

## SUMMARY OF ADMINISTRATIVE MEETING

January 21, 2015– 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; City Attorney Thomas Jodoin; Police Chief Troy McGee; Community Development Director Sharon Haugen; Parks & Recreation Director Amy Teegarden; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; City Engineer Ryan Leland; Solid Waste Superintendent Pete Anderson; Code Enforcement Coordinator Greta Dige; Human Resources Director James Fehr; Community Facilities Director Gery Carpenter; Fire Chief Sean Logan; HCC Coordinator Judy Garrity and City Clerk Debbie Havens.

Others in attendance included: HCC Representative Dick Sloan; Lloyd Sparks, Congressman Zinke's Deputy State Director Jeremy Carpenter, Dave Leverett with Four Corners Recycling, John Hilton with Helena Recycling and IR Reporter Al Knauber.

Mayor Smith introduced Jeremy Carpenter, Deputy State Director for Congressman Ryan Zinke. Mr. Carpenter addressed the commission and gave his professional background and welcomed anyone to contact their office.

**2. January 7, 2015** - The January 7, 2015 administrative meeting summary was approved as submitted.

**3. Commission comments, questions –**

Upcoming appointments – Mayor Smith will make the following board recommendations at the January 26<sup>th</sup> city commission meeting:

Business Improvement District/  
Helena Parking Commission

Appointment of Mark Roylance to the BID/HPC. The first term will begin upon appointment and expire October 31, 2018.

Lewis & Clark City-County Library  
Board

Reappointment of Jesse Franzen as the joint member on the Library Board. The 2<sup>nd</sup> term will begin upon appointment and expire January 1, 2020.

Public Art Committee

Appointment of Bart Campbell and Susan Raucy Steffens to the Public Art Committee. Terms will begin upon appointment and expire December 31, 2017.

Commissioner Elsaesser noted there has been a lot of dialog regarding snow plowing. At the last meeting, staff stated they had not been hearing any complaints and therefore cannot look at any recommended policy changes. He noted if a constituent complains to him, he is not going to direct them to call the Street Department.

Commissioner Elsaesser stated he has heard a lot of positive comments about the possibility of a TIF District for the Sixth Ward area. The creation of a district would assist with the future development in the area and transportation. He would encourage the city to do anything to assist in the success for the creation of the District. He noted the city of Missoula was successful in creating a TIF District within a couple of months.

Commissioner Ellison stated with the upcoming budget discussions, he wants to get recycling on staff's radar to be prepared to discuss how we get the assessment for residential solid waste and a proposed assessment for recycling on a level playing field.

Commissioner Ellison gave the example of a citizen that recycles and does not produce a lot of trash; however, is charged the same assessment as someone who does not recycle. And then the example of someone who does not recycle and would be charged the same assessment as someone who recycles all the time.

The ultimate goal would be for citizens to recycle more; however, not be charged for specific items such as electronics and tires. Commissioner Ellison asked staff to provide ideas on how we might offer opportunities for people to recycle and gave the example of offering one free day per year to bring in e-waste.

**4. City Manager's Report** – City Manager Alles referred the commission to the draft letter to Thomas Walsh, President of Montana Rail Link, Inc. Mr. Walsh called City Manager Alles regarding some of the press coverage on the possibility of the grade separation and the closing of Roberts Street. Manager Alles asked the commission to review the letter and submit any comments to him.

Commissioner Elsaesser stated the letter looks good; specifically the paragraph on the criteria of safety and benefit.

City Manager then spoke on the Quiet Zone and recommended the commission consider going above the minimum standards, which is also addressed in the letter to Mr. Walsh.

Commissioner Elsaesser stated it has been his understanding what would allow for a quiet zone is the improvements in safety. He also recognized the trains would also be allowed to blow the horn if there is a safety issue.

Mayor Smith asked the commission to get any comments submitted to City Manager Alles by noon on Friday, January 23<sup>rd</sup> and the final letter will be sent out no later than Tuesday, January 27<sup>th</sup>.

Manager Alles recognized the response of the emergency services when the small plane hit a house on Tuesday, January 20<sup>th</sup> and on a structure fire today. Police Chief McGee stated this was the first time he had seen a plane hit a house in his 39.5 years with the Police Department. He too commended the firefighters for a great job.

