



City of Helena

CITY OF HELENA

City Commission Meeting

June 25, 2025 - 6:00 PM

City-County Building; Commission Chambers, Room 330 / Zoom Events: <https://zoom.helenamt.gov/j/36053471/publicmeetings>

City Commission Special Meeting

1. **Call to Order and Roll Call**
 - A. Meeting Rules of Procedure
2. **Pledge of Allegiance**
3. **Communication/Proposals from Commissioners**
4. **Regular Items**
 - A. Resolution Requesting a Mail Ballot Election for the City of Helena 2025 Primary and General Elections
5. **Public Communications**
6. **Adjournment**

It is the policy of the City Commission to take public comment on any action item. For further information on any of the items mentioned above, please contact the City Clerk's Office at 447-8410 or dmclayborn@helenamt.gov.

To read packet information while attending a City Commission Meeting please use the City/County wireless network COMM_MEET during the meeting.

The City of 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's ADA Coordinator, Anne Pichette, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

Email: citycommunitydevelopment@helenamt.gov

Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

Rules of Procedure:

Good evening and welcome to the City of Helena City Commission Meeting. We appreciate your attendance and participation. To ensure our meetings are productive and respectful, we ask everyone to adhere to the following guidelines:

Decorum and Expectations:

- Please maintain respect towards the Commission, presenters, and other participants. All participants are expected to avoid using profanity or hostile language. Inappropriate behavior or continued disruptions may result in action by the Commission.

Zoom Participation Decorum:

- Please keep your microphone muted unless you are speaking to minimize background noise.
- Use the "Raise Hand" feature if you wish to speak and wait to be recognized by the chair.
- If available to you, please ensure your video is on if you are speaking, to maintain transparency and engagement.
- Participants joining by telephone may raise their hand by pressing *9 and mute/unmute themselves using *6.

Public Comment:

- Public comments will be recognized only during designated periods by the presiding officer.
- State your name for the record when recognized to speak.
- **Each speaker will be given two minutes to make their comments. At two minutes, you will be asked to begin wrapping up. Please keep comments respectful, concise, and non-repetitive.**
- Individuals may speak once per agenda item and during the general comment period at the end of the meeting.
- **Comments will first be taken from people present in the room, followed by online participants.**
- Online participants may also use the Q&A feature to submit written comments.
- **If you ask a question during public comment, it will be recorded but you likely will not receive an answer. The purpose of public comment is for you to share your thoughts on a topic, not ask questions to City staff.**
- Members of the Commission may ask clarifying questions during the comment period.
- **All comments will be recorded in the permanent record. Formal statements can be submitted via the General Public Comment form on the City's website. Comments on public engagement pages and media are public records under MCA 2-6-1003.**

Montana's Right to Participate and Right to Know Laws:

- In accordance with Montana's right to participate law (MCA 2-3-103), the public is encouraged to engage in the decision-making process.
- The right to know law (MCA Article II Section 10) ensures that all meetings are open to the public and that records are accessible. We strive to maintain transparency and accountability in all our proceedings.

Public Meetings and Recordings:

- **Please be aware that all public meetings and recordings are considered public records. These records are accessible to the public at any time.**
- **By participating in this meeting, you acknowledge that your comments and participation will be part of the public record.**

Thank you for your cooperation and for contributing to a respectful and effective meeting.

City of Helena, Montana

6/18/2025

To: Tim Burton, City Manager
Mayor and City Commission

From: Dannai Clayborn, Clerk of the Commission

Subject: *Consideration of a Resolution to Request a Mail Ballot Election for the City of Helena 2025 Primary and General Elections*

Present Situation: The City will be required to hold a Primary Election in September 2025 for the Mayoral and Commission races as well as the General Election in November 2025. §13-19-202, MCA, allows a political subdivision to request that the election administrator conduct an election by use of mail ballots.

