

**Downtown Business Improvement District of Missoula**  
**Board of Directors Meeting**  
**Tuesday, April 16, 2019 at the DMP Office (218 East Main)**

**Present:** Tim France, Dan Cederberg, Carma Gilligan, Charlie Beaton, Scott Stearns, Ellen Buchanan, Theresa Cox

**Staff:** Robert Giblin, John Corwin & Bram Moore

President France called the meeting to order at 3:04pm.

**Meeting Commencement & Introduction of Guests and Public Comment:** Executive Director of The Carousel and Dragon's Hollow, Theresa Cox was introduced.

**Welcome John Corwin:** New DMP Business Development Director, John Corwin was introduced and gave a brief summary of his career working in banks in Missoula, MT.

**Presentation on Dragon Hollow Re-Build and Request for Financial Support:** Theresa Cox, Executive Director gave an overview of Dragon's Hollow. Dragon's Hollow will begin refurbishing in May of 2019. It was first built with Levinson & Associates 18 years ago. The wooden playground has a life expectancy of 20 year and Dragon's Hollow is 18 years old. Planning for Dragon's Hollow construction began in September of 2000 and building began in May of 2001. It was built in nine days. Cox displayed some of the wear and tear problems Dragon's Hollow is currently facing. Levinson & Associates gave them a 48-page assessment on how to improve the playground. Most of the assessment was how to make the park more sustainable. Cox thinks they are making it better than new with the new sustainable products they wish to use. Cox met with Ellen Buchanan and Donna Gaukler to discuss using TIF funds and during that meeting the idea of making Dragon's Hollow into an all abilities playground came up. Planning and raising funds began over a year ago but once the idea of expanding and making it into an all abilities playground came up, the fund raising stopped. Cox explained that during the construction in May 2019, childcare will be provided for volunteers. Pepsi will be providing beverages and some volunteers will be providing food. A First Aid station and porta potties will also be made available. Cox then showed their ideas for different playground equipment that they would like to use in the expansion and construction. She also explained they will be replacing all the old pickets with new composite pickets. The composite pickets were made with over 54,000 recycled milk jugs. Cox has sent information to retain the pickets that people had paid for in the original Dragon's Hollow. The total budget of this project is \$290,000 and they have raised \$240,000 up to this date. Cox says they will need 2,300 volunteers during the construction. Mountain Line will be providing shuttles from the Southgate Mall to Dragon's Hollow for volunteers who need it. The Grand Re-Opening will take place on May 25, which is Kids Day in Missoula. Cox is asking for \$2,500 in support from BID. Buchanan asked if they had all their donors in place for all the playground equipment Cox said that they are still waiting to hear back from some potential donors. France thanked Cox for everything she has done for kids in the community. Cox exited the meeting at this point. Beaton expressed that he thought it's a great idea to become involved with the project. Stearns asked if BID had ever done anything for the Carousel and Dragon's Hollow before. France explained they have helped similar projects but not they specifically and that he thought that this is a perfect project for BID to become involved in. Cederberg asked what budget we would pull money from. Giblin showed different budget line items that we could potentially take money from. Cederberg explained we are almost done with this fiscal year so we probably will not get more asks from other organizations. Stearns made a motion to pay \$2,500 to help Dragon's Hollow with their expansion project. France second and all agreed. Buchanan asked if BID should donate to a specific project or sponsor the whole thing. She mentioned if we want to sponsor equipment, we may be able to give more money. Stearns thought that our sponsorship should go towards the general fund so BID is recognized for the whole project. Stearns think Linda McCarthy and Corwin should follow up with Cox to see what kind of sponsorship get the best exposure.

**BID Annual Rate Payer Meeting:** Giblin gave a brief overview of the rate payer meeting. The BID Annual Rate Payer Meeting will take place Wednesday, April 17 at the Residence Inn by Marriott in the breakfast bar area. There are currently 45 people who have RSVP'd. BID Annual Rate Payer packets and petitions will be presented at the check in table. Renewal brochures will be available for all in attendance and brochures and petitions will go to all rate payers that are not in attendance.

