

**CITY OF HELENA**  
**Administrative Meeting**  
**April 6, 2022 - 4:00 PM**  
**Zoom Online Meeting; <https://zoom.us/j/93602580177>**

### **Time & Place**

A City Commission Administrative meeting was held on Wednesday, April 6, 2022 at 4:00 p.m. via Zoom Online Meeting ID: <https://zoom.us/j/93602580177>.

### **Call to Order and Roll Call**

**(00:00:47)** Mayor Pro Tem Dean requested Deputy City Clerk Reinhardt call roll call: Interim City Attorney Coate, Interim City Manager Burton, Commissioner Feaver, Commissioner Reed, Commissioner Logan, and Mayor Pro Tem Dean all responded present and participated virtually via Zoom. Mayor Collins was absent.

### **Commission Comments, Questions**

**(00:10:40)** There were no comments or questions by the Commission.

### **Recommendations from the Helena Citizen Council**

**(00:01:28)** There was no one present to offer a report on behalf of the HCC.

### **City Manager's Report**

**(00:02:15)** Interim City Manager Tim Burton addressed the Commission and informed them of the three priority areas he intended to focus on for the present:

1. Stabilization, such as getting vacancies filled, and looking at systems and structures throughout the city;
2. Budget, for example, getting those systems in place so the Commission can make informed decisions on how to allocate limited public resources; and
3. Review of Capital Improvement Plans (CIPs), such as water, wastewater, streets, stormwater, parks and recreational open space, fire, and police.

Mr. Burton explained that it was his goal to review the city's CIPs to ensure the Commission has the best information available in terms of what the city owns, what condition it is in, and that those projects are tied to a good capital improvement plan. During this process, staff will discuss with the Commission what process they wish to take to allocate ARPA funds.

**(00:05:50)** Commissioner Feaver spoke in support of the three priority areas outlined by Interim City Manager Burton.

**(00:06:30)** Commissioner Reed spoke in support of the three priority areas outlined by Interim City Manager Burton. In addition, the Commissioner asked for more information regarding the upcoming budget process and Mr. Burton confirmed he should have more information the following week.

**(00:07:45)** Commissioner Logan spoke in support of the three priority areas outlined by Interim City Manager Burton.

**(00:08:27)** Mayor Pro Tem Dean also spoke in support of the three priority areas outlined by Interim City Manager Burton.

#### **A. Marijuana Retail Tax Update**

**(00:09:38)** Interim City Manager Burton informed the Commission that he was not prepared to report on this item and explained staff was close to having a completed memo for the Commission and the general public.

**(00:10:18)** Commissioner Feaver spoke in support of staff completing the memo.

### **Information Only**

#### **A. Final Draft Presentation of Fire Department Master Plan.**

**(00:11:25)** Interim City Manager Burton introduced staff for Item A.

**(00:13:10)** Fire Chief, Jon Campbell addressed the Commission and gave a brief introduction for Item A.

**(00:20:45)** Sheldon Gilbert representing Emergency Services Consulting International addressed the Commission and presented the Final Draft of the Fire Department Master Plan.

**(00:53:46)** Commissioner Logan thanked staff and the presenters for their presentation. In addition, the Commissioner recalled in the past, there was a Fire Service Planning Committee that took this study to stakeholders and determined how to apply it to the Helena community. Then, once the committee had enough time to study the plan, they could bring concrete recommendations forward to the Commission. In conclusion, the Commissioner spoke in support of having a similar process moving forward.

**(00:56:03)** Discussion was had between Commissioner Feaver and staff regarding coordinated emergency responses, particularly services between St. Peter's Hospital and the City Fire Department.

**(01:04:06)** Interim City Manager Burton circled back to Commissioner Logan's comments regarding past practices, specifically pertaining to fire. Mr. Burton spoke in support of this process. Further discussion was had between Commissioner Feaver and Mr. Burton regarding the many Capital Improvement Plans up for discussion in conjunction with ARPA dollars in the next couple of months.

**(01:0:26)** Commissioner Logan asked Chief Campbell what the daily staffing was for the two fire stations within the city. Chief Campbell confirmed there are currently four (4) at station 2, and five (5) individuals at station 1.

**(01:09:08)** Mayor Pro Tem Dean asked staff to give some background on the Hazmat Team and how the proposed recommendations will impact them. Chief Campbell addressed the question and gave a brief report to the commission.

**(01:12:54)** Mayor Pro Tem Dean questioned why fire risk in the Wildland Urban Interface (WUI) was not included in the short-term recommendations. First, staff explained it was the Commission's discretion to move recommendations around should they see fit, and second, this item was placed in the medium-term recommendations due to the general amount of time it would take to see the completion of projects within the WUI.

**(01:15:37)** In regard to public outreach, Commissioner Logan questioned whether the general public understood what the WUI was, specifically in regard to fire risk. Staff conveyed that where people live played a factor into whether they understood it, for example, those individuals who lived in or around the WUI understood what it was and considered it to be a high priority. However, staff confirmed that in general, fire risk was considered a high priority within the greater Helena community.

**(01:19:35)** There were no other comments or questions by the Commission.

**(01:20:12)** Interim City Manager Burton confirmed next steps with the Commission would be to have a policy discussion at a later date. Staff will stay in communication with the governing body and once staff feels comfortable with the general budget process, they will begin to review the various City Capital Improvement Projects and how the Commission wishes to allocate ARPA funding.

**(01:23:09)** There were no public comments.

## **Review of Agenda for Next Commission Meeting**

### **A. DRAFT Proposed Future Commission and Administrative Meeting Agendas**

**(01:23:39)** Interim City Manager Burton outlined the following items:

- Consider a Zoning Ordinance change to the Woodlawn Park Addition to the City of Helena;
- Consider a Resolution to establish an Operating Cash Loan from the General Fund to the Streets Fund;
- Consider the enlargement of sanitary sewer service boundary for a single-family dwelling;
- Interim City Manager Burton informed the Commission that staff was currently working on putting together a Temporary Pay Matrix for their consideration at the next regular City Commission meeting on April 11, 2022; and
- Consider a Resolution amending the revised final budget authorities and appropriations for the 2022 fiscal year.

## Public Comment

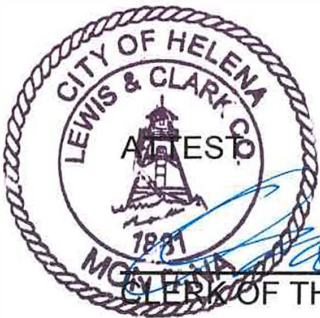
(01:25:02) There were no public comments.

## Commission discussion and direction to the City Manager

(01:25:29) Mayor Pro Tem Dean reiterated the three priority areas outlined by Interim City Manager Burton at the beginning of the meeting, and there was no further discussion by the Commission.

## Adjournment

(01:26:09) There being no further business to come before the City Commission, the meeting adjourned at 5:26 p.m.



  
MAYOR