

ADMINISTRATIVE MEETING

October 14, 2015

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

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **September 30, 2015 Administrative Meeting summary**
3. **Commission comments, questions**
 - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
 - Public Works**
 - a) Shared Sewer Services
 - **Consensus Direction to Manager:**
 - b) Curbside Recycling Agreement
 - **Consensus Direction to Manager:**
 - c) Transfer Station Fee Resolution
 - **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 October 19, 2015 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

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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

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

City of Helena, Montana

MEMORANDUM

TO: Ron Alles, City Manager
FROM: Ryan Leland, City Engineer
Randal Camp, Public Works Director
DATE: October 6, 2015
SUBJECT: Shared Sewer Service Lines

City Staff has recently seen an influx of failed shared and long wastewater service lines. There have been four cases of shared sewer services that have gone across other people's property and connect into an existing service. Several of the services go under buildings and the service needs to be relocated. There are two examples of long service lines that go across other people's property without an easement. Staff will be at the meeting to present each example. City code 6-3-6 (Rule 3) and 6-3-6 (Rule 16) require the sewer services to be separate and connect from the lot perpendicular to the main. These wastewater rules were last updated in 2001. Similar requirements exist for all major Montana cities.

Some the areas affected by lack of mains, shared services or long services are:

1. Flowerree - There are three shared services that go across private property underneath a driveway and connect to the manhole. There is no main located in the street.
2. Rodney - There is a failed long service that goes across adjacent private property and would have to be relocated in City ROW. The plumber quoted the relocation at \$20,000+. There is no main located in the street.
3. Lewis – There is two different shared services that could benefit from a sewer main extension. The shared service on the south side of the street goes underneath a building.
4. Hoback – A main extension could benefit three properties. The closest property is a failed shared service with an adjacent property owner. That property owner does not want to have a shared service and will charge for an easement for a long service line across his property. The plumber quoted \$35,000 to \$50,000 to extend the one service.
5. Idaho – This property has a failed shared service that will have to be relocated and extended in City ROW.
6. Washington Street – These properties had two long services. One that ran underneath sidewalks and boulevards before reaching the main. The City installed the main extension to comply with City Ordinance.

Numerous other locations have been identified as having long or shared services throughout the City. These locations will eventually have to be addressed whether through failed services or lack of easements. City code will require that mains be

City of Helena, Montana

extended to serve these locations. City code doesn't specifically address how these improvements will be funded.

The estimated cost for the City to install the needed main extensions is as follows. City Engineering would provide the design and bidding. Estimates include a 10% contingency.

Flowerree -	\$73,000
Rodney -	\$53,075
Lewis -	\$48,895
Hoback -	\$60,170
Idaho -	\$34,804
Washington -	<u>\$46,881*</u>
	\$316,825

*Actual cost

One policy consideration would be for the City to continue to extend mains in the City ROW to comply with City Ordinance and pay for these extensions as long as these properties have been paying sewer rates. Homeowners have a general expectation that proper mains have been installed when they purchase a property in the City of Helena.

Attachments: List of pertinent wastewater rules
Project maps

City of Helena, Montana

6-3-6: RULES GOVERNING WASTEWATER SERVICE:

The following rules shall regulate the discharge and conveyance of wastewater:

RULE 1: All applications for service connection to the city's wastewater system must be made at the office of the building and safety division of the community development department on the form for that purpose. Every such application must be made by the owner of the property to be served or the owner's authorized agent and must include the nature of wastewater discharged into the system. The applicant must agree to conform to these rules as a condition of use of the city's wastewater system.

RULE 3: The service lines must be so arranged that the discharge from each separately owned house or premises is a separate service line and the owner of each house or premises is liable for the charges for the wastewater service provided by the city to that owner's house or premises. One service line may service multiple units that are separately owned provided the common service line is owned, operated and under the control of a single person or entity who is responsible for the maintenance of the service line, including the connection with the main.

RULE 4: Where wastewater is now discharged through one service line from houses or premises under separate ownerships, the director of public works may either decline to furnish wastewater service until separate services are provided or may continue the service on the condition that one person or entity is responsible for the shared service line.

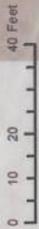
RULE 10: Plumbers failing to perform their work according to the established rules and regulations, or executing it unskillfully to the detriment of the city wastewater system, may be barred from making connection to the city wastewater system, by order of the public works director.

