

Helena Business Improvement District
Board of Trustees Retreat Minutes
Tuesday, February 9, 2021 – 10:00 a.m. – 5:00 p.m.
833 Great Northern BLVD Governor’s Room Silver Star & Zoom

Board Members Present:	Rex Seeley, Mark Roylance, Al Roy, Jake Heaton, Lee Shubert, Ryan Stavnes Zoom – John Grant	
Board Members Absent:	None	
Public: In Person ; rest zoom	Throughout the day Mike Rooney, Sean Morrison, Alyssa Townsend, Mike Casey, Ryan Rickert, and Rachel Harlow-Schalk – City Manager, Jim Burrington	
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 10:02 a.m.	
Public comment	None	
Approve December financials	Micky provided up-to-date checking and STIP values: \$205,231.15 STIP \$17,947.85 checking account Micky deposited \$101,319.79 from assessments. \$100,000 was transferred into the STIP.	Motion by Rex to approve the December financials. Second by Mark. Motion passed.
Amend balance sheet fixed assets	Trustees agreed upon consensus to update fixed assets on the balance sheet. The fixed assets figures have been there for years and was brought to attention most recently after the office move in October 2020.	Action: Micky will work with Jody and Bill Crane to update the numbers 1500 – Furniture and Fixtures to read \$14,753; 1510 – office equipment to read \$7667; 1520 Micky will do additional research on values of truck, stages, etc.; and 1530 – tenant improvement Fuller St. will be deleted.
Review updated holiday plan	Trustees reviewed an (updated) downtown holiday proposal. The big question was where to find sources for funding and electrical power. Micky encouraged the board to consider adding additional ideas and partner with the City to increase ideas and accessibility.	Action: A meeting was set for March 18 th at 2:00 p.m. location the BID office to look for interested persons willing to sit on the holiday décor committee.
Annual Retreat Governance Matters	Trustees handed Micky their conflict-of-interest disclosures and code of ethics forms. Additional action resulted in assignment of trustees to committees Executive = Rex and Al Streetscape = Mark, Jake, and Lee Marketing/Promotion = Ryan and Jake Ad Hoc, Organizational = Al and Lee; Holiday Décor = Lee, Ryan, and Jake; Assessment = Lee, Mark, and Rex No changes to the bylaws and governance calendar	Action: Board chair, Lee Shubert, moved by acclamation to approve the election of officers: Rex Seeley is the Chair, and Al Roy is the Vice-Chair. Action: Ryan accepted the

	Micky provided an update to the operations policies and procedures manual stating the change was updated the DHI nugget/gift card section.	proposed nugget language. Second by Jake. Motion passed.
Hour with City Manager	<p>Rachel Harlow-Schalk was asked to come to the retreat to provide an update on the City and for a Q&A.</p> <p>Update:</p> <ul style="list-style-type: none"> • Rachel stated she is a manger that is supportive, focusing the team on commission asks and challenging her directors • For roughly two years, the city had no vision or goals from the Commission for support to move forward • The Commissions priorities including: first building relationships followed by fiscal stability and a strategic plan to agree on fundamentals which are improve neighborhood livability; promoting healthy and sustainable growth, and promote safe community • The city just signed a contract on a video project w/ SOVRN which will focus on attracting business development as she has found there is a gap in economic development for the city of Helena • The BID and the City are working on clarifying who does what through an MOU process <p>Q&A</p> <ul style="list-style-type: none"> • Al asked about quarterly meetings and a fire station. Micky added the rotation of the directors to the BID meetings was an action resulting in the dissolvment of the quarterly minutes. Rachel stated the fire station conversation has started. Al also asked about the city and quasi-government relationship by which Rachel replied she is working on fundamentals versus interpretation. • Ryan asked about police presents. Rachel’s reply was she is working with Chief Hagen to take duties that civilians can handle off the police and continue the police reform conversation. • Lee added to the police conversation regarding homelessness in the summer. • Rex asked about revisiting a parking commission. <p>Rachel concluded she was appreciative regarding the concerns and questions and stated this is the beginning of how ideas get in front of the commission. Rachel left at 11:41.</p>	
Lunch	Lunch and break from 11:45-12:30	
Graffiti Presentation	<p>Ryan Rickert and Micky presented to the Trustees their presentation for the February 17 admin meeting.</p> <p>Trustees suggested adding stats on visual depreciation and explain the process for adopting an ordinance through examples from working with other communities. Micky also asked that Trustees join the presentation conversation next Wednesday to add additional thoughts or comments.</p>	Action: Micky and Ryan will refine the presentation adding suggestions from the Trustees.
Assessment Conversation	<p>Jim Burrington arrived around 2:00 to further discuss progression on the assessment conversation. Jim has played with numbers and a handout was presented to the board that shows the current assessment, proposed FY 22, and Jim’s suggestions. Micky will need to work with the City finance team in the next month or so to review their proposal and refine and discrepancies to the database and the petition. The assessment team is scheduled to meet again next Tuesday. Jim left at 2:35 p.m.</p>	
MOU with City	<p>Micky reviewed the current ideas and draft of the MOU presented by the City. Micky will continue to work with Rachel and present to the Trustees a draft when it is ready.</p>	

Review FY21 budget and strategic plan	Micky reviewed the FY21 objectives presented in the work plan and concluded that all task/projects were completed, or we have made good strides forward and continue to do so.	
FY22 budget and strategic plan	<p>Trustees first reviewed the proposed FY22 budget. Conversation around Downtown CIP expense. No other comments regarding the budget were asked. Micky reiterated that by March we should know if we have the Montana Main Street grant and the RFP for streetscape contracts will be advertised and closed. Results from these items could reflect budget adjustments.</p> <p>The board reviewed the draft work plan. Specific conversations happened around the RFP for streetscape. Additional conversations around the proposed Downtown Capital Improvement Plan.</p> <p>Further discussion on the potential of a \$45,000 surplus at the end of FY 21 was to purchase new trash receptacles in historic downtown and new summer banners.</p>	<p>Action: the FY22 budget was tabled until March</p> <p>Action: Micky will research trash receptacles and summer banners for the March meeting.</p>
Public comment, announcements, adjourn	Meeting adjourned at 4:42 p.m.	
Respectfully submitted: Micky Zurcher		