

SUMMARY OF ADMINISTRATIVE MEETING

March 21, 2018– 4:00 p.m.

Room 326

City-County Building

316 N. Park Avenue, Helena

1. Call to order, introductions, opening comments – Mayor Collins called the meeting to order. Commissioners Farris-Olsen, Haladay, Noonan and O’Loughlin were present. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Thomas Jodoin; Deputy City Attorney Iryna O’Connor; Police Chief Troy McGee; Fire Chief Mark Emert; Community Development Director Sharon Haugen; Planner Lucy Morell-Gengler; Planner Ellie Ray; Parks and Recreation Director Amy Teegarden; Public Works Director Randall Camp; City Engineer Ryan Leland; Parking Director Dave Hewitt; Administrative Services Director Glenn Jorgenson; Budget Manager Libbi Lovshin and City Clerk Debbie Havens.

Others in attendance included: IR Reporter Thomas Plank; MBAC representatives Brian Oberg and Eric Seidensticker; BID Director Micky Zurcher; BID Board member Mark Roynance; Mark Runkle; Zoning Commissioner members Mike McCabe and Ada Montague; Planning Board member Craig Charlton; Friends of the Fire Tower representatives Rick Ahmann and Sean Logan; and Greg Wirth.

2. March 7, 2018 Administrative Meeting Summary – The March 7th summary will be available at the April 4th administrative meeting for review and approval.

3. Commission comments, questions –

Upcoming Appointments – There are no board appointments on the March 26th city commission meeting agenda.

Commissioner Noonan referenced the Housing First hand-out that he received at the ADA Committee meeting. Commissioner Noonan stated he is looking forward to the April 4th administrative meeting that will be targeted toward the snow removal policies and noted he is thinking about writing a Your Turn article to begin educating the public.

Commissioner Haladay asked for clarification on when the special meeting on residential housing is scheduled. Director Haugen and City Clerk Havens will schedule the meeting and let the commission know.

Commissioner Haladay asked that both the sidewalk snow removal enforcement discussion and an update from the Railroad TIF Advisory Board be put on an upcoming administrative meeting agenda. Director Haugen noted the TIF Advisory Board is close to having their work plan completed and she recommended waiting to put the update on an agenda until after that; sometime in May/June.

Commissioner Farris-Olsen reported the commission received a map for the micro-trenching plan and asked that it also be put on an upcoming administrative meeting agenda.

4. City Manager’s Report - Manager Alles noted there are a ton of potholes that staff is working to fill; to date, staff has used four times the amount of cold mix to fill the pot holes as they have used in previous years. There are two street sweepers out and being staffed for two shifts and the grader is out smoothing some of the dirt roads.

Manager Alles gave an update on the city’s meter replacement program and noted there is an on-going meter replacement program that is scheduled for specific areas of the city. In order to replace a meter, it requires staff to work with the homeowners and in some cases the homeowners do not respond to the request to contact the city. After the first notices are delivered and the homeowner does not respond, the protocol is to send a notice to the homeowner that their water will be shut off if they do not contact the city. This notice usually gets a response from the homeowner.

Public Information/Education Regarding Fire Levy – Manager Alles asked for direction on how the commission wants to proceed in providing the public information/educational material for the fire levy. Staff is prepared to provide a “fact sheet” on the Fire Department and prepare public service announcements explaining what the levy would provide. No funding has been identified to provide the educational material to the public. However, there are contingency funds that could be used.

Commissioner Noonan suggested providing a “week in Helena” that outlines what type of calls the Fire Department responds to.

Commissioner Farris-Olsen stated he has concerns with the commission taking the lead in educating the public on the fire levy; it needs to be a group effort. He noted educating the public is a must and the information has to get out to the community. Commissioner Farris-Olsen recommended hosting open houses at both fire stations. He then suggested staff contact a consulting firm to assist in the public education campaign.

Manager Alles estimated it would cost \$25,000 to provide a public education program for the fire levy vote. Commissioner O'Loughlin stated it would be helpful to reach out to some consulting firms to get their feedback and what they would recommend. She recommended starting with what makes sense and on what we can budget.

Manager Alles noted the contingency fund has not been tapped for FY18 and there is funding that could cover the costs; \$25,000 seems reasonable to start with.

Commissioner O'Loughlin stated the citizens will want to better understand what the fire department looks like, what is their capacity, and why is the commission asking the voters to approve the proposed mill levy. Again, she is comfortable with staff reaching out to private consulting firms to get their advice and recommendation. However, she does not want to spend a lot of money to hire an outside firm.

