

Downtown BID Board of Trustees Meeting

Tuesday, March 17th, 2026, at the Downtown Missoula Partnership

Present: Charlie Beaton, Scott Stearns, Karen Sippy, Luke Jackson, Michael Albritton, Ellen Buchanan

Absent: Chris McClead

Staff: Linda McCarthy, Jack Hall, Jake Treece

Charlie Beaton called the meeting to order at 3:08 pm.

APPROVAL OF JANUARY MINUTES

Sippy moved to approve the minutes. Michael Albritton seconded. All approved.

APPROVAL OF FEBRUARY MINUTES

Luke Jackson moved to approve the minutes, and Michael Albritton seconded. All approved.

FINANCIAL REVIEW

Total checking and savings: \$175,991.57. Net income is at a deficit of -\$81,740.

Still waiting on tax assessments for February. January was received. We will receive more tax assessments due to only receiving partial information.

Police officer revenues for the Parking Commission and Mountain Line have come in. No snow removal income has come in due to a lack of snow removal. We won't meet the \$2,750 revenue budget for this.

Due to cash flow, wage contributions have been delayed. Two payments on rent and utilities have been made. Insurance bi-annual payment made.

Normal maintenance fees include cell phones, supplies, etc. Clean team contract paid. Garbage paid. Clean team party purchases added. We are slightly above projections, cash flow-wise, based on where we had planned.

DISCUSSION ON PRIORITIES & CONTRACTS

BID operates on a fiscal year aligned with the city. July 1 is the fiscal year start. The board is now discussing contracts and needs. The first draft of the budget has been made but is a working document.

Garbage & Recycling: The garbage and recycling contract with the city needs to be made. Inventory of containers and expenses will be reviewed and a new contract proposed. This

garbage and recycling contract has been in place since 2006/07. Previously emptied three days a week; now emptied every day. Income is \$83,322 for the contract.

Conversation ensued on the program, needs, and costs. Overall labor has become the biggest expense. Cost of bags has increased, as has gas.

Business Development: We are at the end of a first-year agreement. Increase from \$46,305 to \$48,620. A recent meeting was held with the MEP team. Reporting will increase over the next couple of months. Beaton believes this meeting went well and teams are aligned.

Conversation ensued on what is confidential with MEP updates and what is not, and the challenge of maintaining confidentiality. A quarterly written report will be provided. Monthly reporting was requested but not accepted. Metrics were listed and agreed upon for inclusion in the board packet. Increase in payment is 5%.

Clean Team: At the end of a three-year period. A 6% wage increase was requested. Last year saw a 2% increase. The DMP Director of Giving is looking into grants to help cover additional labor for flower baskets, tree watering, and other tasks. Conversation ensued regarding wages. Current wage is around minimum wage. The increase will support team labor and supervisor rollover. Finance Director has budgeted for the increase. We have over-budgeted in the past, so we are adjusting accordingly. Board agrees the clean team contract is important.

Policing Contract: This is a one-year contract. The city picked up a significant portion of the contract. Both Parking Commission and Mountain Line contribute.

We are paying for two officers but not receiving full coverage. One officer is on desk duty due to injury; the other shifted to Monday–Thursday. No weekend coverage. The board may consider a one-officer contract.

McCarthy will meet with the Police Department to determine the forthcoming contract. There is a possibility the department may not move forward. A recent search to fill Castro's position was unsuccessful.

DOWNTOWN SAM / BUSINESS SUPPORT

The Missoula Downtown Foundation is moving forward with a business support grant program. Details are still in progress. Funds will support businesses in construction zones. If implemented, all three organizations will contribute.

Details are still being finalized. McCarthy believes all organizations should report on this. Accountability, reporting, and eligibility are still being developed. Goal is approximately \$150,000 raised for the grant.

Discussion ensued on the challenges of this grant. Some businesses have already committed to Caras Park. Board wants grants to be proactive and forward-thinking, not for paying employees. Some discomfort expressed about offering such a fund.

REVIEW OF FIRST DRAFT FY2027 BUDGET

This budget is a working draft. Overall discussions noted the budget is tight and BID has limited ability to increase revenue. Yet, there is still value in funding unique projects with the limited funds.

Below are main updates:

- Tax assessments projected at \$413,928 for next fiscal year—less than FY2026 projections. Includes penalties and interest.
- \$97,000 allocated for garbage contract. Graffiti, power washing, and snow removal slightly adjusted.
- DMP admin contract (salaries and benefits) will change. Goal is to reach market rates.
- Rent and utilities expected to increase by about \$1,000.
- Insurance will have standard adjustments.
- Homeless outreach team is budgeted; BID will decide whether to continue.
- Joint marketing: no increase.
- Missoula DMP website needs redesign; potential update request next year.
- Streetscapes and maintenance costs remain steady.
- Clean team and business development contract increases are reflected.
- Alley activation funding has been requested by the team.
- McCarthy noted BID renewal coming in 2028/2029.

DOWNTOWN BID ANNUAL MEETING

Thursday, May 28, at the Residence Inn by Marriott. McCarthy requested feedback on programming. Connor McMahan will present on commercial real estate trends.

Discussion showed strong interest in Megan McMeekin presenting. Advocacy/lunch with city and county leadership is also being planned.

PARTNER UPDATES: MDA & MDF

- 25 applicants for Arts & Culture Impact Grant—a record number. Will be narrowed to 2–3 projects.
- Winter Brewfest was a major success with record attendance and revenue.
- Food vendor and talent applications are in progress.
- Skating feature at the under-bridge playground is deferred.

- Canopy replacement at Caras Park is on schedule—completion expected late March/early April.
- Exploration of private sector providing ice skating features at Holiday Inn.
- LOGE Camp has closed. Riverfront Triangle to be transferred to developers in late March or April.
- Howard Horton apartment project has changed.
- Downtown on Tap at Run Wild Missoula.

NEW BUSINESS & ANNOUNCEMENTS

Kristen, Hanna, and Carrie at IDA Conference

TRUSTEE COMMENTS

Meeting adjourned at 4:48 pm.