

## SUMMARY OF ADMINISTRATIVE MEETING

April 4, 2018– 4:00 p.m.

Room 326

City-County Building

316 N. Park Avenue, Helena

**1. Call to order, introductions, opening comments** – Mayor Collins called the meeting to order. Commissioners Farris-Olsen, Haladay, Noonan and O’Loughlin were present. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Thomas Jodoin; Deputy City Attorney Iryna O’Connor; Police Chief Troy McGee; Fire Chief Mark Emert; Community Development Director Sharon Haugen; Parks and Recreation Director Amy Teegarden; Public Works Director Randall Camp; City Engineer Ryan Leland; Parking Director Dave Hewitt; Administrative Services Director Glenn Jorgenson; Budget Manager Libbi Lovshin and Deputy City Clerk Katya Grover.

Others in attendance included: IR Reporter Thomas Plank.

**2. March 7, 2018, and March 21, 2018, Administrative Meeting Summary** – The March 7<sup>th</sup> summary will be available at the April 18<sup>th</sup> administrative meeting for review and approval. The March 21<sup>st</sup> administrative meeting summary was approved as submitted.

**3. Commission comments, questions –**

**Upcoming Appointments** – Mayor Collins is recommending the following appointments:

Business Improvement District/ Helena Parking Commission	Appointment of Steven J. Potuzak to an unexpired term on the BID/HPC. Term will begin upon appointment and expire October 31, 2018.
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Non-Motorized Travel Advisory Council	Reappointment of David Warner and appointment of Greg Wirth to NMTAC. Terms will begin upon appointment and expire March 31, 2021.
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Transportation Coordinating Committee	Appointment of Joel Peden as the city voting member on the TCC. Term will begin upon appointment and expire December 31, 2019.
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**4. City Manager’s Report** - Manager Alles referred to a document entitled “Fire Levy Public Awareness Proposal” prepared by Dustin Stewart, owner of the Edge Marketing and Design. Manager Alles noted that he met with Mr. Stewart and discussed public awareness campaign last Friday. Manager Alles hopes that the campaign could commence soon. Manager Alles also reported the absentee ballots will be going out soon and noted that those working for the City cannot promote or discourage the levy on city time.

**5. Department discussions:**

**Public Works/Streets**

**Winter Streets Discussion: Snow Routes, Budget, Road Treatment** – Manager Alles introduced the agenda item and explained that staff would make their presentation first and then public will be invited to testify.

Before providing his report, Engineer Leland noted that staff took downtown out for a later and separate discussion regarding emergency routes and snow plowing.

Engineer Leland reported at the February 14, 2018, City Administration meeting City staff presented a matrix that would rank the existing snow routes in priority. The results of this matrix are presented in the revised snow route map found in the meeting packets. The results of the matrix had some natural break points upon which the priority levels were based. Some routes were moved into a different priority level based upon efficiencies and already established snow route sections in the City.

In conjunction with the snow route revisions, staff evaluated the existing snow removal ordinances. The ordinances with proposed changes are included. Some snow plowing considerations will be addressed in order to adjust operations and maximize City resources and response in order to best manage snow events in the future.

Discussion:

Mayor Collins asked how staff prioritized the streets. Engineer Leland replied that it was done based on the output of the matrix and input of street maintenance. Manager Alles asked Engineer Leland if he could explain the criteria used in the prioritization process. Engineer Leland listed the criteria that the staff used for prioritization: whether or not the street could be ranked as main, arterial, or collector. Other criteria included snow route, presence of critical facilities (such as hospital, fire and police stations), proximity to schools, safe routes to schools, road grade, presence of marked crosswalks, on-street bike facilities, and streets that are not necessarily a collector type but are a major outlet for the local neighborhoods.

Director Camp noted that that the department's goal was to come up with something that was workable and of service to the community. Engineers Knoepke and Leland have put a lot of work into this project. Engineer Knoepke conducted research across the nation about other cities' designation of critical facilities; one of the outcomes of that research was that Helena was over-defining its emergency snow routes and had too many of them. After realizing that, city staff stepped back and looked at the definition again and prioritized the streets again. Director Camp stated that the staff learned a lot from the pilot projects that were run this past winter and that staff will be reporting the results to the City Commission in the near future. Police and Fire Departments were also involved in those discussions.

