

**MEETING AGENDA**  
**CITY OF EAST HELENA**  
**CITY HALL – 306 EAST MAIN - ROOM 110**  
**COUNCIL MEETING: 6:30 PM**  
**DATE: TUESDAY, JUNE 20, 2023**  
**JOIN ZOOM MEETING: <https://us06web.zoom.us/j/3787705872>**  
**CONFERENCE CALL-IN: 1-253-205-0468 MEETING ID: 378 770 5872**

**MEETING CALLED TO ORDER:** Mayor Harris

**PLEDGE OF ALLEGIANCE:** Councilmember Leland

**PUBLIC COMMENTS:**

Note: This time is set aside for public comment on non-agenda items. Public comment will be taken on agenda items prior to a motion. All public comments will be limited to a reasonable duration. Please state your name and address in an audible tone of voice for the record, prior to your comments.

**APPROVAL OF MINUTES:** June 6, 2023

**CITY COURT REPORT:** City Judge Dennis Loveless

**DEPARTMENTAL REPORTS:**

Administration – Clerk/Treasurer Amy Thorngren  
Police Department – Police Chief Mike Sanders Public  
Works - Public Works Director Kevin Ore Volunteer  
Fire Department - Fire Chief Troy Maness

**UNFINISHED BUSINESS:**

1. Prickly Pear Estates/City of East Helena Letter of Understanding – City Attorney Elverum  
Action: Approve/Deny/Table
2. Train Depot Lease Agreement – City Attorney Elverum  
Action: Approve/Deny/Table

**NEW BUSINESS:**

1. Reappointment of Planning Board Members – Mayor Harris  
Ana Glueckert  
Action: Approve/Deny/Table  
Ryan Loomis  
Action: Approve/Deny/Table
2. Reappointment of Zoning Commission Members – Mayor Harris  
Scott St. Clair  
Action: Approve/Deny/Table  
Luke Serati  
Action: Approve/Deny/Table
3. July 4, 2023 Regularly Scheduled Council Meeting – Mayor Harris  
Action: Approve/Deny/Table

**MAYOR'S REPORT:** Mayor Harris

**COUNCILMEMBERS' REPORTS:**

Don Dahl  
Judy Leland  
Wesley Feist  
Suzanne Ferguson

**LEGAL REPORT:** City Attorney Elverum

**PAYMENT OF BILLS:** Action: Approve/Deny/Table

**MEETING SCHEDULE:**

1. East Helena City Council Meeting, Wednesday, July 4, 2023, 6:00 p.m., City Hall Room 110
2. East Helena City Council Meeting, Wednesday, July 18, 2023, 6:00 p.m., City Hall Room 110

**ADJOURNMENT:** Mayor Harris

**ADA NOTICE**

The City of East Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings, or otherwise deny them the City's services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City Clerk as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

**(406) 227-5321 or TTY Relay Service 1-800-253-4091 or 711**

**[cityclerk@easthelenamt.us](mailto:cityclerk@easthelenamt.us) - 306 East Main Street, P.O. Box 1170, East Helena, MT 59635**

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**CITY OF EAST HELENA**  
**CITY HALL – 306 EAST MAIN - ROOM 110**  
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**DATE: TUESDAY, JUNE 6, 2023**  
**JOIN ZOOM MEETING: <https://us06web.zoom.us/j/3787705872>**  
**CONFERENCE CALL-IN: 1-253-205-0468 MEETING ID: 378 770 5872**

**MEETING CALLED TO ORDER:** Mayor Harris called the meeting to order at 6:30 p.m. 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, City Attorney Pete Elverum, Clerk/Treasurer Amy Thorngren, City Judge Dennis Loveless, and Police Chief Mike Sanders

**PUBLIC PRESENT:** Cynthia Brooks (via Zoom), Greg Wirth, Eli Russell, Hannah Russell, George Russell, Holly Russell, Levi Russell, Stephanie Chambers, Sally Nyland, and Dave Jensen

**ABSENT/EXCUSED:** Fire Chief Troy Maness

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

**(0:00:50) APPROVAL OF MINUTES:** The draft minutes of the May 16, 2023 meeting were included in the council packet. There was no public comment. Councilmember Feist made a motion to approve the minutes as presented. Councilmember Leland seconded the motion. The motion passed unanimously.

