

ADMINISTRATIVE MEETING

August 5, 2015

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

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **July 22, 2015 Administrative Meeting summary**
3. **Commission comments, questions**
 - Upcoming appointments
 - Helena School Board Discussion
4. **City Manager's Report**
5. **Department discussions**
 - Public Works**
 - a) Transit Advisory Committee Draft Resolution
 - **Consensus Direction to Manager:**
 - b) Front Street 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 August 10, 2015 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

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citycommunitydevelopment@helenamt.gov

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

City of Helena, Montana

MEMORANDUM

TO: Ron Alles, City Manager
FROM: Randall Camp, Public Works Director
Steve Larson, Transit Supervisor
DATE: July 30, 2015
SUBJECT: Transit Advisory Committee Draft Resolution

Attached is a draft resolution to establish a Transit Advisory Committee. Staff attempted to meet both the Montana Department of Transportation and Federal guidelines regarding the creation of an advisory committee. Staff will be prepared to discuss the draft resolution at the August 5th Administrative meeting.

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING
A LOCAL TRANSIT ADVISORY COMMITTEE
FOR THE CITY OF HELENA**

WHEREAS, pursuant to the Helena City Charter, the City Commission may establish committees to foster and endorse public safety and quality transit services for the general quality of life within the City and the greater Helena area; and

WHEREAS, The Montana Department of Transportation requires FTA Section 5310 and TransADE applicants to form or be members of a Local Transportation Committee (TAC); and

WHEREAS, the Helena City Commission desires the promotion and encouragement of communication and coordination of transit service within the service area; and

WHEREAS, the Helena City Commission desires a local planning group to focus on transit related issues including unmet transit needs and needed service improvements; and

WHEREAS, it is in the best interests of the City of Helena and its inhabitants that a committee be established to assist the local transit operation in assessing and prioritizing local needs.

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

Section 1. A Local Transit Advisory Committee is hereby established and is comprised of the following nine individuals that live or work within the transit service area, to be appointed as follows:

One (1) City Commission Member selected by the Mayor of the City of Helena.

One (1) County Commissioner selected by the Chairman of the Lewis & Clark County Commission

One (1) East Helena City Commissioner selected by the Mayor of the City of East Helena.

The following Committee members are selected by the City Commission:

One (1) Representative from a Disability Organization

One (1) Representative from a Hospital, nursing home, or retirement facility

One (1) Representative from a senior citizens center

One (1) Representative from a low income or minority group

One (1) Representatives from the general public or other community advocate group

One (1) Representative from a public transportation provider

If any of the governmental agencies fail to appoint a representative to this committee, the Mayor may appoint up to two additional representatives from any of the groups listed.

Section 2. The term of the Committee members who are officers of any governmental agency represented shall be co-extensive with their respective terms of office to which they have been elected or appointed. The terms of the other committee members shall be (3) years. Initial appointments of these committee members shall be staggered on the following

basis: two members shall serve one-year terms; two members shall serve two-year terms, and two members shall serve three-year terms.

Section 3. Vacancies occurring on the committee by death or resignation shall be filled for the unexpired term by the governing body having appointed them.

Section 4. The committee shall meet at least once per quarter and serve in an advisory capacity to the City of Helena. All meetings will be open to the public and minutes will be provided. The recommendations of the committee shall be forwarded to the Helena City Commission through the transit division and City Manager. The committee is not a governing body but rather an advisory group that cooperatively assists the local transit operator in assessing and prioritizing local needs.

Section 5. The committee shall establish by-laws in accordance with this resolution. Any by-laws or amendments to the by-laws will be approved by the City Commission prior to becoming effective.

Section 6. The committee shall assist staff and make recommendations pertaining to transit related issues including, but not limited to:

- a. Coordinating transit planning for the service area in order to increase efficiency of services and to better meet the needs of customers,
- b. the coordination plan and/or transit development plan,
- c. capital outlay priorities,
- d. transit routes,
- e. the annual budget and grant submittals,
- f. rate/fare recommendations,
- g. ADA para-transit procedures,
- h. community transit issues,
- i. unmet transit needs,
- j. improvements within the service area,
- k. community transit issues,
- l. local transit conditions, and,
- m. specific tasks as requested by the governing body.

Section 7. Administrative support for the operation of the committee shall be provided principally by the transit division, including necessary technical and clerical functions. All expenses for the operation of the committee shall be paid from the transit budget as approved by the City of Helena Commission.

