

SUMMARY OF ADMINISTRATIVE MEETING
August 3, 2011, 4:00 p.m.
Room 326, City County Building – 316 N. Park Avenue, Helena

1. Call to order, introductions, opening comments – Mayor Pro Tem Cartwright called the meeting to order. Commissioners Ellison, Elsaesser and Thweatt were present. Mayor Smith was excused. Staff present was: City Manager Ron Alles;; Community Development Director Sharon Haugen; City Attorney David Nielsen; Parks & Recreation Director Amy Teegarden; Water/Wastewater Superintendent Don Clark; Assistant Public Works Director Phil Hauck; Police Chief Troy McGee; Human Resources Director Rae Lynn Nielsen; and City Clerk Debbie Havens..

Others attending all or a portion of the meeting included: HCC Representatives Lora Behlmer and Jim Penner.

2. **July 20, 2011 Administrative Meeting Summary** – The July 20, 2011 administrative summary was approved as submitted.

3. **Commission comments, questions –**

A. Upcoming Appointments – There are no appointments on the August 8, 2011 city commission meeting agenda.

Commissioner Elsaesser complimented staff for the Running Water for Helena event on July 30th. He noted there is a lot of knap weed at Centennial Park.

Commissioner Elsaesser asked for a review on the city's policy on internal hiring; specifically with the recycling coordinator, inside versus outside expertise.

City Manager Alles explained the process that is used to hire internally, when there are qualified city employees. Human Resource Director Rae Lynn Nielsen further explained how the decision is made when an internal position is posted. Director Nielsen stated the internal candidates have to meet the minimum qualifications for the position. Each position is looked at individually and the City Manager makes the final decision. She noted some of the union contracts dictate that this happens; with this particular position, there was no union contract.

Commissioner Elsaesser asked if the two arborists positions have been filled. Human Resource Director Nielsen reported both positions were advertised outside and no qualified applicants were received the first round and therefore was re-opened.

Mayor Pro Tem Cartwright noted there have been concerns from the commission and community with the recycling program. He asked if there was an internal employee with experience why were they not being used prior this. City Manager Alles spoke on the direction he has given staff for the recycling coordinator is to expand the recycling program.

City Manager Alles noted he will focus on the Recycling Coordinator position and has expectations for the job. Mayor Pro Tem Cartwright stated he is curious why the position was not advertised as he believes there are a number of people in the community with recycling expertise.

Mayor Pro Tem Cartwright stated if the city is not testing the market, how do we justify the market base salary. Manager Alles stated he believes most positions are externally advertised; however, he supports internal hiring if the person is qualified and in this instance he believes the correct decision was made.

Mayor Pro Tem Cartwright stated not advertising externally makes him somewhat uncomfortable; even if an internal employees ends up being hired for the position. Manager Alles stated approximately 95% of all new positions are advertised externally, he then asked Mayor Pro Tem Cartwright if his concern is for this position or generally for all positions. Mayor Pro Tem Cartwright stated his concern is not advertising externally; he sees an advantage of advertising externally for all positions.

Commissioner Elsaesser thanked Manager Alles for the explanation of the hiring process. He reiterated the commission has high expectations for the recycling program this fiscal year. Manager Alles noted the recycling program is under his microscope and he believes there will be successes.

Mayor Pro Tem Cartwright commented he has been approached by the Holter Museum regarding a special permit to sell beer and wine during special events. However, the way the city's zoning ordinance is set up for liquor to be sold in proximity to schools, they cannot do it. He asked what process needs to happen for the commission to consider changing the current zoning.

City Manager Alles explained with the Growth Policy, city staff is prepared to bring forward several areas of town for zone changes. However, if the Holter Museum were to ask for a zone change, then the same process as all other zone changes would be followed. City Attorney Nielsen explained when the 600' foot limit was initiated; it was initiated by the city commission.

Mayor Pro Tem Cartwright noted there are several areas where liquor licenses are prohibited and his interest is specifically with restaurant beer/wine licenses regarding the 600' foot limit to schools. Community

Development Director Haugen stated it is a change in the text in the zoning ordinance and not specifically a change in zoning.

