

SUMMARY OF ADMINISTRATIVE MEETING
September 28, 2011, 4:00 p.m.
Room 326, City County Building – 316 N. Park Avenue, Helena

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Cartwright, Ellison, Elsaesser and Thweatt were present. Staff present was: City Manager Ron Alles; City Attorney David Nielsen; Community Development Director Sharon Haugen; Administrative Services Director Tim Magee; Parks & Recreation Director Amy Teegarden; Public Works Director John Rundquist; Assistant Public Works Director Phil Hauck; Solid Waste Superintendent; Recycling Program Coordinator Kim Carley; Human Resources Director Rae Lynn Nielsen; and City Clerk Debbie Havens.

Others attending all or a portion of the meeting included: HCC Representative Lora Behlmer and HCC Coordinator Shannyn Henkel.

City Manager Alles introduced Recycling Coordinator Kim Carley.

2. **September 7 and 21, 2011 Administrative Meeting Summaries** – The September 7 and 21, 2011 administrative summaries were approved as submitted.

3. **Commission comments, questions –**

A. Upcoming Appointments – There are no appointments on the October 3, 2011 city commission meeting agenda.

Commissioner Cartwright stated he has visited with Tom McCarvel regarding the ADA beeper on the traffic light at the corner of Benton and Neill Avenues. Public Works Director John Rundquist stated the noise level of the beeper is MDT's standard for ADA intersections. He offered to give Commissioner Cartwright a contact name and number at MDT as staff has contacted them as complaints are received.

4. **City Manager's Report**

City Manager Alles reported the city has contracted with WGM to assist with the preparation of a Sustainable Regional Planning Grant. Community Development Director Haugen gave the history of the grant and explained the grant is designed to look regionally at infrastructure with housing and transportation. Since the grant is regionally based the city will partner with Lewis & Clark County, Jefferson County and Broadwater County. Director Haugen stated if awarded, the grant could assist with updating the Transportation Plan and work with the Transit Plan. There is also a housing element; the housing needs assessment was completed and will be used for this grant. One of the requirements of the grant is the formation of an oversight regional sustainable board. Commissioner Thweatt expressed his appreciation of staff for researching and submitting the grant application.

Mayor Smith noted a year or two ago HUD Director Garcia had visited Helena and spoke of the Sustainable Regional Planning Grant and encouraged the city of Helena to submit an application.

Commissioner Cartwright noted the Zoning Commission tabled action on new parking lot and landscaping requirements and asked for an update from staff. Community Development Director Haugen explained RMDC has requested the zoning commission come up with legal definitions of the labels "affordable housing" and "elderly housing". Before taking action on the landscaping, the Zoning Commission requested a schematic of what is being proposed and how it plays out on a sheet of paper. There will be a work session with the Zoning Commission on October 4th and the public hearing is scheduled for Tuesday, October 11th.

City Manager Alles introduced Marty and Marge Crennen and thanked Marty for his service to the city of Helena. He also recognized Marge Crennen as a former city commissioner.

5. **Department Discussions**

Administrative Services

Consolidated Review of Fees – City Manager Alles introduced the subject and asked Director Tim Magee to review the information with the commission.

Administrative Services Director Tim Magee reviewed the fee related recommendations with the commission to address city fee issues identified in the ongoing process described below:

A. Current Status

A preliminary listing of all city fees has been compiled with cross references to:

1. Account Codes
2. Statutory Provisions
3. City Ordinance Provisions
4. City Resolutions for Fees
5. Department Reference

Compiled fee information encompasses over 900 items, over 85 pages of related ordinances and a wide variety of statutory references.

B. Departmental Verifications

The compiled fee listing was sorted by, and provided to, each department for further review and refinement.

- ✓ Are the listed fees correct?
- ✓ Are there fees being charged that are not listed?
- ✓ Is the department charging the fees as listed?
- ✓ Are the Statutory, Ordinance and Resolution references complete and correct?

C. Updating Priorities

In addition to the verifications noted above, each department is developing a Project Scope and Schedule to address:

- What fees should be consolidated, eliminated or otherwise updated?
- What may be set by subordinate authority? (Staff, Airport, Parking, etc.)
- What may be set by Fee Structure Standards? (Markup policy, etc.)
- Can ordinances be changed to allow setting fees by resolution?
- Can statutes be superseded for better self-governing authority?
- Create a tentative schedule for all of the updating priorities.

Commissioner Ellison stated he is very interested in the outcome; specifically updating priorities. Director Magee noted this will not be presented as a whole project; individual departments will work with administrative services. Staff will concentrate on having a reference source and keep it updated for the commission.

Mayor Smith stated he recalls seeing a fee schedule for Parks & Recreation and asked if this would fit into Director Magee's project. Director Magee concurred.

Director Teegarden stated she is prepared to give a presentation to the commission at the November 6th administrative meeting to discuss fees within the Parks & Recreation Department.