Fire Chief Logan stated both incidents speak to the level of professionalism in the Police and Fire Departments and all emergency responders within the area.

**5. Department Discussions**  
**Community Development**

**Westside Infrastructure Expansion/Rebate Program Discussion** – City Manager Alles referred the commission to a copy of a January 8, 2015 letter that was sent to the property owners in the Westside area inviting them to a meeting on January 21<sup>st</sup> to discuss pre-zoning the area. There currently are two existing county zoning districts on the Westside.

Manager Alles also referred the commission to the Resolution of Intention to establish a cost reimbursement program for water and wastewater infrastructure installed by the City of Helena outside city limits.

Attorney Jodoin commented the city has an existing rebate program for private property owners who install infrastructure to their properties and are eligible for a rebate when other properties hook into the installed infrastructure.

Attorney Jodoin stated this resolution is modeled the same way and would not only be applicable to the Westside properties, it would be for all properties wanting to hook into city services. He then referred to Section Two of the resolution and noted the decision needs to be made on whether the loans to the property owners should include interest or not; and Section Three and suggested the commission should consider adding the following language – “or connect to water at the end of 20 years.”

Attorney Jodoin stated the City of Helena will be borrowing the money from the Montana State Revolving Loan Fund and will be charged interest. He then spoke of the two utilities, both water and sewer, and noted the vast majority of the properties on the Westside have wells that will not fail. However, those properties with septic tanks, those tanks will eventually fail and when that occurs, they will hook into city sewer.

Manager Alles stated a decision needs to be made on when residents would be required to hook into city services and not use well water for potable water. At this time, 40% of the area is undeveloped; when a new home is built, it will be hooked into city services.

The question is does the commission intend to require the residents to put their potable water onto the city system and at what point. Staff is prepared to draft language for commission consideration. This issue of when property owners would be required to connect to city services was discussed at the first community meeting.

Commissioner Haque-Hausrath stated it is reasonable to charge interest to the property owners at the same rate the city is paying for the 20 year loan. The second question of when to require the property owners to hook into city services is difficult and she currently does not have any thoughts.

Commissioner Haque-Hausrath asked if the language in Section 3 is accurate and there is no requirement to connect to city services. Manager Alles stated there is no reason for the city to force

residents to hook into the city sewer system; as their septic tanks fail they will hook into city sewer. The difficult question is when water service would be required. If the commission were to put a sunset clause on when residents would have to hook into water, Section Three would need to be amended.

Commissioner Haque-Hausrath stated she understands public policy reasons to have people connect to water; however, there will be significant opposition to do so.

Commissioner Elsaesser submitted the following comment via email on January 21, 2015: Westside Expansion and Programs: The City has a role to play in effectively planning for and establishing infrastructure in the Westside. However, solving problems in that neighborhood should NOT overtake all other opportunity to include new housing in Helena Urban Growth Boundary (USB)...or the larger area envisioned by the attempt to create water district. The 6:1 sprawl ratio of single-family homes going outside of city limits is costly to emergency services, infrastructure and schools.

Commissioner Elsaesser expressed concern with Section Three and noted it is important to extend services; however, he does not believe too many exceptions should be allowed. He then asked if the square footage assessment is an equitable way to assess everyone, both residential and commercial.

He then referenced a letter he submitted to the commission on September 22, 2014 with the recommendation the commission establish three new zoning designations to include: Residential District 1 – Flex; Residential District 2 – High Density and Business 4 – Green Development.

Commissioner Haque-Hausrath stated she believes Section Three should be revised as she does not think there is any intention from staff or the commission that there would be exemption for any houses currently not built. Manager Alles stated the intention is any new construction would be required to hook into city water and sewer.

Mayor Smith and Commissioner Elsaesser stated that is their intention. Commissioner Elsaesser stated he does not believe all properties will be annexed prior to the infrastructure being installed and that is a concern of when those properties would be required to hook into city services.

City Manager Alles stated staff is prepared to move forward with a resolution of intention for annexation of the area. However, if they are not currently annexed they will be asked to sign an agreement to hook into both water and sewer.

