



**City of Helena
Administrative Meeting
May 3, 2023 – 4:00 PM
Zoom Online Meeting; <https://us06web.zoom.us/j/87661016997>
City County Building, Room 326**

Time & Place

A City Commission Administrative meeting was held on Wednesday, May 3, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/87661016997> and physically in the City County Building, Room 326.

Due to technical difficulties, the recording of this meeting begins during the Commission Comments, Questions Agenda Item

Call to Work Session, Introductions

(xx:xx:xx) The following responded present, either via zoom or in person:

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

Commission Comments, Questions

- (00:00:00)** Commissioner Logan invited the Mayor and Commissioners to a pickleball event and informed them of a citizen concern regarding excessive speed on Butte Avenue.
- (00:01:27)** Manager Burton and Assistant Chief Bailey addressed Commissioner Logan's citizen concern report.
- (00:02:18)** Commissioner Reed, Commissioner Logan, Manager Burton, Mayor Collins, Commissioner Dean, and Director Danielson discussed pool closures related to budget discussions.
- (00:12:50)** Commissioner Dean asked Director Knoepke and Manager Burton about an email from the HCC regarding NMTAC's project recommendations.

Recommendations from the Helena Citizens Council



- (00:18:40)** HCC Representative John R Andrew addressed Commissioner Dean's question about NMTAC's recommendations, provided an update about recent and upcoming agenda items, and asked about insurance needs for block party events.
- (00:21:00)** Attorney Dockter addressed Representative Andrew's question regarding insurance.
- (00:22:35)** Commissioner Shirliff asked Manager Burton and Director Knoepke about public notice for code changes.
- (00:24:04)** Commissioner Dean asked Director Knoepke about insurance needs notifications on the Special Events Application, and about recurring event applications.
- (00:26:16)** Commissioner Dean invited Representative Andrew to provide feedback for the new Special Events Application system.
- (00:28:04)** Commissioner Reed asked Director Knoepke about the application process.

Report of the City Manager

- (00:29:20)** City Manager Burton had nothing to report.

Department Reports

A. Community Development Budget Presentations

- (00:29:36)** Community Development Director Brink and Building Official Mack presented Item A.
- (00:36:09)** Commissioner Dean asked Director Brink about the Mainstreet Program.
- (00:38:53)** Commissioner Reed asked Director Brink about the schedule for Affordable Housing Trust Fund application periods.
- (00:40:00)** Commissioner Dean asked Director Brink why there were no applications received in the first round.
- (00:40:55)** Commissioner Reed asked Director Brink if recent legislative actions have affected applications.
- (00:41:10)** Manager Burton asked Director Brink about the newly hired Housing Coordinator.



- (00:47:58) Commissioner Reed asked Official Mack, Director Brink, and Commissioner Dean about using Affordable Housing Trust Fund dollars as fee waivers.
- (00:50:50) Commissioner Dean asked Director Danielson about the possibility of adjusting funds to the Heritage Tourism Council.

B. Transportation Systems Budget Presentation

- (00:53:00) Transportation Systems Director Knoepke and Deputy Director Couey presented Item B.
- (01:04:00) Mayor Collins, Director Knoepke, Deputy Director Couey, and Commissioner Reed discussed crosswalk beacons near Jefferson School.
- (01:05:14) Commissioner Dean asked Deputy Director Couey and Director Danielson about the Sidewalk Loan Program.
- (01:07:04) Commissioner Dean asked Director Knoepke and Manager Burton about funding for Lidar software.
- (01:15:52) Commissioner Reed asked Director Knoepke and Manager Burton about discussing parking fees and options in the future.
- (01:21:34) Commissioner Dean asked Director Knoepke about an Intercap Loan for parking kiosks.
- (01:23:27) Commissioner Dean asked Deputy Director Couey if ridership miles are consistent with East Helena's financial contribution to the Transit service.
- (01:26:22) Commissioner Shirliff asked Director Knoepke about how members of the public can sign up for a scheduled trip.
- (01:27:16) Commissioner Dean asked Director Knoepke if 24-hour notice is necessary for a scheduled trip and what would need to happen for same day rides to be feasible.
- (01:28:47) Commissioner Dean asked Director Knoepke about the necessary steps for expanding transit services.
- (01:31:08) Director Danielson explained the Intercap Loan's expiration and current balance.

C. Updated FY24 Budget Meeting Schedule

- (01:31:46) Director Danielson presented Item C.
- (01:34:41) Commissioner Dean, Mayor Collins, Commissioner Logan, and Director Danielson discussed submitting ARPA Fund requests to staff by May 17th for the May 25th Special Meeting.



Public Comment

(01:38:30) There were no further comments or questions by the Commission and/or public.

Commission Discussion and Consensus Direction to City Manager

(01:38:45) Manager Burton confirmed that no further direction was needed from the Mayor and Commissioners.

Adjournment

(01:39:14) There being no further business before the Commission, the meeting adjourned at 5:40pm.