

SUMMARY OF ADMINISTRATIVE MEETING
May 13, 2015 – 4:00 p.m.
Room 326, City-County Building

1. Call to order, introductions, opening comments – Mayor Pro Tem Elsaesser called the meeting to order. Commissioners Ellison, Haque-Hausrath and Haladay were present. Mayor Smith was excused. Staff present was: Acting City Manager Thomas Jodoin; Executive Assistant Sarah Elkins; Public Works Director Randall Camp; City Engineer Ryan Leland; Police Chief Troy McGee; Fire Chief Sean Logan; Community Facilities Director Gery Carpenter; Community Development Director Sharon Haugen; ADA Coordinator Elroy Golemon; Parks & Recreation Director Amy Teegarden; Assistant City Attorney Irena O'Connor; HCC Coordinator Judy Garrity and City Clerk Debbie Havens.

Others in attendance included: HCC Representative Dick Sloan, Debora Swingley, MLIP Representative Bob Maffit, Jessica Peterson and I.R. Reporter Al Knauber.

2. April 29, 2015 - The April 29, 2015 administrative meeting summary was approved as submitted.

3. Commission comments, questions –

Upcoming Appointments – Mayor Smith is recommending the following appointments:

Civic Center Board	Appointment of Bo Turnbow to an unexpired term on the Civic Center Board. Term will begin upon appointment and expire March 1, 2017.
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Civil Service Board	Reappointment of Dick Meeker to a second term on the Civil Service Board. Term will begin upon appointment and expire May 1, 2018.
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Tenmile/South Helena Forest Restoration	Appointed of Jeff Chafee as the representative of Montana Wood Products Association, to the Tenmile/South Helena Forest Restoration Committee. Term will begin upon appointment.
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Commission Comments – Commissioner Haque-Hausrath reported she received a call from Julie Dalsoglio, Director of the EPA Montana office and they are very interested in working with the City of Helena on the "Making a Visible Difference in Communities" grant. Specifically, EPA would like to focus attention on the Sixth Ward area.

Commissioner Haque-Hausrath recognized city staff has a meeting set up for May 18th with EPA to discuss this grant. However, EPA Regional Director Deb Thomas will be in Helena to participate in a tour of the area on May 27th and this would be a great opportunity to leverage other projects that may be ongoing.

There is a meeting scheduled for May 27th between 10:30 and 3:00 p.m. to meet with city officials. In addition, EPA may be able to provide facilitators to work on the TIGER Grant application and ultimately get a TIGER Grant.

Commissioner Haladay stated this is a great idea and spoke on how this may assist with the creation of a TIF District. This initiative is more than just visioning. Commissioner Ellison concurred and noted there is an administrative meeting on that day.

Acting City Manager Jodoin noted he will visit with City Manager Alles on having staff attend this meeting.

Mayor Pro Tem Elsaesser concurred with the comments. Commissioner Haque-Hausrath noted this will give city staff and other representatives the opportunity to present all the projects that are in discussion in that general area.

Community Development Director Haugen stated she is scheduled to meet with the EPA staff next week and if there is additional information received, she will forward it to the commission.

Commissioner Haladay referenced the memo dated May 13th from Director Haugen on the revised resolution on the tax abatement. Director Haugen, at the last Joint Work Session, explained the

City and County Commissions discussed the possible tax abatement for the Stone Tree Climbing Center, LLC. This tax abatement request is for tax abatement for the remodeling of the building located at 1222 Bozeman Avenue. There are two provisions in the Montana Codes Annotated that allow a local government to consider tax abatement for the remodel of an existing building. MCA 15-24-1501 allows for tax abatement for a five year period if the increase in taxable value of the improvements is greater than 2.5%. MCA 15-24-1502 allows for ten year abatement if the increase in taxable value is greater than 5%. As discussed in the staff memo at the Joint Work Session, the original resolution contemplated granting tax abatement under the provisions of MCA 15-24-1501 because of the uncertainty that the increase value of the taxable improvements would meet the requirements set out in the 15-24-1502. The City Commission requested as to whether a substitute or alternate resolution could be drafted for consideration to provide the options of granting abatement under MCA 15-24-1501 or MCA 15-24-1502 in the event the increase in taxable valuation exceeded the 5% threshold. Staff has drafted the attached resolution for consideration that includes the possibility of granting the tax abatement under either section of the law, which is ever more applicable.

