

City Boards and Committees

APPOINTMENTS TO BOARDS AND COMMITTEES

A vacancy, or expiring term, on any board or committee will be announced and public notice will be given of the vacancy. The media will be encouraged to make the vacancy known to the public and all interested citizens will be encouraged to submit applications on or before a specific date. Application forms are available in the office of the City Clerk, Room 323, City-County Administration Building, 316 N. Park Avenue.

At a City Commission meeting the Mayor shall appoint, with the consent of the Commission, all members of boards and committees.

In order to allow more citizens to have input on boards and committees, the Commission has set a policy that no individual shall serve on any board or committee more than six consecutive years or two terms, whichever is longer. The Civic Center Board has been exempted from this policy by Commission action taken on January 11, 1988.

ADMINISTRATIVE BOARDS

BUSINESS IMPROVEMENT DISTRICT / HELENA PARKING COMMISSION

Per Resolution 11577, adopted October 16, 2000, appointed the Downtown Business Improvement District Board of Trustees as the Helena Parking Commission. Members' terms shall be four-years. Meetings are the 2nd Tuesday of the month at 3:30 p.m., Chamber of Commerce Conference Room.

CITY-COUNTY EMERGENCY MEDICAL SERVICE BOARD

The City-County Emergency Medical Service Board was established by City Ordinance 2818 and the Helena-Lewis & Clark Ambulance Service District Agreement in December 1997. The Board shall consist of the following seven (7) members: 1) Lewis & Clark County Sheriff; 2) Helena Fire Chief; 3) City or County Attorney; 4) Lewis & Clark County Commissioner; 5) City Manager; 6) Lewis & Clark Rural Fire Council Representative; and 7) A licensed physician appointed by the Lewis & Clark County Commission and the Mayor of the City of Helena and confirmed by the city commission.

The duties of the Board are to procure, establish, maintain, and administer an emergency ambulance service for the District.

CITY / COUNTY BUILDING BOARD OF DIRECTORS

This board is responsible for setting policy and overseeing the operations of the City-County Building. It is made up of 1 City Commission member, the City Manager, 1 County Commissioner, the County Administrator, and 1 member at large. Meetings are the 3rd Friday of the month at 9:00 a.m. in Room 309, City-County Building.

CITY / COUNTY BOARD OF HEALTH

This nine-member board is responsible for the hiring of the Health Officer and setting policy for the administration of the City-County Health Department. The agreement, which established the present board, was signed by the City and County in December 1975. The agreement specifies that a City Commission member and a County Commissioner, or their representatives, will serve on the board. The other 7 members are appointed for 3-year terms, by the County, and must include the Superintendent of School District #1, a licensed MD, an Environmental Specialist, a resident of East Helena, a consumer of health services, 1 member residing outside and 1 member inside the City limits. Meetings are the 4th Thursday of the month at 1:30 p.m. in the Commission Chambers, 3rd Floor of the City-County Building.

LEWIS & CLARK CITY / COUNTY LIBRARY BOARD

This board is responsible for hiring the Library Director and setting policy for the Lewis & Clark Library. This board was established by Interlocal Agreement according to Section 2-6-2 of the Helena City Code and MCA 22-1-316 and 317. It is made up of 2 City appointees, 2 County appointees and 1 joint appointee. Members’ terms shall be five-year terms. Meetings are held on the third Tuesday of the month at 5:00 p.m. in the Mezz Conference Room at the Lewis & Clark Library.

INFORMATION TECHNOLOGY & SERVICES BOARD

The Information Technology & Services Board shall consist of the following members: 1 Lewis & Clark County Commissioner, 1 Helena City Commission member, the Lewis & Clark County Chief Administrative Officer, the Helena City Manager and 1 information technology executive from the community at large. The County Commissioner will serve as chair in odd numbered years and the City Commission member will serve as chair in even numbered years. The information technology executive will be appointed by the IT&S Board members. He/she will be appointed from the community at-large and will serve for a two-year term. Meetings are held quarterly on the 2nd Thursday at 3:30 p.m. in Room 211, City-County Building.

SUPPORT SERVICES DIVISION BOARD OF DIRECTORS

The purpose of the Support Services Division Board of Directors is to provide input and recommendations regarding policy; to review the budget of the Division and make recommendations to the City and County commissions and to establish by memorandum of understanding, and to be approved by the City and County commissions, the responsibilities and duties of the Division. It shall consist of the Police Chief, 1 County Commissioner, Lewis and Clark County Sheriff, County Attorney, City Attorney and the City Manager. Meetings are the 3rd Wednesday of the month at 1:30 p.m., Law Enforcement Facility.

TOURISM BUSINESS IMPROVEMENT DISTRICT

Resolution No. 19644, adopted April 20, 2009, created a Tourism Business Improvement District in the City of Helena. Per the resolution, the Board of Trustees is appointed by the City Commission and comprised of five owners of property within the District or their assignees. Members terms shall be for four-years. Meetings will be set by the Board members.