Report:

Director Camp discussed Snow Ordinance, review and update, and elaborated on the following points:

- Rewrite Ordinance with updated ESRs and address deficiencies;
- Designate authorities;
- Designate Emergency Snow Routes by name;
- Address Parking on ESRs – Tow/No Tow decision and authority;
- Propose towing abandoned/stored vehicles, RV's, boats, and utility trailers from all streets November 1 - April 1; and
- Evaluate towing/abandoned vehicle ordinance.

Director Camp noted that the staff are seeking feedback from the Commission regarding the ordinance.

Discussion:

Commissioner O'Loughlin asked whether door hangers were used by City in December. Director Camp confirmed that the door hangers were used. Commissioner O'Loughlin asked what the staff would be proactively doing to inform the residents with respect to the changes to the ordinance. Director Camp replied that the following methods will be used: door hangers, mailers, Facebook, City website, and radio and noted that when the time to communicate with residents gets closer, staff would report to the City Commission about chosen methods of communication. Director Camp emphasized that door hangers proved to be most effective in the past; phone apps will also be utilized indicating locations where the snow has been plowed.

Commissioner Noonan asked about towing cars to the other streets. Director Camp replied that the City would hire a towing company; there is no other choice but to relocate the vehicles.

Commissioner Noonan pointed out that many residents who submitted written comments in winter indicated that snow removal improved significantly after the first snow emergencies; Commissioner Noonan asked Director Camp to elaborate on the reasons why snow removal improved. Director Camp said that there were two reasons: the weather cooperated better and staff showed full commitment. The snow crew consisting of 10 plow drivers worked 12 hour shifts. Originally, there were fewer plow drivers due to lower pay rate than that in the snow plowing market, but the City worked on that problem. Staff from other City divisions was pulled and trained to run snow plows as well. Weather advisory was also employed to determine appropriate divisions. Director Camp concluded that the staff looked at everything holistically and the feedback from the public.

Mayor Collins asked how many snow plows the City owns. Director Camp replied 10.

Commissioner Farris-Olsen referred to a concern indicated by public after the first snow storm – creating large berms – and asked whether snow plowing tactics have changed. Director Camp said that

the tactics have changed but pointed out that one of the problems lies in the fact that motor graders are slower than snow plows. What's more, there is nowhere in town to put the snow. The best solution is to carry the snow out of driving area and drop it but there is still a problem with that.

Commissioner Farris-Olsen asked Director Camp to confirm that the City will continue to work on resolving this problem next winter season. Director Camp concurred. Commissioner Farris-Olsen asked whether all 10 snow plows were operational. Director Camp replied that 4 snow plows were un-operational due to warmer weather.

Commissioner Noonan referred to the problem with the berms in driveways and said that one of the complaints was that the berms were built up off the main streets into the auxiliary streets. Commissioner Noonan asked Director Camp to elaborate on the solution. Director Camp replied that the best way to address this problem is full commitment from the very beginning and added that part of the problem was the weather that brought snow and rain.

#### Report:

Director Camp continued his report to the Commission. Director Camp discussed the following points: tactics, staffing, equipment, downtown, snow plan update, communications plan, use of ice slicer, update on Emergency Operations Plan, "Mountain Plow," and a wood chip project.

#### Tactics

- a. Full commitment, as staffing and equipment allow, around the clock until all residential streets have been cleared at least once.
  - i. Goal should be that there never is a parked plow truck on the yard during and immediately after storm.
  - ii. Utilize on-call operator pool to staff up.
  - iii. Utilize staffing and equipment resources from other PW divisions.
- b. Storm advisory or warning to serve as early notice to staff (Operators and Mechanics) to be prepared for 12 hour shift/around the clock operations.
- c. Plow to curb on Emergency Snow Routes (ESR's).
  - i. Signing on snow routes to designate No Parking from 8 am to 5: pm during a snow event.
  - ii. Allow 8 am to 5 pm as window of getting ESR's plowed to curb thereby facilitating moving of parked vehicles. Storm Work Schedule will load up the 8:00 am to 5:00 pm with enough operators to do the curb to curb plowing of the ESR's.
  - iii. Tow all vehicles from ESRs during the 8 am to 5 pm window during a storm event.
- d. Pilot tandem plowing on Emergency Snow Routes.
- e. Use motor graders equipped with Snow Gates in problem areas.
- f. Mobilize fleet mechanics to support plowing equipment during around the clock operations.

