

ADMINISTRATIVE MEETING

November 18, 2015

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

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **October 28, 2015 Administrative Meeting summary**
3. **Commission comments, questions**
 - Town-Twinning Agreement between the City of Helena and the City of Isla Mujeres
 - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
 - Community Facilities**
 - Lehrkind Property Buy/Sell Discussion (*materials to be provided on November 16)
 - **Consensus Direction to Manager:**
 - Public Works**
 - West Side Sewer Rebate
 - **Consensus Direction to Manager:**
 - Joslyn/Country Club Road & Joslyn Street Path Bid Award Update
 - **Consensus Direction to Manager:**
 - West Main Update
 - **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 November 23, 2015 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

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(406) 447- 8490

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

citycommunitydevelopment@helenamt.gov

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

City of Helena, Montana

November 13, 2015

TO: Ron Alles, City Manager

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

Subject: The Westside Cannon Street Sewer Extension Project Reimbursement

City Staff will be at the meeting to describe the westside Cannon Street Sewer Main Extension project and reimbursement options. The Commission awarded the project in early November in order to get the project started before winter. Staff will be presenting the estimated cost of the project and reimbursement breakdown for each property. Staff will be asking for direction on how to set up the reimbursement. Will the reimbursement be set up on a square foot breakdown, lineal footage breakdown, or some other option? Also, will the Commission offer a financial package to the property owners? The Commission has discussed possibly offering a 20 year deal, from the time of connection, placed on the water bill.

City of Helena, Montana

	Ownrnm	SiteAddr	TotalAcres	Square Footage	Length of Frontage	Rebate Cost/SQFT of Property	Rebate Cost/Lineal Frontage of Property	Total Cost of Project/10% Contingency Included
1	MCLATCHY MICHAEL GENE	1811 CHOTEAU ST	0.198	8,624.88	69.00	\$11,909.79	\$9,751.70	348,090.60
2	CHARLES AND BRIDGET HOLLAND	1801 CHOTEAU ST	0.227	9,888.12	78.77	\$13,654.15	\$11,132.48	
3	HANNAN BRIAN & MCKENZIE	1815 CHOTEAU ST	0.149	6,490.44	51.97	\$8,962.42	\$7,344.86	
		1815 CHOTEAU ST	0.143	6,229.08	50.02	\$8,601.51	\$7,069.27	
4	HAWKINS DAN M	1821 CHOTEAU ST	0.215	9,365.40	74.98	\$12,932.34	\$10,596.56	
5	HAWKINS DAN M & JOLEE	VACANT LOT WEST OF						
		1821 CHOTEAU ST	0.215	9,365.40	75.00	\$12,932.34	\$10,599.67	
6	CORMIER MICHAEL & NANCY GRANGE	1818 CHOTEAU ST	0.237	10,323.72	100.00	\$14,255.65	\$14,132.89	
7	WALCZAK JOYCE & MCDANIEL JAMES	1822 CHOTEAU ST	0.179	7,797.24	62.51	\$10,766.93	\$8,834.47	
8	MCLEAN KENNETH D & MARY JO	1828 CHOTEAU ST	0.179	7,797.24	187.55	\$10,766.93	\$26,506.24	
9	JULIE J GREVE	1120 LINDEN ST	0.574	25,003.44	125.00	\$34,526.35	\$17,666.12	
10	SCHWEITZER ERIK & SARA J	1817 CANNON ST	0.237	10,323.72	74.97	\$14,255.65	\$10,595.43	
11	HASTINGS DIANE S BENF	1821 CANNON ST	0.143	6,229.08	50.03	\$8,601.51	\$7,070.69	
		1821 CANNON ST	0.072	3,136.32	25.00	\$4,330.83	\$3,533.22	
12	STAFFORD BURKE J & GILLIAN E	1831 CANNON ST	0.143	6,229.08	174.93	\$8,601.51	\$24,722.67	
13	COX THOMAS & TAMARRA	1812 CANNON ST	0.193	8,407.08	75.13	\$11,609.04	\$10,618.04	
14	MILLER THOMAS W & MARY K	1822 CANNON ST	0.309	13,460.04	99.85	\$18,586.49	\$14,111.69	
15	CHRISTIAN CLIFFORD J & DEBRA A	1830 CANNON ST	0.142	6,185.52	163.94	\$8,541.36	\$23,169.46	

