

SUMMARY OF ADMINISTRATIVE MEETING
September 18, 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 Ron Alles; Executive Assistant Sarah Elkins; Police Chief Troy McGee; Fire Chief Sean Logan; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; Solid Waste Superintendent Pete Anderson; Recycling Coordinator Kim Carley, Community Development Director Sharon Haugen; Planner Lucy Morell-Gengler; City Attorney Jeff Hindoien; Deputy City Attorney Thomas Jodoin; and City Clerk Debbie Havens.

Others in attendance included: Montana Independent Living Project (MILP) representatives Lloyd Sparks and Bob Maffitt, Mark Runkel, John Hilton and Tyler Emmert.

2. September 4, 2013 Administrative Meeting Summary – The September 4, 2013 Administrative Meeting summary was approved.

3. Commission comments, questions –

Commission Comments – Commissioner Haque-Hausrath stated she has received reports from the Rocky Mountain Pre-school there are adults smoking adjacent to the playground at Pioneer Park. Commissioner Haque-Hausrath would like to discuss at a future administrative meeting implementing the no-tobacco zone at all city parks.

Mayor Smith stated when all five commission members were not at the September 9th city commission meeting, he should have asked that the renaming of the golf course be tabled. However, since that was not done, he asked if there is interest in putting it back on a future agenda. After general discussion, there was not commission consensus to reconsider the renaming of the golf course.

4. Department Discussions

Community Development

Subdivision Regulations – Community Development Director Haugen referred to the following documents the commission received copies of:

1. Memo from Attorney Hindoien's on staff's sidewalk analysis
2. Commissioner Haque-Hausrath's proposed amendments on sidewalks and boulevard trees
3. Commissioner Ellison's proposed amendment on sidewalks
4. Commissioner Thweatt's amendment on waterbody setbacks

The commission reviewed and discussed proposed amendments at length with the consensus there would be amendments offered at the September 23rd public hearing. Staff will help put the draft amendment in proper format.

Mayor Smith asked for public comment with the following persons addressing the commission: Mark Runkel, Bob Maffitt and Tyler Emmert.

Public Works

Report on Memorial/Centennial Park Crosswalk – Assistant Public Works Hauck recommended a letter be sent to MDT explaining the concerns expressed by the city commission. This will take working with MDT to look for a compromise. Commission concurred to send a letter to MDT.

Update on Transfer Station and Recycling Facility Improvements – Solid Waste Superintendent Pete Anderson referred the commission to the Transfer Station Master Plan and reviewed the Transfer Station History, Phase 3 - Proposed Preliminary Budget Request FY14 which included the construction of the equipment/e-waste recycling building; expand ground level unloading area; upgrade existing transfer station facility with wind barriers, repair pit floor, modify existing cat-walk and misc. repairs. Estimated cost is \$1,180,000.

Manager Alles noted these improvements need to be done now; if the commission were to decide to move the transfer station it would take between five to ten years to find a site, permit it, and fund it.

Assistant Public Works Director Hauck noted staff will focus on the maintenance projects; total committed today is approximately \$30,000. The plan is to get direction from the commission to move forward with the ground level unloading improvements. Mayor Smith asked if the improvements are for the eastside of the current facility. Assistant Director Hauck stated yes. City Manager Alles reviewed the printed plan and explained the recommended improvements.

Commissioner Thweatt asked if the compost would stay in the same location. Manager Alles stated yes, however, staff is prepared to address the composting sooner than they have been. Commissioner Thweatt asked if the odor comes mostly from grass clippings. Solid Waste Superintendent Pete Anderson concurred and explained in the past access to the compost piles has been difficult for the larger trucks; however, with the new millings down as soon as grass clippings come in they are loaded and taken out.

Commissioner Elsaesser referenced his memo that he handed out in June 2013. At this point the city has made improvements to the recycling program. He would like to move forward in sheltering the recycling area; the new area looks more spread out with no protection.

Commissioner Elsaesser stated it is time to take another step to improve recycling and his memo reflects the goals of the commission. Commissioner Thweatt asked Commissioner Elsaesser if he is suggesting that space be made at the transfer station for plastic recycling. Commissioner Elsaesser stated plastics should be included with all other recycling and it all should be sheltered.

Commissioner Thweatt asked under staff's recommendation are all the recycling containers being moved. Solid Waste Superintendent Pete Anderson stated yes and explained how it would be laid out. Commissioner Thweatt asked with the new lay out would there be space to build a cover. Superintendent Anderson referred to the diagram and noted the initial plan was an 80x60 building to address some of the recycling components.

City Manager Alles asked for additional time to explore ideas on how to cover the recycling area once it is moved. Mayor Smith noted previous discussions were to stick with partnership arrangements between Tri-County and the commission made a conscious choice that the city not get into plastics. If the city begins taking plastic, what will happen to the partnerships. If the partnerships go away, is it going to take more space than being recommended for recycling.

Commissioner Elsaesser stated the plastic drives have grown and it is no long reasonable to hold events, there should be a more local and central location that is covered. He believes the city's approach was to be instrumental and continue to expand recycling. The design should include a covered area for recycling all commodities.

Commissioner Elsaesser noted East Helena left, in part, the city's district because of the lack of recycling opportunities. Mayor Smith commented he has seen where there is a scheduled plastics drive in November; he then asked Commissioner Elsaesser asked if it is SAVE's intention not to hold the event if the weather is bad. Commissioner Elsaesser stated SAVE would like to see something permanent within the city's recycling program. The program was never designed to be the long term fix.

Mayor Smith asked for public comment with the following persons addressing the commission: Tyler Emmert spoke on the super valuable property the transfer station sits on; he believes it is time to begin to look at moving the transfer station.

John Hilton, Helena Recycling commented he wants to review the information given out before commenting.

Commissioner Haque-Hausrath stated she supports the information in the memo and would like additional time to discuss this and the citizen requests to move the transfer station at a future administrative meeting.

Update on Status of Henderson Bridge Project – City Manager Alles stated he will send out an email update to the commission.

5. City Manager's Report

Tenmile Film Screening – The commission viewed the Tenmile Video.

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 – No report given.

- 7. **Review of agenda for September 23, 2013 City Commission meeting** –No discussion held.
- 8. **Public Comment** – No public comment was given.
- 9. **Commission discussion and direction to City Manager** – No discussion held.
- 10. **Adjourn** – Meeting adjourned at 6:00 p.m.