

**Helena Business Improvement District**  
Board of Trustees Minutes  
Tuesday, July 9th, 2019 – 3:30 p.m.  
Chamber Building, 225 N Cruse Ave, basement conference room

Board Members Present: Lee S., Rex. S, Mark R. John G., Al R., Christopher T.

Public: Dave Hewitt, Sean Morrison, Deb Butzlaff

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 3:32 p.m.	
Public Comment	None Sean arrives at 3:34 p.m.	
Approve June Board Minutes	One grammar error was corrected	Motion made by Rex to approve the June Board minutes. Second by Christopher. Motion passes.
Approve June Financials		Motion made by Mark to approve the June financials. Second by Al. Motion passes.
Committee Reports	Micky received an email from Commissioner Noonan earlier in the day and read the email to the Board. Email discussed Parking decisions and Commissioners role as our liaison. Board members appreciated the letter/update.  John and Deb arrive at 3:43 p.m.  Organization Committee – discussion on Glenn Jorgenson’s retirement. The Board is very appreciative of all his support through the years.  Streetscape Committee – Micky indicated she is very pleased with the attention Bree and Dustin have been spending on the flowers and bulb outs. Micky updated the Board on the situation with the flowers and that Bree has been in contact with Chadwick’s Nursery about the trouble with the vines choking the flowers. Bree learned last Friday that Karen, Chadwick’s, stated they had 24 flower baskets not sold that were like ours and that we could have those. Bree indicated to Micky that her and Dustin may try and replace them this Friday. Mark added he noticed the flowers were not well and suggested the previous flowers looked better. Bree is already planning for next year. Micky also stated Dustin and Bree finished refurbishing the garage receptacles. (correction, completed about half)	Action: get Glenn a card.  Action: streetscape committee get together to suggest flower options for the 2020 season.
Parking update	Dave H. updated the board on parking by first explaining Parking now falls under Transportation Services and instead of being the Parking Director he will now be the Parking Manager. The City is currently searching for the Transportation Services Director.  Dave explained the hiccups to the new parking equipment: <ul style="list-style-type: none"><li>• Goldie coins calibration</li><li>• Screens dull</li></ul> Happening this week is the conversion of parking meters to smart meters. The App will happen this month, but glitches delayed the July 1 <sup>st</sup> goal. Dave and staff continue to do public outreach with	

- DHI/BID website
- City website
- TV stations
- Videos linked to FB

Two videos are produced: one on how to use the kiosk and one on parking options. A third video on the parking app is coming

- Sandy Shull and Dave were guests on coffee with Troy
- Nicole is working on the Maps. Bree was working on a version and then Sandy found the artist who made the original parking maps back in 2000.

Dave leaves at 4:05 p.m.

DHI update

Sean M. updated the Board on discussions the DHI board had earlier that morning:

- Alive at Five continues to do well with numbers slightly down – weather playing a factor the last three weeks
- Rain out location with the Shriners has been a difficult journey
- Re-working the Bylaws – adding a Governance calendar
- DHI will be pouring beer tomorrow at the Alive at Five along with soliciting donations and selling tickets for the metal artwork

Action: Rex suggested DHI look at replacing the stage. Micky will request Cassidy to place topic item at the August DHI meeting. (Equipment is owned by BID and thus this may become a discussion for the October joint BID/DHI meeting)

New Business

- Joint quarterly meeting
- Amendment of bylaws

Micky stated there was a workmen's comp claim last week from an employee getting his finger smashed while putting up the stage. Joint quarterly meetings were designed as table conversations between City departments, DHI, and BID. The City Manager and Mayor typically attended these meetings. In the last 18 months, the meetings have been more repetitive of the DHI/BID/Parking meetings. Micky reached out to Commissioner Noonan and Ana Cortez, City Manager, to see if they were interested in continuing these meetings and that she would now take the lead on them. Both replied to Micky and agreed they were interested. The Board discussed the importance of having representation from the City.

Motion made by Al and amended by Mark to continue the joint quarterly meetings if there is a commitment by two out of the three representatives from the City be it the Mayor, City Manager, and/or one Commissioner. Second by John. Motion passes.

Organizational committee requested amendments to the bylaws to add section 8.06 Office Management Oversight and 8.07 Performance Evaluation for Executive Director. Also noted was the changing of the numbering under Article 8 – Administration from 7 to 8.

Motion by Mark to adopt sections 8.06 and 8.07 and updating of the numbering to the bylaws. Second by John. Motion passes.

Old Business

- Creation (renewal)
- Wayfinding sign
- Façade grant
- Calendar
- Marlow Market Co-Op
- August 14<sup>th</sup> Alive at Five
- Staff

Micky and Board members received an email on June 25 from property owner John Bacino. John is looking for answers to questions and requesting clarification on the mailed packet regarding the creation. Micky has replied twice to his email providing him with answers. The Board was impressed by Johns research regarding the function of duties and how the cover letter indicated a project with the City may transfer some of those functions which is prohibited by state statute 7-12-1142.

Action: Mark suggested Micky email him back and make a couple of clarifications including the use of the term Administration to Payroll is about 65% of our budget. Payroll means labor and that is most of our expenses. Add additional talking points to document being created which include the budget/charts and steps for creation.

Wayfinding sign is completed. Parks has done an initial assessment of the flower box in front of The Big Dipper and hope to get it installed this month.

Mike Casey official sent a letter declining the façade grant. Tim Lynch is working with Pam Attardo on finding the historically correct awning. Union Market has all their completed paperwork to do the façade.

Action: Micky asked the Board to send any comments regarding the directory to Micky or

Valley Bank has agreed to partner on the calendar and requests a meeting to help with the design phase.

Kelsie by the end of the month.

Sean leaves at 4:50 p.m.

Lee has written a letter to mail to Tyler Ream, Superintendent of Helena Public School regarding leasing 7<sup>th</sup> Ave Gym for Marlow Market.

Micky reminded the Board they agreed to pour beer at the season finale of Alive at Five on August 14.

Micky stated Bree and Dustin continue to work on streetscape maintenance. Cassidy is focusing on Alive at Five. Kelsie is working on the directory.

News & Announcements

In Micky's absence, Al checked in with the staff several times. Al said he is very impressed with the work of the staff and that it is critical to retain them.

Next meeting

August 6<sup>th</sup>, 2019, 7:30 a.m. Chamber Building – Joint Quarterly Meeting

August 13<sup>th</sup>, 2019, 3:30 p.m. Chamber Building – Regular Board Meeting

Adjourn

At 4:58 p.m. John motioned to adjourn the meeting. Second by Rex.

Respectfully submitted: Micky Zurcher