

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>	<u>Motion/Action</u>
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)	<ul style="list-style-type: none"> • 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 listserv; John D. will consider
Approve October financials	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	



<p>e. Discussion of 2023 Plans and Committees</p>	<p>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</p> <p>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.</p>	<p>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</p> <p>Action: All board members to consider priorities for the upcoming year in advance of February retreat</p>
<p>News & Announcements</p>	<ul style="list-style-type: none"> • 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 	<p>Action: Alicia to review the handbook/bylaws to flag any language</p>
<p>Next Meeting</p>	<p>February 14th– 8 am – 2 pm. Annual Board Retreat. Trailhead office.</p>	
<p>Adjourn</p>	<p>Meeting adjourned at 5:54 p.m.</p>	
<p>Minutes submitted by</p>	<p>Jordan Conley and John Dendy</p>	