

SUMMARY OF ADMINISTRATIVE MEETING
January 6, 2016– 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, Farris-Olsen and Noonan were present. Commissioner Haladay was excused. Staff present was: City Manager Alles, Executive Assistant Sarah Elkins; Community Development Director Sharon Haugen; City Attorney Thomas Jodoin; Assistant City Attorney Iryna O'Connor; Police Chief Troy McGee; Interim Fire Chief Kelly Tuck; Public Works Director Randall Camp; Street Superintendent Ben Sautter; Solid Waste Superintendent Pete Anderson; Administrative Services Director Glenn Jorgenson; Community Facilities Director Gery Carpenter; Human Resources Director James Fehr; Code Enforcement Coordinator Greta Dige and City Clerk Debbie Havens.

Others in attendance included: IR Reporter Al Knauber; Lewis & Clark County Administrator Eric Bryson and HCC Representative Dick Sloan

2. December 2, 2015 Meeting Summary – The December 2, 2015 administrative meeting summary was approved as submitted.

3. Commission comments, questions –

Board Appointments – Mayor Smith recommended the following appointments:

City-County Planning Board	Appointment of Terence (Terry) Ray to an unexpired term on the Planning Board. Term will begin upon appointment and expire September 1, 2018.
Lewis & Clark City-County Library	Appointment of Niki Whearty to a first term on the Lewis & Board Clark City-County Library Board. Term will begin upon appointment and expire January 2, 2021.
Public Art Committee	Appointment of Abigail St. Lawrence to a first term on the Public Art Committee. The term will begin upon appointment and expire December 31, 2018.

Mayor Smith reviewed the process used for appointing board members. Normally, if there are concerns with a recommendation, they are discussed at the administrative meeting.

Commissioner Ellison concurred with Mayor Smith's comments and stated he supports the board appointment recommendations that are on the January 11th city commission meeting agenda.

City Commission Board Appointments for 2016-2017 –

MAYOR PRO TEM

Dan Ellison

ADA COMPLIANCE COMMITTEE

Two-year term – expires December 31, 2017

Rob-Farris-Olsen

BOARD OF ADJUSTMENT

Two year term - expires December 31, 2017

Andres Haladay

AUDIT COMMITTEE

Two-year terms - expires December 31, 2017

James E. Smith

Dan Ellison

Rob Farris-Olsen

BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS/HELENA PARKING COMMISSION –

Two-year term – expires December 31, 2107

Ed Noonan

CITY COUNTY ADMINISTRATION BUILDING BOARD OF DIRECTORS

Two-year term - expires December 31, 2017

Andres Haladay

City Manager Ron Alles - standing member

CITY-COUNTY BOARD OF HEALTH

Two-year term – expires December 31, 2017

James E. Smith

CITY-COUNTY PARKS BOARD

Two-year term – expires December 31, 2017

Rob Farris-Olsen

CITY-COUNTY WEED BOARD

No specific term

NO APPOINTMENT AT THIS TIME

CIVIC CENTER BOARD

Two-year term – expires December 31, 2017

Rob Farris-Olsen

HELENA CHAMBER OF COMMERCE LIAISON

Two-year term – expires December 31, 2017

Dan Ellison

INFORMATION TECHNOLOGY COMMITTEE

Two-year term – expires December 31, 2017

Dan Ellison

INFRASTRUCTURE COMMITTEE

No specific term

NO APPOINTMENT AT THIS TIME

LEWIS & CLARK COUNTY MENTAL HEALTH LOCAL ADVISORY COMMITTEE

Two-year term – expires December 31, 2017

James E. Smith

MONTANA BUSINESS ASSISTANCE CONNECTION

Two-year term – expires December 31, 2017

Ed Noonan

City Manager Ron Alles – standing member

MONTANA LEAGUE OF CITIES AND TOWNS

Two-year term – expires December 31, 2017

James E. Smith

NON-MOTORIZED TRAVEL ADVISORY BOARD

Two-year term – Expires December 31, 2017

Andres Haladay

PRE-RELEASE SCREENING COMMITTEE

No specific term

NO APPOINTMENT AT THIS TIME

PUBLIC ART COMMITTEE

Two-year term – expires December 31, 2017

Ed Noonan

TRANSPORTATION COORDINATING COMMITTEE

Two-year terms – expires December 31, 2017

Dan Ellison

Andres Haladay

Commissioner Ellison welcomed Commissioners Noonan and Farris-Olsen and looks forward to working with them. Commissioner Noonan expressed his appreciation for the Swearing-In Ceremony. Commissioner Farris-Olsen echoed Commissioner Noonan's comments and is looking forward today's meeting.

