

Helena Business Improvement District
 Board of Trustees Minutes
 Tuesday, August 8, 2023 – 3:30pm
 330 N Jackson Street | [Zoom](#)

BID Board Members Present	Seth Brandenberger, Chair; Onawa Linden, Vice Chair (Zoom); Rex Seeley; Ryan Stavnes, Treasurer; Randy Burrington (Zoom); Alice Santos; Alicia Pichette (Zoom – left at 4:25)	
BID Board members Absent	None	
Public:	Sarah Hamblock (DHI President); Michael Hiel (Gardenwerks); United Way joined via zoom at 3:48pm	
Staff:	John Dendy (BID ED) and Jordan Conley (DHI Operations Director)	
<u>Agenda</u>	<u>Discussion</u>	<u>Motion/Action</u>
Welcome & Introductions	BID board chair, Seth Brandenberger, called the meeting to order at 3:35 pm.	N/A
Public Comment	N/A	N/A
Agenda Review/Housekeeping		N/A
Approve July BID Minutes		Motion by Ryan. Second by Alicia. Motion passes 7-0.
Budget Update	<p>John went line-by-line because end of year. Holiday decorations separated out from toilet and garbage. Less than budgeted spent on banner replacement and in the business development category.</p> <p>John: Assessment check was 4k less than expected—people who have not yet paid taxes. Did make more than expected last year on banner income. Also brought in \$1250 in sponsorships from DHI beautification sponsorships. Brought in money on interest in STIP. Down on assessment, but ahead on income for the year.</p> <p>John: Everything was close on administrative expenses. There is going to be a raise in rent, which but was anticipated.</p> <p>John: Separated out subscriptions & software (IR subscription and group memberships should be in different category than software)</p> <p>John: Need to anticipate higher fees for audit (as we piggyback on the city’s audit). However, we also negotiated a slightly lower fee for accounting. This was because there was less payroll work re: A@5. Rex: How much will audits go up? John: A lot. By 40% because city did not receive bids from in-state. We have budgeted for the increase.</p>	N/A
Downtown Public Toilet Update	--Last night the city commissioners approved 98k—the average of the 5 commissioner recommendations. They prefer the location of Constitution Park City doesn’t like Walking Mall location. Constitution Park does have water and sewer.	John: Check on possible support from the County; explore other grant opportunities

	<p>--Question: would Dick Anderson install at discount (or for free) as public support?</p> <p>--John: Billings installed one this morning; it went well. He also chatted with Grand Rapids, who reported that their Portland Loo is indestructible, and that people who were originally against it are now in favor. They keep it open 365 days a year with the cold weather package.</p> <p>Alicia: We should explore uses of advertising in exchange for maintenance.</p> <p>John: Good Samaritan interested in employing their clients for the cleaning. 1-2k /yr for supplies</p> <p>John: reached out to the county commissioners, who are considering support in the 30-50k range. Community development block grants need to go through the city, and the city is locked into another grant. He will keep looking for grant opportunities.</p> <p>Suggestions for other partners: Ability Montana & Northwestern Energy</p>	
Downtown Helena, Inc. Update/Staffing Discussion	<p>Sarah Hamblock: Recap of long discussion at DHI meeting re: Jordan’s resignation and the future of DHI. Plan is to replace the Operations Director role with one part time events manager and eventually another part time employee to handle membership and sponsorship.</p> <p>Jordan: Suggestion that Sponsorship Manager serve a fundraising role for both DHI and BID.</p> <p>Sarah/Others: October would be ideal time to hire second employee (in advance of membership/sponsorship drive)</p> <p>Jordan: In the meantime, events for end of 2023/beginning of 2024 need to be pared down significantly.</p> <p>John: asked Jordan to leave detailed descriptions of month-to-month tasks. BID board needs to decide how much coverage is needed in the office.</p> <p>Suggestion to open up memberships to non-voting community members as way to raise money from the public.</p> <p>Suggestion came from the Chamber that they’d be open to housing/sponsoring DHI. Rex: would rather the BID do it</p>	<p>Jordan and DHI board to distribute resignation letter to membership + press release explaining situation. Jordan will rework job description according to plan/feedback.</p> <p>Jordan to “pass the bucket” at Alive at Five to raise money</p>
Committee/Program Updates a. Marketing—BID Outreach b. Streetscape	<p>a. BID PR is getting started. Billboard is up - south facing between Hwy 12 and Cedar. Next will be north facing.</p> <p>b. Holiday decorations have been ordered. Decisions re: more decorations pending an evaluation of existing dex. Flowers look amazing.</p>	N/A
Adjourn	Meeting adjourned at 5:02pm	
Submitted by	Jordan Conley and John Dendy	
Next meeting	September 12, 3:30 pm, Trailhead office, 330 Jackson	