BOZEMAN MT

THE BOZEMAN DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD OF BOZEMAN, MONTANA

BID AGENDA

Wednesday, November 18, 2026

General information about the Downtown Business Improvement District Board is available in our Laserfiche repository.
*If you are interested in commenting in writing on items on the agenda please send an email to **comments@bozemanmt.gov** or visit the **Public Comment Page** prior to 12:00pm on the day prior to the meeting. At the direction of the City Commission, anonymous public comments are not distributed to the Board or staff.*
Public comments will also be accepted in-person and through Video Conference during the appropriate agenda items.
*As always, the meeting will be streamed through the **Commission's video page** and available in the City on cable channel 190.*
*For more information please contact Emily Cope, **emily@downtownbozeman.org***

A. Call meeting to order - 12:00 p.m.
This meeting will be held both in-person and also using an online video conferencing system. You can join this meeting:
Via Video Conference:
Click the Register link, enter the required information, and click submit.
Click Join Now to enter the meeting.

***Via Phone:** This is for listening only if you cannot watch the stream, channel 190, or attend in-person*
United States Toll
+1 253 205 0468
Access code: 955 3864 1712

B. Disclosures

C. Changes to the Agenda

D. Approval of Minutes

D.1 Approve Meeting Minutes(Cope)

E. Public Comments on Non-agenda Items Falling within the Purview and Jurisdiction of the Board
This is the time to comment on any non-agenda matter falling within the scope of the Business Improvement District Board. There will also be time in conjunction with each agenda item for public comment relating to that item but you may only speak once per topic.

Please note, the Board cannot take action on any item which does not appear on the agenda. All persons addressing the Board shall speak in a civil and courteous manner and members of the audience shall be respectful of others. Please state your name, and state whether you are a resident of the city or a property owner within the city in an audible tone of voice for the record and limit your comments to three minutes.

F. FYI/Discussion

F.1 Economic Development Director's Report (Cope)

F.2 November Finance Report (Cope)

G. Adjournment

For more information please contact Emily Cope, Bozeman Downtown Partnership, emily@downtownbozeman.org
This board generally meets the 3rd Wednesday of the month from 12:00 to 1:30
City Board meetings are open to all members of the public. If you have a disability that requires assistance, please contact our ADA Coordinator, David Arnado, at 406.582.3232.

BOZEMAN MT

Memorandum

REPORT TO: Bozeman Downtown Business Improvement District Board

FROM: Emily Cope, Downtown Bozeman Partnership

SUBJECT: Approve Meeting Minutes

MEETING DATE: November 18, 2026

AGENDA ITEM TYPE: Minutes

RECOMMENDATION: I move to approve the September 2026 meeting minutes.

STRATEGIC PLAN: 4.4 Vibrant Downtown, Districts & Centers: Promote a healthy, vibrant Downtown, Midtown, and other commercial districts and neighborhood centers â€“ including higher densities and intensification of use in these key areas.

BACKGROUND: Meeting minutes from the September 2026 board meeting.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by board.

FISCAL EFFECTS: None.

Attachments:
Downtown BID September 2026 Board Meeting Minutes.docx

Report compiled on: November 9, 2026

THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT MEETING OF BOZEMAN, MONTANA

MINUTES

September 16, 2026

General information about the Downtown Business Improvement District Board is available in our Laserfiche repository.

A) 00:05:38 Call meeting to order - 12:00 p.m.

Present: Mark Kehke, Erik Nelson, Susan Neubauer, Eric Bowman, Ileana Indreland, Randy Scully, Emily Cope
Absent: None
Excused: Eric Sutherland

B) 00:05:38 Disclosures

C) 00:05:38 Changes to the Agenda

D) 00:05:38 Approval of Minutes

D.1 00:05:38 Approve Meeting Minutes
Downtown BID August 2026 Board Meeting Minutes.docx

00:05:38 Motion *to approve* I move to approve the August 2026 meeting minutes.