4. City Manager's Report – City Manager Alles reported he is looking at scheduling “Government Day” for January 21st from 10:00 a.m. to 2:00 p.m. at the Wastewater Treatment Conference Room. An email with an agenda and other details will be sent out to the commission.

Manager Alles referred to the recent article in the paper on the deer culling program and gave the history of the program; which has been in existence for the last ten years. Originally there was a significant deer problem within the city limits and with the program, those numbers have decreased significantly.

Police Chief McGee reported there have been 53 deer culled this year; the recommendation is for 130. The program will be shut down at the end of March. Since the beginning of the program, there have been over 800 deer culled and the meat has been donated to Food Share.

Commissioner Noonan asked how the areas are identified where the deer are removed. Chief McGee explained most of the deer are removed from private property, where the resident has volunteered to have a trap placed. However, in some areas there are not enough residents willing to have a trap on their property.

Mayor Smith noted he believes the program has been successful with the Police Department overseeing the program.

**5. Department Discussions:
Administrative Services**

Caird Property Update – City Manager Alles referred the commission to the spreadsheet on the MBAC – Caird Property Sale and reviewed the information.

Manager Alles gave the history of the property and the authorization for MBAC to use RLF funds to finance the purchase of the Caird property. He also gave an overview of how MBAC operates and how they are funded.

Commissioner Ellison asked what the payback terms are for the purchaser. Manager Alles noted it is interest only for a period of time and then the purchaser will begin paying the principle. Manager Alles stated he will send the specific details to the commission.

Consensus Direction to Manager – None needed at this time, update only.

Public Works Director

Joint-City-County Solid Waste Update – Manager Alles gave the background information on how the original agreements were set up 25-years ago. However, at this time, it is the recommendation to conduct a pilot program on the consolidation of the operations of the city and county's solid waste programs.

As of January 1, 2106, Solid Waste Superintendent Pete Anderson is overseeing the daily operations of the county's solid waste program, including Site E. Staff is working on an interlocal agreement that will be brought forward for to the commission.

County Administrator Bryson concurred with City Manager's comments and supports the pilot program.

Solid Waste Superintendent Pete Anderson noted he has worked with the county staff over the last few years. He is currently looking at the mid-year FY2016 budgets and beginning to work on the FY2017 budgets for both entities. He is currently working to implement efficiencies at the landfill.

Commissioner Noonan asked if the county employees would become city employees. Manager Alles stated not at this time; this will be a pilot program and allow time for discussions on how the future operations will be handled.

Manager Alles invited Commissioner Farris-Olsen and Noonan to meet with him to review the operations budget of the solid waste division. Commissioner Ellison encouraged the commissioners to meet with the manager; it is a very complex system to understand.

Street Snow Plowing – Street Superintendent Ben Sautter gave a PowerPoint presentation on the snow removal plan; staffing levels; years of experience; and issues that arise when the streets are plowed. He also handed out the City of Helena's Snow Removal Policy and offered to answer any questions.

Mayor Smith noted snow removal is one of the most common issues discussed with citizens. Commissioner Farris-Olsen noted the plowing has improved over the last few years; however, he has received comments on how Broadway turns into ice. He asked if there are any alternatives rather than sand that would melt the ice. Superintendent Sautter noted the alternative is very expensive; however, staff could look at it. There would be a learning curve for staff on application. He offered to get additional information on the alternative solutions.

Superintendent Sautter asked if the commission members receive a complaint that they refer it directly to him so it can be dealt with in a timely manner. He also offered the commission the opportunity to ride in a snow plow.

