

**Helena Citizens Council Regular Meeting**  
**October 26<sup>th</sup>, 2011- 7:00 p.m.**  
**City/County Building - Room 326**

**Members present:** Winston Greely, Lorabelle Behlmer, Janet Hess-Herbert, Jim McCormick, Kris Goss, Ellen Bell, Collin Watters, Randy Phillips, Roy Hemry, Albert Bruce Clark, James Penner, Bob Habeck, John Forbes and HCC Coordinator Shannyn Henkel.

**Members absent:** David Scrimm, Stanley Johnson, Bob Clarkson, Eric Woodland, Olivia Tooley, Dan Bernhardt, M.C. Beeby, Carrie Severson and Frank Rives.

**Visitors:** Doreen Kutufam, Chair, Helena International Affairs Committee. Helena Police Department Lieutenant Steve Hagen. Tina Whiting, District 7 resident. Lyle Eggman, District 7 resident. Sandy Karrick-Nelson, District 7 resident, Bradley Nelson, District 7 resident. Helen Rietz, District 3 resident. Ed Shaffer, District 7 resident. Dee Shaffer, District 6 resident. Tom Bourns, District 2 resident.

***HCC Chair Jim McCormick called meeting to order at 7:00 p.m.***

Jim McCormick asked for a moment of silence in memorial for Hailey Barrett and Steve Wendt; pedestrian fatalities struck by vehicles in the past week.

**Approval of HCC Minutes for August and September 2011**

Jim McCormick asked for any comment to the August 24th and September 26th Meeting minutes. No comment.

*Randy Phillips moved to approve the minutes for the August 24<sup>th</sup>, 2011 and September 26<sup>th</sup>, 2011 HCC Meetings. John Forbes seconded the motion. All members present voted; motion passed unanimously.*

**Helena Police Department Report**

Lt. Steve Hagen reported the Helena Police Department has seen a lot of activity in the past month including the standoff at Friendly's convenience store, the double homicide, and the pedestrian incidents. The HPD served as first responders for the pedestrian incident at the freeway interchange and the Highway Patrol took over that investigation. The deer count has been completed and the report has been sent to Fish Wildlife and Parks for their review and recommendation. Captain Roger Johnson is retiring, resulting in a shortage of 2 officers (one academy position and the vacancy left with Mr. Johnson's retirement). Lt. Hagen also attended the meeting with Winne St. residents regarding the traffic concerns. HPD has increased their police presence along Winne St. and issued citations.

Kris Goss reported some concerns from residents in his district regarding downtown area noise, specifically from the back of the Rialto. Residents wanted to know if they can have police enforce for noise complaints for non-residential sources. Lt. Hagen indicated the Helena Police Department can enforce for noise complaints for the downtown businesses as well as residential buildings.

**HCC Coordinator's Report**

Shannyn Henkel reported on the media exposure the HCC has received in the past month. This included two Helena Independent Record articles; one a brief introduction of the new HCC

Coordinator, and the other a discussion on the upcoming HCC election. There has also been a segment airing on HCTV featuring Janet Hess-Herbert and Bob Habeck discussing the HCC role and the upcoming election. The website for HCC has been updated and the Facebook group is posting HCC events.

Ms. Henkel reported an invitation from the Helena Public Art Committee to attend a meeting discussing the Art Place grant at 7:00 p.m. on November 1, 2011 at Exploration Works. A letter of inquiry is due November 15, 2011 for this grant.

The HCC District maps have been updated to include the latest incorporated areas and are posted on the HCC webpage as well as the City GIS system. The flyers for District members to use for door to door “meet and greet” are ready for distribution and will be emailed this week.

### Guest Speaker:

Dr. Doreen Kutufam, chair of Helena International Affairs Committee (HIAC), introduced herself to the HCC. Dr. Kutufam has been the president of HIAC for about a year and has lived in Helena since 2006. Dr. Kutufam is originally from Ghana. The HIAC was established in February, 2000 and their mission is to assist the City in conducting International Affairs and promote Helena as the international gateway for Montana. The HIAC consists of 9 members: 7 at large and 2 appointed. The HIAC receives visitors on behalf of City and State. They also promote film screenings on issues of immigration, exploitation of illegal immigrants and child labor issues for immigrants. The last filming was in April 2011 and the HIAC would like to have an annual screening event. The HIAC also tries to coordinate with other agencies including the state program, Montana Center for International Visitors (MCIV), administered through Montana State University in Bozeman.