Section 8. The City Commission may terminate this advisory committee at any time upon a majority vote.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF
HELENA, MONTANA, THIS 14th DAY OF SEPTEMBER 14, 2015.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

July 31, 2015

TO: Ron Alles, City Manager

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

Subject: Update on Front Street PER

Staff will provide an update on the Front Street PER. The City's consultant, WGM Group, has contacted and provided all the adjacent property owners with a brochure showing possible typical sections for Front Street. Attached are all the written comments received by WGM, so far. The public outreach for this project is being combined with the BID Downtown Master Plan, since both projects will affect the other. WGM is also the consultant on the Downtown Master Plan. The first public meeting will be held September 2nd at the Best Western Great Northern Hotel.

Attached:
Comments
Brochure

City of Helena, Montana

Loran Frazier

From: Loran Frazier
Sent: Tuesday, July 21, 2015 10:46 AM
To: rleland@helenamt.gov; phauck@helenamt.gov
Cc: Jeremy Keene
Subject: Comments Received on Front Street

Ryan and Phil,

So far I received a handful of written comments on Front Street and they confirm what I heard verbally when I met with them.

- The emerging preference is for the two-way bikeway option. One comment suggested that we try to narrow the sidewalk and bike lane to keep the angle parking.
- Two comments would like to keep angle parking
- One comment stated we should have no bike lanes.
- The creek channel option has received only negative feedback

Loran Frazier, P.E.
Transportation Manager



2905 N Montana Ave, Suite 101
Helena • MT • 59601
E-mail: Lfrazier@wgmggroup.com
406-728-4611 x 111 • FAX: 406-728-2476

<http://www.wgmggroup.com>

Loran Frazier

From: Battershell, Mike <mike@bergmanincentives.com>
Sent: Friday, June 26, 2015 4:06 PM
To: Loran Frazier
Subject: Front Street

Good afternoon,

In looking at the existing condition of Front Street, the need to increase retail presence and current national conversations, I would like to offer my opinion.

I feel like there is a need for increased street parking which could be achieved through angled parking. However, angled parking presents dangers to cyclists. The two-way bike lane is ideal but lacks the increased parking. It appears if you reduced the sidewalk width and perhaps narrowed the two-way bike lane, you may be able to achieve a parked-car protected bike lane between the sidewalk and angled parking. I know bollards have been in favor and out of favor (depending on reference) but they might work in this installation. Finally, I would prefer the bike lane and angled parking along the west side of the street (all drawings appear to so angle and bike parking on east side but I think condition says westside would be preferred).

I would love to chat further or engage in any conversations as this moves along.

Thanks for your time.

Mike Battershell

Loran Frazier

From: Britten Carlson <britten@goitc.com>
Sent: Wednesday, July 01, 2015 8:40 AM
To: Loran Frazier
Subject: Front Street Improvements Project

Good Morning Loran,

I work on Front Street next to the great northern town center. I received your handout and wanted to share my thoughts on the proposed changes. After reviewing the three proposed options I believe that the second plan "Two-way Bikeway Option" is probably the best suited to this area. The creek channel option and dedicated bike lanes option both create pinch points for cyclists between traffic and parked cars. I would also like to bring to your attention the parking lot next to the ITC building at 830 Front Street. This parking lot not only lacks a sidewalk, it also does not have its own access to the street. Cars entering and exiting have to turn in front of the ITC building. This access point has very limited visibility for cars exiting the lot and frequently causes problems for freight trucks. I think a dedicated access to this parking lot should be included in the proposed plans.

Thank you for your consideration.

Thank You



Britten Carlson

Administrative Specialist
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Website: www.itcmt.com
Join us on: [Facebook](#) | [Twitter](#)
Check out our Daily Blog at <http://www.itcmt.com/category/blog/>

Loran Frazier

From: Kathy Brown <kathy@gntc.info>
Sent: Tuesday, June 30, 2015 10:18 PM
To: Judy Merickel
Cc: Loran Frazier; Alan Nicholson; Khamsin Bailey; Tracy Reich
Subject: Re: Handout for Front Street

If angle parking in the west side is possible that would be great?!!!

