

SUMMARY OF ADMINISTRATIVE MEETING
July 17, 2013 – 3:00 p.m.
Room 326, City-County Building

1. Call to order, introductions, opening comments – Mayor Pro Tem Elsaesser called the meeting to order. Commissioners Ellison, Haque-Hausrath and Thweatt were present. Mayor Smith was excused. Staff present was: City Manager Alles; Executive Assistant Sarah Elkins; Public Works Director Phil Hauck; City Engineer Ryan Leland; Human Resources Director James Fehr; Community Development Director Sharon Haugen; Police Chief Troy McGee; Parks & Recreation Director Amy Teegarden; City Attorney Jeff Hindoiem; HCC Coordinator Kelli McLane and City Clerk Debbie Havens.

Others in attendance included: HCC Representative Roy Henry, Helena Symphony Director Alan Scott and Ameri-Corp VISTA Matthew Cramer.

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

3. **Commission comments, questions –**

a. Maestro Alan Scott – Mayor Pro Tem Elsaesser introduced Maestro Alan Scott who personally thanked the city commission for the city's support with the Symphony Under the Stars event. He also spoke of the economic benefits the city of Helena sees during this week-end event.

Maestro Scott noted there are many sponsors of the event including Boeing and Verizon. Maestro Scott also recognized the assistance this event receives from the Police and Fire Departments. He gave the history of the Symphony Under the Stars and again noted there are many sponsors as it costs approximately \$128,000 for the one-day event.

Commissioner Ellison thanked Maestro Scott for his comments and recognizing the city's contribution and the impact it has on the city. Maestro Scott noted the larger donors will be recognized from the podium on Saturday night and the city will be included in the list.

b. Upcoming Appointments – Mayor Smith is recommending the reappointment of Dan Sullivan to the Helena Housing Authority. Term will begin upon appointment and expire August 1, 2018.

Mayor Pro Tem Elsaesser asked if the lights on the billboards are dark sky compliant. Community Development Director Sharon Haugen stated yes.

Mayor Pro Tem Elsaesser reported the plastics drive was once again very successful. There is a lot of stuff going on in the recycle world, the local non-profit company is looking at getting rid of some of their equipment and plastics requirements have changed again.

4. **City Manager's Report**

a. Review of Commission Priorities - City Manager Alles handed out the summary of the commission's priorities and gave an overview of how the information was calculated.

Mayor Pro Tem Elsaesser stated he would like to discuss individual priorities at future administrative meetings.

Commissioner Ellison stated he did not rank all 24 items; he then thanked the other commissioners for completing this task as it will assist him as the commission moves forward.

Mayor Pro Tem Elsaesser noted he submitted additional comments that were listed at the bottom of the priority list that included league legislative priorities; roofing material and screening WUI; dark skies authority for counties and the Henderson bridge agreement.

Manager Alles noted although items are not on the list; staff continues to work on many projects.

Commissioner Haque-Hausrath asked if the city is appealing the decision on the roofing materials ordinance that was challenged. Manager Alles stated yes.

b. **Helena Police Department – Drug K9** – City Manager Alles reported Police Chief McGee has requested to pursue getting a DrugK9. Manager Alles noted the city has a bomb dog; however, it has become apparent a Drug K9 would also be used. The cost to the city is minimum; however, the benefits out-weigh those.

Chief McGee noted Crime-Stoppers and the Drug Task Force have volunteered to pay some of

the costs. The total costs are approximately \$18,000 to \$20,000 to get and train the dog. There are on-going expenses; however, they are minimum. Chief McGee noted it is important to get a drug K9 on board.

There was commission consensus to move forward. Chief McGee noted the dog will be trained to detect all types of drugs.

Manager Alles reported the parking meter project is moving forward; the Parking Commission has several single meters available that could be used. The Public Art Committee will find local artists to paint the meters and then staff will determine where they should be located.

Commissioner Haque-Hausrath noted the Public Art Committee is recommending that at least one be placed near public art. Manager Alles concurred and another suggestion was to put one at the dog park.

Manager Alles reported there is a local production company that will be putting together a film on the Upper Tenmile projects. Mayor Pro Tem Elsaesser stated he is interested in how the program is being put together.

Manager Alles stated staff is researching the costs to automate the parking garages.

5. Department Discussions

Public Works

Helena Transportation Plan Process Discussion – Public Works Director Phil Hauck reported at the last TCC meeting it was determined the consultant selection committee will consist of the following persons: County Commissioner Andy Hunthausen; City Commissioner Matt Elsaesser, TCC Representative Melinda Barnes, City Engineer David Knoepke, County Public Works Director Eric Griffin, and MDT Representative Carol Strizich.

Also discussed was the formation of the technical working group to work closely with the consultant and report back at the TCC meetings on the progress. Staff will develop the scope of service before going out for bid for the consultant. In addition to funding from the city, Lewis & Clark County and MDT have committed funds.

Commissioner Haque-Hausrath asked when a draft might be available for commission review. Public Works Director Hauck stated the entire process could take up to one-year.