#### Staffing

- a. Normal Work Schedule with eight (8) hour shifts:

4:00 am to 12:30 pm
7:00 am to 3:30 pm
3:30 pm till 12:00 am
- b. Storm Work Schedule with twelve (12) hour shifts:

4:00 am to 4:30 pm
7:00 am to 7:30 pm
3:30 pm till 4:00 am
- c. The Storm Work Schedule will allow 24 hour coverage by extending shifts to 12 hours. This will work for a seven day a week operation when augmented by On Call Drivers and existing PW staff.
- d. A Temporary Operator Position for Streets at market based pay grade has been created with a target pool of 10 on-call positions for winter operations.

- i. Position pay will allow access to qualified retired City Streets staff.
- ii. Position pay will entice qualified construction operators from private sector that are out of work during the winter season.
- iii. On Call operators will allow full commitment of plowing equipment and support extended operations.
- iv. Using on call operators will reduce overtime during winter operations.
- e. Three trained operators are available in Utilities Maintenance to support extended operations.
- f. Three or more operators will be trained from Solid Waste to support extended operations.
- g. On call bus drivers from transit will be cross trained to further increase the available pool.

#### Equipment

- a. Recommend adding one 4x4 purpose built plow to Solid Waste fleet to address steep slope areas and alleys where necessary for SW service.
- b. Procure scheduled replacement dump trucks with adequate horse power and differential locks to better serve the hills and more difficult areas of town.
- c. Purchase snow gate for second motor grader. Cost of grader snow gate is approximately \$9,000.00.

#### Downtown Discussion Points

- a. Consider establishing a Downtown Special Assessment District in order to fund a higher level of service that can be provided by contractors.
  - i. Would allow immediate response to snow events without diverting City plowing operations from addressing their priorities.
  - ii. Would remove the snow before it packed to ice.
  - iii. Would alleviate potential flooding issues from snow melt.
  - iv. Would be an equitable way for the downtown businesses to receive a higher level of service than offered to residents.
- b. Consider hiring a contractor to clean ADA ramps downtown. Pricing based upon this winter was \$3,500 each snow event. May be able to obtain better pricing in the fall.  
**Proposed 2019 Budget \$30,000.00**
- c. Consider the use of a contractor for Downtown (BID) area snow plowing, sanding and snow removal if a higher level of service is desired beyond that which may be accommodated by the Street Department. Streets Div. will have to provide a loader/blower operator to support hauling.
  - i. We believe the most efficient manner of removal would be to use the contractor's graders to roll up the windrow and the contractor's trucks for hauling. We would use our snow blower and one operator for a night time operation. This manner would allow the Street Division to continue the daytime operations for snow plowing and sanding. The snow blower is the most efficient means of loading and none of the local contractors have a snow blower. Five nights of snow removal will get most of the down town area but not all.
  - ii. Rates are generally the same from the different contractors.
    - Side dump trucks are \$110.00 - \$115.00 per hour
    - Graders are \$110.00 per hour
  - iii. We would be best served to have two graders on the job per night.
    - \$220.00 per hour for 10 hour shift = \$2,200.00
  - iv. It will take at least 5 side dumps to keep up (maybe more).
    - \$550.00 per hour for 10 hour shift = \$5,500.00
  - v. Total cost for a 10 hour shift \$7,700.00

**vi. Total cost for five (5) nights of contracted snow removal \$38,500.00**  
**Proposed 2019 Budget \$225,000.00**

- d. Consider hiring a contractor to haul snow piles from downtown and problem areas around town. Pricing:
  - Backhoe price per hour \$110.00
  - End dump truck \$105.00
- e. Staff evaluated the feasibility of designating snow storage areas in the downtown where space is limited. In our opinion all the areas available in the downtown would likely not store enough snow for the trouble. Once the snow is loaded onto a truck it should go to its final destination. Costs prohibitive to handle the snow twice. Storing snow will cause more snow melt and run off.
  - i. Would require use of some parking spaces during snow events until contractor or city can remove.
  - ii. Would allow private contractors and owners downtown to clear their properties but might impede traffic.
  - iii. Would require map, signage, towing authority and management.
  - iv. Would require continuous education and cooperation of Downtown businesses and Snow Contractors and could prove burdensome over time.

**Snow Plan Update**

- h. Staff presented the Snow Route Matrix and Streets under consideration to Commission for concurrence with the evaluation process on 2/14/18.
- i. Evaluation of streets per matrix has been performed. Evaluation was prioritization based upon matrix output and natural breaks.
- j. Present new ESRs and prioritization list to Commission for approval – Scheduled for April 4, 2018.
- k. Incorporate approved ESRs into Ordinance update.

