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**Helena Business Improvement District**

**Board of Trustees Meeting**

**Tuesday, January 10, 2017, 4:00 p.m.**

**Chamber of Commerce Building**

**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, Kathleen Harrington, Al Roy, Mark Roylance, Judy Merickel

Board members absent: Rex Seeley

Guests: Rick Ahmann, Ed Noonan

Staff: Julia Walsh

1. Welcome

No new introductions

1. Public Comment

None at this time

1. Consent Agenda 5 min
	1. Minutes from Dec 8
	2. December Program Coordinator’s Report
	3. ED Report for December
	4. Work Plan Progress Report
	5. December Financials & Notes – R. Riley suggests that the December financials be pulled from consent agenda due to issues with revenue and formatting. City assessment check did not arrive until January.

A. Roy motions in support of pulling the financials out until next board meeting and for passage of the rest of the Consent Agenda, J. Merickel seconds, motion passes.

1. Downtown Helena, Inc. - Updates (R. Ahmann) 10 min

Not too much to report as the DHI Board meeting does not occur until tomorrow. There has been continued success with Gift Card sales and DHI has been able to capture quite a bit of money that now has to stay Downtown. A big thank you to Silver Star Steak Company for their decision to accept Fusion gift cards. Alive at Five planning begins this month and meetings will be held with potential vendors. The now vacant Blue Cross Blue Shield buildings have resulted in a noticeable impact for the surrounding businesses. DHI has started to collect information for a membership director, members have until March to submit information for that directory. K. Harrington discusses how businesses outside the boundaries of Downtown can be enticed downtown, R. Ahmann agrees and believes that would be broad enough to fall under both DHI and BID missions.

1. Committee Reports 30 min
	1. Executive (R. Riley & M. Roylance)
		1. Board member recruitment

R. Riley has been informing property owners that BID is in need of board members and will need to have 2-3 more members by March of this year.

* + 1. transition update

R. Riley passed along all the applications that were submitted to the rest of the interview committee. Two applicants have withdrawn due to salary. R. Riley spent some time researching cost of living and average salary amounts for Executive directors in Non Profits and BIDs both nationally and in Montana. HBID is offering a typical salary for the position and location. A. Roy is appreciative of the research and agrees that BID must be patient as it will be important to get the right person into the role that would not require too much training from the Board. R. Riley points out that the funding for Façade improvement and other grant efforts for Marlow Market cannot move forward without an ED in place. T. Reich has offered to serve as a consultant in order to continue progress on certain grant applications. J. Merickel is feeling a sense of urgency in finding an ED due to board members having full schedules and there being staff working without a fulltime ED. R. Riley reminds that there are qualified applicants in the pool currently, there are 3 more prescreens to complete and then the interview committee can move forward with the strongest 3 candidates with first round interviews happening next week.

R. Riley has secured 4 parking spots outside of the warehouse that allows BID ease of access with trailers. The lease has been changed from 3 days’ notice to take back the spots to two weeks. Insurance is in place for the staff. BID is still on budget with some savings due to not paying an ED salary.

* 1. Marketing and Communications (J. Merickel)
		1. Website – J. Merickel, J. Du Toit and H. Miller will be meeting on Thursday to go through the website. There is a lot of content to decide how to organize.
		2. Newsletter
		3. Master Plan Marketing Campaign
		4. J. Merickel has been and will continue attending meetings held by Invest in Helena – a group that plans for securing and using grants and bonds for jails, schools and other community planning efforts.

J. Merickel leaves at 4:55 PM

* 1. Streetscape (K. Harrington & M. Roylance)
		1. Flower Baskets & Spring Prep – flower baskets have been ordered. K. Harrington and M. Roylance are thinking about investing in flower basket watering devices that would make watering easier and less frequent. This would be something that happens in the next couple of years.
		2. M Roylance brought up that BID still needs to find out who to go to for help or approval for moving the planters. R. Riley suggested that the next ED should be present for more city meetings in order to stay informed. E. Noonan agrees and suggests that this happen now while budgets are being decided upon. K. Harrington will send the memo written by D. Wirak about tidying up downtown to E. Noonan as a resource during relevant city commission meetings. E. Noonan informed that there is a meeting February 1st with Parks and Streets.

* 1. Downtown Master Plan (All)
		1. Public Market grant update – R. Riley met with M. Esponda from Dick Anderson Construction and T. Wisemiller and discussed the Master Plan and whether BID is on track. MBAC is is working to bring fiber internet to Helena, which reinforces the importance of pursuing a TIF. R. Riley will send out more details from those meetings to the board for the next work session.
		2. Façade Improvement Grant Update – R. Riley is looking into a loan versus a grant program. A grant program allows for more private investment. R. Riley will send out some of the research he obtained from Kalispell. R. Ahmann suggested the ability to leverage with a revolving program that uses a hybrid of both loans and grants.
		3. Zoning Update? – Reviewing submissions next Tuesday.
	2. Advocacy (Al & all)

R. Riley met with J. Olsen and she is aware of BID and how it operates. The Regional Sports Association is moving into its next phase. They have asked what BID can do as an advocate to help them get to word out in order to build the sports facility. K. Lane from the Wayfinding committee will meet with the Board for ideas for wayfinding signs downtown. DHI is invited. M. Roylance suggested that she attend an upcoming work session.

1. Old Business 20 min
	1. Central School

M. Roylance informed that the school board is poised to vote to tear down the school today. They will be taking testimony.

* + 1. Monday Event
		2. Tuesday Board Meeting
1. Updates 10 min
	1. Recommend using interviews in Jan & Board retreat in Feb as work sessions, all are in agreeance.
	2. February retreat – looking into locations. Board agrees that Nedra Chandler would be a suitable facilitator.
	3. R. Riley suggests that the board meetings move back to Thursday due to the city commission meetings occurring on Tuesday as well as the Zoning Commission.
2. News & Announcements 10 min
3. Adjourn
4. Roy motions, M. Roylance seconds, motion passed.

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

**Next BID Board Meeting – Feb 14, 2016 – 4:00 pm Chamber of Commerce Building**