Janet Hess-Herbert asked Dr. Kutufam how she sees HCC being in able to assist HIAC. Dr. Kutufam thought due to the larger quorum of the HCC this help raise awareness of HIAC and gets the committee more involved. James Penner asked where the HIAC gets funding; the City budget or outside funding sources. Dr. Kutufam indicated the HIAC is funded through City funding only, which is approximately \$1,500 annually. Jim McCormick asked how the MCIV can potentially help HIAC. Dr. Kutufam said the HIAC can coordinate with guests who come to Bozeman to visit with the MCIV (who are member funded) to invite them to visit Helena.

### District Reports

**District 1:** Janet Hess-Herbert been going to door to door with the flyer to try to get new members. Potentially she has 4 interested candidates. Ms. Hess-Herbert encouraged members to go through neighborhoods to meet and get the citizens interested.

**District 2:** No representatives present

**District 3:** Nothing to report

**District 4:** Nothing to report

**District 5:** Nothing to report

**District 6:** Nothing to report

**District 7:** Nothing to report

**Winne Avenue Traffic:** Bob Habeck coordinated a meeting with Winne Street Residents on September 20<sup>th</sup>, at Plymouth Church with approximately 40 residents in attendance. In addition, Lora Behlmer, Lt. Steve Hagen and Piper Haugan from the Helena IR attended the meeting. The Helena IR published a front page article about the discussion at the meeting including the residents' anecdotal traffic issues. From this initial meeting, there was a group of ten core people created who will continue to meet on questions that need to be addressed such as road type, pedestrian usage, and the South Hills Interchange. The neighborhood group is trying to get a chat room to gather more public input and discussion. Carrie Severson has asked Ryan Leland, the City Engineer, to come to the next meeting with the Winne Street group to discuss possible solutions. The third meeting will address funding sources. Mr. Habeck would like to report the initial meeting results to next City Commission meeting.

Lora Behlmer addressed the need for patience in the process and applauded the residents for their interest.

In the September meeting, Randy Phillips was to talk about appropriate process for comment on this issue with the City Manager. He is scheduled on the next Administrative Meeting, November 2, which was the first available time on the agenda.

Lyle Eggman, resident of District 7 expressed gratitude to the HCC and Mr. Habeck for organizing the meeting and assisting the neighborhood.

**Finance Meeting:** John reported the Helena Citizens' Council Treasurer Report as of September 30, 2011. The remaining funds, less personnel expense is approximately \$3,200. The Neighborhood Fair is where a majority of the funds can be used. Janet Hess-Herbert asked to clarify HCC Coordinator salary line item separate from the rest of the budget. The Finance Committee confirmed they can request a "personnel expense" allocation separate from the remaining budget. City budget for FY 2013 is coming up under review in the next few months.

**Admin Meeting:** No report

**City Committee:** No Report.

**Marketing Committee:** Janet Hess-Herbert reported for the marketing committee. There will be monthly HCTV Segments. They will be scheduled to be recorded the second Wednesday each month. The next recording is Nov. 9th. The marketing committee would like topic ideas for these segments. Potential topics include the Winne Avenue traffic issue and election information. Bob Habeck and Winston Greely suggested a general safe streets segment. The HCC agreed on a transportation theme for the upcoming HCTV segment. Winston Greely asked about the cost, if any, to air the HCTV segments. Ellen Bell indicated there is a membership fee and a potential cost to obtain copies of the tapes. Ms. Hess-Herbert asked if the HCC wanted to pay for the tapes to use them in other media outlets. Doreen Kutufam is on the board of HCTV and she indicated there are digital formats available. Dr. Kutufam volunteered to get information on the format for recordings and the fee, if any.

Additional awareness is available through Facebook. Shannyn Henkel described how members can "like" the HCC facebook page to spread awareness. Future media publications will include "follow us on Facebook".

The monthly Helena IR newspaper article that Shannyn Henkel prepares will also need topic ideas from members. Piper Haugan at the Helena IR may also have ideas for writing articles.

