

**SUMMARY OF ADMINISTRATIVE MEETING**  
**January 17, 2018– 4:00 p.m.**  
**Room 326, City-County Building**  
**316 N. Park Avenue, Helena**

**1. Call to order, introductions, opening comments** – Mayor Collins called the meeting to order. Commissioners Farris-Olsen, Haladay, Noonan and O’Loughlin were present. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Thomas Jodoin; Deputy City Attorney Iryna O’Connor; Police Chief Troy McGee; Fire Chief Mark Emert; Community Development Director Sharon Haugen; Parks and Recreation Director Amy Teegarden; Code Enforcement Officer Greta Dige; Human Resource Director James Fehr; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; Capital Transit Supervisor Steve Larson; Street Superintendent Ben Sautter; City Engineer Ryan Leland; Engineer David Knoepke; Community Facilities Superintendent Troy Sampson; Administrative Services Director Glenn Jorgenson and City Clerk Debbie Havens.

Others in attendance included: TSI&T representatives Eric Fulton, Matt G. and Kevin Hamm; Alan Nicholson; BID Board member Rex Seeley and BID Director Mickey Zurcher.

**2. January 3, 2018 Summary** – The January 3, 2018 administrative meeting summary was approved as submitted.

**3. Commission comments, questions –**

**Upcoming Appointment** – There are no appointments on the January 22<sup>nd</sup> city commission meeting agenda.

Commissioner Noonan asked BID Board member Rex Seeley to introduce the BID Director Mickey Zurcher. Mr. Seeley introduced Ms. Zurcher and spoke of her background and her enthusiasm to work for the BID.

Commissioner Haladay asked for an update on where the city is regarding the surplus of city property. Manager Alles reported the city is contracting with David Nielsen to do the background work on the city property to be surplus. Mr. Nielsen is to submit a proposal on cleaning up the titles on the property. Manager Alles commented he has not put this on an agenda until the information is ready for commission review.

Director Haugen reported the property on Cruse Avenue and how the right of way was done; some plats were not vacated and the question is how the city can eventually surplus the property. David Nielsen will assist with this process. Manager Alles noted there may be a restriction on how the property can be disposed of; it may have to be offered to the adjacent property owners.

Director Haugen stated she has contacted a couple of organizations who do affordable housing and may be interested in partnering in an affordable housing project. The Downtown Master Plan identified 40 city owned parcels; approximately 50% of those parcels will not be disposed of due to structures being on the property. Staff will put together a comprehensive list for the commission to review.

Commissioner Haladay stated we need to figure out how to proceed; the commission and staff discussed this in June 2017 and again in August 2017 and nothing has progressed. Commissioner Haladay recommended not waiting until everything is ready and schedule a separate meeting for staff to present what the issues are in not disposing of these properties; specifically Cruse Avenue and the identified three properties that were originally discussed. He is trying to understand what the impediments are in moving forward. Director Haugen noted she has tried to hire others to assist in identifying issues; however, has not been successful. Manager Alles asked if there is interest in scheduling a separate meeting to discuss this issue versus putting it on an administrative meeting agenda. Staff will be prepared to present additional information.

Commissioner Haladay would like a separate meeting to discuss the information and how to move forward; he also suggested that others who have expressed interest in the process be invited to the meeting. He asked staff to formulate a plan on the disposal of city property; just a broader picture on how we want to do it and what property. Commissioner Farris-Olsen concurred with Commissioner Haladay’s comments and to schedule a separate meeting.

Commissioner Haladay referenced the email he sent regarding contracting with the BID to clear the ADA curb-cuts in the downtown area. Manager Alles recommended postponing this discussion and include it during the code enforcement agenda item.

Mayor Collins proposed that the city apply for a SAFER Grant for additional firefighters for the Fire Department. Manager Alles stated the deadline to submit is sometime in February. He noted in the past one of the concerns is what do you do when the grant funding ends and the city is obligated to keep the additional staff. This grant cycle is a 75% grant for the first two years and drops to 25% the last year and there is no requirement to retain staffing past the grant period. The question is, how many firefighters would the commission want to apply for and if successful, how much money would it cost the city. Manager Alles stated the average cost of a firefighter is \$82,000 per year; the grant only applies to wages and would not cover the costs of the required equipment. If the city is successful in receiving the grant, staff would then determine how much money it would cost to equip the additional firefighters for FY19.