Mayor Smith thanked Commissioner Elsaesser for his email and he will think about the recommendation to establish the three new zoning designations. Mayor Smith stated there is no loss of interest in applying these same policies in any area of town. He hopes the county will finish their growth policy in 2015. Manager Alles stated city staff is also working with an engineer on a preliminary engineering report for the north side of town.

Commissioner Haladay stated the repayment should include interest. He then asked for clarification on if it is 20 years total or if a property owner hooks into city services in year five, would they have 20-years for re-payment or would they have 15-years. Is there some type of sunset on when the property owners would be required to connect to city services. Manager Alles stated it is staff's intention to have a 20-year sunset, which would require those who hook up at a later date, would have a shorter time for repayment. Manager Alles is not concerned with the re-payment system and is confident city staff will be able to track all re-payment accounts. He also addressed when a property is sold, the original assessment is paid off, in most cases.

Manager Alles fully anticipates property owners wanting to hook into city services on the west and north side of the city. Commissioner Haladay asked if the twenty years is a preferable time period. Attorney Jodoin stated the current ordinance for private developers is a 20-year period.

Commissioner Ellison stated interest should be charged to the residents and he will need to think about the 2<sup>nd</sup> question. Mayor Smith concurred and stated he would like to think about it.

Mayor Smith asked if the city would continue to charge a system development fee one-time for hook up. Manager Alles stated the short answer is yes as the city would install the stub in. The property owner would be responsible from the stub in to the house and it would be the most economical thing to do to hook in at the same time the infrastructure is being installed. The system development fee will be charged and could be wrapped into the costs per property owner for repayment purposes. His goal is to make the financing package as easy as possible.

Attorney Jodoin noted city staff has met with the county planning staff and stated it is not entirely clear what the County Zoning Districts #3 and #9 allow and do not allow. Theoretically, more than one single family dwelling unit could be built on one lot. The city's R2 District is more specific and says you can only have one or two units per lot.

Commissioner Haladay asked if a landowner wanted to build more than one dwelling unit on a lot would it be constrained by the available water flow. Attorney Jodoin stated with any new development,

they would be required to hook into city services. Being outside the city, if they could get enough water, they could put more than one dwelling unit on one property. Director Haugen concurred if there is enough water, more than one single family unit could be built on one lot.

Commissioner Haladay stated the loans to the residents should include interest and the city commission should look at a sunset period, where it would require people to be hooked into city services.

Commissioner Haladay stated in the future he would be happy to have the discussions on Commissioner Elsaesser's proposal for creating three new zoning designations. However, now is not the right time. The commission needs to decide if they want to consider Commissioner Elsaesser's proposal and pass it to the Zoning Commission or schedule it for a future administrative meeting.

Manager Alles stated the pre-zoning for the area is already queued up for the Zoning Commission consideration. Commissioner Elsaesser's recommendations could be tied into the discussion, if there is commission concurrence to do so. Director Haugen concurred and noted the Zoning Commission is looking at a broader discussion on zoning and design standards.

A joint meeting between the City Commission and Zoning Commissions will be scheduled for later in the spring to discuss zoning and design standards. Director Haugen stated the Zoning Commission would benefit in having a discussion with the commission to hear their overall thoughts. Commissioner Elsaesser's recommendation on the establishment of three new zoning designations could be part of the discussion.

Commissioner Elsaesser stated he appreciates Commissioner Haladay's comments. He then stated the commission is overdue in reviewing the matrix and setting priorities. He then addressed the lot sizes and noted once they are zoned by the city, there will not be a minimum lot size and a property owner could subdivide further and build a three or four plex on those properties and be allowed to do so by the city commission action. Commissioner Elsaesser stated he believes the commission currently has the authority, if the applicant requests it, to place conditions on the zoning. Commissioner Elsaesser stated his sense is the public coming through this process will not be given the full range of options.

Commissioner Haque-Hausrath stated she would be happy to forward Commissioner Elsaesser's recommendations and the concerns he raised specifically to the Zoning Commission. She also thinks a broader discussion with the Zoning Commission on design standards and other issues related to the sign ordinance would be helpful. Mayor Smith concurred to refer both issues to the Zoning Commission.

