

**Helena Business Improvement District**  
 Board of Trustees Minutes  
 Tuesday, May 12th, 2020 – 3:30 p.m.  
 Zoom Meeting

Board Members Present:	Rex. S., John G., Mark R., Lee S.	
Board Members Absent:	Ryan S.	
Public:	Howard S, Chelsie R., Joan M., Sarah S., Andrea O.	
Staff:	Micky Z. - HBID Executive Director	
<b><u>Agenda</u></b>	<b><u>Discussion</u></b>	<b><u>Motion/Action</u></b>
Welcome	Board Chair, Lee S., called the meeting to order at 3:31 p.m. via zoom.	
Presentation with Sarah Sandau (Prevention Programs Supervisor Lewis and Clark Public Health) <ul style="list-style-type: none"> <li>a. Greater Helena Area Active Living Wayfinding System</li> </ul>	<p>Sarah started the meeting by providing an update on the Active Living Wayfinding System that has been around for four and a half years. The sign at the north entrance to the Pedestrian mall derived from this plan and was implemented with the help of the BID and former prevention supervisor, Karen Lane.</p> <p>The issue stems from how to get around Helena. This plan is designed for a cohesive wayfinding system that works with MDT and is ADA compliant all while providing connection, community need, consistency, and unity. Sarah presented because the working group is looking to have a formal adoption by the City and County Commissions and are asking if the BID also would like to adopt this program.</p> <p>Andrea O. also added her thoughts and the importance of one system.</p> <p>The Board commented on liking a uniformed signage system to promote with visual appearance and QR codes. There was concern over the financial obligation. It was discussed that perhaps the URD funds could go towards this project. The BID has currently set aside \$500 for wayfinding updates to the current Downtown signs for maintenance.</p> <p>Andrea and Sarah leave the meeting at 4:13 p.m.</p>	<p>Motion by Mark we replace current wayfinding signs as needed and adopt the Active Living Wayfinding System graphic standards and design into our signs. Second by Rex. Motion passes.</p>
Public Comment <ul style="list-style-type: none"> <li>a. Email to BID from Paul Pacini</li> </ul>	<p>On April 22, Micky received an email from Paul Pacini, also sent to City Commission and Citizens' Council, on a request to preserve historic buildings in the downtown. The Board agreed the idea is great but also stated it is not within our scope of authority. However, adding the BID does advocate for historic preservation and this can be seen through our Façade program.</p>	<p>Action: Micky will reply to Paul's email:  <i>Thank you for your email. The BID Board met yesterday, May 12. The BID does advocate for historic preservation, specifically within our Façade program but on a larger scale this is not in our scope of authority.</i></p>
DHI Update	<p>Micky added to Lee's suggestion of social distancing signs by saying she ran with the idea last week and has since worked with a local artist and presented to the DHI an idea of having a Window Art Walk for first Friday in June. She also stated the DHI Board agreed to model the structure of Bozeman and Great Falls and hire an operations director to run the membership and events for DHI. Micky is hoping to have someone hired by July 1.</p>	

<p>Approve March Board Retreat Minutes and Special Board Minutes</p>		<p>Motion by John to approve the March board retreat minutes. Second by Rex. Motion passes.</p> <p>Motion by John to approve the special board minutes. Second by Rex. Motion passes.</p>
<p>Approve March Financials</p>		<p>Motion by Joh to approve the March financials. Second by Mark. Motion passes.</p>
<p>Old Business</p> <ul style="list-style-type: none"> <li>a. Approve FY 21 work plan and budget</li> <li>b. Benefits for staff</li> <li>c. 300 block trees</li> <li>d. Committee report</li> </ul>	<ul style="list-style-type: none"> <li>a. Micky will be presenting the budget on May 28<sup>th</sup> to the City Commission. In the budget, we are asking for an additional \$20,000 from the City to be put towards our façade program for a total of \$30,000. The thinking is the money could come from TIF funds.</li> <li>b. Lee requested clarification on the benefits section of the employee handbook. Discussion on stipends and/or longevity bonus were discussed. Medical will be provided for full time staff as it was discussed this is a good recruiting tool. Additionally, the Simple IRA option will be available once an employee meets the benchmarks set forth by D.A. Davidson. Rex suggested looking into a Roth account v. the Simple IRA.</li> <li>c. The board agreed to work on completing the 300-block tree project. The City prepared a scope of work with an estimate cost of \$30,000. John asked about working with Growing Friends and supplying the trees.</li> <li>d. Micky stated the flowers were to be put up on May 20<sup>th</sup>. Al Roy has agreed to assist Dustin and the newly hired summer maintenance assistant. Lee asked if the city surplus vehicle registration was completed and Micky said no. It looks like the option is to put the vehicle under Downtown Helena Inc.</li> </ul>	<p>Motion by Rex to approve the FY 21 work plan and budget as presented. Second by John. Motion passes.</p> <p>Action: Lee will rework the employee handbook benefits section and a formal approval will take place at the June meeting.</p> <p>Action: Micky will work with Ryan Leland and move forward with next steps for execution of this project.</p>
<p>New Business</p> <ul style="list-style-type: none"> <li>a. Location of meetings</li> <li>b. Façade grant update</li> <li>c. Support local businesses</li> <li>d. Bat cave lease</li> <li>e. Downtown zoning</li> </ul>	<ul style="list-style-type: none"> <li>a. Lee indicated he will continue to participate in zoom meetings while COVID-19 is active. Mark suggested the board meet in person and the public meet via zoom. Micky stated DHI ran their meeting that way this morning.</li> <li>b. Micky informed the board three grants were awarded: Gold Bar, Lasso the Moon, and Dowling Architects.</li> <li>c. Nothing further on this topic.</li> <li>d. The bat cave lease is up on June 30. We have been presented with an extension of the lease with an increase in cost. Micky suggested moving to a storage unit. Location would not be as convenient, but we could save a lot of money.</li> <li>e. Mark reviewed an email sent to the Board last week regarding a downtown zoning problem. The issue affects anyone who owns or is contemplating opening a business which serves alcohol within six hundred feet of a school boundary. This provision prohibits expansion and growth. Mark has been working with Sharon and says they are working on permitted uses with the City. Mark suggested the BID stay involved in this process.</li> </ul>	<p>Action: Micky will reach out to Phil and Jill to see if we can use one of their board rooms for our meetings.</p> <p>Motion by Rex to not renew our bat cave lease and move to a storage facility. John seconds. Motion passes.</p>
<p>News &amp; Announcements</p>	<p>Rex thanks Micky for all her work she is doing.</p>	

Next Meeting	June 9 <sup>th</sup>	
Adjourn	Meeting concluded at 5:17 p.m.	
Respectfully submitted: Micky Zurcher		