

Helena Business Improvement District
 Board of Trustees Minutes
 Tuesday, June 9th, 2020 – 3:30 p.m.
 316 Fuller Ave & Zoom

| | | |
|---|--|--|
| Board Members Present: | Rex. S., Mark R., Lee S., Ryan S. | |
| Board Members Absent: | John G. | |
| Public: *In person; Zoom | *Sean Morrison; Commissioner Heather O’Loughlin, Jennifer Deherrera, Kal Poole | |
| Staff: | Micky Z. - HBID Executive Director | |
| <u>Agenda</u> | <u>Discussion</u> | <u>Motion/Action</u> |
| Welcome | Board Chair, Lee S., called the meeting to order at 3:30 p.m. | |
| Public Comment | Kal joined to comment on Blue Star Audio Tours Mark arrives at 3:31 p.m. Lee jumps ahead to Sean | |
| Parking Update | Micky asks to rotate Parking update to Transportation, Parks and Open Lands, Public Works, and Community Development. | Action: Micky will work monthly with the four departments to add them to the monthly agenda. |
| DHI Update | Micky updated the board on events planning, Window Art Walk, and Operations Director position. | |
| Approve April Financials | | Rex moves to approve the April financials. Mark seconds. Motion passes. |
| Old Business | Sean appears on behalf of Morrison Law Firm for his work he did with our IRS 990 returns letters. IRS 990 were improperly filed and fixed. Tax status is back. IRS says we are a valid C6 recognition back to 1987. BID does not have a State recognition entity thus we cannot register anything with the State (i.e. vehicle). We have two options: (1) lean into the relationship with the city though liability is the BID responsibility, we are guided by State Statue. (2) Register has a corporation with the State. Would not affect tax status with Federal Government. Would need to file annual with the State. Would also need to create Articles of Incorporation for filing with the State. BID is an Affiliate of the City of Helena only in the world of the IRS. | Action: Lee will work on the Articles of Incorporation. |
| a. IRS w/ Sean Morrison | | |
| b. Blue Star Audio Tours | | |
| c. FY21 work plan and budget update | | Motion: Rex moves we register with the State of Montana. Mark seconds. Motion passes. |
| d. Motion to amend updated employee handbook regarding benefits | | |
| e. Medical Arts Building | Sean leaves at 3:40 p.m. | Motion: Ryan moves to amend the updated employee handbook regarding benefits for staff. Mark seconds. Motion passes. |
| f. 300 Block Trees | Blue Star Audio – Lee comments to Kal that at the next TIF URD meeting Lee will get this idea on the agenda for marketing. | |
| g. BID formula next steps | | |
| h. Committee Reports | Micky updated the board on her presentation to the City Commission last Thursday. She mentioned the façade program and Micky indicates she will be on the budget meeting tomorrow. Micky states she hopes she will be on the July TIF meeting to formally ask for \$20,000 for our façade program. | |
| | Micky asked if the board is interested in moving to the Medical Arts space for a new office location. Current lease expires in December 2020. The board is interested in this move but would also like to consider partnering with MBAC and the Tourism Alliance as partners in the space. The space is about 1600 square feet. The board agreed the term length would be for the duration of our BID Charter which expires in 2030. | Action: Micky will work with Alan Nicholson and Jenny from Project Management for next steps. |
| | Micky continues to follow up on the trees. City Engineering is looking for bids for the project. | Action: Rex and Ryan formed an ad hoc committee to |

| | | |
|---|--|---|
| | <p>During the creation steps last year, property owners asked for us to look at the formula.</p> <p>Committee Reports: Mark provides updates on other City's who have partnerships with their local government on leveraging graffiti removal and ownership. Mark added three things were highlighted when the consultant came years ago: 1. Parking – taken care of that; 2. Sidewalks and streets – hoping TIFF monies can help with infrastructure improvements; and 3. Graffiti. It is a known fact that a clean and well-kept community. Downtowns need to be maintained. Rex agrees. Lee added we need leverage/force to back up removal. We are looking for something to back up enforcement. Commissioner O'Loughlin added to the idea and believes the next steps would be to approach the Interim City Manager and David Knoepke whereas under David's department is the city's code compliance officer.</p> | <p>explore next steps for BID formula.</p> |
| <p>New Business</p> <p>a. Role with URD</p> <p>b. Vacant Property Tax</p> | <p>Director Haugen called Micky a few weeks back asking what role the BID wants to take in the URD. The board agrees we need to take an advocacy role and assist whenever possible. Commissioner O'Loughlin saw the BID role is two-fold: 1. Help with ideas for potential projects and 2. Consider long-term visioning and long-term project with bonding possibilities. The BID has a lot of institutional knowledge.</p> <p>Micky and Sean have discussed how to assist with getting LCG store fronts filled. Sean knows of a program in D.C. called Vacant Property Tax. Micky asks if the board is interested in such an idea. Micky shared the idea with Director Haugen, but she was unaware of any conversations taken place on this topic. Commissioner O'Loughlin questioned whether state law is applicable for this type of tax and she will follow up with Sean.</p> | <p>Action: Ryan and Mark agreed to form an adhoc committee to further discuss next steps for a master plan specific to the Pedestrian Mall.</p> |
| News & Announcements | Micky stated the Commission last night appointed Larry Middagh to the BID Board. Micky adds she hope to take some time off at the end of June and first part of July. | |
| Next Meeting | July 14 th | |
| Adjourn | Adjournment at 4:52 p.m. | |
| Respectfully submitted: Micky Zurcher | | |