

## SUMMARY OF ADMINISTRATIVE MEETING

April 30, 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; Community Development Director Sharon Haugen; City Attorney Jeff Hindoien; Parks & Recreation Director Amy Teegarden; Public Works Director Randall Camp; City Engineer Ryan Leland; Wastewater Superintendent Don Clark; Water Superintendent Kevin Hart; Solid Waste Superintendent Pete Anderson; HATS Supervisor Steve Larson; Recycling Coordinator Kim Carley; Administrative Services Director Tim Magee; Community Facilities Director Gery Carpenter; Human Resources Director James Fehr; HCC Coordinator Judy Garrity and City Clerk Debbie Havens.

Others in attendance included HCC representatives John Forbes, Elizabeth Andrews, Alicia Bones and Colleen Brady; MILP representatives Bob Maffitt and Les Clark, NMTAC Chair Ryan Kettel.

**2. April 16, 2014 Administrative Meeting Summary** – The April 16, 2014 Administrative Meeting summary was approved as submitted.

**3. Commission comments, questions** – Commissioner Haladay referred the commission to the following language he is proposing to change to the current scope and funding for the Non-Motorized Transportation district draft:

Section 5. **GENERAL CHARACTER:** The general character of the special district is to address limitations of the current property tax based funding system, and provide for improvements, repair and maintenance of non-motorized access and thoroughfares throughout the City, including not limited to:

- a. Implementation of Helena's Complete Streets Resolution 19799;
- b. Safe Routes to Schools;
- c. Priority Crossings;
- d. Expansion and maintenance of bike and pedestrian trail networks;
- e. Construction and maintenance of non-motorized commuter routes and centrally located non-motorized thoroughfares, such as Centennial Trail;
- f. Installation of sidewalks; and

Section 6. **ESTIMATE OF COSTS AND METHOD OF FINANCING:**

\$50,000 for trail maintenance;

\$50,000 for construction of community trails, pedestrian and bike routes, and continued implementation of Helena's Complete Streets Resolution;

\$5,000 for education and community support;

The initial estimated total assessment needed for fiscal year 2015 is \$105,000. The total costs may vary from year to year and may increase.

#### **D. Method and rate of assessment**

(Generally the same, but the flat rate should drop to ~\$4.03 for Vacant, residential, and commercial lots below 6000 sq. ft. and ~\$1.73 for mobile homes

Commissioner Haladay spoke on his recommendations; the total amount in his recommendation is approximately \$5,000 over what was included in the draft resolution of intention.

Mayor Smith stated this could be discussed or put on a future administrative meeting.

Commissioner Haque-Hausrath supported the revised language and concurred to make it clear on what the assessment would be. She would like to see the proposed language in the resolution.

Commissioner Elsaesser concurred and stated the proposed language is clearer and he would support the change.

Commissioner Ellison stated the language is clearer; however, he continues to be concerned if the commission is going to impose this assessment or if the citizens are going to have the opportunity to vote on the creation of the district.

Mayor Smith stated the language is clearer and the assessment would be less than originally drafted. City Manager Alles stated the language can be inserted into the resolution of intention and brought back to an administrative meeting.

Manager Alles then explained the two different methods of presenting this to the citizens. If the commission chooses to use the protest period and not go directly to a vote, the deadline would be missed for 2014, if more than 10% protests are received and it has to go to a vote. The decision point the commission needs to make is what method they want to use; protest period or directly to a referendum. The last two districts created each had over 14% protests; at that time the commission did not have to go to a vote. However, the laws have changed and currently if 10% protests are received, the district would have to be placed on the ballot.

Administrative Services Director Magee gave an overview for placing this district as a referendum on an upcoming ballot.

Commissioner Elsaesser asked if this will be brought back to the administrative meeting on May 14<sup>th</sup>. Manager Alles concurred. If the commission approves a resolution of intention at the May 19<sup>th</sup> meeting; there is time to move this forward through the election process. Mayor Smith suggested at the joint work session on May 1, the county commission be updated on the creation of the non-motorized transportation district.

Commissioner Elsaesser stated the commuter challenge begins on May 1<sup>st</sup> and asked if the city has a team. City Engineer Leland stated he signed up and the city has a team.

Commissioner Haladay noted the Solid Waste Study is on the May 1<sup>st</sup> joint work session agenda and asked if there are any materials the commission can review before the meeting. Manager Alles noted there is no written material available; however, the consultant will be at the joint work session and is prepared to discuss the study.

**Board Appointments:** Mayor Smith stated he will bring forward recommendations to the Civil Service Commission and NMTAC at the next administrative meeting.

4. **City Manager's Report** - City Manager Alles spoke on the following items:
  - a. There will be MDT crews out conducting traffic surveys around the city;
  - b. Snow plows have been put away and the street employees are out with the patch truck fixing potholes and broken-up streets; city crews are currently blading the dirt streets and alleyways.
  - c. The solid waste consultant was at the Scrathgravel Solid Waste meeting today and the county will be conducting a recycling survey. Manager Alles recommended the HCC and the county work in conjunction on the recycling survey.
  - d. Manager Alles stated in regards to health insurance coverage for spouses/dependents, his recommendation will be less of a reduction than originally presented. The bottom line will not impact the preliminary budget. Commissioner Elsaesser asked if the new options were well received from the employees. Manager Alles stated yes and he will email the commission the exact dollar amount and percentages.

#### 5. **Department Discussions**

##### **Public Works**

**HATS/Montana Independent Living Project** – City Manager Alles referred the commission to the copy of the contract for transit-related services between the city of Helena and MILP and offered to answer any questions.

Manager Alles noted there may be an issue with the taxi company getting insurance under this contract due to the costs.

Commissioner Haque-Hausrath stated she is excited with the contract and referenced Section 1.12 of the Scope of Services and asked if this will be broadly interpreted on who can enter into an MOU.

MILP Director Bob Maffitt concurred with the language in 1.12 that the MILP employee will work throughout the Helena area to develop MOU's for transportation between HATS and other interested entities.

Commissioner Ellison referenced Section 1 – Services to be Provided and noted it includes "Lewis and Clark County"; however, he thought the contract was in the city of Helena specifically. Manager Alles stated he did not limit it to the city limits.

Commissioner Ellison asked if MILP has chosen the person for the position and if so, who that is. MILP Director Bob Maffitt stated it will be MILP employee Les Clark.

Commissioner Ellison reference 1.11 and asked how the Mobility Manager would provide staff support as needed to HATS. Manager Alles stated if the mobility coordinator works with staff, it will be through HATS Supervisor Steve Larson.

Commissioner Elsaesser asked with the cab company having an all-wheel vehicle, lift equipped accessible van, can they serve anyone with a disability or only those with vouchers. Manager Alles stated it will be up to MILP to coordinate the program. Mr. Maffitt stated the cab company will have the option to provide ADA service to all riders and not just those with vouchers. He further explained how the cab company plans on integrating ADA ridership into the program.

Mayor Smith stated he has expressed his concerns with the duration of the contract and wanted to reiterate it at this meeting. Manager Alles stated he has signed the contract for the amount of \$41,000, which is below the \$50,000. Mayor Smith expressed concern with MDT's ability to disallow certain costs.

MILP Director Bob Maffitt spoke on the obstacle of getting insurance coverage for the taxi sponsored vehicles due to the costs.

HATS Supervisor Larson stated he is meeting with MILP representatives on Thursday, May 1<sup>st</sup> to move the contract forward.

Commissioner Elsaesser again emphasized how this program will assist those with disabilities during the evening and weekend hours.

### **Administrative Services**

#### **Budget – CCIP Continued Discussion (CTEP)**

City Manager Alles reported MDT has issued a letter stating the lease agreement the city is pursuing with MRL will not be adequate for them to allow CTEP funds to be used for the Henderson Bridge or any right away for the trail. Until the lease agreement is final; MRL would have the right to the property. Manager Alles spoke of Missoula using railroad right of way; however, they did not use CTEP funds to build their trail.

Manager Alles noted staff had no reason to believe that CTEP funds could not be used for Henderson Bridge. He then offered to review the Public Works projects list that included Engineering Projects; CTEP/MAP 21 Projects; Engineering/Gas Tax Projects; Engineering/Streets/Traffic/Signal Projects; Engineering/Stormwater Projects; Engineering/Water Treatment Projects; Engineering/Water Distribution Projects; Engineering/Wastewater Treatment Projects; Engineering/Wastewater Distribution Projects; Solid Waste/Transfer Station/Recycling Projects and Helena Transit Projects.

Commissioner Elsaesser stated he felt good about the discussion on the 440 funds. As of today, he does not have any questions on the 440 funds. Commissioner's Ellison, Haque-Hausrath and Haladay concurred that they have no further questions regarding the 440 funds. It was noted the commission will have the opportunity to discuss a final list of 440 expenditures prior to the adoption of the budget.

CTEP Projects – City Engineer Leland gave an overview of Phase One of the Centennial Trail, it is currently at MDT for their review and comments; once the review is completed it goes to programming and MDT's timeframe for programming is six weeks to complete. Engineer Leland highlighted the following points received from MDT:

- Raised intersection at Mal-Function Junction has been removed and the existing sidewalks will be used; there was concurrence between MDT and city staff
- California Street – recommendation to reconfigure trail to avoid not having right of way adjacent to private property
- The city does not have an easement adjacent to Pro-Build; therefore the existing sidewalks will be used

City Engineer Leland stated at this time, staff believes the project will be advertised for bid by the middle of June and Phase One will be under construction this summer; however, there is still a \$300,000 shortfall between the estimated costs and funding.

Commissioner Haque-Hausrath asked for clarification on the bike lane adjacent to mal-function junction. Engineer Leland explained there will not be a raised intersection; there will be a bike lane that terminates at Cooke Street and bikes will need to maneuver through the intersection.

Commissioner Elsaesser asked instead of a shared use path adjacent to mal-function junction intersection, there would be sidewalks. Engineer Leland explained the original plan had a very short shared use path and that will remain; the raised intersection is what has been taken out. Commissioner Elsaesser as if the shared use path would be concrete or asphalt. Engineer Leland stated it would be concrete.

Commissioner Elsaesser stated the community trail has shifted focus from the west to the east; he is concerned there is a lot of concrete being included and since we are over budget, other materials should be considered. Engineer Leland noted city code requires sidewalks be concrete, there are no cost benefit to install asphalt. Design life of asphalt is 10 to 30 years and sidewalk is 30 to 50 years.

Commissioner Elsaesser commented due to the city code, the city cannot use asphalt. He suggested the city look at design exemptions and look at alternative materials. Commissioner Elsaesser stated he would like to see the specific costs of the project.

Engineer Leland clarified concrete will be used for the two-block section; the shared use paths and the rest of the trail will be asphalt.

Commissioner Haque-Hausrath asked if sidewalks are being installed as part of Centennial Trail. Engineer Leland concurred and noted the sidewalks could be removed from the project, depending on the overall bid.

Commissioner Haque-Hausrath asked for an estimate on how much sidewalk is being installed. Engineer Leland stated approximately 2-blocks on each side of the street. Commissioner Haque-Hausrath asked if consideration was given in doing a shared use path. Engineer Leland noted there are already sidewalks in place and therefore you would need to rip out existing sidewalks to install the shared use path. The only sidewalks that would be replaced would be deteriorating ones.

Commissioner Haque-Hausrath suggested if we are over budget, staff could identify the sidewalks along Centennial Trail as critical areas and the commission could order the sidewalks in and not use CTEP funds. Mayor Smith stated if the commission were to remove sidewalks from the project, other funding would have to be identified. He spoke on the option of ordering in sidewalks.

Commissioner Elsaesser stated he is concerned with this project; what is now being referred to as Phase One was originally Phase Two and he is worried about using these limited funds. Commissioner Elsaesser questioned if Phase One includes the safety aspects for a family trail and stated he is not certain the city should move forward if the costs are so far off and it doesn't provide additional safety.

Commissioner Haque-Hausrath stated it is nice to have the trails separated from the traffic; she concurred families may not use the trail if it is not separated and/or traffic calming is not integrated.

Commissioner Elsaesser asked if it is possible to put more alternatives into the application that would include a bike boulevard and remove parking from one side. Engineer Leland stated the city is not at the application phase, we are at the full design plan and any changes would require the consultant to change the plan and cause change orders and a time delay in the project. Every change order will expend CTEP funds, as that is the only funding source available.

Commissioner Elsaesser asked if Phase One includes bike lanes between Wal-Mart and the former Staples building. Engineer Leland stated the bike lane would end on Gibbons Street; there will be a shared use path on Billings Street up to Lyndale. There is very limited bike lanes included in the design; most will be sidewalks or shared use paths.

Engineer Leland stated during the Public Work's budget meeting, he will bring the design forward for the commission to review. Manager Alles stated the commission needs to discuss the public works projects during the budget discussions. Further discussion was held on how to bring this forward and still meet the deadlines.

Commissioner Haladay stated if this is such a big project, why wouldn't we get the plan firmed up and submit it as a Tiger Grant proposal. Commissioner Haladay stated the city of Missoula received Tiger Grant funding for their trail system and there are compelling reasons why this would be a good project.

Manager Alles stated in terms in Phase One, both the city and county committed CTEP funds and he would be hesitant to pull the funding back. Manager Alles stated the city may consider submitting a Tiger Grant for Phase Two. Engineer Leland stated he would have to look and verify that this project would be eligible for a Tiger Grant. Public Works Director Camp stated Tiger Grants require any project to have an EA done prior to submitting an application and the cost of an EA is approximately \$300,000.

Mayor Smith suggested staff look at the requirements to submit Phase Two as Tiger Grant project. Mayor Smith acknowledged the Henderson Bridge was originally in Phase One; however, for

many reasons it currently is not and he would like to move forward with staff's recommendations and begin construction sooner than later.

Commissioner Elsaesser stated as of today CTEP funding is not available for the Henderson Bridge and he has concerns with the design of Phase One. Commissioner Elsaesser stated when he looked at the most recent CTEP application; it clearly notes there are right of way requirements for several sections. He does not understand how we are at the end of the application process when it looks like we paid the consultant to prepare an exhibit asking the railroad for an easement that would never have qualified for CTEP funding. He would like to have a discussion on how to allocate the CTEP funds in a timely and effective manner.

City Engineer Leland showed an overhead map of Centennial Trail, Phase One. He gave an overview of where bike lanes, shared use paths and sidewalks would be located. He also showed locations where there are issues with encroachments and right-of-ways.

Manager Alles noted some funds have been dedicated to the bridge; however, with the recent decision, those funds could be reallocated to other portions of Centennial Trail. There are also three or four other CTEP projects that could be pulled and those funds could be dedicated to Centennial Trail, Phase One.

Mayor Smith stated he would like to move forward in building a portion of the trail this summer. He then asked for public comment. None was received.

Commissioner Elsaesser stated he would like to have the discussion on the remaining CTEP funds and what could be done on the Westside as there are critical safety issues that need to be addressed. The consultant had a contract with a scope of service and someone is responsible for not knowing we needed permanent right-of-way for the bridge to qualify as a CTEP project. There has been a lot of time wasted and he wants to find a way to effectively spend the remaining the CTEP funds.

Commissioner Ellison stated he does not disagree with Commissioner Elsaesser comments; however, there are several hundred thousand dollars of CTEP funding that could go away. At this time, it doesn't matter who may be a fault; he wants to get the funds dedicated somewhere for Centennial Trail. Commissioner Ellison asked staff to prepare a recommendation for allocating CTEP funds for commission consideration.

