

**Downtown Business Improvement District of Missoula
Board of Trustees Meeting
Tuesday, July 19, 2022 at 3 pm at the DMP Office (218 E. Main St.)**

All Present: Charlie Beaton, Scott Stearns, Karen Sippy, Dan Cederberg, Ellen Buchanan, 3:25pm Jim McKay

Absent: Carma Gilligan, Linda McCarthy, Bram Moore

Staff: Jack Hall

Guest: Grant Kier

The meeting was called to order by President Beaton at 3:05pm.

Approval of Minutes: Sippy moved to approve the May minutes. Cederberg seconded the motion, and the minutes were unanimously approved.

Beaton noted that the discussion on the expansion of recycling services downtown has been postponed as discussed at the May board meeting.

Review & Potential Approval of Business Development Contract with MEP

Stearns and Beaton met with Grant Kier a few months prior about the proposed partnership. Buchanan has reviewed and edited the contract. McCarthy has reviewed and edited the contract. The contract has been sent to City Attorney, Jim Nugent, for review, but we have not received feedback to date. Stearns has questions about the confidentiality component of the agreement, when the BID Board meetings are for public consumption. Kier reminded the group that confidential business is only a small fraction of the businesses that make MEP sign a non-disclosure agreement. Beaton is on both the BID and MEP board, so transparency exists in some form. Kier is prepared to construct reporting that is suitable for public consumption. Beaton asked about a timeframe to fill the position. Kier hopes to have someone in the position by the first week of September.

Cederberg moved to approve the contract upon review and approval by City Attorney's office regarding the confidentiality agreement. Sippy seconded. All present approved.

Financial Review:

Hall presented the BID finances for June. On the Balance Sheet, the BID's current cash holdings are approximately \$298,000. Second year depreciation of \$795 was enacted on the Toyota Tacoma under Machinery & Equipment. Retained assessments of approximately \$64,000 currently remain, but after the closing journal entry the amount will be closer to \$40,000. This amount will hit the equity line-item July 1.

On the Profit & Loss Statement, tax assessments for the month of June amounted to \$140,890. Likely to be some late payments on the next financial statements received from the city for July. On the expense side, the BID paid out the MDA for Rent & Utilities along with Joint Marketing for both May and June. Equipment repair & supplies expense is for work completed on the 1991 Toyota and other equipment supplies. The May gas bill was \$270. Clean Team payment to Opportunity Resources was \$4,290 for the month of May, and we paid \$577 for garbage removal by Republic Services. Net income for the year currently sits at approximately \$64,000.

Looking forward, the BID will pay the Downtown Missoula Partnership July 1 for third quarter salaries & benefits. This amounts to roughly \$58,675. These statements are subject to change given Year-End closing journal entry for June income/invoices not yet received.

Summary of BID Ratepayer Meeting & Surveys:

Beaton mentioned the ratepayer meeting was not well attended in Caras Park. Thank you to board members who were in attendance. Hall mentioned there were 10 survey respondents. Survey results generally seemed favorable. Neutral results on investment attraction and business development. Buchanan noted that hopefully the new partnership with MEP will help.

BID Maintenance on Future Downtown Improvements:

Buchanan noted that MRA is moving forward with the conversion of Front & Main. BID maintenance and snow removal services should increase to include the new infrastructure in this portion of downtown. This includes the planned designated bike path on the north side of Main Street and south side of Front Street. It's possible the BID will need to increase the budget in the coming years to cover this increase of needed services. MRA is looking to combine the Front & Main project with the Higgins Avenue project to go after larger federal infrastructure grants.

Mission Work: Clean, Safe & Economic Vitality

We are in the midst of an active application for our second maintenance manager. There has not been much traction in this space. We have had 40 or so applicants for MDA facilities staff and hoping to offer those individuals the opportunity to apply for the maintenance position.

Hall noted homelessness and mental illness issues are on the rise in downtown and that takes up a good portion of our designated downtown policing efforts. Downtown businesses have called the DMP office four or five times in the last week about homeless individuals loitering, which has caused issues with their employees and customer perception of safety.

The Missoula Downtown Foundation is working on formalizing a grant program towards Art & Culture in downtown. A building application is in the process for property owners to offer their wall space for possibly mural locations with this program.

Partner Updates: MDA & MDF

MDA: Out to Lunch and Downtown ToNight are in full swing. The Best of Missoula night by the Missoulia was last Thursday evening and was well attended. The 36th Annual MDA Membership BBQ is next Tuesday July 26; we are still looking for some volunteers if board members could help out that night or know of anyone who'd be interested. The Association has struggled to hire and retain facilities staff for events at the pavilion. Flower basket watering continues to occur, with frequency moving to twice a day watering in the warmer summer months. River City Roots Festival will be August 26-27. This event will be the main focus of the office come August. The holiday schedule will be finalized soon, and the MDA will look to retain the reverse style of the Parade of Lights.

MDF: The Foundation is gearing up for a Fall Campaign to roll out in September/October, and we're considering a targeted second round of capital fundraising for Caras Park as well.

New Business & Announcements:

- The Missoula Symphony in the Park will be Sunday, Aug. 14, 2022.

With no further business or announcements, the meeting was adjourned at 4:10pm.