Ileana Indreland: Motion

Mark Kehke: 2nd

00:05:38 Vote on the Motion *to approve I move to approve the August 2026 meeting minutes.* ***The Motion carried 6 - 0.***

Approve:

Mark Kehke

Erik Nelson

Susan Neubauer

Eric Bowman

Ileana Indreland

Randy Scully

Disapprove:

None

E) 00:05:52 Public Comments on Non-agenda Items Falling within the Purview and Jurisdiction of the Board

F) 00:06:18 FYI/Discussion

F.1 00:06:21 Economic Development Director's Report & Finance Report

BID EDD Report 9-26.pdf

BID Finance Report 9-26.pdf

G) 00:36:35 Adjournment

For more information please contact Emily Cope, Bozeman Downtown Partnership, emily@downtownbozeman.orgThis board generally meets the 3rd Wednesday of the month from 12:00 to 1:30

BOZEMAN MT

Memorandum

REPORT TO: Bozeman Downtown Business Improvement District Board

FROM: Emily Cope, Downtown Bozeman Partnership

SUBJECT: Economic Development Director's Report

MEETING DATE: November 18, 2026

AGENDA ITEM TYPE: Plan/Report/Study

RECOMMENDATION: Discuss.

STRATEGIC PLAN: 4.4 Vibrant Downtown, Districts & Centers: Promote a healthy, vibrant Downtown, Midtown, and other commercial districts and neighborhood centers â€“ including higher densities and intensification of use in these key areas.

BACKGROUND: Emily will provide an update on downtown projects and maintenance programs.

UNRESOLVED ISSUES: None.

ALTERNATIVES: None.

FISCAL EFFECTS: None.

Attachments:
BID EDD Report 11-26.docx

Report compiled on: November 9, 2026

Economic Development Director's Report
Business Improvement District Board
November 2026

Downtown Updates

- New streetlamp garland, bows and spiders will be installed on December 1.
- Holiday Light Sponsorship application closes on November 19th.
- The Downtown Garage Elevators have been wrapped with a fresh new design incorporating the updated Downtown Bozeman brand, colors and graphics.
- The public restrooms at the Streamline transfer area are slated to open this fall/winter. We are working with Streamline and the City's Parking Division to develop an ongoing maintenance program that clearly establishes cleaning schedules and responsibilities to help ensure the facilities are well maintained.
- Public comment letter received from DBA.

Below are the maintenance statistics comparing the year-to-date figures from this year (FY27) to the corresponding stats from last year (FY26).

	FY2026 Y-T-D		FY2027 Y-T-D		
	Total	**Avg/mnth**	**Total**	**Avg/mnth**	**Difference**
Trash Emptied	2091	523	2255	564	+164
Recycling Emptied	510	128	483	121	-27
Graffiti Removed	28	7	38	10	+10

URD/City of Bozeman Projects

- Bozeman Creek Plan: Vision plan presentation & adoption on December 15th at City Commission Meeting. Learn More.
- DURD Expansion to include the Federal Building Property – Tentative project timeline:
  - November 17: Resolution of Necessity, City Commission consent
  - December 5: Community Development Board
  - January 5 or 12: Public Hearing and First Reading
  - February 2: Second Reading
- Downtown Parking Vision Plan -The final Parking Vision Plan will be released after the holidays to maximize community engagement. Meanwhile, we're advancing employee parking options, DURD expansion, a spring 2027 wayfinding plan, and additional parking infrastructure, currently the DURD Board's top priority.
- Downtown Comprehensive Wayfinding Plan - A $75,000 Montana Main Street grant application to support a comprehensive downtown and perimeter wayfinding plan focused on parking, pedestrian, vehicular, and destination navigation as been submitted. We expect to hear about funding in early January 2027, with planning anticipated to begin in spring 2027.
- Willson School Accessible Playground- Design 5 has been selected to lead design of the new

inclusive, accessible playground in partnership with BSD7. Design work will continue through fall and winter, with construction anticipated in spring/summer 2027.

- 5th and Main Lighting Project - Work continues on the pedestrian lighting improvements along Main Street from I-Ho Pomeroy Peace Park toward Wells Fargo. Sidewalk repair and tree maintenance have been completed, with remaining pedestrian lighting and traffic signal work to be completed by mid-November, based on luminaire delivery.
- Downtown Special Improvement Lighting District (SILD) - Work continues to reestablish the SILD for downtown pedestrian lighting. The current focus is establishing appropriate district boundaries and developing a fair methodology for distributing costs among properties, including evaluating frontage versus square footage and other potential approaches.

Upcoming City of Bozeman Public Meetings Calendar: https://www.bozeman.net/departments/city-commission/advisory-boards/calendar

- December 15th- Downtown URD Board Meeting
- December 16th- Downtown BID Board Meeting

View recorded meeting videos here: Meeting Videos | City Of Bozeman.