If the City Commission wishes to consider the revised resolution, the suggested motion would be: Move to approve, table or deny a resolution approving the tax benefits application of Stone Tree Climbing Center, LLC for remodeling of an existing commercial structure located at 1222 Bozeman Avenue, as amended.

The resolution has been drafted with options based on what DOR determines the value. Staff does not know the value at this time; whichever one DOR decides, the commission would adopt that language.

Commissioner Haladay asked if the abatement is granted and if it is at 0% taxable value, will they still pay the taxable value as if there is no change in property value until the improvements are complete. Director Haugen referred the commission to page 2 of the resolution that outlined the tax benefits that would be applicable for both the 2.5% and 5%.

Mayor Pro Tem Elsaesser reported/requested the following:

- He will be asking for an evaluation of alternative stormwater options for the West Main project;
- Priority list for MAP 21 projects;
- He has been invited to a meeting on Bike-Walk Road Safe Assessments on May 19th and encouraged city staff to attend, if available. Engineer Leland noted staff just received an invitation today after they inquired on the meeting and plans to attend.
- The TCC will hold a meeting in June to discuss urban funds and the long range transportation plan.

City Manager's Report

TAC – Response to questions from Commissioner Ellison – Acting City Manager Jodoin referred the commission to staff's responses to Commissioner Ellison's questions concerning the Transportation Advisory Committee (TAC). Staff is available to answer any questions.

Commissioner Ellison thanked staff for the work it took to develop the answers to his questions. He noted he has additional information since his first set of questions and will submit some follow-up questions.

Commissioner Ellison referenced his specific question was if there could be a reasonable perception of conflicts of interest for TAC members, such as a revolving door between city-county transportation grants and TAC membership. Commissioner Ellison recognized this is a difficult question to ask staff to answer. However, he is convinced there are a number of conflicts of interest on how a federal grant has been expended. He asked that a broader discussion be held at a future administrative meeting.

Commissioner Haque-Hausrath commented these questions were fair to request the information; however, this isn't a city commission board and she personally does not want to spend a lot of time on this topic due to the many other priorities. Preparing the answers to the questions took a significant level of staff time.

Acting City Manager Jodoin noted this is a required board in order for the city to receive funding. There is nothing that prohibits the city commission from adopting a more formal board; at this time, the city has no authority on who is appointed. He believes there is a genuine concern with the conflict of interest issue.

Mayor Pro Tem Elsaesser suggested waiting until Commission Ellison submits his follow-up questions and staff's answers, before the commission discusses it again. He stated he attended the CTAC meetings as a commission representative. City staff was put into an awkward role when attending the CTAC meetings. There have been positive outcomes from the committee.

Department Discussions
Community Development

ADA Transition Plan Consultant Presentation – Community Development Director introduced John McGovern, consultant who is working with city staff to complete the City of Helena ADA Access Audit and Transition Plan: Preliminary Status Report.

Mr. McGovern gave a PowerPoint presentation on what he and his team have covered with the city's facilities. He and his team will be back in July to complete the facilities and do most of the parks.

Commissioner Haque-Hausrath stated she really appreciates the presentation; Mr. McGovern and his team are very engaged and passionate about this.

Community Facilities Director Carpenter stated this group tested every door within the City-County Building, including the basement. This will be a very comprehensive report when completed.

Public Works

Capital Transit (HATS) Bus Stop Assessment/RFP/Traffic Study/Grant Possibilities – HATS Supervisor Steve Larson referred the commission to the draft Request for Proposals (RFP) for conducting an ADA Access Audit on the new proposed bus stops, auditing several existing bus stops and a reserve on 15 alternative bus stop locations. The alternative locations are reserve locations pool for use if our primary location is unable to meet ADA standards due to improvement expense or terrain difficulty issues.