**Financial Review and Proposed Budget for FY2020:** Giblin gave an overview of BID's current financials. As of 3/31/2019, \$25,449 is in the operating account. He explained we have 6% more cash than last year. There is about \$25,000 coming in from the City of Missoula and \$37,500 coming from the Parking Commission. We owe \$113,000 for the entire Master Plan. A payment of \$39,000 was made to Dover Kohl in March. The \$113,000 payment will be broken up in the next couple months. Giblin then went over the 2019 and 2020 budget. Most revenue categories have stayed the same. Giblin stated that he would like to increase the contracts for snow removal. Gilligan asked if we are going to consider hiring a second police officer. Cederberg explained we are not sure if we will be ready for that by next year. We need more money coming in for new businesses before we decide about a second officer. Giblin explained there will be two more officers patrolling over the summer months. Buchanan asked if we have the capacity to grow more snow removal and power washing contracts without adding more staff. Giblin thinks that we do have the capacity to do that. Buchanan discussed how we can promote BID services to more property and business owners. Giblin informed the board that Ernie has retired and we are hoping to see him at the BID Ratepayer meeting. The salary for this position has gone up because there is additional work that is needed. Giblin explained that the insurance has gone up because we were dropped from a 2000 claim at our old property. We have since used Cincinnati Insurance Company. The website has been reduced to nothing so the Marketing budget is about 9% of the budget. The garbage removal budget has gone up because we are hauling more than ever. Flower brackets budget has changed because we are wanting to hang more flower baskets. Buchanan stated that we need to stay consistent on how the beautification of downtown looks. No other organizations are paying attention to that so BID needs to take the lead. Giblin informed the board that the Clean Team is now working four days per week and Diane has told us that it makes a huge difference on the Clean Team staff. The Clean Team stats remain the same and they are doing a great job. Giblin added that we are looking at a surplus of \$41 so pretty much a balanced budget. France added that the budget is very thorough.

**Review & Potential Approval of Dragons Hollow Request:** Already discussed after presentation by Theresa Cox.

**Review & Approval of City Budget Narrative for Submission April 17:** Giblin proposed that we need to use a tool to explain to City Council as to what we do and the objectives we have for several categories. Beaton asked if this was the same budget as last year. Giblin said there have been a couple of edits. Stearns motioned to approve the budget as read. All were in favor.

**Approval of Minutes:** Buchanan asked to change taxable income to taxable value in the March minutes. Stearns motioned to approve minute and France seconded. All were in favor and the approval of minutes passed.

**Downtown Master Plan Update:** Buchanan explained that Dover Kohl will be here on May 21 at 3pm at the Jack Reidy Room. All three boards will be invited to that meeting. The meeting open to the public will take place May 22 at the Wilma at 5:30pm.

**Partner Updates: MDA, MDF, DMP:** Giblin gave an overview that the MDA is working on membership dues collection and sponsorship sales. He stated that planning is in full swing for DTTN, OTL and RCRF. He explained that the MDF has received two more grants. The foundation received \$5,000 from Destination Missoula to assist in the fall Downtown conference in October. Republic Services will be contributing to Downtown events in 2019. The foundation is working on donor strategy for summer and fall. Giblin added that the board is more engaged that they have been in the past. He went on to add that the Heritage Interpretive Plan open house at the Residence Inn was very successful. About 400 people provided feedback. Giblin went on to discuss what the DMP has going on. Giblin explained that John Corwin has

been hired on as Business Development Director. Corwin gave a brief overview of his work background in Missoula. Giblin added that the facility staff has begun work for the 2019 Event Season and that UNSeen Missoula is sold out through June.

**Mission Updates:** Giblin updated the board that the Downtown Ambassador hours have increased to 30 hours per week and will be increasing once again later in May to 40 hours per week. Our Downtown Ambassador is working on covering up small graffiti tags and will continue to hand out posters for different events. The Clean Team is now working four days per week and there have been no complaints. Giblin stated that Maintenance Manager, Daniel Tulk, will be bringing out the power washer eventually but it does need to be warm enough to do so. Daniel has about seven different jobs he can take care of right now. Randy Krastel will be provided with two additional officers on patrol. Randy has spent a lot of time out at the Poverello Center recently and needs help patrolling the other areas. Cederberg said that the neighbors around the Poverello Center have expressed their disdain for what's going on around them. Needles have been found with melting snow and Open Aid Alliance have been removing needles from that area. Corwin updated the board that he is getting up to speed with all that goes on with the Business Development position. He is just getting started and getting to know all that's going on. He has some ideas to digitize some things that will make things easier for Missoula people to find out information about Downtown Missoula.

With no new business or announcements, the meeting was adjourned at 4:30pm.