RULE 16: All wastewater service must be provided from public mains. Each service shall be placed to the extent practical, perpendicular to the public main, right of way or easement. All wastewater service lines must be placed at a minimum depth of four feet (4') from the surface of the ground unless the public works director grants an exception.

FLOWERREE STREET SEWER MAIN EXTENSION



RODNEY COURT SEWER MAIN EXTENSION



RODNEY CT

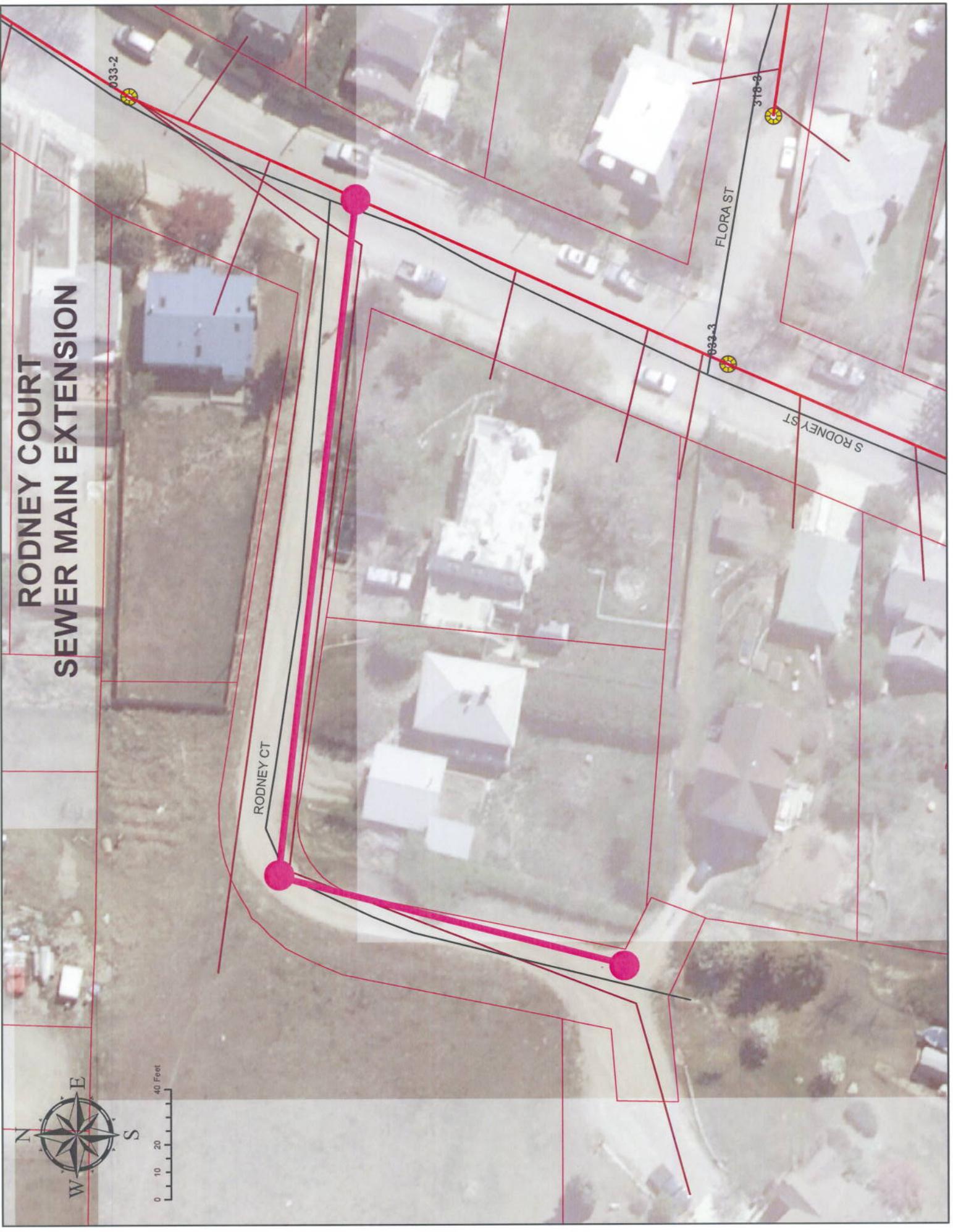
FLORA ST

S RODNEY ST

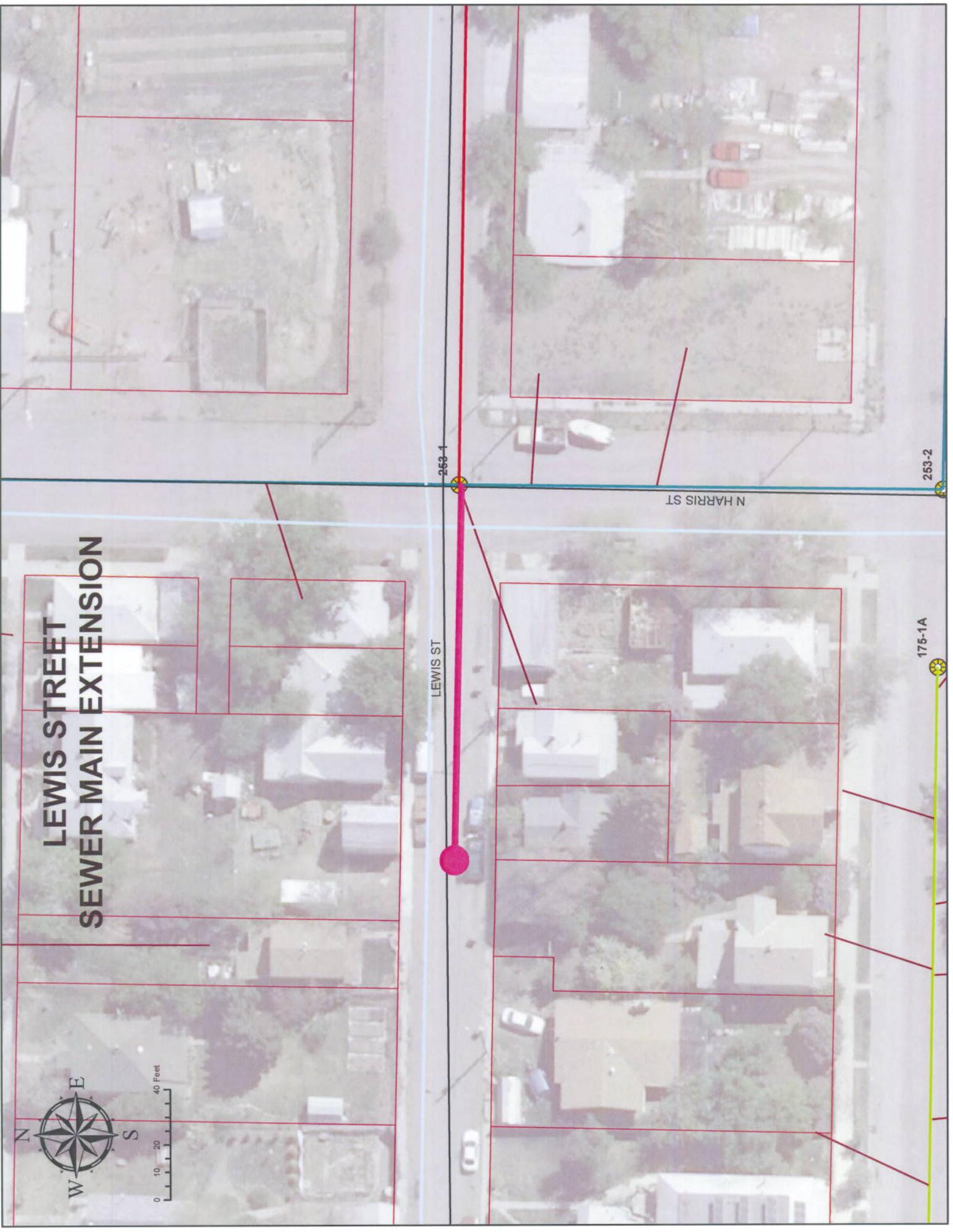
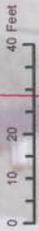
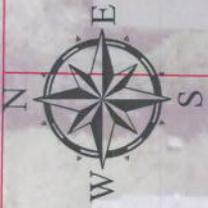
333-2

