Helena Business Improvement District

Board of Trustees Minutes Tuesday, January 10, 2023 – 3:30 p.m. 330 Jackson St. & Zoom

Board Members Present:	Rex Seeley; Seth Brandenberger; Ryan Stavnes; Alicia Pichette; Onawa Linden; Randy Burrington		
Board Members Absent:			
Public: In Person; Zoom	Riley Tubbs, DHI, Howard Skjervem; John Hoffland (Left at 4pm)		
Staff:	John Dendy, Executive Director; Jordan Conley, DHI Operations Director		
<u>Agenda</u>	<u>Discussion</u>	Motion/Action	
Welcome & Introductions	Meeting called to order by board chair, Rex Seeley, at 3:35 pm.		
Public Comment	None		
Presentation on CPACE Program – John Hoffland, Sleeping Giant Citizen Council (Northern Plains affiliate)	 CPACE: financing tool for energy efficiency and conservation; idea is that the cost of the upgrade is paid for by an assessment on property taxes See handout/website for information on eligible upgrades (new construction can count as well) Benefits: no upfront expenses; number of safeguards John H.: property owners, investors, local workers all win For more, contact the ED of Montana Facility Finance Authority, Adam Gill Asks: Call the county commissioners to express support for the program (some trepidation re: the additional work for those involved in property tax assessments) 	John H. requested that the information be sent out to BID listsery; John D. will consider	
Approve October financials	 Alicia asks: When do the property taxes get reflected? John D.: Spoke to Sheila Danielson, and hopefully soon 	Motion by Rex to approve the October financials. Onawa seconds. Motion passes, 6-0.	
Approve November financials		Motion by Seth to approve the November financials. Ryan seconds. Motion passes, 6-0.	
Approve October Minutes	 Seth: Question about the free parking bill—wasn't the city going to cover it? Jordan: There was discussion, but no, the BID paid for it as their contribution to the Shop Local campaign in collaboration with Montana Radio and the Chamber of Commerce Rex: In future let's try to negotiate that price down 	Motion by Seth to approve the October minutes. Ryan seconds. Motion passes, 6- 0.	
Approve November Minutes		Motion by Seth to approve the November minutes. Randy seconds. Motion passes, 6-0.	
DHI Update	 Riley: We are working on our sponsorship and membership campaigns Jordan: Introduction of new board members: Megan Helton (Stonetree), Chris Starr (Rockstarr BBQ), Rusty Linden (Proof Marketing) Events: WinterFest on the horizon 		

New Business Rex: Technically officers should be elected at Feb meeting, but he Motion by Ryan is interested in holding the election now. Seth is interested in role Motion and to approve the Discussion as Chair. Onawa interested in role as Vice-Chair. Question of requirement for Regarding Officers whether a treasurer is needed. Ryan: thinks the board owes it to the dual signatures on membership to elect treasurer and posed question re: dual checks over 5k by signatures. Also floated idea of adding DHI to STIP. Rex: No to 2 out of 3 people: DHI on STIP—not their money. Question: What about notetakers? ED, Chair, Jordan: Agreement that I will take notes at BID meetings, and John Treasurer. Randy at DHI meetings. Discussion re: dual signatures. Conclusion that seconds. Motion all checks over 5k need to be signed by 2 of 3 people: the ED, the passes, 6-0. John Chair, the Treasurer. Question re: what this would affect? John: to amend the checks like those for the flowers. BTW, High Country Growers is bylaws. going to submit a bid. Elections for officers proceed. Seth elected as Chair, Onawa as Vice Chair, Ryan as treasurer. Motion by Alicia to elect Seth as Chair, Onawa as Vice-Chair, Ryan as Treasurer. Randy seconds. Motion passes, 6-0. Seth to assume position at the end of the meeting. Discussion of Snow Rex: issue is with the 300 and 400 blocks, possibly 500 block as John D./Jordan to Removal well). No room for snow removal; melting and flooding; etc. track progress of Currently handled on a complaint-based system; need a better meeting with system. City (Transportation-David Knoepke) says an additional businesses on 300 assessment is needed for downtown snow removal. Will cost 20k and 400 blocks. each occurrence to hire Helena Sand (maximum 2x/yr). Cheaper to have the City do it, but they will not have the capacity during storms. Rex: businesses on this block will need to pay more for the service not being provided to others in the city. Jordan: some of these businesses are already planning to meet with city to discuss. John D. Jackson also an issue. Rex: sidewalk/street needs to be redone. In meantime, snow will be plowed to other side. Motion and Discussion Suggestion to signers to STIP account: John Dendy as participant Motions by Randy Regarding STIP and Ryan Stavnes as the treasurer. Suggestion to remove Micky to: 1) add John from the account, as well as Mark Roylance. Ryan: Chair should Dendy to STIP access be on as well. Question from John: re: Main Street bill. Rex: account as Suggestion to discuss after the meeting. participant, Ryan Stavnes as treasurer, and Seth Brandenberger as Chair; and 2) remove Micky Zurcher and Mark Roylance from the STIP account. Alicia seconds. Motion passes 6-0. Discussion of Motion by Ryan

Employment and HR Handbook stipulates Simple IRA, but BID

was dropped by DA Davidson. Rex: Let's make this easy. John:

Set up plan at The Investment Group with lower fees. Simple IRA

Employee

Retirement Plan

to approve

IRA to all

offering Simple

	would be open to anyone who makes over 5k. Other option would be to pay full-time employees 3% more. Discussion re: the pros and cons. Agreement to offer simple IRA to all employees making >=5k	employees making at least 5k/year. Randy seconds. Motion passes 6-0. Action: John to update the handbook to read "Qualifying employees" rather than "Regular full time employees" and to refer to the plan
e. Discussion of 2023 Plans and Committees	e. Most of this will be discussed at February retreat. Rex: Still wants a downtown cop and a walking mall master plan w/assessment. Rex: Also wants to make sure city and everyone else is following the downtown master plan. Others agree on continuing to prioritize flowers, recycling, garbage collection. Seth: DHI suggestion that the BID take over the signage conversation is a good one. Rex: would also like to see progress on establishing a 501c3. Other mentions include: following downtown Master Plan, Pedestrian Mall master plan, electric car charging, homelessness, streetlights.	Action: All board members to consider priorities for the upcoming year in advance of February retreat
News & Announcements	 Rex: Ought to be noted that Alicia is John Dendy's Mother-in-Law. He sees no conflict of interest, but this should be noted. Asks for any concerns. Riley: One option (that DHI uses in comparable situations) is naming the potential COI at the start of each meeting Rex: Considers the executive committee, not full Board, to be direct supervisor of ED. Jordan: There is language in the handbook that suggests this type of arrangement would constitute a COI and violation of the bylaws. Suggests it would also be a good idea to inform the city commission. Alicia: reminder that she is an interim appointee 	Action: Alicia to review the handbook/bylaws to flag any language
Next Meeting	February 14th– 8 am – 2 pm. Annual Board Retreat. Trailhead office.	
Adjourn	Meeting adjourned at 5:54 p.m.	
Minutes submitted by	Jordan Conley and John Dendy	