**(0:01:15) CITY COURT REPORT:** City Judge Dennis Loveless reported that the fully-staffed police department had been keeping the court busy and that the court will be transitioning to a new software program.

**DEPARTMENTAL REPORTS:**

**(0:03:20) Administration** – Clerk/Treasurer Amy Thorngren reported that the department was in the midst of the audit of FY22; a FitLot coach had been found with the help of Nancy Andersen of AARP; an invitation to a celebration of life for retired electrical inspector Wayland Smith had been received; and that maximum storage for recorded meetings had been met on the website.

**(0:06:55) Police Department** – Police Chief Mike Sanders reported that there had been 195 calls-for-service in May; the department had responded to multiple parking violations, accidents, and animal bites; the training of Officers Royce and Kirkegaard was going well; Coffee with a Cop at Galaxy Roasting had been successful; the department participated in the East Helena Memorial Day Parade and the East Helena High School Graduation; he had coordinated with the Lewis and Clark Humane Society to improve communication between the animal shelter and police department regarding impounded animals; and he will be

attending the Montana Board of Crime Control meeting and the Montana Association of Chiefs of Police Conference.

**(0:11:35) Public Works** – A written report was included in the council packet. Public Works Director Kevin Ore reported that the diffuser tubes at the wastewater treatment plant will be replaced again; there was a waterline break on Manlove Avenue; Wastewater Superintendent Pursley completed the lead and copper sampling; he had been looking at proposals for garbage trucks; Valley Drive will be closed June 8 through August 23 for construction; he met with Mayor Harris, City Attorney Elverum, and Spencer Dodge of HDR Engineering regarding grant possibilities for Valley Drive/Montana Avenue; there had been flooding in the new trail system at Kennedy Park over the weekend; and that he had been working on the FY24 budget.

**Volunteer Fire Department** - Fire Chief Troy Maness was excused.

**UNFINISHED BUSINESS:** There was no unfinished business.

**NEW BUSINESS:**

1. **(0:19:20) East Helena Exempt Division – New Rodeo Grounds Utility Easement** – Mylars for the project were on a table in the council room. Greg Wirth of Stahly Engineering reported that the right-of-way tract would be 66 feet wide per city standards and that there would be a gravel access road to the new rodeo grounds. There was no public comment. Councilmember Leland made a motion to approve. Councilmember Ferguson seconded the motion. The motion passed unanimously.
2. **(0:23:25) Prickly Pear Estates/City of East Helena Letter of Understanding** – The draft letter was included in the council packet. Greg Wirth of Stahly Engineering requested that this item be tabled because changes were expected to be made. Dave Jensen commented in favor of amending the letter of understanding. Councilmember Feist made a motion to table. Councilmember Dahl seconded the motion. The motion passed unanimously.
3. **(0:27:00) Resolution 586 Approving the 2020 Wastewater Master Plan and Influent Pump Station Alternative Analysis** – The draft resolution was included in the council packet. City Attorney Elverum noted that the resolution formalized the previous adoption of the master plan to align with bond requirements. There was no public comment. Councilmember Dahl made a motion to approve Resolution 586. Councilmember Leland seconded the motion. The motion passed unanimously.
4. **(0:28:12) Train Depot Lease Agreement** – City Attorney Elverum reported that the final draft of the agreement was pending. There was no public comment. Councilmember Ferguson made a motion to table. Councilmember Feist seconded the motion. The motion passed unanimously.

**(0:29:55) MAYOR'S REPORT:** Mayor Harris reported that he had attended the Board of Health meeting; met the media at the Prickly Pear Land Trust trail; attended the audit entrance interview; he had been researching the potential for a Pickleball court; had monitored flooding; attended the Memorial Day Parade; and attended the meeting regarding Valley Drive/Montana Avenue funding options.

**COUNCILMEMBERS' REPORTS:**

**Don Dahl** had nothing to report.

**(0:34:33) Judy Leland** reported that she attended the lifeguard interviews.

**(0:34:41) Wesley Feist** reported that he attended Coffee with the Chamber at Galaxy Roasting and spoke at the Greater Helena Soapbox with Mayor Harris.

