

**CITY OF HELENA**  
**City Commission Meeting**  
**June 6, 2022 - 6:00 PM**  
**Commission Chambers, Room 330 &**  
**Zoom Online Meeting; <https://zoom.us/j/97651247632>**

**Time & Place**

A regular City Commission meeting was held on Monday, June 6, 2022 at 6:00 p.m. via Zoom Online Meeting ID: <https://zoom.us/j/97651247632> the City Commission Chambers, Room 330.

**Call to Order and Roll Call**

**(00:01:13)** Mayor Collins requested City Clerk Clayborn call roll: City Attorney Dockter, Interim City Manager Burton, Commissioner Dean, Commissioner Feaver, Commissioner Logan, and Mayor Collins all responded present and participated in person. Commissioner Reed did not attend.

**Pledge of Allegiance**

**(00:01:34)** Mayor Collins asked those persons present to please stand and join him in the pledge of allegiance.

**Minutes**

**(00:02:50)**

**A.** May 9, 2022 - Regular City Commission Meeting

**With no objections, the minutes were entered into the record as written.**

**Consent Agenda**

**A.** Claims

**(00:03:30)** Manager Burton recommended approval.

**(00:03:35)** There were no comments or questions by the Commission or public.

**(00:04:00) Commissioner Dean made a motion to accept Consent Agenda Item A. Commissioner Logan seconded the motion.**

**(00:04:10)** Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**  
Mayor Collins voted: **Aye**

**The motion carried 4:0.**

- B.** Authorizing the Mayor to sign boundary relocation affidavits that are required to facilitate a property donation.

(00:04:35) Manager Burton recommended authorization.

**(00:05:05) Commissioner Logan made a motion to accept Consent Agenda Item B. Commissioner Dean seconded the motion.**

(00:05:20) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**  
Commissioner Logan voted: **Aye**  
Commissioner Reed voted: **Absent**  
Commissioner Feaver voted: **Aye**  
Mayor Collins voted: **Aye**

**The motion carried 4:0.**

- C.** Downtown TIF Work Plan Update

(00:05:10) Manager Burton recommended approval.

(00:06:10) Commissioner Dean asked Planner Ellie Ray about next steps in regard to other applications and match requirements

**(00:08:32) Commissioner Dean made a motion to accept Consent Agenda Item C. Commissioner Logan seconded the motion.**

(00:08:40) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**  
Commissioner Logan voted: **Aye**  
Commissioner Reed voted: **Absent**  
Commissioner Feaver voted: **Aye**  
Mayor Collins voted: **Aye**

**The motion carried 4:0.**

## **Bid Award**

- A.** Bid Award for 2022 Chip & Seal Project #TSD-69

(00:09:10) Transportation Systems Deputy Director Chris Couey addressed the Commission and gave a presentation on Item A.

(00:10:33) Commissioner Dean asked Deputy Director Couey about the notification process.

(00:11:10) There were no further questions or comments from the Commission and/or public.

**(00:11:18) Commissioner Logan made a motion to award 2022 Chip Seal Project #TSD-69 to the lowest, responsible bidder, Helena Sand and Gravel for the amount of \$508,939.71. Commissioner Dean seconded the motion.**

(00:11:42) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 4:0.**

### **Communication/Proposals from Commissioners**

(00:12:10) Commissioner Logan provided an update on the City Manager Recruitment process.

(00:13:00) Commissioner Dean and Commissioner Logan discussed using best practices and proven methods for recruiting and resource allocation.

(00:14:40) There were no further questions or comments from the Commission and/or public.

### **Report of the City Attorney**

(00:14:41) City Attorney Dockter had nothing to report.

### **Report of the City Manager**

(00:14:50) Interim City Manager Burton had nothing to report.

### **Communications from the Helena Citizens Council**

(00:15:14) HCC representative John Andrew gave a report to the Commission.

(00:16:36) Commissioner Logan thanked the HCC for their contributions to the budget process and inviting the Commission to meetings.

(00:18:04) Commissioner Dean recommended the HCC provide prospective in the ARPA Funding discussion.

(00:18:50) Commissioner Feaver agreed with Commissioners Logan and Dean.

## Public Hearings

- A. Consider a Resolution Approving the Work Plan and Budget for the Tourism Business Improvement District and Levying an Assessment on All Properties within the District for Fiscal Year 2023.

(00:19:50) Finance Director Sheila Danielson addressed the Commission and gave a presentation on Public Hearings Item A.

(00:20:52) There were no further questions or comments from the Commission and/or public.