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ADVISORY BOARDS

CIVIC CENTER BOARD

This board advises the City Commission on utilization of the Civic Center as a Community Arts, Cultural and Convention Center. It is composed of 12 to 18 members appointed for three-year terms. Meetings are the 2nd Thursday of the month at 4:00 p.m., Civic Center.

CITY / COUNTY CONSOLIDATED PLANNING BOARD

This board was re-established by an Inter-local Agreement on June 4, 2001. The board shall perform planning functions for the City and County, and shall be the sole Planning Board to serve either or both governmental entities. Duties of this board will be to ensure the promotion of public health, safety, morals, convenience, order and the general welfare, and for the sake of efficiency and economy in the process of community development, the Board shall prepare a growth policy and serve in an advisory capacity to the local governing bodies establishing said Board. Membership consists of 9 people: 2 official members to reside outside the City limits, but within Lewis & Clark County and 2 official

members who reside within the jurisdictional area of the Board to be appointed by the Board of County Commissioners; 4 official members' to reside within the City limits to be appointed by the City Commission; and the 9th member shall be a joint appointment. Members' terms shall be for three-years. Meetings are the 3rd Tuesday of the month at 6:00 p.m., in the Commission Chambers, City-County Building.

CITY / COUNTY PARKS BOARD

The 1999 Interlocal Agreement established a City-County Consolidated Parks Board. The agreement was entered into by the City and County to establish the City-County Parks Board, hereinafter referred to as "Board." The board shall perform various functions for the City and County related to parks, recreation, and open space. Membership of the board shall consist of 7 members, to be appointed as follows: 3 members to reside outside the city limits but within the jurisdictional area of the Board to be appointed by the County Commissioners, 3 members to reside within the city limits to be appointed by the City Commission, and 1 representative from the School District No. 1, to be appointed jointly by the City Commission and the Board of County Commissioners. Members' terms shall be for three-years; with the exception of the School District representative, who serves at the pleasure of the School District. Meetings are the 1st Wednesday of the month at 11:30 a.m. in Room 426, City-County Building.

CITY ZONING COMMISSION

The Zoning Commission shall have 5 members and 1 alternate, all of whom must be residents of the City of Helena. Members' terms shall be three-years. The alternate will serve only in the event that a regular member is unable to attend a meeting. Three members constitute a quorum. Meetings are the 2nd Tuesday of the month at 6:30 p.m., Commission Chambers, City-County Building.

GOLF COURSE ADVISORY BOARD

The objectives of this board are to promote cost effective and efficient management of the golf course; provide a single, accessible forum for input from all golf course users; evaluate user input and provide a meaningful input to the City regarding the golf course operations. The board has seven members with staggering terms. There are also four non-voting members including the Golf Pro, Course Superintendent, Parks and Recreation Director and a member of the Helena Citizens' Council (HCC). Members' terms shall be three-years. Meetings are the 2nd Tuesday of the month at 12:00 noon in Room 326, City-County Building.

LEWIS AND CLARK COUNTY HERITAGE PRESERVATION TOURISM DEVELOPMENT COUNCIL

The By-Laws of the Lewis and Clark County Heritage Preservation and Tourism Development Council and Memorandum of Understanding were adopted by the Helena City Commission and the Board of County Commissioners in March of 2012. The Council shall consist of seven (7) members who have a demonstrated interest in protecting or promoting the heritage resources of the City and/or the County.

Three (3) of the selected members shall have professional expertise in the disciplines of history, planning, archaeology, architecture, architectural history, or other historic preservation-related disciplines such as cultural geography or cultural anthropology. Three (3) members shall have a demonstrated interest in the arts or culture and tourism and economic development in the City and the County and one member of the selected members shall be an architect.

Three (3) at-large members to reside outside the City limits, but within the jurisdictional area of the Council to be appointed by the County Commissioners; Three (3) at-large members to reside within the

City limits to be appointed by the Mayor of the city of Helena with City Commission concurrence and One (1) at large member to be selected jointly by the County Commission Chair and the Mayor and submitted to their respective Commissioners for final approval.

HELENA OPEN LANDS MANAGEMENT ADVISORY COMMITTEE

On June 18, 2001 the Helena City Commission formally established the Helena's Open Lands Management Advisory Committee. The Committee shall perform various functions for the City related to the management of open space properties. Membership of the Board shall consist of 7 members, to be appointed as follows: 5 members shall be city residents, 1 member shall represent the City-County Parks Board, and 1 member shall represent the Helena Citizens' Council. Members' terms shall be three-years. Meetings are the 2nd Tuesday of the month at 5:30 p.m., Room 326, City-County Building.

NON MOTORIZED TRAVEL ADVISORY COUNCIL

On February 11, 2008 the Helena City Commission adopted Resolution 19549 establishing a Non-Motorized Travel Advisory Council for the City of Helena. The general purpose of the council is to advise the City Commission and the Neighborhood Transportation Program. The Council may have up to seven citizen as voting members, one Helena City Commissioner and one Helena Citizen's Council representative. Members' terms shall be three-years. Meetings are the 2nd Tuesday of the month at 5:15 p.m., Room 309, City-County Building.

