

SUMMARY OF ADMINISTRATIVE MEETING

March 8, 2017– 4:00 p.m.

Room 326, City-County Building

316 N. Park Avenue, Helena

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Ellison, Farris-Olsen, Haladay and Noonan were present. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Thomas Jodoin; Assistant City Attorney Iryna O'Connor; Police Chief Troy McGee; Fire Chief Mark Emert; Administrative Services Director Glenn Jorgenson; Community Development Director Sharon Haugen; Community Facilities Director Gery Carpenter; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; City Engineer Ryan Leland; Engineer David Knoepke; Parks & Recreation Director Amy Teegarden and City Clerk Debbie Havens.

Others in attendance included: Montana League of Cities and Towns Executive Director Tim Burton.

2. February 22, 2017 Meeting Summary – The February 22, 2017 administrative meeting summary was approved as submitted.

3. Commission comments, questions –

Upcoming Appointment – There are no appointments.

Commissioner Ellison reported he will be out of Helena for ten-days.

Mayor Smith thanked Mayor Pro Tem Ellison for chairing the public hearing on the Central School demolition permit. He also acknowledged Commissioner Haladay's amendments, Commissioner Farris-Olsen for his comments and Commissioner Noonan for making the motion. He believes the city staff did a good job.

4. City Manager's Report – Manager Alles referred the commission to the preference list of bills being tracked by the Montana League of Cities and Towns. MLCT Director Burton handed out the mid-session legislative report and updated the commission on the bills the MLCT has been involved with. He recognized the work of Kelly Lynch and the creation of the Infrastructure Coalition and the work they have accomplished.

Manager Alles reminded the commission of the Capital T Celebration on March 9th at 4:00 p.m. at St. Peter's Hospital.

5. Department Discussions:

Public Works

Engineering Projects Update – City Engineer Leland referred the commission to the list of budgeted projects for FY17 and FY18 and gave an update on the projects:

Budgeted Projects –

- DNRC Pond
- MRTP Metal Building Repair
- Quiet Zone
- 2015 Sewer Main Replacement
- Westside Cannon – Kessler School
- Shared Service – Raleigh Street
- Wastewater Influent Channel
- Ten Mile Instrument Control
- Rimini Road - Raw Water Main
- Annual ADA for Overlay
- Chessman Flume Leaks
- Skelton Lift Station Bypass
- Boulder Avenue Bulb-out /Bryant School Storm Inlet
- Water Main Replacement – Prospect
- West Main

- Henderson Ditch
- Granite Street
- 2017 Chip & Seal
- CAC Lining – Ten Mile Plant
- Front Street – Discussion of removing Neill Avenue crossing so it doesn't hold up Front Street.
- Ten Mile Transmission Main
- Mountain View Meadow Sewer
- Millings Contract
- Asphalt Contract Book
- TA Application
- Sidewalk Replacement Program

Proposed Projects for 2018 Budget as Presented in the 5 year plan

- Clarke Street
- North Benton
- Hamilton Street
- Storm Lining (Lawrence to Front)
- Nature Park/McHugh Storm Improvements
- Harris Street Storm Main – SRF Loan
- Malben Tank Lining
- Winnie #1 Lining
- PRV - Telemetry
- MRP - Dakota/8th/Sanders
- Chessman Control Valves
- TMTP - Chemical Feed System Improvements
- Master Plan - Treatment/Storage
- Custer Line Upsizing (McHugh-Sanders)
- Sewer Pipe Replacement Projects
- Sewer Pipe Lining Projects
- Shared Service Lines / Extensions
- Westside Phase 1

Some policy discussion that will be introduced during the updates will be:

West Main-

- Policy regarding galvanized water service lines – Engineer Leland stated with the project the galvanized lines will be replaced from property line to main; however, a policy decision will need to be made if the property owners will be required to replace the galvanized lines from the curb box to the house.
- Policy regarding unmetered water services – Engineer Leland noted due to the galvanized lines being fragile, there are unmetered water services. A policy decision will need to be made on whether or not those property owners will be notified that they have to replace their lines.
- Policy regarding septic systems in the city – Engineer Leland stated there are three known septic systems in the area. A policy decision will need to be made if the property owner will have to hook into the city sewer system.

FEMA Notification Requirement (for residents) – Engineer Leland noted FEMA requires city staff to notify property owner of increases in 1% annual chance water-surface elevations and/or future flood hazard revisions.

Harris Lawsuit – Manager Alles referred the commission to the letter Attorney Jodoin sent to property owner Craig Harris. Attorney Jodoin noted there the property owner's house on city right of way; which is allowed by an easement. However, the property owner garage on the easement without getting permission and/or permits to build the garage. The city has given notice to remove the garage. The city will agree to the corner of the house; however, is requiring the garage to be moved. City has the authority to remove it now; however, it would be best to have a District Judge sign off on it.

