



**Helena Citizens' Council (HCC)  
Monthly Meeting  
August 22, 2018- 7:00 PM  
City/County Building - Room 326  
Helena, Montana**

## **Meeting Minutes**

### **Attendance**

#### **Members Present:**

- District 1      John Andrew, Pat Christian, Mary Ann George, Flannery Herbert
- District 2      Susan Lenard, Nancy Perry
- District 3      Sumner Sharpe, Margaret Strachan, Gary Dalton
- District 4      Doug Hunsaker, Art Pembroke
- District 5      Carolan Bunegar
- District 6      Terry Ray, Alyssa Townsend
- District 7      Doris Davis, Bob Habeck

**Other Attendees:**, Alan Miller citizen; Makenna Sellers, Northern Plains Resource Council, Sleeping Giant Citizens' Council; Byron Dike, Helena Civic Center Manager; Dennis Taylor, Interim City Manager; Mary Vandenbosch, HCC Coordinator

### **Call to Order**

Chairman Sumner Sharpe called the meeting to order at 7:01 p.m.

### **Public Comment**

An opportunity for public comment was solicited and no comments were provided.

### **Interim City Manager Dennis Taylor**

Interim City Manager Dennis Taylor thanked the HCC members for their service. He reviewed the process for hiring a new City Manager. The City Commission hired a professional recruiting firm, the Novak Group. They have been recruiting candidates nationally using a variety of methods. The recruitment process closes Aug. 24. The Novak Group will recommend 10-12 candidates to the City

Commission in early September. The City Commission will select finalists to travel to Helena and participate in two structured interviews: one with the City Commission and one with the leadership team (department heads, etc.) The City Commission hopes to make a selection by Friday, Oct. 5. After this, the Commission will negotiate an employment agreement.

Community members will have an opportunity to meet the candidates at the Civic Center on Oct. 3 and to complete anonymous evaluation forms identifying the strengths and weaknesses of candidates. Jenn Reichelt from the Novak Group will be responsible managing the process and summarizing and presenting the information in the evaluation forms. There will be an opportunity for informal, cocktail party style, conversation. After this, the candidates will have an opportunity to address those in attendance.

Dennis identified ways that the HCC can assist with and participate in this process:

- Attend the Oct. 3 event and invite interested community members to participate.
- Participate in individual conversations with candidates and complete evaluation forms.
- Identify questions or topics that HCC members would like the candidates to address. The questions and topics should be submitted to James Fehr, Human Resources Director. Fehr will forward this information to the Novak Group for consideration in identifying points for the candidates to address. Members may also ask questions during informal conversations.

### **Approval of Meeting Minutes**

Chairman Sharpe called for comments, corrections, or clarifications to the draft minutes for the July 25, 2018 meeting. Hearing none, he declared the minutes approved.

### **Reports from Fact Finding Teams**

John Andrew distributed a packet of Helena Civic Center Documents:

- Helena Civic Center Five Year Projects Plan: FY 2019 through FY 2023
- Civic Center 5 Year Strategic Plan
- Civic Center FY 2019 Budget
- Civic Center Board FY 19 Budget

Andrew noted that the 5 Year Strategic Plan calls for reducing the general fund subsidy gradually to \$430,000 by 2023. Andrew and Helena Civic Center Manager Byron Dike noted that, consistent with the

consultant's recommendations, the goal is to better utilize the facility for community activities rather than to eliminate the subsidy.

In response to questions from HCC members, Dike explained the following:

- The planning documents are flexible guidance documents, which are subject to change.
- There has been discussion of including capital improvements to the Civic Center in the downtown urban renewal plan.
- The Civic Center staff are pursuing options for serving alcohol in the auditorium side of the building. They are not pursuing changes to serving alcohol in the ballroom side at this time.

Members may contact John Andrew with questions or comments. He will follow up with the Civic Center Board.

### **Reports from Boards and Committees**

City-County Consolidated Planning Board member Terry Ray reported that the Board recommended approval of the plan for the downtown urban renewal district. Chairman Sharpe urged members to contact Sharon Haugen with any ideas for capital improvements to be included in the plan. Ray did not apply to serve another term on the Planning Board, so a position will become open on September 1.

Pat Christian reported that the County Board of Health has a strategic plan. The Board is supporting the ballot initiative to raise the tax on cigarettes as a public health measure.

### **City Manager Search Process**

Chairman Sharpe announced that the Executive Committee is scheduled to meet August 27 at 4 p.m. in Room 309 to discuss the HCC's role in the process. He requested volunteers to join this effort. They will meet two or three times before the next HCC meeting. Members should contact Sharpe with questions or topics for the candidates to address.

Members brainstormed the following topics:

- Experience working with citizens and supporting citizen involvement.
- Public notice and neighborhood involvement for city projects in specific neighborhoods.
- Sustainability, including recycling.
- Looking to the future.
- Managing government enterprises so they make a profit for the city.

- Engaging citizens in the Helena Valley.
- Several issues related to areas outside, but adjacent to the city limits:
  - maintaining consistency in development;
  - water supply;
  - public transportation; and
  - annexation.

### **Revisions to Purpose Statement and Guiding Principles**

Doug Hunsaker distributed his proposed revisions to the HCC's Purpose Statement and Guiding Principles. Motion by Art Pembroke, seconded by Pat Christian, to approve the proposed revisions. The motion was approved unanimously.

### **Appointment of Team to Investigate City Public Notice and Involvement**

Chairman Sharpe relayed the Executive Committee's recommendation that a fact finding team be established to investigate the City's process for giving notice and engaging citizens when projects are initiated in specific neighborhoods. Motion by Margaret Strachan, seconded by Carolan Bunegar, to establish the fact finding team per the Executive Committee's recommendation. The motion was approved unanimously. Margaret Strachan, Alyssa Townsend, and Susan Lenard volunteered to serve on the team. In discussion on the motion, Bunegar stated that the HCC should recommend that people who live in the neighborhood be involved when city actions involve changes in a neighborhood.

There was some discussion of the HCC making a recommendation to the City regarding the process for the Beattie Street trailhead. No motion was made and no action taken.

### **Surveys**

Doug Hunsaker announced that there is a link to the standing survey on the HCC's website. Members are encouraged to share this with neighbors, friends, coworkers, etc. Fact finding teams are encouraged to work with Survey Coordinator Bob Habeck to collect information through surveys.

### **Adjournment**

The meeting was adjourned at 9:01 p.m.