

SUMMARY OF ADMINISTRATIVE MEETING
January 22, 2014 – 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, Haladay and Haque-Hausrath 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; City Engineer Ryan Leland; Engineer David Knoepke; Community Development Director Sharon Haugen; City Attorney Jeff Hindoen; Solid Waste Superintendent Peter Anderson; Parking Director Dave Hewitt; Parks & Recreation Director Amy Teegarden; Community Facilities Director Gery Carpenter; Administrative Services Director Tim Magee and City Clerk Debbie Havens.

Others in attendance included Matthew Cramer, John Hilton, Eric Griffin, Katie Gallagher, Eric Bryson, Sherrel Rhys, Thad Atkins and Dave Duffy.

2. January 8, 2014 Administrative Meeting Summary – The January 8, 2014 Administrative Meeting summary was approved.

3. Commission comments, questions – Commissioner Elsaesser reported he attended the most recent MBAC meeting and has submitted several questions regarding the proposal for the Caird property. MBAC has committed to do vet the series of options on the clean-up of the property.

4. City Manager's Report - City Manager Alles reported on the following items:

1. The city of Helena is fortunate to continue to do a good job in plowing streets. The city of Billings no longer plows residential streets.
2. There are plans for the U.S. Under-Secretary with the Department of Agriculture, Governor Bullock, Forest Service Supervisor and city staff to tour the Upper Tenmile. This is good news as the city's project is getting both state and federal attention. Staff is prepared to give a short presentation and be available to answer questions. It is important to have a coordinated effort between federal, state and local agencies.
3. The U.S. Fish Wildlife & Parks is completing a report on the bear wildlife in the Tenmile area and once that report is received, the Forest Service Supervisor can make the decision to proceed on the project.

5. Department Discussions

Parking Department

Residential Parking Resolution – City Manager Alles referred the commission to the draft resolution that would rescind all existing residential parking districts and combine them all into one district.

The resolution will be on the February 10, 2014 city commission meeting agenda. Parking Director Hewitt reported at their January 14, 2014 the parking commission voted to support the residential fee of \$20.00 per vehicle and the \$5.00 fee for the guest passes. City Manager noted some of the parking commission members wanted higher fees; however, concurred to go with the recommendation. In addition, City Attorney Hindoen is working on language for a sunset clause to be included in the resolution. The sunset clause would be used if there were less than 50% of the effective property owners in a residential parking district that get their permits. Staff is still working on the legalities of this language.

Commissioner Elsaesser asked what is the current process for a residential district in an R-4 district or an overlap in an R-3 District. Manager Alles noted he has four requests for residential parking districts that he has not addressed until the commission considers the resolution. The R-4 District does overlap between residential and commercial and staff will have to address what to do with any residential districts. Commissioner Elsaesser asked if there are any commercial parking districts. City Manager Alles explained there is the one downtown parking district.

Commissioner Haladay asked if the existing residential parking districts have sunset clauses and by the adoption of the resolution, would any current districts go away. Manager Alles explained staff will develop a process to notify the residents who are currently in a district and give them an opportunity to

apply to be included in the new district and there will be language that would allow current districts to sunset.

Public Works

CTEP Project Discussion – City Manager Alles introduced the agenda item and also reported on the NMTAC meeting that he attended last week. The NMTAC members voted last week to withdraw the four previously approved CTEP projects and hold them at abeyance until September 2014. If the right-of-way for the Henderson Bridge is not secured at that time, then the four projects would move forward.

Manager Alles noted in the past the commission has made deliberate decisions to allocate CTEP funding for other projects. He noted if there is commission concurrence, there is the authority to re-allocate the entire amount of CTEP funding for Henderson Bridge.

City Engineer Leland referred the commission to the following information included in the packets:

- Centennial Trail Phasing Maps
- Centennial Trail Phase I costs to include budgeted amount; design engineering; project engineering estimate; base bid plus contingencies; alternate 1 plus contingencies; alternate 2 plus contingencies; alternate 3 plus contingencies; alternate 4 plus contingencies and additional funds required.
- Henderson Bridge Funding – Best Case Scenario
- Henderson Bridge Funding – Worst Case Scenario
- Estimated Bridge Costs
- Design of various pedestrian bridges

Commissioner Haque-Hausrath referred to the costs of the site work having an estimate of \$100,000 to \$300,000 and asked for clarification on why the estimate would have such a cost difference. City Engineer Leland explained the design is not finalized and until that is done, the cost for site work cannot be narrowed down. Commissioner Haque-Hausrath asked if the bridge could be designed before the right-of-way is approved. Engineer Leland stated he would be hesitant to move forward due to the location being a key component of the bridge design.

