
MEETING MINUTES

IMPACT FEE ADVISORY COMMITTEE

April 28, 2016 3:00 PM – 5:32 PM

Development Services Basement Conference Room – 435 Ryman, Missoula, MT 59802

Members Present: Janet Donahue, John Freer, Derek Goldman, Nick Kaufman, Kate Sutherland (by phone), Hank Trotter

Members Absent: Jerry Ford, Jim Galipeau, Adam Pummill

Staff Present: Leigh Griffing, Dale Bickell, Kevin Slovarp, Mike Haynes, Gordy Hughes, Donna Gaukler, Regina Swensen

Administrative Business

- A. Minutes to approve dated: [November 12, 2015](#)
The motion was made and seconded to approve the minutes. The motion passed unanimously.
- B. Public Comments
There was no public to comment.
- C. Financial Update – Leigh Griffing/Dale Bickell
Leigh Griffing stated that if any updates were made during the budget process she would send out updates to the committee members. She noted \$852,000 in revenue which was better than expected. One item of note: the Police projects appear to be in the red due to the mis-categorizing of two projects that belonged in Community Service and Police.
- D. Update to Impact Fee Funding Criteria Checklist Form/Impact Fee Study – Dale Bickell/Leigh Griffing
Dale Bickell spoke about the update to the form and how the City was delinquent to update the impact fee study by hiring a consultant. The City was required to update the impact fee study every five years. The consultant could also assist with refining the form. He asked for volunteers to be part of the study and the committee to assist in the process to update the form. Both Nick Kaufman and John Freer volunteered. Nick Kaufman asked that staff get the opinion of the City Attorney. It was discussed to possibly include other categories on the updated form.

I. Current Project Updates

- a. 3rd Street – Kevin Slovarp
Kevin Slovarp spoke about the money left over from transportation impact fees to fund a chip seal by the City Streets Division. He wanted to put the money into maintenance and permanent striping of the roadway.
- b. Hillview Way – Kevin Slovarp
Kevin Slovarp stated they opened bids on the project a month ago. The City received a couple good bid prices, including lighting work and a base bid. Funding was sufficient to incorporate the entire project and if costs increased they would reduce costs by doing the work with City staff. The project was set to begin construction in mid-May.
- c. Grant Creek/I-90 Improvements – Kevin Slovarp

Kevin Slovarp detailed the needed seed money of \$200,000 was from the City and that the State would supply the remainder \$460,000. The total cost of the project was \$660,000. MDT would begin construction within the next two years, closer to FY18 and FY19.

d. East Broadway/Missoula College Improvements – Kevin Slovarp

Kevin Slovarp spoke about how the payments would be reimbursed to the State after the public improvements were constructed, inspected and approved by the City.

Janet Donahue asked when the project was to be completed and paid back. Kevin Slovarp stated the public improvements would begin soon but invoicing would not start until FY17.

e. Lolo to Missoula Trail – Donna Gaukler

Donna Gaukler stated the project was County managed and it was on budget and on time.

Nick Kaufman asked if the Bitterroot Trail was part of the trails that were planned to be completed.

Donna Gaukler stated it was in the plans to be completed and currently in negotiations.

f. Playgrounds – Donna Gaukler

Donna Gaukler spoke about the \$200,000 in playground sites that was approved; 70% had been excavated and equipment had been delivered. The equipment was to be installed between mid-May and early July.

g. Grant Creek Trail – Donna Gaukler

Donna Gaukler spoke about how the trail was completed other than the last 120 yards with the expended impact fees. The goal was to finish the remainder before the end of the current fiscal year.

Donna Gaukler gave a short update on Fort Missoula.

h. City Hall restroom facility expansion – Jack Stucky

Dale Bickell spoke about the changes from the original request for funds in November 2015 and how the costs for the entire project went up.

Nick Kaufman confirmed which restroom location would be expanded. The discussion continued into how the funds would come out of the Community Service Impact Fee in FY17 and FY18. Concerns were brought up into how the change in costs affected the amount of impact fees allowed to be used in the project. It was decided to look up when similar events happened in prior meetings to check for precedent and do an email vote on this item.

i. Police evidence facility – Jack Stucky

Dale Bickell spoke about the increase in costs and request for funds from the previously approved amount from November 2015. The total project cost was \$2,562,208. The impact fees request increased by \$61,250.

There was a discussion about the motion that was passed in November 2015 and how it was phrased. Concern was voiced that the financial statements were not provided until the day of the meeting. Dale Bickell provided a conservative review of the currently available and projected available funds for FY17 and FY18.

John Freer moved to approve Police and Community Service Impact Fee funding subject to the funds availability to 100% of Police Service Impact Fee and the balance from the Community Services Impact Fee not to exceed the lesser of 25% of the project cost or \$640,552.

Janet Donahue seconded the motion.

Nick Kaufman abstained.

Upon a voice vote, the motion carried.

II. New Funding Requests

a. South Ave. – Kevin Slovarp

- [Funding Criteria Form](#)

- [CIP Form](#)

Kevin Slovarp detailed the improvements from the Fort Missoula Regional Park and how improvements were needed along South Avenue from Reserve Street to 36th. He asked for Transportation Impact Fees in the amount of \$60,000 in FY17 for design work. He spoke about applying for another Transportation Alternatives grant in FY17 for \$950,000. The total project cost was \$5,975,000. The IFAC request was \$1,972,000 from FY17 to FY21.

