

CITY OF HELENA
REGULAR CITY COMMISSION MEETING
January 25, 2021 – 6:00 P.M.
Zoom Online Meeting <https://zoom.us/j/93339204803>

Time & Place A regular City Commission meeting was held on Monday, January 25, 2021 at 6:00 p.m. via Zoom Online Meeting ID <https://zoom.us/j/93339204803>, as well as, the City Commission Chambers at 316 N. Park Ave, Helena 59623.

Members Present Mayor Collins requested City Clerk Clayborn call roll call: City Attorney Jodoin, City Manager Harlow-Schalk, Commissioner Haladay, Commissioner Dean, Commissioner Logan, Commissioner O’Loughlin and Mayor Collins all responded present. Commissioners O’Loughlin and Haladay participated remotely via Zoom.

Pledge of Allegiance **(06:01)** Mayor Collins asked those persons present to please stand and join him in the pledge of allegiance.

Presentations **(12:58)** STATE OF THE CITY ADDRESS
Mayor Collins gave the annual state of the City Address for 2021.

Board Appointments BOARD APPOINTMENTS

A. COMMISSION BOARD APPOINTMENTS; HELENA PUBLIC ARTS COMMITTEE; CITIZENS CONSERVATION BOARD; TRANSPORTATION COORDINATION COMMITTEE; LEWIS & CLARK LIBRARY BOARD; HELENA OPEN LANDS MANAGEMENT ADVISORY COMMITTEE. THE FOLLOWING BOARD APPOINTMENTS WERE REVIEWED AND APPROVED BY THE COMMISSION.

Board and Committee assignments for the Mayor and Commissioners for 2021:

Mayor Wilmot Collins
Helena Public Art Committee
City-County Board of Health
Civic Center Steering Committee

Commissioner Andres Haladay
Mayor Pro Tem
Board of Adjustment
Montana Business Assistance Connection
Non-Motorized Travel Advisory Committee

Commissioner Heather O’Loughlin
Audit Committee
Business Improvement District
Transportation Coordinating Committee

Commissioner Emily Dean
ADA Compliance Committee
Audit Committee
Transportation Compliance Committee
IT&S Board

Commissioner Sean Logan

Audit Committee

Chamber of Commerce

Mental Health Local Advisory Committee

City-County Parks Board

Helena Public Arts Committee

Appointment of Ramsay Ballew to a first term on the HPAC. Term will begin upon appointment and expire on December 31, 2024.

Helena Citizens Conservation Board

Appointment of Elizabeth Grant to a first term on the Citizens Conservation Board, as a Health Care Professional. Term will begin upon appointment and expire on January 29, 2023.

Appointment of Lucy Lantz to a first term on the Citizens Conservation Board, as a Student Leader representative. Term will begin upon appointment and expire on January 29, 2023.

Appointment of Carlin Onstad to a first term on the Citizens Conservation Board, as a Student Leader representative. Term will begin upon appointment and expire on January 29, 2023.

Helena Open Lands Management Advisory Committee

Appointment of Eric Feaver to an interim appointment on HOLMAC. Term will begin upon appointment and expire on June 30, 2023.

Lewis & Clark Library Board

Reappointment of Niki Whearty to a second term on the Lewis & Clark Library Board of Trustees. Term will begin upon appointment and expire on December 31, 2025.

Transportation Coordinating Committee

Appointment of Rebeca Ridenour to a first term on the TCC.
Term will begin upon appointment and expire on December 31, 2022.

Motion

Commissioner Dean moved to approve the Commission board appointments for 2021 as read by the Mayor, and as previously announced at the Administrative meeting on January 20, 2021.

Commissioner Logan seconded the motion. City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye and Mayor Collins voted aye. **The motion carried, 5-0 (35:35)**

Motion

Commissioner Logan moved to approve board appointments as read by the Mayor for the following boards on the HPAC, CCB, HOLMAC, Lewis & Clark Library Board and the TCC.

Commissioner Dean seconded the motion. Interim City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye and Mayor Collins voted aye. **The motion carried 5-0 (38:43).**

Consent Agenda

CONSENT AGENDA (39:05)

- A. Claims
- B. Revise the City's operating budget for FY2021 to include spending of a grant from the Montana Board of Crime Control to fund the City Attorney's Victim Services Specialist Program
- C. Approval of a resolution granting \$25,000 in Railroad Urban Renewal District Tax Increment Financing funds to Midway, LLC to bring off-street parking areas at 1200 North Montana into compliance with the Americans with Disabilities Act.
- D. Approval of a resolution granting Railroad Urban Renewal District Tax Increment Financing funds to the City of Helena's Transportation Systems Department to repair trip and fall hazards on existing sidewalks along Roberts Street and streets north of Lewis Street.

