

Helena Business Improvement District
 Board of Trustees Minutes
 Tuesday, November 10, 2020 – 3:30 p.m.
 330 N Jackson St & Zoom

Board Members Present:	John G.; Mark R.; Lee S. – zoom; Rex S. – zoom; Ryan S. - Zoom	
Board Members Absent:	Larry M.	
Public:	Heather O’Loughlin, City Commissioner	
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 3:31 p.m.	
Public Comment	None	
DHI Update	Mike stated the Parade of Lights was cancelled and the focus will shift to Deck the Halls. He is preparing 2021 membership statements. Mike worked with a local artist to design a Shop Local Shop Now sticker as part of ongoing marketing. The Downtown Helena map, paid for by the BID with additional funding from the Tourism Alliance and Convention Visitors Bureau, is in its final stages of production and going to the printer by the end of the week. Downtown Helena Nuggets are almost in production. The Nuggets program closely mirrors Downtown Bozeman Dollars and the Nuggets replace previous gift cards. The Nuggets will eliminate any POS set up as they are designed as cash for cash.	
Approve financials A. August B. September	Lee asked Micky if she knew the rough cost of the move. Micky replied with just under \$20,000. A few expenses, like the cabling, popped up that were unexpected. Micky added we are waiting on the “OWL” the device that will complete the conferencing room set up. She hopes by the January meeting the conference room will be ready. Heather joined at 3:36 p.m.	Motion by John to approve the August and September financials. Second by Mark. Motion passes.
Approve board minutes A. August B. September		Motion by Mark to approve the August and September board minutes. Second by John. Motion passes.
Old Business A. 300 block tree progression B. Graffiti C. Assessment conversation D. Parklets	Micky met with Ryan Leland and Marty Binde, city engineers, last week to review the two bids for the 300 block trees. One bid came in at \$37,718 and the other at \$35,000. Ryan and Marty agreed both companies were reputable. Ryan and Marty left the meeting to check on pre-vailing wages and if the contract will be written by the BID or the City. The project will have \$30,000 of the total price paid from Downtown Urban Renewal. Micky suggested the lesser bid get awarded. Micky asked for direction on graffiti and if the board was interested in partnering with Clean Slate Group. There was a consensus that we should work with them as they are experts. The conversation shifted to protection for risk and concern over trespassing and permission. The board continues to push the city for an ordinance. Commissioner O’Loughlin went back to her June emails and found the email showing where other communities have support for their city. Micky, with confirmation from Lee, stated the subject fell to a halt after conversations with the interim city manager and David Knoepke stated code enforcement reasons prevented the city from assisting. The board is looking for an ordinance and Commissioner O’Loughlin stated she will raise it to the full commission. (this statement came from a follow up email after the meeting) Micky informed the board the conversation on the assessment formula has begun and a self-selected group of property owners have agreed to sit on a	Action: Micky will reach out to Clean Slate Group and see if we can agree on a contract of \$5000 so we do not have to go out to bid. Action: Micky will circle back with insurance to find the quotes for graffiti on our policy. Action: Mark will look for a community with a city ordinance that will potentially fit the request this bid is looking for.

	<p>sub-committee to bring recommendations to the full group on a change in the formula. The sub-committee meets on Tuesday, November 17 and the larger group will meet December 8.</p> <p>Micky circulated info on the parklets idea from Archatrak out of Bozeman. The cost would be under \$10,000. The board is interested in purchasing a parklet but suggested a larger plan be developed for the use. Micky suggested it work as equipment rentals work. The board suggested we send out a survey to see what the interest is in renting.</p>	<p>Action: Micky will send out a survey to our businesses.</p> <p>Micky will follow up with the City to see what challenges may occur with adding parklets to on-street parking.</p>
<p>New Business</p> <p>a. MMS grant, CIP</p> <p>b. Downtown maps as gifts</p> <p>c. Board appointments</p>	<p>*Note, all business under new business was not publicly posted, but the following conversations took place.</p> <p>Micky stated she has had conversations with Brian Obert, Sharon Haugen, Ryan Leland, and Rachel Harlow-Schalk for support of a Downtown CIP. Micky intends to go for Montana Main Street grant funds for this plan. An email was circulated with the Scope of Work ideas and Micky asked for additions:</p> <ul style="list-style-type: none"> • Public restrooms • Ped Mall Visualization and Sub-area Revitalization plan • North Last Chance Gulch enhancements <p>Micky informed the board that with the some of the remaining \$10,000 for the map, she will be purchasing a few large ones to give to businesses to help market our downtown and smaller ones for prizes.</p> <p>Ryan asked for an update on the board appointments. Micky briefed the board on the email exchanges between her and the interim city clerk and that she suggested there be a conversation regarding what it looks like to have a board of five instead of seven. Over the course of the two-month dialogue, two applicants have been received and Ryan and Rex are up for reappointment. In the time Micky has been with the organization, maintaining a board of seven has been difficult and as she is recruiting, she is looking for diversity on the board. The board agreed they did not want us to move to a board of five and that they were in favor of Ryan and Rex reappointments as well as supporting applications Al Roy and Jake Heaton.</p>	<p>Action: Micky will confirm with the city manager and city clerk the recommendations for board appointments.</p>
<p>News & Announcements</p>	<p>Micky let the board know she spoke with Dave Hewitt earlier in the day and he is doing well.</p> <p>Downtown decorations began last weekend with Brow Tine Property Services. They plan to finish decorating this Saturday.</p>	
<p>Next Meeting</p>	<p>January 12, 2021</p>	
<p>Adjourn</p>	<p>Meeting was adjourned at 4:37 p.m.</p>	
<p>Respectfully submitted: Micky Zurcher</p>		