Before we issue the ADA Access Audit RFP we must first decide if we are going to ask MDT-Transit for planning funds to assist us in funding the required ADA Access Audits. Alternatively, the city could use city funding to finance the audit. If the city chooses to use city funds, we could use the consultant selected by the city for the ADA Transition plan. Using this consultant would eliminate the MDT requirement for a new RFP process.

If we choose to ask MDT for funding, it would be an 80%/20% match. By requesting MDT funding we will need to wait for MDT to process our request and make a decision before issuing the RFP. While staff has been given favorable indications that this project could be funded by MDT, we have not been given a guarantee. The cost for this project is approximately \$30,000.00.

Regardless of which option above we select, we still need to remember that we are required to conduct a traffic and engineering study according to MCA 61-8-354 (2). While this requirement has been in force for several years, to date no transit service in Montana has been required to conduct the study. Ultimately, if we attempt to move quickly and complete the audit, we do not know what MDT may or may not allow for bus stops based on their yet undefined traffic and engineering study.

Based on all the required steps, staff makes the following recommendations:

1. Request MDT-Transit Funds for Access Audit.
2. Ask MDT to expedite the requirements for the traffic and engineering study.
3. Obtain Commission final preference for the new routes and stops.

Once staff has direction concerning these three actions, we will be prepared to move into the final phase of implementing the new fixed routes.

That phase will include:

1. Reviewing and prioritizing the bus stop improvements as identified by the consultant.
2. Developing a site improvement schedule.
3. Funding the site improvement schedule.
4. Completing the site improvement work.
5. Advertising and marketing the new routes.

Mayor Pro Tem Elsaesser referenced the Rural Transit Assistance Program (RTAP) and asked what is required to amend the RFP to include the RTAP form. Supervisor Larson stated the RTAP form is a 60-page template that he would need to complete for a \$30,000 grant. The form does not fit the city's needs except the federal clauses section; which staff download and is working with MDT to complete the RFP for the bus stop audit.

Mayor Pro Tem Elsaesser asked what the anticipated costs are of the traffic study components of the RFP. Supervisor Larson stated he could not give an estimated cost until staff has identified what is included in the traffic study.

City Engineer Leland estimated the costs of the traffic study would be approximately \$2,000 to \$5,000. He too stated until MDT clarifies what they want included in the study; staff cannot give an estimated cost.

Mayor Pro Tem Elsaesser asked if this traffic study would be similar to the traffic studies required for a new subdivision or a zone change. Engineer Leland stated no, it purely has to do with traffic flow at that particular time of when the bus would be stopping.

Mayor Pro Tem Elsaesser asked if the current stops would have to have a traffic study completed. Engineer Leland stated any on-street stop (current or proposed) will require a traffic study. Mayor Pro Tem Elsaesser asked if the consultant will be made aware that the specific bus stops have yet to be identified. Supervisor Larson stated he believes in order to complete the RFP, staff will need to provide a fairly detailed map of the proposed bus stops.

Transit Route Public Comments for Phase II/III County Grant – New Route Timeline – HATS

Supervisor Larson reported over the past few weeks staff has been aggressive in its attempt to get the message out about the new proposed bus routes. Our goal was to have the citizens of Helena comment about the new routes and bus stops. We have used many venues to broadcast our message. These methods included the Independent Record (IR) newspaper articles, television news reports and IR newspaper advertising. Additionally, email blasts were sent to all city and county employees. The Capital Coalition also relayed the email throughout the community including citizens who work at the State of Montana. All comments received were collected on our new Capital Transit website. A total of 43 responses were submitted during the comment period, April 16th through May 1, 2015. A copy of the comments received is included the packet. The spreadsheet lists the persons commenting along with their email address and comment.

As the commission reviews the comments and considers possible changes suggested by Helena's citizens, staff would like to remind the commission that this draft route schedule and timeline were developed at a charrette conducted by Scott Chapman of Nelson/Nygaard Consulting Associates. Over 50 citizens came together including City Commissioner Elsaesser and County Commissioner Hunthausen to listen, learn and apply their knowledge for developing local transit improvements. An overview of the charrette was also included in the packet.