**Communications Plan**

- a. Evaluate GPS units on plow equipment to allow real-time communication of progress to public and data collection for management purposes. Include street sweeper with the GPS units to alert public to move vehicles for sweeping
- b. Software must allow public access to information regarding plowed streets and streets in progress in real time.
- c. Develop standardized pre-storm action plan form and after action report for communicating with Commission, Manager, Public, etc. Needs to reflect pertinent information and support performance of response evaluation.
  - i. Designate a Storm Response Coordinator with authority to commit resources or adjust action plan. Plan and report should include weather forecast prior to storm and actual snowfall as measured at airport. This should be an option of the GPS Software and posted on the City Web site
  - ii. Observations of localized snowfall amounts different from airport should be noted.

**Use of Ice Slicer**

- a. Develop criteria and plan for use. Ice Slicer to be mixed onto the sand pile. The 2019 budget request allows for \$125,000.00 for Ice Slicer product.
- b. Use should be based upon a “lives and property” public safety/risk decision.
- c. Who authorizes use?
- d. Where used.
- e. When used.
- f. The improvement in timely plowing should reduce the necessity and volume of ice slicer used.

Update Emergency Operations Plan (EOP)

- a. Needs to reflect final Snow Plan
- b. Based upon an extended multi-day storm, or, greater than 6 Inch accumulation.
- c. Establish list of On Call Contractors and their resources and rates necessary for unusual storm situation.
- d. Develop and execute contracts for On Call Contractors as a proactive measure.
- e. Use of Contractors to grade residential streets after snow event of 8" or more:  
Two road graders in tandem with snow gates @ \$140.00 per grader per hour  
Graders to run two eleven (11) hour shifts until every residential street is plowed  
Cost \$140.00 x 2= \$280.00 per hour x 22 hours a day = \$6,160.00 per day  
Estimated three (3) days to do all residential street in town  
Total cost for one time over all residential streets: \$18,480.00

**Proposed 2019 Budget: \$160,000.00**

Staff recommends purchasing a used 4x4 "Mountain Plow" for Solid Waste. Would provide the following benefits:

- a. Allow SW to service their routes by plowing ahead of the SW trucks without having to coordinate extensively with Streets.
- b. Allow SW to plow problematic alleys in advance of their route trucks.
- c. Provide additional equipment and drivers to support Streets in the event of a heavy snowfall.
- d. Eliminate the need for SW to be solely dependent upon Streets for clearing the residential routes prior to solid waste pickup.
- e. Provide faster response to the plowing of residential streets.
- f. Have a purpose built vehicle available to address problematic streets.

Wood chip project

- a. Investigate source of appropriate sized wood chips and pilot a small wood chip project.

Discussion:

Commissioner O'Loughlin asked about hiring contractors for cleaning ADA ramps in the downtown area: whether it affected snow and ice removal from drainage and whether it was part of the city's work or a contractor's work. Director Camp replied that city's Utility Maintenance division worked on that.

Commissioner Haladay asked whether MDT uses deicer on in-town routes regularly. Director Camp confirmed that MDT uses deicer regularly.

Public Comment:

Mayor Collins stated that the Commission received comments from the public and that the Commission heard the citizens and listened to them. Mayor Collins then announced public testimony on the issue of snow removal.

Don Keane, Helena resident, asked to elaborate on the rating/prioritization one more time; noted that the reason snow removal improved was because of the weather as the weather got better in January; asked what the total budget was for the winter season this year and suggested it would be increased.

Manager Alles said that with respect to procedure with public comment, he would write down questions that the residents may raise and answer them after the public testimony. Manager Alles addressed Mr. Keane's question regarding the budget and agreed that possibly a bigger budget might be necessary.

Paul Piccini, Helena resident, said ice was a major problem, and one of the reasons was that the snow was not removed; noticed that the snow was not originally plowed on the weekend, which started a problem with snow accumulation and melting; suggested to remove snow on the weekends and holidays; commented about streets becoming too narrow so that if a car needed to be parked, it had to be parked on the lanes; provided some suggestions for where the snow could be relocated (for example, agricultural land or rivers); endorsed the idea that abandoned vehicles need to be towed.