318-3

333-3



LEWIS STREET SEWER MAIN EXTENSION



LEWIS ST

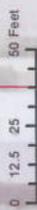
N HARRIS ST

253-1

175-1A

253-2

HOBACK STREET & IDAHO AVENUE SEWER MAIN EXTENSION



90-11-14

90-11-68

8TH AVE

IDAHO AVE

K ST

N HOBACK ST



WASHINGTON SEWER MAIN EXTENSION

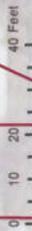


9TH AVE

248-2

248-2A

WASHINGTON DR
15-17-1



MEMORANDUM

TO: Ron Alles, City Manager
FROM: Randall Camp, Public Works Director
Pete Anderson, Solid Waste Superintendent
DATE: October 6, 2015
SUBJECT: Curbside Recycling Agreement

Attached is a draft framework that reflects the current status of our understanding of how the curbside recycling agreement/contract might be constructed. We have attempted to show the responsibilities of each of the parties and the associated costs. This draft framework is the result of several meetings between the City negotiating team and Helena Recycling.

After review and amendments by the City Commission, staff will work with the City Attorney to draft an appropriate agreement/contract. The team also discussed proposing a two-year initial agreement that automatically renews in one-year increments not to exceed a total of seven years.

Attachments:

Draft Agreement Framework
Sample of Current Helena Recycling Customer Subscription Agreement
Commodity Brochure

The City will:

1. Own the containers associated with the curbside recycling program and approve the size and type of recycling containers to be used. The City will also specify and approve any identification stamps or stickers that will be used.
2. reimburse contractor one time for the actual cost of providing up to three recycling containers for every new customer (not to exceed \$45 per customer). Only containers associated with a qualified property owner will be reimbursed. A qualified property owner must own the property, pay a residential solid waste assessment, agree to the subscription, and have the service subscription provided to the same in- city address. Containers will not be purchased for existing Helena Recycling customers as of the date of this agreement/contract;
3. verify that the residential solid waste assessment and tax bill are current.
4. bill qualified subscribers on a monthly basis for every other week or monthly curbside collection (the negotiating team & contractor discussed the benefits of just considering every other week collection for the first six months/year before expanding to offer different service levels).
5. Bill qualified subscribers the actual cost of containers if lost, stolen, or become obsolete.
6. reimburse the contractor monthly an amount no to exceed \$10.95/month for every other week collection or \$7.00/month for monthly curbside subscription services for the first 1,000 customers;
7. reimburse the contractor monthly an amount not to exceed \$9.95/month for every other week collection or \$6.00/month for monthly curbside subscription services for all customers after the total number of customers exceeds 1,000.
8. allow advertising of Helena Recycling Services on the City of Helena Website as well as other promotional advertising initiated by the City of Helena.

The Contractor will:

1. store the containers associated with the curbside recycling program;
2. provide a property owner signed curbside subscription agreement to the City Utility Customer Service Department. The agreement must include a name, property address, billing address, phone number and level of agreed service;
3. provide a monthly excel spreadsheet showing all customer names, property address, billing address, phone number and level of agreed service;
4. provide a list of current customers prior to beginning this agreement;
5. purchase and deliver recycling containers to customers for the curbside recycling program;

6. provide a count of containers and customers to the City Utility Customer Service Department on a monthly basis;
7. provide either every other week or monthly collection depending on the level of agreed subscription;
8. provide collection and containers for paper, metal, and plastic as detailed in the attached brochure. Contractor will also collect cardboard as detailed in the attached brochure if placed under the bins or in a box;
9. schedule curbside collection days and locate recycling containers so as not to overlap or interfere with the City collection of solid waste;
10. be responsible for all communication with subscribers and potential customers;
11. provide the city with monthly diversion totals broken down by each commodity collected;
12. be responsible for the proper disposition of all recyclables collected.