Director Haugen stated the Zoning Commission will consider the pre-zone in February and the City Commission will consider a resolution of intention to annex. The project will not be completed until the following year, allowing time for these discussions to occur.

Attorney Jodoin stated what he is hearing is the commission wants the Zoning Commission to consider creating a new residential district that would be applied on the west side and also be used in the future. Most of the Westside area is already zoned R2 and if the property owners wanted to use the new district, a zone change would be required and all property owners would have to be notified. Commissioner Elsaesser stated the term new zoning district is a little unfair; he sees this as a variation of zoning that would allow conditions.

Attorney Jodoin noted any changes to the existing R-2 District would be a zone change and would have to be done prior to applying any pre-zoning to properties that are not currently zoned. Commissioner Elsaesser stated he is looking at the areas that are not currently zoned.

Attorney Jodoin stated if the commission is looking at creating a zoning district that currently does not exist, then it has to be created through the ordinance process. The Zoning Commission would have to consider the proposal first and hold a public hearing. What does staff need to take to the Zoning Commission.

Mayor Smith stated he is interested in a zoning plan for areas where there is currently no zoning. Commissioner Haladay stated he believes Commissioner Elsaesser's concerns is the property outside the city limits do not fall under the city's current zoning but under the county's and could have adverse development effects. Upon annexation and the current CUP process, certain types of developments could be approved. Commissioner Haladay stated he does not know how to send this to the Zoning Commission, but basically ask them to look at the zoning that exists out there and to consider if there is the possibility of an alternative zoning that would better align with the expectations of the property owners on what they understand their neighborhood is going to look like. Commissioner Haladay stated he may not necessarily agree with all of Commissioner Elsaesser's recommendations; however, it is a worthy question to ask. Is R2 District the appropriate zoning for the area or would a new zoning type be better.

Director Haugen stated she does not have an answer. Staff is prepared to hold the meeting scheduled for later tonight and discuss the R2 Zoning District. Even if the Zoning Commission felt

comfortable with pre-zoning the property to R2, there is still time for a zone change prior to final annexation.

Director Haugen stated the meeting tonight will encourage residents to offer what they want their neighborhood to look like. Mayor Smith stated it is going to be very important for the City Commission to be very clear and succinct in what they ask the Zoning Commission to consider. He would recommend a written request outlining what the commission is asking for would be appropriate.

Commissioner Haque-Hausrath concurred with Mayor Smith and stated the re-evaluation of the Conditional Use Permit process should also be part of this discussion.

**Consensus Direction to the Manager – Staff will schedule a joint meeting between the City Commission and the Zoning Commission to discuss Commissioner Elsaesser’s recommendations on zoning. A written summary will be forwarded to the Zoning Commission prior to the meeting in order to be clear in conveying what the City Commission is asking.**

**Public Works** City Manager Alles referred the commission to the RFP in the packet and noted the blue colored print are the changes the commission discussed at the December 17<sup>th</sup> administrative meeting. Manager Alles noted Assistant Public Works Director Hauck has also developed a spreadsheet for the residential curbside recycling bid.

### **REQUEST FOR PROPOSALS (RFP) BY THE CITY OF HELENA FOR RESIDENTIAL CURBSIDE RECYCLING SERVICES**

The City of Helena is requesting qualifications and bids from firms capable of providing curbside recycling services within the corporate boundaries of the City of Helena. Curbside services will involve conducting ~~1- weekly, 2- bi-weekly, or 3- monthly~~ curbside collection of various commodities as detailed below. It is anticipated that this program will be ~~1- mandatory for all residents, 2- an optional service, 3- a subscription based service-~~ available to any City resident upon request. Proposals must be submitted no later than 5:00 p.m. local time on ~~(date to be inserted later) Wednesday, January 21, 2015~~ at the office of the Clerk of City Commission, Room 322, City-County Building, 316 N. Park Avenue, Helena, MT 59623. Proposals are to be submitted in a sealed envelope marked on the outside “Curbside Recycling Services”.

