

MEETING MINUTES
CITY OF EAST HELENA
CITY HALL – 306 EAST MAIN - ROOM 110
COUNCIL MEETING: 6:30 PM
DATE: TUESDAY, JUNE 7, 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 6:30 PM. Councilmember Dahl led the Pledge of Allegiance.

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, Fire Chief Troy Maness (via Zoom), Police Chief Mike Sanders, Clerk/Treasurer Amy Thorngren, City Attorney Pete Elverum, and City Engineer Jeremy Perlinski

PUBLIC PRESENT: Dave Jensen

ABSENT/EXCUSED: City Judge Dennis Loveless

PUBLIC COMMENTS: Dave Jensen commented that East Helena residents should be given priority for swimming lesson slots.

APPROVAL OF MINUTES: The draft minutes of the May 17, 2022 council meeting were included in the council packet. Councilmember Feist noted that he had abstained from the vote to appoint him to the Safety Committee. There was no public comment. Councilmember Leland made a motion to approve the minutes as amended. Councilmember Feist seconded the motion. The motion passed unanimously.

PRESENTATION: City Engineer Jeremy Perlinski of Robert Peccia & Associates presented City of East Helena Overview of Development and Impact Fee Methods. Paper copies of the presentation were handed out. He explained how development and impact fees could be utilized to finance the capital improvements needed to accommodate new customer growth. He answered questions from Council, City Attorney Elverum, and Dave Jensen.

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

DEPARTMENTAL REPORTS:

Administration – A written report was on the council room table. Clerk/Treasurer Amy Thorngren reported on the following:

- Zoning and building permit applications had been received for more than 100 addresses in the new subdivisions to date.

- She had agreed to be a guest speaker at a Helena WINS Invest in Helena session to discuss how to navigate East Helena's zoning and building processes.
- Deputy Clerk Shannon had been processing an increased number of traffic tickets and ensured that the AEDs were all in good working order.
- Utility Clerk Shipman continued to take swimming lesson registrations for the remaining class openings.

Police Department – Police Chief Mike Sanders reported the following:

- All East Helena police officers updated their taser and wrap training.
- Officer Harris attended a 40-hour interview and interrogation training in Great Falls.
- The department met with the Montana Analysis & Technical Information Center (MATIC).
- The department coordinated with Lewis and Clark County area law enforcement regarding probationers and parolees.
- The officers are now working two 10-hour shifts each day. Since they began on May 30th, there have been 114 calls-for-service and 65 traffic stops.
- The Memorial Day Parade was a success.
- He attended a FEMA-based tabletop disaster response exercise.
- He asked Council whether to repair or replace the 2013 Ford Explorer patrol vehicle.

Public Works – A written report was included in the council packet. Public Works Director Kevin Ore reported on the following:

- The nitrogen study of the wastewater treatment plant is moving forward.
- The Wastewater Master Plan is on hold pending information from METG.
- The water projects are going well and the boring underneath the highway has begun.
- City Engineer Koenig is assembling public information about the city's infrastructure projects.
- He discussed with Council whether the rear loader garbage truck should be repaired which would impact the city's ability to provide Spring Cleanup.
- The nuisance vegetation postcard will go out in the mail soon.

Volunteer Fire Department - Fire Chief Troy Maness reported that the department had received an application from an EMT and that the burned apartment building had been torn down. Chief Maness' report was cut short by technical difficulties.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

1. **City of East Helena Engineering Standards Updates** – The updates to the engineering standards were included in the council packet. Public Works Director Ore noted that the updates had gone into effect in February and answered questions from Council. Councilmember Dahl made a motion to approve the updates. Councilmember Ferguson seconded the motion. The motion passed unanimously.
2. **Reappointment of Planning Board/Zoning Commission Members** – A copy of the Planning Board and Zoning Commission Roster was included in the council packet. Mayor Harris requested approval of the reappointment of Gloria Soja, Terrie Casey, Lynn Maness, and Jean Riley to the Planning Board and reappointment of Terrie Casey to the Zoning Commission. There was no public comment. Councilmember

Dahl made a motion to approve the appointments. Councilmember Feist seconded the motion. The motion passed unanimously.

