



**City of Helena  
City Commission Meeting  
June 12, 2023 – 6:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/89940130048>  
City County Building Commission Chambers, Room 330**

**Time & Place**

A regular City Commission meeting was held on Monday, June 12, 2023 at 6:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/89940130048> and physically in the City County Building Commission Chambers, Room 330.

**Call to Order and Roll Call**

**(00:00:15)** The following responded present, either via zoom or in person:

Assistant City Attorney Hawkaluk  
City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Pledge of Allegiance**

**(00:01:35)** Mayor Collins asked attendees to please stand and join in the Pledge of Allegiance.

**Minutes**

- A. 5-17-23 Admin Meeting
- B. 5-22-23 Commission Meeting
- C. 5-25-23 Special Work Session
- D. 6-7-23 Admin Meeting

**(00:02:00)** There being no comments or questions from the Commission, Mayor Collins accepted Minutes A, B, C and D.



## Board Appointments

### A. Board Appointments: ADA Compliance Committee, Business Improvement District, Citizen Conservation Board, Golf Advisory Board, Police Commission, Railroad TIF Advisory Board, Tourism BID

(00:02:20) Mayor Collins presented Item A.

(00:04:16) **Commissioner Logan made a motion to approve Board Appointments: ADA Compliance Committee, Business Improvement District, Citizen Conservation Board, Golf Advisory Board, Police Commission, Railroad TIF Advisory Board, Tourism BID. Commissioner Dean seconded the motion.**

(00:04:42) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

## Consent Agenda

### A. Claims

(00:07:11) Commissioner Dean presented Item A.

(00:07:38) **Commissioner Dean made a motion to approve Consent Agenda Item A. Commissioner Logan seconded the motion.**

(00:07:51) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**



## Communications/Proposals from Commissioners

(00:08:10) There were no communications from the Commissioners.

## Report of the City Attorney

(00:08:32) Assistant City Attorney Hawkaluk had nothing to report.

## Report of the City Manager

(00:08:40) City Manager Burton had nothing to report.

## Communications from the Helena Citizens Council

(00:08:56) HCC Representative Erin Donnell discussed recent and upcoming meeting agenda items.

## Regular Items

### A. City Manager's Budget Submittal for the FY24 Preliminary Budget

(00:10:47) Finance Director Danielson presented Item A.

(00:19:05) Commissioner Dean asked Director Danielson about pool costs.

(00:20:00) Commissioner Reed thanked Director Danielson and Staff, and discussed priorities represented in the budget.

(00:21:16) Commissioner Dean asked Public Works Director Leland about the significance of infrastructure upgrades in the preliminary budget.

(00:23:40) Commissioner Logan asked Director Danielson about impacts to ratepayers.

(00:27:10) Commissioner Dean asked Director Danielson about the process for preliminary budget motions.

(00:27:35) **Commissioner Dean made a motion to fund an additional \$80,000 to the Last Chance Pool and Water Park in FY24 to maintain operations at current level of service and to fund the community grants for \$32,000 for a total of \$112,000 from the General Cash Reserves. Commissioner Reed seconded the motion.**

(00:28:04) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**



Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

**B. Consider a resolution of intention to approve the work plan and budget for the Business Improvement District and to Levy an Assessment on all property within the district for Fiscal Year 2024**

(00:28:38) Director Danielson presented Item B.

(00:29:47) **Commissioner Logan made a motion to approve a resolution of intention to approve the work plan and budget for the Business Improvement District and to Levy an Assessment on all property within the district for Fiscal Year 2024. Commissioner Reed seconded the motion.**

(00:30:12) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

**C. Consider a resolution of intention to approve the work plan and budget for the Tourism Business Improvement District and to Levy an Assessment on all property within the district for Fiscal Year 2024**

(00:30:42) Director Danielson presented Item C.

(00:31:53) **Commissioner Reed made a motion to approve a resolution of intention to approve the work plan and budget for the Tourism Business Improvement District and to Levy an Assessment on all property within the district for Fiscal Year 2024. Commissioner Shirliff seconded the motion.**

(00:32:12) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**



Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

**D. Consider a resolution distributing Helena Affordable Housing Trust Funds to United Housing Partners, LLC. for new multi-family housing construction**

(00:33:00) Community Development Director Brink presented Item D.

