

Helena Business Improvement District
 Board of Trustees Minutes
 Tuesday, August 11th, 2020 – 3:30 p.m.
 316 Fuller Ave & Zoom

Board Members Present:	Lee S., Rex S., John G., Ryan S., Larry M.	
Board Members Absent:	Mark R.	
Public:	None	
Zoom:	Commissioner O’Loughlin; Paul Pacini, Patrick Judge	
Staff:	Micky Z. - HBID Executive Director; Mike Rooney – DHI Operations Director	
<u>Agenda</u>	<u>Discussion</u>	<u>Motion/Action</u>
Welcome	Board Chair, Lee S., called the meeting to order at 3:36 p.m. Introductions were made.	
Public Comment	Rex arrived at 3:42 p.m. Paul Pacini and Patrick Judge from the Big Sky Passenger Rail Authority discussed and requested our assistance to persuade the L&C county commissioners to join forces on this project. Paul and Pat left the meeting.	
Public Works update	Ryan Leland, City Engineer, passed out a list of projects his team is working on. Notable projects that impact the downtown included: <ul style="list-style-type: none"> • 5-point intersections including two-way traffic on Last Chance Gulch, stating there will be public meeting upcoming and there was a delay on data collection for the study due to COVID • Multi-Model Plan Downtown in conjunction with the Cruse Ave. redesign project • 13th St storm drain • Rodney Street project bid to go out for reconstruction and beautification, bids to go out soon with the hope of starting this fall • Squaring up Lawrence and Warren, bid in September • LCG 300 block trees, one bid is in and he thinks two more are coming • Benny’s sidewalk café • 14th streetlights should be completed end of month <p>Commissioner O’Loughlin was curious how staff and board members felt about the Cruse Ave. project. Consensus was we like the design concept but have concerns about parking.</p> <p>Ryan left at 4:19 p.m.</p>	
DHI Update	Mike communicated he is working on the 2021 calendar, downtown nuggets (to replace old gift card), trail map, fall events, and business member levels. During the trail map conversation, Micky elaborated to say she was requesting the BID board motion to approve an additional \$10,000 to produce the trail map concept, similar to PPLT map, that would be all inclusive to the Downtown and be our version of a mall directory. Larry indicated he would donate \$1000 towards the production of the map.	Motion to authorize \$10,000 for a promotional map for the BID and DHI made by John. Second by Ryan. Motion passes.
Approve June Financials	Lee was curious about the \$23,824.50 1520-line item “inventory” on the balance sheet. Micky is inquiring with Bill and Jody Crane and may have emails from her early days from previous City Financial Director what the inventory is.	Action: Micky will find out what inventory line item 1520 consists of. Motion by Rex to approve the June financials. Second by John. Motion passes.

Approve June board minutes		Motion by Rex to approve the June board minutes. Second by Ryan. Motion passes.
Old Business a. 300 block trees b. Committee reports	<p>Discussion on the 300 block trees took place during Ryan Leland's presentation. Nothing further to discuss.</p> <p>Graffiti committee report – Commissioner O'Loughlin indicated city legislation for graffiti would not be a city manager function and encouraged us to pursue our idea but that working with code enforcement would not be feasible. Staff and board members have done research over the last couple years and have examples of how other communities enforce graffiti.</p> <p>Ryan stated no further updates on the joint marketing committee.</p> <p>Pedestrian Mall Plan – Board members met on July 31 at Ten Mile for lunch to review a document Mark has put together comparing Boulder, CO, ped mall to Helena. A survey was sent out asking the board to rank the priorities list what is most needed in a Pedestrian Mall Master Plan long-term vision for the mall's design and improvements. The board hopes to go for URD funding. The survey was not discussed.</p> <p>Assessment next steps has been tabled. Micky did indicate the FY21 work plan was approved two weeks ago by the City Commission and that discussion on the assessment was raised. On August 24, the Commission will pass the levy assessment thereby posting to the public for public hearing. The process is somewhat redundant since the work plan has been approved but to create a resolution of intention for the levy increase, this is the process.</p>	Action: Micky will work with the graffiti committee to put together a request to go in front of the City Commission on our proposed next steps.
New Business a. 318 Fuller Ave. Lease	<p>Micky handed out a memo (attached) to the board summarizing the proposal/objective for relocating office space to 318 N Last Chance Gulch which would not extend another year lease in 318 Fuller Ave. Board members from DHI and BID met between 3-330 to look over the space with owner, Papu of Four O'Six.</p> <p>Commissioner O'Loughlin asked if staff had approached Sharon Haugen on using URD funds for this project as she believes URD funds cannot be used for private investment. Micky understood our project would qualify as "relocation of occupants" is specified by state law as an eligible activity. Part of the application process is to "initial contact" with the City of Helena Community Development department and Micky has spoken to and emailed the idea to Sharon. Micky has indicated to Sharon she would like to go in front of the URD Board at their next meeting to propose the plan with the funding request.</p>	Motion to approve relocation of current office space to 318 N Last Chance Gulch working with the current property owner, Papu Four O'Six, to modify the space to fit the vision from staff and board made by Ryan. Second by John. Motion passes.
News & Announcements	Micky stated Mike, her, and Dustin will be taking down the flower baskets this Friday as they are no longer looking healthy. Office will be closed September 4 and 7.	
Next Meeting	September 8	
Adjourn	Adjournment at 5:10 p.m.	
Respectfully submitted: Micky Zurcher		