3. **Wastewater Superintendent Job Description Update** – A copy of the job description with updates and a copy of the current pay matrix were included in the council packet. Mayor Harris explained that this was an old job description that had been updated for current processes and would likely be posted internally. Dave Jensen asked questions about who was currently performing the duties of the position and asked for clarification on how it would be posted. Councilmember Dahl made a motion to approve the updated Wastewater Superintendent job description. Councilmember Leland seconded the motion. The motion passed unanimously.
4. **Police Administrative Support Specialist Wage Adjustment** – Copies of the current pay matrix and job description were included in the council packet. Local listings for similar positions were on the council room table. Police Chief Sanders presented the need to adjust the hourly wage of the position to a more competitive rate in order to attract and retain quality employees. Council discussed whether Grade 9 or 10 was the appropriate wage band for the position effective immediately. There was no public comment. Councilmember Dahl made a motion to approve pay Grade 10 for the Police Administrative Support Specialist and Utility Clerk positions effective immediately. Councilmember Ferguson seconded the motion. Councilmembers Dahl, Ferguson, and Feist voted aye. Councilmember Leland voted nay. The motion passed.
5. **Utility Clerk Wage Adjustment** – Copies of the current pay matrix and job description were included in the council packet. Local listings for similar positions were on the council room table. Clerk/Treasurer Thorngren presented the need to adjust the hourly wage of the position to a more competitive rate in order to attract and retain quality employees. Council discussed whether Grade 9 or 10 was the appropriate wage band for the position. There was no public comment. Councilmember Dahl made a motion to approve pay Grade 10 for the Police Administrative Support Specialist and Utility Clerk positions effective immediately. Councilmember Ferguson seconded the motion. Councilmembers Dahl, Ferguson, and Feist voted aye. Councilmember Leland voted nay. The motion passed.
6. **Early Payoff of SRF Wastewater Loans** – The FY22 long-term debt schedule was included in the council packet. Clerk/Treasurer Thorngren explained that the remaining SRF wastewater loans could be paid off early with their loan reserve account. Dave Jensen commented that the loans should have been paid off years ago with proceeds from the East Clark Street Sewer District and Red Fox Meadows Subdivision. Councilmember Feist made a motion to approve. Councilmember Ferguson seconded the motion. The motion passed unanimously.

MAYOR'S REPORT: Mayor Harris reported that he had spoken at the Memorial Day Ceremony and attended the Board of Health meeting.

COUNCILMEMBERS' REPORTS:

Don Dahl had nothing to report.

Judy Leland reported that she had attended the Water Quality Protection District (WQPD) meeting and the lifeguard interviews.

Wesley Feist reported that he had attended the Montana Economic Developers Association (MEDA) conference.

Suzanne Ferguson had nothing to report.

LEGAL REPORTS: City Attorney Elverum reported that court had been getting busier as the officers write more tickets and that he had attended meetings with RPA about system development fees.

PAYMENT OF BILLS: Claims 295106 through 295172 were presented for Council's review. Councilmember Leland made a motion to pay the bills. Councilmember Feist seconded the motion. The motion passed unanimously.

MEETING SCHEDULE:

1. East Helena Council Meeting, Tuesday, June 21, 2022, 6:30 PM, City Hall Room 110
2. East Helena Planning Board Meeting, Thursday, June 23, 2022, 6:00 PM, City Hall Room 110
3. East Helena Council Meeting, Tuesday, July 5, 2022, 6:30 PM, City Hall Room 110

ADJOURNMENT: Mayor Harris adjourned the meeting at 8:07 PM.

ATTEST:

Clerk/Treasurer

Mayor