

**CITY OF HELENA**  
**REGULAR CITY COMMISSION MEETING**  
**August 31, 2020 - 6:00 P.M.**  
**Zoom Online Meeting: <https://zoom.us/j/94786543900>**

*Time & Place* A regular City Commission meeting was held on Monday, August 24, 2020 at 6:00 p.m. via Zoom Online Meeting <https://zoom.us/j/94786543900>

**Members Present** Mayor Collins requested Interim City Clerk Clayborn call roll call: City Attorney Jodoin, Interim City Manager Reed, Commissioner Haladay, Commissioner Dean, Commissioner Logan, Commissioner O'Loughlin and Mayor Collins all responded present.

**Pledge of Allegiance** **(12:08)** Mayor Collins asked those persons present to please stand and join him in the pledge of allegiance.

**Minutes** (xx:xx)  
A. Administrative Meeting Summary – May 13, 2020

**Bid Award** BID AWARD

A. **(15:15) BID AWARD FOR REMODELING OF THE 1ST FLOOR OF THE PILLAR SECTION OF THE LAW & JUSTICE CENTER FOR MUNICIPAL COURT RELOCATION**

Community Facilities Superintendent Troy Sampson reported the Municipal Court currently occupies court and office space at the Lewis & Clark County courthouse. The County is electing an additional Justice Court Judge who will be taking office in January 2021. The Municipal Court operation needs to relocate their court and offices to the 1st floor of the Law & Justice Center Pillar building prior to the January deadline. The proposed space located on the 1st floor of the Pillar building currently does not meet the code requirements for occupancy nor is it designed for the courtroom operation and requirements. The 1st floor needs to be remodeled to accommodate the Municipal Court. The City of Helena received three bids on August 13, 2020 for the remodel project. The lowest responsible bidder is Abraham Construction Services of Clancy Montana with a base bid of \$488,000.00 and alternate #4 in the amount of \$1,900.00 for a total bid of \$489,900.00

The City budgeted \$310,000 for the Municipal Court tenant improvements portion of the project. The City and County have budgeted \$650,000 through an inter-cap loan in the Law & Justice Center Capital Improvement Fund for code compliance and mechanical, electrical, and plumbing improvements. The breakdown is in the attached budget worksheet.

This project will provide a new courtroom and offices that will comply with ADA requirements and will provide for better safety and security for the court employees. Having occupancy in the pillar building is an advantage over having the building sit vacant and brings additional revenue into the Law & Justice Center fund.

This project will update lighting and environmental air controls and equipment which will improve the energy efficiency and ultimately decrease the operating costs.

Staff recommended awarding award the Base Bid and Additive Alternate #4 of Helena Municipal Court Remodel Project, City Project #20-13 to Abraham Construction Services in the amount of \$489,900.00

Discussion

**(18:22)** Commissioner Dean had follow-up questions.

Public Comment

**(19:05)** Mayor Collins opened the floor for public comments. None were made.

Motion

**(19:15) Commissioner Logan moved to award the Base Bid and Additive Alternate #4 of Helena Municipal Court Remodel Project, City Project #20-13 to Abraham Construction Services in the amount of \$489,900.00** Commissioner Dean seconded the motion. Interim City Clerk Clayborn called a roll call vote, as follows: Commissioner Haladay voted aye, Commissioner Dean voted aye, Commissioner Logan voted aye, Commissioner O'Loughlin voted aye, and Mayor Collins voted aye. **The motion carried, 5-0. (19:54)**

**Communications from (57:25) COMMUNICATIONS/PROPOSALS FROM CITY  
City Commissioners COMMISSIONERS**

No report given.

**Report of the City Attorney (57:30)**

City Attorney Jodoin had no report.

**Report of the City Manager (57:35)**

Interim City Manager Reed had no report.

**Regular Items (59:37)**

**B. (19:58) CONSIDER A CITY MANAGER EMPLOYMENT AGREEMENT WITH RACHEL HARLOW-SCHALK.**

With the assistance of the Novak Consultant Group, the City Commission engaged in a nation-wide search to recruit a permanent city manager. Following an extensive recruitment process on August 15, 2020, the City Commission reached consensus to negotiate an employment agreement with Rachel Harlow-Schalk for the city manager position.

Mrs. Harlow-Schalk has signed the agreement that outlines the terms of her employment by the City:

- two-year term beginning on October 19, 2020 with an optional two-year extension.
- annual salary of \$154,000.

Approving an employment agreement with Mrs. Harlow-Schalk will secure a permanent city manager.

City Attorney Jodoin recommended approval of the City Manager Employment Agreement between the City of Helena and Rachel Harlow-Schalk.

**Discussion** (24:03) Commissioner Haladay had follow-up questions. Commissioner Dean had follow-up questions. Commissioner Logan had follow-up questions. Mayor Collins had follow-up questions.

**Public Comment** (49:40) Mayor Collins opened the floor for public comments. None were made.

**Motion** (49:52) Commissioner Dean moved to approve of the City Manager Employment Agreement between the City of Helena and Rachel Harlow-Schalk.

B. CONSIDER A RESOLUTION PROVIDING FOR THE ANNUAL TAX LEVY IN MILLS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021.

The City is required by 7-6-4036, MCA to fix the tax levy by the later of the 1st Thursday in September (9/3/20) or within 30 calendar days after receiving certified taxable values. Certified taxable values were dated August 3, 2020. September 2, 2020 is 30 days after receipt of certified taxable values. Therefore, the later tax levy deadline is September 3, 2020.

Staff Recommended a resolution providing for the annual tax levy in mills for the fiscal year beginning July 1, 2020 and ending June 30, 2020.

**Public Communications** (2:06:23) PUBLIC COMMUNICATIONS

No public comment was made.

**Adjournment** (2:07:08) There being no further business to come before the City Commission, the meeting adjourned at 7:56 p.m.

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MAYOR

ATTEST:

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CLERK OF THE CITY COMMISSION