



City of Helena
City Commission Special Administrative Meeting
December 5, 2022 – 4:30 PM
Zoom Online Meeting; <https://us06web.zoom.us/j/84292389187>
City County Building, Room 326

Time & Place

A City Commission Administrative meeting was held on Wednesday, December 5, 2022 at 4:30 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/84292389187> and physically in the City County Building, Room 326.

Call to Work Session, Introductions

(00:00:03) The following responded present, either via zoom or in person:

City Attorney Dockter
Commissioner Shirliff
Commissioner Logan
Commissioner Reed
Mayor Collins

The following were absent:

Commissioner Dean arrived late.

Commission Comments, Questions

(00:01:02) There were no comments or questions by the Commission.

City Manager Recruitment Discussion

A. Define Position and Recruitment Profile

- (00:01:26)** Jim Kerins, CMS Managing Consultant, presented Item A.
- (00:13:35)** Commissioner Reed requested adding the concept of “vision” to the recruitment profile.
- (00:17:42)** Commissioner Reed requested adjusting some of the language regarding bullet points and coordination with County.
- (00:19:06)** Commissioner Dean requested adjusting some of the language regarding growth policies and master plans.
- (00:24:20)** Commissioner Logan, Commissioner Reed, and Mayor Collins discussed adding language about the City Charter and Montana Law.



(00:25:27) Commissioner Reed, Commissioner Dean, and Mayor Collins discussed adding language about grants and open public lands.

B. Salary Range, Recruiting Period, Advertising

(00:28:22) Mr. Kerins presented Item B.

(00:31:06) Human Resources Director McMahon discussed benefits.

(00:32:32) The Commission discussed decreasing the breadth of the pay range.

(00:36:50) The Commission Body discussed setting the top of the pay range at \$195,000.

(00:40:41) The Commission Body agreed to set the pay range at \$160,000 to \$195,000 with car stipend and \$12,000 relocation stipend with parameters.

(00:41:56) Mayor Collins recommends not including “political beliefs” in the application. Mr. Kerins explained that it was included in the profile as a protected class for non-discrimination purposes.

(00:45:16) The Commission Body agreed that the advertising cost was reasonable.

C. Recruitment Process Details

(00:45:42) Mayor Collins and Commissioner Dean discussed the requirement for candidates to live within City Limits.

(00:47:03) Commissioner Logan asked Director McMahon about the City Employment Policy.

(00:47:33) Commissioner Dean discussed community member concern that department heads do not live within City Limits.

(00:48:20) Commissioner Shirliff proposed adding a timeline for candidates to find housing within City Limits following and offer.

(00:49:13) Commissioner Logan and Mayor Collins discussed treating employees differently than other employees.

D. Selection Process Details

(00:50:32) The Commission Body expressed desire to continue including community involvement and HCC communications in the recruitment/selection process.

(00:51:20) Mayor Collins recommended using City owned, public properties for interviews.

(00:51:48) Commissioner Logan asked Mr. Kerins if there has been interest in the job opening already.

(00:54:35) Commissioner Reed requested the committee have access to all applications, rather than just the preliminarily screened applications.



- (00:58:36)** Commissioner Reed requested grouping experiences together for the preliminary round evaluations.
- (01:06:27)** Commissioner Logan asked Mr. Kerins about the timeline possibilities.
- (01:07:30)** Commissioner Dean requested scheduling interviews in evenings, and on Tuesdays and Thursdays.

Public Comment

- (01:11:26)** There were no comments from the public.

Adjournment

- (01:11:34)** There being no further business before the Commission, the meeting adjourned at 5:42pm.