Melinda Barnes, Helena resident, thanked the Commission and City staff for their work during the past winter season; noted that very little was done about pedestrian sidewalks as they were extremely challenging; asked to look for possible solutions regarding the sidewalks; noted that the ordinance was updated several years ago but it still needs more work; provided pictures (attached to the April 4<sup>th</sup> Administrative meeting packet) showing challenging sidewalks.

Janet Seymore, Helena resident, thanked the Commission for plowing the snow; echoed Mr. Paccini's comments and suggestions regarding relocating snow; asked about the pay rate of seasonal employees and how it compares to the pay rate of hired contractors; commented about the door hangers.

Tom Kilmer, Helena resident, emphasized that streets labeled emergency snow routes are also important for pedestrians; noted that one of the problems inhibiting snow plowing is the proliferation of junk vehicles that have not been moved over long time; suggested to have street employees to record information regarding location of abandoned vehicles; encouraged to force car owners to move their abandoned vehicles four blocks away.

Bryan Mikola, Helena resident, emphasized that Helena residents need to keep in mind that this is Montana and not Arizona; the City has always done a good job despite the complaints; complimented City staff for doing a good job.

Jim Johnson, Helena resident, thanked the Commission for holding this meeting and thanked City staff for responding to citizens' concerns; noted that Rodney Street needs more attention; emphasized importance of removing the snow rather than only plowing in the downtown area; noted that in snow plowing, the crew needs to avoid making barriers in the downtown area as people can't park close enough to businesses; agreed that self-reliance is important but noted that it doesn't always work in conditions such as Helena experienced in the winter season, especially, with abandoned vehicles not allowing for effective plowing; referred to and endorsed an earlier comment regarding city employees recording information about abandoned vehicles and removing them.

Bob Schmitt, Helena resident, expressed his appreciation for the work the City employees did this past winter; said that he was amazed at how much 10 employees with 10 plows were able to do; but pointed out that it's not good for snow plowing crew to be working 12-hour shifts; said that he looked at other jurisdictions and how they react to similar types of snow seasons and came to the following conclusions regarding how winter season is handled in Helena: (1) City is not transparent about the costs and how exactly the plowing is done, no details on what the capacity of the city to address the actual snow is or what it takes to plow so many streets; (2) regarding budgeting, the City doesn't break out the budget so it's impossible to see how much it costs at any given point, even though other cities do that; (3) the City isn't communicating regarding the progress like Billings does, for example, where what has been done is posted on the website; and (4) people don't have understanding of what it physically takes when a crew member plows streets and noted that there would be better compliance (with removing vehicles, for instance) if people were better informed.

Bill Rule, Helena resident, echoed comments made by Mr. Schmitt; encouraged to minimize use of salt to help the vehicles and environment.

Beau Downey, Helena resident who lives at an intersection of two emergency routes, noted that curb to curb plowing was very impressive; however, learned that it is difficult to maintain a corner lot with the sidewalks; said that berms were built by snow plows in the areas that the residents are responsible for per ordinance; stated that another problem with berms is that when it gets sufficiently warm, the water creates another problem on the sidewalks; stated that when he called the city for help to remove the berm, he was advised to buy his own sandbags and pile them himself, etc.; noted that was not the response he was looking for; expressed his concern that he was put in this situation even though trying to do his due diligence with sidewalks; spoke about pedestrian corridors and urged Commission to consider them.

Rebecca Bowman, Helena resident, stated that ice slicer causes more problems than it's worth as it's very expensive and unnecessary to use; noted that sand is recyclable and less expensive; spoke about negative effects of using salt for deicing; also spoke about piled snow and ice berms noting that other states and communities have more snow than Helena and yet they are able to successfully remove the snow.

Ruth McArdle, Helena resident, talked about school access; noted that it was confusing and concerning that the kids in the neighborhood school had to walk on ice and fall while this area should have been a priority but was neglected the entire winter.

Riley Felts, Helena resident, spoke about him watching a mailman having to park on the street and climb to a neighborhood mailbox to deliver the mail.

Discussion:

Mayor Collins thanked citizens for coming and voicing their opinion and said that the Commission listened to each comment, and the Commission will take those comments into consideration and will work with the Public Works regarding next snow season.

Commissioner Noonan asked about the proposed emergency snow route on the portion of Rodney Street. Engineer Leland replied that the Rodney portion from Helena Ave. to Broadway St. is going to be emergency snow route but beyond that it will go to priority 3.