**Suzanne Ferguson** had nothing to report.

**(0:36:48) LEGAL REPORT:** City Attorney Elverum reported that animal control and coordination with the animal shelter have improved and that responsiveness to traffic violations had improved greatly.

**(0:39:50) PAYMENT OF BILLS:** Claims 296352 through 296417 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 Planning Board Meeting, Wednesday, June 14, 2023, 6:00 p.m., City Hall Room 110
2. East Helena Council Meeting, Tuesday, June 20, 2023, 6:30 p.m., City Hall Room 110

**ADJOURNMENT:** Mayor Harris adjourned the meeting at 7:10 p.m.

ATTEST:

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Mayor





## ***Public Works Department***

**June 20th, 2023**

### **1.) WWTP Report**

- Crews are continuing sewer jetting maintenance (Thanks Colten and Torrey). See included map of completed Lines. (Discuss)
- Still need crews to pull reaction basin diffusers and replace rubber sleeves.
- Had sewer back up in multiple residents in 300 block of East King Street. (Discuss)

### **2.) Metal Removal Building**

- Flows are very high coming into wastewater plant, between 750,000 and 1,000,000 gpd.

### **3.) Source Water Report**

- Had our walking log at M.C. Cassion property washed out with spring run-off. Bridge will be major improvement.
- Contractor is working on getting the new pump set at Wylie 4.
- Have a meeting with D/N Tanks engineers and Austin with RPA to discuss tank construction on Wednesday. (Discuss)

### **4.) Solid Waste Report**

- Tri-County has made a request to update contract with them. Working on this with Chance from Tri-County.

### **5.) Parks**

- City hired Declan Turner for Seasonal Parks Maintenance position. He is doing a great job.
- Grass is growing very fast, thanks Steve for all the hard work Mowing.

### **6.) Pool**

- Kimber has gotten all lifeguard training completed. Big Thanks to Kimber for all her hard work.

### **7.) Streets**

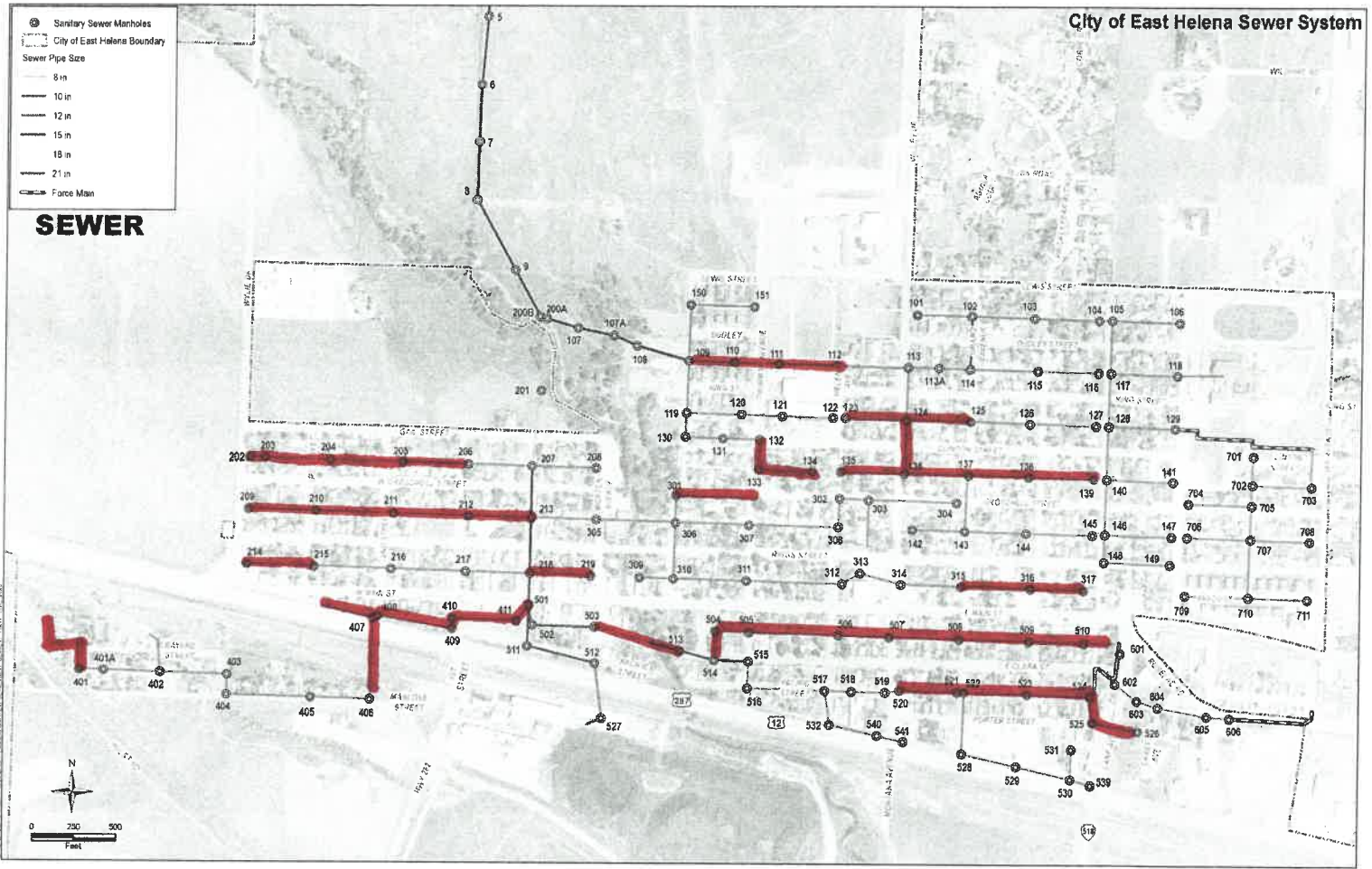
- We are working on updating RID's for both Vigilante and Highland Meadows. This will be a yearly update for both subdivisions, we will annually review in June so we can get turned into the County by August dead-line.
- Construction is going well on County portions of Valley Drive. Reminder it is closed to Thru traffic through Aug. 23<sup>rd</sup>.
- See included Main Street speed trailer results.
- Crews still working on summer time street sign replacement and post straightening.

