

**Downtown Business Improvement District of Missoula  
Board of Directors Meeting  
Tuesday, April 19, 2016 from 3-5 pm at the DMP Office**

**Present:** Carma Gilligan, Tim France, Charlie Beaton, Dan Cederberg, Ellen Buchanan, Alan Newell

**Absent:** Kirk Bodlovic

**Staff:** Linda McCarthy, Robert Giblin, Sarah Ferguson, Will Greenway

**MEETING COMMENCEMENT & INTRODUCTION OF GUESTS & PUBLIC COMMENT**

**WELCOME & INTRODUCTION OF Sarah Ferguson, Operations Coordinator**

Linda McCarthy introduced Sarah Ferguson to the members of the board as the new Operations Coordinator. Board members introduced themselves.

**Introduction of potential new BID board member**

Alan Newel introduced Daniel Day as a potential replacement for him on the board, noting Newell will not be seeking renewal. Day met with Dan Cederberg to learn more about the roles and responsibilities of members of the BID Board. Day has worked at Bank of Montana for 10 years and would represent the Millennium Building. Cederberg feels his financial experience will be an asset, and he has great familiarity with Downtown Missoula. Day is also a Downtown resident. Newel suggested Day would bring a more youthful demographic to the board.

**ACTION ITEMS**

**APPROVAL OF MARCH MINUTES**

Carma Gilligan suggested the meeting minutes include the first names for the first time a person is mentioned in the meeting minutes so it will be easier for the public to know who might be talking or making suggestions. Ellen Buchanan pointed out they have *90 days*, not 60 day to investigate the merc. Buchanan also suggested the portion of the minutes mentioning the *exterior should actually read interior*. No other suggestions or edits were brought forth. **Newel moved to approve the amended minutes. Buchanan seconded the motion, which passed unanimously.**

**APPROVAL OF PROPOSED FY2017 BUDGET FOR THE CITY OF MISSOULA**

Robert Giblin presented the proposed FY2017 budget for the City of Missoula, noting the recent version puts the budget in the black with a net gain of \$18.49. **Cederberg moved to approve the proposed FY2017 Budget for the City of Missoula. Charlie Beaton seconded the motion, and all voted in favor.**

**BID RATEPAYER ANNUAL MEETING: Wednesday, APRIL 20 FROM 4-5:30 PM AT THE GLR COMMUNITY ROOM**

McCarthy and Tim France reviewed the agenda for the April 20 BID Ratepayer meeting. McCarthy passed around a card for two members of the Downtown Clean Team who have 10 years of service with the Clean Team. These employees will also be given a shirt acknowledging their service. Two more members of the Clean Team will hit the 10 year milestone next year. Gilligan and Will Greenway prepared the packets for the meeting. Market on Front will provide some snacks, and we are expecting 20-25 people. Mayor Engen will arrive around 4:30 pm to talk about various downtown projects happening. Beaton and Cederberg will be absent. Attendees will have the opportunity to complete a simple survey at the end of the event.

## **DISCUSSION & POTENTIAL APPROVAL OF BID STATEMENT ON THE MISSOULA MERCANTILE**

The group reviewed the position statement drafted by McCarthy, and Newell distributed suggestions for improvements put forth by him and Cederberg. Comments on the proposed development are being directed to the city, and some have been sent to the developer. Newel brought the conversation back to the BID's position statement and recommended a strong statement on the preservation aspect of the project, noting the BID is ready to help out. Finding a compromise between preservation and development is important.

Cederberg shared his thoughts on the BID or MDA offering mediation services noting the potential to bring the developer and the Save the Merc representatives together, giving everyone the opportunity to be heard, and working towards a compromise. Cederberg's consultation with City Attorney Jim Nugent indicates all meetings would be publicly noticed. Buchanan will consult with Mayor Engen regarding the potential need for mediation services. Discussion ensued on the demolition permit due process, investigation, and how the BID can support the efforts. France voiced his support of Cederberg's suggestion, and Buchanan wondered how this undertaking would impact BID staff and financial resources. France suggested the city handle the logistics with the developers. More discussion took place on potential meeting locations, neutrality, technology, space for the public and more.

Buchanan and Cederberg noted the value of the developer making a distinction between the building being saved and it being economically feasible to do so. Newell suggested there is value in capturing the historical and philosophical nature of saving the building.

Although there has not been a consultation with the developer, McCarthy reported she has had mixed feedback from other board members and staff regarding the concept of mediation. When asked, Cederberg suggested we could acquire mediation services at a discounted rate, but suggested it would likely cost \$5,000-\$10,000. More discussion took place on who would coordinate and where the funds would come from. If city staff were to coordinate mediation, it would not be viewed as a neutral party, so have the Downtown Missoula Partnership make arrangements might be better received. McCarthy spent some time reviewing the pros and cons of proposed mediation, and some put forth suggestions on groups and individuals who should be involved. Newell and Buchanan suggested there would be significant attention and time dedicated to this project, and noting the commencement of events season for MDA, suggested BID might be a bitter entity to lead mediation. Cederberg stated he felt the MDA was the better organization to drive medication, noting the MDA's long-standing engagement as Downtown's primary advocate. McCarthy suggested the board cannot make the decision today and needs more input from people involved in the project, the city and the developers. Cederberg suggested if the board is so inclined, there be a joint BID/MDA effort to get a committee up and running. McCarthy suggested there be conversations over the next 48 hours and have a quick meeting on Friday to discuss the interest of others approached about the concept of mediation.