**(00:21:03) Commissioner Dean made a motion to accept a Resolution approving the work plan and budget for the Tourism Business Improvement District and levying an assessment on all properties within the district for Fiscal Year 2023. Commissioner Logan seconded the motion.**

(00:21:22) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 4:0.**

## Regular Items

- A. Consider a Curb Cut Variance Request for Aspen Park Phase-2

(00:21:52) Transportation Systems Engineer Mark Young addressed the Commission and gave a presentation on Regular Item A.

(00:23:20) Project Engineer Jeff Larson explained specifics and advantages.

(00:26:58) Commissioner Dean asked Engineer Young about traffic controlling and pedestrian safety measures.

(00:28:32) There were no further questions or comments from the Commission and/or public.

**(00:28:50) Commissioner Feaver made a motion to approve the widening of Vista View Avenue curb cuts at Alpine View Drive and Twilight Avenue to thirty-five feet (35') and thirty-six feet (36') respectively. Commissioner Logan seconded the motion.**

(00:29:12) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 4:0.**

- B. Consider updating Section 3-4: Holidays and Holiday Pay section of the City of Helena Personnel Policies Handbook.

(00:29:47) Human Resources Director Renee McMahon addressed the Commission and gave a presentation on Regular Item B.

(00:30:38) Commissioner Dean expressed support of the proposed updates.

(00:31:04) There were no further questions or comments from the Commission and/or public.

**(00:31:13) Commissioner Dean made a motion to approve updating Section 3-4: Holidays and Holiday Pay section of the City of Helena Personnel Policies Handbook. Commissioner Feaver seconded the motion.**

(00:31:32) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 4:0.**

- C. Consider a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to Union Market Properties, LLC, for water and sidewalk infrastructure improvements at 101 East Sixth Avenue.

(00:32:10) Planner II & Grants Coordinator, Ellie Ray addressed the Commission and gave a presentation on Regular Item C.

(00:35:13) Commissioner Dean asked Director Danielson about the fund discrepancies and distributions in the Downtown TIF FY budget.

(00:37:30) Planner Ellie Ray discussed the process for approval.

(00:38:20) There were no further questions or comments from the Commission and/or public.

**(00:38:50) Commissioner Feaver made a motion to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to Union Market Properties, LLC, for water and sidewalk infrastructure improvements at 101 East Sixth Avenue. Commissioner Logan seconded the motion.**

(00:39:16) Commissioner Feaver expressed responsibility to help preserve the Union Market location.

(00:39:42) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 4:0.**

- D. Consider a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to American Real Estate Holdings, LLC, for accessibility improvements at 34 West Sixth Avenue.

(00:40:10) Planner II & Grants Coordinator Ellie Ray addressed the Commission and gave a presentation on Regular Item D.

(00:44:00) American Planning Representative Joe Muhler explained the need for accessibility in this location.

(00:45:00) Mayor Collins read an online comment aloud, confirming the Resolution language previously read.

(00:45:34) There were no further questions or comments from the Commission and/or public

**(00:45:36) Commissioner Feaver made a motion to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to**

**American Real Estate Holdings, LLC, for accessibility improvements at 34 West Sixth Avenue. Commissioner Dean seconded the motion.**

(00:46:00) Commissioner Feaver expressed responsibility to help preserve and upgrade this location.

(00:46:22) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Feaver voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 4:0.**

**E. Consider the Fiscal Year 2023 Preliminary Budget**

(00:46:50) Manager Burton discussed procedural process regarding the FY23 budget.

(00:48:12) Finance Director Sheila Danielson addressed the Commission and gave a presentation on Regular Item E.

(00:56:26) Commissioner Dean thanked Director Danielson and Staff, and the importance of improvements made via the budget for public access.

(00:59:56) Mayor Collins agreed with Commissioner Dean, thanking Director Danielson and the Finance Staff.

(01:00:16) Commissioner Dean asked Manager Burton to confirm the budget discussion procedures for the public.

(01:01:40) There were no further questions or comments from the Commission and/or public.

**(01:01:55) Commissioner Dean made a motion to accept the Interim City Manager's budget submittal as the FY23 Preliminary Budget beginning the process of a public hearing which will take place on June 27, 2022. Commissioner Logan seconded the motion.**

(01:02:12) Commissioner Logan thanked Director Danielson and Staff.

(01:03:12) Commissioner Feaver thanked Director Danielson and Staff, and expressed the importance of increasing compensation for city staff.

(01:04:22) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**  
Commissioner Logan voted: **Aye**  
Commissioner Reed voted: **Absent**  
Commissioner Feaver voted: **Aye**  
Mayor Collins voted: **Aye**

**The motion carried 4:0.**

### **Public Communications**


**(01:04:40)** There were no further questions or comments from the Commission and/or public.

### **Adjournment**

**(01:04:57)** There being no further business to come before the City Commission, the meeting adjourned at 6:05 p.m.



CLERK OF THE CITY COMMISSION

  
MAYOR