

Downtown Business Improvement District of Missoula
Board of Trustees Meeting
Tuesday, November 15, 2022 at 3 pm at the DMP Office (218 E. Main St.)

All Present: Carma Gilligan, Charlie Beaton (via Zoom), Karen Sippy, Ellen Buchanan, Dr. Jim McKay, Scott Stearns (via Zoom)

Absent: Dan Cederberg

Staff: Linda McCarthy, Jack Hall, Bram Moore

Guest: Quentin Incao

The meeting was called to order by President Beaton at 3:04pm.

Presentation on NW Energy Art Wrap: Karen Sippy: Sippy gave an overview of the project. The project will begin on the south side of the substation. They are replacing the wrought iron fencing with 16 ft. concrete walls. This area will be one of the main entrances for the NRSPT Plan and will eventually look very beautiful. Sippy gave an overview of how she got involved in the plan. A license agreement was signed with the City of Missoula in May. It will be a \$10 million upgrade. There is a 20-year license agreement with Parks & Rec and Northwestern Energy with \$2,500 per year lease paid by the Parks District to Northwestern Energy. Northwestern Energy has final approval of artwork. There is also a criteria the artist must follow. There is limited space beneath the \$100,000 power lines. We are only allowed to go up to 6 feet on the wall. The first wall they will do is the east wall on S. Pattee Street. The art will feature Salish art and artist. Buchanan asked if the Substation Art Wall is the set name? Sippy said it is not. Buchanan said that we should call it East Caras Park art wall to be more cohesive with the NRSPT plan. Sippy went over the timeline of the project. The goal is to be finished with the project by September 2024. Sippy thinks fundraising will come in under \$70,000. Sippy went over next steps for the project. They are doing research to make sure they are using the best products.

MDF Fall Campaign: Denise Higgins: Higgins went over the Phase 2 Campaign for Caras Park. She went over the history of the Phase 1 campaign where \$1.1 million was raised. NRSPT calls for 5 phases of improvement and we are on to Phase 2. This includes the Underbridge Project and turning it into a usable space. This phase also includes the river access near Brennans Wave. Higgins said the goal is to raise \$1 million. She went over how we are going to ask and who we are going to ask. We are not going to ask the businesses that helped raise the funds for Phase 1. Higgins is asking all boards to consider giving a gift to Phase 2 campaign. Gilligan asked what they are hoping to get from each board? Higgins said that they don't have a number and that will be a board decision.

Approval of Minutes: Buchanan moved for approval. Sippy seconded and all are in favor. **October BID Minutes were approved unanimously.**

Review & Approval of DMP Contract 2023-25: McCarthy went over the DMP Contract. The Partnership contract has been in place since 2014. This is a three-year contract that we have approved three times. It's the same structure that we've had. All organizations make a contribution to help pay for salaries and benefits for staff. We did take out attorney fees but the rest is mostly the same. She went over the different amendments that will be placed in the contract. McCarthy went over what some of the goals are for the organization. The BID contribution is decreasing by 5%. We have allocated funds for the Business Development position and Strategic Plans and we do not have plans to add any positions at this point. She went over the benefits that these covers. The BID covers 50% of the Executive Director, Finance and Marketing Director salary. It also covers 100% of the Maintenance staff salaries. Gilligan went over some questions she had. Sippy moved to approve the DMP Contract for 2023-2025. Buchanan seconded and all are in favor. **DMP Contract 2023-25 was approved unanimously.**

Review & Approval of Salary Schedule for 2023: Sippy moved to approve the salary schedule. Gilligan seconded and all are in favor. **Salary Schedule for 2023 was approved unanimously.**

Financial Review: Hall said we have \$209,000 in total current assets. Gilligan asked why the Stuverud Clock isn't working? McCarthy said there is new ownership and its their responsibility. Our retained assessments are pretty healthy and large. Our assessments were understated on our books and higher on City's. We have \$348,000 in that account right now. Net income is -\$138,000 and that's because we haven't received tax assessments quite yet. Most likely we will be in the positive after November. We did get our City garbage contract approved. There have been some expenses for the 4th quarter for the DMP expenses. We have had some equipment maintenance. We had to repair some plows from an incident last winter. We paid for some new reflective vests. Holiday Décor is at \$5,000 as we had to buy some new light bulbs and more garlands. Gilligan asked if we will be able to expand to Zone 2? We will not as the poles are still wooden and the electrical infrastructure isn't there. Snow Removal has started and will ramp up the next couple months. The BID will also get a refund for the Business Development position that hasn't been filled.

Brief Review of DMP Celebration: McCarthy asked for some feedback from the celebration. Beaton liked the new way of doing it where we broke into groups and had discussion. Gilligan like that we changed things up a bit and even though we didn't get deep into strategy we still got things done. Beaton added that Karen McNenany did a great job facilitating.

Mission Work: Clean, Safe, & Economic Vitality: McCarthy incorporated the stats from the Clean Team. We are still understaffed a bit. We are still working without a Police Officer but we inquired with the Police Department and they will be having two police officers that will be making the rounds. They are not charging us since we haven't had service in a while. From a safety perspective, Downtown is still safe even though we haven't had as much service. With the Crisis Service levy failing there is a concern about the population that it would have served. McCarthy added that we have had a record number of businesses open this year.

Partner Updates: MDA & MDF: Hall gave us an update on the MDA. Unseen Missoula has officially wrapped up. It was pretty successful and we are looking to expand next year. We are gearing up for event sponsorships. Everyone is getting ready for the holiday events. Parade of Lights is December 3 and Teddy Bea Teas will be ongoing through December. We have the holiday party going on. Window Decorating will be coming soon. Small Business Saturday will be going on in a couple weekends. We will be campaigning for the Phase 2 for the MDF. They will be at Parade of Lights giving out coffee and cocoa for the event.

President Beaton adjourned the meeting at 4:25pm.