



**City of Helena**  
**City Commission Administrative Meeting**  
**June 21, 2023 – 4:00 PM**  
**Zoom Online Meeting; <https://us06web.zoom.us/j/85168129192>**  
**City County Building, Room 326**

**Time & Place**

A City Commission Administrative meeting was held on Wednesday, June 21, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/85168129192> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:25)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Commissioner Dean  
Commissioner Shirliff arrived late via zoom  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Commission Comments, Questions**

**(00:01:30)** There were no comments or questions from Commissioners.

**Presentations**

**A. Helena Area Community Foundation FY23 Grant Report**

**(00:01:43)** HACF Executive Director Frazier and Finance Director Danielson presented Item A.

**(00:06:40)** Commissioner Reed asked Director Danielson and Director Frazier about the balance of funds.

**(00:15:05)** Commissioner Reed expressed support for the program.

**(00:15:40)** Commissioner Dean thanked HACF and discussed community impact.

**(00:16:54)** Mayor Collins thanked Director Frazier.



**B. Discussion of fees to be charged by the Transportation Systems Department for FY24 within the Divisions of Streets, Traffic, Parking and Transit**

- (00:17:13)** Transportation Systems Director Knoepke and Deputy Director Couey presented Item B.
- (00:24:45)** Manager Burton asked Director Knoepke and Deputy Director Couey about the parklet charge.
- (00:26:04)** Commissioner Dean asked Deputy Director Couey about positions of seasonal vendors and food trucks.
- (00:28:47)** Commissioner Reed asked Deputy Director Couey if parking across the street is considered a different block.
- (00:30:00)** Commissioner Reed discussed parklet costs for businesses.
- (00:31:16)** Commissioner Shirliff discussed parklet costs for businesses.
- (00:32:32)** Commissioner Logan asked Director Knoepke about the current cost mitigation strategies used for parklet expenses to businesses.
- (00:34:50)** Manager Burton asked Director Knoepke if the TenMile space is considered a parklet and if a fee was charged.
- (00:35:55)** Manager Burton discussed the decision-making process and recommended approval.
- (00:37:04)** Mayor Collins explained support and discussed reducing the fee.
- (00:37:20)** Commissioner Dean and Deputy Director Couey discussed strategies for a fee decrease.
- (00:38:50)** Commissioner Logan asked about the timespan for parklet usage.
- (00:39:47)** Commissioner Reed discussed the lowest possible fee for businesses.
- (00:40:27)** Commissioner Dean asked Director Knoepke and Director Danielson about the InterCap Loan balance.
- (00:47:20)** Commissioner Reed asked about transit payment usage.
- (00:48:42)** Commissioner Dean asked Deputy Director Couey about the revenue difference between \$2 and \$3 and discussed the student pass.
- (00:51:05)** Attorney Dockter asked Director Knoepke about the passes and packages being used for families or multiple people.



- (00:52:12) Commissioner Logan asked Manager Burton when a decision needs to be made.
- (00:53:00) Director Danielson and Commissioner Dean discussed the InterCap Loan balance.
- (00:57:35) Commissioner Shirliff asked about options to mitigate the increase in transit fees.
- (00:58:50) Commissioner Reed asked Director Knoepke about permit fees and supported Commissioner Shirliff's request.

### **C. Helena Public Art Committee Annual Report**

- (01:01:47) HPAC Chairperson Reese presented Item C.
- (01:10:50) Mayor Collins thanked HPAC.
- (01:11:11) Commissioner Reed suggested increasing public knowledge.
- (01:11:55) Commissioner Dean thanked HPAC.
- (01:12:30) Commissioner Shirliff thanked HPAC and suggested working with Visit Helena to promote existing public art.

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

- (01:13:30) HCC Representative Susan Steffens discussed recent and upcoming meeting agenda items.

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

- (01:16:50) City Manager Burton had nothing to report.

### **Department Reports**

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

- (01:14:00) Director Danielson presented Item A.
- (01:22:58) Commissioner Dean asked Director Danielson about the amount of contingency funds available in addition.
- (01:24:23) Commissioner Shirliff asked Director Danielson about pending community aid grants.
- (01:24:53) Mayor Collins asked Director Danielson about next steps.
- (01:25:38) Commissioner Dean discussed her preferences for funding allocations.



- (01:27:18) Commissioner Logan discussed the application period for a funding proposal.
- (01:30:45) Commissioner Reed asked Director Danielson about proposed allocation amounts from previous meetings.
- (01:32:27) Mayor Collins discussed his preferences for funding allocations.
- (01:33:52) Commissioner Reed discussed her preferences for funding allocations.
- (01:35:18) Commissioner Shirliff discussed his preferences for funding allocations.
- (01:38:35) Commissioner Logan agreed with Commissioner Dean's funding allocation preferences.
- (01:39:00) Director Danielson asked Manager Burton and Mayor Collins about next steps for addressing discrepancies in Commission preferences.
- (01:40:04) Mayor Collins asked Director Danielson to adjust his preferred allocation amounts.
- (01:40:52) BID Director John Dendy provided public comment, advocating for the public restroom funding allocation.
- (01:41:56) A community member provided public comment, advocating for funding addressing homelessness.

#### **B. Mail Ballot Resolution for 2023 Municipal Election**

- (01:42:40) Clerk Clayborn presented Item B.

#### **C. Montana's 6<sup>th</sup> Local Government Review Timeline**

- (01:46:43) Clerk Clayborn and Montana State University's Local Government Center Assistant Director Kent presented Item C.
- (01:53:00) Commissioner Dean asked about the ideal number of Commission members based on similar cities.

#### **Public Comment**

- (01:57:50) There were no further comments or questions from the Commission and/or public.

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



**A. Commission Budget Discussion & Direction to Staff**

**(01:54:00)** Manager Burton confirmed direction.

**Adjournment**

**(01:54:07)** There being no further business before the Commission, the meeting adjourned at 5:55pm.