Clark Street -

- Policy for sidewalks, curb and gutter on street reconstructions. Engineer Leland noted a policy decision will need to be made on how to handle replacing the existing sidewalk; will it be a cost share between the city and property owner or totally the property owners responsibility
- Policy regarding brick sidewalks on street reconstruction. Engineer Leland noted a policy decision will need to be made on whether a property owner can keep the brick sidewalks or if they should be removed and replaced with concrete.
- Engineer Leland stated once there is a 10% design available, staff will bring in the property owners to discuss the plan. Staff will work with individual property owners on specific needs, i.e. driveways, trees.

These policy discussions will start with the example projects but will used by staff as policy direction for future projects.

Commissioner Haladay referred to the FY 2018 project list and asked if they are all in the preliminary budget or are they prioritized and not budgeted for FY 2018. Assistant Public Works Director Hauck stated the projects listed under FY 2018 are all in the public works budget requests and can be funded by the rate increases that were approved by the commission last year. The changes in the CCIP discussion was the funding in street maintenance.

Commissioner Haladay recognized the city cannot issue revenue bonds out of street maintenance and asked if the street projects can be funded with other sources. Administrative Services Director Jorgenson stated INTERCAP is loaning money for street projects. There is a cap on the project amount which staff will need contact them with a couple of questions. Manager Alles noted many of the projects will fall below what the cap would be. He believes these projects are viable and can be funded.

Commissioner Haladay asked what would the questions to INTERCAP be, is it a total amount or is it by project with caps. Director Jorgenson stated there may be an aggregate cap; however, he believes the city has the rates set properly that will allow the budgeted projects to proceed. Commissioner Haladay recognized with the rates the commission approved last year, the city should not run into a wall in two years. Manager Alles concurred.

Commissioner Farris-Olsen recognized staff's recommendation to separate the Front Street project and the Neill Avenue crossing; he asked how much extra time will it require to build the Neill Avenue crosswalk. Manager Alles stated due to MDT needing to sign off on the Neill Avenue crosswalk project there will be additional time required; however, the city will keep pushing the project forward. Commissioner Farris-Olsen stated he does not want to lose the Neill Avenue crosswalk project.

Commissioner Haladay referenced the Clark Street projects and asked if the projected costs have the city paying for everything or are the property owners going to be charged a portion of the costs. Engineer Leland stated the projects costs, at this time, has the city paying 100% of the project. Commissioner Haladay asked at what point does city staff go visit with the property owners. Engineer Leland stated he would bring back the policy decisions to the commission in May/June and then would not start the project until the budget is approved.

Mayor Smith asked when will the commission need to make the policy decisions on the West Man project. Engineer Leland stated he will bring those forward in April.

Commissioner Haladay asked if the commission adopts the policy that property owners would pay 50% of the costs for sidewalk replacement on the Clarke Street project, which would drill down the city costs; could the city commission amend their decision if the property owners have heart burn with it. Manager Alles stated the sidewalks could be ordered in and the project could be modified at a later date. He stated his concern is if the city pays 100% of the costs for this project, there is a precedent set for all future street projects. Commissioner Haladay asked if the sidewalks will be done all together to bring down the costs. Engineer Leland stated yes.

Commissioner Haladay asked as we look at specific projects, can we determine if the sidewalk replacement program could fund all the sidewalks. Manager Alles stated yes and noted the pool of money for the sidewalk program could be increased.

Commissioner Ellison stated the Clarke, North Benton and Hamilton Street are all big projects; if the commission increases the sidewalk replacement program in order for the homeowners to use the

program, is it doable. Manager Alles stated yes and noted he may look at different funding sources than the general fund.

Assistant Public Works Director Hauck stated it is critically important for the commission and staff to know what the policy decisions will be before any projects are started.

Commissioner Noonan stated he appreciates the information provided today and thanked staff.

6. Committee discussions

- a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns – No report given.
- b) Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee – Commissioner Ellison reported city/county will transition from GroupWise to Outlook in the next two weeks.
- c) ADA Compliance Committee, Audit Committee, City-County Parks Board, Civic Center Board – Commissioner Farris-Olsen reported the final report on the Civic Center was received and the Civic Center Board is working on a recommendation.
- d) Board of Adjustment, City-County Administration Building (CCAB), Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – No report given.
- e) Business Improvement District/Helena Parking Commission, Montana Business Assistance Connection, Public Art Committee – No report given.
- f) Helena Citizens Council – No report given.

7. Review of agenda for March 13, 2017 – No discussion.

8. Public Comment – No public comment received.

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

10. Adjourn – Meeting adjourned at 5:40 p.m.