

SUMMARY OF ADMINISTRATIVE MEETING
May 1, 2013 – 4:00 p.m.
Room 326, City-County Building

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Elsaesser, Ellison, Haque-Hausrath and Thweatt were present. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins, City Attorney Jeff Hindoien; Public Works Director John Rundquist; Assistant Public Works Director Phil Hauck; City Engineer Ryan Leland; Transportation Engineer David Knoepke; Utilities Engineer Jamie Clark; Community Development Director Sharon Haugen; Fire Chief Sean Logan; Human Resource Director James Fehr; Solid Waste Superintendent Pete Anderson; HCC Coordinator Kelli McLane; Parks & Recreation Director Amy Teegarden and City Clerk Debbie Havens.

Others in attendance included: HCC Representative Diane Papineau, IR Reporter Al Knauber, Liz Andrews and Paul Cartwright.

2. **April 17, 2013 Administrative Meeting Summary** – The April 17, 2013 Administrative Meeting summary was approved as submitted.

3. **Commission comments, questions –**

A. Upcoming Appointments – Mayor Smith recommended the reappointment of Ken Morrison to the Civil Service Commission. The term will begin upon appointment and expire May 1, 2016. Commissioner Elsaesser encouraged city employees and commission members to join the bike/walk month challenge. Commissioner Elsaesser noted he will be asking for commission discussion on how the city can better document the RFP documents.

4. **City Manager’s Report**

Westside Fire Service Area Agreement – City Manager Alles reported the agreement is ready to bring forward to a commission meeting. He then gave the history of the agreement and how the City of Helena Fire Department is contracted to respond to fires in a defined boundary.

City Manager Alles reported city staff will be changing the current arrangement with MDT on how utilities are located and the contract is paid. The new process will benefit the city of Helena.

5. **Department Discussions**

City Clerk/City Attorney

Records Management – City Clerk Debbie Havens presented a PowerPoint presentation on the City of Helena’s Records Management Policy/Procedures. Clerk Havens introduced the Records Management Committee members Claudia Bagley and Kim Sell.

Commissioner Ellison asked in regards to hand held devices, how the city ensures these records are kept in accordance to the city’s policy. IT&S Director Art Pembroke explained the commission members use the “back end system” through GroupWise which provides for retention and archiving. However, there is little control over mobile devices.

Records Retention Committee member Kim Sell encouraged the city directors to review the records retention program and share the information within their departments.

Public Works

Engineering Standards - City Manager Alles introduced the subject and spoke on the timeline staff anticipates bringing the standards forward. Manager Alles noted the main unresolved issue is requiring a nine-foot or ten-foot travel lane.

Public Works Director Rundquist introduced Transportation Engineer David Knoepke and Utilities Engineer Jamie Clark.

City Engineer Leland handed out the “red-lined” engineering standards that included public comments and then presented a PowerPoint presentation of different streets located within the city limits.

Commissioner Haque-Hausrath asked if these categories are under the proposed standards. Engineer Leland stated it is a mix of the current and the proposed standards. He then showed a variety

of streets to include major arterial, minor arterial, major collector, minor collector, local road, local road with no on-street parking.

Commissioner Haque-Hausrath referenced Park Avenue and asked if there is enough traffic to warrant the category of minor arterial. Engineer Leland stated most of the examples have the quantity of traffic for the category.

Commissioner Elsaesser referenced the major collector and asked if a shared bike path on one-side of the road had been installed, could the 10-ft right-of-way been reduced. Engineer Leland explained how staff would determine if a bike lane is required and if the right-of-way would be reduced. There is a process staff uses including the non-motorized complete streets check list.

Commissioner Ellison stated he walks and drives Saddle Drive on a daily basis and he believes additional ten-feet of right-of-way would encourage higher speeds. He asked the commission to think of the concept if Saddle Drive was ten-feet wider with bike lanes.

Commissioner Haque-Hausrath asked if Winne wasn't made any wider, could five-foot bike lanes could be painted. Engineer Leland stated yes.

City Engineer Leland asked the commission to give direction to staff on the width of the variety of streets; either nine or ten feet travel lanes.

Commissioners Haque-Hausrath and Thweatt concurred the width of the travel lanes is the major issue that continues to be unresolved. Commissioner Elsaesser asked if staff has any major concerns if the commission were to adopt all standards by reducing the travel lanes by one-foot for all types of streets.

Engineer Leland stated staff recommends a 20-foot paved surface; it conforms to the national standards and addresses the emergency responders concerns. However, the standards do allow the travel lane to be reduced to nine-feet. Therefore, if the commission were to reduce the travel lanes by one-foot, public works staff would not oppose it. However, the emergency responders may not agree.

Commissioner Elsaesser stated if the travel lanes were reduced to nine and had the one-foot curb and gutter; if the developer wanted a wider travel lane, would the engineering standards preclude a wider street being built. Engineer Leland stated a wider street would not cause a problem; however, when a problem does occur is when a street is built wider, people begin to park on it. He recommended if there is a request for a wider street, it should be built with 12-foot travel lanes and parking on both sides. The requests could be reviewed on a case by case basis. Commissioner Elsaesser stated he would support reducing the travel lanes by one-foot.

Commissioner Ellison thanked Engineer Leland for the presentation and stated before he commits to reducing the travel lane, he wants to look at the various streets. Mayor Smith concurred with Commissioner Ellison's comments and noted he does not have strong opinions on either nine or ten foot travel lanes.

Mayor Smith asked if the standards include the flexibility into the draft proposal. Engineer Leland concurred; however, the standard would remain at ten-foot unless requested to adjust down to a nine-foot travel lane.