Director Camp noted the alternative is chloride based which creates problems with the stormwater when it melts. That is one of the reasons the city doesn't use the treatment.

Commissioner Farris-Olsen asked if there is any treatment that would prevent Broadway turning to ice. Staff will look into the various products and report back to the commission. Staff currently uses the liquid deicing solutions on a limited basis.

Commissioner Ellison gave an example of when he shoveled his sidewalk a couple of times and when he came out there was a berm in front of his mail box and he notified the city manager. He noted that within the hour of the complaint, staff contacted him and explained how the berm had come from an adjacent neighbor. He apologized for his email and recognized and thanked staff for their quick response. Commissioner Ellison then referred to the map of the city and shows the MDT, county and city routes for snow removal.

Commissioner Noonan asked if the city gets cooperation from the citizens to remove their vehicles that are on the snow removal routes. Superintendent Sautter noted until a declaration is made from either the City Manager or Police Chief, they are not required to remove their vehicles. Manager Alles noted there are challenges with declaring a snow emergency; it takes the police officers away from responding to other calls when they are busy issuing citations.

Sidewalk Snow Removal Code Enforcement Update – Code Enforcement Coordinator Dige reported to date there have been 137 complaints received; 64 are complete and finished; 2 were not enforceable; 41 locations were cleared for noncompliance by parks maintenance and contractors – 31 awaiting payment or appeal and 10 appeal requests; and 30 complaints left to inspect.

The most common reason for the appeal is the cost; it was originally set at .25 cents per square foot and has now been decreased to .18 cents per square foot.

Approximately 70% of the complaints have been received from four citizens. She believes the citizens are doing a better job in getting their sidewalks cleared. She then gave an overview what has been billed so far to clear sidewalks. The program is new and there have been a few issues identified; however, overall it is working well.

Manager Alles stated staff has been doing a great job in getting sidewalks shoveled. He noted he has received appeals and at this time, has not met with staff to discuss them. This ordinance is complaint driven; staff is not driving around looking at sidewalks.

Manager Alles explained the reasoning for lowering the cost to remove the snow. Again, he has not processed the appeals and does not see waiving any of the complaints. However, if someone had made an attempt to shovel he will look at waiving the fee at this time. Most of the appeals will be denied.

Commissioner Ellison asked of the 137 complaints, 70% came from four people and if it is in one area of town. Ms. Dige noted two of the four complainants are avid walkers and submit complaints on a regular basis.

Mayor Smith asked if we are using the community service component to assist in shoveling sidewalks. Ms. Dige stated she is using the program; however, residents need to contact her to sign up for assistance.

City Attorney Jodoin noted the commission will be involved at the end of the process as for those who do not pay the bill, staff will bring those forward to be placed on the property tax bills.

Mayor Smith asked the commission if there is consensus to give the manager flexibility with the appeals. Commissioner Ellison stated he believes the manager has some flexibility with the appeals, if the property owners make an effort to clear the sidewalk that should be taken into consideration.

Commissioner Farris-Olsen asked if property owner makes an effort to clear their sidewalk, we are not going to charge them for the entire sidewalk. Attorney Jodoin stated technically the sidewalks are

to be clean and free of ice and snow. However, there has to be a reasonable expectation. If they have made an effort, the city doesn't want to punish them.

Staff has made it clear that all city owned sidewalks will be cleared within 24-hours of the last snow fall. It is staff's interpretation that it will be the last snow fall within the city limits.

Commissioner Noonan appreciates that staff has to be consistent and he supports how the ordinance is being enforced.

Consensus Director to Manager – Use judgment in the enforcement of the ordinance and continue to work with the citizens to get their sidewalks shoveled.

6. **Review of agenda for January 11, 2016** – No discussion held.
7. **HCC Report** - HCC member Dick Sloan stated he supports Public Works Director Camp's comments on the use of other deicing solutions that can create stormwater problems. He appreciates the update on the deer program.
8. **Public Comment** – None received.
9. **Commission discussion and direction to the City Manager** – No discussion held.
10. **Adjourn** – Meeting adjourned at 5:45 p.m.