

July 9, 2025 | 4PM | 412 Ryman Street Conference Room

University District Neighborhood Council Leadership Team Members: Amy O'Hoyt, Tim Edwards, (Jennipha Nielson attended late, please see the noted area on when present) | Absent Team Members: Mehrdad Mostafavi & Rue Orford) | Neighbor: Adam Rasmussen

Neighborhood Representative: Kalina Pritchard, University of Montana Representative: Emily Ferguson-Steger

University District Neighborhood Council Leadership Team July Meeting Notes

Introduction and Roll Call:

Meeting Called to Order – 4:11PM

Approval of June's Minutes:

Will happen at the August meeting

Presentations:

None

Items to be Discussed:

General Meeting Planning

Logistics

Time and Location: Bonner Park on Wednesday, September 10th, 2025 from 6-8PM
Kalina/Melissa will assist by submitting for the Bonner shelter reservation for this meeting.

Food: Amy was able to work with Bob at Bigga and UDLT was able to prepay for \$300 worth of pizza. She will connect with Bob to get the orders place for \$300 of pizza for the meeting.

Kalina confirmed we have \$379 in a grocery gift certificate. Which Amy will use to get sparkling waters, ice and cookies for the event.

Neighborhoods has a ton of paper products including: plates, napkins and cups that they can bring for the event.

Adam reminded us that Bonner Park just got a new water bottle filler (near the splash pad) that can be used for this event.

If leadership team members have extra coolers that they would be willing to bring to the General Meeting – so we can put the drinks and ice into them, it would be appreciated.

Communication: Postcard (1/2 sheet size)

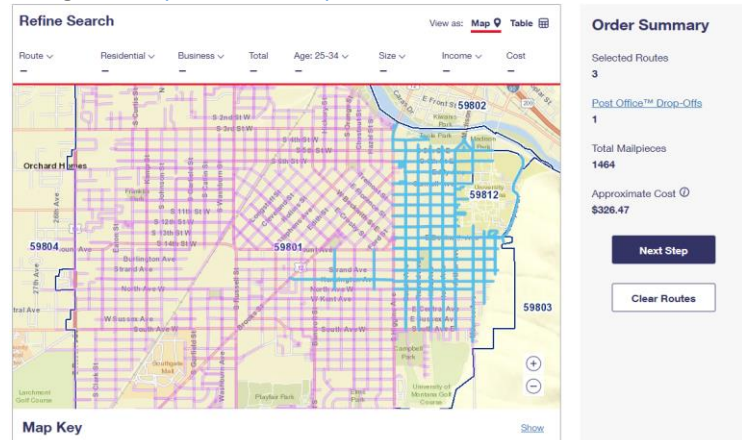
Kalina was able to share examples of what other Neighborhoods have sent out. They go as bulk mailers. The front is the address and logo from the Missoula Neighborhoods. The back had a QR code for a community survey, bullet points of topics to be discussed or covered, the promotion of the free food (or other free things – like visit by a fire truck) and a map of the neighborhood.

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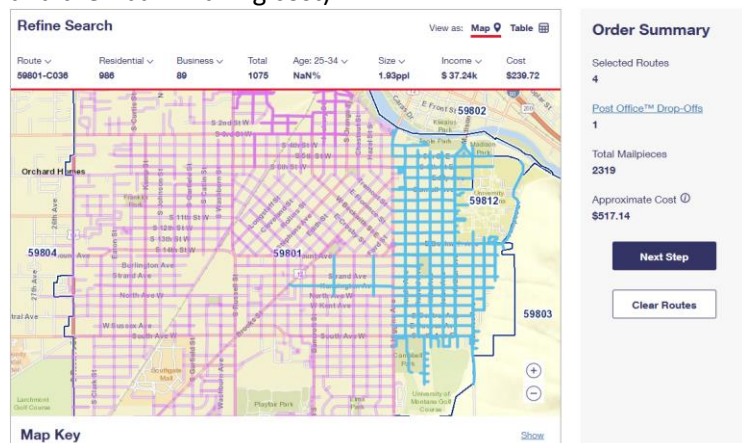
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The City print shop can produce these for around .15 ¢ per piece.

