

**CITY OF HELENA**  
**Administrative Meeting**  
**October 12, 2022 - 4:00 PM**  
**316 N. Park Ave, City-County Room 326 &**  
**Zoom Online Meeting: <https://zoom.us/j/99691148515>**

## **Time & Place**

A City Commission Administrative meeting was held on Wednesday, October 12, 2022, at 4:00 p.m. in the City-County Building, Room 326 and via Zoom Online Meeting ID: <https://zoom.us/j/99691148515>.

## **Call to Work Session, Introductions**

**(00:00:18)** Mayor Collins requested City Clerk Clayborn call roll: Assistant City Attorney Hawkaluk, Interim City Manager Burton, Commissioner Dean, Commissioner Reed, Commissioner Logan, Commissioner Shirliff, and Mayor Collins all responded present and participated in person.

## **Commission Comments, Questions**

**(00:01:40)** Commissioner Logan and Manager Burton discussed the Service Line Replacement Program status.

**(00:02:53)** Commissioner Dean and Commissioner Logan recounted the Montana League of Cities and Towns Conference

**(00:04:50)** Commissioner Shirliff thanked Chief of Police Petty for the recent blood drive event.

**(00:05:14)** There were no further comments or questions by the Commission.

## **Recommendations from the Helena Citizens Council**

**(00:05:34)** Via zoom, HCC Representative Susan Smith provided an update about recent meetings and projects.

**(00:06:55)** There were no further comments or questions by the Commission.

## **City Manager's Report**

**(00:07:00)** Interim City Manager Burton and Assistant Attorney Hawkaluk advised the staff and Commission to defer questions about a sign posted by a community member, to the City Manager's Office. Manager Burton also summarized items to come in future meetings.

**(00:10:27)** Commissioner Dean, Manager Burton, and Mayor Collins discussed addressing collective emails and resolutions passed at the MLCT Conference.

(00:12:11) There were no further questions by the Commission and/or public.

## **Department Reports**

### **A. FY23 Budget Adjustments and Carryovers**

(00:12:24) Finance Director Sheila Danielson and Budget and Revenue Officer Zach Smith presented Item A.

(00:15:15) There were no further questions by the Commission and/or public.

### **B. FY24 Budget Process Overview**

(00:15:35) Budget and Revenue Officer Zach Smith presented Item B.

(00:17:43) Commissioner Dean, Director Danielson, and Manager Burton discuss cost/rate assessment plans.

(00:21:13) Commissioner Logan and Human Resources Director McMahon discuss upcoming Collective Bargaining Agreements.

(00:22:15) There were no further questions by the Commission and/or public.

### **C. Ordinance Establishing Fire Restrictions Within the City Limits of the City of Helena, Montana**

(00:22:34) Fire Chief Jon Campbell presented Item C.

(00:25:30) Interim Manager Burton asked about an agenda date for this item.

(00:25:50) There were no further questions by the Commission and/or public.

### **D. Pay Plan RFP Proposals and Selection Recommendation**

(00:26:00) HR Director McMahon presented Item D.

(00:28:34) Manager Burton explained the review process.

(00:30:23) Commissioner Dean and Director McMahon discuss options and considerations for pay plan review.

(00:32:40) There were no further questions by the Commission and/or public.

### **E. ARPA and General Fund Savings Update**

(00:32:55) Director Danielson and Grants Administrator Opitz present Item E.

(00:42:00) Manager Burton discussed reserve funding options.

**(00:42:20)** Commissioner Reed and Manager Burton discussed the recommendation and ranking process.

**(00:43:36)** Director Danielson, Commissioner Logan, and Manager Burton discussed other requests to be considered.

**(00:47:00)** The Body discussed timelines and procedure for various projects.

**(00:51:20)** The Body discussed additional grants and funding available via the Bipartisan Infrastructure Bill.

**(00:58:21)** Commissioner Dean and Commissioner Shirliff advocate for more aggressive funding approaches

**(01:00:17)** Commissioner Logan asked about contingency costs.

**(01:02:38)** Commissioner Dean and Parks Superintendent Craig Meager discuss the Memorial Park Ice Rink roof.

**(01:06:00)** There were no further comments by the Commission and/or public.

### **Public Comment**

**(01:06:22)** Mayor Collins invited the Commission to attend an event.

**(01:06:53)** There were no further comments or questions by the public.

### **Adjournment**

**(01:07:21)** There being no further business to come before the City Commission, the meeting adjourned at 5:06 p.m.