Fire Chief Emert estimated it would cost the city \$120,000 per year for the first two and then \$360,000 for the last year if you apply for six firefighters. The grant application is due by February 10<sup>th</sup>; followed by a review from the national team. It would be the commission's discretion on how many firefighters to apply for.

Commissioner Haladay noted the fire department had put together a grant application several years ago and asked what the numbers were for additional firefighters. Manager Alles stated he could not remember the number of firefighters that grant applied for. Discussion was held on the costs to maintain the firefighters after the grant funding ends and the impact on the general fund.

Commissioner Haladay stated at the current time, we are at a seven member minimum per shift and so if we scale back to six per shift and add the six new firefighters would that give the ability to go to 8-person minimum per shift. Chief Emert concurred. Manager Alles stated it would be close; he then explained the current staffing level and the amount of overtime that is currently required to cover the minimum staffing.

Commissioner Haladay stated he would support applying for six additional firefighters through the SAFER grant. If the city is successful, the overtime costs would be cut significantly. Manager Alles noted if six new firefighters are brought on it would cost approximately ½ million dollars to fund those positions once the grant runs out.

Commissioner Farris-Olsen noted Chief Emert previously stated different numbers than ½ million dollars. He also noted if the grant application is successful, the \$67,000 budgeted for overtime would not be needed.

Chief Emert stated the \$67,000 is a continuum because we based it off of a seven member minimum. If we do not change the time off allotments and the work hours, there may be a decrease in the overtime budget as there would be more coverage on each shift. Commissioner Farris-Olsen stated he would like to clarify the costs.

Manager Alles stated the total would be ½ million dollars; the grant would pay 75% and the city would pay 25% for the first two years and then the final year the city would pay 75% and the grant would pay 25%. There would be a less of a demand for overtime; there would be rare occasions when it would occur. Commissioner Farris-Olsen noted if we are successful with the grant, it gives the city two years to develop a plan for additional funding.

Chief Emert noted there is an opportunity to renew the grant; however, there is no guarantee.

Commissioner O'Loughlin asked where the number of six firefighters came from. Manager Alles noted staff has discussed the addition of firefighters in increments of three and the recommendation at this time is adding six additional firefighters. Commissioner O'Loughlin asked if there is supplemental language that the city cannot use the grant for current FTE's. Manager Alles stated he will get all the information for the grant submission and report back to the commission.

Commissioner O'Loughlin noted the grant is due February 10<sup>th</sup>, it makes sense to move forward in preparing the grant for six firefighters. Manager Alles concurred and noted he will bring it back at the February 7<sup>th</sup> administrative meeting.

There was commission consensus to begin the process of putting together a grant application for additional six firefighters. Commissioner Noonan suggested looking at three additional firefighters if the question of sustainability comes up. That discussion can happen at the February 7<sup>th</sup> admin meeting.

**4. City Manager's Report** – Manager Alles reported a Request for Proposal to complete an assessment of the IT&S Department is ready to be sent out. He will get a copy of the RFP to the commission.

Commissioner Farris-Olsen thanked staff for getting the mayor and commission comment form up on the city's web site.

**5. Department Discussions**  
**Public Works**

**Micro-Trenching Specifications/Presentation** – Manager Alles stated the Micro-Trenching and the Downtown Wi-Fi agenda items are related. One of the struggles staff has had is the engineering specifications on the micro-trenching. Staff has done some research on micro-trenching and it is their recommendation the specifications for micro-trenching be included the city's engineering standards.

Engineer Leland noted at the request of the commission and the utility, staff came up with recommended standards. The recommendation is based on staff's experience dealing with right-of-ways, utilities and cuts for service lines and what other cities are doing and federal standards. Staff's main focus is not only on maintenance of the street but the integrity of the street.

