



**City of Helena**  
**Administrative Meeting**  
**February 15, 2023 – 4:00 PM**  
**Zoom Online Meeting; <https://us06web.zoom.us/j/81397325402>**  
**City County Building, Room 326**

**Time & Place**

A City Commission Administrative meeting was held on Wednesday, February 15, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/81397325402> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:23)** The following responded present, either via zoom or in person:

City Attorney Dockter  
Interim City Manager Burton  
Commissioner Shirliff  
Commissioner Logan  
Commissioner Reed  
Mayor Pro Tem Dean

The following were absent:

Mayor Collins

**Commission Comments, Questions**

**A. Service Line Repair Loan Program & Proposal for Partnering with HomeServe**

- (00:02:43)** Commissioner Logan presented Item A.
- (00:04:35)** Commissioner Reed expressed support for an evaluation of services with reservations about future possibilities.
- (00:05:28)** Commissioner Shirliff expressed support.
- (00:05:42)** Mayor Pro Tem Dean expressed support for an evaluation of services and asked Finance Director Danielson about the financial possibility of a study.
- (00:09:09)** Manager Burton received the direction.

**B. MBAC Comprehensive Economic Development Strategy Document**



- (00:09:34)** Commissioner Shirliff introduced Katherine Anderson and Brian Obert from MBAC.
- (00:10:22)** Katherine Anderson and Brian Obert presented Item B.
- (00:21:02)** Mayor Pro Tem Dean discussed the need for county-wide housing solutions and asked the representatives about projections for balanced housing availability in the future.
- (00:27:20)** Commissioner Shirliff thanked the representatives and discussed creating partnerships for funding opportunities.

### **Board Appointment Review**

#### **A. Board Appointments: Affordable Housing Trust Fund Advisory Board; City-County Consolidated Parks Board; Downtown TIF Board**

- (00:28:08)** Mayor Pro Tem presented Item A on behalf of Mayor Collins.

### **Recommendations from the Helena Citizens Council**

- (00:28:18)** HCC Representative John R. Andrew had nothing to report.

### **Report of the City Manager**

- (00:29:22)** Interim City Manager Burton had nothing to report.

### **Presentations**

#### **A. ARPA and General Fund Savings Update**

- (00:30:45)** Mayor Pro Tem Dean and Manager Burton discussed the Mayor and Commissioners submitting final preferences following the meeting.
- (00:32:17)** Grants Administrator Opitz presented Item A.
- (00:37:40)** Commissioner Reed asked Director Danielson and Manager Burton for clarification about the internal recommendation funding amount.
- (00:40:09)** Mayor Pro Tem Dean asked Manager Burton about partnering with the County regarding the Law and Justice Center project.
- (00:41:50)** Grants Administrator Opitz asked the Commission and Manager Burton for clarification about a timeframe.
- (00:42:14)** Commissioner Reed requested this be the sole item on the next meeting agenda, answered by Manager Burton.



(00:43:40) Mayor Pro Tem Dean asked Manager Burton if a special meeting would be required for this item.

#### **B. Transportation Systems – Rodney Street Tree Replacement Update**

(00:43:50) Transportation Systems Director Knoepke presented Item B.

(00:51:05) Manager Burton recommended support.

(00:51:38) Mayor Pro Tem Dean asked Director Knoepke where members of the public should look for contact information if they have questions.

#### **C. Update on Capital Transit’s FY-24 Operational Budget and Overall Operation**

(00:52:56) Transportation Systems Director Knoepke, Deputy Director Couey and Transit Manager Harms presented Item C.

(01:10:43) Commissioner Logan asked Deputy Director Couey how the Helena and East Helena contributions are determined.

(01:12:40) Commissioner Shirliff asked Director Knoepke and Director Couey about decisions regarding temporarily dropped East Helena routes.

(01:13:17) Commissioner Shirliff asked Director Knoepke about ride use statistics.

(01:14:34) Mayor Pro Tem Dean asked Director Knoepke about interest for expanding service routes.

#### **D. Transportation Systems – Special Events Application Update**

(01:18:00) Transportation Systems Director Knoepke presented Item D.

(01:20:25) Mayor Pro Tem Dean asked Director Knoepke about what prompted the project.

(01:23:40) Commissioner Reed asked Director Knoepke if correspondence with applicants will be consolidated or in separate email chains.

(01:24:50) Manager Burton explained the process and inter-departmental work that has gone into creating the form.

(01:26:18) Director Knoepke discussed the probability of adjusting the form through further testing.

(01:27:10) Clerk Clayborn thanked Records Systems Administrator Kotecki for creating the form and demonstrated the form usage.

#### **Public Comment**



- (01:33:20)** Manager Burton explained the background and context for the project.
- (01:34:22)** Commissioner Shirliff asked Director Knoepke and Manager Burton about the testing process.
- (01:37:33)** Commissioner Logan thanked those involved.
- (01:38:01)** Mayor Pro Tem Dean thanked Administrator Kotecki for his work.
- (01:38:11)** Kev Hamm provided public comment, expressing gratitude and support for the new form, and provided recommendations based on past experiences.
- (01:39:28)** Director Knoepke addressed Kev Hamm's request.
- (01:40:21)** John Dendy provided public comment, expressing gratitude and support for the new form.
- (01:40:21)** Sarah Hadlock provided public comment, expressing gratitude and support for the new form.
- (01:41:22)** Mayor Pro Tem Dean thanked Director Knoepke and encouraged continuous improvement.

### **Adjournment**

- (01:42:23)** There being no further business before the Commission, the meeting adjourned at 05:43pm.