4. City Manager's Report

Surveillance Cameras – City Manager Alles discussed staff's recommendation to begin using surveillance cameras at various locations to help prosecute vandalism that is occurring.

Discussion was held and it was the consensus of the commission to have a public meeting to let the citizens know of the proposal. Commissioner Elsaesser stated he would like to see a clear proposal before the public hearing. City Manager Alles noted staff will prepare the proposal and schedule a public hearing.

City Manager Alles reported staff will be bringing the cell phone ordinance forward in September. Commissioner Ellison stated he would like to see the draft ordinance as he is contemplating writing a Your Turn when appropriate.

Manager Alles reported Lewis & Clark County received a Notice of Grant Award of Neighborhood Stabilization Program (NSP3) funds in the amount of two-million dollars for the Caird Property. Mayor Pro Tem Cartwright commented this is the proposal from Rocky Mountain Development Council and he wishes they had been more straight forward with the commission. Commissioner Elsaesser asked if this was the same proposal for senior housing, as was submitted to the city commission. Director Haugen noted there are minor changes to the original plan that would include offices adjacent to North Montana.

Mayor Pro Tem Cartwright commented RMDC has made the caveat if they cannot fill it with offices and/or commercial they would build senior housing with the unit price of \$240,000.

Mayor Pro Tem Cartwright asked for a timeline on when the commission would see a proposal. City Manager Alles noted this area is one that city staff is looking at for a zone change. The Growth Policy identifies this area as mixed use area. Mayor Pro Tem Cartwright commented the neighborhood feels blindsided once again.

5. Committee discussions

a) ADA Compliance Committee, Audit Committee, Board of Health, Civic Center Board, Montana League of Cities and Towns – No report given

b) Audit Committee, Board of Adjustment, Non-Motorized Travel Advisory Committee, Intergovernmental Transit Committee – Mayor Pro Tem reported the Board of Adjustment has been very quiet; the Airport Board of Adjustment met and approved a variance for a senior housing project. NMTAC had a great meeting on July 12th; City Engineer Leland gave an in-depth report. The bike lane on Helena Avenue will not cross mal-function junction at this time; however, it may in the future. He noted there will be a bike path on 11th Avenue and a pedestrian bridge at the Capital Interchange. The Benton/Lyndale MDT project has been postponed.

c) Helena Chamber of Commerce, Information & Technology Services (IT&S), Montana Business Assistance Connection (MBAC), Pre-Release Screening Committee – Commissioner Ellison reported both the Chamber of Commerce and MBAC have been slow for the summer. IT&S quarterly meeting was cancelled and the Pre-Release Screening Committee keeps busy.

d) Audit Committee, City-County Weed Board, Public Art Committee, TCC – Commissioner Elsaesser attended the Weed Board meeting and received an impressive report from Weed Coordinator Greta Dige. The Chalk-Up Helena event went well and the Public Art Committee is working with the HCC to integrate. The Custer Avenue Interchange design bid is scheduled to be let on August 11th. Discussion was held on the timeframe on when construction would begin and the project would be completed.

e) BID/HPC, City-County Admin Building Board, City-County Parks Board, TCC – Commissioner Thweatt report the BID/HPC met in July and a facilitator has been hired to work with the business and property owners to discuss the role of the BID. The Parks Board met today (August 3rd) and staff presented a proposal to implement user fees for the city parks. Commissioner Elsaesser asked if the Parks Board supported the proposal. Commissioner Thweatt stated he believes there was support. The City-County Building Board met and discussed the Benton Avenue project. Commissioner Thweatt stated he has looked

at the sidewalks on the west side of the building and he does not believe there are trip hazards on the sidewalk and asked about it. There was commission concurrence to get further information on not replacing the entire sidewalk. Manager Alles stated staff is recommending awarding the entire project and then look at doing some deducts to the project. Commissioner Thweatt stated he brought up the Benton/Lyndale project at the TCC meeting and MDT agreed to do a computer model for a bike lane.

f) Helena Citizens Council – HCC representative Jim Penner reported the HCC met on August ; City Manager Alles attended and visited about the HCC Coordinator. There were 15 people who filed for the HCC; however, there are 28 HCC representative positions. The public art committee has proposed an art fair in February and the HCC endorsed the recommendation. The HCC is doing a survey on the cell phone issue. The survey is currently up and running and can be found on the HCC web page.