Helena Recycling, LLC Service Contract

This agreement, made between Helena Recycling, LLC, located at P.O. Box 6020 Helena, MT 59604, and Customer Name is to state the terms and conditions under which Helena Recycling will furnish to Customer Name at Customer Address the following recycling services:

1. Recycler will pick up every other Day of Week unless otherwise specified and agreed upon.
2. Payment:
 - a. Customer Name agrees to pay Recycler quarterly in advance for a total of Cost per quarter for recycling services. Invoices will be billed as follows: First Quarter: January – March, Second Quarter: April – June, Third Quarter: July – September, Fourth Quarter: October – December.
 - b. Customer Name agrees to render such payments to Helena Recycling, LLC on a quarterly basis as stated above. Payments shall be made by check, money order, or credit card to Helena Recycling, LLC.
 - c. Additional Charges:
 1. There is a one-time set-up fee which includes bins and all information needed to start recycling.
 2. Helena Recycling reserves the right to assess additional charges or terminate services in the event that Customer Name does not comply with the terms and conditions.
 - d. Recycling Bins: 3-18 gallon bins provided. Bins provided are the property of Helena Recycling, LLC. If bins are broken or mistreated due to customer negligence, there is a Cost replacement fee per bin.
3. Instructions regarding recycling procedures and standards are available for review at www.helenarecycling.com under the “What’s Recyclable” link. Customer Name has reviewed these procedures and standards and agrees to comply with them and any subsequent written changes to these procedures and standards which Helena Recycling LLC may reasonable deem necessary and make available. For materials that are not separated, not cleaned properly, or not broken down as instructed, Helena Recycling, LLC may choose not to pick up those recyclables.

5. For any materials placed in bins that are not included in the recyclables list of what we can and cannot recycle, Helena Recycling, LLC will leave those non-recyclables in the bins.
6. If Customer Name chooses to terminate services with Helena Recycling, LLC she/he agrees to return bins to Helena Recycling, LLC.
7. There is **absolutely NO sharing** of the recycling bins. For example, employees cannot bring their recyclables from home to put into the business bins and/or residential customers may not allow neighbors or friends to deposit recyclables in their bins. If violated, Helena Recycling, LLC has the right to terminate all services.
8. Term of Agreement: Either party may, at any time during the term of this Agreement, terminate this Agreement upon thirty (30) days prior written notice.
9. Change of Terms: Rates and conditions of this Agreement are subject to change upon mutual agreement by Helena Recycling, LLC and Customer Name.
10. Customer Name shall indemnify, defend and hold Helena Recycling, LLC harmless against any and all claims, suits, actions, liabilities, judgments or damages arising from Customer Name's provision of materials for pick up by Helena Recycling, LLC which are not authorized by Helena Recycling, LLC.

Helena Recycling
P.O. Box 6020
Helena, MT 59604
(406) 457-2437



What is Recyclable with Helena Recycling?

Please sort into three bins:

Yes!

1. Paper Bin

No

Newspapers/inserts, magazines, home office paper (white/pastel), BAGGED shredded paper, copy/fax paper, post-it-notes, white envelopes, and paper ream wrappers.



Tissues/tissue paper, food wrappings, paper towel, soiled/food stained paper, hard back book bindings, construction paper, wrapping paper and dark colored office paper, phone books, manila envelopes and file folders.



Yes!

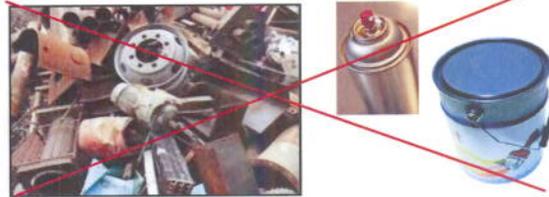
2. Metal Bin

No

Aluminum cans and steel/tin cans.



Bottle caps, aerosol cans, paint/solvent containers, and scrap metal.



Yes!

3. Plastics Bin

No

All Type 1 and Type 2 plastic containers accepted: plastic bottles, milk jugs, pop/water/juice bottles, laundry detergent bottles. **Make sure it has a recycling symbol with a 1 or 2.** Remove lids!



Type 3-7 plastics like butter and yogurt containers. Plastic caps or lids. No styrofoam. Plastic bags, wrappers, zip lock bags, bread bags, etc. **No bags of any kind.**



Cardboard

Corrugated and non-corrugated

Flatten and place cardboard under bins. Thin (non-corrugated) cardboard and other small cardboard boxes can be flattened and put in another box/container (see picture below).

