

**Helena Citizens Council Regular Meeting
December 17, 2008 - 7:00 p.m.
City/County Building - Room 326**

Members present: Matt Cohn, Dave Dalthorp, Kent Schlosser, Winston Greely, Lynne Boone, David Scrimm, Larry Mitchell, Mike McGuire, Dan Bernhardt, Marshall Gingery, Maleen Olson, James Penner, Bob Habeck and Janet Hess-Herbert. Also present: HCC VISTA Julie Haehnel and Deputy City Clerk Robyn Brown.

Members absent: Rebecca Ridenour, George Hoff, Dave Fish, Remi Lancette, Adam Bell, Ellen Bell, Harlan Rudolf and Brian Olson.

Visitors: Helena Police Department (HPD) Lieutenant Steve Hagen.

HCC Finance Report

The finance report was approved as submitted; the minutes need clarification and will be considered at a future meeting.

Helena Police Department Report

HPD Lt. Steve Hagen referred to concerns with the new signal light at Neill and Benton Avenue and explained it is under State of Montana jurisdiction and they are working on the problems associated with it. He reported there were many traffic accidents because of the snowstorm on December 2, 2008 and the HPD is currently working on solving recent burglaries in the downtown area. Lt. Hagen announced the retirement of Assistant Chief Mark Lerum.

Reports from City Staff

Vice-Chair Habeck called for discussion on how city staff can present to the HCC efficiently. It was noted that City Manager Burton was scheduled to present a report on water quality to the HCC tonight; due to time constraints placed on his presentation he cancelled. Some members felt City Manager Burton and/or other city staff should provide the HCC with their presentation in writing prior to attending a meeting, which would result in their meeting attendance being limited to questions and discussion only. Other ideas were to ask Manager Burton and other city staff to give their presentations to the HCC during its monthly meeting with the City Manager or to start regular monthly HCC meetings earlier to accommodate presentations by city staff.

Treasurer's Report

Treasurer Marshall Gingery noted city accounting staff will now be providing the Treasurer's report directly from the city's accounting system. He gave an overview of a recent meeting with city staff regarding the HCC's Fiscal Year 2010 budget and recommended Administrative Services Director Tim Magee and City Clerk Debbie Havens attend the January HCC meeting to explain the budget process and answer questions from members.

District Reports

No reports were given.

Committee/Board Updates

Intergovernmental Transit Committee - Kent Schlosser reported the committee has been charged with gathering citizen opinion on public transit in the Helena community. The results will guide the recommendation for the creation of a transit district. There was council consensus to discuss public transit at the March District Meeting.

Tenmile Watershed Committee - Larry Mitchell explained the purpose of the committee and asked that any council member input related to the committee be sent to him so he can submit it to the group.

Non-motorized Transportation Committee - Matt Cohn reported the Committee has determined and prioritized CTEP projects using its criteria. The number one project has been identified as Centennial Trail; the second project is an education program similar to the one in Missoula. He noted the HPD has approached the committee about starting a "Lend a Bike" program using abandoned bicycles.

Helena Regional Airport Authority - Marshall Gingery reported the Airport has signed a new lease with Blue Cross/Blue Shield and their new office building will break ground in the spring. Also, the United States Forest Service is planning to expand their current building.

Growing Communities Project - Janet Hess-Herbert reported the group is working on infrastructure issues and considering becoming their own non-profit organization or attaching itself to the city through the Parks Department.

Beetle Infestation - Dan Bernhardt gave an overview of some recent meetings he attended regarding pine beetle infestation in the State of Montana.

HOLMAC - David Scrimm reported the committee is moving toward making a decision on the changed fire mitigation prescriptions for the Lime Kiln and Bompert Trail areas and then telling the public what that decision is. He is trying to get HOLMAC to form a sub-committee to come up with alternative solutions to share with the public in order to involve the community in a dialogue on the issue. He spoke of attending a tour of the Lime Kiln and Bompert Trail areas and announced the city has hired a new Natural Resource Coordinator.

Unfinished Business

Undeveloped Parks - Vice Chair Habeck reported the city has contracted with Paula Theide to create park designs based on the HCC's survey results and design charretts. He gave an overview of the District 5 design meeting and noted the Janet Street design charretts will be held next. All designs should be completed in January then will be set to City Parks & Recreation for cost estimates then considered by the HCC then onto the City Commission for funding. He noted the conceptual designs will be available for public viewing and input.

Retreat

Issues, Process & Handling Committee - David Scrimm distributed and explained proposed Procedures and Guidelines for the Issuance of a Recommendation to the City Commission. The procedures also included how items not needing a recommendation may become part of the HCC's work plan. A copy of this report is on file in the Deputy City Clerk's office should you wish to view it. Discussion was held on the proposal and whether or not it should be adopted now or after the 2009 Executive Board is elected.