16	KIRBY BONNI J	1905 CANNON ST	0.287	12,501.72	224.64	\$17,263.18	\$31,748.13	
17	MERRICK REX M	1917 CANNON ST	0.287	12,501.72	100.04	\$17,263.18	\$14,138.55	
18	SHEVALIER TY R	1993 CANNON ST	0.287	12,501.72	99.92	\$17,263.18	\$14,121.59	
19	NILGES HANNAH	1995 CANNON ST	0.287	12,501.72	100.02	\$17,263.18	\$14,136.28	
20	BOID CHERYL	VACANT LOT EAST OF 1940 CANNON ST	0.304	13,242.24	112.25	\$18,285.73	\$15,864.17	
21	RAFFERTY PAUL R	1940 CANNON ST	0.206	8,973.36	87.54	\$12,390.99	\$12,371.93	
22	BECERRA GEORGE G & ROXANNE	1944 CANNON ST	0.287	12,501.72	99.92	\$17,263.18	\$14,121.59	
23	NICHOLLS BRITNEY A & WILBURN TIMOTHY D II	1994 CANNON ST	0.287	12,501.72	100.00	\$17,263.18	\$14,132.89	
		Totals For Cannon St Sewer Main Extension		252,081.72	2,462.98	\$348,090.60	\$348,090.60	

Date: November 13, 2015

TO: Ron Alles, City Manager

FROM: Ryan Leland, City Engineer
Randall Camp, Public Works Director

Subject: Bid Award Joslyn/Country Club Intersection Improvements (City Project #14-26)

Staff will be at the meeting to present the bids received for the Joslyn/Country Club Intersection Improvements and ask for direction on awarding the bid. The intersection in its' current configuration is non-traditional in nature. The roadway surface is deteriorating and the geometrics need modification to accommodate all users. This project was identified in the recently adopted Greater Helena Transportation Plan.

On October 27, 2015 the City of Helena received and opened three bids for the Joslyn/Country Club Intersection redesign going to a 4-Way Stop. Mockel Precast & Excavating was the lowest responsible bidder submitting a bid in the amount of \$215,211.27 for the base bid and 2 additive alternates. The base bid is the general reconstruction of the intersection to a 4-Way Stop (\$166,491.83), Additive Alternate 1 is the ADA ramps at all the corners (\$23,246.94), and Additive Alternate 2 is intersection lighting (\$25,472.50).

The project is funded through Gas Tax in the amount of \$150,000. The Commission previously approved a \$31,370 engineering contract with DOWL Engineering, leaving \$118,630 of gas tax for construction cost. Staff will be asking if the Commission wants to award the contract and if so where additional funds will be moved from for the project. If the Commission wishes to award the base bid a budget amendment for \$73,000 will be needed, for base bid plus additive alternate 1 a budget amendment of \$100,000 will be needed, and for base bid plus additive alternate 1 and 2 a budget amendment of \$129,000 will be needed. As a note all the amounts for the budget amendment include 10% contingency and 5% testing. The total cost of the reconstruction of the intersection with engineering is approximately \$223,000 to \$279,000 depending on which additives are added.

City of Helena, Montana

BUDGET ANALYSIS WORKSHEET
 Joslyn/Country Club Intersection Improvements
 City project 14-26

Description	Costs
FUNDING	
Capital Outlay/Street Construction	\$150,000.00
Total Funds Available	\$150,000.00
CONSTRUCTION COSTS	
Base Bid	\$166,491.83
Alternate 1 - ADA Ramps	\$23,246.94
Alternate 2 - Lighting	\$25,472.50
Construction Cost	\$215,211.27
Engineering Contract - Signed	\$31,370.00
15% Contingency and testing	\$32,281.69
Total Engineering & Construction Cost	\$278,862.96
Budget Balance	-\$128,862.96

Budget Amendment Required

Date: November 13, 2015

TO: Ron Alles, City Manager

FROM: Ryan Leland, City Engineer
Randall Camp, Public Works Director

Subject: Bid Award of Joslyn Street Path CTEP Project UPN 8867 (City Project #14-23)

Staff will be present at the meeting to discuss the Centennial Trail West project and ask for direction on the bid award. Centennial Trail will be an east/west trail across Helena, ultimately connecting Spring Meadow Lake to East Helena. The proposed trail will be located mainly on railroad right-of-way (ROW) or on City right-of-way. This phase of the proposed trail will begin at the Centennial Trail and Railroad ROW intersection just east of Joslyn Street. It will continue along the abandoned railroad spur through an easement acquired from the current property owner. The trail will then cross Country Club Avenue and continue to Montana Wild/Spring Meadow Park.