Using the <https://eddm.usps.com/eddm/select-routes.htm>



If we sent to these routes it would go to 1464 pieces but miss University Village and Lewis and Clark Villages and west to east on Kent, Central, Sussex, and South between Higgins and Maurice Ave. ($1464 \times .15 = \$219.60$ approx. to print this volume and then bulk mailing cost)



If we sent to all of the routes that cover University District it would be 2319 pieces. ($2319 \times .15 = \$347.85$ approx. to print this volume and then the bulk mailing cost)

Another neighborhood who also did this found that mailing 2319 pieces cost them \$517.14 for postage (or around .23 per piece). The estimate to do this for our neighborhood would be
1. 1464 pieces - \$219.60 (printing) + 336.72 (postage) = \$556.32
Or 2. 2319 pieces - \$347.85 (print) + \$533.37 (postage) = \$881.22

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Conversations were had that since the General Meeting is the main opportunity that the University District Leadership Team is able to directly connect with neighbors – it is worth the investment to ensure as many people know about the meeting as possible.

Timeline for getting the postcards out will be critical due to the Labor Day holiday (Sept. 1st) and Missoula Municipal Primary Election (Sept. 9th). Current thoughts are that a draft would be submitted to the City Print Shop by Aug. 18th. Generally, it takes about three to four days for printing. Then they need to be picked up and brought to UPSP for mailing. The goal would be to have them to USPS by Aug. 25th. Once the mail has them – it takes anywhere from two to five days (generally for folks to get them).

Kalina will share out sample postcards and survey's that other neighborhoods have used so at the next meeting mock ups and drafts can be approved (with quorum vote).

Signage:

A-Frames of which the UDLT has six will be used to promote the General Meeting as well. If option 1 of the mailings is chosen then the idea would be that the A Frames would be used 2 around Bonner, 2 on South and 1 on Arthur and 1 on Beckwith (or something similar).

We need to get inserts printed with the information about the General Meeting, location, time and incentive for coming. This can be done from a number of different vendors including: [PawPrint](#), [Staples](#), [Missoula Copy Center](#), [Mikes Print Shop](#), [AlphaGraphics](#), just to name a few. It can also be handprinted, since it will be a one-time only sign. Generally, these inserts measure 24"x 36".

Emily can add information about the General Meeting into GrizHub campuses one-stop-shop for events. This way students living in The Villages will also see the information.

Meeting Format

How do we create value? What are the needs of our neighbors? What do they want to see us focus on?

Create a survey that can be completed with a variety of topics and/or questions.

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Using both a 1-5 ranking system and open feedback questions.

Provide this to folks both via invitation QR code, on-site QR codes, link and printed versions.

Other neighborhoods have used data from this to prioritize projects, funding allocations and one team even created a two-year strategic plan.

Neighborhoods will provide the printed surveys and pens.

Does the University Neighborhood have an email list? Yes, via City of Missoula Neighborhoods [Notify Me](#) opt in option. On many of the survey's created by other neighborhoods they have also included a question asking folks who would like to stay informed – to sign up (which they can do through an embedded link on the survey).

A notification about the General Meeting can be sent to those who opt in for the University District *Notify Me*.

(Jennipha Nielson attended from here on)

Presenters, Topics for Discussion and Time Allocations (order of presentations has not been determined)

City Council Presentations (time allotment :05 minutes each so up to :20)

Currently would include: [Gwen Jones](#) (Ward 3), [Daniel Carlino](#) (Ward 3), [Amber Sherrill](#) (Ward 4), and [Mike Nugent](#) (Ward 4)

*Could change with [Municipal Primary Election](#) as Wards 2, 3, and 6 will each have a city council member race. Wards 1, 4, and 5 will advance to the November 4 municipal election.

