

SUMMARY OF ADMINISTRATIVE MEETING
July 31, 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 Ellison, Elsaesser, Haque-Hausrath and Thweatt were present. Staff present was: City Manager Alles; Executive Assistant Sarah Elkins; Public Works Director Phil Hauck; City Engineer Ryan Leland; City Civil Engineer David Knoepke; Human Resources Director James Fehr; Community Development Director Sharon Haugen; City Planner Lucy Morell-Gengler; Police Chief Troy McGee; Administrative Services Director Tim Magee; Budget Manager Robert Ricker; Parks & Recreation Director Amy Teegarden; Golf Pro Scott Longnecker; Golf Course Superintendent Larry Kurokawa; Assistant Golf Superintendent Russ Grover; Parks Administrative Assistant Carol Kirkland; City Attorney Jeff Hindoen; Deputy City Attorney Thomas Jodoin; HCC Coordinator Kelli McLane and Deputy City Clerk Robyn Brown.

Others in attendance included: HCC Representatives Andres Halladay and John Forbes; Former City Commissioner Paul Cartwright; Montana Independent Living Project (MILP) staff Lloyd Sparks; NMTAC Representative Sarah Sadowski; Montana Association of Realtors Representative Mark Simonich; HBIA Representative Jack Walsh; Golf Advisory Board (GAB) member Pete Aspinwall; and Judy Reddy – Fifth Avenue Advertising.

2. **June 31, 2013 Administrative Meeting Summary** – The June 17, 2013 Administrative Meeting summary was approved.

3. **Commission comments, questions –**

Commissioner Elsaesser noted he had received several emails asking how the city responds to complaints of dogs left in hot cars and stated he would forward the messages onto City Manager Alles. He also commended the installation of the climbing boulder in Centennial Park.

Mayor Smith thanked Commissioner Elsaesser for chairing the July 22nd Commission Meeting in his absence and commented he is glad to be back home in Helena.

a. Upcoming Appointments – Mayor Smith noted he would be recommending the following board appointments at the August 5th Commission Meeting:

ADA Compliance Committee	Reappointment of Rachel Peura to a second term and reappointment of J. Bailey Molineux to a first full term on the ADA Compliance Committee. Terms will begin upon appointment and expire September 1, 2016.
City-County Parks Board	Appointment of Pat Doyle to the City-County Parks Board. The unexpired term will begin upon appointment and expire September 30, 2015.
City-County Planning Board	Reappointment of Craig Charlton to the City-County Planning Board. The first full term will begin upon appointment and expire September 1, 2016.
Helena Airport Authority Commission	Reappointment of Janice Schenk to the Helena Airport Authority Commission. Second term will begin upon appointment and expire September 1, 2016.
Zoning Commission	Appointment of Michael “Mike” McCabe as the alternate member on the Zoning Commission. The unexpired term will begin upon appointment and expire September 30, 2015.

4. City Manager’s Report

Manager Alles thanked Water/Wastewater Superintendent Don Clark for his work on the “Running for Helena’s Water” Event held on July 27th.

5. Department Discussions

Parks & Recreation

Golf Course Branding – Parks & Recreation Director Teegarden gave a presentation highlighting a recently completed process by the Golf Advisory Board (GAB) and city staff that focused on “rebranding” and improving marketing efforts for Bill Roberts Municipal Golf Course. The GAB feels the brand of the course should reflect the course’s mission statement and there is also concern that the current brand doesn’t have the marketing edge to bring players to the course. Golf Pro Scott Longnecker discussed the current difficulties drawing in out-of-town golfers.

Director Teegarden discussed the rebranding exercises performed by the GAB and staff in depth; it was decided that the name Bill Roberts Golf Course (BRGC) does not reflect the product. Following much discussion, Hidden Creek Golf Course was selected based upon the course’s close proximity to Last Chance Creek and the historic placer mining dredges. The placer mining operations from 1864 to 1946 supported the development of the Helena area. Along with that development came the alteration of Last Chance Creek to a subterranean flow, which now is hidden from view forever, hence the name “Hidden Creek”.

