



**City Commission Administrative Meeting  
October 25, 2023 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/89659077887>  
City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, October 25, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/89659077887> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:56)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Commission Comments, Questions**

**(00:01:54)** There were no communications from Commissioners.

**Board Appointment Review**

**A. Board Appointment Review: Board of Adjustment, Business Improvement District, Citizen Conservation Board, Downtown TIF Advisory Board, Golf Advisory Board, Helena Public Art Committee, Railroad TIF Advisory Board**

**(00:02:00)** Mayor Collins presented Item A.

**(00:04:14)** John Dendy of the BID provided public comment, discussing the recommended appointments

**(00:05:04)** Commissioner Logan clarified that appointments are not finalized until the formal vote at a Commission Meeting.

**Recommendations from the Helena Citizens Council**



**(00:05:40)** HCC Representative Nancy Perry thanked the Transportation Department for snow removal efforts.

## **Report of the City Manager**

### **A. Emergency Shelter Update**

- (00:06:20)** City Manager Burton introduced Community Development Director Brink, Housing Coordinator Pichette, and United Way Representative Buscher.
- (00:07:07)** Coordinator Pichette, Representative Buscher, and Good Samaritan Representative Ortega presented Item A.
- (00:13:57)** Mayor Collins asked Representative Buscher for clarification about a pawn shop location.
- (00:19:30)** Mayor Collins asked Representative Ortega for an approximate timeline.
- (00:21:30)** Commissioner Reed asked Representative Ortega and Representative Buscher about the size of population not eligible for God's Love Services and alternatives available.
- (00:23:26)** Mayor Collins asked Representative Ortega about overnight staffing.
- (00:23:43)** Manager Burton discussed streamlining City processes, adhering to the law, and next steps.
- (00:24:40)** Commissioner Reed asked Manager Burton about recent communications regarding the possibility of using tents and an emergency declaration.
- (00:28:13)** Representative Ortega discussed tent usage possibilities and potential restrictions.
- (00:29:10)** Manager Burton asked Representative Ortega if the Fire Marshal had been contacted.
- (00:29:25)** Commissioner Dean thanked the Emergency Housing Working Group for their efforts and asked Representative Buscher for clarification about next steps regarding tent usage.
- (00:31:32)** Commissioner Dean asked Emily McVey about the Department of Commerce Emergency Shelter Grant requirements and other entities that qualify.
- (00:33:24)** Commissioner Logan thanked the Working Group for their efforts and asked Representative Buscher about outreach to properties adjacent to the proposed shelter locations.



- (00:37:20) Commissioner Logan asked Representative Buscher about the Salvation Army's role in the long-range solutions, as well as other organizations that may be able to provide services.
- (00:39:20) Representative Ortega discussed the Our Place location.

## Department Reports

### A. ARPA/General Fund Savings Discussion

- (00:40:50) Grants Administrator Opitz presented Item A.
- (00:43:29) Commissioner Reed asked Administrator Opitz about the location for the Family Promise proposed project.
- (00:44:11) Commissioner Dean requested that the Commission consider the remaining items awaiting allocation votes.
- (00:46:00) Kim Patterson provided public comment, advocating for the Friendship Center's updated proposal.
- (00:47:05) Commissioner Reed disclosed her former employment at the Friendship Center and requested the proposal be reconsidered by the Commission.
- (00:47:37) Mayor Collins agreed to discuss the updated Friendship Center proposal at a later meeting.
- (00:47:57) Commissioner Dean, Commissioner Shirliff, and Commissioner Shirliff also agreed.

### B. Helena Public Art Committee Annual Report and FY25 Recommendations

- (00:48:47) Helena Public Art Committee Staff Liaison Johnston and Chairperson Reese presented Item B.
- (00:54:51) Commissioner Reed thanked the Helena Public Art Committee for their work.
- (00:55:13) Mayor Collins commended the anti-graffiti paint used on the Centennial Tunnel Mural project.

### C. Telecommunication Ordinance Update

- (00:56:00) City Attorney Dockter and River Oaks Communications Vice President Duchen presented Item C.



**D. Presentation of Draft Public Participation Plan for Montana Land Use Planning Act Compliance (SB382)**

(00:59:02) Community Development Director Brink and Planner Shirley presented Item D.

**E. Presentation of the Draft Resolution creating the City of Helena Planning Commission**

**F. Presentation of the Draft By-Laws of the City of Helena Planning Commission**

(01:04:42) Community Development Director Brink presented Item E.

(01:16:58) Commissioner Logan asked Director Brink about the impact of this presentation on the respective board members.

(01:17:39) Commissioner Shirtliff asked Director Brink about term limit decisions and alternate members, and about the criteria for membership on the board.

**Public Comment**

(01:20:28) Ed Barret provided public comment, advocating for emergency shelters.

(01:22:20) Jennifer Thompson provided public comment, asking Commissioner Dean about the Our Place designation for funding.

(01:22:51) Commissioner Reed addressed public comment.

(01:23:57) Bill Gowen provided public comment, expressing concerns about the planning process and recent legislation.

(01:25:23) Mayor Collins addressed public comment.

**Commission Discussion and Direction to the City Manager**

(01:26:04) There were no further comments or questions by the Commission.

**Adjournment**

(01:26:08) There being no further business before the Commission, the meeting adjourned at 5:27pm.