

**SUMMARY OF ADMINISTRATIVE MEETING**  
**October 30, 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; Assistant Fire Chief Kelly Tuck; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; Community Development Director Sharon Haugen; Human Resources Director James Fehr; Administrative Services Director Tim Magee; Parks & Recreation Director Amy Teegarden; City Attorney Jeff Hindoien; Street Superintendent Ben Sautter; Golf Pro Scott Longenecker; Solid Waste Superintendent Pete Anderson; HCC Coordinator Kelli McLane and City Clerk Debbie Havens.

Others in attendance included: HCC representative Janet Hess-Herbert, Golf Board members Jon Pallister and Dave Bauer.

**2. October 16, 2013 Administrative Meeting Summary** – The October 16, 2013 Administrative Meeting summary was approved.

**3. Commission comments, questions –**

**A. Commission Comments –**

Commissioner Elsaesser reported Prickly Pear Creek is being redirected near ASARCO and will boarder the city limits and will create additional recreational opportunities for our citizens. He spoke on the creation of a park district to help fund future opportunities.

Commissioner Elsaesser stated he had sent out an email on October 25<sup>th</sup> regarding the capital expenditures at the transfer station, the efficiency study and recycling.

In partnership with the city of Helena, the county is commissioning a \$50,000 to \$60,000 study to look at efficiencies at the landfill, transfer station, collections, recycling, and integration of operations. The study would begin as soon as November and be completed in as little as 60-days.

Due to the study, Commissioner Elsaesser asked the commission to request all capital projects at the transfer station be on hold until the study is complete and there is a plan for additional recycling at the facility and the commission formally decides to resume the projects.

Mayor Smith asked City Manager Alles to address this under his report.

**B. Board Appointments** – Mayor Smith is recommending the following appointments:

**Business Improvement District/Helena Parking Commission** - Reappointment of Randy Riley to a 2<sup>nd</sup> term on the BID/HPC. Term will begin upon appointment and expire October 31, 2017.

**Bill Roberts Golf Course Advisory** - Appointment of Andy Cottrell to a 1<sup>st</sup> term on the Bill Roberts Golf Advisory Board. Term will begin upon appointment and expire and expire October 30, 2016.

**City-County Planning Board** - Appointment of John Rundquist to a 1<sup>st</sup> term on the City-County Planning Board. Term will begin upon appointment and expire September 1, 2016.

Commissioner Ellison stated he supports the recommendations for the BID and Golf Board; however, he has concerns with the recommendation of John Rundquist to the Planning Board. Commissioner Ellison asked that the vacancy on the planning board be re-advertised with only one application being received.

Commissioner Thweatt noted he had submitted an application; however, if it were to move forward today, he may have to withdraw his application.

Commissioner Haque-Hausrath stated she would support John Rundquist's appointment to the Planning Board. She recommended that Commissioner Thweatt withdraw his application and re-apply in 2014.

Commissioner Elsaesser stated he would support re-advertising for the Planning Board position to see if there is additional interest.

Mayor Smith stated he too likes to have more than one application to review. He did recognize the qualifications of Mr. Rundquist and stated at this time he will support re-advertising for the vacancy. He also encouraged Commissioner Thweatt to withdraw his application and wait until he off the city commission.

Commissioner Ellison also noted there currently are vacancies on the Board of Adjustment for a regular member and the alternate member. He asked that those vacancies also be re-advertised.

**4. City Manager's Report** - City Manager Alles reported Kay's Kids will receive \$1,000 donation from the Fun Run that was held during the Montana League of Cities and Towns conference.

City Manager Alles showed the sign Parks & Recreation Director Teegarden designed to remind people not to smoke in city parks. The wording on the sign states "No smoking, young lungs at play". Director Teegarden reported this topic will be on the November Parks Board agenda for further discussion.

City Manager Alles announced he will give a presentation on the Upper Tenmile project at Hometown on Thursday, October 31<sup>st</sup>.

City Manager Alles addressed Commissioner Elsaesser's recommendation to put any future capital items on hold until a study is completed. He noted city and county staff have been in conversations regarding the study. To date, approximately \$25,000 in capital funds have been spent and at this time there are no immediate plans to move forward with any larger expenditures. Manager Alles stated he would not oppose putting future capital projects on hold until the study is completed. City staff is preparing a "white paper" on recycling and will be ready to present it at the November 13<sup>th</sup> administrative meeting.

Mayor Smith asked for the definition of "delay". Manager Alles noted the anticipated turn around for the report is approximately six to eight weeks.