Commissioner Haque-Hausrath commented she would support reducing each of the travel lanes by one-foot. Mayor Smith asked Commissioner Haque-Hausrath if she is prepared to offer an amendment to reduce the travel lane by one-foot per category. Commissioner Haque-Hausrath concurred.

Commissioner Thweatt asked if there would be a problem to set the standard at nine-foot and then a request could be submitted to go up to ten-foot travel lanes. Engineer Leland stated the standards could accommodate that.

Commissioner Elsaesser stated he wants to ensure flexibility in the design; how do we meet the NMTAC's recommendation for bike lanes and not make the streets wider. He then noted some of the standards could be addressed in the upcoming Transportation Plan.

Commissioner Thweatt stated his observation is the streets are wider because the city allows too much on-street parking. The city does have the option to require parking on both sides of a street; he suggested the standards should require parking on one side and then parking on both sides could be requested. Engineer Leland noted the city can require no on-street parking; however, the commission recently adopted the new parking ordinance that reduces the off-street parking which results in more on-street parking.

Commissioner Thweatt stated he is proposing the parking lane on one-side of the street be eliminated. Commissioner Ellison stated he wants to assure the parking ordinance that was recently

passed doesn't conflict with Commissioner Thweatt's proposal. He asked City Manager to provide the commission an opinion on any potential conflict with the updated parking ordinance and not allowing parking on one-side of the street.

Commissioner Elsaesser concurred with Commissioner Ellison and commented bike lanes should be used as traffic calming alternatives on local roads. The problems with bike traffic is with local roads and not so much with the arterials.

Mayor Smith stated he is not convinced the streets are too wide and traffic is too fast; however, he would welcome and consider any amendments. Mayor Smith stated he wants to keep moving the Engineering Standards forward to a commission meeting. Mayor Smith asked for public comment.

Paul Cartwright stated these standards are the minimum; whatever width that is set it is not required. Some parties will build wider no matter what the minimum width is set. He recommended removing on-street parking on some of the local street.

Paul Cartwright stated there are two different standards, city code and engineering standards. He then referred to Winne and Broadway and asked if these streets would be exempt from the complete street policy. Engineer Leland referenced page 83 of the draft engineering standards and noted staff would look at the individual applicant's request. Paul Cartwright stated it would be useful to have the required criteria available on the various types of streets.

Manager Alles recommended bringing the Engineering Standards forward to the May 20th city commission meeting agenda. The draft will be available on the city's web page. Mayor Smith suggested the commission come to consensus at an administrative meeting and then move the standards forward to a commission meeting.

Commissioner Elsaesser stated he believes the standards are ready to move forward and any amendments could be offered at the commission meeting.

Commissioner Thweatt stated he wants to review the document before committing to a date for consideration. Discussion was held on the process to bring the standards forward. There was consensus to have a final discussion at the May 15th administrative meeting and consider adoption at the May 20th city commission meeting.

Helena Housing Authority (HHA) – City Attorney Jeff Hindoen updated the commission on the agreement between the city and HHA. The agreement will ultimately be on a city commission meeting agenda. He then explained the requirement for HHA to have an agreement.

Mayor Smith encouraged the commission to move forward with the approval of the agreement. Commissioner Elsaesser commented on the history of the agreement and stated he is comfortable moving forward with the agreement.

Commissioner Ellison concurred with Mayor Smith's comments and the importance of getting the agreement approved and moving forward.

Public Works

Transfer Station – Facilities Plan Update – Solid Waste Superintendent Pete Anderson gave a PowerPoint presentation on the Transfer Station Master Plan.

Commissioner Elsaesser referenced the location for the recycling operation and asked if there is going to be a new facility for recycling. Superintendent Anderson showed the redesign of the recycling operations and the traffic flow pattern.

Commissioner Elsaesser thanked staff for the presentation. He asked for clarification on the location of the recycling facilities and asked what type of barrier will be installed. Superintendent Anderson explained the area will be landscaped which will create a barrier. Commissioner Elsaesser asked if there would be a wind shelter for the recycling. Superintendent Anderson stated not at this time.

Commissioner Elsaesser asked if there is something that could be done to make recycling more friendly to use and are there plans for future expansion. Superintendent Anderson stated the new area has plenty of room to expand.

Commissioner Elsaesser referenced the proposed equipment/recycling facility building and asked what the building would be used for. Superintendent Anderson explained the building would be used to house the current fleet; operate the e-waste recycling operation, process curb-side recyclable and use a portion for the valuable metal recycling. Commissioner Elsaesser asked if there are any issues with access off of Benton Avenue. Superintendent Anderson stated there are on-going discussions on how to improve access into the transfer station; he has no new details at this time.

Mayor Smith asked if any access to Centennial Park, Centennial Trail or Carroll College is being closed. Superintendent Anderson stated this recommendation would be an improvement to the current facility.

Commissioner Ellison thanked staff for the presentation. Commissioner Elsaesser also thanked staff and noted staff has already addressed access to Centennial Trail.

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 (NMTAC), 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 Diane Papineau reported the HCC met last Wednesday and had a presentation from Assistant Public Works Director Hauck on street maintenance.

The HCC district map was also discussed and no recommendation was made to change the proposal. The HCC has now tabled their recommendation original amendment on the subdivision regulations in favor of Commissioner Haque-Hausrath's amendment.

Commissioner Ellison asked Ms. Papineau if the HCC will support the emergency ordinance changing the HCC district boundaries. Ms. Papineau stated yes.

7. Review of agenda for May 6, 2013 City Commission meeting – Mayor Smith asked for comments on the May 6th city commission agenda. No comments received.

8. Public Comment – No comments received.

9. Commission discussion and direction to City Manager – No discussion held.

10. Adjourn – Meeting adjourned at 5:50 p.m.