



**City of Helena  
Administrative Meeting  
April 19, 2023 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/83877840579>  
City County Building, Room 326**

**Time & Place**

A City Commission Administrative meeting was held on Wednesday, April 19, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/83877840579> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:01)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Mayor ProTem Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed

The following were absent:

Mayor Collins

**Commission Comments, Questions**

**(00:01:03)** Commissioner Logan introduced a proposal for ARPA funding allocation.

**Recommendations from the Helena Citizens Council**

**(00:02:30)** There were no HCC Representatives in attendance to provide an update.

**Report of the City Manager**

**(00:02:52)** City Manager Burton informed the Commission of a litigation report and a new staff member joining the City Attorney Office.

**(00:03:15)** City Attorney Dockter introduced the newly hired Deputy City Attorney, Matt Petesch.



## **Presentations**

### **A. City-County Board of Public Health Update**

- (00:04:30)** Public Health Officer Niemann presented Item A.
- (00:07:30)** Manager Burton asked PHO Niemann and Director Danielson about funding specifics for opioid settlements.
- (00:09:17)** Mayor ProTem Dean asked PHO Niemann about the Journey Home Facility.
- (00:13:02)** Commissioner Logan asked PHO Niemann about how test results are obtained and reported.

## **Department Reports**

- (00:13:51)** Manager Burton informed the Commission and public that Item G will be postponed to a future agenda.

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

- (00:14:28)** Grants Administrator Opitz and Finance Director Danielson presented Item A.
- (00:16:30)** Commissioner Logan discussed his proposal for allocation of remaining ARPA funds.
- (00:19:03)** Commissioner Reed discussed additional project options for the allocation of remaining ARPA funds and suggested setting a date for Commission discussion.
- (00:20:45)** Commissioner Logan discussed funding projects in addition to those already agreed upon by the Commission.
- (00:21:58)** Commissioner Shirliff also expressed interest in setting a discussion date.
- (00:21:31)** Mayor ProTem Dean, Manager Burton, and Commissioner Reed discussed adding ARPA Proposals to a future meeting during the budget cycle.
- (00:25:36)** Mayor ProTem Dean asked Director Danielson about the Business Improvement District's plan to report to the Commission.

### **B. Fire Department Budget Presentation**

- (00:27:09)** Fire Chief Campbell presented Item B.



- (00:30:25)** Commissioner Reed asked Chief Campbell about future records management system integrations with police systems.
- (00:31:00)** Commissioner Logan asked Chief Campbell if the police and fire records management systems will be from the same vendor and if they will work alongside each other.
- (00:35:10)** Commissioner Logan asked Manager Burton about the budget decisions process.
- (00:39:11)** Commissioner Logan asked Director Danielson and Manager Burton about levy processes.
- (00:40:16)** Commissioner Reed asked Manager Burton and Director Danielson about a dollar amount for the impending COLA.
- (00:43:30)** Mayor ProTem Dean asked Chief Campbell and Manager Burton if the contract with Fort Harrison has changed.
- (00:46:31)** Commissioner Logan asked Chief Campbell about call volume related to Fort Harrison.
- (00:47:38)** Mayor ProTem Dean asked Director Danielson about vacancy adjustments reflected in the budget.
- (00:48:56)** Commissioner Logan asked Chief Campbell about the Fire Department's dependence on the levy.

### **C. Police Department Budget Presentation**

- (00:50:10)** Police Chief Petty presented Item C.
- (00:59:20)** Manager Burton and Chief Petty discussed bills currently in legislature that could possibly affect the Police Department.
- (01:00:02)** Commissioner Logan asked Manager Burton about operation levy studies.
- (01:03:12)** Mayor ProTem Dean asked Chief Campbell about budget funding allocations.
- (01:04:00)** Commissioner Shirliff asked Chief Petty about the vacancy recruitment process.
- (01:05:38)** Mayor ProTem Dean asked Chief Petty about current Police Academy attendees.
- (01:06:08)** Commissioner Logan asked Chief Petty about vacancy recruitment regarding wages.



**(01:06:50)** Mayor ProTem Dean asked Chief Petty, Facilities Administrator Johnson, and Manager Burton about the rent budget line-item fluctuations.

#### **D. Municipal Court FY24 Budget Presentation**

**(01:10:20)** Court Administrator Johnson and Director Danielson presented Item D.

#### **E. Facilities Budget Presentation**

**(01:12:20)** Facilities Administrator Johnson and Director Danielson presented Item E.

**(01:17:32)** Manager Burton discussed financially partnering with the County on some projects.

**(01:17:57)** Commissioner Reed asked Director Danielson about the 440-fund allocation.

**(01:19:00)** Mayor ProTem Dean asked Administrator Johnson and Director Danielson about staffing vacancies and position shifts.

#### **F. Parks Recreation Open Lands FY24 Budget Presentation**

**(01:21:11)** Parks, Recreation, and Open Lands Director Smith presented Item F.

**(01:35:44)** Commissioner Logan asked Administrator Johnson about the timeline for air conditioning at the Civic Center.

**(01:37:12)** Commissioner Shirliff asked Director Smith how availability and event volume are going to be affected with new equipment.

**(01:38:00)** Mayor ProTem Dean asked Director Danielson and Manager Burton about the pool hours of operation and attendance reports regarding rates.

**(01:43:25)** Mayor ProTem Dean asked Director Smith, Director Danielson, and Manager Burton about trails maintenance budgets and Urban Renewal District expansion considerations.

**(01:46:38)** Commissioner Reed asked about her ability to submit questions in writing.

#### **G. Emergency and SSD Budget Presentation – Postponed**



## **Public Comment**

- (01:47:40)** HCC Representative Denise Roth Barber provided an update about recent and upcoming agenda items.
- (01:48:25)** Mayor ProTem Dean asked Ms. Barber about the HCC's budget review process.
- (01:48:52)** Representative Barber discussed the Facility Department's commitment to sustainability measures.

## **Adjournment**

- (01:49:33)** There being no further business before the Commission, the meeting adjourned at 5:50pm.