

**SUMMARY OF ADMINISTRATIVE MEETING**  
**December 14, 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, Thweatt and Elsaesser were present. Staff present was: City Manager Ron Alles; Executive Assistant Clinda Feucht; City Attorney David Nielsen; Deputy City Attorney Thomas Jodoin; Community Development Director Sharon Haugen; Planner Elroy Golemon; Planner Kathy Macefield; Police Chief Troy McGee; Public Works Director John Rundquist; Assistant Public Works Director Phil Hauck; Utility Maintenance Superintendent Kevin Hart; Water/Wastewater Superintendent Don Clark; City Engineer Ryan Leland; Parks & Recreation Director Amy Teegarden and Deputy City Clerk Robyn Brown.

Others attending all or a portion of the meeting included: Craig Caprera with HDR Engineering and HCC Representative David Scrimm.

2. **November 16, 2011 Administrative Meeting Summary** – The November 30, 2011 administrative summary was approved as submitted.

3. **Commission comments, questions –**

Commissioner Elsaesser spoke regarding the city's lawsuit against the Svee's for installing cedar shingles on their roof even though they were told not to by city officials. Attorney Nielsen noted the Svee's allege they were repairing their roof, not replacing it and that the city's ordinance is unconstitutional.

Commissioner Ellison noted today is the 100 year anniversary of the first time a human, Norwegian Explorer Roald Amundsen, reached the South Pole.

**Upcoming Appointments** – Mayor Smith recommended the following board appointments be made at the December 19, 2011 Commission Meeting:

**BID/HPC**

Appointment of Judy Merickel to the Business Improvement District/Helena Parking Commission. First term would begin upon appointment and expire October 31, 2015.

**Non-Motorized Travel Advisory Council**

Appointment of Ryan Morton to the Non- Motorized Travel Advisory Council. The unexpired term would begin upon appointment and expired March 31, 2012.

**Public Art Committee**

Reappointment of Vivian Hayes and Karen Sturm to second terms on the HPC. Terms will begin upon appointment and expire December 31, 2014.

Commissioner Thweatt noted there were good applicants for all open committee seats.

4. **City Manager's Report**

City Manager Alles distributed the "City of Helena Recycling Guide" for the Commission to review. He commended Recycling Coordinator Kim Carley for her work on the guide. Manager Alles recommended more promotion of recycling on the city's website instead of printing the guide next year since it is newspaper and will just be recycled. Commissioner Elsaesser stated the recycling program changes often so it may be worth printing next year to inform citizens of updates and changes to the programs. Discussion was held on recycling fluorescent light bulbs. Mayor Smith recommended City Manager Alles discuss with the Commission whether or not to print the guide when the time comes next year. Manager Alles noted the guide only cost staff time as advertising paid for its printing.

**Source Water Protection Plan update** – Manager Alles updated the Commission on the status of the Source Water Protection Plan. Stakeholders continue to meet; the group is working on recommendations to protect the watershed from beetle kill, the contaminant cryptosporidium and other issues. He noted these recommendations will go beyond what was done by the Tenmile Watershed Working Group a few years ago.

Mayor Smith asked if the update of the city's Water Master Plan is required by state law. Director Rundquist explained there is no regulatory requirement for the city to update the plan. However, the city is in a unique position in that bonds for the Tenmile Plant will retire soon and the city will be able to re-bond and perform some major capital improvements. The update of the plan will allow for definition of needed improvements to the distribution system and the earmarking of some bonds specifically for that system.

## 5. Department Discussions

### Public Works

**Water Master Plan Update** – City Manager Alles asked Utility Maintenance Superintendent Kevin Hart to brief the Commission on the update of the Water Master Plan. Superintendent Hart reported Public Works has undertaken an effort to update the 2005 Water Master Plan with the intent to focus on system water delivery and storage improvements. This work has been finalized to the point that results of the analysis are ready for presentation and discussion with the City Commission. An executive summary of the report was included in the Commission packet.

The Water Master Plan Update's identified distribution system improvements include those in the following areas: water quality and age, fire flow improvements, storage, energy efficiency, and pressure zones. The plan includes a list of identified and ranked capital projects to meet future system needs through 2025.