Key points during the training were:

- Service should be simple
- Routes should operate along a direct path
- Deviations should be minimized
- Should travel along arterials
- Should be symmetrical
- Should serve well-defined markets
- Be well-coordinated
- Be consistent
- Stops should be spaced appropriately

Staff has reached the point where city commission direction is necessary in order for staff to move forward. The items needing commission direction are: ADA Access Audit RFP funding; finalizing the new proposed fixed routes and the bus stop locations; and lastly, the funding for the MDT traffic and engineering study.

The ADA Access Audit RFP with approved map will take approximately 8-10 weeks to complete. This time frame includes selecting the highest most responsible respondent. Concurrently, we will also attempt to ascertain what will be included in the MDT traffic and engineering study.

Staff regrets the time line associated with implementation of these new routes, however, by involving the community, conducting the ADA audits and evaluating the traffic impacts, we will have a superior project when completed.

Mayor Pro Tem Elsaesser stated he attended most of the meetings and commented this is a very detailed packet. He made the following comments/questions:

- He appreciates why there is interest in having a bus stop located in the Great Northern; however, it would seem to conflict with the other goals of having the fixed routes. It is important to find some way to get connectivity to the Great Northern from the north end up to the other stops.
- He would support the proposal to loop back from the north side through the residential areas. This would add an additional area of service.
- Recommended keeping the bus stop at the Base Camp and move the one on Fuller Avenue closer to the core of the downtown area.

Supervisor Larson stated he met with BID to discuss the bus stop locations and when they brought up the bus stop in the Great Northern, he explained this stop was originally used by the downtown trolley. The committee has develop the proposed routes to serve as much of the city as possible; if there is an appetite to serve the Great Northern, possibly the trolley could be used again.

Supervisor Larson handed out a picture of the bus stop in the Great Northern which showed the location in the middle of a very busy street, it is not ADA accessible, is frequently blocked by delivery trucks and there are no safety barriers adjacent to the bus stop. Therefore, he would not recommend using the Great Northern bus stop, unless there are major improvements. He gave examples of the distance from the Great Northern to the recommended bus stops, where there are new sidewalks that are accessible.

Commissioner Haque-Hausrath asked what it would do with timing to loop through the Great Northern. Supervisor Larson stated it would be possible to loop through the Great Northern; however, he would have to adjust the service area to accommodate the stop and keep within the 30-minute timeframe. Again, the current stop in the Great Northern needs major improvements.

Supervisor Larson stated it is important to keep the routes within the 30-minute timeframe, if the route is changed to accommodate the Great Northern, then the route will be adjusted. Discussion was held on the proposed stops in the downtown area and suggestions on improving the locations. The stop at the Base Camp, which is recommended to be removed, received the most comments asking that it remain as a stop. The BID suggested moving the bus stop adjacent to the Women's Mural and take away the City-County Building stop.

Commissioner Ellison asked if the proposed stop at the City-County Building would be moved near the Base Camp. Supervisor Larson stated yes. Commissioner Ellison noted this change makes sense as there are a lot of people who use the bus that go to the library and RMDC.

Commissioner Ellison noted 35% of the comments came from one business area. He noted when the trolley was in use, he rode it and the Great Northern stop is not accessible. There are many other stops in the area that are much more accessible and he believes staff is on the right track

Commissioner Haque-Hausrath stated if she understands correctly, the time involved to go through Great Northern would require reducing the area on the west-side of town. Supervisor Larson noted adding the stop, may require reducing the area on the west-side. Commissioner Haque-Hausrath stated if at all possible, she would support adding the Great Northern stop, if it would not reduce services elsewhere. If not, branding and marketing the other stops near the Great Northern, would be the other option.

City Engineer Leland stated in the Great Northern, the right of way ends at the curb; the parking is on private property. Staff is looking at the transit system with the Front Street project and may include a bus stop close to the Great Northern.

Public Comment – Jessica Peterson, CTAC representative, spoke in support of staff's recommendation.

Deborah Swingley, CTAC Chair, spoke in support of the proposed routes.