### **8.) Facilities**

- Will be having some community service done at City hall.

### **9.) Resident/Other**

- Sent out about a dozen more weed/nuisance vegetation letters.
- Had Planning Board Meeting 6/14/2023.
- I will be out of the office on the July 18<sup>th</sup> council meeting.







## **CITY OF EAST HELENA**

### **Speed Trailer Results**

**LOCATION:** Main Street (East Bound) in front of Park

**Dates:** June 1st - June 12th

**Total Traffic Count:** 47,980

| Speed     | Traffic Count | % of Traffic |
|-----------|---------------|--------------|
| 0-5 MPH   | 0             | 0%           |
| 6-10 MPH  | 1280          | 3%           |
| 11-15 MPH | 2305          | 5%           |
| 16-20 MPH | 9957          | 21%          |
| 21-25 MPH | 27962         | 58%          |
| 26-30 MPH | 6084          | 13%          |
| 31-35 MPH | 348           | 1%           |
| 36-40 MPH | 33            | >1%          |
| 41-45 MPH | 7             | >1%          |
| 46-50 MPH | 0             | 0%           |
| 51-55 MPH | 3             | >1%          |
| 56-60 MPH | 1             | >1%          |



CITY OF EAST HELENA  
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ORIGINAL COUNCIL MEETING DATE: 06/06/2023

Agenda item:

Prickly Pear Estates/City of East Helena Letter of Understanding

From:

Prickly Pear Estates

Initiated by City:     ☐ YES            ☒ NO            (check one)

Department:

Planning & Zoning

Presented by:

City Attorney Elverum

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachments:            ☐ YES            ☒ NO            (check one)

Date submitted:

May 31, 2023

RECOMMENDATIONS:

Approve for agenda:

☒ YES

☐ NO

Initial:

AT

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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ORIGINAL COUNCIL MEETING DATE: 06/06/2023

Agenda item:

Train Depot Lease Agreement

From:

East Helena Historical Society

Initiated by City:     ☐ YES            ☒ NO            (check one)

Department:

Public Works

Presented by:

City Attorney Elverum

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachments:            ☐ YES            ☒ NO            (check one)

Date submitted:

May 31, 2023

RECOMMENDATIONS:

Approve for agenda:

☒ YES

☐ NO

Initial:

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Referred to \_\_\_\_\_:

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ORIGINAL COUNCIL MEETING DATE: 06/20/2023

Agenda item:

Reappointment of Planning Board Members

From:

Mayor Harris

Initiated by City:     ☒ YES     ☐ NO     (check one)

Department:

Planning Board

Presented by:

Mayor Harris

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Requesting reappointment of Ana Glueckert and Ryan Loomis to the Planning Board.

