

## ADMINISTRATIVE MEETING

July 22, 2015

4:00 p.m. to 6:00 p.m.

Room 326

### AGENDA

1. **Call to order, introductions, opening comments**
2. **July 8, 2015 Administrative Meeting summary**
3. **Commission comments, questions**
  - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
  - Public Works**
    - a) Quiet Zone Update
      - **Consensus Direction to Manager:**
    - b) HATS Update (no materials in packet)
      - **Consensus Direction to Manager:**
    - c) HATS Follow Up Rate Discussion
      - **Consensus Direction to Manager:**
    - d) HTAC Discussion (no materials in packet)
      - **Consensus Direction to Manager:**
6. **Committee discussions**
  - a) Audit Committee, City-County Board of Health, Civic Center Board, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns  
– Mayor Jim Smith
  - b) Audit Committee, Board of Adjustment, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee  
– Commissioner Dan Ellison
  - c) Non-motorized Travel Advisory Board, Transportation Coordinating Committee  
– Commissioner Matt Elsaesser
  - d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Parks Board, Montana Business Assistance Connection  
– Commissioner Andres Haladay
  - e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee  
– Commissioner Haque-Hausrath
  - f) Helena Citizens Council
7. **Review of agenda for July 27, 2015 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

*City of Helena, Montana*

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## ADA NOTICE

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, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490

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

[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

316 North Park, Avenue, Room 440, Helena, MT 59623

*City of Helena, Montana*

**July 20, 2015**

**TO: Ron Alles, City Manager**

**FROM: Ryan Leland, City Engineer  
Randal Camp, Public Works Director**

**Subject:** Update to Quiet Zone and Comment on the Notice of Intent

Staff will be available to provide an update on the quiet zone and present comments received by KLJ, City's consultant, on the Quiet Zone Notice of Intent (NOI). KLJ has received comments from MRL and MDT. The main comments focus on the Roberts and National crossings, the areas where staff will be asking for direction from the Commission

Attached:  
MDT e-mail  
MRL Comment Letter

*City of Helena, Montana*



Montana Rail Link, Inc.

101 International Drive  
Post Office Box 16390  
Missoula, Montana  
USA 59808

(406) 523-1500  
(800) 338-4750  
www.montanarail.com

June 9, 2015

Mr. Brad Koon, PE  
Kadrmass, Lee, & Jackson, Inc.  
2969 Airport Road, Suite 1B  
Helena, MT 59601

Subject: Draft Notice of Intent (NOI) to Establish a Railroad Quiet Zone under 49 CFR Parts 222 and 229

Montana Rail Link (MRL) has reviewed the NOI dated June 1, 2015 prepared by your office and submitted on behalf of the City of Helena. MRL has the following comments on this NOI:

1. The language of 49 CFR Parts 222 and 229 clearly places the responsibility for creation, implementation and maintenance of a railroad quiet zone with the public authorities having jurisdiction over the public grade crossings within the limits of the desired quiet zone. It is MRL's understanding that the State of Montana is the public authority for the railroad grade crossing on Montana Avenue (DOT #060 193 P) and may share jurisdiction with the City of Helena for the railroad grade crossings on Carter Drive (DOT #060 190 U), Benton Avenue (DOT #060 199 F), and Joslyn Street (DOT #098 742 R). This will require that any notice of establishment for this desired quiet zone include statements from both the City of Helena and the State of Montana, which comply with 49 CFR 222.43 Part B (ix), specifically:

*"A statement signed by the chief executive officer of each public authority participating in the establishment of the quiet zone, in which the chief executive officer shall certify that the information submitted by the public authority is accurate and complete to the best of his/her knowledge and belief."*

2. While use of the Nationwide Significant Risk Threshold (NSRT), Risk Index with Horns (RIWH) and Propose Quiet Zone Risk Index (QZRI) as described and calculated in the NOI is allowed in 49 CFR Parts 222 and 229 to permit establishment of railroad quiet zones, MRL believes it to be ill-advised to use these concepts to avoid installing any type of safety enhancements at the Roberts Street and National Avenue crossings. Regardless of the overall risk index ratings for the railroad crossings within this

C-43....Quiet Zone

Mr. Brad Koon, PE

June 9, 2015

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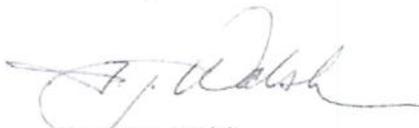
desired quiet zone, the fact remains that the actual risk for users of the railroad crossings on National Avenue and Roberts Street may increase with the elimination of the regular sounding of train horns. Installation of some type of street or signal improvements to mitigate the loss of routine sounding of train horns within this desired quiet zone would seem to be in the best interest of the users of these two grade crossings.

