



**City of Helena**  
**City Commission Administrative Meeting**  
**July 19, 2023 – 4:00 PM**  
**Zoom Online Meeting; <https://us06web.zoom.us/j/86732527789>**  
**City County Building, Room 326**

**Time & Place**

A City Commission Administrative meeting was held on Wednesday, July 19th, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/86732527789> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:40)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Mayor Collins

The following were absent:

Commissioner Reed

**Commission Comments, Questions**

- (00:01:42)** Mayor Collins adjusted the agenda, moving Department Report Item D forward.
- (00:02:23)** Commissioner Logan discussed best practices recommendations provided by the Montana State University Local Government Center regarding advisory board appointments and roles.
- (00:05:20)** Commissioner Dean also discussed Local Government Center recommendations.
- (00:07:10)** Mayor Collins summarized the recommendations and asked Clerk Clayborn if the HCC had access to the recommendation letter.

**Presentations**

**A. Eric Feaver Trail Dedication**



- (00:08:15)** Parks, Recreation, and Open Lands Director Smith and Open Lands Manager Langsather presented Item A.
- (00:12:45)** Ellen Feaver addressed the Commission and the public.
- (00:13:28)** Commissioner Dean discussed support for the project and thanked the Parks department for their work.
- (00:14:50)** Commissioner Logan thanked the Parks department for their work.
- (00:15:25)** Commissioner Shirliff thanked the Parks department for their work.
- (00:15:57)** Ellen Feaver thanked the Commission.

### **B. Fire Department Master Plan Summary Update**

- (00:16:37)** Fire Chief Campbell presented Item B.
- (00:24:00)** Commissioner Logan asked Chief Campbell about reporting response times accurately related to the CAD/RMS.
- (00:25:40)** Commissioner Logan asked Chief Campbell about prevention and education regarding staffing considerations.
- (00:27:35)** Commissioner Dean discussed the financial impact of the Master Plan, encouraged members of the public to read it, and discussed the recommendation to add a third fire station.
- (00:31:23)** Commissioner Shirliff thanked Chief Campbell and discussed recommendations expressed in the Master Plan.
- (00:32:30)** Manager Burton discussed next steps for options and decisions.
- (00:33:50)** Mayor Collins discussed previous grant funding for Fire and Police Department initiatives to provide services in line with growth.

### **C. HPD Staffing Study Report**

- (00:36:13)** Police Chief Petty and Etico Solutions Representative Freesmeyer presented Item C.
- (01:10:08)** Commissioner Dean asked Representative Freesmeyer and Chief Petty about increasing staffing to fill the gaps.
- (01:13:40)** Commissioner Dean asked Representative Freesmeyer and Chief Petty about turnover trends and projections.



**(01:17:26)** Commissioner Logan discussed prioritizing staffing needs for the Helena Police Department.

**D. City-County Board of Public Health Update**

**(01:19:09)** Public Health Officer Niemann presented Item D.

**(01:24:46)** Commissioner Dean asked Officer Niemann about the number of beds in the Crisis Center.

**Department Reports (Item Position Adjusted)**

**D. Ziplly Franchise Agreement**

**(01:29:15)** City Attorney Dockter, Communications Representative Duchon, and Ziplly Representative Epley presented Item D.

**Board Appointment Review**

**A. Board Appointments: ADA Compliance Committee, City-County Regional Airport Authority**

**(01:34:13)** Mayor Collins presented Item A.

**Recommendations from the Helena Citizens Council**

**(01:35:07)** HCC Representatives John R Andrew and Cole Rosling discussed recent and upcoming meeting agenda items.

**Report of the City Manager**

**(01:35:38)** City Manager Burton and Finance Director Danielson discussed the upcoming Commission Meeting Agenda containing items related to fees.

**Department Reports**

**A. General Fund Savings Update**

**(01:36:45)** Director Danielson presented Item A.

**(01:44:03)** Mayor Collins recommended allocating funding for those projects with five votes.

**(01:45:45)** Commissioner Dean agreed with Mayor Collins and added four and five votes.



- (01:46:06) Commissioner Logan requested allocating funds for projects with four and five votes.
- (01:46:15) Commissioner Logan asked Director Danielson about the average allocation amount.
- (01:46:38) Director Danielson, Manager Burton, Mayor Collins, Commissioner Logan, and Commissioner Dean discussed an allocation amount cap.
- (01:48:40) Mayor Collins confirmed consensus with Director Danielson.

#### **B. Preliminary Discussion of Draft Ordinance to Adopt 2021 International Fire Code**

- (01:49:10) Chief Campbell and Fire Marshall Antonick presented Item B.

#### **C. Boards Work Session Administrative Follow-Up**

- (02:01:13) Clerk Clayborn presented Item C.
- (02:08:45) Commissioner Dean discussed HCC seats on advisory boards regarding the recommendation letter from the Local Government Center.
- (02:09:40) Commissioner Logan discussed his preferences about HCC seats on advisory boards.
- (02:10:47) Commissioner Dean discussed her preferences about HCC seats on advisory boards.
- (02:12:07) Commissioner Shirliff discussed his preferences about HCC seats on advisory boards.
- (02:13:04) Commissioner Logan discussed specifics stated in the recommendation letter.
- (02:14:05) Mayor Collins confirmed consensus with Clerk Clayborn.
- (02:15:48) MSU Local Government Center Assistant Director Kent addressed the Commission.
- (02:16:26) HCC Representative Andrew discussed communication of consensus direction to the HCC.
- (02:17:31) Commissioner Dean, Representative Andrew, and Mayor Collins discussed meeting material availability.
- (02:18:11) Commissioner Logan requested sending formal communication to the HCC notifying them of the change.



**(02:19:25)** Clerk Clayborn and Mayor Collins discussed the formal communication format.

**(02:19:52)** Commissioner Dean encouraged all to reads the recommendation letter.

### **Public Comment**

**(02:21:06)** There were no further comments or questions from the Commission and/or public.

### **Adjournment**

**(02:21:17)** There being no further business before the Commission, the meeting adjourned at 6:22pm.