



**City of Helena
City Commission Meeting
March 25, 2024 – 6:00 PM
Zoom Online Meeting; <https://us06web.zoom.us/j/88928208022>
City County Building Commission Chambers, Room 330**

Time & Place

A regular City Commission meeting was held on Monday, March 25, 2024 at 6:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/88928208022> and physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

(00:00:38) The following responded present, either via zoom or in person:

Acting City Attorney Hawkaluk
Acting City Manager Dockter
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Mayor Collins

The following were absent:

Commissioner Reed

Pledge of Allegiance

(00:01:16) Mayor Collins asked attendees to please stand and join in the Pledge of Allegiance.

Minutes

A. 2-12-24 Commission Meeting

(00:01:40) **There being no comments or questions from the Commission, Mayor Collins accepted Minutes A.**

Board Appointments

A. Board Appointments: Citizen Conservation Board; Metro Opioid Abatement Review Committee



(00:01:56) Mayor Collins presented Item A.

(00:02:36) **Commissioner Dean made a motion to approve Board Appointments. Commissioner Logan seconded the motion.**

(00:03:10) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 4:0.

Bid Awards

A. Consider a bid award for FY2025 ADA Ramp Improvements

(00:03:31) Transportation Systems Director Knoepke presented Item A.

(00:04:57) Commissioner Dean asked Director Knoepke if the ADA ramp grant will be correlated to this project.

(00:06:10) **Commissioner Logan made a motion to award the FY2025 ADA Ramp Program contract to the contractor, Rod Tabbert Construction, Inc. for the not to exceed amount of \$350,000. Commissioner Shirliff seconded the motion.**

(00:06:36) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 4:0.

B. Consider a bid award for the 2024 Chip and Seal Project

(00:06:56) Director Knoepke presented Item B.



(00:08:16) Commissioner Dean made a motion to approve a bid award for the 2024 Chip and Seal Project #TSD-124 to the lowest, responsible bidder, Helena Sand and Gravel, for the amount of \$ 617,203.10. Commissioner Shirliff seconded the motion.

(00:08:39) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Absent**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**
The motion carried 4:0.

Communications/Proposals from Commissioners

(00:08:54) Commissioner Logan proposed reconsideration of a variance request from a previous meeting. Commissioner Shirliff confirmed.

(00:09:50) Commissioner Logan made a motion to reconsider the item originally heard on March 11th, 2024, as Regular Item 9A, titled Consideration of a sidewalk variance request for Twin Creek Apartments, Lot 5A Block 4 of Sleeping Giant Addition Subdivision and placed on the next available agenda at the call of the City Manager. Commissioner Shirliff seconded the motion.

(00:10:50) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Absent**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**
The motion carried 4:0.

Report of the City Attorney

(00:11:04) Acting City Attorney Hawkaluk had nothing to report.

Report of the City Manager



- (00:11:11) Acting City Manager Dockter acknowledged the Carroll College Basketball team.
- (00:11:40) Commissioner Shirliff acknowledged the Helena Bighorns Hockey team.

Communications from the Helena Citizens Council

- (00:12:07) HCC Representative Chase Eaton discussed recent and upcoming meeting agenda items.
- (00:12:39) Commissioner Logan asked Representative Eaton and Chairperson Kuiper about the HCC budget committee.

Regular Items

A. Consider renewal of West Side Fire Service Area Contract

- (00:13:53) Fire Chief Campbell presented Item A.
 - (00:14:35) Commissioner Dean asked Chief Campbell about fee determination.

 - (00:15:28) **Commissioner Logan made a motion to approve renewal of the West Side Fire Service Area Contract. Commissioner Dean seconded the motion.**

 - (00:15:42) Mayor Collins called for a vote.
 - Commissioner Shirliff voted: **Aye**
 - Commissioner Logan voted: **Aye**
 - Commissioner Reed voted: **Absent**
 - Commissioner Dean voted: **Aye**
 - Mayor Collins voted: **Aye**
- The motion carried 4:0.**

B. Consider Personnel Policies

- (00:16:00) Human Resources Director McMahon presented Item B.
- (00:23:37) Commissioner Dean asked Director McMahon about the process for collecting feedback from employees.