Motion

Commissioner Dean moved to approve Consent Agenda item A Claims, and items B - D. Commissioner O'Loughlin seconded the motion. City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye and Mayor Collins voted aye. **The motion carried, 5-0. (42:52)**

Communications from City Commissioners

COMMUNICATIONS/PROPOSALS FROM CITY COMMISSIONERS (38:50)

No comments or proposals were received from the Commission.

Report of the City Attorney (43:24)

Nothing to report.

Report of the City Manager (43:35)

City Manager Rachel Harlow-Schalk provided an update

Report from HCC

COMMUNICATIONS FROM THE HELENA CITIZENS COUNCIL (45:22)
HCC Chairperson Dylan Klapmeier gave a report.

Regular Items

- A. CONSIDER ACCEPTANCE OF THE CAPITAL TRANSIT FY 2022 COORDINATION PLAN **(46:14)**

Staff Report

Transportation Systems Director David Knoepke and Superintendent Elroy Goleman reported on an annual update to the Transportation Coordination Plan is a required specific to segment 5311 of Operating Funds which is then used to complete a Grant Request. Attached is the current plan which was approved by the Transportation Advisory Committee (TAC). The TAC includes representatives of public, private, and non-profit transportation and human-services providers, and other programs sponsored by federal, state, and local agencies.

The Transportation Coordination Plan shares how transportation coordination is progressing in our community. Coordination plans are

used by the State in their scoring metrics when considering all Capital Grant requests submitted by each service area. The Coordination Plan maximizes Helena's collective coverage by minimizing duplication of services. Additionally, the Transportation Coordination plan seeks to provide greater access to transportation services for people with disabilities, older adults, and individuals with lower incomes.

The Coordination Plan:

-assists our community with its short- and long-term transit goals.

-removes duplication of services within the community.

-enables application by the City for capital grant funding.

Staff recommends a motion to accept the Capital Transit FY 2022 Coordination Plan which will be incorporated into the grant application package for Capital Grant Application.

Discussion **(48:50)** Commissioner Dean asked several questions regarding public outreach on the Coordination plan. Superintendent Goleman offered some examples of the public outreach the City has engaged in.

Public Comment **(51:31)** The Mayor asked is there was anyone wishing to make public comment on this item. There being no one wishing to, public comment was closed.

Motion **(51:58)** Commissioner Logan moved to accept the Capital Transit FY 2022 Coordination Plan which will be incorporated into the grant application package for Capital Grant Application. Commissioner Dean seconded the motion. City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye and Mayor Collins voted aye. **The motion carried, 5-0. (52:37)**

B. CONSIDER AUTHORIZING SUBMISSION OF CAPITAL TRANSIT FISCAL YEAR 2022 REQUEST FOR MONTANA DEPARTMENT OF TRANSPORTATION (MDT)5311 TRANSADE FUNDING OF \$54,191. **(52:54)**

Staff Report Each year communities and organizations request Transit Assistance for the Disabled and Elderly (TransADE) funds from the Montana Department of Transportation to provide transportation for seniors, elderly and disabled individuals. Helena's TransADE allocation is \$54,191. The proposal is to authorize Capital Transit to submit the request to the Montana Department of Transportation for TransADE funds in the amount of \$54,191. Transportation for seniors, elderly and individuals with disabilities through Capital Transit's ADA Para Transit service is the primary transportation for many in our community. Without this funding many individuals would be left relying on friends, neighbors or relatives for transportation.

Staff recommends a motion to authorize submission of Capital Transit Fiscal Year 2022 request for Montana Department of Transportation (MDT)5311 TransADE Funding of \$54,191.

