



City of Helena
Administrative Meeting
November 16, 2022 – 4:00 PM
Zoom Online Meeting; <https://zoom.us/j/92894007178>
City County Building, Room 326

Time & Place

A City Commission Administrative meeting was held on Wednesday, November 16, 2022 at 4:00 p.m. via Zoom Online Meeting ID: <https://zoom.us/j/92894007178> and physically in the City County Building, Room 326.

Call to Work Session, Introductions

(00:01:53) The following responded present, either via zoom or in person:

Acting City Attorney Hawkaluk
Interim City Manager Burton
Mayor Pro Tem Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed

The following were absent:

Mayor Collins

Commission Comments, Questions

(00:02:20) There were no communications or questions from the Commission.

Recommendations from the Helena Citizens Council

- (00:02:56)** HCC Representative Bik discussed recent and upcoming meeting agenda items.
- (00:05:46)** Commissioner Logan informed Representative Bik that the City Manager Recruitment Subcommittee will be contacting the HCC.
- (00:05:30)** Clerk Clayborn confirmed that the Subcommittee would be on a future HCC Agenda.

Report of the City Manager

A. Montana League 2022 Resolutions



- (00:06:05)** Interim City Manager Burton presented Item A.
- (00:07:28)** Mayor Pro Tem Dean provided context as a member of the League Board.
- (00:10:03)** Interim Manager Burton asked the Commission to participate in League happenings in the future.
- (00:11:06)** There were no further questions or comments by the Commission and/or public.

City Clerk Update

- A.** Board Applications Discussion: Golf Advisory Board, Helena Housing Authority, ADA Compliance Committee, Board of Adjustment, Business Improvement District, Lewis and Clark Heritage Tourism Council, Non-Motorized Travel Advisory Council, Police Commission
- (00:11:15)** City Clerk Clayborn presented Item A.
- (00:11:50)** There were no further questions or comments by the Commission and/or public.

Presentations

- A.** Helena Area Community Foundation COVID-19 Recovery Grant Report
- (00:12:40)** Mayor Pro Tem Dean tabled this item due to the presenter's inability to attend.

Department Reports

- A.** Water and Wastewater Service Line Program
- (00:13:10)** Parks and Recreation Director Leland presented Item A.
- (00:17:54)** Commissioner Logan, Director Danielson and Interim Manager Burton discussed the potential for rebates or refunds for utility customers, and the costs associated with administering loans.
- (00:23:41)** Interim Manager Burton summarized a meeting with all loan-bearing departments in relation to the process.
- (00:25:00)** Commissioner Shirliff asked Director Danielson about the loan process and alternatives for easing staff workload.
- (00:25:23)** Mayor Pro Tem Dean, Director Danielson, Director Leland and Interim Manager Burton discussed the possibility of doing the loan program along with the rate reduction.
- (00:31:33)** Citizen Ed Kerans provided public comment, advocating for more public education about the Program.
- (00:41:08)** Commissioner Logan thanked Staff for work on this Project.



- (00:42:23)** Mayor Pro Tem Dean expressed interest in analysis of other options in the future.
- (00:43:50)** Commission reached consensus to eliminate fees.
- (00:44:07)** Interim Manager Burton discussed next steps.

B. ARPA and General Fund Savings Update

- (00:45:10)** Grants Administrator Opitz and Finance Director Danielson presented item B.
- (00:52:15)** Commissioner Reed and Mayor Pro Tem Dean asked Director Danielson and Director Knoepke about fast tracking event permitting to avoid costs via an electronic form process.
- (00:56:58)** Director Knoepke explained the costs associated with the proposed Henderson Pedestrian Bridge.
- (00:59:30)** Commissioner Reed, Interim Manager Burton, Mayor Pro Tem Dean, Director Knoepke and Coordinator Opitz discussed the Centennial Trail project internal proposal.
- (01:07:40)** Commissioner Logan, Commissioner Reed, Mayor Pro Tem Dean, Director Danielson, and Interim Manager Burton discussed the specifics of replacing a damaged fire truck
- (01:10:30)** Consensus was determined for bringing forth the Centennial Trail project proposal and fire truck replacement proposal.
- (01:10:50)** Commissioner Reed advocated for also bringing forth the Grandstreet Theater Roof project.
- (01:11:02)** Mayor Pro Tem Dean asked Interim Manager Burton about Grandstreet Theater's revenue production versus ongoing cost to the City.
- (01:13:13)** Director Danielson and Director Knoepke clarified the next steps as determined by the Commission.
- (01:14:33)** Mayor Pro Tem Dean and Interim Manager Burton discussed additional Federal funding and grants available and advocated for Transportation projects.
- (01:18:37)** Commissioner Shirliff thanked Staff and advocated for cost sharing with BNSF in regard to the underpass on Henderson Street.
- (01:19:53)** Commissioner Logan asked Coordinator Opitz for clarification and advocated for the Henderson Street project and safe routes to schools.
- (01:21:04)** Interim Manager Burton and Coordinator Opitz explained the external application process and requirements.
- (01:26:27)** Mayor Pro Tem Dean suggested each Commissioner list their selections at the next Administrative Meeting.
- (01:27:40)** Commissioner Shirliff explained his scoring method for wants versus needs.
- (01:29:10)** Commissioner Reed agreed to bring selections to the next Admin Meeting and exited this meeting.



- (01:29:50) Mayor Pro Tem Dean, Commissioner Logan, Interim Manager Burton discussed the implications of one time only expenditures versus ongoing expenditures and startup costs.
- (01:33:50) Interim Manager Burton asked Coordinator Opitz, Mayor Pro Tem Dean and Director Danielson about the application requirement language regarding pilot projects and ongoing expenditures.
- (01:38:08) Commissioner Shirliff suggested bringing a dollar amount to the next Admin Meeting, rather than a number of proposals.
- (01:39:32) Interim Manager Burton recommended identifying common priorities among Commissioners.
- (01:40:00) Mayor Pro Tem Dean recommended taking the HCC report into account.
- (01:40:43) Coordinator Opitz clarified the difference between ARPA funding and Covid Relief funds.
- (01:41:03) Interim Manager Burton commended the compiled list.
- (01:41:25) Commissioner Logan and Commissioner Shirliff expressed support of bringing priorities to the next Admin Meeting.
- (01:42:27) Jen Gerski of YWCA Helena provided public comment, advocating for their application.
- (01:49:27) Clerk Clayborn read a written public comment by Scott Raznoff into the record, advocating for the Water Service Line Program without fees.

C. Proposed Amendments to the City of Helena Zoning Regulations, Related to Chapter 2 Land Use Table and Definitions and Chapter 38 Daycare Facilities.

- (01:50:05) Planner Ray presented Item C.
- (01:53:04) Mayor Pro Tem Dean, Planner Ray, and Commissioner Shirliff discussed food truck permitting for residential block parties and matching the MCA definition of 'education' and 'schools'.

Public Comment

- (01:59:37) There were no questions or comments from the public.

Adjournment

- (01:59:53) There being no further business before the Commission, the meeting adjourned at 06:00pm.