

**Helena Business Improvement District**  
 Board of Trustees Minutes  
 Tuesday, January 14th, 2020 – 3:30 p.m.  
 21 N Last Chance Gulch, Suite 100

Board Members Present:	Lee S., Rex. S., John G., Mark R., Ryan S.	
Public:	Dave Hewitt, Ryan Leland, Jake Larson, Riley Tubbs	
Staff:	Micky Z. - HBID Executive Director	
<b><u>Agenda</u></b>	<b><u>Discussion</u></b>	<b><u>Motion/Action</u></b>
Welcome & Introductions	Board Chair, Lee Shubert, called the meeting to order at 3:36 p.m.	
Public Comment	None	
Parking update	<p>Riley arrived at 3:37 p.m.</p> <p>Dave mentioned he will be presenting at tomorrow's DHI general membership meeting and will provide data. He stated the LED project is still underway and the Getchell garage will be next.</p> <p>Kiosks and meters are climbing in revenue with close to 1000 transactions daily. A sticker which states "push here to START" will be placed on all the kiosks as soon as weather warms up.</p>	
Downtown Helena Inc. update	<p>Riley invited everyone to attend tomorrow's general membership meeting. Micky added an update on the gift card program stating December 20 was the last day to purchase the cards. She is working with Store Financial, EML, on closing the program. Gift cards are redeemable until funds dissolve. Staff is working on a promotion strategy to get folks to use up the roughly \$90,000 left on the cards.</p>	
Approve November Board Minutes	Two small adjustment were made	Motion by Rex to approve the November Board minutes. Seconded by Mark. Motion passes.
Approve October and November Financials	Mark inquired about assessments. Micky indicated a check of over \$85,000 was deposited earlier this month.	<p>Motion by John to approve the October financials. Seconded by Rex. Motion passes.</p> <p>Motion by John to approve the November financials. Seconded by Rex. Motion passes.</p>
Committee Reports	None reported.	
New Business a. Staff b. URD Board c. RFP for Banners d. Work Plan progression	<p>Micky updated the Board on the new staff.</p> <p>Micky asked who would like to sit on the URD Board? The resolution asks for 14 people with one being a HBID Board member. Lee, Mark, and Ryan indicated interest. Micky suggested they apply via the City website.</p> <p>Micky stated Tabbert Construction requested we go out for an RFP for our banner installation as it was not economically feasible for them anymore. Micky has written the RFP and asked the Streetscape Committee to review.</p>	
		Action: Streetscape Committee has given the go on publishing the RFP for banner installation.

	<p>Micky explained the FY 2019 work plan was looking good. Under short term activities, the 300 block trees project is the only one not addressed.</p> <p>Micky is working with the City, Sharon Haugen, on an advancement letter to Montana Main Street.</p>	<p>Action: Ryan Leland indicated the City will locate the vaults through a survey and let us know of next steps. Mark stated he has some info regarding location of the tress and will provide to Micky.</p>
Solid Waste presentation	<p>At 4:14 p.m. the solid waste presentation began. Ryan Leland and Jake Larson from the City of Helena provided the board with an idea which may better serve the people in the district regarding solid waste. In 1989, the City Commission allowed for multiple parties to provide commercial solid waste service. Several folks in the BID are not paying for this service and filling up paying customers trash receptacles.</p>	<p>Action: The board is interested in furthering the research of this idea and Micky will work with City Public Works and Solid Waste.</p>
<p>Old Business</p> <ul style="list-style-type: none"> <li>a. Creation Update</li> <li>b. MOU and Contract for Services</li> <li>c. Joint quarterly meetings</li> </ul>	<p>Ryan, Riley, and Jake leave at 4:45 p.m.</p> <p>Last night the Commission passed the Resolution of Intent to create the business improvement district for another ten years.</p> <p>The 2020 MOU and Contract for Services between DHI and BID has been signed. The DHI management fee increased from \$60,000 to \$62,500.</p> <p>Joint quarterly meetings are no longer. Instead, Micky will present at bi-monthly Admin meetings. She was told the City Manager will let her know when she is placed on the first Admin meeting.</p>	<p>Action: Celebratory lunch at Taco Del Sol on Friday at 1:00 p.m. All Board and staff are invited.</p>
News & Announcements	<p>The Bat Cave is leaking again. Micky asked the Streetscape Committee if they would be interested in finding a new location which is dry and better fencing.</p>	<p>Action: Streetscape Committee will do some fence research.</p>
Next meeting	February 11	
Adjourn	Meeting concluded at 5:05 p.m.	
Respectfully submitted: Micky Zurcher		