Public Works

Recycling Program – City Manager Alles introduced the topic and asked staff to give an overview of the changes and improvements with the recycling program. Solid Waste Superintendent Pete Anderson gave the following update on the Recycling Program Operations:

Textile Recycling – The city of Helena in conjunction with Helena Industries will begin accepting textiles for recycling. A container will be provided to the Transfer Station and the container will be serviced by Helena Industry employees. The city will be providing a location for container placement.

Solid Waste Superintendent Pete Anderson noted Goodwill and Good Samaritan both have current textile recycling programs. This program allows for clothing to be dropped off and then Helena Industries will clean the items up and either sell at their thrift store or donate to other organizations.

Off-site Recycling Location – The city of Helena currently has a recycling roll-off and cardboard container at the Independent Record (2222 Washington Street). Superintendent Anderson clarified the IR plans to expand their facility and has asked that the recycling container be relocated during construction.

Proposed Off-site Recycling Location – Staff is in the process of setting up two additional sites for off-site recycling containers; the first would be at the east end of the mall (Dillard's) parking lot between Prospect and 11th Avenues. This location will provide ease of use for our recyclers and our equipment operators, and ease the burden of heavy use of our recycling containers at the Safeway Shopping Center.

The second recycling location would be in the paved median area between the one ways on the west end of Cruse Avenue towards Park Avenue and directly across from Dale Harris Park. This is an ideal location as we currently have no recycling sites in the downtown area. There is room for a roll-off container as well as two cardboard containers. This location will provide ease of use for recyclers and our equipment operators.

E-Waste – Except for the annual E-Waste Recycling Event that the city supports, there are few opportunities for electronic waste recycling in the Helena area. The recycling program coordinator is currently researching different options on how to implement an E-Waste recycling program. The goal of this program will be to

provide at least a weekly opportunity for e-waste recycling at the Transfer Station and will coordinate with existing recycling companies engaged in this activity such as Pacific Steel and Recycling here in Helena and e-waste receivers in either Bozeman or Billings. The additional sites and the e-waste would be funded through the additional \$25,000 approved by the city commission.

Commissioner Cartwright referenced the downtown location and asked if the containers would be set up in a way that would not be distracting to the area. Public Works Director Rundquist asked the commission to take a look at the location as staff believes this is a great location.

Commissioner Cartwright stated he would support declaring the land adjacent to the median surplus and use it for residential development. Manager Alles stated he would look at this piece of property and visit with Commissioner Cartwright. He then spoke of the proposed location and concurred with staff's recommendation. Mayor Smith stated the location is on city property and therefore would be a permanent location.

Commissioner Ellison asked who Dale Harris is. Commissioner Cartwright stated Dale Harris was very active with Growing Friends and Trash for Trees. Mayor Smith stated Dale Harris was also involved with the 1972 Constitution Convention.

Commissioner Elsaesser asked if the site at the IR is used much. Superintendent Pete Anderson stated it is not heavily used; however, it is used and staff anticipates its continued use.

Commissioner Elsaesser asked how the blue bag program is doing. Superintendent Pete Anderson stated there are approximately 500 to 600 customers signed up for the program. The customers are put on a set schedule and are picked up regularly. Commissioner Elsaesser asked if the program could be expanded to accept office paper and cardboard. Manager Alles stated staff would look into it.

Commissioner Thweatt asked what prevents the city from accepting plastic. Manager Alles noted the best answer is it has always been a volume issue, separating the grades of plastic and the costs. Commissioner Thweatt asked if the issue is the lack of space for storage and if so, he suggested possibly storing plastics on park property until it is shipped. Mayor Smith stated the answer to storing the plastics is probably yes; however, the economics of plastic is also an issue.

Commissioner Thweatt asked how S.A.V.E. handles plastics. Commissioner Elsaesser explained in order to control the volume, it is important to have a four day event which allows a controlled site and the plastics are sorted as they are received. Commissioner Ellison noted he has volunteered at the plastic events and they are very labor intensive.

Commissioner Elsaesser stated he would support staff addressing the e-waste issue prior to looking at plastics. He thanked staff for their efforts on improving the recycling program.

Mayor Smith addressed the complexity of the recycling program and noted he looks forward to continuing discussions; however, in the past the commission has made an effort and was not able to move a complete program forward. He then stated he had attended the city commission candidate forum last night and all three candidates addressed the need for an expanded recycling program.

Mayor Smith stated as he has thought about it, he believes the city's role may be separation of recyclables at the transfer station. Mayor Smith stated he looks forward to continued discussions on recycling.

Commissioner Cartwright concurred with Commissioner Elsaesser that e-waste needs to be addressed prior to plastics.

Commissioner Ellison thanked staff for bringing the recycling update forward; the memo is very well written and has a lot of information. Commissioner Elsaesser also thanked staff and noted the improvements to the recycling program. He addressed the single stream process and suggested a possible dual stream that would give the residents two types of bins one for trash and one for recycling. There are issues that would need to be addressed regarding the labor intensity of the recycling program.

Commissioner Thweatt asked the commission to look at the cost of the recycling versus the cost of a new landfill. Manager Alles stated a new recycling flyer will be available in the very near future. Manager Alles complemented staff for improving the program and continued discussions with the commission.

