****

**Helena Business Improvement District**

**Board of Trustees Meeting**

**Thursday, August 10, 2017, 4:00 p.m.**

**Valley Bank Community Room**

**MINUTES**

**Mission Statement:** The Helena Business Improvement District is a leader, facilitator, provider and advocate for a planned, creative program that results in the continual improvement of property values and properties in downtown Helena.

Board Members present: Randy Riley, Al Roy, Mark Roylance, Rex Seeley, Lee Shubert

Guests: Rick Ahmann, Ed Noonan, City Commission, Paul Pacini, Helena Citizen’s Council

Staff: Renee Bauer, Cindy Stevens

1. Welcome & Introductions
   * 1. Officially welcomed Lee Shubert as the new board member. C. Stevens will get a board manual ready for him by next week. Welcome P. Pacini and Commissioner Noonan.
2. Public Comment - none
3. Consent Agenda
   1. Minutes from July 13
   2. ED Report for July
   3. July Financials & Notes

STIP accounts need new resolutions. C. Stevens is working on getting the resolutions and new signatories.

R. Seeley moved to accept consent agenda, L. Shubert second, Motion passed.

1. Downtown Helena, Inc. – Update (R. Ahmann)
   * 1. Alive @ Five season is going well. It is projected to meet the budget. The bands drive the revenue and it is a learning process and DHI continues to learn.
     2. Co-op advertising and marketing groups met and are working on strategies. Paula Halverson, DHI Board member, has experience in producing a downtown magazine. Anything produced would be content driven with advertising for the businesses. The committees are meeting again at the end of the month.
     3. Business mentoring committee met and started working on strategy for a Biz to Biz program. R. Ahmann suggested talking to Brandon Orr at Helena Small Business Assistance and Helena College of Technology. Look for potential grants to get started and keep the program running.
2. Committee Reports
   1. Executive (R. Bauer)
      1. No news on board member recruitment. Ryan Stavnes has expressed a desire to be on the board and will submit an application to the Mayor next. E. Noonan suggested that Chris Taliff is contacted about representing Mike Casey.
      2. The work session Thursday, August 24 will look at organizational structure, committee structure and other items. The meeting will be at Valley Bank at 3:30.
      3. The City Manager meeting report – Parks are making good steps to maintain the walking mall. The Park Dept. will be the gate keeper of all events on the Walking Mall. They will collect all information on one application and route through other appropriate departments. This is a customer service improvement.
      4. Discussion regarding concerns involving the Chamber and the City: BID was told it can no longer use the Chamber Building dumpster nor its conference room because BID is no longer a tenant of the building. It was decided to move the BID meetings to the Valley Bank. R. Ahmann noted that it is a hardship for DHI not to be able to use the Chamber meeting room. E. Noonan was asked if he could take this discussion to the next administrative meeting as a Downtown issue. A. Roy gave a brief history of the BID transition from the Chamber to the present office. The issue of water use was brought up: Dan was told he couldn’t use the yellow spigot on the Walking Mall and has been filling the 200 gallon tank three times a week since the first of June to water the flower baskets. E. Noonan expressed the need for a meeting with all agencies that would focus on Downtown issues. E. Noonan will meet with the City Manager. The board expressed great appreciation for his efforts. A. Roy wants to know what the City responsibility is regarding trash. L. Shubert suggested the Placer or the Montana Club as possible meeting spaces.
      5. Along with the previous discussion, the ongoing process of getting the coffin planters removed was brought up. R. Seeley explained to Commissioner Noonan the history of the debate and expressed frustration with the process. Commissioner Noonan will be sent a background of the issue.
      6. The cost of repairing the Walking Mall stream was also discussed. A. Roy asked if the stream was damaged due to a contractor, why was the contractor not held accountable? It was suggested that moving forward there is some mechanism for keeping track of damages and assessing repair costs.
      7. M. Roylance attended the meeting regarding Central School. The proposed building will be 62,000 sq. ft. which is about double the original size. The footprint will be about 38,000 sq. ft. and be two stories running along Warren, keeping the main entrance on 8th Street. The view of the Cathedral will not be impaired. There should be a schematic design by the end of the month. The meeting was well attended and the community was very engaged. P. Pacini added that he was impressed with the attention to maintaining a connection to Downtown and the trails. The embankment below the school is owned by MDT. There are possibilities that the land could be improved since it is not going to be used as was thought years ago for transportation. There is a list of things that MDT won’t allow along Cruise, is there a way to change the working relationship with MDT? MDT has issues with the bulbout at 14th and LCG. Send the board information regarding meetings regarding Central School.
   2. Marketing and Communications
      1. Website –The estimate for the 16 hours of continued work to finish the website is $1,600. The website will be ready to go live after the revisions. Discussion regarding the progression of the website development and whether DHI will contribute to the payment of the site. R. Ahmann suggested the $1,600 be split between BID and DHI. It was moved to proceed the website revision. A. Roy moved, L. Shubert 2nd. Motion passed.
   3. Streetscape
      1. Improvements on Front Street and Neil are held up due to MDT. The cross walk that connects Federal Reserve to Woman’s Park and the Farmer’s Market has not been replaced after the repaving project. This is a safety concern for pedestrians during Alive @ Five and the Farmer’s Market. There had been discussion to put in an elevated crossing and that needs follow up with MDT.

* 1. Downtown Master Plan
     1. Façade Improvement Grant Update – One grant application has been received from Cottonwood ALC and another is expected soon. Would it be possible for the façade grant to be used to restore ghost signs? Building owners would have to apply.
     2. M. Roylance and R. Bauer walked through the old Blue Cross Blue Shield building with the Public Market Feasibility Study consultants. The historic part of the building has about 5,000 sq. ft. floor plate, three stories and a lot of potential. It would require quite a bit of money to rehab though.
     3. Zoning Update - There was a meeting on Tuesday with the consultant to continue reviewing and developing the draft code. The previous draft had grown overly complex with numerous sub-zones; the most recent version was simpler and cleaner as the committee had requested. There is now one zone with a transition overlay around the Downtown District zone with reduced building heights and which allows for first-floor residential uses. The Downtown zone was modified to capture the Central site including the 7th Ave. gym.
  2. Advocacy
     1. A Wayfinding meeting is coming up.
     2. A. Roy welcomed L. Shubert to the board and recommended that 1 year of back minutes be included in his manual.

1. Old Business
2. New Business
   * 1. E. Noonan informed that there will be a dedication for the Miner Mural on Jackson on Sept. 7 at 6:00 p.m. M. Roylance will be there. Will the Traffic signal box be up by then?
     2. Helena Public Art committee is looking at a sculpture for Woman’s Park.
     3. R. Bauer announced to the board that she has been appointed to the Governor’s Board of Pardon and Parole. The Governor will make the announcement publicly next week. R. Bauer has offered to continue work on zoning and the Market on an hourly basis. R. Riley suggested reaching out to individuals with the skill set that the board is looking for.
3. L Shubert motion to adjourn, R. Seeley second. Adjourned at 5:40 pm.

**ADA NOTICE**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490 TTY Relay Service 1-800-253-4091 or 711 [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

316 North Park, Avenue, Room 440, Helena, MT 59623

**Next BID Board Meeting – September 14, 2017 – 4:00 pm Valley Bank community room**