

MEETING MINUTES
CITY OF EAST HELENA
CITY HALL – 306 EAST MAIN - ROOM 110
COUNCIL MEETING & PUBLIC HEARING: 7:00 PM
DATE: TUESDAY, FEBRUARY 15, 2022
INTERNET ZOOM MEETING: <https://zoom.us/j/8976327748>
CONFERENCE CALL-IN: 1-301-715-8592 MEETING ID: 897 632 7748

MEETING CALLED TO ORDER: Mayor Harris called the meeting to order at 7:00 PM. Councilmember Dahl led the Pledge of Allegiance. Masks and physical distancing were recommended for those in attendance at City Hall.

CITY OFFICIALS & STAFF PRESENT: Mayor Kelly Harris, Council President Don Dahl, Councilmember Judy Leland, Councilmember Wesley Feist, Councilmember Suzanne Ferguson, Public Works Director Kevin Ore, City Attorney Peter Elverum, and Clerk/Treasurer Amy Thorngren

OTHERS PRESENT: Alice Santos, Renae Schulte, and Kevin Schulte

ABSENT/EXCUSED: City Judge Dennis Loveless, Fire Chief Troy Maness, Acting Police Chief Kirk Johnston, and Zoning Officer Jeremy Fadness

PUBLIC HEARING:

1. **Proposed Conditional Use Permit to Add Coffee Roasting to the Existing Commercial Building at 10 West Main Street in the Downtown Commercial District** – The published public notice and a staff report from Zoning Officer Jeremy Fadness were in the council packet. Public Works Director Ore presented the staff report and noted the condition that coffee roasting would only take place between 7:00 AM and 2:00 PM on weekdays. This was an information-only item.
2. **Proposed Conditional Use Permit to Add Coffee Roasting to the Existing Commercial Building at 10 West Main Street in the Downtown Commercial District** – Mayor Harris called for public comment in favor of, opposed to, and neutral toward the proposed CUP. Kevin Schulte commented in favor of granting the CUP.
3. **Proposed Conditional Use Permit to Add Coffee Roasting to the Existing Commercial Building at 10 West Main Street in the Downtown Commercial District** – Council discussed some typos in the staff report. Councilmember Feist made a motion to approve the CUP as amended. Councilmember Dahl seconded the motion. All councilmembers voted aye.

PUBLIC COMMENTS: There was no public comment on non-agenda items.

APPROVAL OF MINUTES: The draft minutes of the February 1, 2022, 6:00 PM; February 1, 2022, 7:00 PM; and February 7, 2022 were in the council packet. Councilmember Leland made a motion to approve the February 1, 2022, 6:00 PM minutes as presented. Councilmember Feist seconded the motion. Councilmembers Leland, Feist, and Ferguson voted aye. Councilmember Dahl abstained. The motion passed. Councilmember Feist made a motion to approve the February 1, 2022, 7:00 PM minutes as presented. Councilmember Leland seconded the motion. Councilmembers Feist, Leland, and

Ferguson voted aye. Councilmember Dahl abstained. The motion passed. Councilmember Dahl made a motion to approve the February 7, 2022 minutes as presented. Councilmember Leland seconded the motion. Councilmembers Dahl, Leland, and Ferguson voted aye. Councilmember Feist abstained. The motion passed.

CITY COURT REPORT: A written report from City Judge Dennis Loveless is expected at the next meeting.

DEPARTMENTAL REPORTS:

Administration – Clerk/Treasurer Amy Thorngren reported that the audit of FY21 would happen the week of April 11th, that she had attended the Police Commission meeting, and that the city could begin the request for BaRSAA funds on March 1st.

Police Department – Mayor Harris read a written report from Acting Police Chief Kirk Johnston: He reported that 4 officers are now working full-time, that officers have been patrolling school zones during high-traffic hours, and that Chief Sanders would be starting the next week.

Public Works - Public Works Director Kevin Ore reported that he had attended the meeting about projected flows to the wastewater treatment plant, that the public works crew was being tutored for their water and wastewater tests, that there would be a copper violation for February, that bids came back lower than expected for water improvement projects, that the garbage truck had broken down, that someone had been dumping construction debris at Kennedy Park, and that MDOT would be addressing the crosswalks on Main Street.

