



**City Commission Administrative Meeting  
January 17, 2024 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/85178303771>  
City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, January 17, 2024 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/85178303771> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:25)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Mayor Pro Tem Dean  
Commissioner Shirliff  
Commissioner Logan  
Commissioner Reed

The following were absent:

Mayor Collins

**Commission Comments, Questions**

- (00:01:34)** Commissioner Reed proposed a Commission representative for an emergency housing task force.
- (00:02:48)** Commissioner Logan discussed additional considerations for the task force to address.
- (00:03:50)** Commissioner Shirliff discussed the need for a more focused approach.
- (00:04:30)** Mayor Pro Tem Dean, Commissioner Shirliff, and Commissioner Reed discussed an AdHoc committee structure due to the existing City of Helena Strategy and Housing Task Force.
- (00:08:08)** Commissioner Logan and Mayor Pro Tem Dean discussed the need for additional services and resources to be considered within the task force.



- (00:09:04)** Mayor Pro Tem, Commissioner Logan, and Manager Burton discussed recommendations for next steps.
- (00:10:52)** Commissioner Reed discussed supporting staff efforts.
- (00:11:40)** Planner Ray discussed previous working group meetings and options for next steps.
- (00:13:15)** Commissioner Logan and Commissioner Shirliff discussed representation of local stakeholders.
- (00:13:45)** Commissioner Reed proposed a possible process for further Commission discussion.
- (00:14:20)** Commissioner Reed asked Manager Burton and Attorney Dockter for an update on the annexation of a portion of LeGrande Cannon.
- (00:17:08)** Community Development Director Brink addressed the annexation discussion.

## **Board Appointment Review**

### **A. Board Appointment Review**

- (00:18:08)** Mayor Pro Tem Dean presented Item A.

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

- (00:22:04)** HCC Representative Emily Mowers discussed recent and upcoming meeting agenda items.
- (00:22:32)** HCC Chairperson Kuiper discussed HCC involvement in the proposed housing task force.
- (00:22:57)** Commissioner Logan asked Clerk Clayborn about public notice for the upcoming HCC swearing in ceremony.

## **Report of the City Manager**

- (00:24:00)** City Manager Burton had nothing to report.

## **Presentations**

### **A. Public Safety Service Level Presentation**

- (00:24:30)** Public Information Officer Garcin, Police Chief Petty, Fire Chief Campbell, Finance Director Danielson presented Item A.



- (00:37:08)** Mayor Pro Tem Dean asked Chief Petty about the impacts of increased staffing on victim services.
- (00:45:06)** Commissioner Logan asked Chief Petty about the current number of call takers.
- (00:46:10)** Mayor Pro Tem Dean asked Chief Petty about the possibility of staggering Tier 3 should the Mill Levy pass.
- (00:47:15)** Commissioner Logan, Manager Burton, Mayor Pro Tem Dean discussed the Tiers and recommendations for consideration.
- (00:52:15)** Commissioner Reed asked Chief Campbell and Manager Burton about land acquisition costs for the location and the remaining Cares Funding available.
- (00:53:53)** Mayor Pro Tem Dean discussed conversations from the Fire Department Planning Committee.
- (00:55:02)** Commissioner Logan asked Chief Campbell about equipment needs for a third station.
- (00:56:06)** Commissioner Shirliff asked Chief Campbell asked about revenue potential for training facilities.
- (00:59:30)** Mayor Pro Tem Dean asked about housing in Montana City in Tier 2.
- (01:01:02)** Commissioner Logan asked Chief Campbell about staffing regarding fire prevention efforts and discussed the need for additional personnel.
- (01:03:51)** Mayor Pro Tem Dean and Chief Campbell discussed additional office space in the third station location.
- (01:12:10)** Manager Burton thanked Staff for their work and discussed next steps.
- (01:13:12)** Commissioner Logan asked Manager Burton about the inevitability of an election in June.
- (01:13:23)** Commissioner Reed asked Chief Campbell, Director Danielson, and Manager Burton about the upgrading needs of Fire Station 2.
- (01:15:37)** Mayor Pro Tem Dean explained her support for Tier 3 for both entities and discussed next steps for the ballot measure.
- (01:19:14)** Commissioner Reed explained her support for a June ballot measure.
- (01:19:47)** Commissioner Shirliff asked Director Danielson for clarification of cost annually.



- (01:20:45)** Mayor Pro Tem Dean and Manager Burton discussed a phased approach.
- (01:21:27)** Commissioner Logan asked Manager Burton about the consensus expectation for this meeting.
- (01:22:37)** Commissioner Logan explained his support for a June ballot measure.

## **Department Reports**

### **A. State-Local Infrastructure Partnership Act Funding Proposal Review**

- (01:24:03)** Grants Administrator Opitz, Manager Burton, Chief Campbell, Public Works Director Leland, Transportation Systems Director Knoepke presented Item A.
- (01:38:00)** Commissioner Logan asked Administrator Opitz and Manager Burton where the matched funds would come from.
- (01:39:07)** Commissioner Logan asked Manager Burton about the timeline for a decision.

## **Public Comment**

- (01:39:58)** There were no further comments or questions from the Commission and/or public.

## **Adjournment**

- (01:40:07)** There being no further business before the Commission, the meeting adjourned at 5:41pm.