

Helena Business Improvement District

Board of Trustees Minutes

Tuesday, June 8, 2021 – 3:30 p.m.

330 Jackson St. & Zoom

Board Members Present:	Al Roy – Vice Chair; Mark Roylance; Rex Seeley – Chair; Jake Heaton; John Grant	
Board Members Absent:	Lee Shubert; Ryan Stavnes	
Public: In Person; Zoom	David Knoepke; Rachel Harlow-Schalk	
Staff:	Micky Zurcher, Executive Director; 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.	
Public Comment	None	
City of Helena Transportation update	<p>David K provided on update on current transportation projects</p> <ul style="list-style-type: none"> • Lawrence and Warren redesign construction to T-up the intersection bid was approved by the Commission • Rodney Phase I has started • State street signal updated • Very little happening in the downtown; chips and overlays completed last year • Seeking grant monies for mini five-point intersection project • Discussion on sidewalk programs include volunteer program, slip, trip and falls, safe routes to schools – purchasing a sidewalk grinder, the fee structure has not been worked out; potentially 1 new FTE and 2 temps for this program • Railroad TIFF district has \$200,000 for sidewalk repairs – most of that money is already spoken for • Rodney Phase II design in progress • 11th Ave – Cruse eastward ADA ramps was awarded for Milling Company and scheduled to start next spring <p>Rachel joined the meeting at 3:38 p.m.</p>	
DHI update	Mike R provided an update on Revive @ Five starting July 7 th . A new event for DHI is Octoberfest is scheduled for September 25.	
Approve April financials		Action: financials will be presented in July as they were not ready for this month's meeting.
Approve April minutes		Action: minutes will be presented at the joint October meeting
<p>Old Business</p> <ol style="list-style-type: none"> a. Streetscape b. Approve Assessment definitions c. Award fall banner bid d. MOU with City e. Downtown CIP 	<p>Graffiti guys were in town over Memorial Day weekend and last weekend. Micky is following up with Clean Slate Group to see how it went. Al mentioned the Steamboat Block is tagged but owner Buck Ray knows about it and says he will take care of it.</p> <p>Assessment definitions are as follows: Private properties are lands and buildings owned by individuals and corporations and that are non-residential. Residential properties are lands and buildings used or designed for use as individual residences including but not limited to single family homes, apartments, townhouses, condominiums, or any other place where people live. Public properties are lands and buildings that do not belong to any one person but to the public at large and are not restricted to any one individual's use or possession. These properties include those owned by</p>	<p>Motion by Mark to approve the FY23 assessment methodology definitions. Second by John. Motion passes.</p> <p>Motion by Mark to approve the three-part methodology consisting of flat rate, taxable value, and square</p>

	<p>federal, state, county or city governments, school districts, and any “quasi-public” entities.</p> <p>Vacant properties are lands that have no habitable improvements and not used for commercial purposes. Parking lots and public parks are not vacant properties.</p> <p>Assessment methodology consists of three parts: Flat rate Taxable value Square footage This is not any different than previous calculations.</p> <p>After Micky corrected the bid from Brow Tine Properties for the fall banner change out, the board agreed to move forward with awarding Brow Tine for fall 2021. Jake confirmed this is the same company which hangs our holiday décor. The bid is as follows: Complete banner changeover as outline in RFP, estimated 35 hours with two workers at \$1520. Rental equipment fee at \$600 for a total of \$2120.</p>	<p>footage. Second by Jake. Motion Passes.</p> <p>Action: Micky will work with Jim to come up with variations of the assessment for the board to vote on for FY23 attempting to stay revenue neutral or keeping the bottom line near \$300,000.</p> <p>Motion by Mark to approve fall banner change over to Brow Tine Properties. Second by John. Motion passes.</p> <p>Action: Micky will follow up with Tyler, Brow Tine, and get the contract signed.</p>
New Business a. Amend FY22 budget	Micky reviewed the updates to the amended FY22 budget.	Motion by John to approve the amended FY22 budget. Second by Mark. Motion passes.
News & Announcements	Office will be closed Friday, June 18 th as Micky and Mike are both on vacation. Micky is on vacation June 11-20. Rex is also out from 6/9 to 6-13.	
Next meeting	July 13, 2012	
Adjourn	Meeting adjourned at 4:18 p.m.	