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**Helena Business Improvement District**

**Board of Trustees Meeting**

**Thursday, Sept 14, 2017, 4:30 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, Ryan Stavnes

Guests: Paul Pacini, Helena Citizen’s Council; Glenn Jorgenson, Director of Administrative Services, City of Helena

Staff: Cindy Stevens

1. Welcome & Introductions
   * 1. Officially welcomed Ryan Stavnes as the new board member. Welcome P. Pacini from the Helena Citizens Council.
2. Public Comment – A letter was received from Sandy Shull of Birds and Beasleys regarding her concerns in considering the hiring of a local person as the new Executive Director.
3. Consent Agenda
   1. Minutes from July 13
   2. ED Report for July
   3. July Financials & Notes

A motion was made to approve consent agenda apart from the financials: R Riley moved, A Roy second, motion passed.

Glen Jorgenson reported that the financials are about the same as last year. He is mainly concerned about expenses between now and December. Glen cautions about expenditures as assessments won’t be coming in until late December and January. Fiscal year 16-17 included spending for deferred maintenance: e.g., bracket arms and banners replaced. The Board agreed to go into the reserves to cover these expenses and they won’t be ongoing. The next Board work session will focus on looking at the financials more closely: delving into details of expenses and to prioritize spending. Need to determine levels of reserves to carry and to segregate them from STIP account. G Jorgenson recommended looking at the reserves and developing a policy for reserve in cash. City auditors have had few concerns. The audit is almost done.

There was discussion regarding office staff. Julia has little accounting experience. She is primarily paying bills. There was some confusion regarding accounting for capital depreciation. The observation was made that the Board needs to hire an accountant to look at the financials periodically. There is a need to start building capital. The board is losing Randy who has deep financial knowledge. The Board needs someone with similar finance and accounting knowledge. Ashleigh Heimbach is an accountant on the DHI board specializing in not-for-profits and has offered to come in and look over the financials. Perhaps we can work out a paid arrangement to periodically oversee and mentor Julia. G. Jorgenson offered to come in to look at the internal controls.

1. Roy moved to approve the financials, R. Riley seconded, motion passed.

1. Downtown Helena, Inc. – Update

No report

1. Committee Reports
   1. Executive
      1. Discussion regarding Executive Director applications. The last time about 80% of the applications came in 2 days before the deadline. The Board asked if there were any promising applications so far. There is continuing efforts to encourage people to apply. Tash Wisemiller may know of some qualified individuals to contact. There was discussion regarding the salary and it was agreed that it is comparable to other Montana BIDs. The interview process and questions were discussed, as were expectations for the next Executive Director and the value of hiring a local person. Most pressing need is to find a candidate that understands downtown revitalization and economic redevelopment and that can find/raise money.
      2. What does the office need? Move this discussion to a work session.
      3. Brief update on Marlow Market. Study continues.
      4. There is a need to pull DHI in.
      5. Trolley MOU is up for renewal. There was discussion regarding Trolley usage and advertisement. There is no revenue coming in. Discussion: promotion, potential value with DHI, leverage usage with other entities? A motion was made to discontinue Trolley: R. Riley made a motion, L. Schubert second, motion passed.
   2. Marketing and Communications
      1. Website – Has the additional payment been made for the website? Where are we on completion? Could the website generate income?
   3. Streetscape
      1. The City has advised that the Front Street project will be deferred to next year due to budget. In meeting with the City on this project, Engineering floated the idea of not replacing the old wood-pole, cobra head street lights. BID expressed to Engineering that this district needs street lights of historically appropriate design, matching those at State Fund. This is part of being a Complete Street, which is the intent for the project.

* 1. Downtown Master Plan
     1. Façade Improvement Grant Update – Façade Grant is under review with the State Main Street. R. Riley will reach out to Tash Wisemiller.
     2. R. Riley and M. Roylance will meet with Eric Seidensticker regarding the site for the Public Market. Is US Bank interested in getting rid of their parking?
     3. Zoning Update – M. Roylance met with the committee on Monday. They are making progress, but there are concerns that they are not consistent with the Master Plan and are bringing odd stuff in. M. Roylance has been vocal regarding concerns.
     4. TIF process proceeds with a meeting to speak to the Dept. of Commerce.

The Legislature was attacking TIFs so there is a need to really try to get it moved before the next legislative session. The Rail Road TIF has set a precedent for a TIF to support Downtown Helena.

* 1. Advocacy
     1. Dumpster/Meeting room issues still need to be resolved. A. Roy has concerns regarding the trash cans and garbage. Discussion regarding “Adopt a Can” or the businesses taking on garbage.

1. Old Business - none
2. New Business - none
3. A. Roy motion to adjourn, R. Seeley second. Adjourned at 5: 55 pm.

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

**Next BID Board Meeting – October 12, 2017 – 4:00 pm Valley Bank community room**