

Helena Business Improvement District

Board of Trustees Work Session Minutes

Tuesday, February 26, 2019 – 3:30 p.m.

Chamber Building, 225 N Cruse Ave, basement conference room

Board Members Present: Mark R., Al R., Rex S., Ryan S., Christopher T.,

Public:

Staff: Micky Z. - HBID Executive Director

Agenda

Discussion

Motion/Action

<u>Agenda</u>	<u>Discussion</u>	<u>Motion/Action</u>
Welcome	At 3:30 board chair, Mark Roylance, called the work session to order.	
Public Comment	None	
New Business	Micky reviewed page by page the edits/suggestions she made to the financial polices and employee handbook. Minor edits suggested included taking out Directors and replacing with Trustees, update gift card section taking out the 4% fee charge, adding language regarding summer office hours and Fourth of July holiday, section “compensatory time” was deleted, Alive at Five operation changes, updated the equipment section, and inserted new trolley application.	Action: Micky will update according to the board’s approvals. Micky will check with Lee regarding the terminology usage of “permanent part-time, temporary, short-term, seasonal, permanent half-time and regular.”
a. Review financial policies and employee handbook		
b. Review insurance policy	Micky, along with Mark and Rex, updated the insurance policy to reflect two vehicles and three trailers. Comp and collision were taken off the policy as well as a missing fourth trailer.	Motion by Mark to nominate Rex as the incoming vice-chair. Motion passes.
c. Edits to governance calendar	No additional edits to the governance calendar were requested from the updated draft after the Board Retreat last Thursday.	
d. Elect officers		
e. BID board members at DHI events	Mark called for vice-chair nominees. Al nominated Ryan, Ryan declined nomination due to schedule restrictions. Christopher nominated Rex.	Motion by Mark to nominate Lee as the incoming chair. Motion Passes.
f. Legal memo for role in politics		
g. Role of the board	Mark called for chair nominees. Al nominated Lee and Rex nominated Mark. Mark declined the nomination.	Action: Lee and Rex will take on their new roles in March.
h. Re-creation steps	Micky suggested the Board be present at DHI events. Farmers Market was also suggested as a place to have a table.	Action: Micky will place DHI events as new business a month prior to the event to assure BID Board members are present during Roll and Stroll, Kids Fall fest, and Parade of Lights.
	Micky suggested the board compose a memo clarifying the role the organization takes in politics.	
	Discussion by all board members on what is the role of the board. No direction was presented, just a conversation.	
	Micky sent an email to the board from Glenn on the process for re-creation.	Action: Lee and Al will compose ta memo clarifying the role the HBID takes in politics. Once composed, they will present to the board.
		Action: Micky will follow up with Glenn to see what the next step is.

<p>Old Business</p> <ul style="list-style-type: none"> a. Camera's on LCG/private security firm b. Wayfinding c. Graffiti d. Work sessions 	<p>Micky was asked by Ana Cortez to look at a private security firm to monitor the district.</p> <p>Micky informed the board she had new information regarding the wayfinding sign Karen Lane came and spoke to the board about that summer. Micky also confirmed with the Board that tier advancement in the Main Street Program does not mean a wayfinding sign is providing.</p> <p>The board discussed the implementation of graffiti removal. The board would like the City to have a resolution in place that would take off all liability from the HBID and expense from HBID staff removing the graffiti would be billed to property owners.</p> <p>Any board member may request a work session; however, work sessions are no longer a monthly constant.</p>	<p>Action: Micky will get a written proposal from Grizzly Security and request funding support from the City.</p> <p>Action: Micky will follow up with Greg Painter on the wayfinding sign designed to be placed at the entrance of the Pedestrian Mall near The Big Dipper.</p> <p>Action: Micky will inquire about next steps to city policy for graffiti removal.</p>
<p>News & Announcements</p>	<p>Micky showed the board a revised draft of the trolley brochure. Micky also explained the staff and her spend a few hours discussing the marketing strategy which included an expense for a welcome packet goodie bag. Micky intends to have the proposal to both boards for their March 12 meeting.</p>	
<p>Next meeting</p>	<p>March 12th, 4:00 at the Chamber Building</p>	
<p>Adjourn</p>	<p>Meeting ended at 5:22 p.m.</p>	
<p>Respectfully submitted: Micky Zurcher</p>		