Mayor Pro Tem Elsaesser suggested the north side route use the west side of Montana Avenue instead of going through the Target parking lot. He asked if staff could evaluate his recommendation. Supervisor Larson stated he will go out and drive the proposed route.

Mayor Pro Tem Elsaesser stated the commission has tentatively agreed to increase the budget by \$35,000 to facilitate the fixed route. Does the commission want to consider this an option of going through and waiting for the federal grant to fund the RFP, noting it would be delayed. He asked Supervisor Larson if he knows how long the RFP process would take. Supervisor Larson stated he does not know; however, he would work with MDT to move it through the process.

Commissioner Haladay asked staff to find out what MDT is looking for prior to committing the

\$35,000 for the RFP. He then asked if it would be possible to have a bus stop at the Base Camp and at the City-County Building. Supervisor Larson stated he can look at the route and if possible, have both stops. There was commission concurrence to have staff look at having both stops, the downtown area serves a lot of the transit users.

Commissioner Ellison asked what criteria were used to determine where the route would end on the west side of town. Supervisor Larson stated he looked at the farthest location he could go within the 30-minute timeframe and have a suitable place to turn around. Commissioner Ellison noted there may be some flexibility in the route that would allow the implementation of Commissioner Haladay's suggestion.

Commissioner Ellison referenced staff's May 5th memo asking for decisions from the commission. He stated he may be inclined to spend the \$30,000 if the ADA Access Audit could be started and determine where the stops will be located. The commission needs to give staff some direction.

Public Works Director Camp stated he and City Manager Alles discussed this and their recommendation is to pursue the grant funding for the ADA Access Audit RFP, knowing it will take time and in the meantime wait for MDT's decision on the traffic and engineering study. It does not make any sense to do the ADA Access Audit on potential routes.

Consensus Direction to Manager: Mayor Pro Tem Elsaesser summarized it makes sense to pursue the grant funding for the ADA Access Audit; however, it that is going to cause a delay in implementing the fixed routes, the commission needs to be informed and they may choose to use contingency funds. The commission is comfortable with the proposed routes, with the changes discussed today.

Centennial Trail West, Joslyn/Country Club Road Intersection – Acting City Manager Jodoin reported City Manager Alles intends to sign the contract for the Centennial Trail West projects. The commission will need to give authorization for the acquisition of additional right-of way.

City Engineer Leland stated the increase in the contract is \$17,164.56; staff will need approval for the contingency and to shift routes. The trail will go between the mobile home park and on Leslie. The new route has to be submitted to MDT and there is not a lot of time for public comment. The county agreed to a 20-foot easement that will accommodate an asphalt path. There will be pedestrian crossings at Joslyn/Country Club that will include bulb outs and rapid flash beacons.

A tentative agreement has been reached between the property owner and the county. Mayor Pro Tem Elsaesser asked if there are extra CTEP funds, could they be used to extend the trail to the Montana Wildlife Center. Engineer Leland stated the path will be designed to include the Montana Wildlife Center and the trail will be built as far as the funding is available.

Commissioner Ellison asked if staff is asking for consensus direction from the commission for contractual change order. If so, he is comfortable doing so.

Commissioner Haladay asked if the acquisition of right-of-way will be owned solely by county or will the city have partial ownership. Engineer Leland stated the right-of-way will be owned by the county; city staff is working to get the project moving forward. Commissioner Haladay asked in order for the county to acquire the right-of-way, were there any trade-offs made with the property owner. Engineer Leland stated no concessions were made on the city end.

Commissioner Haladay asked if the commission approves this today, can the current design be stopped and redesigned using Leslie. Engineer Leland stated the plans on Leslie are 80% completed and could be submitted to MDT, if needed. However, it will be a very tight schedule. By this Friday, staff will know if the agreement will be approved.

Commissioner Haque-Hausrath thanked staff for their work and she supports the change.

Consensus Direction to Manager: Go forth with the contracts and use Leslie if needed.

