

**Downtown BID Board of Trustees Meeting**  
**Tuesday, October 21, 2025 at the DMP Conference Room & on Zoom**

**Present:** Charlie Beaton, Scott Stearns, Ellen Buchanan, Chris McClead, Karen Sippy, Luke Jackson, and Michael Albritton

**Staff:** Linda McCarthy, Jack Hall, and Jake Treece

**Guests:** Rachel Huff-Doria and Christine Littig

Charlie Beaton called the meeting to order at 3:06 pm.

**WELCOME**

The meeting began with introductions, including a warm welcome to new BID Board Member Michael Albritton.

**WORK SESSION: DMP 5-YEAR FRAMEWORK WITH RACHEL HUFF-DORIA**

Rachel Huff-Doria facilitated a 50-minute work session focused on developing the Downtown Missoula Partnership's 5-Year Framework. The discussion centered on how board members and staff feel about the next five years and what priorities should shape the organization's future.

Highlights included:

- Overall feelings were enthusiastic and hopeful, though some expressed nervousness due to uncertainties such as the pending Downtown SAM Project.
- Several members noted that the last five years have been marked by transition and unpredictability, and that the next five may be similar.
- The purpose of the five-year framework is to create a unified strategic vision, identify priorities, strengthen organizational capacity, and ensure alignment between board and staff.

Activities included reflections on future goals, "headlines" BID might be recognized for by IDA, and identifying key focus areas and points of alignment across the organization.

**APPROVAL OF SEPTEMBER MINUTES**

Karen Sippy moved to approve the September meeting minutes. Chris McClead seconded the motion, and the minutes were unanimously approved.

**REVIEW & POTENTIAL APPROVAL OF DMP CONTRACT 2026–2028**

The Board reviewed the updated DMP contract outlining the scope of services, budget and payment schedules, and terms and conditions for 2026–2028. The contract is being reviewed by all partner boards under the Downtown Missoula Partnership.

Discussion noted that little has changed from the previous contract. Scott Stearns recommended waiting to approve the final document until updated financial numbers are confirmed. The BID will vote on the final 2026–2028 contract at the November meeting.

**FINANCIAL REVIEW**

The Board reviewed the current balance sheet, cash flow statement, and profit and loss report.

- Total assets: \$222,698.99  
Net income: -\$70,971, which is typical for this time of year while BID awaits assessment payments.
- Total September income: \$6,512.

- A tax assessment adjustment of -\$731.52 appeared on the P&L due to an incorrect zoning classification that was later corrected.

Discussion followed regarding the current cash position and expenses. Regular maintenance costs are within normal range. The BID also covered the rebranding of the Clean Team Ram 1500, and the Clean Team contract was paid at approximately \$4,000–\$5,000.

The Board discussed the tighter cash position compared to previous years, attributing it to static income levels paired with increased expenses and multiple major downtown projects, including:

- Downtown Safety, Access & Mobility (SAM) Project
- Caras Park Terrace and Canopy Replacement
- Caras Park improvements

One of the largest ongoing expenses remains downtown policing fees.

The Board also discussed whether to continue including check reporting in meetings and board packets. The consensus was to continue doing so.

#### **DOWNTOWN MAINTENANCE & CLEAN TEAM UPDATES**

McCarthy reported that flower baskets and power washing are complete for the season. The team will begin installing holiday street décor starting November 5.

#### **DOWNTOWN POLICING QUARTERLY REPORTS**

The Board reviewed the latest Downtown Dedicated Police Officer (DDPO) statistics and expressed appreciation for the improved reporting format. The BID Board was encouraged to review the most recent quarterly report for the DDPO program.

#### **DOWNTOWN MASTER PLAN UPDATES**

Board members were reminded to complete the Downtown SAM Survey and received a recap of the Downtown SAM Open House, which was very well attended. Caras Park: Fabricon is scheduled to remove the bandshell next week, followed by work from Staggs Painting on the upper structure.

#### **PARTNER UPDATES: MDA & MDF**

The Past to Plate Tours were a success, and Screams and Spirits Tours are currently underway. The Missoula Redevelopment Agency (MRA) is working to finalize several major projects, including payoff of the cleanup in the Sawmill District and debt retirement for the Civic Stadium. These efforts will help establish a dedicated maintenance fund in future years. The Missoula Downtown Foundation is in the midst of its fall fundraising campaign.

With no new business or announcements, the meeting adjourned at 4:52 pm.