



**City of Helena  
Administrative Meeting  
February 1, 2023 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/83631866418>  
City County Building, Room 326**

**Time & Place**

A City Commission Administrative meeting was held on Wednesday, February 1, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/83631866418> 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  
Interim City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Commission Comments, Questions**

- (00:01:07)** Mayor Collins addressed the Commission regarding sustainability measures taken by the City.
- (00:02:31)** Commissioner Reed expressed support for communicating with the Sustainability Coordinator and Finance Department about measures taken by the City.
- (00:03:33)** Manager Burton updated the Commission about ongoing sustainability efforts.
- (00:04:50)** Commissioner Dean expressed support for pursuing grant opportunities and continuing the conversation of sustainability efforts, as well as celebrating existing successes.
- (00:06:48)** Commissioner Logan recommended reassessing priorities based on community need.
- (00:08:05)** Mayor Collins expressed desire to continue prioritizing sustainability measures.
- (00:08:28)** Public Works Director Leland agreed that the City should celebrate successes, and supported continuing the conversation.



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

- (00:09:08) HCC Representative Patricia Bik discussed recent and upcoming meeting agenda items.

## **Report of the City Manager**

- (00:10:53) Interim City Manager Burton had nothing to report.

## **Presentations**

### **A. Adoption of the City of Helena Engineering and Design Standards for 2022 Update**

- (00:11:02) Engineer Clark, Public Works Director Leland, and Transportation Systems Director Knoepke presented Item A.
- (00:15:35) Commissioner Reed asked Engineer Clark if subsurface stormwater storage would require easements.
- (00:16:46) Commissioner Reed asked Director Leland and Engineer Clark about how the standards affect the building of affordable housing.
- (00:20:00) Mayor Collins asked Engineer Clark about other cities requiring copper service lines.
- (00:20:52) Commissioner Dean asked Director Leland about the cost to citizens should the lines fail.
- (00:23:06) Mayor Collins asked Director Leland for clarification about cost.
- (00:23:34) Mark Runkle provided public comment, recommending changes to the proposed standards.
- (00:29:23) Greg Wirth provided public comment, recommending changes to the proposed standards.
- (00:31:31) Rebecca Ryland provided public comment, recommending changes to the proposed standards.
- (00:34:44) Manager Burton and Commissioner Logan discussed next steps.
- (00:36:28) Commissioner Dean and Commissioner Reed clarified which concerns had been addressed and which still needed consideration at the next meeting.

## **Department Reports**

### **A. New City Capital Improvement Plan (CCIP) Template**



- (00:37:26) Budget/Revenue Officer Smith and Director Danielson presented Item A.
- (00:42:00) Manager Burton thanked Officer Smith and the Finance Department and expressed support for the use of the template.
- (00:43:16) Commissioner Dean thanked Officer Smith and requested keeping a running list of projects that have been added and/or removed from funding.
- (00:44:50) Commissioner Logan discussed an example of Commissioner Dean's request used in the past.
- (00:46:10) Director Danielson addressed Commissioner Dean's request.
- (00:47:03) Commissioner Logan asked Director Danielson and Manager Burton if project details are available for Commission viewing.
- (00:47:27) Manager Burton advocated for a common spreadsheet with specific parameters.

#### **B. FY23 Six Months Financial Report**

- (00:48:40) Finance Director Danielson and Budget/Revenue Officer Smith presented Item B.
- (01:06:06) Mayor Collins asked Officer Smith and Manager Burton about the contract for services with the VA.
- (01:07:50) Commissioner Logan asked Officer Smith and Manager Burton about the revenue difference.
- (01:10:45) HR Director McMahon confirmed the number of current vacancies.
- (01:11:41) Manager Burton asked Director McMahon about outliers and special cases regarding the ongoing pay study.
- (01:16:30) Commissioner Dean asked Director Danielson about the vacancy savings dollar amount.

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

- (01:18:06) Commissioner Reed requested that future ARPA agenda items be moved to the beginning in the interest of time.
- (01:18:41) Grants Administrator Opitz and Finance Director Danielson presented Item C.
- (01:19:54) Facilities Director Sampson and Manager Burton discussed the Law & Justice Fund project.
- (01:21:53) Parks Director Smith discussed the Memorial Park Warming House project.
- (01:23:38) Fire Chief Campbell and Manager Burton discussed the Wildland Fire Truck funding request and insurance claim settlement details.



- (01:25:39)** Commissioner Dean expressed support.
- (01:32:32)** Commissioner Logan asked about the cost to the City regarding the Our Redeemer's project and outlined his other project priorities, referencing public comments.
- (01:36:40)** Mayor Collins discussed the Solar Program.
- (01:37:00)** Commissioner Dean discussed partnering with the County to fund internal projects.
- (01:38:55)** Commissioner Shirliff agreed and highlighted partnering with the County to address housing, also referencing public comments.
- (01:40:33)** Manager Burton discussed the upcoming City-County Joint Meeting and adding ARPA to the next Admin Meeting as well.
- (01:41:47)** Commissioner Dean, Manager Burton, and Mayor Collins discussed the need for grant funding opportunities to be added to a future agenda and using funds to fill vacancies.
- (01:43:23)** Commissioner Reed asked for clarification.
- (01:44:50)** Amy Teagarden provided public comment, advocating for their ARPA application regarding wildfire risk assessment project.
- (01:48:03)** Chris Imony provided public comment, advocating for their ARPA application regarding the Carroll College's Nelson Stadium project.
- (01:49:41)** Cal Poole provided public comment, advocating for their ARPA application regarding the Our Redeemer's Lutheran Church housing project.
- (01:51:33)** Paul Anderson provided public comment, advocating for their ARPA application regarding the Helena Regional Sports Association project.
- (01:54:23)** Bruce Day provided public comment via zoom, advocating for their ARPA application regarding the Helena Food Share project.
- (01:56:36)** Dr. Gregory Thomas provided public comment via zoom, recommending the Commission not afford Carroll College ARPA funding.
- (02:00:13)** Renee Bower provided public comment, advocating for their ARPA application regarding the Family Promise project.

### **Public Comment**

- (02:01:55)** There were no further comments or questions by the Commission and/or public.

### **Adjournment**



# City of Helena

**(02:02:05)** There being no further business before the Commission, the meeting adjourned at 6:03pm.