The City of Helena opened bids on October 27, 2015 with the lowest responsible bidder being JAG Grading & Paving of Missoula. JAG submitted a bid of \$364,000 for the base bid and 4 additive alternate. The base bid is the path between Joslyn Street and Spring Meadow Lake (\$218,689.50), Alternate 1 is the path from Spring Meadow to Montana Wild (\$41,962.50), Alternate 2 is the path from Joslyn east to the railroad right-of-way (\$39,374), Alternate 3 is lighting along the path (\$29,000), and Alternate 4 is a split rail fence along the trail (\$34,974).

The project will be funded by CTEP funds from both the City of Helena and Lewis & Clark County. The total identified funding for the project is \$453,944, \$393,025 from CTEP and \$60,919 from the City for the required match. The Commission previously signed a \$99,195 engineering contract with DOWL, leaving \$354,749 of CTEP and match for construction of the path.

Staff's recommendation, based on the current budget, is to award the base bid plus additive alternates 1 and 2. As the project progresses and the costs have been realized, staff will be looking at possible change orders in order to use 100% of the available CTEP funding. If the Commission wishes to award all the additive alternates an additional \$64,000 will have to be identified. This amount includes 15% for contingency and testing.

City of Helena, Montana

Date: November 13, 2015

TO: Ron Alles, City Manager

FROM: Ryan Leland, City Engineer
Randall Camp, Public Works Director

Subject: West Main Street Reconstruction

The Consultant and staff will provide an update on the West Main Reconstruction Project and provide the public comments received from the October Public Meeting. Staff will be asking for direction for the design.

City of Helena, Montana

West Main Street Reconstruction Project - Public Comment

Date Received	Name	Full Comment	Action Taken
10-5-19	Bill Crane	<p>I am a Unionville resident. The MOST important aspect of the West Main (WM) Reconstruction Project is that it actually happens!</p> <p>This project is long overdue. Helena is now Mountain Bike Silver certified. WM is a critical link to several trails. In addition to the cycling traffic, there is a significant number of hikers and joggers using both the road and accessing trails. Then throw in some cars on the narrow street with blind corners and you have a recipe for disaster. Luckily none have happened yet.</p> <p>Please just make sure this happens as soon as possible.</p>	
10-7-15	Mike Jacobson	<p>I quickly reviewed the preliminary plans for the West Main Street Reconstruction Project. I applaud the efforts made so far and appreciate the opportunity to voice my comments. My family and I live South of Unionville on Oro Fino Gulch Road. We traverse West Main numerous time a day, by car, on bikes, or running and hiking.</p> <p>My main concern is the safe interactions between motorized and non-motorized transportation along this route. As you know and indicated in the preliminary plan this section of road is used by road cyclists, mountain bikers, hikers, runners as well as a growing number of vehicles to access trails and homes south of the city. As excited as I am to see this section receive much needed improvements, the current road surface does lend itself to slowing vehicle traffic. I would like to see some attempts to keep the traffic to the 25 mph speed limit.</p> <p>I understand that there is not much room to widen the road, however I feel that adding a bike lane is warranted for this section of road. The plans indicate a shared bike and driving lane with a five (5) foot boulevard as indicated on West Main Street Typical Section #1 and #2. I wonder if the boulevard could be replaced with a dedicated bike lane.</p> <p>I look forward to the improvements. Thank you.</p>	

10-12-15	Doug Booker	<p>With limited space why not have only one sidewalk and use the planned space for the other sidewalk for bike/traffic lanes or parking for the residents of the street? The number of bikes and cars way outnumber foot traffic.</p> <p>To control speeding traffic why not have stop signs for both Oro Fino and Grizzly Gulches and construct them so there is no straight shot which makes them easier for drivers to ignore? There should be a way to slow traffic down to make it safer.</p> <p>Parking of cars in traffic lanes is not good, so if limited parking is available for the residents it would be good, even if the parking is on only one side of the street.</p>	
10-19-15	Jack and Melody Foster	<p>I received notice about submitting comments on the West Main Street Reconstruction Project in the mail and I would like to submit the following comment.</p> <p>We purchased a home at 1292 Oro Fino Gulch in 1997 and at the time, West Main Street was mostly smooth driving all up till the Oro Fino/Grizzly gulch split. Over the years however the road has become a very rough road to drive on. Due to weathering conditions of winter/spring creating pot holes the size of wheel barrels and various construction projects along the route to adjacent homes that line the street.</p> <p>When my father returned from Arizona last April and came to visit us, he was dismayed at the condition of the street and said it was way too rough and bumpy.</p> <p>Also last spring they worked at moving the utilities to accommodate this reconstructions project, so I would presume if this project was to be halted, then the utility work was a waste of money.</p> <p>My wife and I (and all family members that come visiting) would very much appreciate the street being reconstructed and no longer have to drive on patches over patches over patches of tiny construction projects and filling in pot holes. My vehicle shock absorbers would gladly appreciate it as well!! 😊</p> <p>Thanks for your time in considering this project as viable and necessary.</p>	

