

Helena Business Improvement District thank you

Board of Trustees Minutes

Tuesday, January 12th, 2022 – 3:30 p.m.

330 Jackson St. & Zoom

Board Members Present:	Jake Heaton; Lee Shubert, Vice-Chair; Seth Brandenberger; Mark Roylance, Ryan Stavnes, Sean Morrison; Rex Seeley, Chair	
Board Members Absent:	None	
Public: In Person; Zoom	Commissioner, Emily Dean	
Staff:	Micky Zurcher, Executive Director; Mike Rooney, DHI Operations Director	
<u>Agenda</u>	Discussion	<u>Motion/Action</u>
Welcome & Introductions	<p>Meeting was called to order at by board chair, Rex Seeley, at 3:31 p.m. Introductions were made.</p> <p>Commissioner, Emily Dean, has been appointed as the Commission liaison to the BID.</p>	
Public Comment	None	
DHI Update	<p>Mike informed the board</p> <ul style="list-style-type: none"> • About the several health insurances events DHI hosted over December and January. • First Thursdays was successful for a few small businesses. First Thursday replaces First Friday's and in the warmer months larger events will work in conjunction with downtown businesses. • Starting the planning for Alive at Five bands. Will have 10 food trucks versus 8 from last year. • Planning for first Winter Festival scheduled Feb 10-13. • Sarah Hamblock has accepted the role of Vice-President. Outgoing President, Riley Tubbs, remains in his role until someone is elected. Next weeks the general member meeting will nominate two new board members. <p>Ryan joined at 3:38 p.m. We had some technical issues with zoom.</p>	
Approve October and November financials	Micky pointed out 2200, accrued vacation & sick leave on the balance sheet. Micky is working with Jody to update this in accordance with the employee handbook. UPDATE: this has yet to be corrected but Micky is working with Jody.	Motion by Lee to approve the October and November financials. Second by Mark. Motion passes.
Approve November minutes		Motion by Jake to approve the November minutes. Second by Lee. Motion passes.
<p>Old Business</p> <ol style="list-style-type: none"> a. Assessment b. MOU w/City c. Downtown CIP d. Ped Trash Receptacles 	<p>A. Rex stated the assessment recommendation he feels is simple, fair, and equitable. Sean elaborated to provide more background for Commissioner Dean. Commissioner Dean asked what the difference in the cities assessments will be and Micky provided the projected total is now around \$86,816. <i>Please note the minutes are corrected.</i> Micky stated in the meeting \$80,016 but that is the actual difference from FY23 FY22 recommendation. The city was previously paying \$6800 in FY22. The recommendation for motion is intended so the BID can develop their FY23 work plan using projected value of \$310,979. The City Commission will approve or deny the work plan and budget at an upcoming</p>	<p>Action: Micky will develop an additional outreach to property owners to make them aware of the proposed levy recommendation.</p> <p>Micky will send Trustee, Ryan, and the Ad Hoc</p>

meeting. Micky also provided each board member a breakdown of their projected FY22 and FY23 assessment comparisons.

Micky asked for a definition of public space/place as requested by the city.

- B. MOU continues to be in the city's hands.
- C. Micky informed the board the contract with RPA has been signed. The board inquired about the final total per the conversation from November's meeting, and Micky stated she will need to follow up.
- D. Micky formally requested a budget amendment to reflect the November email exchanges regarding adding ten additional custom trash receptacles (\$19,981.81) and additional banners and banner equipment repair (\$10,526.76). The monies for these two additions were agreed to come from the STIP account.

committee their FY22 and FY23 assessment comparison chart.

Motion by Lee to approve the assessment methodology whereas **Private Commercial** **Condos** pay a flat fee of \$200 and tax value of 2%; whereas **Private All Others** pay a flat fee of \$300 and tax value of 3%; whereas **Residential** pay a flat fee of \$100 and tax value of 1%; whereas **Public, Non-Profits** pay a flat fee of \$300 and square footage of \$0.06 for government and City of Helena properties and \$0.03 for exempt or partial exempt properties; whereas **Vacant or Non-Value** are not assessed. Second by Seth. Motion passes.

Motion by Sean to define public space/place to mean all streets, avenues, roads, and alleys, sidewalks, plus rights-of-way property that does not have a tax identification number. Public space is exempt from all assessment. Second by Lee. Motion passes.

Action: Micky will follow up with

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		<p>David Knoepke on the final consultant numbers for the project.</p> <p>Motion by Sean to amend the FY22 budget to increase line item 5145 Banner Equipment/Repairs \$1500 to \$12,100. Second by Mark. Motion passes</p> <p>Motion by Sean amend the FY22 budget to increase line item 5120 Streetscape from \$25,000 to \$45,000. Second by Mark. Motion passes.</p> <p>Action: Micky will work with Jody and Bill to reflect the budget amendments.</p>
<p>New Business</p> <p>a. Helena Braintrust</p> <p>b. DURD application</p>	<p>Helena Braintrust is now called Vision Helena. MBAC, TBID & Visit Helena, BID & DHI, CVB, Chamber, City, and DURD folks are all part of the collaborative group, Vision Helena. Vision Helena is taking the lead on the IEDC's recommendation of a unified branding for the city of Helena. Visit Helena is leading the effort and is looking to release an RFP for branding consultants soon. Next step is to get a commitment from the city on the proposed \$125,000 ARPA funds for the project.</p> <p>DURD application discussion was not applicable at the time of the meeting. Vision Helena was not requesting funds from the BID to be the applicant for the DURD.</p>	
News & Announcements	Micky stated she completed the SOS filings for both DHI and BID and they were approved.	
Next meeting	February 8 th – All Day Retreat, location at the Trailhead, lunch catered	
Adjourn	Meeting adjourned at 4:18 p.m.	