



**City Commission Administrative Meeting
February 21, 2024 – 4:00 PM**

Zoom Online Meeting; <https://us06web.zoom.us/j/86744430597>

City County Building, 316 N. Park Ave., Room 326

YouTube channel link:

<https://www.youtube.com/live/PRbDu9izY7A?si=n2x5VwXr9EZmr7fA>

Time & Place

A City Commission Administrative meeting was held Wednesday, February 21, 2024 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/86744430597> and physically in the City County Building, Room 326.

Call to Work Session, Introductions

(00:00:02) 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

(00:00:58) There were no comments received by the Commission.

Board Appointment Review

A. Board Appointment Review:

(00:01:22) Mayor Collins recommended Pat Bousilman to a first term on the Citizens Conservation Board. There were no comments or discussion by the Commission.

HCC Appointment Recommendation

(00:02:35) Mayor Collins read aloud the recommendation of the appointment of Brenda Vallerio to the HCC as a representative from District 6.



- (00:03:00) HCC Chair Ben Kuiper made comments regarding the process of the Commission appointments to the HCC.

Recommendations from Helena Citizens Council

- (00:04:00) Representative Nancy Perry gave a report.

Report of the City Manager

- (00:04:33) City Manager Burton stated he had nothing to report.

Presentations

A. Development Review & Mapping Tools

- (00:04:36) Community development Director Chris Brink gave a brief overview of the Development and Mapping tool recently created by City Staff. City Planner Stephen Shirley gave a demonstration of the website-based GIS dashboard.
- (00:12:58) Commissioner Reed asked if the current mapping system could communicate with other existing mapping systems within the City's resources.
- (00:15:23) Commissioner Shirliff asked about the involvement of the development community in the creation of the mapping tool.
- (00:16:22) Commissioner Dean asked when and where the mapping tool would be made available on the City's website.
- (00:19:21) City Manager Burton spoke about the next steps in the Development process revision for the City.

B. Westside Phase 1 & 2 Water and Sewer Cost Reimbursement

- (00:20:45) Public Works Director Ryan Leland have a presentation on the history and overview of the reimbursement process.
- (00:28:56) Commissioner Reed asked the number of properties that are being impacted.
- (00:29:46) City Manager Burton gave additional comments.
- (00:30:41) Finance Director Danielson asked a question on the method to repay the loan.
- (00:31:22) Commissioner Dean asked a question regarding the public comment received on the reimbursement costs.



- (00:32:57)** Commissioner Logan asked a question on the make-up of the lots associated with the two Phases as it pertains to developed and undeveloped.
- (00:34:35)** Commissioner Shirliff asked a follow up question on the cost.
- (00:35:01)** Commissioner Reed asked a follow up question on the capacity issues going forward.

C. State-Local Infrastructure Partnership Act Funding Proposal Review

- (00:41:34)** Grants administrator Opitz presented Item C.
- (00:45:19)** Manager Burton asked Administrator Opitz about the status of a Fire Department project proposal.
- (00:46:08)** Commissioner Reed asked Transportation Systems Director Knoepke about ADA Ramp volume in the given scenarios.
- (00:47:22)** Commissioner Dean asked Director Knoepke and Administrator Opitz about next steps and timeline for ADA ramp placement projects.
- (00:48:20)** Commissioner Reed asked Director Knoepke about collaboration with the ADA Compliance Committee and other placement consideration data.
- (00:49:50)** Mayor Collins and the Commissioners confirmed consensus direction to move forward.
- (00:50:00)** Fire Chief Campbell addressed the resignation of the Fire Department's project proposal.

D. RAISE Grant Application Report

- (00:51:20)** Director Knoepke presented Item D.
- (00:55:28)** Commissioner Shirliff asked Director Knoepke about the number of lanes near the proposed bypass.
- (00:57:10)** Commissioner Dean expressed support for the project.
- (00:57:54)** Commissioner Logan asked about grant matching options and availability.
- (00:58:44)** Manager Burton discussed benefits for future housing and development opportunities, as well as emergency service availability.



E. Transportation Systems – Interlocal Agreement

(01:00:53) Director Knoepke presented Item E.

Department Reports

A. Restricted Donation for historic preservation projects

(01:04:18) Finance Director Danielson presented Item A.

(01:08:10) Commissioner Reed thanked the donating party and Director Danielson for the information. She also suggested that a plaque in their honor be added to the Walking Mall Trolley.

(01:09:18) Commissioner Logan, Mayor Collins, and Director Danielson discussed historical aspects of the donation and the donating party.

B. Bill Roberts Golf Course Fee Discussion

(01:10:37) Parks, Recreation, and Open Lands Director Smith presented Item B.

(01:11:33) Commissioner Dean asked Director Smith if the Golf Advisory Board received public comments regarding fee changes.

(01:12:03) Director Danielson discussed next steps for formal adoption.

C. Last Chance Splash Waterpark & Pool Fee Discussion

(01:13:10) Parks, Recreation, and Open Lands Director Smith presented Item C and discussed the Muni's Bar and Grill revenues.

(01:14:10) Commissioner Reed asked Director Danielson about the total amount of general fund transfers to Muni's.

(01:16:48) Commissioner Reed asked Director Smith about the proposed season opening and closing dates and discussed communications from citizens requesting earlier opening dates.

(01:18:10) Manager Burton asked for clarification of prior discussions.

(01:18:35) Director Danielson discussed staffing considerations related to opening the pool earlier.

Public Comment

(01:20:00) Richard, a local Scout, discussed attending a public meeting to fulfill a Scout Theme.



Adjournment

(01:20:35) There being no further business before the Commission, the meeting adjourned at 5:20pm.