



**City Commission Administrative Meeting  
September 6, 2023 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/87422316353>  
City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, September 6, 2023 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/87422316353> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:20)** The following responded present, either via zoom or in person:

Acting City Attorney Hawkaluk  
City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Commission Comments, Questions**

**(00:01:19)** There were no comments or questions from Commissioners.

**Recommendations from the Helena Citizens Council**

**A. Reaffirming ARPA Funds Recommendation with Attached Survey  
February 2023**

**(00:01:34)** HCC Representative John R Andrew presented Item A.

**Report of the City Manager**

**A. 2024 Municipal Election Update**

**(00:02:23)** City Manager Burton and Clerk Clayborn presented Item A.

**(00:06:37)** Mayor Collins asked Clerk Clayborn for clarification of cost projections compared to previous years.

**(00:08:05)** Commissioner Dean discussed her preference for the election.



- (00:09:17)** Commissioner Reed discussed her preference for the election and requested an additional public education effort.
- (00:10:09)** Clerk Clayborn addressed Commissioner Reed's request.
- (00:11:00)** Commissioner Logan discussed his preference for the election.
- (00:11:58)** Mayor Collins discussed his preference for the election.
- (00:12:52)** Commissioner Shirliff discussed his preference for the election.
- (00:14:07)** Clerk Clayborn confirmed intent to follow up with the County Elections Office.
- (00:14:58)** Commissioner Dean discussed the oddity of uncontested elections and how money could be allocated elsewhere.
- (00:17:10)** Mayor Collins discussed how informed and engaged the community has been.
- (00:18:31)** Manager Burton recommended carrying the discussion into the upcoming Commission Meeting.
- (00:19:00)** Commissioner Dean requested reaching out to the Local Government Center to provide context.
- (00:19:40)** Commissioner Reed advocated for public education and outreach.
- (00:20:23)** Commissioner Logan discussed transparency for the public.
- (00:21:00)** Clerk Clayborn discussed the language of a resolution on the agenda for the upcoming Commission Meeting and confirmed that holding the election would not impact voter registration rules.
- (00:22:16)** Clerk Clayborn discussed the HCC candidates and open/vacant seats and their appointment process.

## **Presentations**

### **A. Update on the Staffing Study from Etico Solutions**

- (00:23:43)** Police Chief Petty presented Item A.
- (00:39:45)** Commissioner Logan asked Chief Petty about the negotiations of pay and benefits compared to other municipalities.
- (00:42:40)** Commissioner Dean asked Manager Burton and Chief Petty about a timeline for recommendation implementation.
- (00:45:08)** Commissioner Logan confirmed Commission consensus for him to serve on the Committee in question.



## **B. SB 382 Presentation**

- (00:45:32)** Community Development Director Brink presented Item B.
- (01:06:18)** Commissioner Dean asked Director Brink about documenting previous updates while moving forward and keeping track of additional expenditures.

## **C. City of Helena Engineering Standards Travel Lane Width Amendment**

- (01:10:28)** Transportation Systems Director Knoepke presented Item C.
- (01:11:33)** Manager Burton discussed the history of standards affecting travel lane width.
- (01:12:46)** Commissioner Reed and Director Knoepke discussed a public comment previously received regarding this standard conflicting with others.
- (01:15:58)** Commissioner Reed, Director Knoepke, and Manager Burton discussed additional need for bike lanes around schools.
- (01:17:57)** Commissioner Logan asked Manager Burton about next steps for this Item.

## **D. Downtown Multimodal and Infrastructure Plan**

- (01:19:25)** Director Knoepke and Robert Peccia and Associates Consultant Randall presented Item D.
- (01:41:30)** Commissioner Dean asked Manager Burton about the process of removing citizen initiatives.

## **Department Reports**

### **A. Property Tax Levy Presentation**

- (01:43:17)** Finance Director Danielson presented Item A.
- (01:57:38)** Commissioner Dean and Manager Burton discussed adding information to the website for public consumption.
- (01:59:29)** Commissioner Shirliff asked Director Danielson about the dollar amount for mills.

### **B. Re-Creation of the Landfill Monitoring District**

- (02:00:40)** Public Works Director Leland presented Item B.



**(02:04:27)** Commissioner Dean asked Director Leland about the language used on public forms.

### **C. Conceal Carry Firearm and Workplace Violence Policies**

**(02:05:45)** Human Resources Director McMahon presented Item C.

**(02:07:28)** Manager Burton discussed the additional offices influencing and vetting the policy.

**(02:07:45)** Commissioner Reed asked Director McMahon for clarification about the City's ability to prohibit firearms of any kind in certain areas.

### **Public Comment**

**(02:09:20)** Heather Graham provided public comment, advocating for the Helena Regional Sports Association project.

**(02:12:28)** Kalli Kind provided public comment, advocating for the Helena Regional Sports Association project.

**(02:13:52)** Lucas Wallace provided public comment via Zoom, advocating for walkability improvements related to the Downtown Multimodal Infrastructure Plan.

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

**(02:15:44)** Mayor Collins and Commissioner Reed asked Manager Burton for an update about ARPA allocations.

**(02:16:58)** Mayor Collins asked Director Danielson and Manager Burton for an update about the Helena Regional Sports Association project.

**(02:18:18)** Commissioner Dean discussed the ARPA projects previously considered and voted on by the Commission.

**(02:19:11)** Commissioner Reed agreed to revisit the remaining ARPA items.

**(02:19:46)** Manager Burton discussed next steps for remaining ARPA items.

**(02:20:17)** Commissioner Dean and Director Danielson discussed the remaining ARPA items.

**(02:20:47)** Commissioner Reed expressed intent to miss the meeting in which these items will be discussed.

**(02:21:08)** Commissioner Dean clarified remaining ARPA items.



**(02:21:26)** Manager Burton expressed intent to provide updates about various projects and grant funding.

### **Adjournment**

**(02:22:15)** There being no further business before the Commission, the meeting adjourned at 6:22pm.