The proposed plan identifies and analyzes improvements to the distribution system that may be necessary for the improved operation of the distribution system through the 2025 planning period. The plan will assist the city in identifying capital improvement priorities over the coming years.

Depending on reservoir selection, plant operational scenarios and implemented system improvements, energy savings can be realized as well as provide enhanced operation efficiencies for the Helena water system.

The list of potential capital improvement projects is large and currently exceeds the ability of the water utility to fund the recommended improvements. The plan will be incorporated into the overall city Comprehensive Capital Improvement Program for ongoing consideration by the Commission.

Craig Caprera with HDR Engineering gave a detailed power point presentation on the Water Master Plan Update and needed improvements to the city's distribution system. The presentation included:

- Overview of the Water Facility Plan Update
- Update and conversion of hydraulic water model
- Fireflow and pressure analysis
- Water Quality analysis
- Tenmile transmission main evaluation
- Lower Malben-Woolsten Tank evaluation
- Reservoir evaluation improvement cost comparison
- Recommendations from HDR- including tank size and cost
- Tenmile Maintenance flow evaluation
- TTP copper and zinc analysis and data summary related to MPDES discharge permit limits
- Bench scale lab analysis results
- Capital project summary
- Storage/transmission/pumping upgrade costs
- Cost of renewal and replacement of fireflow improvements

Commissioner Elsasesser asked if there is a flushing system for the large transmission main coming into the Tenmile System. Director Rundquist stated no and explained it would take too much water to flush it out.

Commissioner Ellison asked why there is such a great difference in cost associated with the different tanks. Mr. Caprera explained elevated reservoirs are more costly.

Mayor Smith asked if there are regulatory agency requirements related to total organic carbon (TOC) removal. Mr. Caprera stated there are currently not standards for wastewater; also, the city uses ultraviolet (UV) treatment so it shouldn't be an issue if standards were introduced.

Manager Alles noted the Commission would be provided with reports on the Water Master Plan update as it is conducted.

Commissioner Cartwright asked if electricity could be generated from pressure reducing valves. Director Rundquist explained how the city currently uses pressure reducing valves in order to save electricity.

Commissioner Elsaesser asked for the cause of a "brown water" event. Mr. Caprera explained manganese and iron get built up in the pipes and then released when plant transmission lines are turned on. Discussion was also held on fireflow issues.

Commissioner Ellison thanked Mr. Caprera for the presentation and noted it was very enlightening.

Mayor Smith asked Superintendent Hart for his thoughts on the construction of small tanks versus a very large tank. Mr. Hart stated he believes the city should only build as much as it needs and recommended the smaller tanks at this time. He indicated he is concerned with high pressure areas of the water system.

Discussion was held on the Tenmile Watershed's recent designation as the most problem area in the state of Montana; staff is working with the Forest Service to find a solution.

Commissioner Elsaesser thanked Public Works staff for all the work they've been doing on water issues.

### **Community Development**

**Zoning Update – Parking and Landscaping** – Community Development Director Sharon Haugen noted consideration of the updates is on the December 19, 2011 Commission Meeting agenda. She reported the amendments that resulted from the Work Session on December 8<sup>th</sup> would be distributed to the Commission on Friday and asked that any new amendments be submitted to staff as soon as possible to they can be drafted for Monday's hearing.

Detailed discussion was held on the parking ordinance. It was noted the proposed update to the ordinance may need to be tabled in order for the Commission to finalize discussion on the issue.

### **6. Committee discussions**

a) ADA Compliance Committee, Audit Committee, Board of Health, Civic Center Board, Montana League of Cities and Towns – Mayor Smith noted an Audit Committee meeting was held today; the city has received another wonderful audit.

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, Mental Health Advisory Board – Commissioner Thweatt reported he attended the first meeting of the newly created Mental Health Advisory Board.

f) Helena Citizens Council – HCC representative David Scrimm stated he would provide an update on today's Administrative Meeting at tonight's HCC Meeting.

**7. Review of agenda for December 19, 2011 City Commission meeting** – No discussion held.

**8. Public Comment** – No discussion held.

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

**10. Adjourn** – Meeting adjourned at 5:46 p.m.