Sent from my iPhone

On Jun 30, 2015, at 5:11 PM, Judy Merickel <Judy@gntc.info> wrote:

Hi Loran

Here is our feedback thus from the information on the initial concepts:

- Very happy to hear the Front Street Improvements Project process is underway, thank you for your work on this!
- Definitely do not want to see Creek Channel Option.
- Our top choice is the Two-Way Bikeway Option: we want to see treed sidewalks, we like the dedicated bikeway for Front Street since it is such a connector street for Centennial Park to the rest of Downtown.
- Our second choice is the Dedicated Bike Lanes Option.
- Happy to hear that the Front Street project will be a part of the Downtown Master Planning process.
- We are more than willing to participate in all meetings, meet with you on-site to discuss, etc. Please keep us in the loop.

I'm not sure if you need information on our relationship to Front Street, but if so, here it is. Alan Nicholson owns property along Front Street (810 and 812 Front Street as well as the ITC building) and Project Management manages these properties and most of the properties in the Great Northern Town Center.

Thank you and Happy 4th of July!
Judy

Judy Merickel
Project Management -- Love Your Space!
Great Northern Town Center
40 W 14th Street, Suite 4B
Helena, MT 59601
406-457-5541w

LOVE YOUR SPACE! Project Management is your best source for office and retail space in downtown Helena. Email me for info or visit our websites:
www.projectmanagementhelena.com
www.gntowncenter.com

From: Loran Frazier [<mailto:lfrazier@wmggroup.com>]
Sent: Thursday, June 04, 2015 3:29 PM
To: Kathy Brown
Subject: Handout for Front Street

Kathy,

As we spoke on the phone, attached is the information for a future Front Street. We would appreciate your input and it would be great if we could receive a response in the next two to three weeks.

Thanks again.

Loran Frazier, P.E.
Transportation Manager



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<Handout.pdf>

Loran Frazier

From: Tyree, Pam <PTyree@nwcouncil.org>
Sent: Tuesday, June 30, 2015 8:45 AM
To: Loran Frazier
Subject: Front Street project

NO MORE BIKE LANES!!! I think they are dangerous. Bikers get into regular lanes as I am driving. They blow thru red lights and stop signs. I assume costly to add those. The rest of it I guess I don't have opinions but think the city has gone overboard on the whole bike lanes. I saw a biker get hit by a car by Murdoch's because guy on bike pulled out in front of a car. I think the folks on bikes assume the people in cars should always let them go whether they have right of way or not. They tend to just go and cars better look out for them .

Thanks for letting me voice my thoughts

Pam

Loran Frazier

From: Ryan Leland <RLeland@helenamt.gov>
Sent: Thursday, June 25, 2015 8:43 AM
To: Jeremy Keene; Loran Frazier
Subject: Re: FW: Front Street Project and fiber

Thank you for letting me know. If you talk to them, the company would have to get the plans approved by the City and a right-of-way use agreement approved by the commission.

>>> Loran Frazier <lfrazier@wgmggroup.com> 6/25/2015 8:28 AM >>>

Loran Frazier, P.E.
Transportation Manager

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-----Original Message-----

From: Matt Gorecki [<mailto:matt@tsi.io>]
Sent: Wednesday, June 24, 2015 1:38 PM
To: Loran Frazier
Subject: Front Street Project and fiber

Hi Loran,

My name is Matt Gorecki and I'm an owner of Treasure State Internet here in Helena. We are in the early stages of building out our fiber-to-the-premise network in Helena and providing gigabit internet services over that network.

I'm very interested in the redevelopment of the Front Street area for a couple of reasons. I also own The Shop, which is a coworking space located next to Starbucks downtown. TSI operates out of this space as well as a number of other businesses. Some of our very first wireless internet customers are located on Front Street, in the Triple Divide Distillery building specifically.

As part of the road redevelopment, I'd like to lay conduit and underground vaults while the street is torn up. Is there a way for us to be included in the early design process?

My cell number is listed below if you'd like to chat. You are also welcome to stop by The Shop if you need a place to work while you're in Helena.

Matt Gorecki
CTO, Treasure State Internet
614B N Last Chance Gulch
Helena, MT 59601
406-459-3517

Loran Frazier

From: Lee, Dennis <delee@mt.gov>
Sent: Monday, June 15, 2015 3:36 PM
To: Loran Frazier
Subject: RE: Front Street project

Loran, we have reviewed the four options and our recommendation would be the third option from the left as number 1 and the far right option would be our second choice. Just to let you know, our sidewalk on the east side of Front Street contains a heated water system for ice melting capability, and if you were to choose an option which included tearing up that sidewalk it would be very expensive to replace. Let me know if you have any questions.

