

Downtown Business Improvement District of Missoula
Board of Trustees Meeting
Tuesday, April 16 at 3pm at the DMP Office (218 E. Main) and ZOOM

All Present: Scott Stearns, Carma Gilligan, Charlie Beaton, Karen Sippy, Dr. James McKay, Ellen Buchanan

Absent: Dan Cederberg

Staff: Linda McCarthy, Jack Hall

The meeting was called to order by President Beaton at 3:06pm

Approval of Minutes:

Gilligan motioned to approve the minutes with no changes. Stearns seconded. All unanimously approved.

Election of Officers:

Karen Sippy and Scott Stearns are up for renewal. A letter from the mayor's office for renewal should arrive to each individual up for renewal. Buchanan motioned to have Beaton sit as Chair of this board and for Stearns, upon renewal, remain as Vice Chair. Sippy seconded. Everyone unanimously approved.

Review & Potential Approval of DDPO Contract FY2025-2027:

McCarthy reviewed that we do not have finalized numbers for the police contract with the Missoula Police Department. Staff is keen on making the salary amounts closer to actuals for the officers in the position instead of on a 10-year officer average, to make budgeting of the service more sustainable. Beaton and Stearns are both impressed with the quarterly report and the new heat mapping.

Financial Review:

Hall presented the Balance Sheet stating the Downtown BID currently holds \$294,730 in total assets. Net income for the year is currently sitting at (\$56,594) through March 31. Hall estimates the BID will use approximately \$89,500 of Retained Assessments this year, down from the approximate \$199,678 as budgeted. March was largely a standard month with no abnormal income or expenses. Gilligan asked about the \$724 charge at Lowe's on the BID's credit card statement. Hall explained BID maintenance staff purchased some lumber to construct a rooftop out at the city's shop storage facility, to help prevent pigeon guano on BID equipment.

Review of FY2025 Draft Budget:

Hall provided an overview of the FY2025 first draft, reminding the BID board that we budget assessment income based off the prior year's actual assessment revenue. Likely this amount will be more based off current appraisal values of properties. One income variable left to hash out is Police Officer revenue from contract partners. This will likely reduce the burden of using retained assessments from prior years. On the expense side, Hall estimates a 2.5% increase to the DMP Administrative Contract across maintenance and administration staff. Contributions to Master Plan and Planning and Project Implementation line items have also been scaled back. McCarthy reminded the board that the BID has a \$40,000 commitment to match RAISE grant funds but it is unclear whether this payment will happen ahead of the project, during or after. McCarthy asked the board for feedback and whether there are missing items we need to budget for in FY2025. Stearns mentioned that obviously finalizing the police contract and partners will make a difference. He also is aware that the budget is not sustainable if we use Assessment Savings to balance the budget each year and will need to scale back expenses in some way as we move forward. Beaton would like to see the Missoula Parking Commission and Mountain line come back to the table with funding commitments for the DDPO before we finalize the FY2025 budget. Beaton also

wonders if two police officers have a profound impact versus one. The board reviewed policing stats received and discussed high frequency areas for patrolling efforts. There is evidence that many patrols occur in and around parking structures and the transit center.

Downtown BID Ratepayer Meeting: Thurs., May 30

McCarthy mentioned Conor McMahon is lined up as the speaker for the event, speaking to leasing and retail trends in Downtown Missoula and as it compares to other regional markets. Buchanan will provide a Downtown SAM update as well along as Jodi Pilgrim with the Missoula Parking Commission speaking to the new Parking Plan. Questions will follow. Gilligan would like there to be plenty of handouts for everyone in attendance. Stearns suggests a QR code might also be beneficial to forward along to associates post meeting. Same as last year, the meeting will be held at the Residence Inn. The invitation for ratepayers to attend will go out in the BID newsletter the last week of April. An email reminder will also be sent out in May to ratepayers we have emails for in our system.

DT Master Plan Updates:

McCarthy mentioned the Master Plan Implementation Committee agenda was attached to the board packet. Buchanan said the meetings are beneficial to city departments that do not often talk to each other outside of the committee meeting. Stearns asked about any development to the Riverfront Triangle. There is not much to update the board on with this project. MRA does not plan to do any deconstruction of existing buildings without a developer and project in place for development.

Projects underway include the Beartracks Underbridge Playground, Clark Fork River Restoration & Access Sites, Downtown SAM, Housing Projects: Ravara and East Front Apartments, the Old Library Block, Sculpture Park in Silver Park and the Railroad Trestle conversion to pedestrian access. McCarthy mentioned the proposed sculpture park in Silver Park has an agreement drafted between Arts Missoula and Parks & Recreation for implementation. Funds will need to be raised by those organizations to implement the project.

City Council & County Commission meeting: Wed., May 22

McCarthy welcomes ideas for topics or themes for the event. Sippy wonders if we have ever asked the councilmembers for what they would like to hear from our organization. McCarthy mentioned she has not normally done that with the council but rather the Mayor and County Commissioners.

Partner Updates:

MDF – The Foundation is in the middle of its Spring Campaign which includes fundraising through donor development and public fundraising through MissoulaGives. The Foundation has received a few grants recently from the Federal Home Loan Bank. McCarthy mentioned that the Underbridge playground project is in phase 2, with more painting of the ground and pillars to come, along with furnishings and lighting. MDF board members will be tabling at the event raising awareness and funds to help bring the project across the finish line. Downtown merchandise will be rolled out at the event as well. Hall mentioned there will be two new exciting murals downtown coming out of the Arts & Culture Impact Grant Program, including the Dorothy Dragon and a new landscape piece on the backside of the DMP office at 218 E Main St.

MDA – There are still a few sponsorships left to wrap up for our events. Membership retention is ongoing for the year with still a few members outstanding on membership dues. The MDA purchased some new flower baskets with water reservoirs to run a pilot program this summer, in the hopes that watering labor will be a third of our current labor expenditures. Garden City Brewfest is coming down the line Saturday May 4.

With no additional business or announcements, President Beaton adjourned the meeting at 4:28pm.