Transfer Station Rate Resolution – Solid Waste Superintendent Pete Anderson reported the transfer station rate resolution of intention is on the May 18th city commission meeting agenda. This schedule will allow the maximum amount of time to discuss the proposed resolution before the public hearing scheduled for June 15th. If needed, the public hearing could be extended to June 29th. It is imperative that the new tipping fee be in place before July 1st to allow the resetting of all computerized permit credits to occur on June 30th. This process begins at the close of business on June 30th and requires the coordination of two separate computer software companies (Wasteworks/RamsPro), city

staff, county staff, as well as our town I.T. Services Department and must be completed before the July opening at the Transfer Station.

Historically, the tipping fees have been adjusted yearly to reflect projected changes in tonnage, programs, and costs. However, this will be the first tipping fee rate resolution since FY13. The proposed Transfer Station rate resolution seeks to incorporate recommendations from the Solid Waste Efficiency Study as well as Commission suggestions on how to improve service at the Transfer Station.

Superintendent Anderson highlighted the major components/changes in the proposed resolution below:

1. **Minimum transaction/tipping fee** – This fee has always been included in the rate resolution at the Transfer Station, but past practice has been to only utilize the minimum fee for non-permit holders. Permit holders were only charged the actual weight which averaged .71 per transaction according to the efficiency study. The study recommended a minimum charge of \$7.00 but the proposed resolution is recommending \$6.25 based on the historical calculation of 200 pounds (if the tipping fee is \$62/ton, then 200 pounds would be \$6.20). The amount was rounded up for customer and administrative convenience but could be lowered to \$6.20 if preferred by the Commission.
2. **Tipping Fee** – The total tipping fee charged at the transfer station is made up of two parts (transfer station tipping fee + landfill tipping fee). According to our operating agreements with Lewis & Clark County, the tipping fees are supposed to be exchanged by the entities prior to March 1st of each year. The landfill tipping fee is proposed to remain at \$31.25 and the transfer station tipping fee is proposed to decrease \$8.75 to \$62.00 per ton. This decrease is possible by funding recycling directly from residential and scratch/gravel solid waste assessments as recommended in the efficiency study.

Note – The permit credits of 1.5 tons is covered in the residential rate resolution and not the transfer station rate resolution. However, with the recommended tipping fee of \$62/ton, the permit credit would be \$93.00 per year. This would allow for 14.88 trips per year to the transfer station assuming minimum loads weights. With mandatory weekly city garbage collection, curbside recycling and remote sites available, the need for city residents to visit the transfer station should be minimized. With weekly county garbage collection available, subscription based curbside-recycling and remote sites available; the need for county residents to visit the transfer station should be minimized.

3. **Additional Charges** – Historically, the city has attached additional fees for appliances and tires. Recently, the city has had a fee schedule to deal with e-waste. The proposed resolution removes all fees for these commodities but limits the number of units to residential use levels (i.e. 2 refrigerant units per year, 8 tires per year, 1 T.V., 1 monitor per year). Tracking the number of units is possible with our current software and wouldn't require modification. If a customer with a residential permit came to the transfer station with any of the above items, the permit would be charged the minimum transaction /tipping fee of \$6.25. This change should provide improved customer service because it will avoid many cash transactions at the scales and improve traffic flow through the facility. The elimination of residential fees for recycling items and the implementation of a minimum transaction fee could reduce traffic and idling time at the scale resulting in reduced fuel usage and a reduced carbon footprint.
4. **Additional Charges** – This is a new section that attempts to deal with all commercial generators and residential customers that generate refrigerants, tires, and computers above a normal residential rate. Since commercial customers do not support the recycling diversion programs at the transfer station, the charges for these services should reflect the level of effort and costs associated with operating these programs. Staff did survey other landfills in Montana and verified that our proposed charges are in line with the other landfills in the state.

Commissioner Haque-Hausrath clarified the compost fees are completely separated from the residential solid waste, which is paying for recycling. Superintendent Anderson stated yes and it will be funded through the transfer station fund.

Commissioner Ellison referred to Section A of the resolution of intention with the current minimum transaction/tipping fee of \$7.00 and the proposed of \$6.25 and current tipping fee rate of \$70.75 and the proposed rate of \$62.00. He then asked if the recommendation is to have no fee for E-Waste; however, a residential permit holder would be charged the minimum tipping fee of \$6.25 each time they brought E-

Waste to the transfer station. Superintendent Anderson concurred any E-Waste brought to the transfer station would be charged the minimum tipping fee and would be deducted from the residential permit and each year the residential permit holder would be allowed a certain amount of E-Waste prior to any charges. In addition, there would be no limit on many of the E-Waste items.

Commissioner Ellison commented a residential solid waste customer at transfer station would save approximately \$8.00 per ton on the tipping fee, however, the minimum charge and E-waste charges would increase.

Mayor Pro Tem Elsaesser asked if E-Waste would be accepted more than five hours per month. Superintendent Anderson noted staff is re-evaluating the current program and will bring forward a recommendation. Mayor Pro Tem Elsaesser referred to the E-Waste rates and asked what items would be \$5.00 and why wouldn't the charge be zero. Superintendent Anderson stated the \$5.00 per item charge is for commercial customers or residential customers who have exceeded the limit on certain E-waste.

Mayor Pro Tem Elsaesser suggested the language should include various rates for both residential and commercial E-Waste. If the market shifts, it would impact the rate. Superintendent Anderson stated the transfer station is funded through both the city and scratchgravel residential permits. Commercial solid waste customers do not pay into the recycling budget; therefore, that is the reason for the recommendation to have a charge.

Mayor Pro Tem Elsaesser commented if someone does not have a permit, \$5.00 per item seems high. He then asked what the concern is that is being addressed with the charge. Superintendent Anderson stated the current E-Waste rates go from \$1.00 to \$20.00; with the \$5.00 charge every item would be charged the same rate. Mayor Pro Tem Elsaesser stated appreciates having a minimum convenience charge; however, since the city would actually get paid for some of the E-Waste, he would not support the charge of \$5.00 per item.

Commissioner Haque-Hausrath asked if a person who lives in an apartment building, and would not be eligible for curb-side recycling, could they use the transfer station for recycling and pay the \$6.25 minimum fee. Superintendent Anderson noted there are 155 renter recycling permits within city; of the 155 it averages that they visit three times a year. The city residential fund could implement a \$93.00 credit on the renter recycling permit and each time they visit the transfer station, the \$6.25 would be deducted from their permit. If they did not have a renter permit, they would have to use one of the off-site containers or pay the minimum fee. Commissioner Haque-Hausrath asked how much does a renter recycling permit cost. Superintendent Anderson stated there is not cost.

Commissioner Haque-Hausrath asked if staff's proposal is for the residential solid waste budget to pay for the rental recycling permit. Further discussion was held on the rate structure for the renter recycling permits.

Mayor Pro Tem Elsaesser asked if the renter permits would draw from the primary permit holder. Superintendent Anderson stated no, it would be a separate credit and the residential recycling fund would pay for the proposed credit.

Acting City Manager Jodoin noted the renter recycling permit is separate from the residential solid waste permit. It is two separate permits and the program costs approximately \$15,000 per year. Superintendent Anderson noted the commission could give direction to staff to apply credit to the renter recycling permit. Currently if a person shows their renter permit, they are not charged the minimum fee to drop off their recyclables.

Commissioner Haque-Hausrath stated the proposal makes sense; if it is less than a four-plex the property owner pays the residential solid waste assessment; the \$93.00 dollar credit would be equivalent to the 1.5 tons of solid waste that is allowed.

Commissioner Ellison asked if an amendment to the resolution would be required to include the proposal for the rental recycling permit. Acting City Manager Jodoin stated an amendment could be offered, but not necessary. The language in the resolution of intention states the "City of Helena operates the "Transfer Station" which is used for the disposal of garbage and refuse and the collection of recyclable materials and diverted materials." Deducting from a permit is an internal operational decision.

Commissioner Ellison asked if the commission gives consensus intent, it could be handled internally. Superintendent Anderson concurred and noted in addition, the commission could look at adding language to the residential solid waste resolution.