Effective Meetings - The Effective Meetings Report was presented at the November HCC Meeting. Maleen Olson gave an overview of the existing Member Responsibilities document. Discussion was held; some members felt the terms "must" and "required" were too stringent. There was council consensus to abandon the member responsibilities document and update all of the HCC's policies into the Guiding Principles of the HCC.

Motion: Winston Greely moved to adopt the Issues Process and Handling Procedures and Guidelines. Dan Bernhardt seconded the motion. All voted; motion carried with three members voting no.

Motion: Maleen Olson moved to adopt the Effective Meetings Report as a guideline for running Helena Citizens Council Meetings. Janet Hess-Herbert seconded the motion. All voted; motion carried with four members voting no.

Marketing Committee/nametag follow-up - Dan Bernhardt passed around the proposed nametag design. The nametags are available at Helena Stampworks and should be ordered through Julie Haehnel.

Motion: David Scrimm moved approval for the nametags to be made *without* the statement “we are your voice”, requesting the city pay for the nametags using HCC funding unless a member wants to pay for their own. Larry Mitchell seconded the motion. All voted aye; motion carried.

He reported the Marketing Committee is recommending new HCC members be included in the Business Section of the Sunday edition of the Independent Record.

The Committee is also recommending the All-District Meeting be moved to March 12, 2009 to allow ample time for proper advertisement.

Motion: Janet Hess Herbert moved to change the date of the All-District Meeting to March 12, 2009. Maleen Olson seconded the motion. All voted aye; motion carried.

Nominating Committee - The Nominating Committee of Lynne Boone, Rebecca Ridenour and Marshall Gingery have contacted council members regarding their interest in serving in an Executive position and/or who they would like to nominate for an Executive position.

The following members expressed interest in Executive positions:

Winston Greely - Vice Chair or possibly Chair
Dan Bernhardt - Chair or Vice Chair
Jim Penner - Secretary

The following members were nominated for Executive positions:

Rebecca Ridenour - Chair
Maleen Olson - Chair
Marshall Gingery - Treasurer
George Hoff - Vice Chair

Lynne requested members submit nominations and clarify their desired positions by January 7, 2009. She noted there will be a call for nominations prior to the vote at the January meeting.

Executive Committee Recommendations - There were no recommendations. The list of member Board & Committee Assignments will be emailed to the council.

All-District Meeting - March 12, 2009/one location

New Business

Discussion of Budget Process - Treasurer Gingery referred to the Treasurer's Report and proposed Administrative Services Director Tim Magee and City Clerk Debbie Havens attend the January HCC Meeting to explain and answer questions regarding the budget process. Following discussion there was council consensus to start the January 28, 2009 meeting at **6:30pm** to allow time for budget discussion along with presentations on beetle infestation/red trees and Executive Board elections.

HCC involvement with the Helena Chamber of Commerce - this item will be placed on the January agenda under Unfinished Business.

2009 City Commission Meetings- sign up sheet - various members signed up to attend City Commission Meetings through February 9, 2009. Per member request, the sign-up sheet will be sent via email.

SUMMARY OF ITEMS FOR FOLLOW-UP:

- Janet Spencer will provide the HCC with further information about her bridge/emergency access concerns (from November meeting).
- Decision needed on whether or not to re-invite City Manager Burton to provide the council with his presentation on water quality in the Helena area. The decision needs to include when and in what format the presentation would be given.
- Review/update of HCC Guiding Principles and combine with Membership Responsibilities.
- Board and Committee Assignments should be emailed to council members
- Contact Parks & Recreation Director Amy Teegarden to confirm her presentation on beetle infestation/red trees at the January meeting
- HCC involvement with the Chamber of Commerce - discussion needs to be placed under Unfinished Business on the January agenda

Upcoming Meetings:

- HCC Monthly Meeting - Wednesday, January 28, 2009 @ **6:30p.m.** - City/County Bldg, Room 326
- HCC Monthly Meeting with City Manager Burton - Tuesday, January 20, 2009 @ 3:30p.m. - City/County Bldg, Room 326
- City Administrative Meetings:
 - January 7, 2009 - Jim Penner
 - January 21, 2009 - Marshall Gingery
- City Commission Meetings:
 - January 12, 2009 - Winson Greely
 - January 26, 2009 - David Scrimm

Adjournment - There being no further business, the meeting was adjourned at 9:05 pm. The next HCC meeting is January 28, 2009 at **6:30p.m.** in Room 326 of the City/County Building.