

Downtown Business Improvement District of Missoula
Board of Trustees Meeting
Tuesday, May 16, 2023 at 3pm
at the DMP Office (218 E. Main) and on Zoom

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

Absent: Scott Stearns

Guests: Christine Littig

Staff: Linda McCarthy, Jack Hall, Bram Moore

The meeting was called to order by President Charlie Beaton shortly after 3:09pm and guests were introduced. All attendees went around the room to introduce themselves.

Overview of business Development (Jan – April 2023): Littig stated that concerns from business owners have not changed much. Work force issues, freight costs and housing costs are all still at the top of concerns. Many are worried where people will go once the cold weather shelter closes. There is a lack of bookkeepers in Missoula and Accelerate MT opened an expedited training program that will begin in June. She added that Amazon will be opening in October. Littig has had five meetings with business startups. In work force development, MEP held a seminar gearing towards STEM Education. MEP got a clean energy grant that will help with creating clean energy jobs. The need for a commercial kitchen may be solved here soon.

Approval of Minutes: Sippy motioned to approve. Gilligan seconded and April Minutes were approved unanimously.

Review & Potential Approval of Rent & Utilities Agreement with the MDA: McCarthy gave a brief overview of the meeting with the BID Finance Committee that took place the week before. We moved into the current building in 2006 and have always shared space since the BID has hired employees. This is a 3-year contract where the BID pays 40% and the MDA pays 60%. Property taxes went up by \$10,000. Condo Association fees have gone down a little bit. Sippy moved to approved Rent & Utilities Agreement with the MDA. Buchanan seconded and Rent & Utilities with the MDA was approved unanimously.

Review & Potential Approval of Garbage & Recycling Agreement with the City of Missoula: McCarthy gave a brief overview of the Garbage & Recycling Program. Before the contract Parks & Recreation took care of 22 cans. The BID took over in 2009 and have increased the number of cans throughout the years. Currently, we are taking care of 131 garbage receptacle year-round. This would be a 1-year contract with the City of Missoula. Once approved the City Council will also need to approve. Sippy moved to approve the Garbage & Recycling Agreement with the City of Missoula. Buchanan seconded and the Garbage & Recycling Agreement with the City of Missoula passed unanimously.

Review & Potential Approval of Policing Contract with the Missoula Police Department: Beaton said McCarthy and Stearns met with the Missoula Police Chief and the plan ended up changing a bit. Since the current Downtown Police Officer is injured, they need her to return to her job first so they are needing to hire another police officer. Once she can get back to the beat, we will have two Downtown Police Officers. The issue with staffing came from when the BID boundary expanded to the Poverello Center. The Downtown Police Officer was mostly fielding calls to take care of issues

at the Poverello Center. The police department is now changing things so that won't happen anymore and will spend 60% of their time in Zone 1. McCarthy added that we have been contracting with the MPD since 2010. We expanded to two officers in 2013 but we barely have had two officers for an extended period of time. The BID spent \$70,000 on dedicated Downtown Police Officers and \$40,000 was provided by Missoula Parking Commission and Mountain Line. They are not part of this year's contract. We can do it this year but it will not be sustainable for too long without a partner. Hall said we need to budget for full service but most likely we will not have full service. Cederberg added that if this program with two officers doesn't work, we have a clause in the contract that can suspend service with 60-day notice and terminate the contract. Sippy motioned to approve the Policing Contract with the Missoula Police Department. Gilligan seconded and the Policing Contract with the Missoula Police Department passed unanimously.

Review & Potential Approval of FY2024 BID Budget: McCarthy gave a brief overview of the budget. This budget is business as usual. There isn't a lot of significant change. Unspent funds from the previous year balances the budget. We did increase the second maintenance manager position from part time to full time as well as increasing ratepayer communications and marketing. The Clean Team contract has gone up as well. We've added a budget line for our contract and partnership with MEP. Sippy moved to approve the FY2024 BID Budget. Cederberg seconded the motion and the FY2024 BID Budget passed unanimously.

Review & Potential Approval of BID Ratepayer Survey: McCarthy gave a brief overview. We are wanting to get a higher level of engagement and more feedback. We've done mailings and emails and we don't get great feedback. This is a more in-depth survey with open ended questions. Sippy asked a question about some transportation questions and what is the idea behind it. McCarthy said that we are seeing if people are aware of the Master Plan and that we are trying to show them the greater vision of the plan. Beaton asked if these are anonymous or not. McCarthy said that there will be an option to share their information. Discussion ensued on if questions regarding MDA and MDF should be included in the BID Ratepayer Survey. Sippy motioned to approve the BID Ratepayer Survey. Buchanan seconded and the BID Ratepayer Survey passed unanimously.

Financial Review: Hall updated the Board that we currently have \$219,000 in assets. We are a little bit down from where we were last year. In June, we should be getting all of our tax assessments so it will be looking like we are in the negative until June. We are still a bit down on tax assessments from last year. Garbage income is where we normally see it. We are overbudget on snow removal and power washing. The BID will get an invoice for police officers in July. Clean Team contract is right on track on where we should be. Right now, we are looking at a deficit of \$13,500. It will be somewhat of a negative year but that is how we budgeted.

Mission Work: McCarthy said that we have hired a second full time position. He was the head janitor at Head Start for 11 years. He will be starting this week. We have been doing a lot of graffiti cleanup this last month. We have been working with Missoula Correctional Services and Hope Rescue Mission and they have been helping out around Downtown.

Beaton adjourned the meeting shortly before 4:55pm.