(00:24:40) Commissioner Logan made a motion to approve the following personnel policies as proposed: Sick Leave, Scheduling Hours of Work, Overtime/Compensatory Time, Holiday Worked, Time Reporting/Pay Periods, Relationship of Personnel Policies to the Fair Labor Standards Act, Exempt Employee Leave and Pay Deductions, Performance Evaluations. Commissioner Dean seconded the motion.

(00:25:09) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 4:0.

C. Consider a Resolution distributing Railroad Urban Renewal District Tax Increment Financing funds to Pattern House Holdings, LLC, for exterior accessibility and facade improvements

(00:25:41) Senior Planner Ray presented Item C.

(00:27:36) Commissioner Dean asked Planner Ray if the applicant had communicated with the County Historic Preservation Office.

(00:38:30) Applicant Tony Prothero provided public comment, addressing Commissioner Dean's question.

(00:31:38) Commissioner Shirliff made a motion to approve a Resolution distributing Railroad Urban Renewal District Tax Increment Financing funds to Pattern House Holdings, LLC, for exterior accessibility and facade improvements. Commissioner Dean seconded the motion.

(00:32:00) Commissioner Shirliff acknowledged the work being done within the 6th Ward.

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

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**



The motion carried 4:0.

D. Consider Artist Award for Lyndale Tunnel Mural

(00:32:36) Facilities Manager Johnston presented Item D.

(00:33:58) **Commissioner Dean made a motion to award a contract to artist Elise Perprignano to paint a mural on the Lyndale Tunnel under Lyndale Avenue for \$15,000. Commissioner Logan seconded the motion.**

(00:34:17) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Absent**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 4:0.

Public Hearings

A. Consider a variance to increase the maximum building height from 60 to 92, related to a cellular tower, for a property in a CLM zoning district with the address of 1414 Orange Avenue

(00:34:57) Planner Holland presented Item A.

(00:41:42) Commissioner Logan asked Planner Holland how the work would be accomplished, citing previously received public comment.

(00:43:30) Developer Rowe provided public comment via zoom, addressing Commissioner Logan's question.

(00:44:31) Commissioner Dean asked Planner Holland about variance conditions.

(00:45:41) Steve Davis provided public comment, expressing concerns.

(00:47:47) Pamela Lee provided public comment, expressing concerns.

(00:51:25) Commissioner Dean asked Director Brink about safety concerns and next steps to prevent disturbance for adjacent properties.

(00:52:19) Commissioner Logan asked Director Brink for clarification of decision-making jurisdiction.



- (00:55:42) Commissioner Dean proposed tabling this Item, pending further discussion.
- (00:56:52) Mayor Collins expressed desire to move forward, citing information conveyed by Director Brink.
- (00:57:17) Commissioner Logan and Commissioner Shirliff discussed desire to table this Item.
- (00:58:10) Mayor Collins asked Commissioner Dean for clarification of additional information needed for decision-making.
- (00:59:42) Acting Manager Dockter discussed providing a memo with more information for the next meeting.
- (01:00:06) **Commissioner Dean made a motion to table a variance from Section 11-4-2 (Table 2) (CLM) to increase the maximum building height from 60' to 92' for a property in a CLM zoning district with a legal description of LOT 2A OF DOC. NO 3305614: located in the ne1/4 of section 20, township 10 north, range 3 west, P.M. Montana, Lewis & Clark County at the call of the City Manager. Commissioner Shirliff seconded the motion.**
- (01:00:45) Mayor Collins called for a vote.
- Commissioner Shirliff voted: **Aye**
- Commissioner Logan voted: **Aye**
- Commissioner Reed voted: **Absent**
- Commissioner Dean voted: **Aye**
- Mayor Collins voted: **No**
- The motion to table carried 3:1.**

Public Communications

- (01:01:12) Rad Monte provided public comment, expressing concerns about the homeless population.

Adjournment

- (01:05:07) There being no further business before the Commission, the meeting adjourned at 7:06pm.
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City of
Helena

MAYOR

ATTEST:

CLERK OF THE CITY COMMISSION