

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT OF MISSOULA
Board of Trustees Meeting Agenda
Tuesday, Dec. 19, 2023 from 3-5pm IN PERSON at the DMP Office (218 E. Main)

Board of Trustees

- | | |
|------------------------------|-------------------|
| 1. Charlie Beaton, Chair | 5. Carma Gilligan |
| 2. Scott Stearns, Vice Chair | 6. Jim McKay |
| 3. Ellen Buchanan | 7. Karen Sippy |
| 4. Dan Cederberg | |

Agenda

Welcome Guests & Meeting Commencement by President Charlie Beaton at 3:11pm.

Approval of Minutes: Sippy motioned to approve, Cederberg seconded. The November BID minutes passed unanimously.

Review of Bank Account Management & Signers: McCarthy explained that after the last discussion they went into the account to gain online access and it became a very challenging thing to do. Dan Cederberg had more control over the accounts than previously known. Staff is trying to make it more accessible to access information in case of emergencies and to timely reconcile accounts. Cederberg said that it may be time to ask our accountant to talk about Suggestive Procedures for this board. He thinks it is prudent to follow any procedures the board deems necessary. Hall said we do have an Internal Control document we follow with the City of Missoula but lots has changed since the pandemic, including the reliance of two check signers. Discussion ensued about how we should move forward with who should be allowed to sign checks and if the BID should return to a two signature system. Cederberg thinks we should move forward with two signatures as soon as we can get that figured out.

Review & Potential Approval of CD Investment: Hall explained that we do have some cash leftover and from the last board meeting it sounded like we should capture interest on the funds if we do plan to spend them in the next few months. Entering into a CD seems to be the most low barrier way to accomplish this goal. Hall stated that the BID can earmark anywhere from \$75,000 to \$100,000. Hall recommends that staff look for a 6 month CD at 5% APY. The \$100,000 amount can be validated from future cash flow projections over the next six months. Cederberg moves to approve to deposit up to \$100,000 into a CD for the next 6 months. Stearns seconded and all approved.

Review & Approval of DMP Work Plan for 2024: McCarthy introduced the 2024 work plan that staff has been working on for DMP, MDA, BID and MDF. This plan comes from program reviews, employee reviews, strategic planning sessions and member surveys. It gives you a sense, from a big picture point of view, what staff and board members will be working on throughout the next year. For the BID, we have talked a lot about cleaning up more graffiti in town and also cleaning up alley ways and sidewalks. We would also like to grow our volunteer base. Another topic that has come up more and more is to identify what businesses would be good to move into our Downtown. We would also like to improve communications with stakeholders and ratepayers and get a better attendance at the annual meeting. As a board, we would like to finish the expansion of recycling bins. We have also started a task force to upgrade the building and the office. Discussion ensued about how we can also help contribute to having a flourishing urban forest in Missoula. Buchanan moved to adopt the 2024 DMP Work Plan. Sippy seconded and all were in favor.

Financial Review: Hall said we are sitting with 209K in the bank. We have requested a check of 125K from the city of Missoula. Next month we will see a lot better net income. It is just a timing thing for the year. The only income we have seen coming in this month is the city garbage contract. Expense wise there isn't anything out of the ordinary. We do have some big payments coming up but nothing too out of the ordinary is happening in finance. The Cash Flow statements validate that we can put away 100k into a CD for next 6 months, especially with the knowledge that assessment income will be larger than anticipated and budgeted for in FY24.

Downtown Clean Team & Maintenance: McCarthy said there hasn't been much snow this month so we haven't done a lot of plowing. Clean Team has still been working on leaf removal. The new supervisor is doing very well. It has been great having an additional full time maintenance person and we are doing work that hasn't been done in a while. We have identified around 200 tree grates that need to be removed, given the apparent tripping hazard and tree girdling occurring. We have also taking down a few tree guards on North Higgins. In general, many people have been noticing that Downtown has been looking very clean lately.

Downtown Policing: McCarthy said that we don't have police stats and we are asking city staff for those stats. We are seeing Officer Harden on a regular basis as well as the Downtown Police Officer supervisor. They are in their cars now that we are into the winter months.

DT Master Plan Updates: McCarthy said there are a lot of things happening in the planning space. Jodi Pilgrim has been hired as the new MPC Commissioner. This was an internal hire. McCarthy is working with CDPI to see if we can do a joint meeting with all the boards sometime in January. The city is still negotiating with the feds on the RAISE grant. We would like to have some downtown property owners on the steering committee if possible.

Partner Updates: MDF & MDA: McCarthy mentioned the Foundation most likely won't reach its fundraising goal this year. She noted that it has been a hard year for most fundraising organizations. We are working on a new funding stream for the Foundation, which will come in the form of downtown merchandise. Gift cards sales have been very strong this month. DMP staff sent out MDA Membership dues invoices with the 2024 calendars last week. BID mailing will be coming out soon.

New Business & Announcements

- Consider an end-of-year gift to the Missoula Downtown Foundation
- DMP Office CLOSED Dec. 25-Jan. 1
- Happy Birthday Kristen Sackett (Dec. 15), Hanna Reese (Dec. 31) and Jack Hall (Jan 5)

President Beaton ended the meeting at 4:45pm.

UPCOMING MEETINGS & EVENTS
Boldface = DMP Events & Activities

Horse-Drawn Carriage Rides..... Saturdays & Sundays from 12-4pm the 1st 3 Weekends in December
The Nutcracker.....Dec. 15-17 at UM Montana Theatre
UM Jazz Holiday Swing Concert Sat., Dec. 16 at the Wilma (2 shows)
DMP Office CLOSED.....December 25-January 1
Missoula on Main NYE Celebration..... Sunday, Dec. 31 on Main Street