



**City Commission Administrative Meeting  
August 21, 2024 – 4:00 PM  
Zoom Online Meeting; <https://us06web.zoom.us/j/81764089504>  
City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, August 21, 2024 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/81764089504> 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 Dean  
Commissioner Shirtliff (via Zoom)  
Commissioner Logan  
Mayor Collins

The following were absent:

Commissioner Reed

**Commission Comments, Questions**

**(00:01:05)** Commissioner Shirtliff congratulated Commissioner Dean.

**Recommendations from the Helena Citizens Council**

**(00:01:43)** HCC Representative John Andrew discussed recent and upcoming meeting agenda items.

**Report of the City Manager**

**(00:02:42)** City Manager Burton had nothing to report.

**Presentations**

**A. Community Aid Grant Update - Rocky Mountain Development Council**



- (00:02:51) Grants Administrator Opitz Presented Item A.
- (00:03:19) Rocky Mountain Development Council representatives provided a project update.
- (00:05:09) Commissioner Dean asked about options for the timeline and if properties will be available for housing vouchers and fair market programs.
- (00:06:58) Commissioner Shirtliff asked about a cost estimate and timeline for Horseshoe Bend Road.

**B. Increase loan limits for the Water and Wastewater Service Line Loan Program from \$15,000 to \$30,000**

- (00:08:19) Public Works Director Leland presented Item B.

**Department Reports**

**A. Establish a fund to pay for Residential Water Service Lines within Public Right-of-Way**

- (00:10:18) Director Leland presented Item A.
- (00:12:00) Manager Burton discussed ordinance requirements and the Commission's decision options.
- (00:16:26) Commissioner Logan asked Director Leland about utility bill adjustments and expressed concerns.
- (00:20:56) Attorney Dockter discussed Commissioner Logan's concerns.
- (00:22:45) Manager Burton discussed next steps.
- (00:23:40) Commissioner Dean requested more information about costs.

**B. Westside Phase 1 & 2 Water and Sewer Cost Reimbursement - Update**

- (00:26:53) Director Leland presented Item B.
- (00:29:48) Commissioner Logan asked Director Leland about the decision-making process and public engagement.
- (00:31:04) Commissioner Dean asked Director Leland about communications with new homeowners.

**C. Progress Report - Status of City-Wide Software Implementation**



- (00:33:50)** MPO Project Manager Weingartner, Transportation Systems Deputy Director Couey, and Community Development Director Brink presented Item C.
- (00:44:58)** Manager Burton discussed the original budget.
- (01:02:22)** Commissioner Dean asked Director Brink about permit turnaround times.
- (01:03:43)** Commissioner Shirliff requested periodic statistical updates.

### **Public Comment**

- (01:04:33)** There were no further comments or questions from the Commission and/or public.

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

### **Adjournment**

- (01:04:47)** There being no further business before the Commission, the meeting adjourned at 5:05pm.