

## **Board of Trustees Meeting Agenda**

**Tuesday, April 21, 2026, from 3-5 pm at the DMP Office (218 E. Main)**

**Present:** Charlie Beaton, Scott Stearns, Karen Sippy, Luke Jackson, Michael Albritton

**Absent:** Ellen Buchanan, Chris McClead

**Staff:** Linda McCarthy, Jake Treece

The meeting was called to order at 3:06 PM.

### **ACTION ITEMS**

#### **REVIEW & APPROVAL OF MARCH MINUTES**

Karen Sippy motioned to approve the March meeting minutes. Luke Jackson seconded the motion. Motion approved unanimously.

#### **REVIEW & POTENTIAL APPROVAL OF RENT & UTILITIES CONTRACT WITH MDA**

BID and MDA have shared overhead costs since 2003, with the agreement previously structured as a 40% BID and 60% MDA split. The MDA Board and Executive Committee continue to view the two organizations as strong operational partners.

The updated agreement reduces BID's contribution to 30%. MDA recently paid down a significant portion of the mortgage ahead of anticipated interest rate increases. Under the revised agreement, BID's monthly mortgage payment will be \$1,043.74, representing only a slight decrease overall. BID's monthly contribution will total \$1,862.74 and includes mortgage expenses, condo association fees, office utilities, property taxes, phone and internet services, and software subscriptions.

Discussion followed regarding condo association maintenance costs. Scott Stearns moved to approve the agreement. Michael Albritton seconded the motion. Motion approved unanimously.

#### **REVIEW & POTENTIAL APPROVAL OF GARBAGE & RECYCLING CONTRACT WITH THE CITY**

For nearly 20 years, the City has funded BID's downtown garbage and recycling services through the flushing district, supporting enhanced maintenance services and street cleaning downtown.

The proposed contract, which will require City Council approval, is a three-year agreement totaling approximately \$91,068. The contract covers labor, supplies, and trash and recycling removal services for 116 receptacles throughout downtown. McCarthy noted that the agreement has remained relatively unchanged over the years. Prior to BID oversight, the City

serviced only 22 receptacles and provided coverage three days per week. Recycling contamination continues to present operational challenges.

Scott Stearns requested a revision to the contract language regarding receptacle counts due to seasonal fluctuations.

Discussion followed regarding the scope of services covered under the agreement and the included 12% administrative fee. Garbage and recycling operations account for approximately 50% of the maintenance team's workload.

With the requested edit incorporated, Karen Sippy moved to approve the agreement. Luke Jackson seconded the motion. Motion approved unanimously.

### **REVIEW & POTENTIAL APPROVAL OF CLEAN TEAM CONTRACT WITH ORI**

The Clean Team is entering its 20th year of service. In recognition of the milestone, McCarthy proposed the idea of hosting a celebration and emphasized the team's value as a major asset to the BID. Discussion highlighted the uniqueness of Missoula's Clean Team model compared to similar programs in other communities.

ORI requested a 6% increase for the upcoming contract period, aligning with recent Montana minimum wage increases. Organizations and businesses are also no longer permitted to pay special needs wages below the state minimum wage. The agreement remains generally consistent with previous contracts, though Years 2 and 3 remain flexible pending future wage increases or operational needs. ORI will continue billing based on hours worked.

As discussed in previous meetings, staff continue exploring grants and partnership opportunities that could expand ORI's involvement in events and additional downtown maintenance efforts, including tree watering. The Clean Team operates from 9:30 AM–2:30 PM and does not work overtime. Discussion followed regarding the overall value and impact of the Clean Team.

Karen Sippy moved to approve the agreement. McCleard seconded the motion. Motion approved unanimously.

### **NON-ACTION ITEMS**

#### **FINANCIAL REVIEW**

McCarthy noted two changes to the balance sheet, with both the First Security Bank and City of Missoula account balances slightly reduced. Current checking and savings balances total approximately \$233,886, with all other balances remaining largely unchanged.

On the Profit & Loss statement, approximately \$6,900 was received for garbage and recycling services, though BID assessments have not yet been received. The City is currently three months behind on payments.

Additional expenses included business meals associated with the Sterling Commercial Real Estate presentation, equipment repairs related to the pickup truck and other maintenance equipment, and regular garbage, supply, and fuel expenses, which remain in line with expectations. Joint marketing expenses and the Clean Team contract were also charged during the period.

The organization is currently operating at an approximate net loss of \$6,500.

