



**City Commission Administrative Meeting  
September 20, 2023 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/88694278179>  
City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, September 20, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/88694278179> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:57)** The following responded present, either via zoom or in person:

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

The following were absent:

Commissioner Shirtliff

**Commission Comments, Questions**

**(00:01:47)** There were no comments or communications from the Commissioners.

**Board Appointment Review**

**A. Board Appointment Review: Board of Adjustment, Helena Regional Airport Authority, Zoning Commission**

**(00:01:57)** Mayor Collins presented Item A.

**Recommendations from the Helena Citizens Council**

**(00:03:13)** HCC Representative Patricia Bik discussed recent and upcoming meeting agenda items.

**Report of the City Manager**



- (00:03:36) City Manager Burton introduced Community Development Director Brink to discuss Entitlement Status from the HUD organization.
- (00:09:16) Commissioner Reed asked Director Brink about the past average of funding and funding history.
- (00:09:58) Commissioner Dean requested a summary of CDBG funding and asked Director Brink about other partner agencies requesting funding going forward.
- (00:11:50) Commissioner Logan asked Director Brink about the downside of not accepting Entitlement Status.
- (00:12:55) Commissioner Reed requested more information before a decision is made.
- (00:13:22) Director Brink and Mayor Collins discussed HUD's timeline for approval or disapproval.

## Presentations

### A. City-County Board of Public Health Update

- (00:14:28) Public Health Officer Niemann presented Item A.
- (00:20:23) Mayor Collins asked Officer Niemann for clarification about "Total Calls NOT De-escalated."
- (00:21:15) Commissioner Reed asked Officer Niemann for clarification about the average age statistic.
- (00:22:48) Commissioner Dean asked Officer Niemann about the population crossover with the Fuse organization.

### B. Discussion of Parklet Fees

- (00:26:26) Transportation Systems Director Knoepke and Deputy Director Couey presented Item B.
- (00:36:38) Commissioner Reed asked Director Knoepke about the possibility of businesses paying monthly rather than once per season.
- (00:37:57) Commissioner Reed discussed proactive parklet policies.
- (00:39:18) Director Knoepke discussed Library parking lot exemption.



- (00:39:47) Commissioner Dean asked Director Knoepke for clarification about the Library parking lot in question and expressed support for proposed Alternative #4.
- (00:42:00) Commissioner Reed asked Director Knoepke for clarification of revenue loss offset proposals related to Alternatives #2 and #4.
- (00:42:37) Commissioner Logan asked Director Knoepke about the parklet season dates and the extension.
- (00:44:47) Mayor Collins asked Director Knoepke about the average amount of space per business.
- (00:46:02) Mayor Collins asked Director Knoepke about how other cities handle parklets and expressed support for proposed Alternative #4.
- (00:46:34) Tim of Blackfoot River Brewing Company provided public comment, expressing concerns.
- (00:49:28) Mayor Collins asked Director Knoepke about parklet usage during chip sealing.
- (00:50:38) Sarah Hamblock provided public comment, advocating for permit rates for parklets.
- (00:52:16) Mayor Collins asked Director Knoepke for an update addressing public comment at a future meeting.
- (00:52:27) Chris Starr provided public comment, advocating for fairness in parking fees for food trucks in relation to parklet fees.
- (00:55:18) John Dendy of the Business Improvement District provided public comment, advocating for low parklet fees for businesses.
- (00:56:25) Commissioner Reed discussed monthly fees versus seasonal fees.
- (00:57:30) Commissioner Logan expressed agreement with monthly fees.
- (00:57:38) Commissioner Dean thanked Transportation Systems and Parking.

### **C. Naming of the Northwest Park Softball Fields**

- (00:59:18) Parks, Recreation, and Open Lands Director Smith presented Item C and introduced Amanda Casey.
- (01:00:40) Amanda Casey discussed renaming the Northwest Park Softball Fields in honor of Capital High School Softball Coach Mike Miller.



(01:02:16) Commissioner Dean expressed support.

## Department Reports

### A. ARPA/General Fund Savings Update

- (01:03:00) Grants Administrator Opitz and Finance Director Danielson presented Item A.
- (01:08:30) Commissioner Reed asked for clarification of the Helena Regional Sports Association's revised amount.
- (01:10:15) Commissioner Reed asked Director Danielson about a public request regarding a park and the process for gathering information.
- (01:11:03) Mayor Collins asked Administrator Opitz about unfunded or undecided projects.
- (01:11:48) Commissioner Dean discussed the Helena Regional Sports Authority, Memorial Ice Rink Building, Sidewalk Loan Program, and Solar Loan Program.
- (01:13:48) Commissioner Reed and Administrator Opitz discussed the Emergency Shelter Working Group considering a state grant requiring a funding match for consideration.
- (01:15:46) Commissioner Logan discussed using remaining funds for reserves.
- (01:17:05) Commissioner Reed addressed Commissioner Logan's point about housing funding.
- (01:17:25) Mayor Collins expressed support for Helena Regional Sports Authority, Memorial Ice Rink Building, Sidewalk Loan Program, and Solar Loan Program.
- (01:18:19) Manager Burton and Mayor Collins discussed next steps for further discussion and timely allocation.
- (01:19:24) Director Danielson discussed the possibility of distributing allocations from reserve funds in the future, should that be the outcome.
- (01:20:18) Commissioner Logan asked Manager Burton about loan repayment and City liability funding necessities.
- (01:22:18) Commissioner Dean asked Director Brink about the Affordable Housing Trust Fund application cycle process.



- (01:23:10) Commissioner Dean asked Manager Burton about utilization of funds discussions with community partners.
- (01:24:53) Mark Juedeman provided public comment via Zoom, expressing support for allocation to the Solar Loan Program.

#### **B. Citywide Grants Report**

- (01:26:00) Administrator Opitz presented Item B.
- (01:27:45) Manager Burton introduced Environmental Regulation Pretreatment Manager Anderson.
- (01:28:30) Manager Anderson discussed Solar for All Grant Program progress.
- (01:30:54) Commissioner Dean asked Public Works Director Leland if the Grant Program will be discussed with other municipalities during the upcoming Montana League of Cities and Towns Conference.
- (01:31:46) Manager Burton asked Manager Anderson and Director Leland about the notice of intent status compared to other cities in Montana.
- (01:32:40) Manager Burton and Manager Anderson discussed additional potential strategic partners.
- (01:34:50) Commissioner Logan thanked Manager Burton and Public Works Staff for their work.
- (01:35:08) Commissioner Reed expressed support and thanked Public Works Staff.
- (01:35:44) Commissioner Dean expressed support and thanked Public Works Staff.
- (01:36:19) Manager Burton discussed next steps.

#### **C. Telecommunication Ordinance Update**

- (01:38:02) Manager Burton recommended that the Commission table Item C due to unforeseen circumstances regarding presenter availability.

#### **Public Comment**

- (01:38:45) Commissioner Logan discussed a proposal from NorthWestern Energy regarding Solar Loans.
- (01:41:10) Deputy Clerk Montiel read written comment into the record, provided by Denise Barber.



**(01:41:27)** Manager Anderson addressed public comment.

### **Adjournment**

**(01:42:16)** There being no further business before the Commission, the meeting adjourned at 5:43pm.