

SUMMARY OF ADMINISTRATIVE MEETING
November 28, 2018– 4:00 p.m.
Room 330, City-County Building
316 N. Park Avenue

1. Call to order, introductions, opening comments – Mayor Collins called the meeting to order. Commissioners Farris-Olsen, Haladay, and Noonan were present. Commissioner O’Loughlin was excused. Staff present was: City Manager Dennis Taylor; City Attorney Thomas Jodoin; Deputy City Attorney Iryna O’Connor; Police Chief Troy McGee; Fire Chief Mark Emert; Community Development Director Sharon Haugen; Public Works Director Randall Camp; City Engineer Ryan Leland; Open Lands Manager Brad Langsather; Interim Parks and Recreation Director Craig Marr; Administrative Services Director Glenn Jorgenson; Community Facilities Superintendent Troy Sampson; Deputy City Clerk Dannai Clayborn and City Clerk Debbie Havens.

Others in attendance were HCC Chair Sumner Sharpe and IR Reporter Mike Woodal.

2. October 31, 2018 and November 14, 2018 Administrative Summaries – The October 31, 2018 and November 14, 2018 administrative meeting summaries were approved as submitted.

3. Commission comments, questions –

Upcoming Appointments – Mayor Collins is recommending the following appointments:

Non-Motorized Transportation Advisory Committee	Appointment of Erin Woodrow to NMTAC. First term will begin upon appointment and expire March 31, 2021.
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Public Art Committee	Appointment of Jennie Stapp to the Public Art Committee. Unexpired term will begin upon appointment and expire December 31, 2020.
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4. City Manager’s Report – Manager Taylor gave his report later on in the meeting.

5. Department Discussions

Public Works

State of the Streets – City Engineer Leland introduced Craig Schorling from Transmap, who gave a PowerPoint presentation on the State of the Streets.

Commissioner Haladay asked if the estimated cost of one-mile of road is \$1.56 million and if that includes curb and gutter. Mr. Schorling stated the estimated cost is for asphalt only and is based on the national average. Commissioner Haladay noted the city of Helena has a complete street policy where curb, gutters, and sidewalks are included; which those costs would be added to the asphalt costs. Mr. Schorling concurred. Commissioner Haladay asked if the dedicated \$700,000 for street maintenance includes any gas tax funds or is it the street improvement fund only. Engineer Leland noted the \$700,000 is the street maintenance funds; staff will be prepared to bring other funding options forward during the budget process, including gas tax. Staff will also incorporate the costs to install the curbs, gutters and sidewalks.

Commissioner Haladay asked what the final report will look like and the estimated timeline when the commission will receive it. Mr. Schorling stated the final report will include detailed information on what he presented today with specific roads identified and the report will be available prior to budget discussions.

Commissioner Haladay asked where we see this report fitting into the discussions of the matrix and prioritization and timeframes.

Engineer Leland reviewed the following prioritization process:

- Provide an overview of the recommendations for the LRTP
- Work with the Commission to establish a matrix
 - Determine the matrix criteria based on functionality and conditions
 - Determine the score/weight of each criteria
- Discuss the priorities from the matrix
- Work with the commission to establish funding levels and rates for maintenance and capital projects

- Commission sets the final projects for the budget
- Establish rates based on commission's funding levels.

Commissioner Haladay noted the street maintenance assessment has been increased 7% on average over the last three years and asked if that level of increase will allow us to have the capacity to go over the \$700,000. Engineer Leland stated he does not have the exact numbers; however, with the increase the commission has approved and what the five year plan is, it is going to increase over the \$700,000

Commissioner Farris-Olsen noted in the report the estimated costs were \$14 million and the estimate for the budget for the next five years is \$26 million and asked why there is a \$12 million dollar difference. Engineer Leland stated the 26 million was staff's original estimate for failed streets and included curbs, gutters and sidewalks. The final costs will not be known until on-site inspections are completed and a design is developed. Commissioner Farris-Olsen noted the costs could be less than 26 million. Engineer Leland concurred.