Mayor Collins stated the open houses are a very important component of the education program. Chief Emert noted he has already begun attending many of the service club meetings to educate the public.

Manager Alles noted Deputy City Attorney O'Connor is also educating the firefighters on what they can and cannot do in supporting the mill levy. Manager Alles will prepare a proposal for the public education campaign and report back to the commission.

**5. Department discussions:
Community Development**

Opportunity Zone Grant – Director Haugen reported Opportunity Zones are a new economic development program established by Congress in the Tax Cut and Jobs Act of 2017 to encourage long-term investments in low-income communities. The Montana Department of Commerce (MDOC) is working closely with the Governor's Office to provide a process for state designation as well as information, resources and tools for this new Opportunity Zone program. Private investment vehicles that place 90 percent or more of their funds into an Opportunity Zone can earn tax breaks on the capital gains generated through those investments. Tax benefits increase the longer the investments are in place.

Three tax incentive options available for low-income communities through a qualified Opportunity Fund:

1. Temporary deferral of inclusion in taxable income for capital gains reinvested into an Opportunity Fund
2. Step-up in basis for capital gains reinvested in an Opportunity Fund
3. Permanent exclusion from taxable income of capital gains from sale or exchange of an investment in an Opportunity Fund if investment is held for at least 10 years

Opportunity Zones are determined by eligible Census tracts. In the City of Helena, there are three census tracts that have been determined eligible. These include the census tract for the Downtown, and two census tracts that contain the most of the Railroad Urban Renewal District. (see attached map) Montana has 106 eligible Census tracts; however the program regulations only allow for the nomination of 25 tracts for the state of Montana and they have asked cities and counties to nominate tracts within their jurisdiction for consideration. Proposals will be evaluation on the basis of development capacity and potential and will be evaluated using a two tier system to ensure that small communities are not competing with large ones. Eligible tracts will be designated as Tier One or Tier Two. Tier one is the seven major cities and Tier two communities are all other census track eligible cities, towns, counties and tribes. MDOC is asking each local government to identify and prioritize Census tracts within their jurisdiction as it relates to the census tract's highest degree of probability of development. Designated Census tracts demonstrating the highest degree of probability for development currently within the 10-year designation period will be given favorable preference to those tracks in communities that have capacity for housing and small business development. Preference may be given to communities participating in the Montana Main Street program. The City of Helena participates in that program Also to be considered is how the community will be able to leverage other resources, utilize existing economic development tools or enhances other planned or existing development. City staff is working with the MBAC to put the nomination forms together for Census tracts. Some of the criteria used in the nomination include 1) type of development that occurs in this area (commercial, travel and tourism, downtown

revitalization technology etc.); areas where development would likely attract investment; how the designation would help reduce poverty and LMI and any environmental social or health concerns that needed to be resolved before commercial development occurs and whether these would hinder the development potential.

The Census tracts we are recommending nominating are:

1. Census Tract 3004900800. This Census tract contains the area generally referred to as the Downtown and includes property south in the County. It includes the proposed area for the new Downtown URD and is focus of the City's and HBID partnership on the Montana Main Street program. It is also the area that includes investments made with New Market Tax Credits and has been the focus on several recent economic development and planning efforts. It also contains many of the properties currently being considered for surplus by the City Commission.
2. Census Tract 3004900900. This tract is contains a majority of the land that is in the current Railroad Urban Renewal district and tax increment financing is available for improvements in the area. It also includes the old Capitol Hill Mall property. It has been the subject of several planning efforts funding by the EPA and as a result has clean up occur on several properties that were previously contaminated and are now available for reinvestment
3. Census Tract 3004900400 it is our recommendation to focus the City's efforts on the above two Census tracts, as they would appear to have the most potential under this program.

Both census tracts have great potential for redevelopment and have been the focus of the City's and MBAC development efforts.

Since this is a new program just launched, more and more information is becoming available. Staff is asking the City Commission to authorize staff to submit the nominations for the Census Tracts 3004900800 and 3004900900 and to establish the priorities for the nominations.

Commissioner O'Loughlin asked of the three zones that are eligible, do all three have a poverty rate of 20 percent or greater and/or median household income is 80 percent or less than the statewide median household income; does staff have a sense how the three zones compare when you are looking at income levels. Director Haugen stated she does not have the information; however, she can get it to the commission. MBAC representative Eric Seidensticker noted the income level is marginal between the two tracts and both meet the criteria to be nominated.