10-20-15	Andree Anderberg	<p>My comments on the road project:</p> <ol style="list-style-type: none"> 1. No boulevard is needed. It will take away from the historic nature of the road to add a boulevard. 2. Sidewalk only on one side of the road. It has been this way for a long time and it has worked out. 3. Residents deserve a place to park on the road as in all other neighborhoods. 4. Tour train and other lost tourists do use the "y" intersection to turn around in thus we need all the space at the intersection. <p>As an avid bicyclist I appreciate a bike lane but not if you take away the residents parking in front of their homes.</p> <p>I hope you find a compromise that is acceptable for many of the residents who live in the area.</p>	
10-20-15	A.L. Skiftun	<p>I came away with several thoughts after the West Main Project informational meeting on October 15.</p> <p>First, there will be a somewhat lengthy disturbance for West Main and surrounding areas, which appears to be part and parcel to any such undertaking. Traffic flow, residential access, provision of utilities and other issues will have to be managed and tolerated. Second, many reconstruction elements below and at street level are to be included in a very narrow corridor, perhaps too many, to the detriment of actual need such as parking. Third, provision for large vehicle turn-around is necessary at the Oro Fino - Grizzly intersection.</p> <p>Access and services along West Main and traffic to and from Unionville and other Gulch areas will obviously be impacted most. We in Reeders Village have only one way in and out save for a marginally maintained emergency route on a closed portion of Adams Street and will be forced to go with the flow.</p> <p>Beyond any inconvenience, my main concern is the actual need for all of the street level development in such a compact area. Is the need for two sidewalks, boulevard, and all, so great as to compromise on-street parking for some of the properties along West Main? Some at the meeting indicated that on-street parking is their only option due to lot restrictions. Should not all properties on the route have adequate access and parking for residents, guests, deliveries, etc. ?</p>	

		<p>We all hope for minimal inconvenience and appreciate your efforts to make it so. I would like to recommend re-consideration of the surface elements so as to include a parking lane on one side or the other to serve the area with the second sidewalk and boulevard as optional; as well as inclusion of turn-around space at the gulch junction.</p> <p>Thank You for your time and consideration. Good Luck</p>	
10-21-15	Ted and Barbara Broderick	<p>Thank you for your informative presentation of the West Main Project on October 16, 2015.</p> <p>We would like to voice our concern regarding the elimination of “on street” parking proposed in the reconstruction project. Although we have a single width driveway where we are able to park our two vehicles (front to back) there will be nowhere for family and friends to park when they come to visit or stay for an extended period of time, since the proposed plan calls for no parking on either side of the entire length of West Main street. I don’t think it’s unreasonable to expect that there be a place for visitors and family to park near our home. I know there are other streets in Helena that are similar to West Main where the resident’s and other folks are allowed to at least park on the other side of the street.</p> <p>Although we have foot traffic in our neighborhood, we question the need for an additional sidewalk and boulevard on the east side of West Main, since the existing sidewalk seems to adequately serve the walking public. We feel this space would put to better use by allowing a place for residents and visitors a place to park.</p> <p>We also recognize the need for a bike lane. However without an alternative place to park, it seems more consideration is being given to the creation of a bike lane than to the needs of the residents of West Main. We are hopeful that the City Commission and Larsen Civil Engineering will explore other options and alternatives in order to accommodate all those involved. Thank you for your time and consideration.</p>	
11-2-15	Greg McNally	<p>Many residences have limited parking available. To alleviate this, residents will park half on the street and half on the road. This is unacceptable as is; however, the redesign could incorporate short sections of on-street</p>	