3. It is also noteworthy that the establishment of a railroad quiet zone does not mean that the sounding of locomotive horns will be completely eliminated within the limits of the zone. There are many railroad operations, including the backing of equipment, which require the use of locomotive horns for the benefit and safety of railroad employees. Train horns may also be sounded if any of the railroad crossing signals within the quiet zone are reported or observed to be malfunctioning, if an emergency situation occurs, or if the public appears to be unaware of the approach of railroad equipment. All of these soundings of the train horn are permitted by 49 CFR Parts 222 and 229.

4. Lastly, there has historically been a significant problem with trespassing onto and over MRL's right of way in the vicinity, but outside the limits, of the Benton Avenue crossing (DOT # 060 199 F). It is MRL's opinion that failing to discuss or address the aggravation of this problem due to the elimination of train horns is a serious omission in the planning and design of this proposed quiet zone.

If you wish to discuss any of these comments in more detail, please feel free to contact me or MRL's Chief Engineer, Randy Gustin. You can reach Mr. Gustin at 406-523-1442 or by email at [rgustin@mtrail.com](mailto:rgustin@mtrail.com).

Sincerely,



Thomas J. Walsh  
President

pc John Althof, MDT

C-43....Quiet Zone

## Sarah Elkins - Fwd: FW: NOI Railroad Quiet Zone - Helena

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**From:** David Knoepke  
**To:** Ryan Leland  
**Date:** 7/20/2015 7:51 AM  
**Subject:** Fwd: FW: NOI Railroad Quiet Zone - Helena  
**Attachments:** image001.jpg; image002.jpg; image003.jpg; image004.jpg; image005.jpg; image006.jpg

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Regards,  
 David Knoepke, P.E.  
 City of Helena  
 Civil Engineer  
 City-County Building, Room 410  
 316 North Park Avenue  
 Helena, MT 59623  
 Office (406) 447-8099  
[DKnoepke@helenamt.gov](mailto:DKnoepke@helenamt.gov)

>>> Brad Koon <[brad.koon@kljeng.com](mailto:brad.koon@kljeng.com)> 13:01 July 13, 2015 >>>

David:

FYI, Please reference the email below from MDT regarding comments on the Helena Quiet Zone NOI. Also per your request, I'm working on cost estimates to add the wayside horn installation coordination to our scope of work and will get to you shortly.

Thanks,  
Brad

Brad Koon PE



406-447-3344 Direct  
 406-439-0698 Cell  
 406-443-6611 Fax  
 2969 Airport Road, Suite 1B  
 Helena, MT 59601-1201  
[kljeng.com](http://kljeng.com)




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**From:** Maes, Stephanie [[smaes@mt.gov](mailto:smaes@mt.gov)]  
**Sent:** Monday, July 13, 2015 11:57 AM  
**To:** Brad Koon  
**Cc:** Ebert, Jeff; Rouse, Dustin; McLeod, Kraig; Bolan, Danielle; Skinner, Jim; Combs, James; Dorrington, Christopher; Strizich, Carol  
**Subject:** NOI Railroad Quiet Zone - Helena

Brad,

The appropriate Montana Department of Transportation (MDT) staff has reviewed the Notice of Intent to Establish a Railroad Quiet Zone Under 49 CFR 222.43, and we have the following comments:

1. MDT recommends that the improvements in the Diagnostic Review be applied to all crossings within the proposed Quiet Zone, including National Avenue and Roberts Avenue. Creation of the Quiet Zone requires MDT to enter into an Agreement with the City of Helena, and MDT may decline to be a party to the Agreement if the recommended improvements are not implemented.
2. Montana Avenue – No commercial approaches are allowed within 60' of the gate arm per CFR 49 Part 222 Appendix A, 3. C. Please confirm that the J & D Auto Sales approach is outside of the 60' area.

MDT also has the following general comments regarding the project:

3. The City of Helena will be responsible for all project development and construction activities and associated costs. The City of Helena must apply for and obtain encroachment permits from MDT, and enter into a Memorandum of Agreement with MDT. Design must meet MDT standards. The City of Helena must provide notice and coordination with adjacent affected businesses and property owners.
4. MDT will review designs and, if acceptable, provide approval and submit information to the Transportation Commission as necessary.

