

SUMMARY OF ADMINISTRATIVE MEETING
March 21, 2012 - 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 Ellison, Elsaesser, Haque-Hausrath and Thweatt were present. Staff present was: City Manager Ron Alles; Executive Assistant Clinda Feucht; City Attorney Thomas Jodoin; Fire Chief JR Feucht; Human Resource Director Rae Lynn Nielsen; Public Works Director John Rundquist; Parks & Recreation Director Amy Teegarden; Natural Resources Coordinator Brad Langsather; Community Facilities Director Gery Carpenter; Planners Elroy Golemon and Kathy Macefield; Water/Wastewater Superintendent Don Clark and City Clerk Debbie Havens.

Others attending all or a portion of the meeting included HCC Representative Abigail St. Lawrence, IR Reporter Piper Haugan.

2. **March 7, 2012 Administrative Meeting Summary** – The March 7, 2012 administrative summary was approved as submitted.

3. **Commission comments, questions** – Mayor Smith stated he has a request from the Board of Health that he will present to the commission at the end of the meeting.

Commissioner Elsaesser stated he has notified some commissioners of his concerns regarding the city hauling solid waste outside city limits. His concerns would go beyond the city submitting a bid to the school district.

Commissioner Elsaesser noted the announcement of the new flight beginning May 1st between Helena and Billings. He also reported that he has spoken to the head lobbyist of BNSF regarding right of way issues and the quiet zone. Commissioner Elsaesser suggested a meeting be set between staff, the commission and the BNSF representatives.

Upcoming Appointments – There are no appointments on the March 26, 2012 city commission meeting agenda. There are currently vacancies on the Helena Regional Airport Board, NMTC and the Public Art Committee.

4. **City Manager's Report** – City Manager Alles noted the city operations are running well, there have been some busy times, but everyone is getting the job done. Manager Alles stated he is available to address the solid waste issues referenced by Commissioner Elsaesser. He emphasized there are no plans to extend the solid waste services outside the city limits other than the bid that was submitted to the Helena School District. Even if the city is not awarded the bid, the competitive bid process will save the school district money and ultimately the tax payers.

5. **Department Discussions**

Parks & Recreation

Park Improvement Bond Update – Parks & Recreation Director Amy Teegarden gave a PowerPoint presentation on the 2007 Park Improvement Bond and Status Update.

Director Teegarden reviewed the individual projects including the Splash Park, Kendrick Legion Field, Skatepark and Phase I of Centennial Park which includes softball fields, the installation of landscaping and irrigation systems. She then outlined what is next in 2012-2013, which will include softball field fences, punch list for park, engineering and specs for future site amenities. Continuing to work with partnerships to help fund project development of the following: dog park, climbing boulder, BMS bike park and playground.

Staff's recommendation is to fund and build a picnic shelter, basketball courts, volleyball courts, boulder climbing rock, dog-park, BMX bike park, site furnishings, exercise stations and an ADA playground. The total estimated costs for these projects are over \$1 million and the available funding is approximately \$528,000. Director Teegarden spoke on the importance of the partnerships.

Commissioner Elsaesser commented he is concerned that the remaining funds be spent on the amenities that were included in the bond issue. It is important to build the unique features that the citizens voted to fund. Director Teegarden noted she researched the bond language and the specific projects were not itemized in the bond language. The master plan was accepted in 2009 by the city commission. Director Teegarden commented it is important to build the amenities that will benefit the majority of the citizens. The unique features need the partnerships for funding.

Mayor Smith suggested the original bond issue language be given to the commission members. Commissioner Elsaesser stated he was involved in the passage of the bond issue and noted the dog park was identified in original master plan. He noted he looks forward to future discussions during the budget

work sessions.

Mayor Smith noted the original plans have changed over the last ten years and again asked for the bond language that was on the ballot. Parks & Recreation Director Teegarden reported the City-County Parks Board has discussed the future priorities for Centennial Park. Staff is advocating basketball courts to replace the ones that were removed at Memorial Park.

Commissioner Elsaesser stated there has been discussion in paving the ice rink and using it for basketball courts during the other seasons.

City Manager Alles noted there are two messages, the design plan was conceptual in nature and there are geo issues on site. Staff and the Parks Board have developed a plan; however, ultimately the commission will make the final design decisions.

Mayor Smith asked what is staff's recommendation and plan to limit access at Centennial Park to allow the grass to grow this season. Director Teegarden noted she plans on issuing a Public Service Announcement encouraging people to stay off the grass but to enjoy the trails. Director Carpenter noted staff would like to get to completion by the end of May; however, depending on weather, it may be late summer. Mayor Smith emphasized the importance to protect the grass and sprinkler system until the park is ready to be used.