Thanks,
Dennis

From: Loran Frazier [<mailto:lfrazier@wgmgroup.com>]
Sent: Friday, June 05, 2015 8:01 PM
To: Lee, Dennis
Subject: Re: Front Street project

Yes

-Loran

On Jun 5, 2015, at 2:43 PM, Lee, Dennis <delee@mt.gov> wrote:

Thanks, Loran...it appears that the four options are being viewed looking north...right?

From: Loran Frazier [<mailto:lfrazier@wgmgroup.com>]
Sent: Friday, June 05, 2015 2:25 PM
To: Lee, Dennis
Subject: RE: Front Street project

Thanks Dennis,
We were looking at 2 to 3 weeks to get comments back. There will be some public meeting opportunities coming up in late summer also. Our goal is to have a decision approved by the City by December.

The project will upgrade the water and storm sewer through Front Street, this work will tear up a good portion of the street. So we are asking what you all would like the street to look like when we re-build it after the utility work.

As for type of feedback, we have shown four options for the street configuration and were wondering which one you all would prefer. Or maybe one we haven't drawn up yet.

Loran Frazier, P.E.
Transportation Manager

<image001.jpg>

2905 N Montana Ave, Suite 101
Helena • MT • 59601
E-mail:Lfrazier@wgmgroup.com

From: Lee, Dennis [<mailto:delee@mt.gov>]
Sent: Friday, June 05, 2015 1:51 PM
To: Loran Frazier
Subject: Front Street project

Hi Loran, I just received a drawing of several proposals for the Front Street upgrade project and just wanted to know what your expectations are for Montana State Fund as far as type of feedback, time frame expected, etc. Also, of the four options shown, which direction would be north or south?

Thanks,
Dennis Lee
Support Services Team Leader
Montana State Fund

Front Street Improvements Project

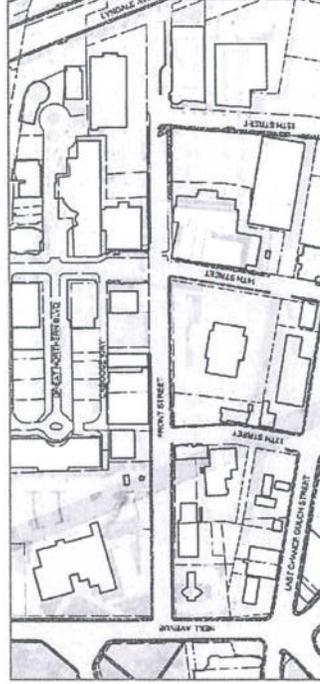
The City of Helena is evaluating options for improving pedestrian safety and stormwater management on Front Street, between Neill Avenue and Lyndale Avenue.



City of
Helena

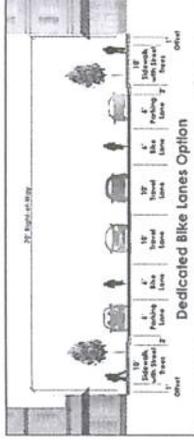
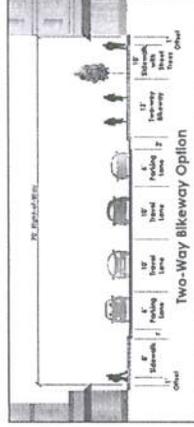
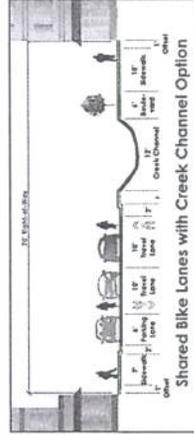
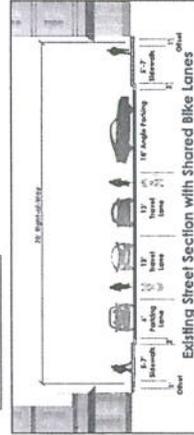
This project includes:

- Evaluating options to incorporate multi-modal transportation, on-street parking, intersection improvements, and pedestrian crossings.
- Evaluating stormwater management options that can be incorporated into the Front Street streetscape.
- Evaluating replacement of the existing water and storm drain lines in Front Street.



Public workshops and stakeholder meetings will be held over the next six months to get input on the project. For more information, contact Loran Frazier at 406-728-4611 or lfrazier@wgmgroupp.com

Initial Concepts



Information Gathering

Stakeholder Meetings

Preliminary Engineering

Alternative Analysis

Design Development

Preferred Alternative Selection

May

June

July

August

September

October

November

December

WE ARE HERE