#### Scope of Services:

1. Proposal will need to include the cost per resident to provide ~~weekly, bi-weekly, or~~ and monthly curbside collection for the City of Helena, ~~The attached bid worksheet needs to be completed and submitted with proposal.~~
2. Proposal will need to include the type of container to be ~~used provided~~ (automated roll-out 90-gallon containers or manual unload bins for example), ~~the color (other than black),~~ and the purchase price (cost) of each ~~per~~ container. It is anticipated that the contractor will purchase the containers and the City will reimburse the contractor based on the number of participants in the program. Proposal should show the an example of the type of container and the stamp designations included on the containers (recycling stamp, company name, etc..).
3. Proposal will need to include the number of containers needed per resident based on the proposal (Co-mingled or separated),
4. Proposal will need to include the follow types of commodities that would be collected curbside. The commodities that will be collected curbside will include: Aluminum cans, glass, steel cans, newsprint, magazines, corrugated cardboard, paperboard, white office paper, catalogs, mail, phone books, paper bags, plastics (separated), plastics (1-7), ~~grass, green waste, e-waste, etc.,~~
5. Proposal will need to describe the type of vehicles proposed to be used to service curbside collection (automated side load, rear load, pickup & trailer, etc..)~~(The City of~~

~~Helena will require/prefer the use of either hybrid, battery, CNG (Compressed Natural Gas), bio-diesel, or hydrogen vehicles for this program),~~

6. Proposal will need to provide a plan that explains how and where collected recyclable will be processed. All materials collected will be required to be recycled. Collected material ~~will/will not~~ be allowed to be taken to the Transfer Station. **No material will be landfilled.**
7. Proposal will need to state the days and hours of operation for the curbside recycling program. Preferred schedule would be Monday-Friday, 8 a.m. – 5 p.m. Alley collection will be discouraged.
8. Proposal needs to include a communication, **education** and marketing plan for the curbside recycling program.
9. Proposal will require that the contractor supply the City of Helena a quantified report of each commodity collected and processed on a monthly basis.

It is the City's intention that the ~~1.) contractor will be responsible to bill residents for the curbside service and collect directly from residents, 2.) City will bill only the residents that utilize the curbside collection program and pay contractor, 3. City will bill all residents for the curbside collection program and pay the contractor based on the actual number of customers that utilize the service. utilization of the service, 4. Contractor will provide service in exchange for the value of commodities.~~ It is the City's intention to enter into a contract with **1 year increments not to exceed 7 years**. Proposal will require that the contractor supply a detailed customer list to include participant name and address on a monthly basis.

Ten (10) copies of the proposals and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all the tasks as described in the previous sections.

The proposals shall contain the following:

1. The firm's legal name, address and telephone number;
2. The principal of the firm to be assigned to the project;
3. The experience and qualifications of the individuals assigned to the team;
4. A description of the firm's prior experience (including entity, and name of local official knowledgeable of the firm's performance) with any similar projects.
5. A description of any recent and/or current work for the City of Helena;
6. The proposed work plan and schedule for activities to be performed;
7. A description of the firm's current workload and how it would be coordinated with the services provided as well as the firm's anticipated availability during the term of the contract;
8. Anticipated use of other firms as subcontractors.
9. **A completed bid worksheet (attached).**

The proposals will be evaluated based on the following criteria:

- \* The qualifications of professional personnel to be assigned to the project;
  - \* The capability to meet time and project budget requirements;
  - \* Present and projected workloads;
  - \* Related experience on similar projects;
  - \* Recent and current work for the City of Helena, or a similar entity; and
  - \* Overall quality of the proposal.
- \* **Cost**

The City may personally interview finalists. If interviews are deemed necessary, members of the team designated in the proposal will make the presentations.

Final selection will be based on all previously identified data. When the City has approved the ranking, contract negotiations will commence with the highest-ranked company. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on.

Selected firm will be required to sign a City of Helena template contract and meet all requirements of the contract. The City reserves the right to reject any or all proposals, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City.

All proposals become the property of the selection committee. The selection committee reserves the right to reject any or all proposals and to re-advertise this RFP. The City will not be held accountable for costs associated with preparing proposals in response to the RFP.