		<p>parking. Please look for opprotunities to provide at least 6 to 8 spaces to accommodate activity that has been allowed to persist due to lack of enforcement activity for at least 10 years.</p> <ul style="list-style-type: none"> -The new alignment of the Grizzly gulch intersection area is elcome; however, consideration of a turnaround area is necessary to accommodate tourists and the tour train. -Sidewalks on both side of the street are a welcome accommodation! -This is a wonderful area that attracts a lot of tourism. This presents a wonderful opportunity to accentuate the area with decorative street lighting. A lighting district may or may not be supported by residents. Please inform us of the opportunity. -Signage for speed limits and limits on jake brakes are essential for the safety of this residential area. -Incentives as well as penalties should be considered so the contractor(s) complete the work in a timely manner. <p>Thank you for the opportunity to comment! Greg McNally</p>	
11-4-15	Cory and Holly Albright	<p>Thank you for hosting a thorough and informative meeting on the West Main Reconstruction Project. We appreciate the thought and planning that has gone into this complicated matter. As homeowners on Grizzly Gulch, we pass through this area several times a day and we can see the benefits this project will provide.</p> <p>We think we speak for most of our neighbors on the southern end of Grizzly Gulch and in the Unionville area as well, in saying that this project provides the perfect opportunity for running fiber optic data lines through the junction to allow for phone/television/internet services to residents south of the intersection. Laying this foundation now would prevent the need to tear up the pavement for service upgrades later.</p> <p>Treasure State Internet and Charter Communications are in the process of running these lines in and around Helena, and should be made aware of this opportunity to expand their customer bases.</p> <p>While we will appreciate a new sidewalk on the west side and the new bike trail for uphill bikers, it is clear that the residents there will lose their street parking. As homeowners, they deserve to be able to park on the street if they don't have a driveway or if their driveway is too narrow. I know there is a "complete streets"</p>	

		<p>policy in place which mandates two sidewalks but this area seems to be the exception to the rule as far as what can physically fit into that given area.</p> <p>That brings us to another area of concern. It was mentioned at the meeting that the bottleneck area where there is a jog in the road on the east side, gets very icy in the winter. It would not be a safe place to have a sidewalk on the east or to have people standing there to cross. It's an area that receives very little sunlight and when the snow gets packed in there, drivers could use a little extra space to navigate that curve.</p> <p>Last but not least, we believe it is in the best interest of all of Helena to continue to make accommodations for the tour train to keep navigating this area. This means allowing the train to make a U-turn at the "Y". The parking lot on Grizzly is too narrow for the tour train to turn so the "Y" is the only space available. It's important that we leave this area as a "Y".</p> <p>As drivers who uses both the Unionville Road and more often the Grizzly Gulch Road, I know that cars on the Unionville side come into town faster. As a driver, I yield when I am on Grizzly and come to a slow rolling stop. I think this yield sign works just as well as a full 90 degree stop would. Therefore, it doesn't make sense to change it and take away the tour train's turn-around area.</p> <p>Thank you for considering our comments.</p>	
11-4-15	Bill Dunbar	<p>A few thoughts about the West Main St. project from what I've read in the papers and occasionally driving this street over the years.</p> <p>Spending \$2 to \$ 2.5 million for a street with no shoulders or parking for residents seems very inappropriate. A shoulder or parking area is very valuable for safety and utility. Cars still break down or have flat tires, accidents happen, residents like to have a place where friends can park when they come to visit, UPS, Fed Ex and USPS drivers make deliveries, etc. If right of way is that narrow parking on one side would seem a good compromise to insure that traffic can flow safely and efficiently.</p> <p>If right of way is tight, the need for a boulevard on the east side as opposed to a parking lane seems very questionable. Sure, boulevards are nice and serve a purpose but we have miles of city streets without</p>	

boulevards and behind the curb sidewalks and they function reasonably well. Probably the biggest problem is more snow shoveling for the residents but I believe they would much rather have some on street parking than boulevards.

Finally. If right of way is that tight that one can't fit in a street section that most can consider a beneficial improvement, shouldn't one consider acquiring some right of way on the east side so as to build a good project. None of the homes seem that close to the existing street that a little widening would adversely affect them. If it comes to additional right of way verses no on street parking I would think that most would agree to a little right of way taking.

Good luck in completing the design and hope we can have an improvement that motorists, bicyclists, pedestrians and residents can welcome and appreciate.

Regards,

Bill Dunbar (Retired Civil Engineer)
1709 Highland St
Helena
442 9347