

SUMMARY OF ADMINISTRATIVE MEETING
August 14, 2013– 4:00 p.m.
Room 326, City-County Building

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Ellison, Haque-Hausrath and Thweatt were present. Commissioner Elsaesser was excused. Staff present was: Acting City Manager-Police Chief Troy McGee; Assistant Fire Chief Kelly Tuck; Public Works Director Phil Hauck; City Civil Engineer David Knoepke; Community Development Director Sharon Haugen; City Planner Lucy Morell-Gengler; Administrative Services Director Tim Magee; Deputy City Attorney Thomas Jodoin; HCC Coordinator Kelli McLane and Deputy City Clerk Robyn Brown.

Others in attendance included: Montana Independent Living Project (MILP) staff Bob Maffit and Lloyd Sparks; Montana Association of Realtors Representative Mark Simonich; HBIA Representative Jack Walsh; Mark Runkle and Rebecca Ryland with Mountain View Meadows Subdivision and Bill Pierce with Pierce Construction.

2. **July 31, 2013 Administrative Meeting Summary** – The July 31, 2013 Administrative Meeting summary was approved.

3. **Commission comments, questions** – Mayor Smith requested the agenda be revised to discuss Subdivision Regulations before the taxes, rates and assessments.

4. **City Manager’s Report** – no report was given.

5. **Department Discussions**

Community Development

Subdivision Regulations – Community Development Director Sharon Haugen gave an overview of the remaining issues of concern identified by the Commission. One of the main issues is at what point during subdivision development to require installation of sidewalks.

Mark Runkle, Jack Walsh, Mark Simonich and Bill Pierce, representing the development community; spoke regarding concerns with the proposed updates to the regulations. These comments were provided in writing and are included in the Administrative Meeting packet as part of the official record.

Bob Maffit, MILP; commented sidewalk installation is paramount to the ADA community.

Discussion was held in depth regarding the timeframe for sidewalk installation and the issue will again be placed on the September 4, 2013 Administrative Meeting agenda.

Administrative Services

Tax levy, rates & assessments – Administrative Services Director Tim Magee reported the taxes, rates and assessments for fiscal year 2014 were advertised as follows:

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| 1. The Tax Levy resolution | Total Mills will Decrease to 159.1 from 159.2 |
| • The resolution includes General, Group Health and two Bond levies | |
| • There is a 1.03% inflation increase and the increase for group health | |
| 2. BID Plan and Budget | approve plan & Budget |
| 3. BID Assessment | no change |
| 4. Tourism BID | approve plan & Budget |
| 5. Tourism BID Assessment | no change |
| 6. Open Space Maintenance | \$3 base charge increase (\$17 to \$20) |
| 7. Sidewalk Improvements | pay annual debt |
| 8. Special Improvement Districts | pay annual debt |
| 9. Storm Water | up to 4% assessment increase |

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| 10. Street Lighting Districts | cost based |
| 11. Urban Forest Management | no change in assessment |
| 12. Landfill Monitoring | no change in assessment |
| 13. Residential Solid Waste | up to 2% assessment increase |
| 14. Street Maintenance | up to 4% assessment increase |
| 15. Wastewater Charges | as listed |
| 16. Wastewater Rates | up to 4% increase (effective November 1 st) |
| 17. Water Charges | as listed |
| 18. Water Rates | up to 13% increase (effective November 1 st) |

Public hearings on the proposed amounts will be held at the August 19th Commission Meeting. Discussion was held on the various rates and assessments, and capital projects that could be completed based on what amount of increase is approved.

6. Committee discussions

- a) ADA Compliance Committee, Audit Committee, Board of Health, Civic Center Board, Montana League of Cities and Towns – No report given.
- b) IT&S, Non-Motorized Travel Advisory Committee (NMTAC), Board of Adjustment, Pre-Release Screening Committee – Commissioner Ellison noted he would be discussing the Pre-Release Center’s Annual Report at the August 19th Commission Meeting.
- c) Audit Committee, City-County Weed Board, Montana Business Assistance Connection (MBAC), TCC– Commissioner Thweatt reported the Broadway Tunnel would be completed next year and there is funding for both sides of the tunnel. Also, the railroad tunnel would be re-constructed next year for seismic reasons.
- d) BID/HPC, City-County Parks Board, TCC, L&C County Mental Health Advisory Committee – No report given.
- e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee, Intergovernmental Transit Committee – Commissioner Haque-Hausrath presented a recommendation from the Public Art Committee to install public art on parking meters and gave the proposed locations. There was Commission concurrence to further investigate the proposal. Director Haugen stated she would be meeting with Parks & Recreation Director Amy Teegarden to discuss the installation, ongoing maintenance and funding received from the project. The details of the project will also be discussed with the City Attorney’s office. Commissioner Haque-Hausrath noted this could be a pilot project and if it is successful more meters could be installed in different locations.
- f) Helena Citizens Council – no report was given.

7. Review of agenda for August 19, 2013 City Commission meeting –No discussion held.

8. Public Comment – none public comment was given.

9. Commission discussion and direction to City Manager – No discussion held.

10. Adjourn – Meeting adjourned at 5:53 p.m.