Questions for the City of Helena should be directed to Randall Camp, Director of Public Works, City of Helena, 316 North Park, Helena, Montana, 59623.

The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

Assistant Public Works Director Hauck reiterated the blue colored print in the RFP are the changes the commission discussed. He then noted what became apparent to him was the need to develop a bid sheet for the costs for residential curbside recycling. He then reviewed the bid sheet and explained how he developed it.

Commissioner Haque-Hausrath stated the RFP looks good. Commissioner Elsaesser stated bids should be accepted electronically. He noted other variables such as the size of the bins could be worked into the RFP. Assistant Director Hauck noted the RFP was designed to allow the contractor to propose what type of container they would provide. The variable sized containers could be added to the spreadsheet.

Mayor Smith asked the commission if they feel the RFP is getting close to being finalized. Commissioner Ellison stated it is very close with some fine tuning the manager could do based on today's discussion.

Commissioner Elsaesser referred to Item 6 where it states "no material will be landfilled" and suggested it should state "no recyclable material will be landfilled".

Commissioner Haladay stated he would like to hear public comment.

Mayor Smith asked for public comment. HCC Representative Dick Sloan stated the city has done an excellent job putting the RFP together. The HCC would like the opportunity to comment on the RFP and would do so by the end of January.

Assistant Public Works Director Hauck asked when the commission wants the RFP issued and how long to keep it open.

Dave Leverett with Four Corners Recycling stated the RFP focuses on the collection and not the processing portion of the operation. At some point there was discussion the city had property a private contractor could lease in order to lower the costs of processing. He then noted the term of the contract is listed as one-year increments not to exceed 7 years. Mr. Leverett stated the one to seven year contract is not reasonable to bid on versus the capital investment needed.

Mayor Smith stated he was interested in the discussion of the city leasing property near the transfer station and asked if this was not part of the RFP. Assistant Public Works Director Hauck noted the direction staff received was to put together an RFP for curb side recycling; processing was not part of it. Manager Alles stated part of this comes down to comparing apples to apples, if a company bids that already has a facility versus a company that would lease property from the city.

Mr. Leverett stated the city should include the processing in the RFP as there is not a collection center closer than Bozeman. By responding to the RFP, the commodities would have to be transported to Bozeman. The processing end of it is a larger driver than the actual collection.

Solid Waste Superintendent Pete Anderson referred to Item 3 where it states the "proposal will need to include the number of containers needed per resident based on the proposal (co-mingled or separated). At this time, Pacific Steel does accept the separated commodities

John Hilton, Helena Recycling stated Pacific does not accept plastics.

Mayor Smith stated he would anticipate interested parties bidding on the curb-side recycling and rolling in the cost of processing. Staff prepared the RFP for curb-side recycling.

Commissioner Haque-Hausrath referred to Item 6 and suggested it be deleted from the RFP and the commission further discusses what land may be available at the transfer station that could be leased.

Manager Alles stated if the commission wants to discuss the lease of land, then a further discussion needs to happen prior to an RFP being issued.

Mayor Smith stated he believes it is a good RFP; however, he continues to try to persuade the commission not to issue the RFP. He suggested if a homeowner were to sign up with a certified recycling company, then somehow a portion of their solid waste assessment could be pro-rated.

Commissioner Haque-Hausrath stated she has concerns with Mayor Smith's proposal. The intent was to save costs by forming private/public partnership with the city doing the bookkeeping for the program. Commissioner Elsaesser has recommended the extra 1500 pounds of waste allocated to each solid waste permit could be used toward tipping fees, e-waste and recycling.

Commissioner Haladay stated there is no reason to pull back on the RFP; if the bids are too cost prohibitive the commission can reconsider. The commission could always look for other economic rebates; however, there is no reason to abandon issuing the RFP.

Commissioner Elsaesser stated he believes there was commission concurrence to implement items R5 and R6 from the Solid Waste Efficiency Study. The study also identified substantial funds as an operations decision for the city to build their own processing facility. He continues to support including processing as part of the RFP.

