

Chief of Police Troy McGee gave some brief history on Lieutenant Rosencrans and wished him well.

Lieutenant Rosencrans stated he is proud to be part of the Helena Police Department.

Mayor Smith congratulated Lieutenant Rosencrans and presented him with a farewell gift.

Appointments

APPOINTMENTS:

Mayor Smith asked for the approval of the following appointments.

- A. City Commissioner to Water Supply Facilities Plan Update Selection Committee

Discussion

Public Works Director John Rundquist explained the Water Supply Facilities Plan. Mayor Smith asked if a city commissioner would be attending the selection process or sit through the entire process of the update to the Water Supply Facilities Plan? Mr. Rundquist stated it is intended for the commissioner, in accordance with the ordinance, to sit on the selection committee to select a consultant. Commissioner Parriman volunteered to set on the selection committee.

- B. Montana Public Power Authority Board Directors

Discussion

Mayor Smith stated if there were no other commissioners willing to serve on the board, he would be willing to serve. The commission concurred.

Public Comment

Mayor Smith asked for public comment; none was received.

Motion

Commission Parriman moved approval for the appointment of Mayor Smith to the Montana Public Power Authority Board of Directors. Commissioner Cartwright seconded the motion. All voted aye, motion carried.

A.

Fiscal Year 2005 Preliminary Budget

City Manager Burton presented the City of Helena's FY05 preliminary budget.

In accordance with 7-6-4020, MCA a preliminary annual operating budget has been prepared by staff for commission review. Commission budget work session have been scheduled as follows: May 5; May 10; May 19 and May 24.

Discussion

Mayor Smith thanked the city staff that put the presentation together.

Commissioner Pouliot asked if the meetings are open to the public? City Manager Tim Burton concurred.

Public Comment

Mayor Smith asked for public comment; none was received

Motion

Commissioner Pouliot moved acknowledgement of the Fiscal year 2005 Preliminary Budget, set the public hearing for June 21, 2004 and order notice of the public hearing. Commissioner Oitzinger seconded the motion. All voted aye, motion carried.

Bid Awards BID AWARDS

A. Bill Roberts Golf Course Hole #2 Pond Lining Project
Parks & Recreation Director Randy Lilje reported bids were opened on April 21, 2004 for the lining project. The following two bids were submitted: 1) Helena Sand & Gravel - \$90,485.17; 2) Valley Excavating - \$55,000.00.

There was a slight irregularity in the bid from Valley in that it was brought in approximately three-minutes after the deadline. However, the other bidder agreed to waive the irregularity.

Based on its low bid the Golf Advisory Board and staff recommend that the contract for the project be postponed.

Public Comments

Mayor Smith asked for public comment, none was received.

Motion

Commissioner Oitzinger moved to table the contract for the Bill Roberts Golf course Pond #2 Lining Project to Valley Excavating in the amount of \$55,000.00. Commissioner Cartwright seconded the motion. All voted aye, motion carried.

B. McHugh Lane Reconstruction

City Engineer Ryan Leland reported this construction project would reconstruct 2180 lineal feet of roadway surface along McHugh lane, between Custer Avenue and Roadrunner Drive. The project adds curb & gutter, sidewalks, a walking path, and a new asphalt surface. In addition to the improvements funded by the SID, this project will include two water mains and a sewer main extension; plus the Skelton Subdivision will fund an additional 390 lineal feet of McHugh to fulfill the subdivision requirements.

A special improvement district funds Schedule A; Schedule B is funded by the Skelton Subdivision for the fulfillment of their subdivision requirements; Schedule C is funded by City of Helena's Utility Maintenance Department for water and sewer main extension across McHugh for future development.

The project was advertised and bids were opened on April 13, 2004. Helena Sand & Gravel, the only bid received, submitted a bid of \$488,763.15 for all schedules.

A total of \$775,916 is budgeted for the project as was shown on an attached worksheet.

Staff recommends awarding the City Project Special Improvement District 418 to the lowest, responsible bidder, Helena Sand & Gravel, Inc. in the amount of \$488,763.14 and authorize the City Manager to sign the contracts.

Public Comment

Mayor Smith asked for public comment, none was received.

Motion

Commissioner Oitzinger moved to award the City Project Special Improvement District 418 to the lowest, responsible bidder, Helena Sand & Gravel, Inc. in the amount of \$488,763.15 and authorize the City Manager to sign the contracts. Commissioner Pouliot seconded the motion. All voted aye, motion carried.