John Freer asked where the sewer ended. Kevin Slovarp stated the sewer ended at Community Hospital.

Hank Trotter asked how Mr. Slovarp came up with the total cost. Kevin Slovarp detailed the process of how he came up with the total cost based on projections from other similar projects.

There was some discussion about adding bike lane capacity and traffic counts to the IFAC form.

Hank Trotter asked about the \$3.5 million in FY21. Janet Donahue spoke about how the IFAC and CIP project priority list and funding worked for projecting projects into the future.

Nick Kaufman spoke about the local expansion around the neighboring areas.

Motion: Nick Kaufman made the motion to approve Transportation Impact Fee funding request up to \$1,972,000 for the South Avenue improvements, Reserve Street to 36th.

Derek Goldman seconded the motion.

Upon a voice vote, the motion carried unanimously.

- b. Higgins Ave. Bridge – Kevin Slovarp
 - [Funding Criteria Form](#)
 - [CIP Form](#)

Kevin Slovarp spoke about the rehabilitation to the Higgins Street Bridge. Montana Department of Transportation (MDT) would be widening the bridge deck by seven feet. The City would be putting money into it to address growth since the State would not do that; they only replaced what was part of the original facility. The bridge will get thirteen feet on the west side and twelve feet on the east side of the bridge for bike and pedestrian facilities.

Motion: Derek Goldman made the motion to approve Transportation Impact Fee funding request up to \$1,930,000 for the Higgins Avenue Bridge improvements.

Hank Trotter seconded the motion.

Upon a voice vote, the motion carried unanimously.

- c. Madison St. Bridge – Kevin Slovarp
 - [Funding Criteria Form](#)
 - [CIP Form](#)

Kevin Slovarp spoke about the project and that the first phase would not be asking for any impact fees. He spoke about creating a non-motorized bike/pedestrian connection from both sides of the bridge. No action needed, update only.

- d. Mullan and George Elmer Drive Intersection Signal
 - [Funding Criteria Form](#)
 - [CIP Form](#)

Kevin Slovarp detailed the agreements with MDT and the developer of 44 Ranch to add a signal. If a Warrant Analysis determined that a signal would be needed, an intersection signal would be placed.

The request was for 100% funding as the location was all new growth.

Nick Kaufman stated he would not vote on this item. He spoke to the need of a signal in the area.

Derek Goldman stated his concerns about the signal being covered 100% by impact fees. There was a discussion as to why it was covered.

Motion: John Freer made the motion to approve Transportation Impact Fee funding request up to \$444,675 for the Mullan and George Elmer Drive Intersection Signal.

Hank Trotter seconded the motion.

Derek Goldman opposed. Nick Kaufman abstained.

Upon a voice vote, the motion carried.

e. 2016 New Fire Hydrants – Jason Diehl

- [Funding Criteria Form](#)
- [Exhibit A](#)
- [Attachment – City shop option](#)
- [Attachment – loop option](#)

Gordy Hughes spoke about the need for fire hydrants based on the International Fire Code. Dale Bickell detailed the need for a hydrant at the City Shop and how it was related to the need for fire hydrants in the future where there was growth.

There was a discussion about where hydrants would be placed in the neighborhood. The discussion expanded to encompass the growth of the area, the City Shop, and what the hydrants would be needed for.

Motion: Derek Goldman made the motion to approve Impact Fee funding request up to \$11,900 for the Fire Hydrants at the City Shop on Scott Street.

Kate Sutherland seconded the motion.

Upon a voice vote, the motion carried unanimously.

f. Master Park Plan – Donna Gaukler

- [Funding Criteria Form](#)

Held in committee until the May 12, 2016 meeting.

g. Community Center – Donna Gaukler

- [Funding Criteria Form](#)

Donna Gaukler spoke about how the Community Center had been part of both the Urban Area Comprehensive Park Project in 2004 and the McCormick Park Master Plan since 2005. The Community Center could be located in the McCormick Park area or on 3rd Street. Ms. Gaukler gave a history of the project's conception. The initial request was for \$150,000.

Kate Sutherland asked if the Parks Department was looking at the existing site on McCormick to place the Community Center. Donna Gaukler spoke about the existing site at McCormick Park and the International School site options.

Janet Donahue asked if non-profits would be able to use it as well. Donna Gaukler stated that minimally, all senior center activities would be able to vacate their current Higgins Street facilities and contribute to their development of the Community Center. Ideally both Missoula Aging Services and Summit Independent Living would have a joint resource office in the Community Center to assist the local population with any needs that arise.

Motion: Kate Sutherland made the motion to approve Park Impact Fee funding request up to \$150,000 for the Missoula Community Center.

Nick Kaufman seconded the motion.

Upon a voice vote, the motion carried unanimously.

- h. City Hall Growth Plan
 - [Funding Criteria Form](#)

Held in committee until the May 12, 2016 meeting.

The next meeting was set for May 12, 2016 from 1:30 PM to 3:00 PM.

Adjournment

The meeting was adjourned at 5:32 PM.

Respectfully submitted,

Regina Swensen

For a verbatim recording of this meeting, please contact Regina Swensen (406) 552-6110