Commissioner Ellison stated he does have concerns with moving forward with capital projects and is comfortable to wait until the study is completed. Mayor Smith stated he has not seen the scope for the study; however, going back to the topic of recycling and the financial incentives involved between the transfer station and the landfill. The conclusion he has come to is basically the incentive is the landfill wants garbage. Will this study look at the financial incentives each of governing bodies have regarding the landfill and recycling.

City Manager Alles stated staff will work with the consultant to develop the scope for the study, including the financial incentives. Commissioner Elsaesser referenced the information he handed out and the fact that the transfer station bond will be retired in 2014; therefore, freeing up funds to address expanding recycling and other efforts.

Commissioner Haque-Hausrath stated it is good to have a long-term plan and she would support looking at the entire operation and putting any future capital projects on hold. Commissioner Thweatt concurred. Mayor Smith stated after having the conversation; he too concurred to put the capital projects on hold until the study is completed.

Public Works Director Randall Camp noted a contract has just been approved for security cameras to be installed; a capital expense of approximately \$21,000.

## **5. Department Discussions**

### **Public Works**

**Snow Plan Update** – City Manager Alles stated the commission received a copy of the Winter 2013-2014 Snow Policy, Procedures, Plan, Codes and Comparison information.

Public Works Director Randall Camp reviewed the document that will assist the commission in answering any questions that may come up.

Commissioner Elsaesser complemented staff for the report. Commissioner Ellison congratulated all city staff for the job they did during the first winter storm of the year.

Parks & Recreation Director Amy Teegarden spoke on the sidewalk snow and ice removal policies. She also spoke on the park's department priorities when a storm hits; they do snow removal for public sidewalks, the walking mall and asphalt trails.

Commissioner Haque-Hausrath referenced the residential portion of the plan and suggested staff review the wording of the second paragraph and change it so it reads clearer. Public Works Director Camp concurred and explained the intent of the language.

Commissioner Thweatt complemented staff for the job the street department does during a storm.

Commissioner Elsaesser also complemented the parks department for plowing the trails and suggested a non-motorized district could fund the plowing of non-motorized entities.

Commissioner Thweatt asked how much of the Code Enforcement Officer's time is spent toward the enforcement of sidewalk snow removal. Director Teegarden noted during the winter it is Ms. Dige's priority to enforce the snow removal ordinance.

Mayor Smith also complemented staff for the report and suggested distributing it to as many places as possible.

## Parks & Recreation

### **2014 Golf Fees – Parks & Recreation Director Amy Teegarden reviewed the following**

information:

#### Process:

#### 1. Reviewed year-end report and course observations:

- To date, the golf course has a profit of \$38,593 (net FY13);
- A total of 58 junior passes were sold this season; 13 more than last year.
- The Ladies League and golf lessons have been a huge draw for bringing new ladies to the game.
- There was an increase in punch-card sales. Perhaps returning players saw that this was a “better buy” than green fees.
- There was an increase in Senior and Regular Adult season passes as well as couples passes. ]
- There was a decrease in Senior Couples passes
- Continued decline in 18-hole play, walk-in traffic is down. Green fee revenue was down by \$10,000 or 5%.
- Revenues were higher in advertisements, lessons, driving range, and concessions;
- There was an increase in merchandise revenue. This could be in part of now carrying major name brands such as Taylor made and Titleist. In addition the Demo Days were successful and increase sales in clubs.
- There was a 9 % increase in cart rentals. This is probably directly related to the new fleet.
- Course observations, generally seeing more young adults and juniors playing the course, there is an increase in regular play (loyal and return players)
- The estimated revenue per round is \$30.82- this includes golf fees, merchandise, concessions and lessons. Golfers are spending more money on merchandise, carts, concessions driving range and lessons.

#### 2. Reviewed the FY14 approved budget:

- The FY14 approved budget indicates a total of \$45,647 revenue over expenditures.
- \$136,875 in Internal Charges (does not include assessments)
- The capital budget includes an \$80,246 outlay for FY14 debt service (golf carts).
- Projected capital items for the next four years total approximately \$500,000. At this rate we would need \$60,000 a year to put towards capital in order to fund half of the planned capital needs.
- The irrigation project would be financed by additional debt.

#### 3. Reviewed revenue lines/items: Identified opportunities for increase/decrease.

- Staff reviewed fee services and items and discussed which items might be considered at the “tipping point”.
- These are identified in the Resolution handout– yellow highlights identify potential areas for fee increase.
- Staff was not comfortable in making recommendations for specific fee increase amounts. Would like to have a GAB discussion
- Staff also discussed other options for revenue... we are limited by facilities.