The marketing committee recommends there be no Neighborhood Fair, but to have a presence

at other fairs. The recommendation is based on volume of existing fairs and the potential for exposure at these fairs. There can be HCC presence at 2 fairs a month, with each member serving one or two fairs a year. The HCC can possibly use funds for “give aways” at these fairs (i.e. magnets, pens, etc.). Finance Committee member Ellen Bell expressed concerns regarding cost for booths at other fairs. Ms. Bell suggested a calendar and budget be made available before a motion on the neighborhood fair. Winston Greely mentioned the neighborhood fair may be easier to coordinate now there is a coordinator available to help plan and this is a free venue. Lora Behlmer expressed concerns regarding public attendance and the volume of events in Helena bringing down interest in the neighborhood fair. Ms. Behlmer believes HCC involvement with other groups may be more effective and economic.

**Transportation:**

Randy Philips reported the Transportation Coordination Committee meets next week.

Report from David Scrimm for NMTAC regarding the Centennial Trail was moved to unfinished business.

Kris Goss reported no action and no report from Intergovernmental Transportation Committee: They are in process of hiring new coordinator.

**HPAC:** Ellen Bell reported the Fall Art Walk will be on November 11th. HCC will have information available at Lora Behlmer’s office. Lance Foster who is doing the trolley block murals will be at the Art Walk. The murals celebration will be on November 16<sup>th</sup> at 1:00 p.m. at the trolley block murals. There will be free tea from Nature’s botanical tea and Yatsons will provide fortune cookies. The November 1<sup>st</sup> meeting at Exploration Works mentioned in the HCC Coordinator report is to decide if a committee in Helena would like to apply for Art Grant for the tunnels connecting the Centennial Trail and downtown. The letter of inquiry is due November 15. Bob Habeck commented the tie to HIAC with the mural celebration and the potential to for HIAC and HPAC to work together.

**Urban Wildlife:** Randy Philips introduced Helen Rietz, the other remaining member of UWAC. Ms. Rietz’s term ends November 1st. Randy is scheduled on the next Administrative meeting to recommend the dissolution of UWAC and integration to HCC. HCC’s response is a separate issue. Albert Bruce Clark expressed concern over squirrel nuisance and has experienced power outage 3 times due to squirrels. Randy indicated once integration UWAC can address all wildlife issues. Mr. Philips clarified this is not getting rid of the Urban Wildlife Advisory Committee just bringing their responsibility to HCC. Winston Greely asked if there has been a recent deer count. HPD Lt. Steve Hagen reported the deer counts have been complete but not compiled. HPD will submit the count to Fish Wildlife and Parks (FWP) and FWP will recommend the number of deer culling. John Forbes asked if there is a need for resolution from HCC in order for Mr. Philips to recommend dissolution of UWAC and integration into HCC. Bob Habeck suggested Mr. Philips’s approach to recommend to the City first then take the next necessary steps. Randy Phillips expressed gratitude for Helen’s service on the Urban Wildlife Advisory Committee.

**HIAC:** No report

**Cooperative Committee Transition subcommittee:** Bob Habeck, John Forbes, Kris Goss and Jim McCormick met to discuss the process of committee transition into HCC. Kris Goss reviewed Charters and Bylaws of each of the committees and suggested change to their formation documents in order to change their standing and reporting protocol. The committee will review his recommendations and bring a formal recommendation to the November meeting. Winston Greely expressed concern over transparency of the subcommittee. Kris Goss suggested the

subcommittee can review the proposal in the next couple weeks and then disseminate to their findings to the HCC.

**Citizens' Conservation Board:** Moved to the next meeting and referred to David Scrimm.

**Complete Streets:** Jim McCormick noticed a Helena IR story about sidewalks and more visibility with the overpass walk way, bike trails and Centennial Park. Mr. McCormick feels there's been local progress on Complete Streets. Ellen Bell also noted a congressman has proposed a national bill about complete streets.

**Post election orientation and potluck:** Last swearing in there was a meeting at the Chamber of Commerce building for a "meet and greet" of new members. Jim McCormick asked for volunteers who would coordinate a similar orientation and potluck. Jim McCormick, Janet Hess-Herbert and Bob Habeck volunteered. Bob Habeck noted the potluck was in December last election, but due to number of potential write in candidates, a January orientation prior to the January HCC meeting may be more feasible. Mr. McCormick will contact the Chamber of Commerce to reserve the facility on January 11<sup>th</sup> or January 18<sup>th</sup>.

