

**Helena Business Improvement District**  
Board of Trustees Minutes  
Tuesday, April 1, 2019 – 5:00 – 7:00 p.m.  
Placer Building, Suite 100

Board Members Present: Lee S., Rex S., Mark R., Al R., Ryan S., Christopher T., John G (ALL)  
Public: Dave H., City Manager – Ana Cortez, Commissioner Noonan  
Staff: Micky Z. - HBID Executive Director, Brianna Steele

**Agenda**

**Discussion**

**Motion/Action**

Welcome

Board Chair, Lee Shubert, called the meeting to order at 5:05 p.m. All Board members were present.

Public Comment

None

Suggested approach to new Downtown Helena Initiative with City Manager

Commissioner Noonan introduced the idea and explained the new approach as optimistic and a great opportunity as the City is in a period of transition. The Commission has tasked Ana Cortez, new City Manager, to make the Downtown a priority, finding a new direction and offering more services. All Board members received an email from Micky which had two documents attached: Commissioner Noonan's

- Suggested timeline for clarifying tow-year pilot program with the City of Helena/HBID, and
- Suggest approach to a new downtown Helena Initiative

Following Commissioner Noonan's comments Ana highlighted the foundation eliminates of the two-year pilot program which stemmed from an earlier conversation she had with Micky, Lee, and city departments: public works, parks, and parking. Ana stated this idea must work for the City as much as it must work for the HBID and what role does the HBID want to play in producing results. She added, we don't know if it will work...thus why it is a pilot program, but if it is a mistake, we will make it together.

Lee added he thought it was a good idea and that putting the downtown services into the hands of the people who will directly benefit from the services limit's bureaucracy. Lee also acknowledged the HBID Board of Trustees is a volunteer Board. Lee called for others to express their concerns.

Rex inquired about the level of snow removal. Ana replied with the City will continue to remove from the streets, but the sidewalks will be a function of the HBID, and that the City may need to assist with getting us equipment. The HBID may need to use contractors to remove the berms. Later conversation led to Rex indicating everything in the plan looks good except the cut and haul of snow removal from the streets.

Ryan asked if this plan was looking at it one step at a time versus all at once. Ana replied with the plan must work for both of us and the foundation eliminates need to be broken down. Where does the HBID capacity lie?

Mark asked about the financial component. What city funds are being turned over to the HBID?

Micky clarified that per a conversation she and Lee had with Glenn and Thomas, her understanding is that the HBID board can request an increase in property assessments any year, not every ten years. However, the City has a process for when assessments can be increased and that the Board would need to work with the City to ask for that request which in turn would follow the public process.

Christopher asked Micky how she felt taking on this larger role. Micky thanked Christopher for the concern and explained she felt it is a great opportunity and challenge and one that will be beneficial to all.

Action: Foundation eliminates included

- Security
- Graffiti removal
- Garbage on the Ped Mall
- Landscaping
- Storage
- Snow removal on sidewalks
- Snow hauling
- Ped Mall permits

Motion: Motion to continue the negotiating and evaluation of the pilot program was made by Mark, seconded by Christopher. Motion passes.

Action: the board will meet again on April 9<sup>th</sup>. Micky will send out a calendar invite with an agenda.

Discussion on ADA and who is responsible. Commissioner Noonan added transparency is key and the motive is to make downtown better, livable, and functional.

Ana added the City is looking for a partner. The City would offer the resources that will make the project sustainable. It is a transfer of duties and funding to the partner. Lastly, Ana added an MOU would be written.

There was discussion on the HBID utilizing the Civic Center as our new storage facility.

Dave H. added he feels the Downtown Helena, Inc. need to be more involved and that responsibility should fall on the business owners for snow removal...providing more ownership.

Lee called for a motion.

At 6:05 p.m. Ana, Commissioner Noonan, and Dave H. leave. Lee asks for comments regarding the March 18<sup>th</sup> email sent by Micky which showed a table of options for property assessment increase.

Micky also added that she noticed Great Falls added a fourth, residential, component, to their tired formula.

The board may choose to adjust the motion pending the residential component to the tax assessment formula.

Action: Micky will inquire about the residential component to the tax assessment formula.

Motion: Motion to raise the cost per property from \$400 to \$425, cost per square foot of land from .020 to .030, and percentage of taxable value from 2% to 3% was made by AI, seconded by Rex. Motion Passes.

Motion by AI to approve the amended 19/20 work plan, seconded by Mark. Motion passes.

Approve suggested property assessment formula increase

Approve modified work plan and budget

Micky indicated she adjusted the approved 19/20 work plan to include the Downtown Helena Initiative with the City and Increase funding assessment formula. No other changes were made.

News & Announcements

Rex asked for an update on the storage unit. Micky explained she is working with Debbie from The McNaughton Company and that the latest news was Shawn from Elite Fire will be at the property Friday mid-morning to inspect the system and do any needed repairs. Shawn will then call the fire department with the update.

Next meeting

Rex and Lee updated the Board on the zoning meeting from last Thursday indicating the requirements for parking were eliminated.

Adjourn

April 9<sup>th</sup>, 4:00 p.m. – continued work session on Downtown Initiative

Meeting ended at 6:41 p.m.

Motion to adjourn was made by Mark, seconded by Christopher. Motion passes.

Respectfully submitted: Micky Zurcher