Commissioner Haladay referred to the three tax-incentive options available for low-income communities through a qualified Opportunity Fund and asked if the incentives are to purchase the property or actual development of the property. Director Haugen and Mr. Seidensticker stated the incentives would be for both the purchase and development of the property. Commissioner Haladay commented on capital gains and the intent of the Opportunity Zones for private investment.

Manager Alles stated staff needs direction by March 29th to submit the letter to the Governor's office nominating the two zones and the ranking.

Commissioner O'Loughlin asked if there is any harm in including all three zones. Director Haugen noted city staff has been working with MBAC to develop the recommendation to put the two top zones forward. Director Haugen noted the city could nominate the 3rd zone, if there is commission concurrence. Staff recommends the two zones which both have great opportunities.

Commissioner Haladay stated based on how the tax advantages are structured, for purchase and development, the Railroad District zone makes sense. However, he would recommend ranking the downtown zone as #1 because of the Downtown Master Plan, the proposed downtown zoning and the property available for redevelopment. It is not clear what the overall advantage is.

Commissioner Farris-Olsen stated he believes ranking the downtown zone as #1 makes sense due to all the other resources being targeted to the area and the demographics are about the same.

Commissioner Noonan concurred with Commissioner Farris-Olsen to rank downtown as #1 and he would not support submitting the third zone for consideration.

Public Comment – BID Board member Mark Roynance noted it is the BID Board's recommendation to rank the downtown zone #1 as the tax incentives are geared to bring private investments into the area. There are a lot of areas that are identified that could become housing in the downtown area. Mr. Roynance also commented he believes the downtown zone is most likely to be successful.

BID Director Micky Zurcher concurred with Mr. Roylance's comments and believes the downtown has the potential to impact the railroad district than the railroad district would impact the downtown.

Commissioner Haladay stated he would support ranking the downtown zone as #1 and the railroad district as #2.

Consensus Direction to Manager – Nominate the two zones to the State of Montana and prioritize the two zones as follows: Census Tract 30049000800 as #1 and Census Tract 30049000900 as #2.

Subdivision Regulations – Director Haugen introduced the agenda item. Planner Morell-Gengler gave an overview of the processes of approving a major and minor subdivisions and the steps that are required for each.

Planner Morell-Gengler also reported revisions to the City Subdivision Regulations have been prompted by legislative changes to the Montana Code Annotated (MCA) amending the Montana Subdivision and Platting Act (MSPA) which affect local subdivision regulations. Although, most of the proposed revisions to the city regulations are to incorporate legislative amendments, additional changes are proposed to address the Legacy Ranch court ruling regarding public participation and extensions of preliminary plat approval. Comments from a stakeholders meeting and staff initiated proposals were also taken into consideration. A Consolidated Planning Board work session was held on October 19, 2017 to review proposed changes and to solicit comments on the planned amendments to the subdivision regulations. The Planning Board held a public hearing on November 21, 2017 and voted to recommend proposed changes to the city subdivision regulations.

Due to a staff oversight, the language in the proposed changes included a discrepancy. The city subdivision regulations require installation of certain infrastructure prior to final plat approval that is deemed necessary for public health and safety. The recommended changes included a variance option for installation of those infrastructures. The variance criterion does not permit variances for items that may impact public health and safety.

After taking into consideration the above identified inconsistencies and comments made at the Planning Board public hearing, changes to Section 12-2-16 were incorporated that require the installation of water and wastewater systems and appurtenances serving all lots to be final platted and streets installed to a minimum all weather surface that can accommodate emergency access. The requirement for installation of a functioning storm water system and sidewalks prior to final plat would not be specifically called out but would be addressed on a case by case basis. Necessary improvements not installed prior to final plat approval would still require a financial guarantee with established time frames for installation of those improvements. The reference to a variance was removed.

The Planning Board determined the changes were consistent with the comments made at the public hearing and the intent of the Planning Board recommendations and that staff may proceed to the City Commission with the proposed changes in the attached ordinances.

Planner Morell-Gengler gave an overview of the changes being recommended. The majority of the proposed changes to the city subdivision regulations incorporate recently mandated procedures for phasing a preliminary plat and final plat review. Other changes are proposed to clarify sections of the city regulations and address recent case law. The proposed changes incorporate a process to take into account changes in city standards and policy when developing a phased subdivision. These changes are intended to provide opportunities for the public and the city to address public health and safety issues throughout the subdivision process. She spoke on "phased development" and the requirements associated with it.

