

Helena Business Improvement District

Board of Trustees Minutes

Tuesday, May 11, 2021 – 3:30 p.m.

330 Jackson St. & Zoom

Board Members Present:	Al Roy – Vice Chair; Mark Roylance; Lee Shubert; Rex Seeley – Chair; Jake Heaton; John Grant; Ryan Stavnes joined zoom at 3:44 p.m.	
Board Members Absent:		
Public: In Person; Zoom	Ryan Leland; Jim Burrington;	
Staff:	Micky Zurcher, ED; Mike Rooney, DHI Operations Director	
<u>Agenda</u>	<u>Discussion</u>	<u>Motion/Action</u>
Welcome & Introductions	Meeting was called to order at by board chair, Rex Seeley, at 3:34 p.m. Introductions were made.	
Public Comment	None	
City of Helena Public Works update	<p>Ryan Leland provided an update public works projects happening in the downtown:</p> <ul style="list-style-type: none"> • reviewing RFQ for Cruse Ave. Commission maybe looking at the new COVID package for pots of money for water and sewer. This is an application process. Discussion tomorrow at the Admin meeting (25 million for the City possibilities) • Rodney Street Phase 1 will start June 1, end date for project completion ideal for end of year. • Downtown CIP and Multi-Modal plan and MMS grant. Priority lists for CIP plan. Direction shifted slightly with the addition of adding the multi-modal plan. • Sidewalks are under Transportation, but board members inquired about Monday nights sidewalk Commission work session. Five options were presented. Ryan state the voluntarily sidewalk program had 165 applicants but no contractors. Contractors are about 2 years out. Mark stated downtown needs well-maintained sidewalks with consistent finishes and joint patterns and mentioned this is one of Robert Gibbs' three focus areas needing attention downtown: graffiti, sidewalks, and parking pricing. Recommended using TIF funds to replace sidewalks throughout downtown on a block-by-block basis instead of current piecemeal approach. Ryan responded the vaults that are unique to downtown make replacing sidewalks difficult and to accomplish we need a sidewalk district. • Storm water by 13th, 14th, and maybe 15th. • Hale Reservoir new tank to increase fire flow and hail water downtown. Trees and Growing Friends. All Around Construction was out yesterday marking the tree locations on the 300 block. Growing Friends was interested in putting the trees in at no cost. All Around Construction bid the project for the trees so if we want to move forward with Growing Friends, we will need to amend the current contract. 	Action: Micky will follow up with Ryan to see if Growing Friends has a timeline for completion and if it is within the FY, we will amend the contract with All Around Construction.
DHI update	<p>Mike updated the board on events:</p> <ul style="list-style-type: none"> • Spring Window Art Walk starts Friday. 15-16 businesses involved. • Revive at Five, bands, vendors booked...hyper local. Still working with sponsors and marketing for Revive at Five. <p>Ryan left at 4:05 p.m.</p> <p>Planning for an Octoberfest on Jackson. Lee mentioned how great the block party was as Jake added the weather was not great, but people were here.</p>	
Approve Feb. and March financials		Motion by John to approve the Feb. and

		March financials. Second by Mark. Motion Passes.
Approve Feb. retreat and March minutes		Motion by John to approve the Feb. retreat and March minutes. Second by Lee. Motion Passes.
Old Business a. FY22 Budget b. Ped Mall Gazebo c. Streetscape beautification d. Assessment update e. Parklets update f. MOU with City update g. Façade grants h. Downtown CIP	<p>A. Micky will present this coming Monday the work plan and budget at the Commission meeting.</p> <p>B. Off the Wall Marketing decided against the gazebo. Wrap it with sheet metal; decal made of anti-graffiti stuff. Pigeon mitigation. Is it historical and could it be moved and restored?</p> <p>C. New Trash bins are being placed tomorrow. Signs Now will be placing the laminated decals shortly after we get the new receptacles placed. The summer banner install was not smooth or successful. The executive committee and I met with the owner and Helena contact last Thursday and from that conversation, my recommendation is to not continue the contract with The Grounds Guys for the fall banners. Their original bid was \$1211.38, and they have increased their bid to \$3518.30 for the fall. We have received good feedback from community partners on the new design. Al proposes the BID buy a boom truck for banners. Flower baskets are scheduled to be hung next Thursday. Holiday decorations for 2021 will be to enhance the 300 block and Constitution Park. Dream is to do light canopies along Last Chance Gulch.</p> <p>D. Assessment. Do we charge non-profits? Currently non-profits will be charged a flat rate under private. FY22 recommendations to add Residential. Jim B. discussed condos (commercial and residential) and the need to separate the two from FY22 proposal. Do we charge a vacant lot fee? Mark leaves at 5:11 p.m. Sense of urgency with FY22. Jim leaves 5:13.</p> <p>E. Parklets received a lot of great social media buzz last week when I prematurely sent out the application. The application and process are on the admin meeting for tomorrow under information only.</p> <p>F. MOU with the City continues to be in Rachel's court.</p> <p>G. We received four applications for façade funding. Three were awarded.</p> <p>H. Downtown CIP – nothing further to add from the conversation with Ryan Leland under Public Works.</p>	<p>Action: Micky will follow up with Parks on the Gazebo per suggestions/discussion.</p> <p>Motion by Ryan to not award The Grounds Guys their counteroffer for the fall banner changeover. Second by Jake. Motion Passes.</p> <p>Action: Streetscape team to come up with a new banner maintenance plan.</p> <p>Action: Micky will pull the banner program off the website until we can configure a quality banner maintenance plan.</p> <p>Action: Micky will work with city finance team on the commercial and residential recommendations.</p> <p>Action: Micky will schedule a work session with the Trustees specific to the Assessment and Banner conversations.</p>
New Business	None	
News & Announcements	Office will be closed on Monday, May 31 st for Memorial Day	
Next meeting	June 8, 2021	
Adjourn	Meeting adjourned at 5:17 p.m.	