

**Downtown BID Board of Trustees Meeting
Tuesday, March 18, 2025, at the Downtown Missoula Partnership**

Present: Charlie Beaton, Jim McKay, Dan Cederberg, Carma Gilligan, Karen Sippy, Ellen Buchanan

Absent: Scott Stearns

Special Guests: Officer Rob Castro

DMP Staff: Linda McCarthy, Jack Hall, Jake Treece

Charlie Beaton called the Meeting to order at 3:03 pm.

UPDATE FROM DEDICATED DOWNTOWN POLICE OFFICER ROB CASTRO

Rob Castro provided an update on his work. He cited a general slowdown in crime and activity in Missoula, despite the recent closure of the Johnson Street Homeless Shelter. He emphasized the need for proactive communication and education regarding where displaced individuals can go for shelter to prevent future issues in the downtown core.

Discussion ensued on the topic of an incremental shelter closure approach and its impacts. Castro also reported an increase in traffic and speeding complaints, especially along Higgins Avenue. He announced his departure from the DDPO role, as he will be transitioning to a motorcycle officer position. A discussion followed regarding surveillance downtown, particularly access points for businesses with street-facing cameras.

APPROVAL OF MINUTES

Beaton called for any review or edits to the February minutes. Ellen Buchanan motioned to approve the minutes. Karen Sippy seconded. All Approved.

FINANCIAL REVIEW

The balance sheet is down compared to 2024 due to recent major expenses. No changes to equipment or machinery assets. The current balance is -\$76,196. Overall, the BID is in a tighter cash position. Tax assessment revenue is at \$236,000. The BID has received \$7,500 from Mountain Line; the rest is pending. The DMP team is still working on the Parking Commission invoice. The CD has been cashed out. The garbage contract with the City is on track. Snow removal is nearly done for the season—items are being invoiced now.

Maintenance and joint marketing expenses are normal. The Clean Team contract is \$5,451. Garbage removal with Republic Services is \$732. For the Master Plan, \$40,000 was expended for the Downtown SAM Project. Cash flow is lower than projected, and the BID received fewer tax assessments than last year. Upcoming: final contribution to DMP for 2025 salaries/benefits and banner/bracket expansion to the Orange Street bridge. The final quarterly payment to MEP is coming up. The BID owns the Florence Building clock—maintenance is needed. Discussion continued on delayed assessments from the City.

BID CONTRACTS FOR REVIEW

Dedicated Downtown Police Officer (DDPO) Contract

The current DDPO contract is set to expire in June. The board will review and approve the final budget in May. The agreement maintains the goal of having two DDPOs on duty. Board member Beaton emphasized the importance of

ensuring continuous coverage, especially during the summer months, by exploring substitute officer options when regular officers are unavailable.

Clean Team Contract – Opportunity Resources

Now, in the third year of a multi-year agreement, Opportunity Resources has requested a 3.25% increase in funding to accommodate rising wages for Clean Team employees.

Stoverud's Clock Agreement

Ownership of the Florence Building has changed hands, and Alps is no longer the property owner. A minor reimbursement request was submitted for recent clock upgrades. The BID originally purchased the clock, and responsibility for repairs and maintenance has historically been shared under a split agreement. Further discussion ensued regarding the maintenance clauses in the contract.

Office Lease Agreement – BID & MDA

McCarthy proposed a modest increase in the shared rental agreement for the office space. Currently, BID covers 40% of the cost, and MDA covers the remaining 60%.

Garbage & Recycling Agreement

The board noted a decrease in the cost per receptacle unit. The number of receptacles has grown significantly, currently totaling 131. Hall will provide a detailed update on pricing and potential receptacle additions in the next meeting.

Missoula Economic Partnership (MEP) Contract

This contract covers 50% of Christine Littig's salary and benefits. Discussion included the need for more defined and measurable outcomes from MEP's work, especially regarding economic impact metrics like square footage utilized during events.

There was a general consensus to approve the contracts. There will be further discussion and execution of these contracts in the weeks to come.

DOWNTOWN BID BOARD COMPOSITION

Jim McKay announced his upcoming retirement in mid-May and confirmed he will not seek another term on the board. He has provided a potential candidate to fill his seat, which will be considered by the board. Dan Cederberg shared that his building will soon be sold, which will disqualify him from serving on the BID board. As a result, he will be stepping down from his position.

McCarthy has initiated outreach efforts to identify new board members, including communication with the Mayor's Office. Recruitment strategies will include a public newsletter and word-of-mouth outreach. The board engaged in a discussion about potential candidates and the qualities needed in new members. Board members are encouraged to provide additional suggestions, and McCarthy will be meeting with prospects in the coming weeks.

BID RATEPAYER COMMUNICATIONS

A newsletter mailing will be sent to BID ratepayers in April. This mailing will include updates on BID's work and promote the annual meeting on May 29th.

BID ANNUAL MEETING FOR RATEPAYERS

The BID Annual Meeting for Ratepayers will be held on Thursday, May 29, from 8:30 - 10:00 am at the Residence Inn by Marriott. Keynote speakers for this event will include Mayor Andrea Davis as well as Matt Mellott from Sterling CRE. Catering will be provided by Market on Front.

DOWNTOWN ADVOCACY

A controversial TIF bill passed during its second reading along party lines, with a vote reflecting strong partisan divides. The bill will now need to be defeated in the House, though current sentiment is largely negative.

DOWNTOWN MAINTENANCE

All garland and holiday decor have been taken down, and an inventory count is in place. The maintenance team will bring out the hot water power washer next month.

DOWNTOWN MASTER PLAN UPDATES

Sippy provided an update, confirming that work on the design concepts is ongoing and progressing. Discussions included the ADA ramp off of Beartracks Bridge and the new entrance on Ryman St., indicating that additional aspects of the plan will be reviewed in future meetings. Last week's zoning event was well-attended with 20 participants, including board members, and there was a strong alignment among attendees. New wayfinding frames have been installed. The historical and art panels are complete and ready for installation.

PARTNER UPDATES: MDA & MDF

Stylized Dumpsters have been placed out for the underbridge playground. The Downtown Boulevard Banner Program will be expanded on the Orange Street Bridge. Sippy provided an update on the Draw Project, noting it is progressing well, though it requires substantial work. DMP Office Renovations are complete, and the next DMP Downtown On Tap event is scheduled for the week of the 24th. The 2025 Caras Canopy Campaign is actively rolling, with over \$200,000 raised so far; a meeting with Fabricon is upcoming. For Downtown flower baskets, installation will take place in May.

NEW BUSINESS & ANNOUNCEMENTS

No Updates.

TRUSTEE COMMENTS

No Comments

The meeting adjourned at 5:20 PM.