Engineer Leland gave a presentation on micro-trenching; topics included what is micro-trenching; typical section of the roadway requirements; typical equipment used in micro trenching; micro trenching concerns; micro trenching damage; recent pavement concerns. The city of Bozeman does not allow micro-trenching; San Francisco does not allow Micro-Trenching in the streets and San Diego requires 18-inches.

Engineer Leland stated staff's recommended standard for micro-trenching is to require 18-inches minimum for any street and 12-inches for back of curb and minimum of 2-inches wide cut. In addition, micro-trenching would need to be installed in a straight line and the appropriate back-fill would be required.

Commissioner O'Loughlin asked what the difference between the 18" and 12". Engineer Leland stated the cost is not only installation but on-going maintenance. The 18" in the roadway is when you have to reconstruct a street and the 12" back of curb is it is less likely to be disturbed.

Commissioner O'Loughlin asked if micro-trenching is allowed in any other cities in Montana. Engineer Leland stated staff's research shows most cities do not allow micro-trenching. He noted the technology is fairly new and a lot of municipality's standards do not include it. Engineer Knoepke concurred there are not a lot of municipalities that have standards for micro-trenching; San Francisco just addressed the micro-trenching standards.

Eric Fulton stated he appreciates the research staff has done; the standard between 12" and 18" there would be a significant cost difference for installation due to the type of equipment used. At this time, there are two types of machines being used for the installation of micro-trenching. What is being proposed by staff is more "mini trenching" versus "micro-trenching". He also noted concrete is used as backfill and it is specified as non shrink. Mr. Fulton stated their company could do mini and/or micro trenching.

Commissioner Farris-Olsen commented the concern is trenching going through asphalt; the idea is to replace it when re-construction of roads are done and realistically how often are the streets in Helena completely reconstructed. Additional discussion was held on the impact of cutting the asphalt and the potential impact of the current utilities.

Commissioner Farris-Olsen asked could the company indemnify the city. Engineer Leland stated the standards would apply to all utility companies, not just TSI&T. Attorney Jodoin stated this is something he would prefer not to get back into with TSI&T regarding public utilities and use of rights of ways, he believes it causes concerns with the Franchise Agreement.

Manager Alles stated the question is can the city transfer liability of digging up someone else's utility. Staff's concerns are centered around the standards are important and how would the city apply the standards to all utilities.

Director Camp stated staff's first responsibility is to protect the city streets; every time the street is cut it compromises the street.

Commissioner O'Loughlin asked for a list of cities who have a standard less than 18" and what climate are they in. Mr. Fulton stated he has a list he will provide to the commission. He also stated they are willing to work with standards being proposed; he believes the city could go a little further.

Commissioner O'Loughlin noted she is sensitive to staff's concerns of shifting the burden and what the long term implications are of the roads.

Manager Alles noted all utilities can use the city's right of way by right; we need to be sure the city is not accepting responsibility to fix an issue created by someone else.

Commissioner Farris-Olsen asked how much would it cost a homeowner to replace the fiber. Mr. Fulton noted it would be a very minimum cost if the trench is open.

**Consensus Direction to Manager - Continue to work with companies to make it economically feasible to bring fiber to the city.**

**Downtown Wi-Fi** - Manager Alles referenced the proposal to receive free Wi-Fi for downtown. He has worked with the representatives of TSI&T to identify the "hotspots" locations. The city would pay for the installation of the hotspots and staff will continue to work with TSI&T. Mr. Fulton noted the businesses are willing to work with them to provide free Wi-Fi.

The question was asked if the free Wi-Fi would compete with what businesses are currently using. Mr. Fulton stated the free Wi-Fi does not impact what is already there for businesses.

Commissioner Farris-Olsen noted the commission received two negative comments from two businesses regarding the free Wi-Fi proposal.