Background Information: The City of Helena has historically held it's elections by mail ballot as allowed in statute due to an economic benefit it provides to the City's General Fund budget. The Elections office of Lewis & Clark County Clerk and Recorder notified the City Commission office via memorandum of the requirement of a primary election for the 2025 election cycle. In addition, the Elections office notified the City the ballot will be shared with the Lewis & Clark County School District levy. The School District has filed a request for a mail ballot election to be conducted for the levy. This will require the City of Helena to hold a mail ballot election, due to inability of the Elections office to hold both a mail and polling place election for one ballot. It appears to be both an economic benefit and administrative necessity to request the 2025 primary and General Elections be held by mail ballot by the City of Helena to the Elections Administrator at the Lewis & Clark County Clerk & Recorder.

Proposal/Objective: Consider a resolution requesting the Election Administrator to conduct the 2025 Primary and General Elections for the City of Helena by mail ballots.

Advantage: Mail ballot elections require less full time and temporary staff to conduct the elections as well as other logistical costs required by holding polling place elections.

Notable Energy Impact: n/a

Disadvantage: None noted.

Notice of Public Hearing: n/a

**Staff Recommendation/
Recommended Motion:** *Approve a resolution requesting a mail ballot election be conducted by the Lewis & Clark County Elections Administrator for the 2025 City of Helena Primary and General Elections.*

Amy Reeves
Election Administrator
406-447-8338



City-County Building
316 North Park/Room #168
Helena, MT 59623

CONSOLIDATED OFFICE OF TREASURER/CLERK AND RECORDER

06/13/2025

RE: Nonpartisan Municipal Primary Election

Dear Mayor Collins, Commissioners, and City Clerk:

The number of candidates necessary to require the City of Helena to hold a nonpartisan primary election was met. We are hereby notifying the City of Helena that the following race is to be included on the September 9, 2025, Municipal Primary Election ballot is:

- Mayor (1 position - five candidates)
- City Commissioner (2 positions - five candidates)

The following races are hereby cancelled from the primary, and will advance to the Nov. 4, 2025, Municipal General Election:

- Neighborhood District 1 (4 positions - two candidates)
- Neighborhood District 2 (4 positions - four candidates)
- Neighborhood District 3 (4 positions - zero candidates)
- Neighborhood District 4 (4 positions - three candidates)
- Neighborhood District 5 (4 positions - one candidate)
- Neighborhood District 6 (4 positions - zero candidates)
- Neighborhood District 7 (4 positions - two candidates)

We have reached out to the Commissioner of Political Practices and are awaiting final confirmation that all candidates have filed the appropriate financial reporting with their office, although this does not affect any cancellations.

If, under 13-14-115(3), the governing body decides that a cancelled election must be held, please notify our office no later than Friday, June 20, 2025. If necessary, in the city's approved resolution, please specify which races are to be held.

Thank you,

A handwritten signature in blue ink, appearing to read "Amy Reeves".

Amy Reeves
Treasurer/Clerk & Recorder
Lewis & Clark County

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

A RESOLUTION REQUESTING A MAIL BALLOT ELECTION FOR THE CITY OF HELENA 2025 PRIMARY AND GENERAL ELECTIONS

WHEREAS, §13-19-202, MCA, allows a political subdivision to request that the election administrator conduct an election by use of mail ballots;

WHEREAS, the City of Helena will hold a primary election on September 9, 2025, and will conduct a general election on November 4, 2025;

WHEREAS, it appears that a mail ballot election will be economically and administratively feasible to conduct; and

WHEREAS, the City Commission desires the ballots be mailed as close to the last legally required date as possible.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. The City Commission hereby requests that the Lewis & Clark County Clerk and Recorder, as election administrator for City elections, use mail ballots to conduct the City's primary election, on September 9, 2025, and its general election on November 4, 2025.

Section 2. The City Commission further requests that the Lewis & Clark County Clerk and Recorder, as election administrator

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. _____

for City elections, use ExpressVote machines for City elections or other comparable and available technology for voters who may need or desire to use same, absent a sufficient change in law and/or pertinent circumstances to justify failure or refusal to use the same.

Section 3. The City Commission hereby requests that the election administrator mail ballots in accordance with §13-19-207(1), MCA, which requires that ballots be mailed no sooner than the 20th day and no later than the 15th day prior to election day.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS WEDNESDAY, JUNE 25, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION