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# MEETING MINUTES

## IMPACT FEE ADVISORY COMMITTEE

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**July 27, 2017**

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

**Members Present:** John Freer (chair), Nick Kaufman, Adam Pummill, Hank Trotter, Derek Goldman, Bruce Bender, Maria Chesnut

**Members Absent:** Jim Galipeau, Jerry Ford

**Staff Present:** Regina Swensen, Leigh Griffing, Dale Bickell, Mike Haynes, Steve Johnson, Jason Diehl, Jeff Brandt, Ryan Applegate, David Selvage, Kevin Slovarp

### Administrative Business

- A. Minutes to approve dated: [February 10, 2017](#)  
The motion was made and seconded to approve the minutes. It was approved unanimously.
- B. Public Comments  
Introduction of newest member, Maria Chesnut.
- C. [Financial Update](#) – Leigh Griffing/Dale Bickell  
Leigh Griffing, Finance Department, incorporated the approved CIP projections into the financial statements. The expenditures and revenues for FY2017 and estimated revenues for FY2018 through FY2022 were included in the projections. The list of active projects and dates of when funding was approved has been included.  
Dale Bickell stated that IFAC previously approved a project for the Madison Street Bridge but the City had withdrawn that project so it was no longer reflected in the financials.  
Nick Kaufman asked where the City was growing the fastest. Mike Haynes stated it was spreading through the center of the city. The periphery of the city was mainly residential dwellings. Centralized commercial development was mainly growing throughout the central core.

### I. Current Project Updates

- a. [South Ave.](#) – Kevin Slovarp  
Kevin Slovarp, City Engineer, detailed the RFP ranking process and that WGM was selected for the project which included the preliminary and final design as well as some construction engineering. They are working out the scope of work and hoped to get it approved through City Council within the next few weeks. He gave a background on the project for the benefit of the new members of the committee.  
Nick Kaufman asked if Kevin knew the timing of the bridge. Kevin Slovarp stated he heard it was to be in 2020.
- b. [Higgins Ave. Bridge](#) – Kevin Slovarp  
Kevin Slovarp detailed that this was a Montana Department of Transportation (MDT) project. It was with HDR and they were gathering data and drilling holes to get information to help widen the bridge. City Council agreed to the funding agreement with MDT.  
Derek Goldman asked what would happen if Higgins were reduced to a three-lane roadway. Kevin Slovarp gave the reasons that MDT wouldn't look at lane reduction on the bridge. Bruce Bender asked if the widening was similar to what was done on Madison. Kevin Slovarp stated that the bridge would be widened and the center lane would be shifted over to accommodate the lanes. Mike Haynes stated the City didn't fund the three-lane study. Bruce Bender asked about the forecasting. There was some discussion into the amount and how much was funded.

c. [Mullan & George Elmer Dr. Intersection Signal](#) – Kevin Slovarp  
Kevin Slovarp received the go-ahead from MDT to hire an engineer to look into a signal. He's looking to get a design done later this year after another 60 homes have been constructed, to get the needed traffic that would warrant the signal.

d. [Hillview Way](#) – Kevin Slovarp  
Kevin Slovarp stated the project was finished up last spring. They suspended the contract to finish 55<sup>th</sup> over the winter and picked it up in the spring. The final numbers for the project will be under budget.  
Nick Kaufman spoke about how the IFAC committee debated spending the funding but how it was worth it with the growth of the area and the sale of several pieces of property nearby.

e. [Clark Fork Lane](#) – Kevin Slovarp  
Kevin Slovarp spoke about how the construction was completed quickly this year on budget. He reached out to Mr. Jensen about some right-of-way to build out to Mullan Road in the near future.

f. [S. Reserve Pedestrian Bridge/Msla to Lolo trail](#) – Kevin Slovarp/Ryan Applegate  
Kevin Slovarp stated the trail was done for the most part and the signs were installed recently. Ryan Applegate and David Selvage, Parks & Rec, spoke about how there was a few dollars left for striping and signage.