**Consensus Direction to Manager – Continue to work with TSI&T to develop a proposal and recommendation on both the Micro-Trenching and free Wi-Fi and report back to the commission by the end of April 2018.**

**Capital Transit Budget Update** – Manager Alles introduced the agenda item and asked Transit Supervisor Larson to give the staff presentation. Supervisor Larson reviewed the following information:

Listed below are the current assumptions staff has used for revenues, personnel, operating, and capital budgets in the Capital Transit, East Valley and Head Start budgets. The grant budgets are due to the Montana Department of Transportation (MDT) on March 1, 2018. The City Commission will hold a public hearing February 26, 2018. The budget approved by the City Commission on February 26<sup>th</sup> will be for grant submittal purposes only and serves to notify MDT that it is our intention to continue to provide a transit service. The Commission will be able to adjust this budget as needed throughout the normal City budget process.

**FUND 580- HATS CASH FLOW:**

- The FY19 projected budget shows that revenues will exceed expenditures by \$10,110 and capital reserves will end the fiscal year at \$240,904. Operationally, the budget is near balanced if all revenue sources are realized.
- 100% of the 5311 operating grant and the TransAde grant award are projected to be spent.

**FUND 580 - HATS REVENUES:**

- We have been informed that Federal 5311 operating grant will be \$778,462 for FY 2019. The 5311 grant last year was \$674,594. This is an increase of \$103,868.
- The 5311 grant is assumed to be split between HATS (90%) and East Valley (10%) similar to last year's allocation split.
- The FY19 TransAde grant is \$63,779. This is an increase of \$12,599 over the last fiscal year.
- The FY19 General Fund contribution is shown at the FY18 level of \$337,500.
- The FY19 County contribution is shown to continue at \$37,500. FY16 was the first year the county contributed to help meet the goals of the Transit Development Plan and the implementation of the new fixed routes.
- Transit fares are assumed to be \$50,000 for FY19 and advertising revenues are projected to remain fairly constant. At this time, it was assumed the fares would remain unchanged.
- \$50,000 is shown as a reimbursement transfer in from the Special Charters Fund. The hourly charge for the Legislative shuttle, trail riders, and other special charters includes the costs of administrative overhead (insurance, shop charges, etc.). This money has accumulated in the special charters fund and should be transferred back to Capital Transit. This is the second year of this transfer but may not be able to continue at this level in future years.
- No cash donations or in-kind contributions are anticipated.

**FUND 580 - HATS PERSONNEL:**

- No Cost of Living (COLA) was included in the preliminary budget (Budget Office preliminary estimate).
- PERS retirement percentage was increased .1% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- Vision insurance was increase 3% (Budget Office preliminary estimate).
- Dental insurance was increased 5% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Salaries were budgeted to continue the second fixed route. The salaries will fund two fixed route buses that operate on a 60 minute schedule from 7:00 a.m. - 6:00 p.m. (an additional hour ½ per day is budgeted to allow for maintenance of buses.) and three to four Curb-to-Curb buses from 6:30 a.m. - 5:30 p.m. (an additional hour ½ per day is budgeted to allow for maintenance of buses.).

**FUND 580 - HATS OPERATIONS:**

- Supplies and Materials are projected to increase \$150 based on projected usage.
- Purchased Services are projected to decrease by \$7,599 from the FY18 budget. The major decrease is from contracted services based on actual and projected usage.
- Intra-City Charges are projected to increase 7,585 from the FY18 budget mostly due to projected vehicle repairs. Intra-city charges include fuel, repairs, tires, & outside repairs.
- Fixed Charges are projected to increase \$460 to pay tax bill special assessments.
- Internal Charges are projected to increase \$5,070. A 3% increase for all internal charges are included and will be adjusted throughout the budget process. These numbers have not yet been calculated by the budget office.

**FUND 580 - HATS CAPITAL:**

- The Building line item includes a bus shelter (\$15,000). This is the full cost and if approved by the state, the City would be reimbursed for 80% of the actual cost of just the shelter but not the cost of the pad improvements.
- The Vehicle line item includes an ADA para-transit bus (19,800). This amount reflects up to a 20% match and not the full cost of a bus.

**FUND 581 - EAST VALLEY CASH FLOW:**

- The FY19 projected budget shows that revenues will exceed expenditures by \$6,319 and capital reserves will end the fiscal year at \$27,498. Operationally, the budget is near balanced if all revenue sources are realized.
- The optimum operating reserve for this type of fund is approximately 1/12 of the total operating expenditures or \$11,443 (\$137,327/12).
- The East Valley fund is projected to use \$77,846 (10%) of the 5311 grant funds available to the City.
- 100% of the 5311 grant award is projected to be spent.