Manager Alles referred to a phased development and clarified if a property owner wanted to phase in a development; they would have to define the property to be included in each phase and would have to meet the subdivision regulations for the entire phase and not certain properties within the phase. Manager Alles noted during preliminary plat review, the commission would set conditions and develop the Findings of Fact and once those conditions are completed or financially guaranteed, the property owner could apply for final plat approved. The property owner cannot sell lots until final plat approval is obtained.

Commissioner Haladay referred to the sidewalk recommendations and noted discussions were held in 2013 on when the installation of sidewalks would occur, and the inclusion of sidewalks be on both sides of the street and that language was ultimately included in 12-2-16 A. However, sidewalks are not included in 12-2-16-A. Planner Morell-Gengler stated when the sidewalks will be installed will be

reviewed on a case by case basis. Per Section 12-1-16 B the city commission may require public improvements, including sidewalks, to be installed and completed prior to obtaining final plat approval on a case by case basis, if there is a finding that the public improvements are necessary to protect public health and safety. Also, the timing of the installation of sidewalk and whether they could be financially guaranteed was discussed. Prior to 2013 sidewalk installation was not required of the developer; however, it currently is the responsibility of the developer to install the sidewalk, curb, gutter and street.

Further discussion was held when sidewalks have to be installed, whether prior to final plat or financially guaranteed. Commissioner Haladay referred to 12-2-16 C - In lieu of the completion of the construction of public improvements not identified in subsection A above, prior to the approval of a final plat, the developer may provide a bond or other reasonable security, in an amount and with surety and conditions satisfactory to the city that provide for and secure the construction and installation of the remaining required improvements within eighteen (18) months from the date of final plat approval.

Attorney Jodoin stated prior to 2013 sidewalks were not required; in 2013 it became a requirement that sidewalks had to be installed prior to final plat. The proposed language is a middle ground; it requires that sidewalks are installed and can be deferred for 18 months, unless the commission makes the determination that sidewalks must be installed due to public health and safety. State statute states you have to allow a financial guarantee for infrastructure; however, the commission can make the determination. The commission will need to explain why the sidewalk would need to be installed for health and safety purposes.

Commissioner O'Loughlin asked when the decision would come before the commission to require sidewalks. Attorney Jodoin stated currently the commission sets conditions during preliminary plat approval; which would include sidewalks. The applicant would come back for final plat; however, prior to staff bringing the final plat before the commission, all infrastructure would have to be installed. Under the current rules, the commission would do sidewalks at final plat.

Commissioner Noonan asked does the 18-months apply to situations where variances have been granted. Attorney Jodoin stated the city has only reviewed one subdivision under the current rules and a sidewalk variance was applied for and granted for sidewalks to be installed on only one side of the street.

Commissioner Noonan referenced the Green Meadow project and noted sidewalks were not installed. Attorney Jodoin stated Green Meadow only has one public right of way; all others are private drives and the discussion was if sidewalks were required on both sides of private drives.

Commissioner Haladay asked under the current or proposed subdivision regulations; a situation like Intermountain to ultimately get the variance, they would still have to request a variance. Attorney Jodoin stated the decision point is to allow a deferral of 18-months for the sidewalks or require it for final plat with a specific finding.

Manager Alles stated sidewalks will be required and be part of the final plat and sidewalks will be physically installed or financially guaranteed up to 18-months.

Commissioner Haladay referenced the fourth recommendation under Public Comment on page five of the staff report that reads "Establish a sidewalk installation plan at time of preliminary plat review" and asked if this is included in the proposed subdivision regulations. Planner Morell-Gengler noted it is her understanding this is how the city of Bozeman does it; they establish a plan on what infrastructure will be required during preliminary plat review. She would envision an infrastructure plan would be done during preliminary plat approval and made a part of the findings of fact.

Commissioner Haladay stated the city is going to see variance requests for sidewalks and noted it is important the developer provide a sidewalk installation plan; make an affirmative plan on when sidewalks will be installed. Planner Morell-Gengler stated a sidewalk plan could be included in the preliminary plat approval check list. She asked that staff have some time to think about how that would work.

Commissioner Haladay noted when the subdivision regulations were amended in 2013 there were comments received from various groups and asked if the proposed changes have been discussed with them; specifically the ADA Committee, Non-Motorized Travel Advisory Committee; Helena Citizens Council and Montanan Independent Living Program. Director Haugen stated staff would be happy to meet with the various groups to review the proposed changes, prior to the public hearing.

