

SUMMARY OF ADMINISTRATIVE MEETING
June 18, 2014 - 4:00 p.m.
Room 326, City-County Building - 316 N. Park Avenue – Helena

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Ellison, Elsaesser and Haque-Hausrath were present. Commissioner Haladay was excused. Staff present were: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Jeff Hindoien; Fire Chief Sean Logan; Police Chief Troy McGee; Budget Manager Robert Ricker; Administrative Services Assistant Carrie Hahn; Community Development Director Sharon Haugen; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; and Deputy City Clerk Robyn Brown.

Others attending all or a portion of the meeting included Helena Citizens Council (HCC) Coordinator Judy Garrity, HCC Chair Aimee Fausser and HCC members Elizabeth Andrews and Anne Gilkey, Independent Record Reporter Al Knauber and Helena Vigilante Editor Shane Castle.

2. June 4, 2014 Administrative Meeting Summary – The June 4, 2014 summary was approved as submitted.

3. Commission Comments, Questions – Mayor Smith announced he would be leaving the meeting at 5:00 p.m.

Upcoming appointments – Mayor Smith noted City Clerk Havens is currently recruiting to fill vacancies on the following boards: Board of Adjustment, Helena Open Lands Management Advisory Committee, Lewis & Clark County Heritage Preservation and Tourism Council, and Zoning Commission. Board applications are due on Thursday, June 26th.

4. City Manager's Report

Manager Alles provided an update on the review of the city's MS4 Stormwater Permit. The State of Montana Department of Environmental Quality (DEQ) is still accepting input and recognizes there could be major implications to the city's program. He acknowledged DEQ Director Stone-Manning for her willingness to work with city staff prior to issuing a draft permit.

5. Department Discussions
Administrative Services

Rates & Assessments – Manager Alles gave a Powerpoint presentation on the impact different increase percentages would have on the six (6) different funds associated with rates. He indicated he may recommend a 3% increase across those funds to move forward with the goals contained in the Comprehensive Capital Improvement Program (CCIP) and gave a brief overview of the projects and improvements that could be completed.

Discussion was held on funding construction projects within the street ordinance and the proposed non-motorized transportation district, which would be separate funding mechanisms from the current Street Maintenance District. The proposal to use a street improvement component of the street ordinance could not be included in this August's rates hearing due to timing with this year's tax assessments.

Commissioner Ellison asked if the Commercial Solid Waste enterprise is well funded or if an overall adjustment is needed. Assistant Director Hauck stated the fund is stable in terms of cash flow. However, a thorough discussion of the appropriate rate for the service needs to be held once Blue Ridge Services completes the solid waste study. Commissioner Elsaesser asked how the reduction in the Commercial Solid Waste had been achieved. A reduced tipping fee for waste collected by City Commercial Solid Waste and the creation of the Landfill Monitoring District allowed for the reduction in cost to and rates charged by the utility. Clarification was given that cardboard collection provided to City Commercial Solid Waste customers is entirely funded by the City's Commercial Solid Waste Utility.

There was Commission consensus to advertise the resolutions of intention for rates and assessments for increases of up to 3% and to increase the impermeable portion of the Open Lands Assessment. Manager Alles concurred staff would write the resolutions of intention as agreed upon by the Commission; final rate adoption will be scheduled for August.

Community Development

Pioneer Aerostructures Tax Abatement – Manager Alles explained Commissioner Haladay has requested a decision on the abatement be postponed as he will not be present for the June 23rd Commission Meeting. The applicant, Mr. Hoffman, will be out of state for the July 7th Commission Meeting so staff is reviewing the statutory timeframe to ensure the city would be in compliance if the hearing is postponed until July 21st. If the city breaks the deadline the applicant will have the right to request the District Court to rule on the application.

Mayor Smith recommended the Commission open the public hearing at the June 23rd meeting and then table the proposal to the call of the City Manager, who will schedule the completion of the hearing for a meeting date in compliance with the statutory deadline.