**FUND 581 - EAST VALLEY REVENUES:**

- The Lewis & Clark County contribution to the East Valley bus is shown at \$53,940. This is the same as the FY18 amount.
- The City of East Helena contribution is shown at \$4,060. This is the same as the FY18 amount.
- Transit fare revenue is projected at \$5,500 and advertising revenue is projected to be \$1,500. At this time, it was assumed the fares would remain unchanged.

**FUND 581 - EAST VALLEY PERSONNEL:**

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).
- PERS retirement percentage was increased .1% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- Vision insurance was increased 3% (Budget Office preliminary estimate).
- Dental insurance was increased 5% (Budget Office preliminary estimate).

- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Salaries were budgeted to allow for one East Valley bus serving East Helena and the unincorporated East Valley area, operating on an hourly route for eight hours each day our operation is open (an additional hour ½ per day is budgeted to allow for maintenance of buses).
- No changes to the existing service such as a commuter route were contemplated in these budget numbers. This option could be discussed and the expenditure impacts evaluated if desired.

**FUND 581 - EAST VALLEY OPERATIONS:**

- Supplies and Materials are projected to remain unchanged.
- Purchased Services are projected to increase \$37.
- Intra-City Charges are projected to decrease \$285.
- Internal Charges are projected to increase \$605. A 3% increase for all internal charges are included and will be adjusted throughout the budget process. These numbers have not yet been calculated by the budget office.

**FUND 582 - HEAD START:**

- The Rocky Mountain Development Council (RMDC) board has voted to discontinue the transportation portion of the Head Start program. The City will not need to budget anything for FY19. RMDC has always reimbursed 100% of the costs of providing this service and the only revenue that could be realized in FY19 would be to zero out this fund, although this could occur prior to the end of FY18.

Supervisor Larson gave an overview of the next steps for submitting the grant and the TransAde funding requests. At this time, the city is the only application for TransAde funding. He noted the CTAC Committee is not appointed by the city commission; however, they do rank and recommend funding to the city commission. Supervisor Larson stated he serves on the CTAC as the city representative and gave an overview of CTAC's responsibilities and authority to make recommendations.

Commissioner Haladay referenced the county's contribution of \$37,500. and asked if we have a commitment from the county for FY2019. Assistant Public Works Director Hauck stated the county has not made a commitment at this time; however, they have indicated their interest in continuing the partnership.

Commissioner Haladay noted there is an increase of about \$115,000 between the 5311 Fund and TransAde funding and asked if staff has reached out to MILP to discuss their plan for the TransAde funding and the service that was discontinued. We have always used the TransAde funding for the city and there have been concerns administratively of overseeing a grant given to another agency. If we have an increase of \$103,000 in the 5311 Fund, would it be possible to use some of that funding to partner with somebody to provide after hours and week-end services and not use the TransAde funds.

Manager Alles stated staff has not been in contact with MILP. As far as the grant program, if the city, as the lead agency, accepts funding from the state and part of that is awarded to MILP, the city is responsible to provide oversight of the grant funding. Manager Alles stated he would not recommend putting the city in the position of doing the oversight of the grant funding. Manager Alles stated he believes Commissioner Haladay is asking if there is cash, not associated with the grant, could the city pay for the services previously provided by MILP.

Commissioner Haladay stated he is not looking at expansion of services; however, we need to have the conversation to provide services not currently offered. Manager Alles suggested the city contact the county to assist in funding the additional services. Commissioner Haladay asked staff to begin those conversations with the county and MILP.

Commissioner Noonan stated the commission has previously talked about expanding services on holidays. He asked if staff has discussed providing service on holidays.

Manager Alles stated staff has developed some numbers to cover the holidays. Assistant Public Works Director Hauck noted those numbers are not included in the budget; however, the commission will have the opportunity to discuss expanded services during the normal budget process. Staff will begin to develop a proposal to provide services on holidays and identify what services will be covered. Commissioner Noonan stated he believes the conversation would include most holidays.

