

**SUMMARY OF ADMINISTRATIVE MEETING**  
**January 23, 2013 – 4:00 p.m.**  
**Room 326, City-County Building**

1. Call to order, introductions, opening comments – Mayor Pro Tem Elsaesser called the meeting to order. Commissioners Ellison, Haque-Hausrath and Thweatt were present. Mayor Smith was excused. Staff present was: City Manager Ron Alles; City Attorney Jeffrey Hindoien; Administrative Services Director Tim Magee; Water/Wastewater Superintendent Don Clark; Fire Chief Sean Logan; Community Development Director Sharon Haugen; Human Resource Director James Fehr; Police Department Lieutenant Steve Hagen; Parks & Recreation Director Amy Teegarden; and Deputy City Clerk Robyn Brown.

Others in attendance included: IR Reporter Al Knauber and HCC Coordinator Kelli McLane.

2. **January 9, 2013 Administrative Meeting Summary** – The January 9, 2013 Administrative Meeting summary was approved as submitted.

3. **Commission comments, questions –**

**A.) Upcoming Appointments** – Mayor Smith will be recommending the following appointments at the January 28, 2012 City Commission meeting:

**Civic Center Board** – Reappointment of the following members to the Civic Center Board: John Cameron, James Crider, Sherry O'Donnell, Skip Hatveldt, Jeannie Pullin and Craig Wilkerson. Terms will expire March 2, 2016.

The Commission expressed their support for the recommended appointments.

**Commission Comments** – Mayor Pro Tem Elsaesser invited the Commission to attend a Montana League of Conservation Voters event at the Holter Museum on Thursday, January 31<sup>st</sup>.

Mayor Pro Tem Elsaesser requested the Commission be able to review and discuss right-of-way (ROW) and street components before the public hearing on the Subdivision Regulations on February 11<sup>th</sup>. Manager Alles explained staff has held meetings with the development community and is working to fine-tune language related to ROW widths that will work for all parties. Regarding adoption of the Engineering Standards, there is currently a staff-level rough draft and they should be ready for formal Commission consideration shortly after February. Manager Alles assured the Commission he would distribute the draft ROW language before the February 6<sup>th</sup> Administrative Meeting and noted the amended Subdivision Regulations would be available for viewing by the end of the week. Further discussion was held on ROW issues related to adoption of the Subdivision Regulations.

4. **City Manager's Report**

City Manager Alles updated the commission on the following items:

**a. Mobile Food Establishments** – City Manager Alles updated the Commission on the public meeting staff will hold on January 24, 2013 at 3:00pm in Room 426, regarding the city's current framework for the regulation of semi-permanent food service establishments, including but not limited to coffee kiosks and mobile food services. The meeting will entail discussion on requirements. Following the meeting, a summary will be provided to the Zoning Commission to gauge their interest in considering if the establishments should require a possible zoning change.

He also referred the Commission to a letter from former City Attorney David Nielsen that was written in May 2011. The lawsuit on the issue has been settled; one stipulation of the settlement was to hold this meeting. He noted he would provide the Commission with minutes from the meeting.

**b. Forest Service Letter** – City Manager Alles reported on the January 15<sup>th</sup> meeting held at the Forest Service office with some of the members from the Tenmile Watershed Collaborative Group and fire scientist Dr. Finney. Manager Alles gave a brief overview of the meeting and noted an article on the issue should be in the IR this weekend. He stated he would begin working on the letter in the next week or so.

Commissioner Ellison commented he has more than a passing interest in this issue and recommended correspondence be sent to the Montana congressional delegation encouraging the Environmental Impact Statement (EIS) be performed as soon as possible. Mayor Pro Tem Elsaesser emphasized the importance of protecting the watershed and the EIS being done. Manager Alles concurred with the importance of the EIS and funding for mitigation projects and noted the city needs to educate the public on the issue and get them involved. Commissioner Thweatt commented public education is important as many people could be upset by mitigation projects although there is a need for them. Mayor Pro Tem Elsaesser and Commissioner Ellison thanked staff for their work on the issue.

## **5. Department Discussions**

### **City Attorney/Administrative Services**

**HCTV PEG Fee Resolution** – City Manager Alles and Administrative Services Director Tim Magee reported this was placed on the agenda as a discussion item to determine if the Commission wants to exercise the fee option; if yes, at what level and should a resolution of intent be prepared for the February 11<sup>th</sup> Commission meeting and a public hearing scheduled for February 25<sup>th</sup>.

The “Second Amendment to the Franchise Agreement” was passed January 14, 2013. It included the following option:

#### **3.17. Capital Support for PEG**

A. Grantee may be required to pay to the Franchising Authority up to Thirty Five Cents (\$0.35) per subscriber per month for support of public, educational and government access programming, beginning sixty (60) days after adoption by the Franchising Authority of a resolution requiring such payment. A resolution separate from this Franchise must be adopted and provided to the Grantee to invoke this fee.

B. To the extent permitted by federal law, the Grantee shall be allowed to recover the cost of the financial contributions enumerated in this Section 3.17 from Subscribers, and to include such costs as a separately billed line item on each Subscriber’s bill.

C. For purposes of this section, Grantee shall have discretion to apply the fee described herein to residential customers only that receive separate, non-bulk billing for cable television service.

Discussion was held on how to proceed with setting the fee. There was Commission concurrence to draft a resolution for the maximum \$0.35 per subscriber and solicit public comment on the issue. Manager Alles stated a resolution of intention would be prepared for the February 11<sup>th</sup> Commission Meeting. The Commission commented HCTV is a great resource to the community.

## **6. Committee discussions**

a) ADA Compliance Committee, Audit Committee, Board of Health, Civic Center Board, Montana League of Cities and Towns –No report given.

b) IT&S, Non-Motorized Travel Advisory Committee (NMTAC), Board of Adjustment, Pre-Release Screening Committee – Commissioner Ellison noted the IT Board would be reviewing the IT & S budget at this month’s meeting and discussed NMTAC’s involvement in setting ROW standards.

c) Audit Committee, City-County Weed Board, Montana Business Assistance Connection (MBAC), TCC – No report given.

d) BID/HPC, City-County Parks Board, TCC, L&C County Mental Health Advisory Committee – Commissioner Thweatt announced the BID and HPC will be holding retreats to work on visioning for the upcoming year.

e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee, Intergovernmental Transit Committee – Commissioner Haque-Hausrath stated the Public Art Committee is working on setting funding priorities and the installation of public art at Centennial Park.

f) Helena Citizens Council – No report was given.

**7. Review of agenda for January 28, 2013 City Commission meeting** –No discussion held.

**8. Public Comment** – No comments received.

9. **Commission discussion and direction to City Manager** – No discussion held.
10. **Adjourn** – Meeting adjourned at 4:42p.m.