Parks & Recreation

Directional Trail – Interim Parks & Recreation Director Craig Marr reported the directional trail on Mount Ascension is ninety-five percent complete and the public is already using the trail. Using the incomplete trail creates a safety issue because signage has not been installed and features have not been completed. Erosion and other environmental factors must be mitigated before the trail is adversely impacted. The letter regarding the moratorium written by the city commission advised city staff to complete three items and listed below are the updates on those directives:

- Amy Teegarden provided an update on all ongoing trail projects, planned projects and planned trail amenities at the October 31, 2018 administrative meeting.
- City staff is working on a plan to improve public participation and outreach to community stakeholders. Improvements to current outreach efforts regarding trail projects will include additional awareness through legal notices, press releases and social media. Opportunities for public comments could be improved through mediated scoping sessions, open houses and a longer comment period.
- City staff is preparing a draft Request for Proposals (RFP) to update the recreation component (Section 7) of the 2004 Helena Open Lands Management Plan. On December 11, 2018 the draft will be presented to the Helena Open Lands Management Advisory Committee and distributed to interested stakeholders. A final draft of the RFP will be presented at the January 23rd administrative meeting. Stakeholders and the public will have an opportunity to assist in the selection of a consultant to update the plan and during the planning process there will be many opportunities for public involvement.

Staff is requesting permission to complete the directional trail on Mount Ascension including installing signage. City Staff will continue to draft a RFP to update Section 7 of the 2004 Open Lands Management Plan and until the moratorium is lifted, city staff will bring projects to the commission on a case-by-case basis for approval.

1. Install signage
2. Hand rake top 30 feet
3. 170 feet of hand raking, 250 feet of compaction.
4. One wood berm.

Interim Director Marr spoke on improving public participation. It is great to see the citizen participation and this will improve the process to update the Open Land Management Plan. The directional trail on Mount Ascension used the same process that all trails have used. Again, he noted there are ways to improve the process.

Mayor Collins noted part of the reason the moratorium was put in place is the city did not have a process and still do not have a process. Interim Director Marr noted a public process has been used over the last 10-years and was used for the directional trail. He again acknowledged the process can be improved.

Manager Taylor noted this has produced a lot of public comments on the process and going forward staff will reach out to interested citizens and stakeholders. Staff will improve the public vetting process from the beginning to the end. Manager Taylor asked the commission to lift the moratorium on the 4 items on the directional trail as outlined by staff.

Commissioner Farris-Olsen noted the commission is not lifting the entire moratorium, it is simply for the directional trail.

Mayor Collins stated he would like to move forward and complete the directional trail. He then spoke on the amount of emails and public comments the commission has received and he has read every comment and understands the passion on both sides.

Commissioner Noonan asked with lifting the moratorium what the status of the Eddy McClure trail would be. Interim Director Marr stated the Eddy McClure trail would stay as is. Commissioner Noonan asked if part of the plan is for it to become a bike only trail. Interim Director Marr stated it has been proposed; however, it was not part of the directional trail planning. However, it can be discussed as we move forward.

Commissioner Haladay stated he agrees with Mayor Collins to move forward with trail. He then referred to the RFP process and asked if there has been any thought to include language in the RFP regarding a facilitated discussion process when a conflict may have been identified and work toward solutions. Interim Director Marr noted staff is not that far into the process; however, a facilitated discussion process is a great idea to include.

Commissioner Noonan stated there is no real satisfaction coming out of this unless it is clear we include language of a facilitated discussion in the RFP.

Mayor Collins asked for public comments and the following persons addressed the commission:

Lisa Bay – Helena Hikes – against lifting the moratorium

Conrad Evarts – lift moratorium

Gayle Joslyn – Helena Hunters & Anglers Association – impact of new trail development

Sanna Porte – Helena Hikes – against lifting the moratorium

Curtis Larson – Helena Hikes – endorsed Lisa Bay's comments

Jes'us Salazer – lift moratorium – supports biking

Chere Juisto – supports mitigation proposal from Helena Hikes

Eva Culpo – lift moratorium

Joel Gerhart – lift moratorium

Joe Hamilton - lift moratorium

Linsey Gilstrap – lift moratorium – hiker and biker

Jim Barnes – Big Sky Cyclery - lift moratorium

Chris Bradley – lift moratorium – participate in public processes

Paul Cartwright – safety issues – education and enforcement – question of grant guidelines not followed

Tony Jewett – Helena Hikes – Eddy McClure Trail – conflict and competition – mitigation plan

Joe Lamson – supports mitigation plan

Joan Miles – supports mitigation plan

Claudia Clifford – supports mitigation plan

Kera Ryan – biker, hiker and runner – lift moratorium

Mary Hollow – Director of PPLT

Murray Warhank – lift moratorium – process was followed

Jan Jamruszka-Wilson – trail user – process will include a mitigation plan and be a living document

DD Dowden – support mitigation plan – concern with connector trails

Grant Bronk – lift moratorium

Eric Grove – lift moratorium for directional trail only

Julie Bochman – lift moratorium

Michele Webster – hiker – flawed process – support moratorium

Nick Hill – lift moratorium

Mike Corn – hiker and pilot – take care of open space in Lewis & Clark County and adjacent counties.