Supervisor Larson commented there is a list of additional services CTAC has discussed; the highest priority is nights and week-end services, holiday coverage has been discussed but not always

supported. He is working with the leadership of CTAC to identify what the priorities are; recognizing there always will be a limitation on funding.

Supervisor Larson Steve stated the city will receive \$103,000 more in 5311 funding than one year ago. Ridership is increasing; however, not in time for documentation through the state. He has asked MDT why the increase and the answer was the city spent the money upfront by expanding the route. Supervisor Larson spoke of the purpose of the CTAC and recommended the city involve CTAC on the decision on what services would be the best use of funds.

Assistant Director Hauck gave an overview of the spending of the grant and city general funds. All funding will be allocated and there will be a shortage of approximately \$50,000 for FY18.

Commissioner Farris-Olsen stated the commission can accept the proposal and as the budget process begins, reach out to CTAC for their recommendations on the services.

Commissioner Noonan stated an entry level to those services and the cheapest is to add the service on holidays. He concurred it is important to ask CTAC for their recommendation and put numbers on the options being discussed.

Commissioner O'Loughlin asked if staff knows what MILP's proposal for service was when applying for the TransAde funding. Supervisor Larson stated he did not see MILP's proposal and noted they had missed the submittal deadline.

Commissioner Haladay noted there are no cash donations or contributions listed in the budget and asked what is the long term plan/goal for asking community partners for their assistance. Supervisor Larson noted staff discussed reaching out to businesses for assistance with CTAC members and did not receive a positive response. Commissioner Haladay stated it is not CTAC's responsibility to solicit funds; it is the city's to develop the partners.

Manager Alles stated staff has not reached out to community partners; however, will develop a plan for commission discussion.

**Consensus to Manager: Staff will reach out to MILP; look at expanded hours of service; ask CTAC members for their recommendations on expanded services and develop a plan on establishing community partnerships.**

### **Code Enforcement**

Commissioner Haladay referenced his letter of January 10<sup>th</sup> with the recommendation to turn over the responsibility of removing snow from the ADA accessible crosswalks in the downtown area to the Business Improvement District and having the city pay the contractors.

**Sidewalk Snow Removal Status Update** – Code Enforcement Officer Dige reported to date there have 339 complaints received. Of those cases 155 are closed, 164 are open, 17 were sent to a contractor, and one was referred to MDT. Ms. Dige spoke of the difficulty of hiring contractors to assist in clearing sidewalks and specifically the ADA ramps in the downtown area.

To date, staff has completed 392 inspections and complaints by zone include 94 in the B2-B3 Districts and 245 in residential/other areas. Code Enforcement Officer Dige reported there is a "Countdown Clock for Snow Clearing" on the city's web page. This allows citizens and businesses to know when they have to have the sidewalks cleared.

Mayor Collins asked what is the most common complaint. Code Enforcement Officer Dige stated it is people not shoveling their sidewalks which now the conditions are solid ice.

Commissioner Farris-Olsen asked when staff clears the sidewalks, is it the same charge to homeowners as when a contractor does the work. Ms. Dige concurred.

Manager Alles stated the first responsibility of staff is the clear the sidewalks adjacent to city parks, trails, the walking mall, and assist with snow removal from downtown. He noted staff has tried to hire contractors and at this time there is a shortage of contractors to shovel sidewalks. He noted the BID may also have the same difficulty in hiring a contractor.

Commissioner Haladay asked if staff has sought out a contractor specifically for clearing the ADA corners in the downtown area. Code Enforcement Officer Dige stated it was her understanding Parks Maintenance would clear the corners; however, due to snow events, it has been difficult. Ms. Dige stated she has just found a contractor who will clear the corners and has the correct insurance coverage.

Commissioner Haladay clarified there is a contractor to clear the corners in the downtown area. He noted at this time certain streets cannot be accessed and what can the commission tell their

constituents. The city needs to prioritize the clearing of corners and hire a contractor as an ongoing responsibility throughout the season. His recommendation is to give the responsibility to the BID and reimburse them for the costs. If the BID cannot come up with a plan, it would come back to the city.

