

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT OF MISSOULA
Board of Trustees Minutes
Tuesday, March 19, 2013 3:00-5 pm
ALPS Conference Room
111 North Higgins (Second Floor)

Board of Trustees: Tim France, Chairman, Charlie Beaton, Vice Chairman, Dan Cederberg, Ellen Buchanan, Carma Gilligan, Rich Huffman, Alan Newell

Staff: Laurie Johnson, Julie Walsh

Guests attending: Melanie Brock, Acting Executive Director of the Missoula Downtown Association (MDA)

1. Meeting Commencement

France called the meeting to order at 3:06 pm.

2. Introduction of Guests and Public Comment

There was no public comment.

3. Ratepayer Breakfast (France)

France directed trustees to review the packet materials. Discussion continued regarding various changes to the documents in the packet. Eventually Gilligan requested Julie send out an update agenda for approval by Wednesday. Newell remarked he will not be attending the breakfast. France remarked the new downtown police officer may be selected by the day of the breakfast, and asked Laurie to wait for that news.

4. 2014 Preliminary Budget

Newell said the budget is at the point where trustees just need to review and discuss it. Cederberg said right now the BID is looking at a savings carry-forward. He remarked the BID is not supposed to save, as it must reinvest its funds in the District. Buchanan remarked it is nice to have money in the bank when an opportunity comes up, such as updating the master plan, which was finalized before the recession. The master plan will have to be reevaluated and brought before consultants. The BID, Missoula Redevelopment Agency (MRA), Missoula Parking Commission (MPC) and other agencies will be asked to contribute. Newell remarked a market analysis would also cost money, and Beaton said so will wayfinding. Cederberg considered budgeting higher in the contingency budget. Newell said on a cash flow basis, the BID is improving each year, so there will be more money by June. Buchanan suggested including a master plan implementation line item. Brick remarked the business development committee is working on getting a market analysis done. France said it would be nice to know what that would cost. Buchanan said she favors keeping uncommitted funds that can be put into what's necessary. Cederberg suggested making changes and looking at the budget at the financial committee meeting. Newell added

budgeting staff will be changed as the director position develops. France said the 2% increase for the Clean Team is lower than Rod's recommendation. Buchanan said we will leave it to the budget committee.

Gilligan moved to refer the preliminary budget back to the finance committee for next month. Cederberg seconded and the motion passed unanimously.

5. Clean Team Contract Renewal (Action Item)

France said with respect to the BID budget, the increase is minimal and the work the Clean Team does is important. France said he and Rod are willing to pay the increase. Beaton remarked it would be a \$1,500 increase. France said he was going to make changes on the specific duties this year. Discussion ensued regarding a complaint received about Clean Team management.

Beaton moved to approve the Clean Team contract. Huffman seconded and the motion passed unanimously.

6. Contract Proposal to MDA for Additional Staff Support

Cederberg said there is currently no drafted contract. Buchanan remarked this would be an amendment to the current contract. Newell said the BID needs to take the components that are assigned to the MDA and propose an amendment to the MDA contract that has the additional duties and the payment. France said he met with the MDA and the BID needs to quantify what and how it is going to pay Melanie. He said we could put the words out today, or put a committee together to draft the amendment and send it to everyone here. France said we can motion to propose a quarter-time position and what Melanie gets paid each week. The MDA has to react to what the BID proposes. Charlie remarked Melanie should be making more money as the BID director. Cederberg suggested we contract with the MDA to get these duties done. They can move the money from the BID around how it works best, which may mean hiring someone else. Brock she gets paid weekly with no benefits. Newell remarked Melanie's job at the MDA won't get smaller. Newell said if the BID offers the MDA \$1,000 per month, it would be an add-on for what Melanie already does. Newell said before the BID starts writing the contract, we must be on the same page as Todd. Buchanan said the BID can't ask Melanie to pull back because the event season is busy and the staff is already maxed out. Newell said we are saving money, but we are getting less done and the board is stepping up to do fill in. France said he is going to talk with Todd and show him what we're thinking but that we are concerned about overwhelming Melanie. Brock said it is set up that she can take the time off, since she is paid by the week. She said she monitors hours for the purpose of finding out the way these two positions work. The MDA could put some of those hours onto other staff. Cederberg said the BID needs to get something in writing by the end of the week with a list of duties and an offer in compensation. He suggested he and Tim put it in written format and ask the board to give them authority to go with it. Newell said we are embarking on something that is better for both organizations. The only reason the BID is saving money is the board is going to step in and do some things and leave some things undone. Gilligan suggested any new staff the BID hires should have skills in Microsoft Access. **Huffman moved to authorize Dan and Tim to propose**

an amendment to the existing contract, offering \$1,000 per month and negotiating beyond that. Newell seconded and the motion passed unanimously.

7. Ambassador's Report

Johnson said right now she works 30 hours per week and would consider working longer hours. Buchanan asked whether she could take on supervisory responsibilities and still work 30 hours per week. She said she has been considering discontinuing her job after this winter. Beaton said the board wants to make her job more fulfilling. France said the BID always knew it would have to face changes in staffing as the organization grew. Brock reminded the board not to forget about fundraising and urban planning needs in the office. France said his suggestion is to make a 5-month plan. Cederberg told Laurie if she is interested to talk with some board members about what would work as far as responsibility and compensation. Buchanan told Laurie she would be the supervisor of Rick, Daniel, the downtown police officer and the Clean Team. Johnson mentioned it's hard to supervise Rick as he is on a different schedule. She said she may have to adjust her hours, maybe increase them to 40 per week. Right now she works four days per week, usually working two 8-hour shifts and two 7-hour shifts. Johnson also suggested the foot beat officer check in and report to the BID office. France said he didn't know whether Rod had been keeping track of the downtown officer's hours. The Police Department agreed they would not move the downtown officer elsewhere. France mentioned he would love to see the wolf-packing happen again this summer, where a group of police officers hit all the trouble spots for 2-3 days in May. Johnson said we should encourage that again with Mark Muir this year. It sets the tone again and makes it easier on the downtown police officer. Beaton suggested proposing the new officer write his reports from the BID office. Johnson said it's worth asking him, but we can't force them to. Brock said she likes that idea and we would see them every day. Buchanan said scheduling should go through Laurie and issues should be addressed with Melanie. Johnson asked if she would go to committee meetings, but France said he does not see that being the case. Buchanan suggested that Tim and Dan put together a list of responsibilities that the board would like staff to take on and present it to Laurie. Cederberg said he would have to get the proposal done by Friday. Johnson said Rick starts May 1, and the foot beat officer starts April 1.

8. Approval of February 19 Board Minutes

Beaton moved to approve the minutes as amended, Huffman seconded and the motion passed unanimously.

9. Financial Report

Direct Deposit (Action Item) – Cederberg said in order to start direct deposit of payroll, the BID would have to authorize Robert to make withdrawals from the account. At this point, it's uncertain whether that audit risk outweighs the advantage. Cederberg suggested the board defer this until everything gets worked out.

10. Trustee Comments

Buchanan reported MERJE, the wayfinding consulting firm, is in town. Beaton said the lieutenant governor toured Higgins Ave Bridge last week.

11. Meeting Adjournment

The meeting adjourned at 5:20 pm.