Commercial Rate Matrix – City Manager Alles stated the Commercial Rate Matrix was last updated in September 2008. The current matrix does not identify all of the services offered by our commercial

operation or how they should be charged on a monthly basis. Manager Alles noted he is looking at ways to put the city in a better position to submit competitive bids to commercial customers.

Assistant Public Works Director Phil Hauck commented staff is proposing to update the matrix to reflect these new services, establish charges for existing services, and to adjust the commercial rates to reflect the savings in commercial solid waste due to creation of the landfill monitoring district. Every commercial customer under the proposal would receive a 5% discount from the current rates.

The creation of the landfill monitoring district will save the Commercial Solid Waste fund approximately \$47,000 per year. The commission had expressed interest during the district creation process to pass this savings back to our customers.

The proposed matrix would address the following:

- a. Monthly rate matrix charges
- b. Special events charges
- c. Additional pickup charges
- d. Front-load compactor customers
- e. Roll-off rental charges
- f. Commission approved community events
- g. Compactor roll-off charges

Attached to the staff memo was Exhibit "A" – FY12 Maximum Monthly Commercial Sanitation Matrix.

Commissioner Elsaesser asked if cardboard dumpsters are included in the matrix. Assistant Hauck stated cardboard is a service that some customers take advantage of; it is not an extra charge at this time. It is under #1 on the matrix. Commissioner Elsaesser thanked Mr. Hauck for the explanation.

Commissioner Ellison asked when the IR runs the article stating the commercial rates would be reduced, what percentage will be used. Manager Alles noted the bulk of the commercial customers will receive a 5% reduction.

Mayor Smith stated this proposal is consistent with what the commission asked staff to address. He asked what the reduction was for residential customers. Assistant Public Works Director Hauck noted it was a zero percent decrease; however, there was not an increase.

Commissioner Elsaesser spoke on the landfill district and stated he believes this addresses the fairness issue. The residential rate was not reduced and additional funds were set aside for expanded recycling program. Solid Waste Superintendent Pete Anderson noted the solid waste industry is constantly changing the containers and the need for equipment continues to be changed.

A resolution of intention will be brought forward sometime before the end of 2011. Administrative Services Director Magee stated his department works closely with Mr. Anderson and Ms. Carley and he looks forward to the continuing working relationship.

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) Audit Committee, Board of Adjustment, Non-Motorized Travel Advisory Committee, Intergovernmental Transit Committee – No report given.
- c) Helena Chamber of Commerce, Information & Technology Services (IT&S), Montana Business Assistance Connection (MBAC), Pre-Release Screening Committee – No report given
- d) Audit Committee, City-County Weed Board, Public Art Committee, TCC – No report given
- e) BID/HPC, City-County Admin Building Board, City-County Parks Board, TCC – No report given.
- f) Helena Citizens Council – HCC member Lora Behlmer stated the monthly HCC meeting is scheduled for tonight, September 28th at 7:00 p.m.

7. Review of agenda for October 3, 2011 city commission meeting – Commissioner Ellison reported

the pre-release will be before the commission to request an expansion of 12-new beds to their facility. Mayor Smith asked if the 12-beds or at least a couple of the beds would be used for low end sex offenders. Commissioner Ellison stated two of the beds will be designated for sex offenders. He then explained the different levels of sex offenders and noted he will keep the commission members informed. Discussion was held on the possibility of public concern with the proposal to house sex offenders at the Helena Pre-Release Center. Commissioner Ellison also gave an overview on how the pre-release screening committee works and noted in the past there has been no appetite to allow any level of sex offenders.

Director Haugen noted Mr. Ruppert, CEO of Boyd Andrew addressed the concerns at the Zoning Commission meeting and noted there were no conditions exempting sex offenders with the original CUP. She also noted there were no public comments received in opposition of the proposal.

Commissioner Elsaesser asked for a copy of the commission minutes from when the original CUP was approved.

Mayor Smith stated the city has been asked to appoint a commission representative to a newly formed Mental Health Advisory Board. Commissioner Thweatt volunteered as the commission representative.

Mayor Smith reported that he and City Manager Alles met with MDT representatives who presented a proposal to fund a Safety Plan for the city of Helena. City Manager Alles stated he forwarded the information to Public Works Director Rundquist and suggested it might be an additional chapter within the updated transportation plan.

Commissioner Cartwright asked if this would continue past December 2011 and if possible he would volunteer to work with staff. Manager Alles stated the proposal is pretty encompassing; MDT will hire the consultant and pay for the study. One component would be the development of a review board and staff is looking at the entire proposal.

8. Public Comment – No public comment received.

9. Commission discussion and direction to City Manager – Commissioner Thweatt gave an update on the Benton Avenue construction project and noted the bid for the railing adjacent to the sidewalk on the west side of the building had come in high. There are continuing discussions on the need to replace the current railing. Commissioner Thweatt also reported there is a recommendation from staff to replace the carpets in Room 309 and 326 and questioned the need to replace the carpet at this time.

10. Adjourn – Meeting adjourned at 5:40 p.m.