(00:36:51) Mayor Collins expressed support.

(00:37:15) Commissioner Reed expressed support.

(00:37:47) Commissioner Dean expressed support.

(00:38:40) **Commissioner Dean made a motion to approve a resolution distributing Helena Affordable Housing Trust Funds to United Housing Partners, LLC. for new multi-family housing construction. Commissioner Logan seconded the motion.**

(00:49:00) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

**E. Consider a Resolution forgiving the balance of the Interfund Loan from the General Fund to the Street Maintenance and Improvements Fund**

(00:49:26) Director Danielson presented Item E.

(00:42:11) **Commissioner Dean made a motion to approve a Resolution forgiving the balance of the Interfund Loan from the General Fund to the Street Maintenance and Improvements Fund. Commissioner Reed seconded the motion.**

(00:42:34) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**



Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

**F. Consider a resolution of intention to set fees charged for disposal of Garbage and Refuse at the City of Helena Transfer Station and repeal resolution no. 20501**

(00:43:05) Director Danielson presented Item F.

(00:44:15) **Commissioner Logan made a motion to approve a resolution of intention to set fees charged for disposal of Garbage and Refuse at the City of Helena Transfer Station and repeal resolution no. 20501. Commissioner Shirliff seconded the motion.**

(00:44:34) Commissioner Dean asked Assistant Attorney Hawkaluk about public hearing date notice requirements.

(00:45:47) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Shirliff voted: **Aye**

Mayor Collins voted: **Aye**

**The motion carried 5:0.**

**G. Consider the Lewis and Clark County and City of Helena Interlocal Agreement for Management of the Landfill**

(00:46:14) Director Leland presented Item G.

(00:49:00) Commissioner Dean asked Director Leland about implications on the Solid Waste Master Plan.

(00:51:42) **Commissioner Reed made a motion to approve the Lewis and Clark County and City of Helena Interlocal Agreement for Management of the Landfill. Commissioner Logan seconded the motion.**

(00:51:59) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**



Commissioner Shirliff voted: **Aye**  
Mayor Collins voted: **Aye**  
**The motion carried** **5:0.**

**H. Consider City ordinance Revision approval – Trap-Neuter-Return (TRN) Program**

(00:52:27) Police Chief Petty presented Item H.

(00:56:56) **Commissioner Dean made a motion to approve the updated City Code Title 5 Police Regulations Chapter 2 to include language and definitions the Trap-Neuter-Return (TRN) Program. Commissioner Reed seconded the motion.**

(00:57:10) Commissioner Dean thanked the Lewis and Clark Humane Society for their partnership.

(00:57:30) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**  
Commissioner Logan voted: **Aye**  
Commissioner Reed voted: **Aye**  
Commissioner Shirliff voted: **Aye**  
Mayor Collins voted: **Aye**

**The motion carried** **5:0.**

**I. Consider Personnel Policies**

(00:58:00) Human Resources Director McMahon presented Item I.

(01:03:31) Mayor Collins asked Director McMahon about policies pertaining to staff members in different departments.

(01:04:22) **Commissioner Reed made a motion to approve the Personnel Policies as proposed: Consensual Relationships, Position Classification/Position Description, Sick Leave Donation Probationary Employees, Standards of Conduct, and Workplace Violence. Commissioner Logan seconded the motion.**

(01:04:47) Mayor Collins called for a vote.

Commissioner Dean voted: **Aye**  
Commissioner Logan voted: **Aye**  
Commissioner Reed voted: **Aye**



Commissioner Shirliff voted: **Aye**  
Mayor Collins voted: **Aye**  
The motion carried **5:0.**

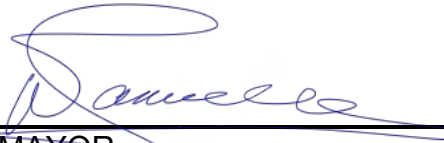
### Public Communications

(01:05:18) Mayor Collins thanked Director Danielson and the Finance Department for their work on the budget.

### Adjournment

(01:05:33) There being no further business before the Commission, the meeting adjourned at 7:04pm.



  
MAYOR

  
CLERK OF THE CITY COMMISSION