

CITY OF HELENA
Administrative Meeting
January 19, 2022 - 4:00 PM
Zoom Online Meeting; <https://zoom.us/j/93524284455>

Time & Place

A City Commission Administrative meeting was held on Wednesday, January 19, 2022 at 4:00 p.m. via Zoom Online Meeting ID: <https://zoom.us/j/93524284455>.

Call to Order and Roll Call

(00:00:19) Mayor Collins requested Deputy City Clerk Reinhardt take roll call: City Attorney Jodoin, City Manager Harlow-Schalk, Commissioner Dean, Commissioner Feaver, Commissioner Logan, Commissioner Reed, and Mayor Collins all responded present and participated virtually via Zoom.

Commission Comments, Questions

(00:01:20) There were no comments or questions by the Commission.

Recommendations from the Helena Citizen Council

(00:01:33) Mayor Collins read aloud the HCC report for the record.

(00:01:58) There were/were no questions from the City Commission.

City Manager's Report

City Manager Harlow-Schalk updated the Commission on the following:

- **(00:02:50)** City Manager Harlow-Schalk informed the Commission of her renewed focus on promoting Safe Driving over the next year.
- **(00:04:07)** Parks Director, Kristi Ponozzo gave a report on restaurant operations at Muni's Sports Grille located at Bill Robert's Golf Course.

(00:05:30) Discussion was had between the Commission and city staff regarding Muni's staffing shortages and whether the City was offering competitive enough wages to encourage employment. In conclusion, staff informed the Commission they were currently analyzing the wages and would bring that information back before them at a later date.

(00:20:28) Commissioner Feaver requested a tally of all minimum wage city employees as well as all employees between the minimum wage and \$15/hour and their positions.

- **(00:24:00)** City Manager Harlow-Schalk gave an update on the Interagency Master Agreement with Helena Regional Airport Authority and Assessments.

(00:29:25) Commissioner Dean asked if the agreements outlined on page 4 of the meeting packet between the City and the Airport had been finalized and staff confirmed all of these items were contained within the proposed master agreement and subsequent Resolution.

(00:32:15) The Commissioners gave a general consensus of approval to have City Manager Harlow-Schalk bring forward these items for action at the next regular City Commission meeting.

City Clerk Update

(00:32:54) Deputy City Clerk Reinhardt gave a report on the following City Board Application Review for the Helena Public Arts Committee.

Helena Public Arts Committee

Re-appointment of Jennie Stapp to a first term on the Helena Public Arts Committee as a Member at Large. Term will begin upon appointment and expire on December 31, 2024.

(00:34:12) There were no public comments.

Department Direction/Feedback Needed

A. (00:34:30) City Manager Harlow-Schalk gave a brief overview of the Economic Development and Redevelopment Agency.

(00:36:50) Community Development Director, Sharon Haugen addressed the Commission and gave a report on the proposed Economic Development and Redevelopment Agency.

(00:40:59) Discussion was had between Commissioner Reed, Director Haugen, and City Manager Harlow-Schalk regarding further clarification on the role staff could play managing TIF Districts in conjunction with an Economic Development and Redevelopment Agency.

(00:47:12) Discussion was had between the Commission and city staff regarding how the two (2) existing TIF boards have responded to the proposal of an Economic Development and Redevelopment Agency. Staff informed the Commission that both TIF advisory boards were interviewed by Better City regarding this issue and their general feedback was included in that report.

(00:50:50) Discussion was had between the Commission and city staff regarding expanding the city's efforts for economic development in general. Additionally, whether the new position of Community and Economic Development Engineer

would serve as the city staff person for the proposed Economic Development and Redevelopment Agency and when that position was going to be hired. In conclusion, staff confirmed the Community and Economic Development Engineer position would not serve as the city's liaison to oversee the proposed Economic Development and Redevelopment Agency.

(00:55:46) Discussion was had between Commissioner Dean and City Manager Harlow-Schalk regarding Vision Helena and potentially considering un-allocated ARPA funding to go towards their initiative.

(01:00:20) Commissioner Dean suggested coming up with a better analysis before choosing economic development projects, such as, including a projection of their return on investment.

(01:01:17) City Manager Harlow-Schalk explained the long view of economic development is a ten (10) year return.

(01:02:48) Public Information Officer, Jacob Garcin addressed the Commission and offered further information surrounding Vision Helena.

(01:04:34) City Manager Harlow-Schalk asked for consensus from the Commission regarding next steps for:

- an Economic Development and Redevelopment Agency; and
- hiring a Redevelopment Manager for the City of Helena Community who has emphasis in banking, TIF funds and public funding.

(01:06:29) Commissioner Reed voiced her concern over the staff recommendation being "only half of the puzzle" in comparison to MBAC's recommendation. Commissioner Reed spoke in favor of hiring a city staff person to manage economic development as well as move forward with creating an agency as recommended by MBAC.

(01:07:25) Discussion was had between Commissioner Feaver and City Manager Harlow-Schalk regarding what the chain of command would look like for the new city staff person as well as the Economic Development and Redevelopment Agency.

(01:10:32) Commissioner Dean spoke in favor of hiring the additional city staff person and to begin the process of moving forward with an Economic Development and Redevelopment Agency. However, Commissioner Dean did not think the Agency should pertain to only TIF districts, rather it should be considerate of Helena as a whole. In conclusion, Commissioner Dean stated she did not think the Commission had all the information to make a decision today to know if a Redevelopment Agency would be successful on its own at this time.

(01:13:33) Mayor Collins spoke in favor of pursuing both the additional city staff person and to move forward with an Economic Development and Redevelopment

Agency. In conclusion, Mayor Collins stated they could begin the hiring process while also seeking further clarification regarding the Redevelopment Agency recommendation from MBAC.

(01:14:50) City Manager Harlow-Schalk listed the following as her consensus for next steps:

- move forward with the Redevelopment Manager for the City of Helena Community who has emphasis in banking, TIF funds and public funding; and
- amending the proposed Economic Development and Redevelopment Agency to include Helena as a whole and thus, re-evaluating the funding piece since TIF funds are restricted to their respective districts.

(01:16:00) In addition, Commissioner Reed asked for clarification on whether that would also include next steps for exploring the creation of an independent URD. Mayor Collins confirmed that to be correct.

Review of Agenda for Next Commission Meeting

A. DRAFT Proposed Future Commission and Administrative Meeting Agendas.

(01:17:06) City Manager Harlow-Schalk gave a brief overview of how Commissioners could go about adding items to the agenda for future meetings.

(01:18:20) Referring to the Muni's presentation, Commissioner Logan spoke in favor of staff providing a presentation on the Helena Police Department in areas such as staff shortages and wages at a future Administrative Meeting. Mayor Collins concurred with Commissioner Logan's request.

Public Comment

(01:16:23) There were no public comments.

Commission discussion and direction to the City Manager

(01:21:27) Commissioner Dean asked if they were on track to have the staff climate survey presentation at the Administrative Meeting on February 9, 2022. City Manager Harlow-Schalk confirmed that was correct. In conclusion, Commissioner Dean spoke in favor of Commissioner Logan's request.

(01:22:03) City Manager Harlow-Schalk confirmed she understood her direction and gave a brief overview.

Adjournment

(01:23:46) There being no further business to come before the City Commission, the meeting adjourned at 5:24 p.m.

ATTEST:

MAYOR

CLERK OF THE CITY COMMISSION