

SUMMARY OF ADMINISTRATIVE MEETING
January 23, 2019– 4:00 p.m.
Room 330, City-County Building
316 N. Park Avenue

1. Call to order, introductions, opening comments – Mayor Collins called the meeting to order. Commissioners Haladay, Noonan, O’Loughlin and Wicks were present. Staff present was: City Manager Ana Cortez; Interim City Manager Dennis Taylor; Deputy City Attorney Iryna O’Connor; Fire Chief Mark Emert; Community Development Director Sharon Haugen; Grants Coordinator Ellie Ray; Planners Lucy Morell-Gengler and Michael McConnell; Public Works Director Randall Camp; Assistant Public Works Director Libbi Lovshin; City Engineer Ryan Leland; Street Superintendent David Knoepke; Interim Parks and Recreation Director Craig Marr; Administrative Services Director Glenn Jorgenson; Budget Manager Nikki Davidson; Parking Director Dave Hewitt; Community Facilities Superintendent Troy Sampson; and City Clerk Debbie Havens.

Others in attendance were Growth Policy Consultant Bill Grimes; Conservation Board members Hana Cahill, Ann Brodsky and Diane Hammer; Kathy and Mark Judaman; Bike Walk Montana Executive Director Doug Habermann and IR Reporter Thomas Plank.

Mayor Collins introduced and welcomed City Manager Cortez to Helena.

2. January 9, 2019 Summary – The January 9, 2019 administrative meeting summary was approved as submitted.

3. Commission comments, questions –

Commissioner Noonan thanked Chief McGee for arranging a ride along with the police officer. Mayor Collins also thanked Chief McGee for the ride along and for filling in as Acting City Manager.

Commissioner Wicks asked that additional signs be posted in the Capitol Building regarding our new snow removal policy and towing. It would be good to educate those who work in the building. Commissioner O’Loughlin noted the Capital Complex is on a different time schedule for when cars can be parked on the street.

Upcoming Appointments – Mayor Collins is recommending the following City Commission board representatives:

MAYOR PRO TEM

Andres Haladay

ADA COMPLIANCE COMMITTEE – one commission member

One-year term – expires December 31, 2019

Ed Noonan

BOARD OF ADJUSTMENT one commission member

One year term - expires December 31, 2019

Andres Haladay

AUDIT COMMITTEE three commission members

One-year terms - expires December 31, 2019

Wilmot Collins

Heather O’Loughlin

Kali Wicks

BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS/HELENA PARKING COMMISSION –

one commission member

One-year term – expires December 31, 2019

Ed Noonan

CHAMBER OF COMMERCE – one commission member

One-year term – expires December 31, 2019

Kali Wicks

CITY-COUNTY BOARD OF HEALTH – one commission member

One-year term – expires December 31, 2019

Wilmot Collins

CITY-COUNTY PARKS BOARD – one commission member

One-year term – expires December 31, 2019

Heather O'Loughlin

CITY-COUNTY WEED BOARD

No specific term

NO APPOINTMENT AT THIS TIME

CIVIC CENTER BOARD – one commission member

One-year term – expires December 31, 2019

Wilmot Collins

INFORMATION TECHNOLOGY COMMITTEE – one commission member

One-year term – expires December 31, 2019

Andres Haladay

INFRASTRUCTURE COMMITTEE

No specific term

NO APPOINTMENT AT THIS TIME

LEWIS & CLARK COUNTY MENTAL HEALTH LOCAL ADVISORY COMMITTEE – one commission member

One-year term – expires December 31, 2019

Kali Wicks

MONTANA BUSINESS ASSISTANCE CONNECTION – one commission member

One-year term – expires December 31, 2019

Kali Wicks

City Manager Cortez – standing member

NON-MOTORIZED TRAVEL ADVISORY BOARD – one commission member

One-year term – Expires December 31, 2019

Andres Haladay

PRE-RELEASE SCREENING COMMITTEE

No specific term

NO APPOINTMENT AT THIS TIME

PUBLIC ART COMMITTEE – one commission member

One-year term – expires December 31, 2019

Ed Noonan

TRANSPORTATION COORDINATING COMMITTEE – two commission members

One-year terms – expires December 31, 2019

Heather O'Loughlin

Wilmot Collins

4. **City Manager's Report** – Manager Cortez thanked the commission for the opportunity to be Helena's City Manager. She held an all staff meeting today with another one scheduled for Thursday and is anxious to begin the strategic planning and budget processes. Manager Cortez then asked Deputy City Attorney O'Connor to update the commission on the Municipal Court Judge interview process.

Deputy City Attorney O'Connor reported the interviews for Municipal Judge will be held on January 30th; a PSA has been issued and the web page has been updated. Public comment will continue to be accepted until Sunday, January 27th; however, public comment will also be received during the interviews. Discussion was held on the questions that will be asked of the two applicants and Commissioner O'Loughlin asked if Judge Wood might have some suggestions. Attorney O'Connor stated she has reached out to a member of the Judicial Nomination Commission and will reach out to Judge Wood.