### **REVIEW OF FY2027 BUDGET**

The second draft of the FY2027 BID budget was presented for review.

McCarthy noted the continued difficulty in accurately forecasting BID tax assessments due to delinquent payments and ongoing tax protests.

Discussion focused heavily on public safety funding. BID has historically funded two downtown officers and has requested financial support from both the Parking Commission and Mountain Line. Current discussions are leaning toward transitioning to a one-officer contract, with requests for both organizations to contribute \$15,000 per officer. McCarthy has upcoming meetings scheduled with both groups as they continue developing their own budgets.

The Foundation has approved the Business Support Fund initiative, which will include outreach to businesses for additional fundraising support.

Assessment savings, or the carryover of unspent funds, increased this year and have been used to help balance the budget. Hall expressed concerns about relying on assessment savings as an ongoing budgeting strategy, noting that it is not considered a typical budgeting practice.

Several budget line items were adjusted, including rent and utilities projections, increased insurance costs, and reduced officer contribution figures. The officer currently assigned to the BID is an 18-year officer, resulting in higher wage and salary expenses.

Joint marketing remains budgeted at \$40,000. An additional \$5,000 has been allocated for advertising and another \$5,000 for website improvements. Discussion emphasized the need for improved mobile functionality and ADA accessibility compliance on the organization's website.

Approximately \$15,000 has been allocated toward planning and implementation of the Business Support and Resiliency Program, with a long-term fundraising goal of \$150,000. The program is intended to support businesses impacted by construction activity through efforts such as facade improvements, signage upgrades, cooperative marketing, and improving alley-facing business

visibility. Funds cannot be used for rent, utilities, taxes, or direct revenue replacement, as the Foundation does not intend for the program to function as a recovery grant. Grant awards are anticipated to range from \$1,000–\$4,000. Applications are expected to open in the fall, with awards distributed in January. The program is anticipated to operate over two years.

McCarthy reiterated that the proposed budget remains tight with very little flexibility and stated that the goal is to bring the final budget forward for approval at the May BID meeting.

Additional discussion followed regarding the possibility of reducing the number of officers from two to one, citing overlapping officer shifts and desk-duty assignments. The annual cost for two officers is approaching \$160,000, and maintaining both positions would require reductions in other budget areas.

Board members also discussed concerns surrounding “pyramiding,” where officers take vacation leave from their standard assignments and then work BID event patrol shifts at overtime rates. The Board expressed frustration with effectively paying both vacation time and overtime simultaneously. Language addressing this issue will be added to future agreements.

#### **DOWNTOWN BID ANNUAL MEETING: THURSDAY, MAY 28, AT THE RESIDENCE INN BY MARRIOTT**

The Downtown BID Annual Meeting is scheduled for Thursday, May 28, at the Residence Inn by Marriott. Board members are strongly encouraged to RSVP and attend. Postcard invitations will also be distributed.

Breakfast will begin at 8:00 AM, with the formal program starting at 8:30 AM. Connor McMahon from Sterling will provide a presentation, and Megan McMeekin will present updates on downtown projects and Downtown SAM.

#### **PARTNER UPDATES FOR MDA & MDF: CANOPY, EVENTS, SPRING CAMPAIGN, DT SAM, BUSINESS SUPPORT FUND, FLOWERS**

Updates were provided on ongoing collaboration efforts between MDA, MDF, and DMP, including programming related to Canopy, events, the spring campaign, Downtown SAM, the Business Support Fund, and downtown flower initiatives.

The DMP is preparing for an upcoming alley activation featuring flowers and a DJ bar. This will be the second of four planned activations. Additional maintenance work includes banner changeouts and ongoing graffiti cleanup.

Rico Suazo has been introduced as the new BID officer, while Amanda Hardin remains on medical leave. In business development updates, Littig and Kier are scheduled to attend the

next meeting. The pavilion project has been completed and is expected to be fully operational in time for Garden City BrewFest.

The general spring campaign is currently underway with a fundraising goal of \$40,000. The Downtown SAM open house will present the 90% design plan, with additional discussion held on recent project updates.

#### **NEW BUSINESS & ANNOUNCEMENTS**

A new unveiling for Allez is scheduled for Thursday, May 7. Jay Rummel's recent pop-up event in Missoula saw strong attendance and was noted as a potential model for future building owner activations.

#### **TRUSTEE COMMENTS**

No trustee comments were recorded.

The meeting was adjourned at 4:36.