Commissioner Haque-Hausrath suggested the adjacent businesses may want to email their employees to inform them of the situation with the grass and ask them to stay off the grass. Commissioner Elsaesser stated he appreciates staff's efforts to protect the grass.

Tenmile City-Owned Parcels – City Manager Alles reported the city is prepared to do some small demonstration projects on city property along the Tenmile watershed. Natural Resources Coordinator Brad Langsather showed a PowerPoint presentation on Upper Tenmile Creek Progress Report.

Coordinator Langsather spoke of a demonstration project for the Scott Reservoir property. He reviewed the other city owned properties in the Upper Tenmile Creek area. Staff is recommending continuing working with FEMA on several demonstration projects. Staff submitted a proposal to treat 188 acres of city property and has requested a grant from FEMA, there would be a city match required. The process for grant funding can take up to 24-months.

The Red Mountain Flume Project is 4.8 acres; 2.7 is forest service property and 2.1 is private property. There is a lot of work to complete to protect the flume. The Forest Service is still in their evaluation process. Commissioner Thweatt asked if the Forest Service has published a draft EA. Not at this time, the public scoping has not begun yet.

Commissioner Elsaesser noted this is a model project and the collaborative effort and their recommendations are important elements of getting these projects completed. He noted he was very impressed with the crews removing the dead trees when he went up to look at the area. General comments were made by commission members on the importance of these projects.

City Manager Alles recognized that Don Clark has been working on the Source Water Protection Plan with Christie Kline. The crypto piece of that fits within our permit and the city is getting credit for it. The laundry list that the source protection plan has come up with includes the beetle kill situation. Now that the city has received credit for the crypto piece, he would like the next step be concentrated on dealing with the beetle kill trees in conjunction with the Forest Service. The recommendations from the Tenmile Watershed Collaborative Committee will be part of future discussions.

Manager Alles noted the Upper Tenmile has been identified has the top priority for municipal watersheds. Water/Wastewater Superintendent Don Clark reviewed the process the committee has used and noted DEQ is on board with the recommendation. There are many partners that have been identified and are willing to make the Upper Tenmile into a healthy watershed.

Superintendent Clark announced that on July 28th there will be the 3rd Annual Water Run, more information forthcoming.

Community Development

Parking Ordinance – City Manager Alles reported the commission discussed the proposed parking ordinance and potential amendments to several sections of the ordinance at the February 29, 2012 work session. Based upon that discussion, staff has drafted amendments.

Director Haugen noted the chart prepared by staff shows the consensus of the commission; however, there have been changes since it was distributed. Commissioner Elsaesser handed out his draft amendments dated 3-20-12.

The commission and staff reviewed a number of proposed amendments from Commissioners Elsaesser, Haque-Hausrath and Thweatt, the off-street parking requirements chart that showed the current and proposed ordinance and commission comments. Due to the many items still under discussion, Mayor Smith and City Manager Alles requested the commission submit any additional amendments/comments to staff no later than Thursday, March 22, 2012.

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) IT&S, Non-Motorized Travel Advisory Committee, Board of Adjustment, Pre-Release Screening Committee – No report given.
- c) Audit Committee, City-County Weed Board, Montana Business Assistance Connection (MBAC), TCC – No report given
- d) BID/HPC, City-County Parks Board, TCC, L&C County Mental Health Advisory Committee – No report given.
- e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee, Intergovernmental Transit Committee – No report given.
- f) Helena Citizens Council – HCC Representative Abigail St. Lawrence reported the HCC has not met since the last administrative meeting. The HCC continues to work on public relations campaign to mark the HCC. Ms. St. Lawrence asked if the HCC might be of assistance with the community discussion on what amenities should be included in Centennial Park. Mayor Smith and the commission thanked Ms. St. Lawrence for her offer.

6. Review of agenda for March 26, 2012 City Commission meeting – No discussion held.

7. Public Comment – No discussion held.

8. Commission discussion and direction to City Manager – Mayor Smith noted he received a request from the Health Department asking for commission concurrence to move forward in making the City-County Building campus and the Courthouse campus tobacco free.

Commissioner Elsaesser stated he has concerns with the strong measure of making the two campuses tobacco free until the commission has seen the letter from the Health Department.

Commissioner Thweatt also expressed concern with the request. There was commission discussion on the request and Mayor Smith will relay the concerns at the Board of Health meeting on March 22, 2012.

City Manager Alles stated there are several personnel issues he needs to address with the commission and therefore would like to hold an executive session on Monday, March 26, 2012 at 4:30 p.m. in Room 321 of the City-County Building.

9. Adjourn – Meeting adjourned at 6:10 p.m.