Engineer Leland commented staff originally had the Westside of the trail prioritized first; however, with the right-of-way not being secured, staff focused on eastside. He recommended the funding be allocated for the eastside of the trail.

Mayor Smith stated staff has done a good job in the design of the eastside of the trail and he would like to move forward.

Commissioner Haque-Hausrath concurred to allocate the CTEP funds toward Centennial Trail. It is unfortunate that the westside is not the top priority due to the right-if-way issues. Commissioner Haque-Hausrath stated she would prioritize the rest of the trail work other than the sidewalks and leave them to the last. She also commented if there is funding for other projects, she would recommend not looking at the pedestrian crossing at the intersection of Rodney and Helena Avenue.

Commissioner Haladay asked if the CTEP funding for the Henderson Bridge and the other four identified projects was pulled back, could all of the funding be used for the eastside of Centennial Trail. Engineer Leland stated yes and noted the donated right-of-way adjacent to Centennial Park is being used as a match for CTEP funding.

Commissioner Haladay stated he would be comfortable to pulling some of the Henderson Bridge funding and move forward with Phase One of Centennial Trail and assure the design is family friendly.

Commissioner Elsaesser concurred with the prioritization outlined by Commissioner Haque-Hausrath. He stated he would support looking at the trail adjacent to Joslyn Avenue as there are safety issues that need to be addressed.

**Consensus Direction to the Manager:**

City Manager Alles summarized at the May budget work sessions or at the May 14<sup>th</sup> administrative meeting, staff will have available the amount of CTEP funding that was allocated for Henderson Bridge and will present a recommendation on how to use those funds, specifically on the eastside of Centennial Trail.

Manager Alles reported the fire service assessment discussion may need to be postponed until the first meeting in June to allow City Attorney Hindoien to finish his research.

## Gas Tax Projects –

Commissioner Ellison asked if there is only \$500,000 available in gas tax funds. City Manager Alles concurred; unless there is another source identified.

Manager Alles stated the Henderson/Brady Signal, West Main Design/Construction/Utilities and the Transportation Plan are all committed projects. The commission's focus should be on projects 16-24 to be included in the FY15 budget.

Commissioner Elsaesser asked for clarification on the quiet zone under status it states consultant contract signed. Engineer Leland stated there is a contract in place to begin looking at the quiet zone. A master plan is required and that is what the contract is for. Commissioner Elsaesser asked if there is a chance the costs would be less than the \$532,000. Engineer Leland stated there is always the possibility there will be costs savings; however, staff will not know until the design is finished.

Commissioner Ellison asked if the consultant contract covers all five crossings. Engineer Leland stated it is for all five crossings.

Manager Alles stated the commission needs to make recommendations on what projects they want completed with the gas tax revenues.

Commissioner Haladay asked if the city is still waiting on an opinion of a portion of the quiet zone could be paid for with street maintenance funds. City Attorney Hindoien stated there is little or no ability to use street maintenance funds for a quiet zone.

Commissioner Haladay referenced the Front Street Streetscape Improvement project and asked what is included in the \$250,000. Engineer Leland explained this is an estimate on what the costs would be to do the streetscaping, bulb outs, street trees and the possibility of bringing the buried stream above ground. Staff will have to do further research and a consultant would have to be hired. There are other entities that could be included in the scope of work that would include the raised intersection across Neill Avenue.

Commissioner Haladay asked if the Traffic Calming project in the amount of \$25,000 is in addition to what is in the street maintenance fund or has it been removed from street maintenance. Engineer Leland stated traffic calming improvements was deemed ineligible for street maintenance funds.

Manager Alles referred the commission to the Front Street Stormwater Upgrade and noted stormwater funds would be used for this portion of the Front Street project.

Commissioner Haque-Hausrath referred to the 14<sup>th</sup> Street and Front Street Storm Improvements and Front Street Stormwater Upgrade projects and asked if the stormwater funds could be used toward some of the recommendations from Greening America's Capital plan. Engineer Leland explained the entire project's budget is broken out into several funding sources; the total cost of the project is over one-million.

