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**Helena Business Improvement District**

**Board of Trustees Meeting**

**Thursday, July 13, 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

Guests: Rick Ahmann, Lee Shubert, Matt Newman

Staff: Julia Walsh

1. Welcome & Introductions
2. Public Comment
3. Consent Agenda
   1. Minutes from June 8
   2. ED Report for June
   3. June Financials & Notes

There was discussion regarding the financials and City funds. R. Riley recommended that Glenn Jorgeson attend the August meeting.

1. Roy moved to accept consent agenda, R. Riley second, Motion passed.
2. Downtown Helena, Inc. – Update (R. Ahmann)

Apologies for missing two meetings. DHI board met in May without a quorum and the meeting in June was cancelled due to board members unable to attend.

The board met in July and approved 2 new members: Paula Halverson, Aizada Imports, and Ashleigh Heimbach, COO West Mont.

DHI initiatives for 2016-17:

* Membership directory - completed this spring
* Cooperative marketing – still working on this. The board discussed the possibility of a Downtown Helena Magazine/Tourism piece. The board will meet in small group to begin strategies to market together.
* Business mentoring program – Paula gave a testimonial of how when she opened her business Sandy Shull, Birds & Beasley’s, gave her advice and support. The board will meet to begin strategies to build a mentorship program downtown.

Alive @ Five is going well. It’s a great event to gather people downtown. Discussion regarding the expectations of Alive @ Five.

1. Committee Reports
   1. Executive (R. Bauer)
      1. The relationship of Central School to the Downtown district was discussed at the Stakeholders meeting. There was strong agreement that the school have “global access” both to the front of the school facing the Cathedral and to the back, Downtown area, so it doesn’t look like it’s “turning its back” to Downtown. People want the school to have a strong presence and to have a usable playground for the district. There was much discussion regarding traffic patterns and drop off and pick up of children during the school year. Make the slope around the site look better. MDT owns that part of the property, don’t assume it couldn’t be improved.
      2. The 7th Ave. gym was discussed. There was discussion regarding straightening the boundary and capturing that area as part of the BID.
      3. No update on the TIF. The application was emailed to the Dept. of Commerce. It should be approved. It won’t be an easy district to TIF, but we could expect it by late spring/early summer.
      4. Follow up with the City re: board appointments. Lee Shubert sent in his application in May.
   2. Marketing and Communications
      1. Website – Much discussion regarding the website. There are several tweaks that need to be made. R. Ahmann will reach out to the designer and see what it will take to get specific changes made. R. Ahmann, M. Roylance, R. Riley and C. Stevens will meet next week to identify changes and make recommendations.
   3. Streetscape
      1. Discussion regarding maintaining ADA compliance. Should there be a presentation to the Pioneer group? There may be an opportunity to recruit board members. It was suggested that R. Bauer reach out to Ryan Leland and get a time line for Front Street and ask about the signalized intersection.
      2. Discussion regarding bulb outs: can bicycles get through/around the bulb outs? Bulb outs need to be attractive and pedestrian friendly. It was suggested that the residents and neighbors be asked what they want.

* 1. Downtown Master Plan
     1. Façade Improvement Grant Update – Façade Grant applications are ready. One has been delivered to Bad Betty’s Barbeque.
     2. Zoning Update - Zoning commission met. Progress on form based zoning is going a bit slower than at first thought. Several “overlays” in the district were suggested. Some things need to be reworked. It was recommended that we reach out to the zoning group to discuss the district, go back and look at the master plan, and build a shared “language.” The importance of working with the City to keep progress moving was also discussed.
  2. Advocacy
     1. Discussed the idea of reaching out to BID property owners with information regarding planned gifts.
     2. Follow up with the City re: board appointments. Lee Shubert sent in his application in May.
     3. Way Finding – The Way Finding group is excited to put the signs in place. During the Way Finding presentation at Centennial Park A. Roy noticed the garbage cans looked like the BID garbage cans. He called Parks to follow up. It was suggested all the trash cans be inventoried, identify the area they are in and refurbish the ones that need it.

1. Old Business
   * 1. Coffin Planters on LCG - Coffin planter discussion is on hold till A. Teegarden gets back.
     2. Rename committees before R. Riley leaves the board? Are all the committees still needed? Agenda item for the next meeting?
2. A. Roy motion to adjourn, R. Riley second. Adjourned at 5:35 pm.

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

**Next BID Board Meeting – August 10, 2017 – 4:00 pm Chamber of Commerce, downstairs conference room**

**Election of officers Bylaws (for reference)**

**Article 3 – Officers**

**3.01 Number and Qualifications**

The HBID is not a corporate entity and therefore is not required to have those officers required of corporation. The HBID shall have two officers, chair and vice-chair who are trustees. The executive director is an officer of the HBID without voting rights.

**3.02 Election**

Officers are chosen by and serve at the pleasure of the Board. Officers shall be elected at the annual meeting of the Board. Upon approval by the Board, officers may sign all official documents on behalf of the HBID and shall have other duties as the Board directs.

**3.03 Term**

Officers shall serve one year or until their replacements are elected. Officers may not serve more than three consecutive terms.

**3.04 Chair**

The chair shall lead the Board in the performance of its duties and responsibilities, including, if present, presiding at all meetings of the Board and other duties required by these Bylaws or prescribed by the Board. The chair, along with the executive director of the HBID shall be the exclusive spokespersons for the HBID.

**3.05 Vice Chair**

The vice chair will perform all the duties and exercise all the powers of the chair when the chair is absent or otherwise unable to act. The vice chair will perform any other duties prescribed by the Board.

**3.06 Removal and Resignation**

At any regular or special meeting any officer may be removed by a majority vote of the Board for failure to carry out the duties of the office as prescribed by these Bylaws, conduct detrimental to the HBID, or lack of sympathy with the stated purpose of the HBID. Any officer proposed to be removed is entitled to five business day’s notice of the meeting at which the removal will be considered and may address the Board at such meeting. Officers may resign their office by presenting written notice to the Board. Any officer vacancy will be filled by the Board at its next regular meeting for the remaining unexpired term.