic, Ellen Buchanan, Karen Sippy, Scott Sterns, Dan Cederberg

Guest: Aaron Wilson, Missoula C. Metropolitan Planning Organization (MPO)

Staff: Linda McCarthy, Robert Giblin, John Corwin

The meeting was called to order by Chairman Beaton at 3:07.

Guest Wilson was introduced to BID Board. Wilson presented the MPO Long-Range Transportation Plan and expanded on its latest strategies. Wilson encouraged feedback. Wilson showed slide program, and link to view plan is <https://www.missoulampo.com/plans>.

The MPO Project began early in 2020 with public pop-up meetings and staff developing policies, programs, projects and strategies for County. This work is the foundation for the next 30 yrs. Wilson noted limited funding available. Noted plan's recommended strategies behind safety, sustainability, expanded mobility, connecting community, and strategic investment in economic vitality. Part of plan includes population growth scenarios, with Mullan Plan as example, and what could be transportation scenarios and projects for these growth areas. Metrics have been developed to measure projects. No project performed poorly. Community meetings have been held for Dec. 10 through 17. MPO will be accepting public comment through the end of the month.

Board had various questions and discussion regarding planning and funding sources. Buchanan asked how can BID be of help? Wilson responded with "providing support and input to projects" like Front and main conversion.

Action Items:

Approval of Minutes- Call for minutes corrections. Gilligan noted 4th paragraph, second sentence, " "receive now" should be "received." Motion to approve minutes by Buchanan and 2nd by Sippy. Minutes approved.

Review & Approval of Agreement w/ MUTD for DDPO Support – McCarthy began discussion with announcement that Mountain Line will provide support for DDPO at \$15,000. Buchanan asked about total cost of 2nd officer to BID. More than half supplied by this contract. Gilligan asked about cost of first officer. It was noted that the Missoula Parking Commission is operating at a funding loss for 2020 and could not assist with funding for officers. Parking losses are from loss of leases due to stay at home workers and less overall parking traffic to downtown. Motion for Approval of agreement by Buchanan and 2nd by Sterns. Motion was approved.

Review & Approval of Allocation to DMP 2021 Budget for Salaries & Benefits – McCarthy explained cost coverage by Partners. With loss of event revenues, MDF and BID are being asked to help with budgetary costs. McCarthy added there is no funding for Ambassador and Foundation Director at this time. The goal is to have Foundation and BID provide more help with overall costs. Sterns asked about what has been the planned percentage goals of support. McCarthy and Giblin explained strategy for the last few years.

A congratulations reminder to the Board from Gilligan to Giblin for award from United Way as grant funder of the year. Board discussed opportunity to review budgets in 2021 based on if events come back into play. Motion to approve by Bodovic and 2nd by Cederberg. Motion approved.

Further discussion was had regarding no raises or cost of living increases for staff for 2021. Board did discuss what are opportunity do something for salaries later in 2021 if revenues improve particularly from events?

NRSP&T Plan: Review & Potential Approval of \$10,000 for Engineering Contact – McCarthy discussed stormwater and Caras Park green hill construction projects. There is an opportunity to rebuild seating in Caras Park. Morrison Mailerly will be asked for engineering and cost for project; and, to review engineering and construction done at the same time. In the Park the hill would be flattened and disability access would be done. First cost estimates were very high. Looking for a more realistic estimate of cost for construction. The goal is to raise funds and join with City per engineering. There will be future conversations about how to raise monies for construction. Motion to approve \$10,000 for Engineering Contract by Cederberg with 2nd by Sippy. Question by Buchanan, if MM does design but funding is not available for a couple years, do the design and engineering plans still work without updating? McCarthy believed it so. Motion passed.

Non-Action Items:

Financial Review – Giblin presented financials. He covered balance sheet, existing cash position and second assessment payment pending. Additional assessment payment will contribute to “fine” cash position. Limited activity at this time. Business as usual for expenditures. He explained Holiday décor expense for new lights, etc. Called for questions. Cederberg asked about higher cash balance this year over last and Giblin noted it is a timing “thing” for some expense payment and PPP balance on our books. Bodlovic asked about what would be paid back next year. Giblin explained how payments would be made in 2021. General questions were asked about grants received.

Mission Work: McCarthy discussed holiday decorating by Giblin and staff member Kroenke. He has work background that is helping with wayfinding Kiosks. Finding a plowing employee for weekend snowplowing is a problem. Gilligan asked about size of Kiosk signage. McCarthy noted the size is for pedestrians. McCarthy added info about worsening graffiti on rooftops. Clean Team remains at ½ time capacity and is working on leaf removal. McCarthy noted homeless man death. She reported on limited hours for Officer Krastel, having to scale back to help with own children learning from home. McCarthy reported on Reverse Parade and information on Business Reports. Beaton commented on how nice is holiday décor and is better than previous years. Giblin added comments about future improvements (brackets, electrical). He thanked the Board for its support.

Partner Updates: McCarthy discussed dues mailing by MDA, instead of holiday party DMP mailed Christmas cards, our successful lighting (tree, streets) and Reverse Parade. She shared cease and desist for use of “Mis-soul-a” as it is trademarked. McCarthy shared various additions and retiring board members for DMP Boards. She shared information regarding DMP yearend awards for business of the year, business-person, etc. Giblin provided info about “Santa Flyover.” Explained there is a group that wants to revive Santa sleigh flown over Missoula Co. Was once a common event at Christmas. He shared funding info. Flyover is contingent on weather and repairs to sleigh (lights and welding sleigh frame). Some Board members remembered when it did fly in years past. Gilligan asked about how to help with funding. Donations can be sent to Downtown Foundation.

Old Business, New Business, Announcements: Bodlovic was asked about vaccines and staff reactions and timing availability. Cederberg added info about upcoming Foundation meeting and plan as to how to help with funding for hurting businesses. He asked for opinions about how and to whom we help. Board members shared that it is important to direct help for business who are very hard pressed. McCarthy asked who are potential funding partners and how do we raise money? Can MEP and Chamber do some of this fundraising? What and where is the need? McCarthy reminded Board that there will also be fundraising for Caras Park improvements.

Executive Session: None.

Trustee Comments & Meeting Adjournment: Adjourned at 4:45.