Assistant Golf Superintendent Russ Grover spoke in support of renaming the course.

Director Teegarden noted Bill Robert’s living family members have been contacted regarding the possible name change and have not responded. Commissioner Ellison spoke regarding Bill Robert’s family’s previous concerns over proposing to change the name. Director Teegarden listed ways Bill Roberts may be commemorated at the course if the name were changed. She noted the potential costs associated with renaming the course have not been identified.

There was Commission consensus to move forward with the proposed recommendation.

Lloyd Sparks, MILP, discussed the possibility of renaming the course “Last Chance Creek”.

City Manager Alles gave the process for moving forward, a resolution will be drafted to be placed on a City Commission Meeting agenda in the fall.

Public Works

CTEP Allocations and MAP21- Manager Alles noted the upcoming deadline for MAP21 application submittal is September 6th, 2013. The following projects are recommended for submittal:

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| 1. Downtown ADA Project | \$500,000* |
| 2. Bill Roberts Sidewalks | \$435,000** |
| 3. Centennial Trail Connector – Benton Avenue | \$750,000*** |

- * ADA Committee Recommended
- ** NMTAC Recommended
- *** NMTAC/Centennial Trail Master Plan Alternative

The remaining CTEP balance through FY2014 was \$315,000. The following are recommended projects to allocate the existing balance:

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| 1. Capital High School Pedestrian Crossing | \$ 85,000 |
| 2. Helena Middle School – Rodney Street Crossing | \$ 35,000** |
| 3. Le Grande Cannon Blvd Connectivity Project | \$ 90,000 |
| 4. Billings- Broadway Connectivity Project | <u>\$105,000</u> |
| | \$315,000 |

** FY12 NMTAC Recommended

Public Works Director Phil Hauck stated upon Commission concurrence staff will bring forth each project as they are ready to be designed/constructed. He noted formal approval by the Commission is

not required but staff would like to know if the Commission feels they are on the right track. Discussion was held on specific projects, including the costs.

Commissioner Ellison commended the project lists, in particular the Downtown ADA. He stated it appears there is only one project contemplated east of Montana Avenue and commented on the need for improvements within that area, known as the Billings-Broadway connection.

Commissioner Elsaesser asked if the CTEP projects would be maintained by the city in the winter. Director Hauck stated yes. Commissioner Elsaesser spoke in support of using funding for bike/walk education. Director Hauck explained following completion of the projects, if a balance remains in the CTEP fund staff will come back before the Commission to discuss how to spend the remaining funds; education could be a possibility. Commissioner Elsaesser commented on how great the Montana Department of Transportation has been related to previous projects.

Lloyd Sparks, MILP, thanked the City for recognizing the importance of ADA improvements/projects.

Paul Cartwright, Helena, commented on the proposed Centennial Trail Connector Project. Staff reminded the Commission that all the projects are preliminary at this point.

Community Development

Subdivision Regulations – City Manager Alles, Community Development Director Sharon Haugen and Planner Lucy Morell-Gengler gave the history of the review of the Subdivision Regulations over the past few years. There will be no public hearing on the regulations before September 23, 2013; that will provide adequate time for community review. Ms. Morell-Gengler noted action on updates to the regulations was tabled to allow for updates to the Engineering Standards.

A chart listing the proposed amendments to the regulations was included in the Commission packet and staff reviewed the remaining issues related to the update as previously identified by the Commission. The revisions were discussed in depth. Discussion of the regulations will be held again at the August 14th Administrative Meeting. Mayor Smith requested members of the building community attend and provide public comment.

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 Chair Andres Halliday noted the HCC had provided comment on the Subdivision Regulations related to boulevard trees.

7. Review of agenda for August 5, 2013 City Commission meeting –No discussion held.

8. Public Comment – Sarah Sadowski, NMTAC, spoke in support of the proposed MAP21 and CTEP projects.

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

10. Adjourn – Meeting adjourned at 6:00 p.m.