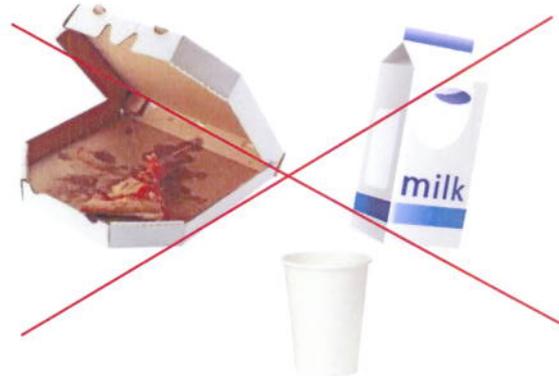
Yes!

Moving/mailling boxes, clean cardboard egg cartons, cereal boxes, pop/beer cartons, and any thin cardboard. **Must be flattened!**



No

Soiled cardboard, (i.e. oily pizza boxes), milk cartons, and paper cups.



Policy Reminders — PLEASE READ!

- Rinse out ALL recycled containers.
- Flatten ALL cardboard boxes — cardboard not broken down will not be taken.
- DO NOT put non-corrugated cardboard (like cereal boxes) with your paper. Place in a separate box/container (see picture below).
- No plastic bags of any kind.
- If windy, place something heavy (rock or brick) on top of recycling containers when you set them out for pick-up.
- Keep bins stored indoors until pick-up day to preserve their condition.
- No small bags filled with recyclables.
- Remove all lids.
- Absolutely NO trash.

Please try to put your bins out the night before your scheduled pick-up day.

Contact us if you have any questions!

Helena Recycling, LLC
PO Box 6020
Helena, MT 59604
406-457-2437



Date **October 5, 2015**

TO: **Ron Alles, City Manager**

FROM: **Randall Camp, Public Works Director**
 Pete Anderson, Solid Waste Superintendent

Subject: Resolution of Intention to amend the rules and fees charged for disposal of garbage and refuse at the City of Helena Transfer Station by amending Resolution No. 20170.

Present Situation: The current Transfer Station rate resolution, effective July 1, 2015, limited the amount of visits to the facility to thirty (30) or 3,000 pounds, whichever came first. This translated into a minimum fee of \$3.10 per trip (\$93 permit credit/30 trips). After a permit holder reached either the 30 trips or 3,000 pounds, the minimum transaction fee would be \$6.25. Since the resolution went into effect, total trips to the Transfer Station have decreased 8,841 for July-September 2015 compared to the same months in 2014 (53,225 to 44,384).

Based on public comment received during implementation, the City Commission directed the City Manager to explore alternatives removing the 30-trip limitation. The City Manager recommended and the Task Force and the County Commission endorsed the proposal to charge based on weight with a 20lb minimum charge (same as before the current resolution).

The renter recycling permit program will continue as allowed in the residential rate resolution.

Proposal/Objective: To remove the thirty (30) trip limitation and require payment of \$0.62 per 20 pounds for permit holders to be charged against the permit holder's 3000 pound permit credit. There would be a minimum charge of \$6.25 per 200 pounds for non-permit holders.

Advantages: Permit users will only be limited by the permit credit of 3,000 pounds, and not by the number of trips to the Transfer Station. This resolution should allow more time to explore long-term options regarding pay-as-you-throw.

Notable energy impact(s): May encourage inefficient disposal practices by individuals (daily vs. weekly or bi-monthly).

Disadvantages: None noted.

Notice of Public Hearing (copy attached): N/A

Recommended Motion: Move to approve, table or deny a resolution of intention to amend the rules and fees charged for disposal of garbage and refuse at the City of Helena Transfer Station by amending Resolution No. 20170 and set a public hearing date of _____.

Attachments: Draft Resolution of Intention

City of Helena, Montana

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO AMEND THE RULES AND FEES CHARGED FOR DISPOSAL OF GARBAGE AND REFUSE AT THE CITY OF HELENA TRANSFER STATION BY AMENDING RESOLUTION NO. 20170

WHEREAS, the City of Helena operates the "Transfer Station" to provide sanitary disposal of garbage and refuse, collection of recyclable materials, and diversion of usable material; and

WHEREAS, the City needs to recover the costs of doing business at its transfer station, as well as the tipping fee charged by the County for use of the landfill; and

WHEREAS, the City is authorized to establish such rates as may be necessary to operate its facilities to insure a positive cash flow; and

