

## ADMINISTRATIVE MEETING

March 2, 2016

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

Room 326

### AGENDA

1. **Call to order, introductions, opening comments**
2. **February 17, 2016 Administrative Meeting summary**
3. **Commission comments, questions**
  - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
  - Administrative Services**
    - Westside Reimbursement Resolution
    - **Consensus Direction to Manager:**
  - Public Works**
    - West Main Design Update
    - **Consensus Direction to Manager:**
6. **Committee discussions**
  - a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns  
– Mayor Jim Smith
  - b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee  
– Commissioner Dan Ellison
  - c) ADA Compliance Committee, Audit Committee, City-County Parks Board , Civic Center Board  
– Commissioner Rob Farris-Olsen
  - d) Board of Adjustment, City-County Administration Building (CCAB), Non-Motorized Travel Advisory Board, Transportation Coordinating Committee  
– Commissioner Andres Haladay
  - e) Business Improvement District/Helena Parking Commission ,Montana Business Assistance Connection, Public Art Committee  
– Commissioner Ed Noonan
  - f) Helena Citizens Council
7. **Review of agenda for March 7, 2016 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.

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

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

*City of Helena, Montana*

**Date:** February 26, 2016

**TO:** Ron Alles, City Manager

**FROM:** David Knoepke, Civil Engineer  
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 Project and provide the public comments received from the October Public Meeting. Staff will be asking for direction for final design.

*City of Helena, Montana*

**City of Helena, Montana**

**February 25, 2016**

**To:** Ron Alles, City Manager  
**From:** Glenn Jorgenson, Administrative Services Director  
**Subject:** Consider a resolution establishing a cost reimbursement program for wastewater infrastructure installed by the City of Helena in Choteau Street, Cannon Street, and the East-West Alley Between Choteau and Cannon Streets.

**Present Situation:** Seven residents from Phase 1 of the Westside Project approached the City to be annexed and connect to City sewer. Several of the seven residents have failing septic systems. The City is proposing to try a small scaled version of the proposed plan for installation of City infrastructure for the whole Westside. The City has installed the sewer main and sewer stubs to 23 residents along Cannon Street, Linden Street, and Choteau Street which include the seven county properties with some failing septic drain fields and no room for replacement drain fields.

**Proposal/Objective:** Consider the cost reimbursement resolution to recoup the cost of the installation of the sewer main to the affected residents. Staff proposes the break down of the cost of the sewer main would be on a square foot basis for each lot. The project is close to being complete but all the costs have not been determined. The estimated cost of the project with a 10% contingency is \$348,090.60. The reimbursement would have to be paid or financed at the time of connection. Please see the attached spreadsheet with the estimated break down of each property served. The costs will be revised when the project is complete and we know the actual project cost.

The City will offer to finance the cost for existing developed homes through a loan agreement. If amortized, the property owners will be charged interest at the same rate as any State Revolving Fund loan, currently at 3%, and amortized over a maximum of 20 years. The payments will be added to the utility bill for the property and the property owner will sign a loan agreement that will be recorded with the county Clerk & Recorder. As part of the annexation process, water service hookup may be required for any properties that request wastewater service in the future that do not already have existing water service. Property owners that are delinquent on their utility bills will be subject to additional interest of 1.5% as allowed in City ordinance.

**Advantage:** Properties with failed septic system will be able to connect to city water and/or wastewater.

**Notable Energy Impact:** N/A

**Disadvantage:** None noted.

**Notice of Public Hearing:** N/A

**Recommended Motion:** Move to approve a resolution establishing a cost reimbursement program for wastewater infrastructure installed by the City of Helena in Choteau Street, Cannon Street, and the East-West alley between Choteau and Cannon Streets.

<b>ATTACHMENTS:</b>
<input type="checkbox"/> <a href="#">Resolution</a>
<input type="checkbox"/> <a href="#">Rebate Cost Estimate</a>
<input type="checkbox"/> <a href="#">Rebate Area Map</a>

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

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

**A RESOLUTION ESTABLISHING A COST REIMBURSEMENT PROGRAM FOR WASTEWATER INFRASTRUCTURE INSTALLED BY THE CITY OF HELENA IN CHOTEAU STREET, CANNON STREET, AND THE EAST-WEST ALLEY BETWEEN CHOTEAU AND CANNON STREETS**

**WHEREAS**, the Helena City Commission passed Resolution of Intention No. 20177, signifying its intent to annex Lots 3-8 and 25-27 in Block 165 of Wallace's Subdivision in the Syndicate Addition and Lots 1-16 in Block 164 in the Syndicate Addition, all in Lewis and Clark County, Montana, generally located west of Laurel Street, east of Linden Street, and south of Cannon Street, with property addresses of 1801, 1811, 1815, and 1821 Choteau Street, and 1817, 1818, and 1821 Cannon Street; and

**WHEREAS**, one condition of annexation was that the property owners of the above mentioned property install a wastewater main extension and appurtenant facilities from either Joslyn Street or Laurel Street, according to the 2002 Helena West Side Infrastructure Study, across the frontage of all the properties; and

**WHEREAS**, the City has entered into a contract with H & H Earthworks, Inc. to install a wastewater main and appurtenant facilities in Choteau Street, Cannon Street, and the east-west

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Resol. No. \_\_\_\_\_

alley between Choteau and Cannon Streets, as shown in engineering plan documents for Project No. 15-15. This area is currently outside the existing city limits.