- Motion** **54:43 Commissioner Dean moved to authorize submission of Capital Transit Fiscal Year 2022 request for Montana Department of Transportation (MDT)5311 TransADE Funding of \$54,191.** Commissioner Logan seconded the motion.
- Public Comment** **(55:20)** The Mayor asked if there was anyone wishing to make public comment on this item. There being no one wishing to, public comment was closed.
- Vote** **(55:39) City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O’Loughlin voted aye, and Mayor Collins voted aye. The motion carried, 5-0. (55:54)**
- C** CONSIDER AUTHORIZING SUBMISSION OF THE CAPITAL TRANSIT SERVICE FISCAL YEAR 2022 MONTANA DEPARTMENT OF TRANSPORTATION 5311 OPERATING GRANT REQUEST PACKAGE. **(56:00)**
- Staff Report** Superintendent Goleman reported each year Capital Transit submits a financial request on behalf of the City of Helena to the Montana Department of Transportation to support our public transit operations. Federal 5311 funds are available for FY2022 in the amount of \$882,838.17 with a 20% required non-federal match of \$176,576.64. The proposal to MDT is due March 1, 2021. Discussion. Proposal is to Submit our operating funds grant application to the Montana Department of Transportation for \$882,838.17 in 5311 operating funds plus the required match. Funds will be used to pay operational expenses for fixed route and para-transit services and administrative expenses within the Helena City limits and for the approved East Valley operations. Continued state assistance is critical to our transit operation's ability to provide citizens, seniors, the elderly, and individuals with disabilities access to necessary services. Public transportation helps improve our citizens' health as well as the environment by reducing traffic congestion, fuel consumption, and exhaust emissions. Without these funds the City would solely have to fund the transit program.
- Staff recommends a motion to authorize submission of the Capital Transit Service Fiscal Year 2022 Montana Department of Transportation 5311 Operating Grant request package.
- Discussion** **(58:22)** Commissioner O’Loughlin thanked the Superintendent and staff and their communications and work with the public for Capital Transit. **(59:08)** Commissioner Haladay asked several questions regarding the funding and budget of the Capital Transit system, comparing the Grant Funds provided versus the General Fund support from the City. Superintendent Goleman gave the budget numbers requested by Commissioner Haladay.
- Public Comment** **(1:01:15)** The Mayor asked if there was anyone wishing to make public comment on this item. There being no one wishing to, public comment was closed.

Motion

(1:01:31) Commissioner O'Loughlin moved to authorize submission of the Capital Transit Service Fiscal Year 2022 Montana Department of Transportation 5311 Operating Grant request package.

Commissioner Haladay seconded the motion. City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye and Mayor Collins voted aye. **The motion carried, 5-0. (1:01:12)**

- C. CONSIDER AUTHORIZING THE CITY MANAGER TO SIGN AND SUBMIT CAPITAL TRANSITS MONTANA DEPARTMENT OF TRANSPORTATION 5311 FY 2022 OPERATING GRANT PACKAGE REQUEST ELECTRONICALLY. **(1:02:18)**

Staff Report

Superintendent Goleman reported each year the lead agency must submit the grant funding request to the Montana Department of Transportation to assist in funding our public transportation program. For Helena, the City is the lead agency. The FY 2022 grant request includes the 5311-operating budget, TransADE funding request, and the updated Coordination Plan. Authorize the City Manager to sign and submit electronically the FY2022 5311-grant request which includes the 5311-operating budget, TransADE funding request, and the updated Coordination Plan for the City of Helena. The 5311 Operating Grant, TransADE funds and Capital Equipment funding provided by the State of Montana Department of Transportation (MDOT) allows the City of Helena to continue to provide vital public transportation. Without the federal funding the city would need to 100% fund the public transit operation. Ensuring this service helps reduce air pollution in our community and provides alternative transportation to private vehicle use. Using public transportation can help reduce air pollution in our community, as well as to provide alternative transportation to the private vehicle.

City staff recommends a motion to approve to authorize the City Manager sign and submit Capital Transits Montana Department of Transportation 5311 FY2022 Operating Grant package request electronically.

Discussion

(1:03:18) Commissioner Logan thanked staff and the Superintendent for all the information provided and offered to make the motion, if there was no further discussion.

Public Comment

(1:03:49) The Mayor asked if there was anyone wishing to make public comment on this item. There being no one wishing to, public comment was closed.

Motion

(1:04:00) Commissioner Logan moved to to authorize the City Manager sign and submit Capital Transits Montana Department of Transportation 5311 FY2022 Operating Grant package request electronically. Commissioner Dean seconded the motion. City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye and Mayor Collins voted aye. **The motion carried, 5-0. (1:04:49)**

Public Communications

PUBLIC COMMUNICATIONS (1:05:00)

Mayor Collins asked if there was anyone wishing to address the Commission on any matter.

Kev Hamm gave public comment **(01:06:10)**

Adjournment

There being no further business to come before the City Commission, the meeting adjourned at 6:58 p.m.

/S/ WILMOT COLLINS
MAYOR

ATTEST:

/S/ DANNAI CLAYBORN
CLERK OF THE CITY COMMISSION