

**Helena Business Improvement District**  
 Board of Trustees Minutes  
 Tuesday, October 10, 2023 – 3:30pm  
 330 N Jackson Street | [Zoom](#)

BID Board Members Present	Seth Brandenberger, Chair; Onawa Linden, Vice Chair; Ryan Stavnes, Treasurer; Alice Santos; Alicia Pichette	
BID Board members Absent	Rex Seeley; Randy Burrington	
Public:	Megan Helton (DHI Board); Chris Starr (DHI Board); Emily Dean (City Commissioner)	
Staff:	John Dendy (BID)	
<b><u>Agenda</u></b>	<b><u>Discussion</u></b>	<b><u>Motion/Action</u></b>
Welcome & Introductions	BID board chair, Seth Brandenberger, called the meeting to order at 3:31 pm.	N/A
Public Comment	None	N/A
Agenda Review/Housekeeping	Added September minutes to the agenda	N/A
Approve September minutes	None	Alicia moved, Onawa second. Passed 5-0.
Approve September financials	John: No huge issues. Most of the things that look over or under for this year to date are due to timing issues, not to being over budget. For example, maintenance labor looks over budget, but that's because most of the maintenance labor is in the summer. Asked for questions, heard none.	Ryan moved, Alice second, approved 5-0
Sign code changes	John: BID used to have recommendations to the board of adjustments about any sign variances in the BID. By state statute that is no longer the case. Alicia: city is developing a new sign code to comply with state legislation. Submit comments by December 15. Need to investigate how the new code would affect our banners. Ryan: question re: façade grants. How does this affect them. John: we don't fund business signs, so we should be ok, but we should be sure. Alice/Discussion: how to use the City app to make complaints? Commissioner Dean to follow up.	All- read the code and comment by 12/15 if you wish.  John/others: investigate effect on BID banners.  Commissioner Dean: investigate complaint process re: City app
HPD Staffing	John is on the committee to recommend shift and beat changes. Downtown has its own beat, which is good news. John: Rex is interested in keeping the idea of a downtown police officer alive. Want to consider this in competition with other ideas that cost a similar amount. Will advocate for downtown P.O. presence on committee.	John represent BID on committee.
DHI Update/Staffing	Megan/John: DHI has \$6K in operating cash. There is ~\$55K in various Nugget accounts, but that is a liability to redeem nuggets. A \$42K cd matures on 11/27. Meeting tomorrow about DHI fundraising and structure. Looking for quick funding first, then fiscally responsible plan going forward.	

Committee/Program updates	<p><b>Marketing/outreach:</b> John: Social media is scheduled in advance. Social traffic is increasing. Billboard is still up on I-15. Onawa: email campaign and web site are next.</p> <p><b>Streetscape:</b> John: Flowers were great, banners going well, trash getting picked up. Portable toilet has 6 months of success. Holiday lights and decorations: We have lots of lights in storage. Mike Thiel will inventory. Ordering ~60 30-inch wreaths for LCG and nearby. Have 24" wreaths for short poles. Will offer plug-in lights to businesses.</p> <p><b>Downtown restroom:</b> John: Up to \$44K from BID, \$98K from city, \$35K from county. Going to TIF for the rest. Seth is the lead on this. We need solid installation bids to know how much to ask from TIF, and need a solid location to get those bids. Trying to get the arborist on the exact location so we don't kill trees. Seth: There needs to be a public process once we have a proposed location and we need to know what that process is. Commissioner Dean: may be as easy as a public meeting, not necessarily a comment period.</p> <p><b>Downtown Stage:</b> Open house November 16<sup>th</sup> at 4 pm. Meeting with city earlier same day. MSU architecture students will present their designs. Will use this event to raise money for the MSU program. Need \$11K. BID and NWE are each in for \$1000.</p>	John/Seth: Get drawing and investigate public process
Adjourn	Meeting adjourned at 4:46 pm.	
Submitted by	John Dendy. Original notes by Megan Helton.	
Next meeting	November 14, 3:30 pm, Trailhead office, 330 Jackson	