Mayor Pro Tem Elsaesser stated the last time the TCC had major decisions to make was on the projects related to the Custer interchange. He also noted the city has a good relationship with MDT and the Broadway tunnel is being constructed this year which will be great for connectivity.

Public Works Director Hauck stated a huge component of developing this plan is public involvement.

Complete Streets Update – City Manager handed out an update on the Complete Streets Policy which included information on the following:

1. Section 3 Outline Scoping Document/Process for Standards for Construction of New Streets
2. Section 4 Process for Establishing a Hierarchy of Complete Street's Needs (Existing Infrastructure)
3. Section 6 Document progress when implementing complete street features by reporting (July 1, 2012 – July 1, 2013).

Manager Alles noted the city will continue to implement non-motorized projects identified in Chapter 6 of the 2004 Transportation Plan for which it has jurisdiction as recommended by the Non-motorized Transportation Advisory Committee in consultation with city staff and approved by the city commission as budget authority allows. The city will also encourage the Montana Department of Transportation, the counties of Lewis and Clark and Jefferson, and the city of East Helena to implement non-motorized projects under their respective jurisdictions identified in the 2004 Transportation Plan.

Manager Alles recognized City Engineer Leland for his work on the implementation of the complete streets components and addressing non-motorized issues.

Engineer Leland concurred the city has made many strides and noted MDT is now looking at non-motorized amenities when planning new projects. Staff will continue to replace ADA ramps in the downtown area. MDT will be replacing the ADA ramps on Broadway.

City Engineer Leland also updated the commission on the following projects:
Centennial Trail – staff is really close to putting it out for bid; the two areas of concern are on National Avenue and Mal-Function junction;
Trailhead Parking Lots – The street division has paved many of the trailhead parking lots;
Storm grates are being replaced as funding is available;
Staff continues to work on snow complaints;
NMTAC Committee continues to work hard to develop recommendations for staff;
West Main is a very heavy used bike area and there will be shared use signs and one-bike lane when the widening project is completed.

Commissioner Ellison thanked staff for their report and referenced the lists of accomplishments during FY13.

Mayor Pro Tem Elsaesser asked how the construction of Henderson Bridge is looking. City Attorney Hindoi commented staff continues to work with MRL and will follow-up. He did meet with MMIA on some of the agreement language. City Engineer Leland noted the agreement has been approved by MRL; however, the agreement is now with BNSF.

Mayor Pro Tem Elsaesser noted the city is applying for the Bike Friendly status. City Manager Alles noted it was submitted on Tuesday, July 16th. Commissioner Ellison acknowledged and thanked Matthew Cramer his work on the application.

Mayor Pro Tem Elsaesser also acknowledged Matthew Cramer and all of city staff for working on the application. He then spoke of the accomplishments the city has completed regarding complete streets.

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 – Commissioner Ellison reported IT&S has a number of projects in the works, including social networking, virtual desktops; access point in the City-County building where citizens can access the internet. He stated the virtual desktop project is worth pursuing due to savings in electricity. NMTAC met last week and noted sidewalk installation in the Subdivision Regulations was a main topic and they have a work session scheduled for July 23rd to finalize a recommendation on that topic; the Board of Adjustment met for the first time in three months and Pre-Release continues to meet on a weekly basis. Commissioner Ellison recognized and thanked everyone who was involved in the development of the dog park.
- c) Audit Committee, City-County Weed Board, Montana Business Assistance Connection (MBAC), TCC – Mayor Pro Tem Elsaesser reported MBAC is in the process of hiring an Executive Director.
- d) BID/HPC, City-County Parks Board, TCC, L&C County Mental Health Advisory Committee – Commissioner Thweatt reported the Parks Board met and he gave the commission copies of the Phase One of the report; the study area is a ten-mile radius from Helena. There is a lot of information that will be built into the final recommendation. Commissioner Thweatt stated he is not sure if it is feasible to move forward with a possible mill levy. Parks & Recreation Director Teegarden noted a sub-committee meeting is scheduled for July 18th; the task will be to develop information to bring forward to the various commissions. Staff anticipates bringing a recommendation forward to the city commission in September/October.
- e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee, Intergovernmental Transit Committee – Commissioner Haque-Hausrath reported the PAC is busy, Chalk Up Helena is this week-end; the PAC worked with the Helena High welding classes to develop signs for Centennial Park and they continue to look for more visible public art projects. Traffic boxes are also being discussed for public art. There is also an effort to transfer the

administrative work for the PAC from city staff to the board members. The city-county building board is pursuing the purchase of a hybrid car.

City Manager Alles stated staff is also looking at purchasing Cushman's for parking commission employees. This would allow staff to enforce parking outside the downtown area.

f) Helena Citizens Council – HCC representative Roy Hemry stated there are no new items to report on.

7. **Review of agenda for July 22, 2013 City Commission meeting** – No discussion held.
8. **Public Comment** – No public comments received.
9. **Commission discussion and direction to City Manager** – No discussion held.
10. **Adjourn** – Meeting adjourned at 5:00 p.m.