Volunteer Fire Department - Fire Chief Troy Maness was excused.

UNFINISHED BUSINESS:

1. **Montana Environmental Trust Group New Public Water Supply Well Agreement** – The draft agreement was in the council packet. City Attorney Elverum highlighted sections of the agreement regarding water rights updates and improvements to the chlorination system. Public Works Director Ore reported that there were 60 days in which to award the contract bid. There was no public comment. Councilmember Feist made a motion to approve the draft agreement. Councilmember Leland seconded the motion. All councilmembers voted aye.

NEW BUSINESS:

1. **Police Department Evidence/Property Room Audit Expenditure** – A copy of Clemons Consulting’s fee schedule was in the council packet. Mayor Harris explained that the police department evidence room was being audited by a third party, Tom Clemons, to bring it into compliance and start the new department with a clean slate. City Attorney Elverum agreed that it was the best and most expedient method. There was no public comment. Councilmember Dahl made a motion to approve the expenditure. Councilmember Ferguson seconded the motion. All councilmembers voted aye.
2. **Reappointment of Don Dahl to the Planning Board** – The Planning Board roster and by-laws were in the council packet. A councilmember’s term on the Planning Board is coextensive with their term of office. There was no public comment. Councilmember Feist made a motion to reappoint Don Dahl to the Planning Board. Councilmember Leland seconded the motion. Councilmembers Feist, Leland, and Ferguson voted aye. Councilmember Dahl abstained. The motion passed.

3. **Reappointment of Don Dahl to the Zoning Commission** – The Zoning Commission roster and by-laws were in the council packet. A councilmember’s term on the Zoning Commission is coextensive with their term of office. There was no public comment. Councilmember Leland made a motion to reappoint Don Dahl to the Zoning Commission. Councilmember Feist seconded the motion. Councilmembers Leland, Feist, and Ferguson voted aye. Councilmember Dahl abstained. The motion passed.
4. **Juneteenth National Freedom Day** – The State of Montana Payroll Insurance Deduction Calendar 2022, MCA 1-1-126 Legal Holidays and Business Days, and Section 03-4 Employee Leave Administration from the city’s personnel policy manual were in the council packet. Mayor Harris proposed adding Juneteenth to the list of holidays taken by city staff. There was no public comment. Councilmember Dahl made a motion to approve. Councilmember Feist seconded the motion. All councilmembers voted aye.

MAYOR’S REPORT: Mayor Harris reported that he had attended the Police Commission meeting, the Zoning Commission meeting, the meeting about projected flows to the wastewater treatment plant, and had met with the Eagles regarding the return of the rodeo weekend street dance.

COUNCILMEMBERS’ REPORTS:

Don Dahl reported that he had attended the police department interviews, the Zoning Commission meeting, the Planning Board meeting, and the meeting about projected flows to the wastewater treatment plant.

Wesley Feist reported that he had attended the special meetings and that he would be gathering information about the Montana Economic Development Association (MEDA) who does community assessments that determine eligibility for grants.

Suzanne Ferguson reported that she had been reading the Montana Municipal Officials Handbook.

Judy Leland had nothing to report.

LEGAL REPORTS: City Attorney Elverum reported that he had been busy with the police department, that he would be at Army training the first two weeks of March, and that the upstairs office project was a success.

PAYMENT OF BILLS: Claims 294771 through 294816 were presented for Council’s review. Councilmember Leland made a motion to pay the bills. Councilmember Feist seconded the motion. All councilmembers voted aye.

MEETING SCHEDULE:

1. East Helena Council Meeting & Public Hearings, Tuesday, March 1, 2022, 7PM, City Hall Room 110
2. East Helena Council Meeting, Tuesday, March 15, 2022, 7PM, City Hall Room 110

ADJOURNMENT: Mayor Harris adjourned the meeting at 7:41 PM.

ATTEST:

Clerk/Treasurer

Mayor