C. Joslyn Road Reconstruction

City Engineer Ryan Leland reported this project reconstructs 980 lineal feet of Joslyn Street to a 34-foot wide paved section with curb &

gutter. This project will eliminate a dust problem and annual gravel road maintenance.

Two contractors submitted bids; Helena Sand & Gravel, Inc. of Helena submitted the low bid of \$120,844.50. A total of \$175,000.00 is budgeted for the project.

Staff recommended awarding City Project No. 03-10 to Helena Sand & Gravel, Inc. for the amount of \$120,844.50 and authorize the City Manager to sign the contracts.

Discussion

Commissioner Parriman asked if it is a joint city/county project? Mr. Leland concurred. Commissioner Parriman asked for, in the future, the commission is provided an outline of all the bids received. Mr. Leland concurred.

Public Comment

Mayor Smith asked for public comment; none was received.

Motion

Commissioner Oitzinger moved to award City Project No. 03-10 to the lowest, responsible bidder, Helena Sand & Gravel, Inc. for the amount of \$120,844.50 and authorize the City Manager to sign the contracts. Commissioner Pouliot seconded the motion. All voted aye, motion carried.

Discussion

City Manager Tim Burton explained the partnership between the city and county regarding this project. The preliminary budget for this project was \$175,000; the city annexed this road a couple years ago knowing it wasn't in good shape. The county had asked for the city to take it over and agreed to work on the road collectively as a part of the Brady Street Project. The county's portion, if the project was \$175,000, was \$60,000, which will be going down because the bids were so good.

Commissioner Parriman stated it would be a definite improvement to that area.

D. Manhole Rehabilitation

City Engineer Ryan Leland reported this construction project would rehabilitate approximately 28 brick sanitary sewer manholes. Rehabilitation restores the manholes to a watertight condition. This is important to prevent inflow and infiltration (I&I) of groundwater and stormwater. I&I can consume valuable treatment capacity at the wastewater treatment facility and adds to the cost of treatment.

Two contractors submitted bids; Planned and Engineered Construction, Inc. of Helena submitted the low bid of \$25,717.09. A total of \$29,500.00 is budgeted for the project.

Staff recommended awarding City Project No. 04-10 to Planned and Engineered Construction, Inc. for the amount of \$25,717.09 and authorize the City Manager to sign the contracts.

Discussion

Commissioner Cartwright asked why the bids came in so much lower than the engineering estimate? Mr. Leland explained the city bases all the estimates off of local contractors estimates and is a result from a lack of work out in the community.

Mayor Smith asked regarding the lining technique? Mr. Leland explained the city would be lining the manholes with a fiberglass, plastic insert.

Public Comment

Mayor Smith asked for public comments, none was received.

Motion Commissioner Oitzinger moved to award City Project No. 04-10 to the lowest, responsible bidder, Planned and Engineered Construction, Inc. for the amount of \$25,717.09 and authorize the City Manager to sign the contracts. Commissioner Pouliot seconded the motion. All voted aye, motion carried.

Consent Agenda CONSENT AGENDA:
A. Claims
B. FY2005 DARE Interlocal Agreement
C. Utility bill insert – Police Department/Animal Control
D. Utility bill insert – Water Treatment/Tenmile Consumer Confidence Report
E. Project Cooperation Agreement – Municipal Water supply Facilities Plan Update
F. Project Cooperation Agreement – Construction of the Missouri River Water Treatment Plant Improvements
G. Resolution declaring certain personal property to be abandoned and unclaimed (bicycles) **Res. #12094**

City Manager Tim Burton recommended approval of the claims.

Public Comment Mayor Smith asked for public comment, none was received.

Discussion Commissioner Cartwright asked for items E and F to be removed for further discussion.

Motion Commissioner Pouliot moved approval of items A through D and item G on the consent agenda. Commissioner Cartwright seconded the motion. All voted aye, motion carried.

Discussion City Manager Tim Burton explained the discussions held and future discussions regarding the Missouri River Treatment Plant and invited Assistant Director of Public Works Phil Hauck to discuss additional details.
Mr. Hauck explained in last years budget there was a grant received from the Department of the Army in the amount of \$650,000 towards the Missouri River Treatment Plant project, which will be completed next week. This will be additional money, which the city is hoping the Army will add to the amount the city has already received and bring that total over a million dollars.