Commissioner Haque-Hausrath asked where the stormwater could be brought above ground comes from. Engineer Leland gave an explanation of where the stormwater originates and the route it takes to get to Front Street. Engineer Leland also explained the potential impacts bringing the stormwater above ground may have.

Commissioner Ellison referenced Helena/Roberts/Gallatin Intersection project and commented it was originally considered by NMTAC. Engineer Leland stated staff originally looked at this as a CTEP project; the scope of work would be to improve pedestrian safety at the intersection. There are a lot of questions on how to design the project and gas tax is the only funding source at this time.

Commissioner Ellison asked City Manager Alles of the gas tax projects listed, what is the top one or two that staff would recommend. City Manager Alles stated he is hesitant make a final recommendation. He recently received notice from Street Superintendent Sautter that there is substantial breakup on the existing streets and staff's recommendation may be to take care of what we have. Manager Alles stated he is not ready to make a final recommendation to the commission.

Commissioner Ellison stated he would recommend deferring a decision on the gas tax projects until the May 14<sup>th</sup> administrative meeting.

Mayor Smith commented Helena Industries has been asking for a long time for the intersection of Helena/Roberts/Gallatin to be improved to accommodate pedestrian safety. Mayor Smith noted Ryan Kettel, NMTAC Chair, is present and the commission did receive NMTAC's recommendations. Mayor invited Mr. Kettle to continue to attend the administrative meetings to discuss the recommendations.

Commissioner Haladay referenced the California Street project (Billings to Boulder) and asked if this would be the construction of a street. Engineer Leland stated yes and would be in conjunction with Centennial Trail. Commissioner Haladay asked if this is in response to the private property cutting off

access to his property. Engineer Leland concurred this project is in response to assure there is access for Centennial Trail.

Administrative Services Director Magee stated there is no deadline on making decisions on the expenditure of the gas tax projects.

Commissioner Elsaesser asked in regards to the Front Street projects, is there time to look at including the Greening America Capital's designs. Engineer Leland stated yes; staff will hire a consultant, get input from the public and look at bringing the stream above ground. At this time, the project has not been designed.

Commissioner Haque-Hausrath stated NMTAC has also recommended the Front Street Streetscape project.

Ryan Kettel, NMTAC Chair, stated the NMTAC recommendations dovetail with public works projects. Mr. Kettel thanked city staff for the spreadsheet which included NMTAC's recommendations. NMTAC members are still looking at the creation of a non-motorized district and would ask the commission to look at moving forward with certain portions of the westside of Centennial Trail.

Manager Alles stated city staff continues to work to improve the intersection adjacent to Helena Industries; the project has been scaled down from the original proposal.

## **6. 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, Montana Business Assistance Connection — No report given.
- c) Intergovernmental Transit Committee, Non-motorized Travel Advisory Board, Transportation Coordinating Committee – No report given
- d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Parks Board, Transportation Coordinating Committee – No report given.
- e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee – Commissioner Haque-Hausrath – No report given.
- f) Helena Citizens Council – HCC Representative Alicia Bones reported the HCC submitted comments to the school board and are preparing to comment on the non-motorized district. At the April meeting they received a report on the county's growth policy and there was interest among the HCC members on the upcoming discussions of the sign ordinance and recycling.

HCC member Colleen Brady reported there is a HCC member with a disability who has asked for assistance in order to attend the meetings; she asked if the wheelchair from the City-County Building could be made available for use by this member. Community Facilities Director Carpenter reported the wheelchair broke and is no longer available.

HCC member John Forbes asked if Centennial Trail will be accessible for all citizens to use. Engineer Leland stated Centennial Trail will be fully ADA compliant.

7. **Review of agenda for May 5, 2014 City Commission meeting** – No discussion held.
8. **Public Comment** – No public comment received.
9. **Commission discussion and direction to City Manager** – No discussion held.
10. **Adjourn** – Meeting adjourned at 6:00 p.m.