



May 2014  
Volume 2, Issue 2

# On the Gulch

A Newsletter For and About  
City of Helena Employees



## Employee News

Welcome to:

Sam Klepzig, Utility  
Maintenance

Congratulations to:

Jared Ryan on his  
promotion to Corporal  
at the Helena Police  
Department.

## Buy a T-shirt; Support 150th Events!

Orders are being collected now for t-shirts & hoodies designed and available exclusively for purchase by City of Helena employees.

Proceeds from the sale of these items will go directly toward the installation of a mural to commemorate Helena's 150 year history at Performance Square on the Walking Mall. Two local artists have been tasked with the design and painting of the 900+ square foot design.

Funds must be raised to pay the artists and to buy paint and other materials, to pay for maintenance, and for the celebration planned for October 30, 2014 to dedicate the mural.

T-shirts are available in black & gray for \$8, \$10 for 2XL & 3XL. Hoodies are available in black & dark gray for \$23.50, \$26 for 2XL & \$27 for 3XL. The deadline to place an order is May 9th.

To place your order, email or call Sarah at [selkins@helenamt.gov](mailto:selkins@helenamt.gov), x8401.



Mountain Bluet  
Photo Credit: Sheri Hall

## Recycling plastic? Here's what you need to know...

**The transfer station will accept types 1 & 2 plastic only.**

Type #1 Clear & Tinted Plastic Bottles

- Type #1 Clear Trays (Fruit & Baked Goods Trays)
- Type #2 Natural Color Plastic (Opaque, Translucent, Milk Jugs)
- Type #2 Solid Color Plastics (Laundry, Juice, Soap Bottles)

All items must be cleaned, rinsed and lids removed!

Sort materials properly or taxpayers risk high costs in recycling plastics.

As with any access to the transfer station a permit is required - or you may enter as a cash customer.

Questions? Call 447-8084

**1. Remove Lid**  
**2. Rinse**  
**3. Sort**  
**Sort properly or recycling plastics will cost taxpayers \$!**



**Don't miss the History Fair on May 17th in downtown Helena!**

**Get more information and tickets to the Frontier Ball: [www.helenamt150.com](http://www.helenamt150.com)**

## Saving Money Can Be as Simple as Changing your Font

### 5-Day Window for Retain?

Have you noticed that emails are not added to Retain until they have been in your GroupWise Mailbox, Sent Items or Cabinet Folders for at least 5 business days?

5 days gives us a chance to delete unwanted emails that are not public records, and to move email into cabinet folders to organize them before they go into Retain's 5 or 10 year archive. No emails can be deleted from Retain nor moved into a cabinet folder within Retain.

We can forward, open and print emails and attachments in Retain and save attachments to our network drives from Retain. After 5 days, Retain archives our email and we can delete messages from GroupWise. Retain doesn't delete anything from GroupWise mailboxes, but GroupWise does have an auto-delete option.

Questions? Contact Ellen Bell: [ebell@helenamt.gov](mailto:ebell@helenamt.gov) or x8360

We all do our best to save money for our departments and taxpayers by saving documents on-line and not printing when we can avoid it.

Sometimes printing materials cannot be avoided, just ask Helen Sautter in the Community Development department.

Helen has been paying attention to details when it comes to printing.

She shared an article about a 14 year old who discovered that changing fonts can help us use less ink. If you've purchased an ink or toner cartridge for your printer, you know saving ink saves money.

[\(http://mashable.com/2014/03/28/save-money-change-fonts/\)](http://mashable.com/2014/03/28/save-money-change-fonts/)

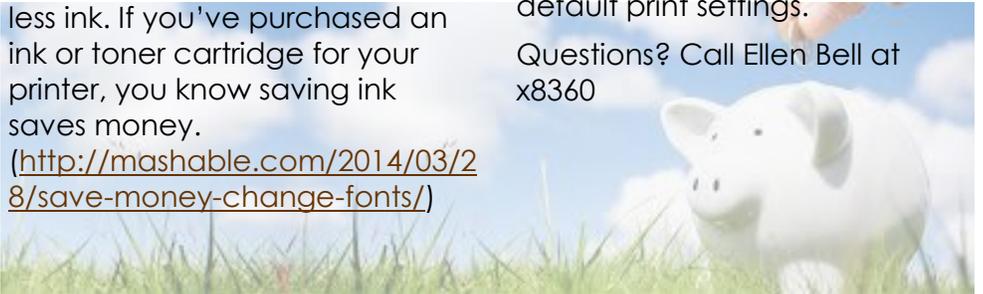
Helen found other articles that specified fonts that use less ink. Top recommendation?

### Century Gothic

[\(http://www.inkpal.com/ink-news/fonts-that-use-less-ink-and-are-better-for-the-environment/\)](http://www.inkpal.com/ink-news/fonts-that-use-less-ink-and-are-better-for-the-environment/)

Another print-saving idea from Helen: She noticed when she printed an email, it would go to a second page to print the footer - which she didn't need. The answer to that was to change the margins in her default print settings.

Questions? Call Ellen Bell at x8360



## Have you tried the Montana Health Center?

Services provided with **NO COPAY** to standard plan participants & only \$55 for HDHP participants

Services available address primary care concerns such as:

- ♥ Annual exams
- ♥ Immunizations & flu shots
- ♥ Same-day visits (such as an ear infection or sore throat)
- ♥ Tobacco cessation
- ♥ Behavioral health coaching
- ♥ Dietitian for help with diabetes, weight loss, lowering cholesterol and more.

Open M-F 7:00 AM — 6:00 PM and Saturday 7:30 AM — 4:30 PM  
405 Saddle Drive, (406) 502-1355 or  
live support 24/7 at (877) 423-1330

[www.carehere.com](http://www.carehere.com)

### Open enrollment begins May 15

Now is the time to consider the best health plan for you and your family.

There are major changes this year! Keep an eye out for an information on presentation dates. Enrollment materials will be distributed very soon.

Have an idea for an article you'd like to see here? A recipe to share?  
Something you'd like to learn more about? Send ideas to [citynewsletter@helenamt.gov](mailto:citynewsletter@helenamt.gov)!