

**Downtown Business Improvement District of Missoula
Board of Trustees Meeting Minutes
Tuesday, July 20, 2010
ALPS Conference Room
111 North Higgins (Second Floor)**

Attendees: Charlie Beaton, Ellen Buchanan, Dan Cederberg, Tim France, Carma Gilligan, Rich Huffman

Absent: Alan Newell

Staff: Rod Austin, Susie Boelman, Kristen Fitzpatrick

Guests: None

1. **Meeting Commencement:** 3:10 pm
2. **Introduction of Guests and Public Comment:** Tim introduced Kristen Fitzpatrick to the Board. Kristen is the new bookkeeper for the MDA who will provide bookkeeping services for the BID.
3. **Clean Team Contract:** Carma commented about some spelling errors she found in the contract. She also sought clarification about how far into alleys the Clean Team should clean. Rod discussed the alley behind the Import Market. Rod stated that he's requested weekly reports about the routes taken. Carma requested there be a standard form for a report so that there is consistency from month to month with what is being reported. **Carma moved to approve the contract with the requested changes. Dan seconded and all approved.**
4. **Employee Policy/Manual:** Rod reported the proposed Employee Manual reflects work he and Jennifer did before she left. He discussed the benefits section of the manual and clarified the holidays listed are the same as the City, not necessarily the MDA. Tim shared his sentiments about employee manuals. Charlie suggested taking a step back and having a committee review the manual. Tim, Dan and Carma volunteered to analyze the proposal. Ellen commented about the vacation time being way more liberal than the City's. Discussion ensued about the timeline and work done on the manual and multiple requests to Board for feedback. Rich suggested incorporating standards of behavior and expectations. Ellen suspected the BID needs to review the City's personnel procedure regarding dismissing an employee. Tim requested he have the opportunity to discuss with the committee about key points he feels should be in the manual. Rich noted it should indicate Board and Director be involved in employee dismissals, not solely a Board decision.
5. **2011 Budget:** Rod presented the proposed 2011 budget. Dan reviewed the year-end actual numbers during the finance committee meeting for 2010. Ellen suggested contacting the City regarding its Bad Debt cushion percentage. The Board decided to rename the "Bad Debt" line item to "Uncollected Assessment Contingency" for clarity purposes on the budget, and it should be placed right under tax assessment. Rod will review this change with Kristen.

Rod discussed annual garbage removal from the City and the graffiti removal service revenues. He reviewed the changes made to the 2011 budget based on actual numbers from 2010. Discussion ensued regarding how to address the monies related to possible raises for employees. Ellen suggested including it as an incentive / merit increase. Rod replied he would like to come to the Ambassador Committee with suggestions as far as raises after staff reviews. Dan commented about the marketing component of the budget and the current budget reflecting no spending, which complicates the budgeting process. Ellen suggested paying MDA month to month and creating a reconciliation process rather than having to wait for billing to be processed. Rod will seek budget approval during August's board meeting.

6. Downtown Foundation Request: Rod discussed Foundation Board development and reported about the meeting held to discuss financing a contracted grant writer. He requested seed money for administrative costs, work, etc. Ellen commented about how the seed money would help the Foundation get to the point where grants are self-sustainable. Rod commented about MDA's \$25,000 commitment each year for the next three years for Caras Improvements and their Treasurer, Harry Watkins, recommendation to take \$2,500 from this pledge for 2010 seed money. Ellen commented about the MRA's \$2,500 contribution to the seed money. Discussion ensued about the BID's involvement in and appropriateness of contributing to seed monies for the Foundation. **Charlie moved to take \$2,500 from the contingency fund to contribute to the Foundation's seed money. Rich seconded, Dan and Ellen abstained, all others approved.**

7. Director's Report

a. Downtown Master Plan

- i. Rod noted Linda's report on the retail strategy during the last Implementation Committee meeting.
- ii. **North Higgins Project** – Rod reported construction is about ten days behind; however, things are running smoother and there are fewer problems. He discussed NorthWestern Energy's request to move gas line meters causing additional construction.

b. Maintenance Report: Rod reported on Daniel's work with the street sweeper. Carma requested Rod get the weight of the sweeper machine.

c. PIPTA Conference Invite: Rod declined an invitation to attend a regional parking meeting.

d. Committees

- i. **Safety:** Rod discussed the success of the Downtown Officer program and Nicole's incredibly positive impact Downtown. Rich requested Nicole attend August's board meeting and provide an update, touch base.

e. Other: Title 20 Signage Glitch & Additional Maintenance Charges: Rod commented about the glitch in Title 20.

f. Library Long Range Planning Process: Rod reported that the Public Library has begun its planning process and is looking to expand.

g. Community Bank Suite B: Rod reported Mark Lyons of Community Bank's interest in having the BID and MDA rent both suites C and B. Rod is looking into costs.

8. Ambassador Report: None

9. Approval of May (18 & 26) and June Board Minutes: Ellen moved to approve both sets of May minutes. Rich seconded and all approved. Charlie moved to approve June's Board Minutes. Dan seconded and all approved.

10. Financial Report: Discussed during item #5.

11. Trustee Comment: Dan commented about a rumor he heard in regards to the Stimson Mill and Stone Container. Charlie updated the board about the online calendar decision being made by the Comprehensive Marketing Group.

12. Meeting Adjournment: 5:15pm