Fire Department

Fire Code Implementation Delay Update – Manager Alles asked Fire Chief Logan to discuss Appendix D of the Fire Code. Fire Chief Logan reported the State of Montana (State) adopted the 2012 Edition of the International Fire Code in 2013. Historically, the City of Helena has followed suit in adoption to maintain consistency with the State and other Montana communities.

In January 2014, Fire Marshal Trapp began his review of this code. In this review, his goal was to determine what impacts the adoption of this edition might have on the Helena community if the City of Helena were to adopt it. Traditionally, the City of Helena has adopted the code in its entirety and certain appendices. In the City's last adoption, the appendices which were incorporated without amendment into the Helena City Code were;

- B, Fire Flow Requirements
- C, Fire Hydrant Locations and Distribution
- E, Hazard Categories
- F, Hazard Ranking
- I, Fire Protection Systems-Non-Compliant Conditions
- J, Emergency Responder Radio Coverage

When the Fire Marshal completed his review, his recommendations were to adopt the main body of the code in its entirety along with appendices B, C, D, F and I. He determined that Appendix E was more appropriately to be used as reference and not intended for adoption. Appendix J in the 2009 IFC dealt with radio coverage issues that were incorporated into the main body of the 2012 IFC. Appendix J in the 2012 IFC dealt with signage. Signage issues, in his opinion, were adequately addressed in the code and that the City did not need to adopt the signage conventions established in this new appendix.

He also recommended the adoption of Appendix D, Fire Apparatus Access Codes, which had not been previously adopted by our municipality. Much of this appendix deals with road configurations and acceptable turnarounds. In his initial review, it made sense for the City to adopt the appendix because much of it was reflected in existing development standards recognized by the City of Helena. However, upon review by City Attorney Hindoien's office, it was determined that key elements of the appendix might conflict with existing engineering standards, specifically D103.1 (Access Road Width with a Hydrant) and Section D105 (Aerial Fire Apparatus Access Roads.) As staff discussed these issues, it was thought best that the City Commission amend this appendix out of the final passage of the ordinance being considered for adoption on June 23, 2014. Fire Chief Logan recommended discussion of the adoption of Appendix D be discussed prior to the next Fire Code adoption in three (3) years.

5. Committee Discussions –

- a) Audit Committee, City-County Board of Health, Civic Center Board, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns
– no report given.
- b) Audit Committee, Board of Adjustment, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee
– no report given.
- c) Intergovernmental Transit Committee, Non-motorized Travel Advisory Board, Transportation Coordinating Committee – Commissioner Matt Elsaesser
- d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Parks Board, Montana Business Assistance Connection
– no report given.
- e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee
– no report given.
- f) Helena Citizens Council – Mayor Smith referred to the recent recommendation given by the HCC regarding parking on the 300 & 400 blocks of Last Chance Gulch. Since submitting their recommendation to the Commission, discussion has been held regarding the scope and authority of the HCC. Written correspondence regarding this issue from City Attorney Hindoien, City Manager Alles, City Commission members and HCC Chair Fausser was included in the packet as part of the official record.

Thorough discussion was held on the HCC's charge, scope and authority. Commissioner Haque-Hausrath stated she felt the Council was acting within its authority, and the Commission had always interpreted that authority broadly. Commissioner Ellison noted the HCC is annually funded through the city's budget. HCC Chair Fausser invited City Manager Alles and City Attorney Hindoien to attend the June 25th Citizen's Council Meeting to discuss these issues further.

Commissioner Elsaesser distributed a list of proposed amendments to final adoption of the city's budget and indicated he would be bringing them forward during the hearing on June 23, 2014. Commissioner Elsaesser reviewed each amendment and gave the rationale behind them. He noted he would work with city staff to write them in the appropriate format and welcomed any questions from the Commission.

6. Public Comment – Elizabeth Andrews, Helena Intergovernmental Transit Advisory Committee (HTAC); spoke to the proposal to dissolve HTAC and asked for the process moving forward. Manager Alles stated staff is working on the issue and will notify HTAC of the timeline. He anticipated the resolution dissolving the Committee would be ready towards the end of the summer.

7. Commission discussion and direction to City Manager – None was received.

8. Adjourn – Meeting adjourned at 5:38 p.m.