

Downtown BID Board of Trustees Meeting
Tuesday, May 20 2025 at the Downtown Missoula Partnership Office & on Zoom

Present: Charlie Beaton, Dan Cederberg, James McKay, Carma Gilligan, Karen Sippy

Absent: Scott Stearns, Ellen Buchanan

Staff: McCarthy, Jack Hall, Jake Treece

Charlie Beaton called the meeting to order at 3:05 pm.

APPROVAL OF APRIL MINUTES

Carma Gilligan moved to approve the April minutes; Karen Sippy seconded the motion. All Approved

REVIEW & APPROVAL OF BUSINESS DEVELOPMENT CONTRACT WITH MEP

The team met with Grant Kier to discuss the contract. MEP will cover more on the benefits side, while DMP will cover 50% of the salary. The contract has been solidified, and both parties expressed satisfaction with the partnership. There was general agreement that Littig has done a good job connecting with businesses and participating in downtown dialogues. Dan Cederberg moved to approve the contract. James McKay seconded. The motion passed unanimously.

REVIEW & APPROVAL OF FY2026 BUDGET

The proposed budget for FY2026 has been updated to reflect secured additional contributions from Mountain Line and the Missoula Parking Commission. Amendments to the income side of the budget, particularly related to retained assessment savings, have placed the BID in a tight cash position for the calendar year. Increased costs have been allocated to the safety category, specifically to support the Downtown Dedicated Police Officer program, which still has a funding gap that needs to be addressed. In response, the budget includes reductions in several categories to create room for savings—these include marketing expenses, streetscape and maintenance efforts, decorative elements, and graffiti removal. The BID is still awaiting an update from the police department to solidify funding for the officer position.

McCarthy suggested moving forward with the budget approval while also proposing the need for a new BID five-year planning meeting to be held either later this year or next. Sippy moved to approve the budget, Cederberg seconded, and all were in favor.

FINANCIAL REVIEW & ERTC UPDATE

The current savings balance sits at \$152,761, which is less than this time last year. Assessment income is expected to come in during the second half of the fiscal year, and depreciation will take effect in June. Currently, the BID is trailing behind where assessments were at this point last year. The working assumption is that many ratepayers are either late on their payments or actively protesting their tax assessments.

Some income has come in from snow removal services. On the expense side, most costs are standard. Supplies have increased, and garbage and gas costs were up in March. Marketing expenses have been paid out as expected. Remaining payments for May and June are still forthcoming. Additional advertising costs were incurred for branding on the two BID trucks, and the ratepayer communication expenses were also paid out. The clean team contract has three payments left and is expected to close out within budget. The pavilion canopy contribution, which was approved in the January budget, has also been reflected in the current figures.

When looking at all expenses and outstanding contracts, the BID is currently sitting at a negative balance of approximately \$90,000. Discussion followed regarding the need to slow down payments in some areas; however, there was also strong recognition that the BID must continue to spend money to fulfill ongoing commitments.

The BID applied for the Employee Retention Tax Credit (ERTC), and although the associated contributions were delayed, they have now been received. As a result, the BID will receive \$15,943.87. This includes a small partner return grant.

UPDATE ON BID BOARD APPLICANTS

The BID has received two candidate applications for the BID Board. McCarthy has reached out and connected with several additional potential candidates; however, many have indicated they are either too busy or not interested in serving at this time. The current call for board member applications will officially close at the end of the month.

ANNUAL MEETING: THURS., MAY 29 FROM 8:30-10 AM AT THE RESIDENCE INN BY MARRIOTT

A reminder was provided to the board members to RSVP and attend the annual BID meeting at the Residence Inn by Marriott on May 29th from 8:30 -10:00 am. The meeting will include keynote speakers, including the Mayor of Missoula, Matt Mellott from Sterling CRE, and Kristen Sacket from the Downtown Missoula Partnership.

DOWNTOWN MAINTENANCE & CLEAN TEAM UPDATES

Both teams are working as normal.

DOWNTOWN MASTER PLAN UPDATES

Sippy provided an update on Downtown Sam.

BUSINESS DEVELOPMENT UPDATES

No comments.

PARTNER UPDATES: MDA & MDF

The replacement of the Caras Park canopy remains in progress, with planning and logistics actively underway. The Director of Finance continues to manage the funding for the project while also wrapping up the Spring Campaign. A new mural will soon be installed outside of Worden's Market as part of the Arts and Culture Impact Program. The Caras Park event season is set to begin shortly with the return of Out to Lunch and Downtown ToNight. Additionally, the Downtown Boulevard Banner Program is expanding to include the Orange Street Bridge, with bookings for that location beginning in July.

NEW BUSINESS & ANNOUNCEMENTS

No comments.

TRUSTEE COMMENTS

No comments.

ADJOURNMENT

With no new business or announcements, Beaton adjourned the meeting at 4:48 pm.