**WHEREAS**, wastewater main extensions in Choteau Street, Cannon Street, and the east-west alley between them will benefit properties that have not petitioned to annex into the City of Helena; and

**WHEREAS**, pursuant to Resolution No. 20164, the methodology to determine costs for which each property owner is responsible, the proposed repayment mechanism, and repayment timeframe are to be determined by the City Commission on a project-by-project basis; and

**WHEREAS**, the City desires to establish a program to recoup the costs of the design and installation of the above mentioned wastewater main that benefits the property owners in the area; and

**WHEREAS**, the City desires to establish a mechanism and methodology to calculate the proportional amount property owners adjacent to the abovementioned wastewater main must pay when

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Resol. No. \_\_\_\_\_

they petition for annexation and ultimately connect to the wastewater main; and

**WHEREAS**, it appears to be in the best interests of the City of Helena and the inhabitants thereof that the City Commission establish a cost reimbursement program for the wastewater infrastructure that the City has designed and installed pursuant to Project No. 15-15, which is currently outside the corporate limits of the City of Helena.

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

**Section 1.** The Helena City Commission hereby establishes a cost reimbursement program for owners of property shown on Exhibit "A" who connect to the wastewater infrastructure installed by the City in Choteau and Cannon Streets and the east-west alley between Choteau and Cannon Streets, pursuant to Project No. 15-15.

**Section 2.** Each owner of property listed on Exhibit "A" is responsible for said owner's proportional share of the cost of the design and installation of the wastewater infrastructure before connecting to the wastewater main installed by the City.

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**Resol. No.** \_\_\_\_\_

The reimbursement cost that each property owner adjacent to the wastewater main must pay upon connection is determined by dividing the total private property land area by the total cost of the design and installation of Project No. 15-15 and multiplying that cost per square foot by the square footage of each property proposed to be connected to and served by the wastewater main.

For property currently developed with an occupied structure, the reimbursement cost may be paid to the City by the property owners in full at the time of initial connection to the City's wastewater main, or in monthly installments billed through their normal monthly water and wastewater bill amortized over a 20-year period. If amortized, the property owners will be charged interest at the same rate as any State Revolving Fund loan to the City for funds at the time of connection. The reimbursement amount may be prepaid, in whole but not in part, with interest accrued through the date the reimbursement amount is paid in full. If the reimbursement amount is amortized and repaid through the property owner's normal monthly water and wastewater bill, a delinquency of more than thirty (30) days

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past due in paying the reimbursement cost is subject to the penalties in Title 6, Chapter 2 and 3 of Helena City Code.

For property that is not currently developed with an occupied structure, the reimbursement cost must be paid in full, at the time of initial connection to the City's wastewater main.

**Section 3.** If a property is sold or transferred, any outstanding balance of the reimbursement amount still owing must be paid in full. Property owners connecting to the City's wastewater main agree to sign required documentation that will be recorded and run with the property that is needed to ensure the payment of the full remaining reimbursement amount.

**Section 5.** Any property owner whose property is not currently connected to the City's water system must connect to City water concurrent with connection to the City's wastewater system.

**Section 6.** Prior to connection to the City's wastewater main, each property owner must petition for and waive the right to protest annexation by the City and agree to annexation conditions as set by the Helena City Commission.

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. No. \_\_\_\_\_

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF  
HELENA, MONTANA, THIS 7<sup>th</sup> DAY OF MARCH, 2015.