#### 4. Who Are We As A Golf Course?

- After discussing rates, budget, capital needs, etc. staff had a conversation about the “identity” of the course. Helena’s golf course is a municipal golf course, but the fees are beginning to mirror those of a semi-private course.
- How do we stay true to our mission of providing “affordable” golf while still operating as an enterprise program?
- What kind of course are we trying to be? Enterprise vs. Municipal?
- Do we compromise the level of service and course quality by continuing to not reinvest in facilities, course, etc.?
- Recent “letters to the editor”, - Criticized for fees, pace of play, facilities, etc.

#### Fiscal View:

<u>FY</u>	<u>Profit/Loss</u>
07	\$41,975
08	\$ (-3,300)
09	\$27,286

10	\$61,728
11	\$23,445
12	\$23,919
13	\$134,944 (Cart loan income and expenditure are reflected)
14	\$45,647 (projected)

**Considerations:**

- Pass holders are “invested” in the game of golf; perhaps less fickle in regards to the economy, weather, etc.; INCREASE
- Continue to promote off-season golf- simulator

Three main factors influence staff ability to meet or exceed the FY14 approved budget:

- revenues,
- golf trends, and
- successfully meeting projections (alternative revenue- sponsorships, ads, simulator, etc.)

Some of these factors influencing budget balances are within staff control (revenue rate increases, expense savings) and some are not (weather influences, play trends). It will take a combination of rate increases, positive trends and projection success to successfully meet or exceed the approved budget.

Mayor Smith recognized and thanked the Golf Advisory Board members for the work they have and continue to accomplish on behalf of the city.

Jon Pallister, Chair of the Golf Advisory Board, stated the board members had a very good discussion in developing the recommended fee increases. Dave Bauer echoed the comments of Jon Pallister.

Golf Pro Scott Longenecker concurred with the previous comments; he spoke on the importance of keeping golf affordable for everyone. Mayor Smith commented on the quality of lessons given at the golf course.

Commissioner Thweatt suggested the golf board consider dropping the word “municipal” for marketing purposes. Director Teegarden reported the board has made the decision not to move forward with the renaming of the golf course; however, the word “municipal” has been dropped for marketing purposes. The fee increases are targeted to the season pass holders and not aimed at other players.

Commissioner Elsaesser asked if there is an immediate plan to find funding for the irrigation system. Manager Alles noted the original bid exceeded the estimate and staff is reevaluating the bid specifications before moving forward.

Mayor Smith asked if there is a plan for a monument sign at the entrance of the golf course. Director Teegarden stated there are several projects and designs being discussed for the entrance at the golf course. Mayor Smith referenced the issue of when the fees at golf course reach those of a private course; at what point do players choose not to play at the city course.

Jon Pallister spoke on the fees and the general operations of the golf course. He too questioned what is the viability of the golf course, the board is always discussing these topics.

Commissioner Elsaesser asked if there is a limit on the number of people who can be on the course; he has heard it is hard to get a tee time. Golf Pro Scott Longenecker stated the course is one of the busiest in the state; weather depending. Commissioner Elsaesser stated this is another issue that will have to be addressed. Director Teegarden explained staff is looking at this issue.

Commissioner Thweatt asked if the board has considered setting up a fund to assist in funding the capital projects. Jon Pallister noted there were a few citizens who offered money to help keep the golf course funded and noted further discussions will need to take place.

**Administrative Services**

**Water Bill Inserts** – Administrative Services Director reported staff has prepared the 2014 Utility Bill Insert List for the City Commission approval. He asked the commission which utility bill inserts requests they would like to consider for final approval. The Commission will be asked to approve the final list of inserts at their November 18<sup>th</sup> regular Commission meeting.

Staff has followed the guidelines set forth in Resolution #19491 to establish the priority level of the inserts as follows:

1. City of Helena and its departments;
2. Helena Citizen's Council, City advisory boards and commissions (e.g. Zoning Commission, City-County Planning Board and City-County Board of Health), quasi-city government agencies (e.g. County Library), and non-profit entities with 501(c)(3) status under the Internal Revenue Code (IRC) contracted with by the City to provide government-type services (e.g. Humane Society);
3. Other government entities and agencies (e.g. County, State and Federal), quasi-governmental agencies, and non-profit entities with 501(c)(3) IRC status that privately provide government-type services (e.g. Prickly Pear Land Trust and Growing Friends of Helena); and
4. Non-profit organizations with 501(c)(3) IRC status and that have a Helena-based headquarters and serve as a partnership for federated giving programs for other eligible entities with 501(c)(3) IRC status (e.g. Montana Shares and the United Way of Lewis and Clark County).

Director Magee referred the commission to the attached list that shows all the requests for each month and which requests would be unable to accommodate if the resolution is followed. A sample of each insert is on file for Commission review if requested.