PUBLIC ART COMMITTEE

On November 16, 1998, the Helena City Commission adopted Resolution 11316 (amended by Resolution 19340) establishing a Public Art Committee for the City of Helena. The committee will assist in promoting the concept of community awareness of and involvement in providing public art in Helena.

The Public Art Committee shall be comprised of the following individuals: 1 City of Helena Parks Maintenance staff person, 1 City Commission Member, 2 Citizens at large, 5 Artists (such as visual, performing, design, architect, landscape design, or other medium), and 2 representatives from Arts organizations (such as museums, galleries, or other arts-related businesses). Members' terms shall be three-years. Meetings are the 2nd Thursday of the month at 3:30 p.m. in Room 426, City-County Building.

TRANSIT COMMITTEE (INTERGOVERNMENTAL)

On May 21, 2007 the Helena City Commission established the Transit Committee by the adoption of Resolution 19467. The committee is comprised of the following individuals: City Transit Manager, 1 City of Helena Commission member, 1 Lewis & Clark County Commissioner, 1 City of East Helena Council member, 1 representative from Rocky Mountain Development Council, 1 representative from the Helena Area Transit Council, 1 member from the HCC, and 1 representative user of the transit system. The Transit Committee will make recommendations to the City Commission for a range of service level options and sustainable funding sources within the Helena Area Transit Service area. Members' terms shall be three-years. Please call 447-8080 for meeting information.

TRANSPORTATION COORDINATING COMMITTEE (TCC)

This committee shall manage the executive business of the Helena Urban Area Transportation Plan Update. The Committee shall work closely with the City, County, and State to develop and keep current urban transportation planning, design and construction in the Helena area. The committee shall adopt and recommend implementation of long and short-range transportation programs for the Helena urban area.

The committee shall transmit all reports and recommendations related to the continuing transportation planning for the urban area to the various agencies for final adoption and implementation.

The TCC shall consist of the following: 2 City Commission members, 2 County Commission members, 1 Montana Highway Department Representative, 1 Federal Highway Administration Representative, 1 Helena Citizens Council, 1 Planning Board, 1 City Staff Contact, 1 County resident and 2 City residents (1 City resident is a non-voting member). The citizen members of the TCC shall be appointed for terms of two-years. Meetings are the 2nd Tuesday, every other month at 3:00 p.m. in the Commission Chambers, City-County Building.

APPEAL BOARDS

ADA COMPLIANCE COMMITTEE

On July 2, 2007 the City Commission adopted Resolution 19473 which amended Resolution No. 10456 that established a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title I and Title II of the Americans with Disabilities Act of 1990 by appointing an ADA Coordinator and Assistant Coordinator; and ADA Compliance Committee. Members' terms shall be three-years. Please call 447-8448 for meeting information.

CIVIL SERVICE BOARD

This 3-member Civil Service Board acts as ex-officio "Police Commission" and is responsible for administering competitive exams for hiring and promotion within the Police and Fire Departments. The commission also acts as the City Employees Grievance Board. Members' terms shall be three-years. Meets as needed.

BOARD OF ADJUSTMENT

This 5-member board acts on applications for variances in Zoning Ordinances. This Board was established by Ordinance 1766 and amended by Ordinance 2384 revising the membership to include a member of the City Commission. Members' terms shall be three-years. Meetings are the 1st Tuesday of the month at 5:30 p.m. in Room 326, City-County Building.

BUILDING BOARD OF APPEALS

Created by Ordinance No. 2350 on August 20, 1984, this board consists of 5 regular members and 2 alternate members, selected from the following fields: 1 member, 1 alternate - Architect or Engineer, 1 member, 1 alternate – Contractor, 1 member-consumer/citizen of Helena, Director of Building & Safety, 1 member - Helena Fire Department.

All appointed members must be active in their respective fields and doing business in the City of Helena. This board shall determine the suitability of alternate materials and methods of construction and provide reasonable interpretations of the Uniform Building Code, Plumbing, Mechanical and Housing Codes, and the National Electrical Code. In addition, this Board of Appeals shall possess the duties of an appeals board for the Uniform Mechanical, Electrical, Plumbing, and Housing Codes. Members' terms shall be five-years. Meets as needed.

INDEPENDENT AGENCIES

HELENA HOUSING AUTHORITY

This non-profit organization, established in 1938, manages and sets policy for all public housing in Helena. The Housing Authority Board consists of 5 housing commissioners appointed by the Mayor, with Commission approval. (Commission action August 1938). The board shall include 2 designated tenant seats and no member shall be a City official. (Commission action, September 17, 1987, Resolution No. 9990) Members' terms shall be five years. Resident terms shall be two-years. Meetings are the last Tuesday of the month at 4:00 p.m., Helena Housing Authority, 812 Abbey.

AIRPORT AUTHORITY COMMISSION

The City of Helena and Lewis & Clark County adopted Joint Resolution 10677 creating the Helena Regional Airport Authority. The powers of the Authority shall be vested in a 7 member Airport Commission. 3 members shall be appointed by the County, 3 members by the City and the 7th member shall be jointly appointed. Members' terms shall be three-years. Meetings are the 3rd Tuesday of the month at 11:30 a.m., Airport Conference Room.