Commissioner Elsaesser stated due to his personal relationships with the Recycling companies, he has no intention to have any part on the final selection of the provider. The two components have to be looked at moving forward. There are funds dedicated to recycling in the city budget.

Manager Alles stated if he missed some direction, then he apologizes. He then asked if the idea is the city would build a structure on city property for processing of recyclables by a private provider or would the city take on the sorting and distribution.

Commissioner Elsaesser stated issuing the RFP would not prohibit the city from bidding on it. Until the RFP is issued, it will be unclear what the helpful role would be.

Mayor Smith stated he is struggling with a private company picking it up the commodities and then the city would take over a city owned processing station.

Commissioner Elsaesser asked would the city consider applying for the RFP. Manager Alles stated to his knowledge, it would be a first for the city to have to bid on their own project. Staff could put together a cost, however, it is uncommon for the city to submit a bid.

Commissioner Elsaesser noted that is what happened to the city's current solid waste program; the city staff submitted a proposal to operate the transfer station. He then stated he has read staff's memos and the city does plan on building a baling facility. If that is going to happen, the processing portion has to be part of the consideration. The expense to build the facility would trump years of what the contract for recycling would cost.

Mayor Smith stated there is additional work to be done on the RFP in order to roll in the processing portion.

Commissioner Haque-Hausrath asked if a separate RFP would have to be issued for processing or does Item 6 address it. It may require an additional bid sheet.

Assistant Public Works Director Hauck explained Item 6 was included to put the burden on the contractor to explain how they will process the recyclables. Dave Leverett again noted the initial contract is from one year up to seven years.

Assistant Public Works Director Hauck stated the city of Helena typically does one year contracts, with the ability to extend it. It is staff's intention to have a seven year contract with yearly review. State law prohibits a service contract longer than a seven year period. Attorney Jodoin stated service contracts should not exceed the seven years.

Manager Alles stated an option would be to change the term to five years, with the ability to extend for an additional two years.

Commissioner Ellison stated based on the conversation, there are just a few places in the state that does the processing, he then asked where other cities take their commodities. Solid Waste Superintendent Anderson stated other cities contract with private companies and others bale and ship direct.

Dave Leverett stated Bozeman is the only city that collects their single stream commodities. Billings and Missoula use private companies and at this time no municipality processes their commodities except for cardboard. The City of Bozeman has developed a great program; they put out an RFP for processing and collection separately. Mr. Leverett stated leasing of space is fairly common, as many cards the city brings to the table, will essentially save the city money.

Commissioner Elsaesser asked staff to provide the commission examples of RFP's that are used in the state for processing. He would support moving forward with the curb-side RFP and developing an RFP for processing.

Commissioner Haque-Hausrath she too would like to see examples of RFP's for processing and see if they could be put out as two separate proposals. Staff will track the information down.

Mayor Smith recognized the commission is not getting through the entire agenda and asked Manager Alles and City Clerk Havens to discuss scheduling additional administrative meetings in order to get caught up on some of these agenda items.

Commissioner Ellison concurred and suggested the agenda be one specific item. Commissioner Elsaesser also concurred with the additional meetings and one item agendas.

Due to the un-answered questions, the RFP for curbside recycling services will be on the next administrative meeting agenda.

Commissioner Haque-Hausrath suggested, if needed, staff look for an example of a processing RFP outside the state. If time allows, she would like to address the plastics.

Mayor Smith asked what is being planned at the Transfer Station. Manager Alles stated a lot of what happens will depend on the commission policy discussions. There was some minor improvements that have been completed; however, any large projects have been put on hold waiting for commission direction.

Manager Alles addressed the baling of commodities and noted staff was not proposing baling; however, if the city was going to process the commodities, then a bailer might make sense.

Commissioner Haque-Hausrath stated how plastics are processed may need to be part of the bigger discussion on the RFP.

Manager Alles stated currently staff is sorting the plastics. However, it takes a lot of staff time and it is staff's recommendation to accept plastics 1-7 and not sort it. The recommendation would divert more plastic and save money.

Mayor Smith asked if plastics are included the RFP. Manager Alles stated yes; the commission needs to make a decision on what type of plastics will be accepted.