Street Superintendent Knoepke reported the city and Capital City Towing has signed a towing contract and as of this afternoon six cars were towed around the corner. This was a courtesy tow and staff will continue to educate the public and specifically in the capital area. The new policy is working well.

Commissioner O'Loughlin noted she has heard from people who appreciated the information provided by staff and thanked them.

5. Department Discussions
Community Development

Introduction of Growth Policy Consultant – Director Haugen introduced Growth Policy Consultant Bill Grimes and gave an overview of his credentials and the plan for moving forward. There has been stakeholder meetings over the last two days. It is the goal to bring the draft growth policy to the Planning Board in September 2019. The 2011 Growth Policy will be used as a resource. A working committee will be meeting monthly to keep the process moving and meet the projected deadline.

Consultant Grimes also spoke on the stakeholder meetings that have been held and the plan for moving forward to meet the September 2019 deadline.

Commissioner O'Loughlin asked if staff has a stakeholders list that should be contacted when addressing affordable housing and infill potential. Director Haugen stated there is a stakeholder list which includes the affordable housing groups and staff will reach out to them when additional meetings are scheduled. Director Haugen stated she will forward the stakeholders list to Manager Cortez and the commission.

Commissioner Noonan asked how the county will be involved. Director Haugen stated a county representative is on the working group; there are also representatives from East Helena and Jefferson County, and the Planning Board. Staff will also provide updates at the joint work sessions.

Affordable Housing Update – Director Haugen gave the follow update:

Homeowner Rehab CDBG project

The City and the consultant, AC Solutions, LLC have entered into contract to develop a grant proposal for the Small-Scale Single-Family Home Rehabilitation CDBG program. In addition to finalizing the contract, city staff, Andrew Chanania of AC Solutions, and Jacob Kunz from Habitat for Humanity, have met to discuss the structure of the program and the role of Habitat for Humanity within the context of grant implementation. Other community partners were also identified in that meeting. The City of Helena has to partner with a certified Community Housing Development Organization (CHDO) approved by the Montana Department of Commerce, and NeighborWorks MT has agreed to be that partner. As part of the submittal process for the grant, there two meetings are required. One meeting will be a public meeting to discuss the proposal in general and to get community input on the proposal. The second meeting will be a formal hearing in front of the City Commission. The first meeting is scheduled to be sometime in February. Ms. Ray, Grants Coordinator, is also bringing the Guardian Apartment and Center for Mental Health projects current so she can focus on these efforts as well as the other tasks discussed below.

Commissioner Haladay asked for clarification on the Small-Scale Single-Family Home Rehabilitation CDBG program. Director Haugen stated CDBG has a pool of funds for homeowners to complete rehab projects. She noted the city does not receive a set amount of funding; each project has to be submitted for consideration. The city, in the past, has had a Homeowner Rehab Program.

Housing Strategy (including fee reductions)

City staff (Ellie Ray and Sharon Haugen) will be presenting the draft Housing Strategy for recommendations to the City Commission at the next Housing Task Force meeting scheduled January 24th. The Housing Task Force along with city and county staff will be presenting the Housing Needs Assessment to the Joint City-County Commission at their February 5th meeting. Most of the items in the Housing Strategy for the city are based off the recommendations in that report. Our intention was to have a general community meeting in February to further vet the proposed strategy prior to bringing it to the City Commission in March. A copy of the Executive Summary of the Housing Needs Assessment and its goals, Policies and Action Plan are attached to this memo.

If the City Commission so desires, a separate policy regarding forgiveness of all or a portion of the fees associated with building permits, system development fees, and other associated fees and assessments can be developed in a separate track. Such a policy could be drafted by February 2019 and put out for public review and comment and brought to the Commission for their consideration in March 2019.

Other Housing Related Items

The City Community Development Department has put in a request for a full-time Housing Coordinator with the Human Resource Department so that it can be more fully vetted through the budget process.

City staff met with representatives from the development community, non-profits, Helena Housing Authority and others to gather input on the proposed redesign of Cruse Avenue and subsequent ROW changes. Input from the group was that there were some potential for redevelopment/development along portions of the existing ROW and adjacent vacant land that could ultimately be used toward the

development of new housing stock. This would require further discussion to determine what form of housing this may be, and the extent to which it may include an affordable housing component(s), be part of a Community Land Trust, etc. Lack of water and sewer in the current Cruse ROW present the primary constraints for future development.

Commissioner O'Loughlin asked who attended the meeting with staff. Director Haugen stated Paul Cartwright, a representative from Dick Anderson Construction, Michael O'Neill with Helena Housing Authority, Rocky Mountain Development Council and Habitat for Humanity. Representatives from Homeward were not at the meeting; however provided feedback after reviewing the maps staff provided.

Director Haugen reported Land Trust Montana recently received a grant and they will be able to provide the city technical assistance when working on land trust issues to see what those components look like. The city will not receive any money directly; but assistance. Habitat for Humanity was also notified of the grant as they are also looking at a land trust.