g. [Community Center](#) – Ryan Applegate  
Ryan Applegate detailed that the pro-forma showed McCormick as an appropriate spot for the Community Center, as an annexation on Currents. They were looking to use funds in FY2017 to engage in getting an architect firm to get an estimated cost.  
John Freer asked if the MIS site was not available. Ryan Applegate stated it wasn't available. Nick Kaufman gave an observation about open space and the uses for it. David Selvage spoke about the constraints and options for construction at McCormick Park.

h. [Grant Creek Trail Phase I/Phase II](#) – Ryan Applegate  
David Selvage stated the project was completed a year and a half ago. There were savings on it. Bruce Bender asked how it fit with the other Grant Creek project, which was the Grant Creek-I-90 improvements.

i. [Fort Missoula Regional Park](#) – Ryan Applegate  
Ryan Applegate detailed that the FMRP was open. They were working to secure the water rights which was all that was left for FY2018. David Selvage spoke about the legal paperwork that needed to be completed to finish the water rights transfer process.

j. [City Hall Restrooms](#) – Dale Bickell  
Dale Bickell spoke about the Police Academy restrooms that were being postponed due to other projects and would be continued after the reconfiguration for City Hall was completed.

k. [Police Dept. Evidence Van](#) – Dale Bickell  
Dale Bickell stated it was purchased.

l. [Police Evidence Facility](#) – Dale Bickell  
Dale Bickell stated the Jackson Contract Group was hired and they hoped to start construction in September with occupancy in April.

## II. New Funding Requests

a. [Cregg Lane](#) – Kevin Slovarp  
[IFAC Funding Criteria](#)  
[CIP](#)  
Kevin Slovarp spoke about how approval had already been done for this project, but the cost estimate had escalated to the overall project. Staff was asking for a \$427,730 increase. He detailed the reasons for the increase in cost and justification for impact fees to pay for the project. Hank Trotter asked about the bulb-outs on Cregg Lane. Kevin Slovarp detailed the phases of the project.

Bruce Bender asked what MRA's project cost was. Kevin Slovarp thought it was \$1.7 or \$1.8 million.

John Freer spoke about how the roadway was being used more now than before and how he liked the way Bruce Bender presented the amount as a portion of the whole. Dale Bickell stated that the developer would be paying for a signal at Cregg and Orange at phase three, after it met warrants.

Adam Pummill asked about the roadway near McCormick. Kevin Slovarp detailed the changes that would be made on the roadway and sidewalk improvements.

Bruce Bender asked if improvements should be made before a signal was added. Kevin Slovarp stated that a design could stand alone except for the corner itself and any improvements could be made everywhere else.

There was a discussion about the street deficiencies between the entrance of McCormick and the train trestle.

Bruce Bender asked about the costs of phase one and phase two.

There was discussion about the street improvements and how a signal on Orange Street would be a driving factor for more usage on Cregg Lane.

Adam Pummill asked if there were any issues with the ditch. Kevin Slovarp said there wouldn't be any impact to the ditch.

**Bruce Bender made the motion to approve a funding increase of \$427,730 in Transportation Impact Fees, with an amendment based on the estimated total cost of the project being \$3,000,000.**

**Nick Kaufman seconded the motion.**

**Upon a voice vote, the motion carried. Nick Kaufman abstained.**

b. **Van Buren Ph. III** – Kevin Slovarp  
[IFAC Funding Criteria](#)  
[CIP](#)

Kevin Slovarp detailed that Phase Three was from Lilac Street to Missoula Avenue and the improvements to the street that would be done. Staff was asking for \$155,000 in additional impact fees.

Bruce Bender asked if the impact fees were expended on the first two phases. Kevin Slovarp confirmed that it was the case and explained the situations that arose. Bruce Bender asked to have the costs of the first two phases, to put the costs of the third phase into context.

Kevin Slovarp offered to bring in the schedule, stating they were looking to build next summer. It was already designed and ready to bid.

Adam Pummill also asked to have the costs of the full project before approving adding more funding.

Maria Chesnut asked for the reasoning behind the City Streets Division not doing the work and having an outside contractor doing the work instead. Kevin Slovarp detailed how in the past MDT added sumps and the City crews came in to do paving, but the new Public Works Director is focusing the City Streets crews on maintenance work. This means less large projects and more time getting caught up on the backlog of street maintenance work.