Commissioner Elsaesser asked if the Angel Fund is affiliated with the School District and the Montana Foundation of Animals with the dog park. Director Magee stated yes for both the Angel Fund and the Montana Foundation of Animals.

There was commission concurrence to adopt the list provided by staff. Director Magee recognized and thanked Carrie Hahn for developing the list and recommendation.

## 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– Commissioner Elsaesser reported the TCC will be having additional meetings on the transportation plan and the Broadway tunnel ribbon cutting is November 7<sup>th</sup>.
- 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 – Commissioner Haque-Hausrath reported the Public Art Committee had a special meeting to discuss applying for grants to do a visioning process for the city on where public art should be placed.
- f) Helena Citizens Council – HCC representative Janet Hess-Herbert reported the HCC continues to encourage write-in candidates. Ms. Hess-Herbert inquired on why the Neighborhood Council title is on the ballots versus the Helena Citizens Council. City Clerk Havens with follow-up.

Ms. Hess-Herbert recognized and thanked Amy Teegarden for attending and presenting at the October meeting. Ms. Hess-Herbert stated she is not running again for the HCC and noted some of the comments she has received is that there is not a clear direction for duties of the HCC members. During local government review, the commission should really look at how the HCC operates.

Administrative Services Director Magee explained the seven neighborhood councils are listed in the HCC charter and the seven neighborhood councils make up the HCC.

Commissioner Thweatt thanked Ms. Hess-Herbert for her service on the HCC. He encouraged the commission to give the HCC some direction. Mayor Smith stated a starting point would be to look at the city charter during the Local Government Review in 2014. Further discussion was held on how HCC representatives can represent the citizens. Ms. Hess-Herbert noted Missoula has a certain funding to allocate grants to citizens within the different districts.

Commissioner Haque-Hausrath noted the local government review and granting ideas are both good. The HCC seems to spend their efforts and funding recruiting for new members.

Commissioner Thweatt commented a clear mission would be to ask the HCC members to assist in monitoring neighborhoods for sidewalk enforcement.

Commissioner Elsaesser also thanked Ms. Hess-Herbert for her service. He noted he has seen a full slate of candidates for district one. He then gave several examples of when the HCC has been asked to assist the commission.

Mayor Smith also thanked Ms. Hess-Herbert for her service and concurred a critical evaluation of the HCC is in order.

**7. Review of agenda for November 4, 2013 City Commission meeting** – Commissioner Thweatt asked for discussion and background information on the Shopko plat extension; specifically the lift station. Community Development Director Haugen explained in the original conditions the applicant had to secure the capacity at a lift station or find another alternative; to date they have not met the condition.

Commissioner Thweatt read the advantages/disadvantages in staff memo and asked for clarification. Director Haugen noted this is the 2<sup>nd</sup> or 3<sup>rd</sup> iteration of the Shopko Minor. She again reiterated the applicant has not secured the sewer capacity at the lift station or found an alternative. The question before the commission is to allow additional time to find the sewer capacity; if the extension is not granted, the applicant would have to re-apply under the new subdivision regulations.

Commissioner Thweatt asked have the engineering standards changed since their original submittal. Director Haugen noted when the new engineering standards were adopted, they became effective immediately; therefore, any improvements need to comply with the current engineering standards. The change in the subdivision regulations that would affect this subdivision is the development has to have all of the infrastructure installed prior to final plat and no longer can be financially guaranteed. Commissioner Thweatt noted the current financial guarantee has expired. Director Haugen noted the first financial guarantee has expired; however, the applicant went immediately into the second phase and the original conditions that were not met were included in the next phase. Staff is proposing in the development agreement that all infrastructure plans have to be submitted to public works in the next six months and the entire infrastructure has to be installed within 12 months.

Commissioner Elsaesser noted he will be asking if staff is comfortable that the conditions will be met regarding the sewer capacity. Director Haugen stated the applicant will not be able to move forward without all infrastructure approval.

Manager Alles noted staff's recommendation on the Expedition Trail is to install the no parking on the residential side of the street to stay consistent with the other roads within the subdivision.

Commissioner Elsaesser asked that the applicant be notified of staff's recommendation.

Commissioner Haque-Hausrath referenced the variance to build an extra garage assessed off the alley and asked for clarification on how the variance would be part of the consideration for the no-parking. Manager Alles explained the applicant testified they have a hard time accessing the driveway for their boat; however, the boat is parked in the garage accessed by the alley. Staff was addressing the applicant's comments.

**8. Public Comment** – No public comment was given.

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

**10. Adjourn** – Meeting adjourned at 5:45 p.m.