

Downtown Business Improvement District of Missoula
Board of Trustees Meeting Minutes
Tuesday, January 19, 2010
ALPS Conference Room
111 N. Higgins Ave

Present: Ellen Buchanan, Dan Cederberg, Tim France, Carma Gilligan, Rich Huffman

Absent: Charlie Beaton, Alan Newell

Staff: Rod Austin, Susie Boelman, Laurie Johnson

Guests: None

1. **Meeting Commencement:** 3:40 p.m.
2. **Introduction of Guests and Public Comment:** None.
3. **501c3 Update:** Dan informed the Board that the committee planned to submit a c3 application within the coming month and he suspected to have the designation within six months.
4. **BID Boundary/Zoning Issues:** Rod presented a map of the BID boundaries, and potential expansion areas, and discussed the City's resolution exempting any properties in R1, 2 and 3 from paying. There have also been changes regarding residential properties designations. Rod expressed his concern about ensuring RM1-35s remain included in the BID. Discussion ensued regarding specific buildings within the boundaries in question. Ellen suggested approaching OPG and note the exclusion of R1-3s in the initial classification and inquire about how to proceed. Rod explained he already having contacted OPG with this question. Ellen referred to the ordinance available online discussing the specifications/distinctions. Rod commented about the challenges he's faced with renewal despite his being at almost sixty percent. Rod will find out who owns the properties behind the flower shop on S. Higgins and determine whether or not to include this area in the expansion. He sought input from the board regarding including residential properties and simply not requiring them to pay.
5. **Director's Report**
 - a. *Renewal:* Rod announced he's within 51,000 square feet of having sixty percent. He presented his renewal database, which indicates properties that have either protested, signed or one's he's not heard back from yet. He discussed the condominiums process of a declaration for renewal where it's not based on individuals' signatures, rather the property as a whole. Dan commented about different properties somewhat in limbo regarding renewal and which to approach again, etc. Rod reported the Bakke brother's request to be dropped to Zone 2 rather than Zone 1. The board decided to leave them in Zone 1.
 - b. *Downtown Master Plan*
 - i. *North Higgins Project Update:* Ellen reported that three changes requested by MDT were made and the project should be out to bid within the next week as it needs to be awarded by mid-February.
 - ii. *Implementation:* Ellen noted that the implementation committee continues to meet and have set a schedule of important items to discuss with a different committee member presenting each meeting.
 - c. *Maintenance Report:* Rod discussed his and Daniel's attempt at collecting snow removal information/costs. Their findings indicate a large variety in how this service is billed. He noted his and Jenn's proposal to move forward with \$45/hour with a

minimum charge of one hour, including an additional charge depending on amount of ice melt used. Rod discussed costs involved with this particular service. Discussion ensued about determining the cost of snow removal services for ratepayers. Rod also noted the decision to move forward with power washing service fees similar to snow removal, but with a half-hour minimum. Ellen commented about her interest in doing an overhaul/initial power washing of Downtown as a whole; Rod replied that he feels starting with only the corners might be a better approach as there is already expressed interest from ratepayers for Daniel to do their properties in the spring.

Committee & Program Reports

- a. *Streetscapes*: Rod reported the vandalizing of three trees in front of Marsillo & Schuyler, PLLC. A police report was filed by the business and the City contact the BID as the “victim” as the trees are being considered BID property. The Hip Strip tree grates were removed until the trees are replaced. He reported that during next week’s annual meeting with Parks and Rec he will discuss whether or not they or BID will replace the trees. Discussion ensued about the challenging budgeting process the City is facing and the impact this has on all programs, including trees.

Rod also presented a mural project being proposed for the Orange Street underpass in Downtown. Michael Parker, of The University of Montana, has acquired a matching funds grant. He explained Michael’s history with these projects and his work done around the country. Rod noted the money earmarked for additional traffic signal boxes in 2010 and the possibility of using some of this funding to focus on the mural project. Rod will schedule Michael to present during February’s Board meeting.

6. **Ambassador Report:** Laurie presented final statistics for 2009. She highlighted numbers for people moved, visitor assists and transients. Ellen commented that it would be interesting to compare BID annual numbers to the Poverello’s annual numbers. Rod announced that the “Bird Man” (graffiti artist) has been caught and since his capture Downtown graffiti is down substantially. Rod updated the board about “Bird Man’s” process of arrest and his intent to be in front of the judge relaying the cost/impact of graffiti on Downtown/BID. Dan requested more information from Rod about this case so he can help get the priority raised on the particular issue.
7. **Approval of December Board Minutes:** Carma requested Rod acquire written permission from Bruce Bender regarding pushing snow into the streets. She also requested that the December Minutes reflect her recommendation that any transfer made between accounts (line items) be made known to the Board by an email. Dan noted that this is already an existing policy. **Ellen moved to approve December’s Minutes with the changes. Rich seconded the motion and all approved.**
8. **Financial Report:** Rod indicated the cash flow statement does not include the most recent \$70,000 in assessment monies received. He also noted some of the notes for this month’s Profit and Loss do not make absolute sense and he didn’t have a chance to discuss these with Jenn. Dan reported the Finance Committee meeting was rescheduled. Carma inquired about where equipment expenses are tracked. Rod explained this process.
9. **Trustee Comment:** Rod reminded the board about Ellen being up for renewal this year. Dan requested election of officer’s be added to February’s agenda.
10. **Meeting Adjournment:** 5:03 p.m.