**This item will be held until the October 26, 2017 meeting.**

c. **MRL park on Johnson** – Ryan Applegate  
[IFAC Funding Criteria](#)  
[CIP](#)

David Selvage detailed the park and the costs associated with it.

Bruce Bender asked if the trail would be built with it. David Selvage stated it was already funded and being built separately. Bruce Bender asked about the trail route. David Selvage detailed the route the trail would connect to over the tracks and through the neighborhood.

Adam Pummill asked if there was enough density and development in the area to see the need for this. Mike Haynes stated this area of the city was the most deficient in park space.

Nick Kaufman spoke about the new construction around the new park area and the need of people around it for safety.

**Bruce Bender made the motion to approve funding \$40,000 in Park Impact Fee funding.**

**Derek Goldman seconded the motion.**

**Upon a voice vote, the motion carried unanimously.**

- d. **Syringa** – Ryan Applegate  
[IFAC Funding Criteria](#)  
[CIP](#)

David Selvage spoke about how the neighborhood needed new park growth. The park was obtained from Missoula County.

Derek Goldman asked how this came about. David Selvage detailed how the park came into the City's hands.

Nick Kaufman asked if there would be wells. David Selvage said there would.

Maria Chesnut asked what plans they have for the remaining funding. Ryan Applegate detailed the plans for the remaining funding, and options to raise more funding.

**Derek Goldman made the motion to approve funding \$40,000 in Park Impact Fee funding.**

**Bruce Bender seconded the motion.**

**Upon a voice vote, the motion carried unanimously.**

- e. **Fire Dept. EMS Aid Car** – Dale Bickell/Jason Diehl  
[IFAC Funding Criteria](#)  
[CIP](#)

Jason Diehl, Fire Chief, detailed the request for \$250,000 to purchase an EMS vehicle.

Nick Kaufman asked how often an EMS vehicle could be loaned out of the area. Chief Diehl detailed how having an EMS vehicle could free up MES to respond to other incidents. He stated that he wouldn't lend it out of the local area.

John Freer asked how this was eligible for impact fee funding. Dale Bickell explained how this was a new service and a new asset. Bruce Bender explained how this could be used for capacity expansion.

Chief Diehl detailed the increase in call volume from 2005 to 2017. Maria Chesnut asked if Missoula Emergency Services (MES) was increasing their ambulance crews. Chief Diehl stated they weren't in the near future. He went to MES to let them know about the EMS Aid Car and they were fine with this development.

Nick Kaufman asked for clarification into if this need was due to call volume or due to MES sending their ambulances out of the area more frequently.

There was a discussion in how impact fees could be used and if the project was eligible.

Derek Goldman asked if it would make sense, if they had the funding, to purchase a new vehicle versus an older one. Chief Diehl stated the vehicle chassis would be new, just the ambulance box would be refurbished.

Hank Trotter asked about the negative amount planned in FY2022. Chief Diehl detailed how the land purchase was a placeholder and the water tender that were possibly not going to happen.

There was a discussion about how much impact fees to be used.

Public comment – Clint Burson, Missoula Chamber of Commerce, stated his reasons for not supporting the motion. [Letter of non-support.](#)

Bruce Bender made the motion to call the question and end debate.

Upon a voice vote, the motion carried unanimously.

**Nick Kaufman made the motion to approve funding \$250,000 in Community Service Impact Fee funding.**

**Derek Goldman seconded the motion.**

**Upon a voice vote, the motion carried. Adam Pummell and John Freer voted against the motion.**

Hank Trotter left at 5:40 PM.

**III. Request for Proposal Update**

a. [Request for Proposal \(RFP\) Impact Fee and Funding Criteria](#) Update  
Steve Johnson, Central Services Director, gave an update. The RFP has been sent out. Proposals are due by August 18, 2017. The selection committee will review proposals at that time. There has been contact from several vendors already.

**IV. Next Meeting**

a. The next meeting is scheduled for October 26, 2017

**Adjournment**

The meeting was adjourned at 5:43 PM

Respectfully submitted,

Regina Swensen

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