Commissioner Haladay asked if the county CTEP funds are a sure thing and are they looking at allocating it if the city does not use it for the bridge. County Administrator Bryson stated the county in the original agreement dedicated county CTEP funds of \$350,000 for Centennial Trail. To date, \$300,000 has been spent, leaving a balance of \$50,000. In addition there is approximately another \$64,000 of CTEP funding available. The county commission has committed those funds, if requested by the city, to Centennial Trail. The \$50,000 has been committed; however, the county commission would need to take formal action to dedicate the \$64,000 to Centennial Trail.

Mayor Smith asked if the county conditioned the money being spent on the Henderson Bridge or other phases of Centennial Trail. County Administrator Bryson noted the county has conditioned the funds for Centennial Trail and not specifically the bridge. The county does not want to lose the ability to use the funds on any aspect of Centennial Trail.

Commissioner Haladay asked what the timeframe is for the submittal of the FWP grant and how specific would the language have to be regarding what the grant would be used for. City Engineer Leland noted if the grant is applied for there would need to be a contingency of receiving the right of way. The deadline to submit the grant is March 1, 2014.

Commissioner Elsaesser asked if the city received a FWP grant in the amount of \$25,000 and if so what were the funds used for. Engineer Leland stated the city did receive the grant in the amount of \$25,000 and it has been used toward Phase I of Centennial Trail.

Commissioner Haque-Hausrath asked once the right of way agreement is approved, how long would it take to complete the design and once the design is completed how long for the construction phase. Engineer Leland estimated approximately six weeks for the design; however, that is based on hiring a consultant to do the design and engineer work. Once the design is completed it has to be approved by MDT and they have up to six weeks; the design may also have to be approved by the MRL. To get the project from final approval to a contract is approximately 12 to 15 weeks.

Commissioner Haque-Hausrath asked if there is a way to do a request for information to try and figure out the scope of the project before it goes to MDT; so you don't end up in the position of not having enough money to build the bridge. Engineer Leland explained staff has talked with MDT representatives

and were told that after the September 1 deadline, the CTEP funds would have to be allocated to the submitted project or they would go away.

Commissioner Elsaesser stated at the NMTAC meeting on January 14th the members passed a motion to advise the commission that Henderson Bridge should be included in the current CTEP project allocation and take precedence to alternative projects. Alternative projects should continue to progress in the event the right-of-way for Henderson Bridge is not secured by the September 2014 application deadline. NMTAC Chair Ryan Kettel has submitted a letter to the commission.

Commissioner Elsaesser referred the commission to his memo dated January 16th which addressed Centennial Trail West; funding arrangement of \$468,000+; public relations; route alternatives; and opportunities.

Commissioner Elsaesser submitted a list of potential grants for the city of Helena that included the following:

- People for Bikes
- Land & Water Conservation Fund
- Recreation Trails Program
- Sonoran Institute and the Lincoln Institute of Land Policy

City Manager Alles reported Parks & Recreation Director Teegarden has a grant application ready to submit to FWP for restroom facilities at Mount Helena Park. He noted the city cannot submit two applications for the same grant. If the commission wants to apply for the grant for Centennial Trail, he will notify staff not to move forward with their application for the restrooms.

Commissioner Haque-Hausrath clarified in order to get MDT all the information on the Henderson Bridge, the right of way would need to be approved by May 2014. Engineer Leland stated MDT will not accept the application if the right of way is not approved by September 1, 2014. Commissioner Haque-Hausrath asked why the design would not need to be done prior to the application being submitted. Engineer Leland explained if the design is completed prior to submitting the CTEP application, the costs of the design could not be paid for with CTEP funds.

Mayor Smith asked for public comments.

Eric Griffin, 1316 Highland, spoke on the importance of proceeding with other projects, specifically the restrooms on Mount Helena.

NMTAC member Katie Gallagher reported on the NMTAC recommendation that Henderson Bridge be the priority.

Mayor Smith noted the bridge is important; however, the other projects are also important. He would support staff's recommendation on Phase I and move forward.

Commissioner Elsaesser stated CTEP funding was approved for the bridge and there has not been any progress. The other four CTEP projects are not related to Centennial Trail, street utility maintenance funds could be used to fund them. He asked for commission support in moving forward with the Henderson Bridge.

Mayor Smith spoke on the FWP grant and noted the restrooms on Mount Helena is also important. He is not willing to put the CTEP funding at risk by not having the right of way secured.