\_\_\_\_\_  
MAYOR

ATTEST:

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

	Ownrnm	SiteAddr	Tax ID	Geocode	LegalDesc	TotalAcres	Square Footage	Rebate Cost/SQFT of Property	Total Cost of Project/10% Contingency Included
1	MCLATCHY MICHAEL GENE	1811 CHOTEAU ST	8715	5188723418110000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 164, E 23' OF LT 11, LT 12, W 21' OF LT 13	0.198	8,624.88	\$11,909.79	348,090.60
2	CHARLES AND BRIDGET HOLLAND	1801 CHOTEAU ST	8481	5188723418090000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 164, E 4' OF LT 13, LTS 14-16	0.227	9,888.12	\$13,654.15	
3	HANNAN BRIAN & MCKENZIE	1815 CHOTEAU ST	8229	5188723418130000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 164, LTS 9 & 10, W2 LT 11	0.149	6,490.44	\$8,962.42	
		VACANT LOT WEST OF 1815 CHOTEAU ST	40060	5188723418150000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 164, Lot 7 - 8	0.143	6,229.08	\$8,601.51	
4	HAWKINS DAN M	1821 CHOTEAU ST	8455	5188723418170000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 164, Lot 4 - 6	0.215	9,365.40	\$12,932.34	
5	HAWKINS DAN M & JOLEE	VACANT LOT WEST OF 1821 CHOTEAU ST	8142	5188723418190000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 164, Lot 1	0.215	9,365.40	\$12,932.34	
6	CORMIER MICHAEL & NANCY GRANGE	1818 CHOTEAU ST	8814	5188723425050000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, Lot 25 - 27	0.237	10,323.72	\$14,255.65	
7	WALCZAK JOYCE & MCDANIEL JAMES	1822 CHOTEAU ST	8701	5188723425030000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, Lot 28 - 29, & E1/2 LT 30	0.179	7,797.24	\$10,766.93	
8	MCLEAN KENNETH D & MARY JO	1828 CHOTEAU ST	8144	5188723425010000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, W2 LT 30, ALL LTS 31-32	0.179	7,797.24	\$10,766.93	
9	JULIE J GREVE	1120 LINDEN ST	8053	5188723424050000	WALLACE SUBD (SYNDICATE ADD), S23, T10N, R04W, BLOCK 176, LOT 17-24	0.574	25,003.44	\$34,526.35	
10	SCHWEITZER ERIK & SARA J	1817 CANNON ST	30552	5188723425170000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, Lot 6 - 8	0.237	10,323.72	\$14,255.65	
11	HASTINGS DIANE S BENF	1821 CANNON ST	8145	5188723425210000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, Lot 3 - 4	0.143	6,229.08	\$8,601.51	
12	STAFFORD BURKE J & GILLIAN E	1821 CANNON ST	30474	5188723425190000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, Lot 5	0.072	3,136.32	\$4,330.83	
13	COX THOMAS & TAMARRA	1831 CANNON ST	9124	5188723425230000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 165, Lot 1 - 2	0.143	6,229.08	\$8,601.51	
14	MILLER THOMAS W & MARY K	1812 CANNON ST	8782	5188723431070000	SYNDICATE ADDN (HELENA), S23, T10 N, R04 W, BLOCK 166, Lot 22 - 24	0.215	9,365.40	\$12,932.34	
15	CHRISTIAN CLIFFORD J & DEBRA A	1822 CANNON ST	8652	5188723431050000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 166, Lot 025 - 028	0.287	12,501.72	\$17,263.18	
16	KIRBY BONNI J	1830 CANNON ST	8049	5188723431010000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 166, MAKE GUERDON, MODEL MAGNOLIA, S2 LTS 29-32 24X60 1971	0.142	6,185.52	\$8,541.36	
17	MERRICK REX M	1905 CANNON ST	8806	5188723424090000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 176, Lot 13 - 16	0.287	12,501.72	\$17,263.18	
18	SHEVALLIER TY R	1917 CANNON ST	8177	5188723424110000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 176, Lot 9 - 12	0.287	12,501.72	\$17,263.18	
19	NILGES HANNAH	1993 CANNON ST	9118	5188723424130000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 176, Lot 5 - 8, MAKE MARLETTE, MODEL LAKECREST, 28X52 2004	0.287	12,501.72	\$17,263.18	
		1995 CANNON ST	8331	5188723424150000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 176, Lot 1 - 4	0.287	12,501.72	\$17,263.18	

20	BOID CHERYL	VACANT LOT EAST OF 1940 CANNON ST	38680	51887234300900000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 175, Lot 17 - 20, E 6' LT 21	0.304	13,242.24	\$18,285.73
21	RAFFERTY PAUL R	1940 CANNON ST	8834	51887234300500000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 175, Lot 21 - 24	0.206	8,973.36	\$12,390.99
22	BECERRA GEORGE G & ROXANNE	1944 CANNON ST	9052	51887234300300000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 175, Lot 25 - 28	0.287	12,501.72	\$17,263.18
23	NICHOLLS BRITTNEY A & WILBURN TIMOTHY D II	1994 CANNON ST	9053	51887234300100000	WALLACE SUBD (SYNDICATE ADD), S23, T10 N, R04 W, BLOCK 175, Lot 29 - 32	0.287	12,501.72	\$17,263.18
<b>Estimated Totals For Cannon St Sewer Main Extension</b>						<b>5.787</b>	<b>252,081.72</b>	<b>\$348,090.60</b>