Staff has contacted a state attorney regarding the Lockey Park property and she has requested all documentation prior to issuing an opinion. At this time, the deed to the property has not been found.

Manager Cortez stated staff will come back to the commission with options to look at affordable housing, both new construction and rehab projects. Staff will look at the tools we have in code enforcement; financing of affordable housing and how to streamline processes to rehab homes and/or build new homes. Again, staff will bring forward a comprehensive menu for the commission to set policy in which direction they want to go.

Commissioner O'Loughlin asked if RMDC will be submitting a request for all fees associated with the Red Alder project or just the CUP fees. Director Haugen stated at this time, the waiver request will be for the CUP fees. Commissioner O'Loughlin asked what has changed regarding the other fees. Director Haugen stated all other fees are still being considered; the waiver of the CUP fees is an immediate need.

Commissioner Noonan referenced the city property known as the KCAP Park that is being declared surplus and sold, will that be a an open bid process. Parks & Recreation Director Marr stated the resolution states it will be sold to the highest bidder. At this point there is only one person who is interested.

Commissioner Haladay asked what the status is of the old bus depot property. Director Haugen noted the EPA has completed the phase two assessment; however, they cannot issue it until the federal government shutdown is over.

Public Works

Beattie Street Pop-Up Project – Engineer Leland reported staff has been working with Bike Walk Montana on various sites around the city that would be good locations for temporary traffic calming devices. The first location that was agreed to is the Beattie Street and State Street intersection. Bike Walk Montana would like to install a temporary traffic circle at the intersection using volunteers starting February 1st. Bike Walk Montana and city staff would like to see how a traffic circle would operate at this location in the winter. The plan is to leave the temporary traffic circle in place for a month. Both staff and Bike Walk Montana feel this intersection would be a good location, with the recent public meetings about the Beattie Street Trailhead, to test a traffic circle and educate the public about traffic calming devices.

Commissioner O'Loughlin asked if the commission will see the Beattie Street trailhead project in the FY20 budget. Director Marr stated staff plans on including the project in the FY20 budget. Engineer Leland stated staff will design the project, as time permits.

Executive Director of Bike Walk Montana Doug Habermann addressed the commission and noted this proposal is temporary device and will help identify areas where traffic calming could be installed. He also acknowledge Western Transportation Institute out of MSU Bozeman.

Community Facilities/Administrative Services

Helena Citizen Conservation Board Recommendation – Facilities Superintendent Troy Sampson reported the Citizens Conservation Board voted to recommend the city hire a Conservation & Sustainability Coordinator in Fiscal Year 2020. The recommendation from the board was included in the admin packet.

Chair of the Citizen Conservation Board Hanna Cail addressed the commission and encouraged the commission to consider hiring a Sustainability Coordinator in FY2020. She noted Missoula, Bozeman and Butte all have coordinators.

Ann Brodsky addressed the commission regarding the conservation board and their specific representatives. An advisory board can do piece mill work; however, a staff person could bring the recommendations forward for commission consideration.

Diane Hammer, echoed the comments of Ms. Cail and Ms. Brodsky and encouraged the commission to consider hiring a sustainability coordinator.

Commissioner O'Loughlin asked if there is an opportunity for another grant to help fund a position. Ms. Cail stated she does not know the status of the grant program; however, she can find out. However, she would encourage the commission to fund the position.

Commissioner Haladay stated he is interested to consider the position through the budget process; including funding recommendations. This recommendation makes sense.

Commissioner Noonan asked for additional information on how the savings would occur; which would help in considering the recommendation.

Commissioner Wicks asked of the \$600,000 that is in the 2009 report, is all the savings still available or has some of the recommendations been implemented and/or gone away. Is the \$600,000 still something that could be realized. Ms. Cail stated the \$600,000 was an anticipated annual savings, from 2001 – 2007. There is potential to continue to see an annual savings. Commissioner Wicks stated a drill down of the potential savings would be helpful. Ms. Cail stated the Citizen Conservation Board received a grant to pay for an ICLEA membership and members are working to update the data.

6. Committee discussions

A. Helena Citizens Council – No report given.

7. Review of agenda for January 28, 2019 Commission meeting –

8. Public comment – Mayor Collins asked for public comment.

Kathy and Mark Judaman spoke in support hiring the sustainability coordinator. Mr. Judaman stated he hopes small houses on the lots would be allowable to help with affordable housing and the city needs to develop a more extensive network of sidewalks. He then spoke of the rumors about the property adjacent to Lockey Park and noted the neighbors have not been contacted regarding the proposal.

9. Commission discussion and direction to City Manager – Manager Cortez stated staff will complete an analysis on the sustainability coordinator position; report back on the stakeholders list on housing; and look at additional signage at the capital to increase awareness of the snow plowing policy.

10. Adjourn – The meeting adjourned at 5:10 p.m.