Ron Waterman – take time to further study – support moratorium

Lynn Stimpson – followed the process – lift moratorium

Tyler Lehman- lift moratorium

Tony Zammet – lift moratorium, improve process

Jerry Wells – Helena Hikes – support previous comments

Jennifer Harris – lift moratorium – no user conflict

Mayor Collins asked Manager Taylor to prioritize improving the process.

Commissioner Noonan noted the reality is we are surrounded by some of the most beautiful open space which will compel the commission to resolve this. At this time, he will support lifting the moratorium but expects to see in the RFP the facilitated conversation which will include discussion on mitigation, the public process and instruments to evaluate HOLMAC and its mission.

Commissioner Farris-Olsen stated he too supports lifting the moratorium on the directional trail; look at potential mitigation for the Eddy McClure trail and look at improving the public process when looking at new trails.

Commissioner Haladay stated the directional trail is 95% complete and he has not heard anyone say go in and tear the trail out. The trail needs to be completed and we need to move forward. Commissioner Haladay stated he will be reviewing the RFP to assure there is public engagement from all interested citizens and stakeholders, including the facilitated conversation language. The commission will receive the draft RFP on January 23rd and it is the commission's responsibility to make sure the process is improved. He encouraged everyone to stay involved in the process as we move forward.

Manager Taylor stated the consensus direction is to complete the directional trail to include the four points outlined above; move forward with the RFP development and work with key stakeholders to begin the facilitated discussions between now and January 2019 on how to move forward and engage the public.

Mayor Collins addressed those in the room and noted the commission and staff will start the process to improve public involvement. He also asked staff to move forward in completing the directional trail as discussed.

6. Committee discussions

A. Helena Citizens Council – No report given.

7. Review of agenda for December 3, 2018 Commission meeting –

City Manager's Report – Manager Taylor referred the commission to the memo from Public Works Director Camp in reference to Snow Plowing Ordinance Rollout and Public Outreach Update.

City Manager Taylor updated the commission on the following three agenda items and noted they are all on the December 3rd city commission meeting agenda. The county commission approved the three documents.

- A. Modification to the Agreement to lease, sell and purchase real property – Law & Justice Building.**
- B. Storage Area Rental Agreement – Law & Justice Building**
- C. Interlocal Agreement – Law & Justice Building**

Commissioner Noonan noted he will recuse himself from the Fuller Street building purchase.

Commissioner Haladay asked if staff is asking for commission discussion today or at a future meeting on the Snow Plowing Ordinance Rollout and Public Outreach. Manager Taylor noted staff will bring this forward for further discussion; he wanted to get the memo to the commission. Commissioner O'Loughlin has asked how the towing of vehicles will be implemented and staff is seeking direction pertaining to this issue.

Manager Taylor highlighted the public outreach staff has begun to do and will continue to do to educate the public on the snow plowing ordinance.

Commissioner Haladay stated the commission has received comments through SeamlessDocs regarding confusion on when vehicles need to be moved from the emergency snow routes and when they can return. Public Works Director Camp stated staff hopes to accomplish having all emergency snow routes plowed within the first 12 hours; if the street has been plowed and it is not snowing, residents can move the cars back. Commissioner Haladay confirmed if the storm is over and the street has been plowed, the cars can park on the street. Director Camp concurred and stated additional information will be available to the public.

Commissioner Haladay asked if there are other Montana cities that have experience in towing vehicles, specifically when towing around the corner; how residents would know where their vehicle has been towed. Director Camp acknowledged the recommendation to tow around the block is a problematic solution. Staff is looking at towing vehicles to one central location where residents will know

where their vehicle has been towed. Staff is doing an extensive public outreach to educate the public on the ordinance.

Commissioner Haladay asked if Missoula tows around the block. Manager Taylor stated Helena is one of the a few cities that plow residential streets; he is not familiar with the tow around the block policies of other cities. Staff is trying to implement a workable solution; however, if that doesn't work, the recommendation will be to tow to a central location. Staff has also identified towing companies that are willing to provide the service. The most important thing is education and if vehicles are parked on the street, they will be towed.

Mayor Collins commented he is concerned there is not a lot of room to tow vehicles around the block and suggested one central location would be his preferable option.

Commissioner Haladay stated he would like to pursue the option of towing around the block if there is a good way to implement it. Director Camp noted staff will continue to look at implementing a tow around the block and will keep the commission updated.

8. **Public comment** – Mayor Collins asked for public comment, none was received.
9. **Commission discussion and direction to City Manager** – No discussion held.
10. **Adjourn** – The meeting adjourned at 6:00 p.m.