If you have any questions or need additional information, please let me know.

Thank you.

Stephanie

**Stephanie Maes** | Planner | Montana Department of Transportation  
P.O. Box 201001 | Helena MT 59620-1001 | 406.444.6126 | [smaes@mt.gov](mailto:smaes@mt.gov)

MEMORANDUM

TO: Ron Alles, City Manager  
FROM: Randall Camp, Public Works Director  
Steve Larson, Transit Supervisor  
DATE: July 17, 2015  
SUBJECT: Helena Transit Fare Resolution of Intention

The resolution of intention to increase fares and charges for customers of the Helena transit system is scheduled for August 10<sup>th</sup> with a public hearing scheduled for August 24<sup>th</sup>. The attached resolution of intention includes two possible options for Commission consideration, although further options could be explored.

Staff will be available at the July 22<sup>nd</sup> administrative meeting to discuss options for the fare resolution of intention.

Attachments: Draft Fare Resolution of Intention

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. \_\_\_\_\_

## A RESOLUTION OF INTENTION TO INCREASE FARES AND CHARGES FOR ALL CUSTOMERS OF THE CITY OF HELENA TRANSIT SYSTEM

**WHEREAS,** the City of Helena operates the Helena Area Transit Service that provides public transportation services;

**WHEREAS,** customers of the Helena Area Transit Service currently pay fares for bus services that contribute toward covering the costs of providing those services; and

**WHEREAS,** fare increases are necessary to adjust for inflation in the cost of providing this service; and

**WHEREAS,** it appears to be in the best interests of the City of Helena and the inhabitants thereof that the fares and charges imposed upon transit customers be increased.

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

**Section 1.** It is the intention of the Helena City Commission to consider increasing fares and charges to be imposed upon all transit customers to cover current costs of providing such services.

**Section 2.** That it is the intention of the City of Helena to establish the following proposed fares and charges for customers using the Helena Area Transit Service:

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

## Option A

	<u>Current Fare</u>	<u>Proposed Fares</u>
<b><u>One-Way Fares:</u></b>		
Age 6 and Under	Free	Free
Fixed Routes	\$0.85	\$1.00
ADA Para-Transit (in Advance)	\$0.85	\$2.00
ADA Para-Transit (Same day)	\$0.85	\$4.00

\*ADA Para-Transit eligible customers ride fixed route for free with eligibility card

## **One-Way Passes:**

10 Punch Pass	N/A	\$10.00
20 Punch Pass	N/A	\$20.00
30 Punch Pass	N/A	\$30.00
All Day Fixed Route Pass	N/A	\$3.00

## **One-Way Tokens**

Tokens (Useable on all services)	Various	\$1.00
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## **Month Per Bus Advertising Rates**

Interior or Exterior	Various	\$10.00 per sq. ft.
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# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

Option B	<u>Current Fare</u>	<u>Proposed Fares</u>
<b><u>One-Way Fares:</u></b>		
Age 6 and Under	Free	Free
Fixed Routes	\$0.85	\$1.00
ADA Para-Transit (in Advance)	\$0.85	\$2.00
ADA Para-Transit (Same day)	\$0.85	\$4.00

\*ADA Para-Transit eligible customers ride fixed route for a reduced fare/no fare with eligibility card

**One-Way Passes (Fixed = 1 punch, ADA Para-transit = 2 punches,  
Same day ADA Para-transit = 4 punches):**

10 Punch Pass	N/A	\$9.00
20 Punch Pass	N/A	\$17.00
30 Punch Pass	N/A	\$24.00
All Day Fixed Route Pass	N/A	\$3.00

**One-Way Tokens (Fixed = 1 token, ADA Para-transit = 2 tokens,  
Same day ADA Para-transit = 4 tokens):**

One Token	\$0.85	\$1.00
10 Tokens	\$8.50	\$9.00
20 Tokens	\$17.00	\$17.00
30 Tokens	\$25.50	\$24.00

**Month Per Bus Advertising Rates**

Interior or		
Exterior	Various	\$10.00 per sq. ft.

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

**Section 3.** The above rates may be negotiated for institutions and groups that purchase in bulk:

**Section 4.** A public hearing on this matter will be held on the 24th day of August, 2015, at 6:00 p.m. in the Commission Chambers at the City-County Building, 316 North Park Avenue, Helena, Montana, so that all interested parties may appear and express their opinions of approval or disapproval.

PASSED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA,  
THIS 10th DAY OF August, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF THE COMMISSION