Attachments:     ☐ YES     ☒ NO     (check one)

Date submitted:

June 14, 2023

RECOMMENDATIONS:

Approve for agenda:

☒ YES

☐ NO

Initial:

AT

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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306 East Main  
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## Planning Board & Zoning Commission Members

Effective August 16, 2022

### City of East Helena Planning Board:

| <u>Member:</u>                      | <u>Type:</u>         | <u>Term Expires:</u> |
|-------------------------------------|----------------------|----------------------|
| Gloria Soja (Chair)                 | City Council App.    | 6/30/2024            |
| Councilmember Don Dahl (Vice Chair) | City Council Rep.    | 12/31/2025           |
| Terrie Casey                        | Citizen Member       | 6/30/2024            |
| <vacant>                            | Citizen Member       |                      |
| Jean Riley                          | Lewis & Clark County | 6/30/2024            |
| Ana Glueckert                       | Citizen Member       | 6/30/2023            |
| Ryan Loomis                         | Citizen Member       | 6/30/2023            |

### City of East Helena Zoning Commission:

| <u>Member:</u>                 | <u>Term Expires:</u> |
|--------------------------------|----------------------|
| Councilmember Don Dahl (Chair) | 12/31/2025           |
| Councilmember Suzanne Ferguson | 12/31/2023           |
| Terrie Casey                   | 6/30/2024            |
| Scott St. Clair                | 6/30/2023            |
| Luke Serati                    | 6/30/2023            |



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ORIGINAL COUNCIL MEETING DATE: 06/20/2023

Agenda item:

Reappointment of Zoning Commission Members

From:

Mayor Harris

Initiated by City:     ☒ YES            ☐ NO            (check one)

Department:

Zoning Commission

Presented by:

Mayor Harris

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Requesting reappointment of Scott St. Clair and and Luke Serati to the Planning Board.

Attachments:            ☐ YES            ☒ NO            (check one)

Date submitted:

June 14, 2023

RECOMMENDATIONS:

Approve for agenda:

☒ YES

☐ NO

Initial:

AT

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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## Planning Board & Zoning Commission Members

Effective August 16, 2022

### City of East Helena Planning Board:

| <u>Member:</u>                      | <u>Type:</u>         | <u>Term Expires:</u> |
|-------------------------------------|----------------------|----------------------|
| Gloria Soja (Chair)                 | City Council App.    | 6/30/2024            |
| Councilmember Don Dahl (Vice Chair) | City Council Rep.    | 12/31/2025           |
| Terrie Casey                        | Citizen Member       | 6/30/2024            |
| <vacant>                            | Citizen Member       |                      |
| Jean Riley                          | Lewis & Clark County | 6/30/2024            |
| Ana Glueckert                       | Citizen Member       | 6/30/2023            |
| Ryan Loomis                         | Citizen Member       | 6/30/2023            |

### City of East Helena Zoning Commission:

| <u>Member:</u>                 | <u>Term Expires:</u> |
|--------------------------------|----------------------|
| Councilmember Don Dahl (Chair) | 12/31/2025           |
| Councilmember Suzanne Ferguson | 12/31/2023           |
| Terrie Casey                   | 6/30/2024            |
| Scott St. Clair                | 6/30/2023            |
| Luke Serati                    | 6/30/2023            |

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ORIGINAL COUNCIL MEETING DATE: 06/20/2023

Agenda item:

July 4, 2023 Regularly Scheduled Council Meeting

From:

Mayor Harris

Initiated by City:     ☒ YES            ☐ NO            (check one)

Department:

Administration

Presented by:

Mayor Harris

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Cancel? Reschedule?

Attachments:            ☐ YES            ☒ NO            (check one)

Date submitted:

June 14, 2023

RECOMMENDATIONS:

Approve for agenda:

☒ YES

☐ NO

Initial:

AT

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to \_\_\_\_\_:

☐ YES

☐ NO

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