Engineer Leland stated one item with the sidewalks; the financial guarantee will not be reduced until all sidewalks are installed for the entire subdivision.

Commissioner Farris-Olsen stated he would support having a sidewalk plan be included on the checklist for preliminary plat approval.

Commissioner Haladay agreed it is important to have staff meet with individual groups prior to the public hearing. Staff will schedule the meetings in April and schedule the public hearing for the commission to consider the subdivision regulations in June.

Public Comment – Planning Board member Greg Charlton recognized the great job staff has done putting together the recommendations. The Planning Board has held public hearings and the public had the opportunity to testify and submit written comments.

Greg Wirth stated the proposed subdivision regulations are very workable solutions; they require essential infrastructure be installed and the financial guarantee will protect the city. A sidewalk plan is a reasonable request.

Mark Runkle stated this compromise solves the main problems associated to installing all infrastructure prior to final plat. Anything that keeps a developer from getting final plat approval postpones the development. He appreciates the work the staff and Planning Board have done with the proposed recommendations.

Downtown Zoning – Director Haugen introduced the agenda item. Planner Ray reported on March 13, 2018, the City of Helena Zoning Commission held a hearing and recommended amending City Code to establish regulations for a Downtown District, affirming that the Downtown District code is both consistent with the 2011 Growth Policy and Montana zoning criteria. The Downtown District's intent is to serve as a unified zoning district that will promote mixed-use development and, by extension, bring renewed vitality to the City historic downtown core in a manner that is sustainable and inclusive to current and prospective residents, businesses, and developers alike. If adopted by the City Commission, the code will serve as a standalone chapter within City Code Title 11.

The process to develop design standards dates back to early 2017 and stems from the goals and objectives of the 2016 Downtown Neighborhood Plan (an amendment to the 2011 Growth Policy), which acknowledged a need to consolidate the downtown's zoning code and establish design standards. Since 2017, the Zoning Commission, in coordination with the Helena Business Improvement District, City Staff, and with guidance from the Orion Planning + Design consultant team, have held 12 work sessions, a walking tour of the district, and conducted multiple work sessions/public outreach sessions, two of which were specifically geared toward members of Helena's architecture community.

The code that has been drafted is a blend of traditional Euclidian zoning (as is currently applied throughout the City) and form-based code, which deemphasizes uses and places consideration on the form of a given structure. The Downtown District would guide development in a manner that prefers commercial space on ground floor stories of buildings, with office and residential uses above. It establishes three use categories: residential, commercial, and public. In an effort to remove the need for conditional use permit applications in the district, all residential uses that meet the definition of "dwelling" pass as permitted residential uses. All currently-defined commercial uses in Section 11-2-4 of the City Code are permitted as well, with the exception of industrial and manufacturing uses. Similarly, all public uses are permitted with the exception of correctional facilities, airports, freight terminals, and railroad yards (as they are defined in Section 11-2-4).

The design standards set forth in the code address site-specific standards such as lot area, lot width, lot coverage, minimum floor area, height, and setbacks. The standards also address transparency, pedestrian access, vehicle access, parking, landscaping, and signs for the district. The code does promote the establishment of a Transitional Residential District to serve as a buffer between the historic, mixed-use downtown and the adjacent residential neighborhoods and districts, and does include some distinct differences in standards between the overall district and the transitional areas (example: a height limitation of 36 feet in transitional areas). It is hoped that the code's design standards will help to streamline the development and permitting process for both applicants and City Staff.

Following an adoption hearing, a second set of hearings with the Zoning Commission and City Commission will be required to establish the district boundary, amend the zoning map, and remove the B-3 (Central Business) District from City Code. This second hearing will require notice to property owners within—and 150 feet from—the proposed district boundary, per MCA 76-2-305. City Attorney Jodoin has provided a list of proposed edits to the code. None of his suggested edits are of a substantive nature; rather, they are intended to better align the wording of the code with currently-adopted City Code. He did, however, note that the City Commission will need to consider the possibility of either expanding the powers of the Board of Adjustment to cover all Downtown District design standards or, alternatively, to create a design review board to assess variance requests to the code.

Planner Ray stated the commission has the option of holding a work session on the Downtown Zoning District prior to holding a public hearing and adopt it at a regular city commission meeting. This would only apply to the downtown district.

Commissioner Noonan thanked everyone who has been involved with this project and bringing the recommendation forward.

