

Helena Business Improvement District thank you

Board of Trustees Minutes

Tuesday, May 10th, 2022 – 3:30 p.m.

330 Jackson St. & Zoom

Board Members Present:	Rex Seeley, Chair; Seth Brandenberger, Vice-Chair; Lee Shubert; Mark Roylance, Sean Morrison; Alicia Pichette; Ryan Stavnes	
Board Members Absent:		
Public: In Person; Zoom	Charles Lane; Commissioner Dean; Joe Schmechel	
Staff:	Micky Zurcher, Executive Director; Jordan Conley, 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 3:32 p.m. Introductions were made. Alicia Pichette replaces Jake Heaton as a board member.	
Public Comment	Charles Lane is running for county attorney’s office and gave a brief introduction and discussed his vision for the office. Charles is a 4 th generation Montanan.	
DHI Update	<p>Jordan is on day two as the new operations director and stated it’s like putting together a puzzle. This Friday is the Spring Art Walk which has been described as a DYI in the absence of the operations position vacancy. Jordan is researching and focusing on Alive at Five. Micky and Jordan will meet with several key city leaders in the permitting process on Thursday of this week to recap last weeks Vigilante Parade as well as review permits that were handled by Jordan’s predecessor.</p> <p>During the DHI board meeting earlier this morning there was a discussion on the business development grant. The BID board provided additional suggestions such as what is eligible, a 50/50 match, and suggested it be designed for economic development. Commissioner Dean stated there is \$12,000 in the public arts project that may provide opportunities for partnerships for murals.</p> <p>Discussion on fencing and whether BID should buy about 60 more pieces to stretch barricades the distance of the Newsboy Block on the Ped Mall was deliberated. The board is curious about Gov Cup banners and a partnership. It was also suggested to reach out to GSD, General Services Division, with the state so see if they rent their fencing.</p>	<p>Action: Micky will draft an application for the business development grant and forward to the board for individual feedback.</p> <p>Action: Micky will update the board at the June meeting on fencing updates that occur at Thursday’s event/permitting meeting.</p>
Approve February and March financials		Motion by Mark to approve the February and March financials. Second by Lee. Motion passes.
Approve February retreat and March minutes		Motion by Mark to approve the February retreat minutes. Second by Sean. Motion passes.
Old Business a. Downtown CIP b. Work/Plan Budget c. Succession planning/support staff	<p>A. Consultants, RPA, will have a table this Friday for the Spring Art Walk. Coming up on May 23, 24, and 25 RPA will be hosting stakeholder meetings as well as an open house on May 24th from 3:30-6:30 at the office. They also hope to do a bike/walk audit on May 23. They will have renderings of concept ideas and asked Micky and David Knoepke what other issues besides biking should they be prepared for. Micky and David stated trash and public restrooms seem to be hot topics.</p> <p>B. Work plan, budget, and ROI (resolution of intent) were approved at last nights city commission meeting. During the meeting</p>	<p>Action: Micky will continue to do research on recycling options.</p> <p>Action: the board wants to meet to discuss the merits of salary and staff performance.</p>



	<p>Commissioners Dean asked Micky about recycling. Before today's meeting, Micky did some preliminary research and reached out to Jeremy Drake with Zero Waste Solutions as well as 406 recycling. Jeremy indicated that the solid waste study will be presented to the commission on June 15th. During today's DHI meeting, trash and recycling was a hot conversation.</p> <p>C. Micky briefly introduced this topic and let Rex and Lee provide additional comments. The conversation was lengthy with conversations revolving around staff performance and salaries, succession planning for DHI and BID, mutual benefit of DHI and BID partnership, identity issue, and education opportunities. Seth has gathered research from all the other BID's and what their structures look like, salaries, staff sizes, and responsibilities. Sean suggested this conversation be with the entire board and not the executive committee. Seth stated he and Rex have talked about it, but so too have they included Mark.</p>	Micky will set up a meeting.
<p>New Business</p> <p>a. Façade grant</p> <p>b. MOU</p>	<p>A. The selection committee for the five applicants for FY23 façade application were all denied. Earlier in the day, DHI suggested reopening the application instead of caring over the \$10,000 allocated funds to FY24. Micky suggested to the board doing just that and the board agreed.</p> <p>B. Rex and Micky met with city directors and the city manager last week and reviewed BID services and basic services of the city. Opportunity discussions on subject matters around trash, downtown dedicated police officer for FY24, management of the Ped Mall and events, and should the Ped Mall be a ROW of park?</p>	<p>Action: Micky will update the façade grant and advertise for an application deadline of September 15th, 2022, with a completion of the project by June 30th, 2022.</p> <p>Action: Micky will draft a term sheet for implementation of trash pickup and the level of service.</p>
News & Announcements	None	
Next Meeting	June 14 th , 2022	
Adjourn	Meeting adjourned at 5:10 p.m.	