Assistant Public Works Director Hauck explained even though the city would offer curb side recycling, the county does not and county residents would continue to bring their recyclables to the transfer station. Solid Waste Superintendent Anderson stated the options /recommendations brought forward today are the results on what staff has observed since beginning to collect plastics.

HCC Representative Sloan stated reaching out to other cities outside Montana would benefit staff and the commission. The solid waste efficiency study is an excellent product. The HCC will review and comment on it at their January 28<sup>th</sup> meeting.

John Hilton, Helena Recycling asked if there is any other city land that may be available to lease, if so, it could be included in the RFP for processing. Mayor Smith stated he believes there may be other city property that could be considered.

Commissioner Haque-Hausrath stated she would like to see an example of an RFP for processing to include an option for land that could be leased.

Manager Alles stated staff will try and identify other properties; the one city property being referenced is the same property that the Wastewater Department is looking at and is a possible jail site. The county may also have property for consideration.

Commissioner Elsaesser stated included in his email of January 21<sup>st</sup> was the following: An "Option D" might be to use three compactors to collect type 1 separated, type 2 separated, and a limited 1-7 mix (exceptions including film, styrofoam, motor oil containers.....). Compactors should be designed to allow the public to drop off material while they are running through a custom door for the specific plastic material (or cardboard of the program is changed at a later date).

The following post includes a memo I distributed last year:

<http://www.matthewelsaesser.com/2014/09/plastics-recycling-and-sheltered.html>

Staff proposals last year did not anticipate additional staffing needs at the Transfer Station, but any proposal for compacting plastics is likely to include some staff time (all plastics at once may lead to times when the compactor is backed). Consolidation of the recycling area could allow for one employee to provide more recycling oversight or be part of an RFP as the commission in exploring for recycling processing. A sheltered, consolidated area could include a partnership with an organization such as Helena Industries.

**Consensus Direction to the City Manager – Place the Recycling RFP on the February 4<sup>th</sup>**

**administrative meeting agenda.**

**Scope of Work for both Joslyn Street Path CTEP and Joslyn Street/Country Club Avenue Intersection**

Manager Alles asked the commission to review the Scope of Work for both Joslyn Street Path and Joslyn Street/Country Club Avenue Intersection and submit any comments to him. These two projects are time sensitive due to CTEP funding.

Commissioner Elsaesser noted the comments in the previous administrative meeting minutes should be included. It wasn't clear to him if what was sent out included commission direction. Manager Alles noted the two he is referencing has been amended per commission direction.

Commissioner Haque-Hausrath stated the Joslyn Street/Country Club Avenue Intersection continues to be very expensive. Engineer Leland explained what is in the scope of work is an estimate and until something is designed the costs are unknown.

Mayor Smith stated putting the costs aside, he believes the commission wants the assurance that the intersection will be designed to include complete streets. Engineer Leland noted staff has tried to incorporate exactly what the commission came to concurrence on. He asked the commission to review and submit their comments to the city manager.

Commissioner Elsaesser suggested the commission submit any comments by noon on Friday, January 23<sup>rd</sup>. He would like to hear what NMTAC thinks of the scope of work. Mayor Smith stated the goal is not to lose a construction season. Engineer Leland stated is not the construction season that will be lost but the CTEP funding. There is a process that has to be followed and still meet the deadline of June 1<sup>st</sup>.

Commissioner Elsaesser stated his main concern with the CTEP path is Wilder is an option. Maybe there is enough flexibility that this isn't a problem.

**Front Street Projects** – Due to the meeting adjourning, no discussion held.

**Helena Avenue/Roberts Street (Helena Industries Crossing)** – - Due to the meeting adjourning, no discussion held.

**City Attorney** - Due to the meeting adjourning, no discussion held.

**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, Transportation Coordinating Committee — 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, Montana Business Assistance Connection – No report given.
  - e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee – No report given.
7. Helena Citizens Council – No report given.
  8. **Review of agenda for January 26, 2015 City Commission meeting** – No discussion held.
  9. **Public Comment** – No public comment received.
  10. **Commission discussion and direction to the City Manager** – No discussion held.
  11. **Adjourn** – Meeting adjourned at 6:10 p.m.