**Helena Business Improvement District**

Board of Trustees Work Session

Tuesday, October 30th, 2018, 3:30

Valley Bank

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| **Board Members Present:** | Mark R., Al R., Rex S., Lee S., Ryan S., Christopher T. , John Grant (begins Nov.) |
| **Public:** | Dennis Taylor, Glenn Jorgenson, Francois Zanni |
| **Staff:** | Micky Z. - HBID Executive Director |
| **Agenda** | **Discussion** | **Motion/Action** |
| Welcome & Introductions | At 3:32 p.m. Board Chair, Mark Roylance, called the work session meeting to order. |  |
| Public Comment | None |  |
| Approve September Work Session Minutes |  | Motion by Rex to approve the September work session minutes, seconded by Christopher and passed. |
| Approve September Financials | Micky briefed the board on a couple of things:1. Update on the Main Street Grant funding. City has moved the process to the Department of Commerce.
2. Janitorial service was canceled in August and Bree has taken on those hours. Will reflect in line item 5330 v. 6012 on the P&L.
 | Action: Mark asked about revenue from 4215 Banner program. Micky will check on status and report back to the Board.Motion by Lee to approve the financials, seconded by Al and passed. |
| Guest – Glenn Jorgenson, Administrative Services Director 1. Renewal process
 | Glenn provided two handouts to the Board:1. BID Rates
2. BID Extension expires August 9, 2020

Glenn informed the Board the steps for renewal and suggested the Board begin the process of getting petitions signed in the fall of 2019. Any earlier is too soon due to ownership changes. Dennis arrives at 3:50 p.m. | Action: Glenn will provide current property owners (398) list to Micky. Micky will provide the draft letter to Board, then Glenn on to Thomas for approval of legal language on the petition. Next step will be for the Board to strategical plan if they want to first come up with new rates to present to the commission. |
| Guest – Dennis Taylor, Interim City Manager1. Splitting HPC and BID Boards
 | Dennis thanked the Board for all their work including the recent URD. The five candidates for City manager meeting will be Nov. 9 at the new Muni’s restaurant at Bill Roberts’s golf course. Dennis requested feedback on the idea of splitting the HPC and BID Boards. Francois, Dennis, and Glenn leave 5:05 p.m. | Action: Board will discuss their request for size of each body and provide advice to the City Manager. Dennis would like to meet with the Board, Thomas (City attorney) and Arena with a white Board to strategically lay out how the transition could occur. Micky will follow up with Dennis and try and get a special “work” session meeting sooner than November 27.  |
| Equipment Rental discount for DHI members | Micky asked the Board for approval of a 25% discount to the Board approved equipment rental fee structure for DHI members.  | Motion by Al to approve 25% discount to DHI members, seconded by Rex and passed.  |
| Banner letter from Farmer’s Market | The Helena Farmers Market Board member Kevin Keeler met with Micky regarding farmers market banners on fuller street. The correspondence from the Farmers Market Board “entertained hanging banners during the season changes for $500.00.” | Action: Micky will draft a response letter with the Boards rejection of this letter and indicate how the program was designed to work through the new Banner Program application. Micky will share that letter with the Board at the regular scheduled Board meeting next month.  |
| Next Board Meeting | 1. November 13 7:30 a.m. HPC, BID, DHI, & City Depts. Meeting at the Chamber
2. November 13 4:00 Valley Bank regular Board meeting
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| November work session1. Topic ideas/cancel meeting (November 27)
 | Per this meeting, Micky will follow up with Dennis and try and get the work session date moved up to strategize splitting the HPC and BID Boards. |  |
| News & Announcements | Board picture was taken. |  |
| Adjourn | Meeting ended at 5:33 p.m. |  |
| Respectfully submitted: Micky Zurcher |