WHEREAS, a recent efficiency study and staff proposals have showed that City of Helena Solid Waste System, including the Transfer Station can continue to realize efficiencies and provide additional services such as Household Hazardous Waste disposal common in similar sized communities; and

WHEREAS, residents in and outside the city of Helena utilize recycling services and support weekend service including expansion of recycling programs; and

WHEREAS, opportunities exist to save costs and beneficially redirect construction and demolition debris; and

WHEREAS, The City adopted Resolution No. 20170 on June 15, 2015 that provided that 30 trips could be made to the Transfer Station before the minimum transaction/tipping fee would be applicable; and

WHEREAS, it appears to be in the best interests of the City of Helena and the inhabitants thereof that the Helena City Commission amend Resolution No. 20170; and

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

Section 1. That it is the intention of the Helena City Commission to amend Resolution No. 20170 as follows:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No.

A. The following tipping fees apply to all Transfer Station customers:

* ~~Minimum transaction/tipping fee: _____ \$6.25/\$ 0.00~~
(no minimum fee for permit <30 visits)

Minimum transaction/tipping fee (Permit): \$0.62/20 lbs

Minimum transaction/tipping fee (Non-Permit): \$6.25/200 lbs

Permit holders that exceed the yearly allowance must be cash customers

Transfer Station Tipping Fee	\$30.75
Landfill Tipping Fee	\$31.25
Total Tipping Fee	\$62.00/Ton

*Exceptions:

For Clean, Sorted Construction and Demolition Waste:

Per establishment of program(s) for cash and account customers \$54/ton

~~Minimum fee does not apply to residential permit holders for first 30 visits during the fiscal year or to renter recycling permits for the first 30 visits to the facility. City of Helena may establish a limited recycling permit for purchase that could include limited number of trips, limited hours, or other restrictions for traffic flow and/or other efficiency goals.~~

The total tipping fee is applied to all garbage, refuse, recyclable materials, and diverted materials at the transfer station. The cost of clean loads of recycled materials are charged to either the City of Helena Residential fund, other participating districts, or other governmental entities that have a transfer station agreement with the City of Helena, but is not counted as tonnage against permits.

B. Any additional charges or tipping fees can be paid by using any residential permit credit granted by the City of Helena, Scratchgravel or other participating districts:

Appliances with refrigerants

Current

\$0.00 each
(plus tipping fee)

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No.

Tires:

Passenger and light truck (up to 20" inside diameter)	\$0.00 each (plus tipping fee)
Passenger and light truck on rim (up to 20" inside diameter)	\$0.00 each (plus tipping fee)
*Oversized tires (over 20" inside diameter, but less than 25"	\$0.00 each (plus tipping fee)
*Tires with a larger than 25" inside diameter, not to exceed 48" outside diameter	\$0.00 each (plus tipping fee)

Electronic Waste:

All E-waste	\$0.00 each (plus tipping fee)
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Household Hazardous Waste:

At least one Household Hazardous Waste collection event will be provided at no charge to permit holders.

C. The following additional charges apply to all commercial customers or any residential customer that exceeds the yearly ~~per item limit~~ permit credit:

Appliances with refrigerants (No limit)	\$15.00 each (plus tipping fee)
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Tires:

Passenger and light truck (up to 20" inside diameter)	\$5.00 each (plus tipping fee)
Passenger and light truck tires on rim (up to 20" inside diameter)	\$10.00 each (plus tipping fee)
*Commercial truck tires (off the rim)	\$15.00 each (plus tipping fee)

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No.

*Commercial truck tires
(on the rim)

\$ 25.00 each
(plus tipping fee)

*No Limit. Tires larger than a 48" outside diameter are not accepted.

Electronic Waste:

Computer Monitors/Televisions

\$0.35 per pound

All other E-waste

\$0.00

Household Hazardous Waste (HHW):

Charges and restrictions may apply to HHW events.

Clean, Sorted Construction and Demolition Waste:

Per establishment of program(s) for cash
and account customers

\$54/ton

Section 2. The value of residential permit fee credit will be based on budget policy and related resolutions set by the governing bodies of the City of Helena, Scratch Gravel Landfill District, and Lewis & Clark County.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS ___ DAY OF NOVEMBER, 2015.**

MAYOR

ATTEST:

CLERK OF THE COMMISSION