Commissioner O'Loughlin asked if the contract staff is pursuing now is to be proactive in managing the snow removal on the sidewalks in the downtown area; what is the scope of the contract. Manager Alles stated the contractor will dedicate their resources to the ADA ramps in the downtown area. Commissioner Haladay asked what is the timeframe to have the contractor working. Code Enforcement Officer Dige stated the contract will be signed and ready to go by Friday, January 19<sup>th</sup> or the latest Monday, January 22<sup>nd</sup>. Staff has contacted all the known snow removal companies; there were some that did not want to submit the required documents.

Commissioner Haladay asked how many complaints a day can be inspected and how long will it take to catch up on the backlog. Code Enforcement Officer Dige commented it depends, many times when she is inspecting a complaint she will find additional violations that will need follow-up. Additional discussion was held on the number of complaints and the required follow-up.

Commissioner Haladay stated over the last couple of years, the commission has discussed hiring temporary/ part-time help to assist Code Enforcement Officer Dige. Manager Alles commented the Police Department has offered to assist Ms. Dige; however, that is probably not adequate and he will look at hiring someone to assist. Parks & Recreation Director stated instead of hiring someone, staff focused on relying on Parks Maintenance employees to assist Ms. Dige. In addition the Parks Admin office has assisted in entering complaints. Commissioner Haladay stated this is not a parks maintenance issue, it is a street maintenance issue. Manager Alles asked if there is there consensus to hire someone.

Mayor Collins commented the complaints continue to come in and Code Enforcement Officer Dige cannot keep up.

Commissioner O'Loughlin stated she would be curious if a temporary position during the peak winter season makes sense. Commissioner Farris-Olsen stated it makes sense to hire a seasonal employee and asked if there would be duties during the summer. Manager Alles stated he will work through the details in hiring a part-time/temporary employee.

BID Board member Rex Seeley stated the BID Board has discussed taking over the responsibility of clearing the snow in the downtown area and noted they do not have the equipment or expertise to take on this responsibility.

Commissioner Farris-Olsen stated when staff removes the snow from downtown, please find a way not to block businesses by plowing a berm.

**Snow Plowing and Removal Update-** Street Superintendent Ben Sautter gave an update on snow plowing and removal effort during the last big snow event. Discussion centered around blocking the traffic and pedestrian access on Last Chance Gulch.

Staff thought the basis for traffic and pedestrian access was covered during the snow removal effort; however, staff can solve the issue of the berms on Last Chance Gulch. Superintendent Sautter stated staff did not receive one complaint regarding the berms and asked that people be referred to the street division.

Commissioner Haladay commented Superintendent Sautter indicated this is first time the city has used contracted services for snow removal around town. Superintendent Sautter concurred. Commissioner Haladay asked if we could look at being flexible, specifically in downtown and the moment two or three parking spaces are taken, the snow is removed. The city needs to be pro-active instead of reactive. It is worth the money to be responsive to the businesses. Manager Alles stated staff will be quicker to respond next time.

Commissioner Haladay stated overall, people were happy with the snow removal, the only negative comment was it should have been done sooner. Superintendent Sautter stated staff also like using the contractor for the snow removal.

## **6. Committee discussions:**

- a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns – Mayor Wilmot Collins – No report given.
- b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Public Art Committee – Commissioner Andres Haladay – No report given.

- c) Board of Adjustment, Civic Center Board, Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – Commissioner Rob Farris-Olsen – No report given.
  - d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Administration Building (CCAB), Montana Business Assistance Connection – Commissioner Ed Noonan – No report given.
  - e) Audit Committee, City-County Parks Board, Transportation Coordinating Committee – Commissioner Heather O’Loughlin – No report given.
  - f) Helena Citizens Council – No report given.
7. **Review of agenda for January 22, 2018** - No discussion held.
8. **Public Comment** – No public comment.
9. **Commission discussion and direction to the City Manager** – No discussion held.
10. **Adjourn** – Meeting adjourned at 6:10 p.m.