**Buchanan moved to approve the amended position statement from the BID on the Missoula Mercantile. Beaton seconded the motion and all voted in favor.**

## **NON-ACTION ITEMS**

### **FINANCE REPORT**

Giblin reported that the cash position at end of March is normalizing. By year's end, Giblin reported the BID should be in a solid cash position. March was a quiet month. There was \$3,463.69 worth of tax assessments in

the month of March. Police officer revenues were paid in March, and there were no stand-out expenses. Newell suggested there might be a clerical error in the spreadsheet; Giblin will review and correct it.

#### **UPDATE ON DOG LAWS**

Cederberg updated the board on the recent meeting he and McCarthy had with Jeff Darrah, Mike Brady (Chief of Police) and Andy Roy (Downtown Enforcement Officer) regarding the proposed ordinance to remove the animal if proof of rabies vaccination cannot be produced by the dog owner. All parties support the proposed changes, and Cederberg shared he will work with the Mayor's Downtown Advisor Commission and its City Council representatives to introduce this proposed legislation. Buchanan pointed out this will take a while since this will be an ordinance change. Cederberg shared with the group that one of the primary goals for Animal Control is to ensure all dogs have rabies vaccinations, so this proposal meets their needs as well.

#### **UPDATE ON PIANOS**

Greenway reported there is a piano currently being painted by an artist named Luke. Four pianos will be placed throughout Downtown this year, in addition to the pianos at the Starving Artists' Café and the Inn on Broadway. Downtown locations for the pianos will be Worden's Market, the Roxy Theater, the Bank Street Pocket Park and Mountain Line Transit Center. Greenway will work with Missoula in Motion to roll out the pianos in conjunction with the parklets. The pianos will be rolled out during First Friday, June 3.

#### **DISCUSSION ON POTENTIAL REPRESENTATIVES FOR 20,000 SF+**

McCarthy spoke about the process any potential candidate to replace Newell on the board would need to go through. After the application process, the list of candidates is submitted to the Mayor and an interview with a Mayor will take place. McCarthy passed around a list of potential candidates representing buildings with 20,000 square feet or more to the board.

#### **DMP, MDA, MDF Reports**

**DMP** – McCarthy reported that DMP has been hiring seasonal staff and is moving along efficiently. The DMP will meet again in late May.

**MDA** – McCarthy reported MDA has been spending a lot of time and energy on the Missoula Mercantile and working on membership dues collections and sponsorship sales for events. McCarthy reminded the board Garden City BrewFest is May 7 and the weekend is likely to be hectic with the Bank Run, BrewFest, the opening of the summer markets, and the inflatable run. McCarthy told the board the Clark Fork Market is talking about moving to Silver Park and suggested the BID get with their board to discuss ways they can grow the market in their current location. Discussion on the value, experience and importance of the markets ensued, and it was clear that keeping the Clark Fork Market Downtown is a priority. Cederberg suggested asking the Parks Department about market expansion on the lawn.

**MDF** – McCarthy reported the Foundation is preparing for the Give Local Campaign on May 3 and that Anne Guest has joined the MDF Board. McCarthy reported coming up with what to do with the old parking meters is underway and she hopes to roll it out in the next 60 days.

## **MISSION REPORTS**

**CLEAN** – McCarthy shared the most recent Clean Team stats and noted the need to make sure the newly Clean Team Contract gets signed and filed. Central Square requested the clean team remove their grates because of the sidewalk conditions. Two members of the Clean Team will be honored at the BID Ratepayer meeting.

**SAFE** – At the Trailhead Retail Therapy meeting, Officer Andy Roy discussed to “Dos & Don’ts” and who to call to stay safe downtown. An article will be included in the next MDA newsletter. McCarthy mentioned she has requested the police statistics for the first quarter of 2016, but has not yet received them.

**BUSINESS DEVELOPMENT** – Greenway assembled summary reports for the BID Ratepayer meeting and noted the next step is to acquire appropriate software to map the reports.

**MARKETING** – Sackett has been working with the Missoula Parking Commission to develop a “Tips & Tricks” pamphlet for downtown businesses to distribute to customers. Giblin shared the flyer with the board. Sackett is working on editing the Downtown video with the hopes of rolling it out in the next 30 days.

**MASTER PLAN** – Buchanan informed the board one of the discussions will surround the Missoula Mercantile and that the first draft summary of the Design Guidelines Workshop has been received. Mayor Engen has asked Chief Brady to consider adding a second dedicated downtown police officer into the city police budget for FY2018. It was decided that the BID should submit a letter of support for this request. McCarthy reported that the Missoula Art Park did not receive any bids for the project, so they will rebid the project at a later date. McCarthy also shared with the group that the Missoula People’s Market might be moving to West Pine Street for this year, and Buchanan wondered if this would present any problems with Mountain Line’s bus service.

## **ANNOUNCEMENTS & NEW BUSINESS:**

McCarthy announced Laurie Johnson finished the Boston Marathon yesterday and will be returning to work on May 4.

Cederberg gave a status update on the litigation by Midnight Development, noting mediation has been postponed. Buchanan reported that it was moved to August. Cederberg noted that a board member does not need to be present at the mediation, but the board can decide to send someone if they feel it is necessary.

## **TRUSTEE COMMENTS & MEETING ADJOURNMENT**

With no additional comments or announcements, the meeting was adjourned at 4:54 pm.