Commissioner Elsaesser stated no one is suggesting risking CTEP funds, there would be ample time to put forth the other projects if the right of way is not secured.

Commissioner Ellison stated he too is concerned with the risk of losing the CTEP funds; however, with the deadline of September 1 and right of way is not secured, the other CTEP projects could be funded and completed. Commissioner Ellison stated he would support applying for the FWP grant for the restroom facilities on Mount Helena trailhead. He would like to give staff time to work with the railroads to get the right of way acquired.

City Manager Alles stated staff will push the Henderson Bridge and work with MRL and BNSF to acquire the right of way. Staff will go ahead and bid Phase I, including alternates 1-4; this will give staff a picture of the final costs. Staff will not use the \$315,000 that is not allocated until the commission is approached on rededicating those funds to other projects or applying them to the Henderson Bridge.

Commissioner Elsaesser asked if the city will expend funds to provide the exhibits the railroad has requested. Manager Alles reported staff has submitted the necessary exhibits to the railroad.

Plastics Recycling Options Discussion – City Manager Alles opened the discussion and stated the county commission is requesting any final decision not be made until the study is completed in May or June of 2014. Manager Alles stated the difficulty is not getting the plastics to the transfer station; it is what you do with the commodities once they are taken to the transfer station.

Solid Waste Superintendent gave a PowerPoint presentation on the information.

- Plastic Recycling Options at the Transfer Station
- Roll-off Compactors
- Electric Service at the Transfer Station
- Potential Plastic Compactor(s) location
- Potential Plastic Revenue
 - Pacific Steel & Recycling
 - Four Corners Recycling
 - Western Recycling
 - Rocky Mountain Recycling
- Community Plastic Drive Option
- Plastic Recycling Cost Analysis - Pacific Steel & Recycling
- Plastic Recycling Cost Analysis – Four Corners Recycling
- City of Helena Comprehensive Operational Review
- Commission Decisions
- Implementation time-line

Commissioner Ellison thanked staff for the information and getting it to the commission in time to review it. He then referenced the proposal for electrical service and asked would the costs change if a different location is selected; are the costs fixed or relevant to the location. Superintendent Anderson explained NorthWestern Energy has indicated the costs would change depending on the actual location of the compactor. All three options presented today are a distance from the current recycling area.

Commissioner Ellison asked if staff has looked at other locations for the plastics recycling drop-off. Superintendent Anderson stated the relocation of the plastics recycling is Phase 3 of the Transfer Station expansion; the proposal is for the construction of a building to store equipment and expand the recycling processing.

Commissioner Ellison liked the spreadsheets and asked if it would be efficient to deliver plastics to Belgrade and would the city recover the costs. Superintendent Anderson stated he would be hesitant to say it would be cost efficient; however, the study will address that question during the review of the current operations.

Commissioner Elsaesser thanked staff for the presentation and the information provided to the commission. He also spoke on the location of the compactor and suggested it may make sense to locate it closer to the scale.

Commissioner Elsaesser stated staff's proposal outlines establishing three types of plastic bales for sale to market:

- A mix of clear #1 bottles (soda, water bottles) & clear #1 trays (clamshell fruit trays)
- Clear #2 plastics (milk jugs)
- Color #2 color plastics (detergent bottles)

Commissioner Elsaesser recommended the trays should instead be collected with the color 2 plastics with the following setup:

- Clear #1 bottles (marketable through Pacific, likely 50% of volume and bales)
- Clear #2 plastics (marketable through Pacific, likely 25% of volume and bales)
- Color #2 and clear #1 trays (taken by Pacific as #1 and #2 mixed bale, like 25% of volume and bales).

Commissioner Elsaesser also suggested the additional options for powering the compactors and the layout for traffic flow should be analyzed. Currently, the collection center is fairly long, where many recyclers move their vehicle at least once. He asked if the compactor was located closer to the scale, could a generator be used to provide on demand power at least until the solid waste and recycling efficiency study is complete.

Superintendent Anderson spoke on the location of the compactor and noted the study will address the traffic volume and traffic patterns in and out of the facility.

Commissioner Haladay asked if the study being done will include much of the information presented to the commission today. Superintendent Anderson concurred and noted city staff has compiled a lot of information on the plastics from S.A.V.E.

Commissioner Haladay asked if the study is going to be a comprehensive study into all aspects of the transfer station. Mayor Smith asked for an overview of what the study will include. Public Works Director Camp noted the study will look at all phases of solid waste operations for both the city and county. The consultants will be looking at developing efficiencies, evaluation of routes, days of operation and recycling.

