



**City of Helena**  
**City Commission Administrative Meeting**  
**June 7, 2023 – 4:00 PM**  
**Zoom Online Meeting; <https://us06web.zoom.us/j/84069946736>**  
**City County Building, Room 326**

**Time & Place**

A City Commission Administrative meeting was held on Wednesday, June 7, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/84069946736> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

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

City Attorney Dockter  
City Manager Burton  
Commissioner Shirliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

The following were absent:

Commissioner Dean arrived late.

**Commission Comments, Questions**

**(00:01:17)** Mayor Collins encouraged the Commission to remain respectful in disagreement.

**Presentations**

**A. Transportation Systems – Metropolitan Planning Organization (MPO) Update**

**(00:06:00)** Transportation Systems Director Knoepke presented Item A.

**(00:10:25)** Mayor Collins asked Director Knoepke if the required documents come from each entity.

**(00:14:09)** Commissioner Shirliff asked Director Knoepke about guidance from MDT.



- (00:15:32) Manager Burton discussed that Director Knoepke is the point of contact between MDT and Helena, East Helena, and Lewis & Clark County.
- (00:16:00) Commissioner Logan asked Director Knoepke and Manager Burton about other MPO designations in Montana and which organizations will be included.

### **Board Appointment Review**

#### **A. Board Appointments: ADA Compliance Committee, Business Improvement District, Citizens Conservation Board, Golf Advisory Board, Police Commission, Railroad TIF Advisory Board, Tourism BID**

- (00:19:00) Mayor Collins presented Item A.
- (00:20:42) Tourism BID Director Opitz asked Mayor Collins to repeat the Tourism BID recommendation.

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

- (00:21:22) HCC Representative Emily Mowers discussed recent recommendations submitted in writing.

### **Report of the City Manager**

- (00:21:55) City Manager Burton had nothing to report.

### **Department Reports**

#### **A. FY24 Budget Discussion – Final Review before Preliminary Budget Submittal**

- (00:22:10) Finance Director Danielson and Manager Burton presented Item A.
- (00:28:14) Mayor Collins asked Manager Burton about the Commission's decision to fund the City Pool.
- (00:29:30) Commissioner Reed asked Director Danielson for clarification of pool funding.
- (00:30:32) Commissioner Reed asked Director Danielson about HACF funding totals.
- (00:31:32) Commissioner Logan asked Manager Burton for clarification on items needing consensus decisions and discussed preferences for funding.



- (00:33:13) Commissioner Shirliff discussed preferences for pool funding and asked Director Danielson and Manager Burton about the adjusted balance.
- (00:35:20) Mayor Collins discussed preferences for funding.
- (00:35:42) Commissioner Reed discussed preferences for funding.
- (00:36:58) Commissioner Shirliff asked Director Danielson and Manager Burton about the upcoming HACF presentation and preliminary budget materials.
- (00:39:39) Commissioner Logan and Manager Burton discussed the interlocal agreement regarding historic preservation.
- (00:41:07) Manager Burton discussed budget considerations.

#### **B. FY24 Budget – HCC Budget Recommendations**

- (00:42:00) Director Danielson and HCC Chair Mowers presented Item B.

#### **C. Water and Wastewater Service Line Program**

- (00:49:40) Public Works Director Leland, Utilities Maintenance Superintendent Scheuer, and Director Danielson presented Item C.
- (00:58:43) Mayor Collins explained his support.
- (00:59:03) Commissioner Logan, Attorney Dockter, and Manager Burton discussed code change requirements.
- (01:02:40) Commissioner Logan asked Director Leland and Manager Burton about the reasoning for the rebate amount and administrative fee payments.
- (01:05:11) Commissioner Logan asked Director Leland and Director Danielson about the possibility of individual utility customers seeking rebates.
- (01:08:00) Commissioner Logan thanked Staff for their work.
- (01:08:27) Manager Burton discussed program successes.
- (01:09:39) Commissioner Reed expressed support for the Staff Recommendation.

#### **D. Tourism Business Improvement District FY24 Workplan and Budget Presentation**



- (01:10:23) Director Danielson and Tourism BID Director Opitz presented Item D.
- (01:17:00) Commissioner Dean asked Director Opitz about the TrailRider Program.
- (01:22:11) Commissioner Reed asked Director Opitz about interest in continuing the TrailRider Program.
- (01:23:41) Commissioner Logan asked Director Opitz about the possibility of local businesses assisting with funding.

#### **E. Business Improvement District FY24 Workplan and Budget**

- (01:25:37) Director Danielson and BID Director Dendy presented Item E.
- (01:34:49) Commissioner Dean thanked Director Dendy and discussed improving vitality and BID initiatives.

#### **F. Re-creation of Urban Forest Management Special District**

- (01:39:20) Director Danielson and Attorney Dockter presented Item F.
- (01:46:09) Manager Burton discussed recent legislative impacts.
- (01:46:53) Director Danielson asked Director Leland about impacts to landfill monitoring.
- (01:47:23) Commissioner Shirliff asked Director Danielson and Attorney Dockter about other City-wide district expirations.

#### **G. Personnel Policies**

- (01:48:40) Human Resources Director McMahon presented Item G.
- (01:56:54) Commissioner Logan asked Director McMahon about the probationary sick leave donation system.

#### **Public Comment**

- (01:59:13) There were no further comments or questions from the Commission and/or public.

#### **Commission Discussion and Direction to the City Manager**

##### **A. Commission Budget Discussion & Direction to Staff**

- (01:59:22) Manager Burton confirmed directions.



## Adjournment

**(01:59:30)** There being no further business before the Commission, the meeting adjourned at 6:00pm.