Commissioner O'Loughlin asked if there is a summary of the comments received on the proposal, an overview of what has been learned and what has shifted from what was originally proposed. Planner Ray stated the original intent was to adopt a pure vision of form-based code; however, after going through the process, it was the consensus that a form-based code would not be best for Helena at this time. There is not a summary of the comments received; however, they are included in the minutes from the zoning commission meetings.

Commissioner Haladay stated this is an exciting opportunity; he then asked what the next steps are and is staff suggesting holding off on the adoption until a work session has been held. Planner Ray stated the commission could hold a work session prior to taking it to a commission meeting. Director Haugen stated the zoning commission would like to see the proposed code adopted and then work on the incentives and invite other groups to weigh in.

Public Comment – Zoning Commission Chair Mike McCabe commented he is an advocate of this recommendation due to the amount of work that has been accomplished. He noted that architects, BID members and the zoning commission members have worked hard on the recommendations being brought forward. The zoning commission held additional discussion on items that came up from public comments. Mr. McCabe stated he believes the document being recommended was produced with the best interest for Helena and the downtown area regarding zoning.

BID Board member Mark Roynance concurred with Mr. McCabe's comments and noted the downtown area is a place where people want to be that allows mixed uses.

Zoning Commission member Ada Montague also referenced the public comments the zoning commission received at the public work sessions that were also addressed; some items could not be addressed by the zoning commission. The stakeholder work sessions were very useful for the architects, BID and staff, who worked through case problems.

Mike McCabe stated the key component of the downtown zoning is to make downtown vibrant again and that includes residential opportunities.

Mayor Collins stated he would like to hold a work session on the downtown zoning. Commissioner Noonan stated he is not sure we need an additional meeting. Commissioner Farris-Olsen stated he likes the idea of a work session due to his interest in the sign ordinance as it applies to the downtown area. Commissioner Haladay stated he would participate in the work session; however, he is comfortable with what is being recommended. Commissioner O'Loughlin stated this has been very well vetted and she is comfortable moving forward.

Attorney Jodoin suggested if the commission wants to talk about the signs, they should review the sign ordinance and how it applies throughout the city. He does not see this as a substantive change with what is being recommended.

Parks and Recreation

Fire Tower Agreement – Director Teegarden reported on August 2, 2016, an arson fire caused significant damage to several beams of the historic fire tower. Following analysis from Morrison-Maierle Engineering and Montana Preservation Alliance the city proposed to apply for a historic demolition permit to rehabilitate the fire tower by disassembling, testing, and reassembling the fire tower. The Friends of the Fire Tower do not support this approach.

After several meetings and discussions, city staff proposed that the Friends of the Fire Tower partner with the city in a leadership role to fund, design and implement the reclamation of the fire tower. The city will provide project support as feasible. This approach was agreed by both parties. The parameters of the approach as well as roles and responsibilities are outlined in the attached Memorandum of Agreement.

Public Comment - Rick Ahmann stated he met with city staff on February 21 to discuss the city's approach to restoring the fire tower. He noted the Friends of the Fire Tower are really close to having the same approach as city staff. What is being discussed is what the best time is to test the material; which is a small detail. They are very excited to work with the city to save the fire tower. There is lots of interest from the community on moving forward with the project.

Sean Logan spoke on the history of the existing Fire Tower structure and noted the city and the Friends of the Fire Tower have a unique opportunity to partner to save it.

Commissioner Farris-Olsen thanked Mr. Ahmann and Mr. Logan for their willingness to partner with the city. Commissioner O'Loughlin asked if the Friends of the Fire Tower is a 5013c non-profit. Mr. Ahmann stated the paperwork has been filed; but not yet received. Montana History Foundation has volunteered to use their non-profit status until the paperwork is received.

Commissioner Noonan stated this is good process and he is glad to work with the Friends of the Fire Tower.

6. Committee discussions

- a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns - - Mayor Wilmot Collins – No report given.
- b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Public Art Committee - - Commissioner Andres Haladay – No report given.
- c) Board of Adjustment, Civic Center Board, Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – Commissioner Rob Farris-Olsen – No report given.
- d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Administration Building (CCAB), Montana Business Assistance Connection – Commissioner Ed Noonan – No report given.
- e) Audit Committee, City-County Parks Board, Transportation Coordinating Committee - Commissioner Heather O'Loughlin – No report given.
- f) Helena Citizens Council – No HCC report given.

7. Review of agenda for March 26, 2018 Commission meeting – No discussion held.

8. Public comment – No public comment received.

9. Commission discussion and direction to City Manager – No discussion held.

10. Adjourn – The meeting adjourned at 6:00 p.m.