Commissioner Haladay asked to elaborate on the next steps for implementation of the points that have been discussed. Manager Alles replied that budget items, like new equipment, can be addressed in the course of the next couple of months in the budget process for next FY. And the snow ordinance can be addressed any time over the next several months, or the Commission may want to address it as soon as the draft is looked at and agreed upon. Manager Alles added that the ordinance will address the snow routes. Manager Alles said that he believes that the City could have done better in the first snow storm; later in January, protocols made it easier. Manager Alles pointed out that the City is compliant with the Federal Law regarding the 12-hour shifts. Narrowing down the emergency snow route will allow the snow plowing activities be spread out and more streets be treated as well. Regarding removing snow, Manager Alles stated that, in his opinion, the snow can be removed from the downtown area but removing it from entire Helena becomes cost prohibitive.

Commissioner Haladay referred to a discussion that took place two years ago and said that there was a commitment to have drivers from the plowing crew to fill out a simple sheet containing information on what and how much they did, so that people could go to a pdf document on the website and see which streets have been plowed. Commissioner Haladay asked to elaborate on this point. Director Camp explained what he is proposing to do: utilize GPS units on plow equipment so that public can access the plow app and view which locations have been plowed in real time; this equipment can be used as management and communication tool.

Mayor Collins referred to the earlier discussion regarding towing abandoned vehicles and asked how it will be paid for. Director Camp replied that it is to be decided during the budget process and elaborated on what factors would influence the cost.

Commissioner O'Loughlin noted that Missoula tows vehicles in such situations and said that the question is about how the City can effectively change residents' behavior. Commissioner O'Loughlin encouraged hanging door hangers twice; citizens' participation declined because they don't know what the City is doing. Commissioner O'Loughlin noted that city staff should look at what other communities do. Director Camp said that staff looked at other communities.

Commissioner O'Loughlin referred to the discussion about producing a report reflecting the budget for snow plowing and snow removal. Commissioner O'Loughlin noted that it would be helpful to understand what the overall costs are and how they tie to the effectiveness of what the City does. Commissioner O'Loughlin asked Manager Alles to elaborate. Manager Alles stated that the money for snow plowing and fixing potholes, for example, comes from the same source and it is very challenging to patrician that out; any given year, the costs would be different depending on the winter weather.

Commissioner Farris-Olsen echoed Commissioner O'Loughlin's comment and added that even a rough estimate would be helpful when talking about budgeting.

Commissioner Farris-Olsen referred to comments regarding raising taxes to pay for more snow plowing and asked whether it would be possible to do if the Commission wanted to, considering the plow budget is based on the street maintenance. Manager Alles said that is correct, the Commission has the authority to raise the street maintenance fees; if it was possible to patrician out what is spent, or projected to be spent, on snow plowing, then that a rate could be determined to cover needed amount.

Commissioner Farris-Olsen asked Manager Alles to confirm whether the City has approximately \$26 million for street maintenance out of which snow plowing is paid for. Manager Alles said that is correct and added that part of it is gas tax. Manager Alles concluded by saying that no money goes to waste whether it's plowing snow or fixing potholes.

Commissioner Noonan noted that the Commission asked for a lot of information for today's meeting and during the winter season and thanked city staff for putting a lot of effort into preparing it.

A Helena resident asked about the door hangers: whether next winter season they would be used only on emergency snow routes. Manager Alles replied that it would depend on the will of the Commission; staff could break out the costs for hanging the door hangers. Director Camp said that when he referred to door hangers in his presentation, he was only referencing emergency routes.

**6. Committee discussions**

- a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns - – Mayor Wilmot Collins – No report given.
- b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Public Art Committee - – Commissioner Andres Haladay – No report given.
- c) Board of Adjustment, Civic Center Board, Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – Commissioner Rob Farris-Olsen – No report given.
- d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Administration Building (CCAB), Montana Business Assistance Connection – Commissioner Ed Noonan – No report given.
- e) Audit Committee, City-County Parks Board, Transportation Coordinating Committee - Commissioner Heather O’Loughlin – No report given.
- f) Helena Citizens Council – No HCC report given.

**7. Review of agenda for April 18, 2018 Commission meeting** – No discussion held.

**8. Public comment** – No public comment received.

**9. Commission discussion and direction to City Manager** – No discussion held.

**10. Adjourn** – The meeting adjourned at 6:05 p.m.