Motion Commissioner Cartwright moved approval of items E and F on the consent agenda, which authorized the City Manager to sign the project cooperation agreement with the Department of the Army. Commissioner Parriman seconded the motion. All voted aye, motion carried.

Communications COMMUNICATIONS/PROPOSALS FROM COMMISSIONERS
No report was given.

Report of the City Attorney REPORT OF THE CITY ATTORNEY
City Attorney David Nielsen stated they have been in discussion regarding delinquent parking funds. There are 2,700 parking tickets that have not been paid, which total \$57,000. Mayor Smith asked if this total

represents the last 6 or 7 years. City Attorney Nielsen explained the files are purged every year so the \$57,000 represents only this last year. Mayor Smith asked regarding more aggressive actions such as the boot. City Attorney David Nielsen stated the parking ordinances are not specific enough regarding the due process procedure and some preliminary research has been conducted to determine what the minimum due process requirements are. The city's parking ordinances are old and were enacted before the time there was the sensitivity to the due process that might be attended with that. Commissioner Parriman mentioned some of the larger cities such as Seattle have solved the parking ticket problem using the boot.

Commissioner Oitzinger asked if the recommendation would be brought before the parking commission before brought before the commission? City Attorney David Nielsen stated, as a courtesy, the parking commission would know simultaneously as it is brought before the commission.

Report of the City Manager

REPORT OF THE CITY MANAGER

A. Project closeout – Fire Department remodel and aerial truck purchase

City Manager Tim Burton invited Fire Chief Larson forward to give a presentation regarding the firehouse remodel and aerial truck purchase.

Chief Larson gave a presentation and thanked all the people who were involved and who made it possible.

Discussion

Mayor Smith asked when the next fire department open house would be held? Chief Larson stated it would be on October 7, 2004.

Report from the Helena Citizens Council

REPORT FROM THE HELENA CITIZENS COUNCIL

HCC member George Hoff stated the HCC has completed the Last Chance Gulch street sign survey from Lyndale Avenue down to North Montana. A report has been submitted to the city commissioners, the public service commissioner, the city/county address coordinator and the fire department. Mr. Hoff mentioned HCC has several items on the Transportation Coordinating Committee calendar, the Last Chance Gulch street name change from North Montana to Interstate 15, the tunnel stairway access, the number system on Last Chance Gulch and building numbering and signage system.

Commissioner Oitzinger stated Mr. Hoff should contact Kathy Macefield regarding the tunnel stairway access with respect to the Public Art Committee. Mr. Hoff concurred.

INTERCAP Loan

CONSIDER A RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE TNER OPTION MUNICIPAL FINANCE CONSOLIDATION ACT BONDS (INTERCAP REVOLVING PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO, IN THE AMOUNT OF \$139,260 FOR THE PURCHASE OF 33 GOLF CARS.

Staff Report

City Controller Glenn Jorgenson reported the commission approved the purchase of the golf cars with the related debt service payments as part of the fiscal year 2004 budget. The commission also

approved the bid award for the purchase of the golf cars at the February 23,2004 commission meeting. The equipment has been received and paid for and the INTERCAP loan is scheduled to close on May 7th.

Staff recommended approval of the resolution authorizing the INTERCAP loan.

Public Comments

Mayor Smith asked for public comments, none was received.

Motion

Commissioner Cartwright moved approval of a resolution authorizing participation in the Board of investments of the State of Montana Annual Adjustable Rate Tender Option Municipal Finance Consolidation Act Bonds (INTERCAP Revolving Program), approving the form and terms of the loan agreement and authorizing the execution and deliver of documents related thereto.

Commissioner Pouliot seconded the motion. All voted aye, motion carried. **Res. #12095**

Public Communications

PUBLIC COMMUNICATIONS

No report given.

Meetings of Interest

MEETINGS OF INTEREST

Mayor Smith stated the next regular Administrative meeting would be held on May 12, 2004 and the next regular city commission meeting would be held on May 17, 2004.

City Manager Tim Burton stated the May 12th Administrative meeting would be held from 3 p.m. to 6 p.m.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 8:00 p.m.

Mayor James E. Smith

ATTEST:

Clerk of the Commission