Upcoming Events:

- Walk the Block Mondays – Every Monday, meet at the Baxter at 1pm. Join us for this great way to get to know your neighbors!
- Ladies' Night- November 19
- Small Business Saturday- November 28
- Christmas Stroll- December 5
- Winter Art Walk-December 11
- DBA Events Calendar

BOZEMAN MT

Memorandum

REPORT TO: Bozeman Downtown Business Improvement District Board

FROM: Emily Cope, Downtown Bozeman Partnership

SUBJECT: November Finance Report

MEETING DATE: November 18, 2026

AGENDA ITEM TYPE: Plan/Report/Study

RECOMMENDATION: Discuss.

STRATEGIC PLAN: 4.4 Vibrant Downtown, Districts & Centers: Promote a healthy, vibrant Downtown, Midtown, and other commercial districts and neighborhood centers â€“ including higher densities and intensification of use in these key areas.

BACKGROUND: Emily will review the monthly finance report.

UNRESOLVED ISSUES: None.

ALTERNATIVES: None.

FISCAL EFFECTS: None.

Attachments:
BID Finance Report 11-26.pdf

Report compiled on: November 9, 2026

Downtown BID November 2026 Finance Report

	APPROVED FY2027	Y-T-D FY2027	
Income			
BID Assessment	$ 295,000.00	$ 295,000.00	100%
Contract Income	$ 26,000.00	$ 13,000.00	50%
Interest Income	$ 100.00	$ 6.18	6%
Mobile Vending Fees	$ 1,500.00	$ 3,500.00	233%
Flower Sponsorships	$ 10,000.00	$ 300.00	3%
Christmas Light Sponsorships	$ 3,000.00	$ 300.00	10%
Streetlamp Banners	$ 15,000.00	$ 6,200.00	41%
Total Income	**$ 350,600.00**	**$ 318,306.18**	91%
Expenses			
Management Fee	$ 89,000.00	$ 46,642.00	52%
Total Expenses	**$ 89,000.00**	**$ 46,642.00**	52%
Payroll Expenses			
Maintenance Staff	$ 85,000.00	$ 37,401.50	44%
Taxes	$ 5,500.00	$ 3,029.58	55%
Work Comp	$ 3,500.00	$ 733.74	21%
Maintenance Staff--Garage	$ 25,000.00		0%
Taxes	$ 950.00		0%
Work Comp	$ 950.00		0%
Total Payroll Expenses	**$ 120,900.00**	$ 41,164.82	34%
Programs			
Downtown Safety Program	$ 15,000.00		0%
DBA Support	$ 28,500.00	$ 28,500.00	100%
Holiday Lights	$ 2,500.00	$ 196.53	8%
Holiday Light Spider Repair	$ 2,500.00		0%
Holiday Lights Storage	$ 1,675.00		0%
Holiday Lights- Reserve Fund	$ 15,000.00		0%
New Banners	$ 5,000.00	$ 7,076.00	142%
Flower Expenses	$ 36,000.00	$ 407.90	1%
Flower Water	$ 400.00	$ 304.14	76%
Marketing	$ 3,500.00	$ 3,500.00	100%
Maintenance Supplies	$ 5,000.00	$ 2,274.20	45%
Garbage Bags	$ 3,250.00	$ 1,816.09	56%
Graffiti Supplies	$ 750.00	$ 69.56	9%
Graffiti Contracted Removal	$ 5,000.00	$ 1,553.00	31%
Mule Service & Fuel	$ 2,100.00	$ 983.56	47%
Truck Service & Fuel	$ 2,700.00	$ 688.45	25%
Truck-Mule Insurance	$ 7,650.00		0%
Hazmat Clean Up	$ 2,000.00	$ 562.70	28%
Program Contingency	$ 2,000.00	$ 448.47	22%
Total Program Expenses	**$ 140,525.00**	$ 48,380.60	34%
Total BID Expenses	**$ 350,425.00**	**$ 136,187.42**	39%
NET ASSESSMENT INCOME	**$ 175**	**$ 182,119**	
Checking Account Balance		$ 282,293.73	
Certificate of Deposit Balance		$ 135,384.27	
Total Cash On Hand Total		$ 417,678.00	