**Coordinator task assignment protocol:** The HCC Coordinator is still going through orientation. The highest priority project for the Coordinator is the neighborhood fair. Jim McCormick asked members for awareness of time constraints and budget issues. Protocol will be to bring potential projects to the HCC meeting. Winston Greely discussed the VISTA experience and what role that position held and the importance of the history of the position. Jim McCormick clarified there are weekly meeting with Jim Penner and Debbie Havens every Tuesday at 11 to discuss the position and responsibilities. Jim Penner recommended less of the Coordinator's time be used to attend meetings. John Forbes suggested duties be assigned by the Executive Committee not HCC members. Members can request projects to Executive Committee before they come to the HCC meeting. Ellen Bell asked if there has been any concerns expressed regarding staffing on committees. Ms. Bell mentioned the potential of Kathy Macefield being withdrawn from HPAC and with the lack of staffing of other committees a potential focus about HCC support personnel. Janet Hess-Herbert suggested review of the committee list and discussion about more time allocated to the HCC Coordinator for the next budget year. In addition, Ms. Hess-Herbert asked if there was a priority list of duties under the HCC Coordinator job description. Jim Penner has created a HCC Coordinator priority list of duties and will discuss the list with Jim McCormick for distribution to members.

**HCTV video recording and broadcast:** In the past there has been a video camera from HCTV to record HCC meetings. Jim McCormick mentioned poor quality audio and visual and there are suggestions about not pursuing again in the future. John Forbes reiterated they are not very good quality. Jim Penner noted as an alternative there are the agendas and minutes. Mr. Penner also mentioned the minutes are too long. Janet Hess-Herbert suggested two sets of minutes; a summary and lengthy set. Shannyn Henkel noted only one can be approved and published. After discussion HCC agreed to keep the minutes more descriptive rather than summary minutes.

**New radio PSA:** Jim McCormick asked for a volunteer to write and record a new PSA. The current PSA discusses HCC issues such as the railroad quiet zones, the distracted driving survey, and urging citizens to find out who their representative is. The PSA is a 30 second, 63 word commercial. The PSA runs sporadically on KBLL. Jim McCormick volunteered to continue if no one else volunteered. Winston Greely suggested the marketing committee incorporate the PSA with other media monthly issues (i.e. facebook, Helena IR, and HCTV).

**HCTV HCC Report:** The current HCTV segment is running intermittently through election.

**Public Comment:**

Ed Shaffer, who resides in District 6, thanked the HCC and Bob Habeck for their involvement with the traffic issue at Winne Ave. Mr. Shaffer read a letter from Mr. Rob Law who could not attend the meeting expressing traffic concerns along Winne Avenue and giving many examples of problems Mr. Law has experienced. Mr. Shaffer also indicated he is running as a write in candidate for the HCC.

Tom Bournes, a resident in District 2 also expressed gratitude to the HCC for their involvement on the traffic issue. Mr. Bournes emphasized the traffic problem is a city wide issue and suggested expanding to broader context to include the entire city.

Janet Hess-Herbert thanked the public for their comments and proposed an alternative to neighborhood fair is a forum to discuss traffic safety. Lora Behlmer agreed a public forum would be a good idea and this discussion goes along with complete streets issues locally and nationally.

Jim McCormick introduced a letter from Judy Rowe expressing concerns for a need for a crosswalk and the response letter from the City Engineer. Both of these letters are available at the HCC Coordinator office. Members asked where the issue of complete streets is being addressed at the City. Shannyn Henkel clarified complete streets is being discussed at NMAT.

John Forbes expressed concern about communication from the City Staff or the Commission not being consistent. Janet concurred and suggested the HCC attendance at the Administrative Meetings include a more thorough HCC report.

**Upcoming Meetings**

Next HCC monthly meetings are November 16 and December 14.

Cooperative Committee Transition Subcommittee will be held November 2nd at 6:00 p.m. room 326.

Bob Habeck mentioned the need for a Nomination Committee appointed at the November meeting. This committee can consist of no less than 3 members. Appointment for other standing committees should wait until after the election.

**Adjournment** - There being no further business, the meeting adjourned at 9:20 p.m..