There was some discussion on the climate change recommendations. Also discussed were concerns with speeding traffic speeding, specifically on the east side of town. Police Chief McGee stated he is aware of the complaints and they do the best they can with the staff they have.

6. Department Discussions

Public Works

Source Water Protection Plan – City Manager Alles introduced Water/Wastewater Superintendent Don Clark and Kristy Kline from Montana Rural Water Systems who gave an update on the efforts put forth so far on the Ten Mile Source Water Protection Plan.

This plan is being provided to the city of Helena at no cost as a benefit of being a member of Montana Rural Water Systems. In the future, staff plans to have updated Source Water Protection Plans on all three of the city's source waters. Protecting source water is critical to ensuring that our water is safe for consumption and keeping treatment costs down.

Ms. Kline handed out information on Source Water Protection Planning Process; Watershed Control Program; Issues to Address and Collaboration with agencies. She also handed out a schedule of what has occurred and upcoming plans.

Commissioner Elsaesser thanked Ms. Kline and staff for moving forward on the Source Water Protection Plan. He asked if the barge that turned over in Canyon Ferry would have any effect on the city's water supply. Superintendent Clark stated there would be no impact; however, he would have liked to have been informed of the incident.

Commissioner Elsaesser spoke on the incident and the importance of watching what comes into the city's water systems.

Commissioner Thweatt asked for an update on the Tenmile Watershed project regarding the pine beetle infested trees. City Manager Alles stated he has been expecting a report from the Forest Service for some time; however, he has met with Director Reardon and informed him of the city's expectations. Natural Recourses Coordinator Brad Langsather is looking at doing some minor demonstration projects on the city's properties along Tenmile. Commissioner Thweatt asked if the delay is with the Environmental Review process. Manager Alles stated it is with the Forest Service and the allegation of their resources and prioritization of projects.

Commissioner Elsaesser asked if the Tenmile Watershed Advisory Committee should re-engage and meet with the stakeholders. He asked if the Forest Service has a couple of positions set up to model Tenmile. Superintendent Don Clark stated through the process being proposed tonight, all the stakeholders are going to be re-engaged; the Forest Service is a major stakeholder and will be brought into the meetings. Commissioner Elsaesser asked to be notified of the upcoming meetings.

Commissioner Thweatt asked if there are discussions on what type of treatment will be used. Superintendent Don Clark noted the collaborative group recommended a number of processes and treatments. He will review the final recommendations. City Manager Alles stated he will provide a copy of the final report to the commission.

Mayor Pro Tem Cartwright asked how long this process is going to run. Ms. Kline stated a final report will be completed by October 2012. She noted this is a work in progress and will take all partners to work

toward the goals outlined in the final report. Mayor Pro Tem Cartwright stated he is very pleased on the work that has been done to assure the city has water.

Human Resources

Contracts Update – Human Resources Director Rae Lynn Nielsen reported the contracts with the Fire Department, Police Department, SSD, and the Parking Commission have been settled.

Director Nielsen reported there is now mandatory drug testing and physical fitness in the Police Department contract. Police Chief McGee has volunteered to be the first candidate for drug testing; after that it will be random.

Mayor Pro Tem Cartwright on behalf of the commission; thanked the members of all the negotiating teams. City Manager Alles also thanked the negotiating teams.

7. Review of agenda for August 8, 2011 city commission meeting – Commissioner Thweatt asked for clarification on the grant to expand Rimrock Bus. Assistant Public Works Director Phil Hauck reported Rimrock Bus has expended their services. If the grant is accepted, it will cover the increased staff costs to cover the expanded services. There will be increased revenues and he does not believe the expenditures will be the full \$23,000.

Commissioner Elsaesser stated he is happy to continue the relationship with Rimrock and the services they provide.

8. Public Comment – No public comment received.

9. Commission discussion and direction to City Manager – No discussion or direction given.

10. Adjourn – Meeting adjourned at 5:20 p.m.