Vice President [Leslie Webb](#) or another UM representative to provide a UM Minute. Areas to touch on could include: enrollment, new Residence Hall and other highlights (time allotment :05 minutes)

Parking with both [Jody Pilgrim](#) and [Bill Donovan](#) to speak on parking, including but not limited to recent or upcoming changes and well as establishing how to connect if there are challenges in parking. (time allotment :10 minutes)

Urban Forest conversation with [Ben Carson](#) Program Manager for Missoula's Urban Forest. (time allotment :05 minutes)

Map Your Neighborhood invitation to participate presentation by Rue and Jennipha. (time allotment :15 minutes)

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Election of new University District Leadership Team members. (time allotment is :15 minutes though it could take far less time)

Public Comment on Non-Agenda Items (time allotment is :10 minutes)

Presentation Breakdown

UDLT Intro./Welcome	:10 minutes
City Council	:20 minutes
University Update	:05 minutes
Parking (City and UM)	:10 minutes
Urban Forest	:05 minutes
Map Your Neighborhood	:15 minutes
Election	:15 minutes
Public Comment/Non-agenda items	:10 minutes
Total	:90 minutes

Amy O'Hoyt volunteered to email folks to invite them to join us for the University District General Meeting.

Focus for next month's meeting which is on August 6th from 6-8pm at the 412 Ryman Conference Room.

- Determine the run of show for the General Meeting
- Vote (requires 3 to reach quorum) to approve the agenda, mailing (printing and mailing cost), a-frame inserts (printing cost) and survey (questions and format).

Community Forum Report (Amy):

This was Amy's first Community Forum and she found it really beneficial. She presented on the UDLT's planning for the September General Meeting. Jennipha was also able to join Amy and present on Map Your Neighborhood. Franklin to the Fort also presented and did a great job with both handouts (Amy brought to share with the team) and shared about their big Fourth of July event.

This is no forum in July.

The next opportunity for the University District to present would be in August.

Missoula Neighborhoods Report (Kalina):

Reflections from the end of Fiscal Year 2025 (July 1 – June 30) from the Missoula Neighborhoods. Many Neighborhoods were in a rush to spend their remaining funds at the end of last month. This created challenges for the Missoula Neighborhoods team as fiscal end of year deadlines and credit card limits are behind the scenes constraints that hinder the ability to execute what the Neighborhood Council teams want efficiently and effectively. Moving forward – beginning for Fiscal Year 2026, Missoula Neighborhoods will have a firm date in May where Leadership Teams must approve purchase for the fiscal year by. Also, just a reminder to spend your monies throughout the year. You don't need to wait until the end of the fiscal year to spend. If, your team runs low and still have a good project idea – this is where the team can present at the Community Forum to see if a special project allocation could be made.

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Public Comment on Non-Agenda Items:

Adam asked for more clarity on the UDLT's investment in the Bear Pads. What are they?

Great question. A group came to the UDLT to ask for financial assistance in securing the trash cans near the Jacob's Island Dog Park so that they are more Bear Resistant. A bear pad for trash cans is a sturdy base, often concrete or wood, designed to prevent bears from tipping over trash cans and accessing their contents. These pads also help contain any spills or messes, keeping your property cleaner. They are a key component of bear-resistant trash storage systems, especially in areas with frequent bear activity. UDLT was able to provide them a \$300 donation to secure a set of cans.

Emily provided an UM Fall Events list. She will continue to add to this list as new events are announced.

Emily indicated that she will be sharing an email with the University District Neighborhood Council

Leadership Team from the University – near the end of July – on more of the specific traffic/parking plans for Move-In Day which is Aug. 18th.

Announcements:

None

Meeting Adjourn:

Meeting motioned for adjournment by Amy O'Hoyt at 5:19PM with Tim Edwards seconding that motion. All other voting members agreed to adjournment.

August Meeting: August 6, 2025 from 6-8PM at the 412 Ryman Conference Room