

**Helena Business Improvement District**  
 Board of Trustees Minutes  
 Tuesday, May 14th, 2019 – 3:30 p.m.  
 Chamber Building, 225 N Cruse Ave, basement conference room

Board Members Present: Lee S., Rex S., Mark R., Al R., Ryan S., John G  
 Public: Riley T., Commissioner Noonan, Dave H.  
 Staff: Micky Z. - HBID Executive Director

<u>Agenda</u>	<u>Discussion</u>	<u>Motion/Action</u>
Welcome	Board Chair, Lee Shubert, called the meeting to order at 3:30 p.m.	
Public Comment	None	
Approve work session minutes		Motion by John to approve the April 1 work session minutes. Second by Al. Motion Passes
		Motion by John to approve the April 9 work session minutes. Second by Mark. Motion Passes.
Approve financials	Micky updated the board that DHI would be taking the approx. \$1300 expense for DHI D&O insurance.  Rex arrived at 3:35 p.m.	Motion by John to approve the March financials. Second by Ryan. Motion Passes.  Motion by Mark to approve the April financials. Second by John. Motion Passes.
Committee Reports	Ad Hoc Organization Committee and ED report were presented with no additional comments.	
Downtown Helena Inc. Update	Micky updated the Board on the success of Spring Art Walk. Kudos to the staff for a job well done. She also explained that during the process of rewriting the DHI Bylaws, it was discovered that we are not in compliance with the Secretary of State regarding our Articles and Bylaws. DHI is working to rectify the issue. Alive at Five is three weeks away and we are struggling to find sponsors. Prices for wristband, soda, and water will all be \$2. Beer is staying at the same price.	
Parking Update	Dave H. explained his time is working on the transition of the new kiosks and parking meters. Kiosk's install should be in the next couple of weeks with a soft opening in June and live in July. Concern at the recent public meeting about ADA was discussed. Next public meeting is this Thursday, 6:30-8:00 p.m. at the Civic Center.	
New Business	Riley arrived at 3:55 p.m. Lee has been working on the documents for the Marlow Market Co-Op concept including the business plan.	Motion by Mark to continue the investigation for the Marlow Market Co-Op. Second by Ryan. Motion passes.
a. Marlow Market Co-op		
b. 19/20 work plan presentation to Commission	John leaves at 4:19 p.m.	
c. Roll N Stroll shifts	Micky recognized John and Lee for coming to the FY19/20 presentation for the work plan to the commission on May 1. Commissioner Noonan and Commissioner O'Loughlin had questions for Micky. She has no concerns regarding the plan.	Action: Roll N Stroll shifts – 10:00-11:00 – Lee 11:00 – 12:00 – Rex (maybe) 12:00-1:00 – Lee
d. Project Renaissance		
e. Trolley MOU		
f. Summer staff update		
g. Progress report		
h. Lawyer	Micky briefly described her findings after researching for Project Renaissance. Micky has met with City Staff, David Knoepke and Ryan Leland, regarding the RFP's and learned that the snow removal was only a portion of the BID district. Another suggestion regarding a special tax for snow removal was discussed. Micky also has been in touch with the insurance company and has twice been told coverage for liability would be a tough sell. Board members and Commission Noonan made comments regarding the transfer of City Functions to the BID such as	Motion by Rex to remove the ADA ramps and sidewalk snow removal from the scope of work under Project Renaissance but continue the conversation on providing a graffiti service and keep the option for snow sidewalk removal pending re-creation of the District. Second by Mark. Motion Passes.
i. Personnel review	<ul style="list-style-type: none"> <li>• it's against state law for a city to transfer <i>functions</i> to a <i>business improvement district</i></li> <li>• the idea that the price would be less expensive for a non-profit</li> <li>• finding a contractor to do the work</li> </ul>	

- amount of money being proposed by the City for the transfer of the functions
- Time frame is too quick
- Fundamental proposition is contradictory

Motion by Mark to have a clause in the MOU forbidding alcohol use while on the Trolley. Second by Ryan. Motion Passes.

Lee and Al reviewed the updated Trolley MOU and are recommending the Board add language about alcohol use.

Action: Micky will relay the information to Thomas, City Attorney.

The cost of the Trolley service in the MOU has increased. Rex suggested adding an admin fee with a deposit instead of charging by the hour.

Micky updated the Board on summer staff. An intern was hired and begin on May 28. She will have projects to work on marketing tools for the welcome packet and our website. Maintenance assistant starts next Tuesday, and flowers baskets are going up on May 22.

Action: Micky will update the Trolley Application with an admin fee of \$75 and a deposit of \$150. Micky will explain the new application to staff.

Dave leaves at 4:56 p.m.  
Commissioner Noonan leaves at 5:00 p.m.

Progress report has not changed since retreat.

Riley leaves at 5:05 p.m.

A lawyer on retainer was proposed for Project Renaissance but that has now been dissolved with the Boards decision.

Lee informed the Board that the former Executive Committee, Mark and Al, gave the ED her annual evaluation which included a 5% raise to be enacted immediately.

Old Business

- Welcome Packets
- Creation update
- Wayfinding update
- Façade grant update
- Calendar

Micky showed the Board the branding pieces that have been received. Discussion on the field guides and ordering them will be determined once all invoices are paid for the bags, stickers, coasters, mugs, and tee-shirts. Micky will not exceed the \$3600 budget.

Action: Board would like the current sign to be moved to the other end of the planter box. Micky will relay to Parks.

Micky informed the Board she has received several inquires including one opposition early in the day from a gentleman who came in to visit with her. Currently, 2% of the petitions are signed.

Action: Micky will follow up with the grantees.

Micky stated the wayfinding sign is being made with the only cost being the install from the Parks.

Micky informed the board that she has not gotten confirmation from the three selected grantees that they accepted the grant.

Micky informed the Board she is still hopeful Valley Bank will partner on the calendar.

News & Announcements

MZ out May 23-27  
Office closed on May 27 for Memorial Day  
Micky informed the Board of the summer office hours  
June 11<sup>th</sup>, 3:30 at the Chamber

Action: Micky will send the summer office hours to the Board.

Next meeting

Adjourn

Motion to adjourn was made at 5:25 p.m. by Ryan. Second by Rex.

Respectfully submitted: Micky Zurcher