Commissioner Haladay commented with the study in process it makes sense to wait until it is completed and all the information is available before making any major decisions on the solid waste program in its entirety.

Commissioner Elsaesser stated he would like to proceed with both, setting up a permanent plastics recycling and completing the study. If the city moves forward, he believes it will become the collection model for a permanent plastics recycling program. Commissioner Elsaesser stated he would recommend the compactor be relocated to a different location (potential areas were outlined in his memo.)

Commissioner Haladay asked to what extent, do the numbers in the study take into consideration the idea of future curb-side pickup and the commodities being brought to the transfer station. Public Works Director Camp stated curb-side recycling is not included in today's presentation.

Mayor Smith commented his vision for recycling is having residents bring their commodities to the transfer station and unloading them at the various bins. Superintendent Anderson walked the commission through what is being offered at the recycling area which includes waste oil, batteries, textile, cans, tin, magazines, newspaper, phone books, cardboard and glass. Traffic is one way through the area and then exits to leave the transfer station or go to the tipping floor.

Mayor Smith stated he feels comfortable with the location as proposed. Another consideration is that S.A.V.E. wants to stop the plastics drives. He then stated he does not believe recycling will ever pencil out; it will cost money to offer a public good to the citizens. Mayor Smith commented he is also comfortable moving forward as recommended by staff.

Commissioner Ellison stated he too recognizes that recycling will not pay for itself; however, he believes recycling plastics may come close. Some of those costs of the equipment could be amortized over time.

Commissioner Haque-Hausrath concurred the commission should not treat recycling any different than any other service the city provides. She asked could any of the compactors being proposed be used if the commission moved to curb-side. Superintendent Anderson stated yes, if staff were to pick up separated plastics. She then asked how difficult would it be to move the compactor to use for curbside recycling. Superintendent Anderson stated the compactor is very portable; however, a power source is required.

Mayor Smith asked for public comment.

County Administrator Eric Bryson noted the county commission is requesting the city not move forward with plastic recycling until the joint study has been completed. The county wants to look at all operations of solid waste. The county is comfortable the consultant will do an excellent job and recycling will be addressed.

John Hilton, Helena Recycling, concurred with the comments of County Administrator Bryson and asked the commission to hold off on any decisions until the study is completed. He noted as a private business owner, he is concerned with moving forward.

Dave Duffy, Tri-County Solid Waste, stated they too would like to see the study be completed before any decision is made on city recycling. He asked if the environmental impact will be reviewed during the study. County Public Works Director Eric Griffin stated that will be looked at.

Thad Atkins, S.A.V.E. Board, thanked city staff for their work. He encouraged the commission to move forward as he is not sure how much longer S.A.V.E. can continue to hold the events. Citizens are wanting to recycle their plastics. If the city moves forward with developing a program for recycling plastics, it will give the consultant additional information on the impacts.

Mr. Duffy stated if the city decides to move forward, Tri-County he has three compactors the city could use on a trial basis until the study is completed and all the information is available to move forward with a decision. He noted that Tri-County would need to haul the compactors to Pacific as they are configured for different styles of trucks.

Commissioner Haladay commented when S.A.V.E. notified the city they were not going to continue with the plastic events he was frustrated and thought the city had dropped the ball. However, he now sees the city needs to take the time to look at all the options and would support waiting to review the complete study. Commissioner Haladay stated he would support the city moving toward a curb-side recycling program.

Commissioner Haque-Hausrath stated she too would like to see the result of the study prior to moving forward. If possible, she would like to see temporary fix to collect better data on how much plastics are actually being collected. She asked about using the generators from Headwaters Recycling Cooperative's glass pulverizer as outlined in Commission Elsaesser's memo.

Commissioner Ellison stated he would support the city leasing the equipment for three to four months and allow S.A.V.E. to discontinue the plastic drives.

Commissioner Elsaesser stated he believes the city is far from having mandatory recycling across the city. The transfer station serves the entire county and the need to recycle plastics is there. He would support moving forward and looking at all options.

Mayor Smith noted there are three commission members interested in moving forward with recycling plastics.

Manager Alles summarized staff will pursue ramping up plastics collection at the transfer station; pursue all options of leasing equipment from Tri-County Solid Waste; continue to look at options for hauling either to Pacific Steel & Recycling or Four Corners Recycling and pursue the least costly alternative.

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 NMTAC is prepared to submit a recommendation to the Commission making the Henderson Bridge Project their #1 priority.
- 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 – Commissioner Thweatt spoke on the BID Board.
- 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 January 27, 2014 City Commission meeting – No discussion held.

8. Public Comment

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

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