Commissioner Haladay referred to Section 3 the proposed minimum transaction/tipping fee of

\$6.25 and asked if there would be instances where it would not be charged. Superintendent Anderson stated the minimum fee would be charged for all transactions.

Commissioner Haladay referred to Section B and asked if any permit holder could bring in E-Waste and not be charged; however, they would be charged the minimum fee. In addition, if they brought in items that were over the E-Waste limits, they would be charged the per item charge plus the minimum fee. Superintendent Anderson noted the city of Helena is currently being charged a fee to dispose of any televisions and computer monitors. Staff is trying to get a better deal from the processor, if successful, the rate could drop. All other E-Waste does not have limits. Mayor Pro Tem Elsaesser stated E-Waste is currently only being collected five hours per month.

Commissioner Ellison asked what would happen if he brings in a television and then another one on a different day, would he be turned away or charged the commercial E-Waste rate. Superintendent Anderson stated Commissioner Ellison would pay the over limit fee outlined in the resolution.

Mayor Pro Tem Elsaesser commented he believes the residents are paying for services ; he would like to use the residential solid waste permit as a cash permit value of \$106. The resolution should be simplified and not list out all of the individual charges.

Commissioner Haladay asked if he shows up at the transfer station with the 2nd television, would the charge deducted from his permit or would he have to pay cash. Superintendent Anderson stated as the resolution of intention is written, Commissioner Haladay would have to pay cash.

Commissioner Haque-Hausrath stated she would like to simplify the over limit fees by having them deducted from the residential solid waste permit. If this is not the case, permit holders would lose the cash value of the permit.

Acting City Manager Jodoin asked if this language change would require a change to the residential solid waste fee. Superintendent Anderson stated yes, anything that would be deducted from the residential permit could be addressed in the residential solid waste resolution.

Mayor Pro Tem Elsaesser noted anything the commission decides with the rate resolutions will have to be tied to the budgets. He then stated he does not support a minimum fee, these are the property owners who have paid for the vast majority of this facility. By doing the minimum fee, a resident of Scratchgravel could not even use the transfer station once a month before the value of their permit was used.

Superintendent Anderson stated staff is trying to utilize some of the information from the efficiency study, knowing the recycling will be funded through both residential and scratchgravel funds. One of the problems is there are residents that only use the transfer station 0 to 10 times per year and others who use it over 100 times per year.

Mayor Pro Tem Elsaesser stated he would support a minimum fee for someone that comes to the transfer station more than 25-times per year. He does not want to devalue the entire system by implementing a minimum fee.

Mayor Pro Tem Elsaesser noted another recommendation of the study he thinks should be added is a recycling program with substantial funds coming from the Scratchgravel and city residential solid waste assessments. He believes this should be stated in the resolution and recognize the goals of recycling and diversion. This is where compost and household hazardous waste could be addressed.

Mayor Pro Tem Elsaesser again stated he will resist the minimum fee for this year and see how the cash value permit goes. He also suggested the commission may want to reduce the residential solid waste fee for those residents who choose to sign up for curbside recycling.

Commissioner Ellison stated he agrees with almost everything Mayor Pro Tem Elsaesser suggested; however, he is not comfortable with delaying the minimum charge. He may support some of the other recommended changes.

Commissioner Haladay concurred with Commissioner Ellison's comments. At the meeting on Monday, May 18th, he would like to hear from staff why the \$93.00 is not being built into as a credit on the residential permit.

Mayor Pro Tem Elsaesser stated he will resist the minimum fee.

Consensus Direction to Manager: No specific direction was given. The resolution of intention will be considered at the May 18th city commission meeting.

City Attorney

Infrastructure Reimbursement Resolution/Westside Community Update – Item was not discussed due to time.

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 – HCC Representative Dick Sloan reported Tim Magee will attend the HCC Special meeting on Thursday, May 14th do discuss the city budget process. The HCC is also putting together comments on the transportation plan and will submit them to the city commission. The HCC supports the recommended fix routes and would like to expedite the implementation of the new fixed routes. The HCC also recommends keeping the recycling simple to encourage people to recycle.

8. Review of agenda for May 18, 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.