
MEETING MINUTES

IMPACT FEE ADVISORY COMMITTEE

July 25, 2019

Jack Reidy Conference Room – 140 W. Pine St., Missoula, MT 59802

Members Present: John Freer - chairman, Jerry Ford, Jim Galipeau, Derek Goldman, Hank Trotter, Bruce Bender, Maria Chesnut

Members Absent: Nick Kaufman, Dwight Easton

Staff Present: Brad Davis, Scott Paasch, Jeremy Keene, Ryan Applegate, Dale Bickell, Kevin Slovarp, Marianne Cox, Regina Swensen

Administrative Business

- A. Minutes to approve dated: [April 25, 2019](#)
Derek Goldman moved to approve the minutes. Jerry Ford seconded the motion. The minutes were approved unanimously.
- B. Public Comments
None
- C. [Financial Update](#) – Leigh Griffing/Dale Bickell
Dale Bickell gave a review of the completed projects through the year and what was anticipated for the future years. He brought the deficits to the attention of the committee members for future years as they were speculations for projects that were not fully realized and would be updated as they grew closer.
There were questions about funding for projects in future years and where those funds could come from. Dale Bickell provided examples of how the City would be mindful of how the projects would be managed; how the funding would come from private developers as well as the City; and when the City would need to be opportunistic with the development of projects.

I. Impact Fee Study Update

- a. [Impact Fee and Funding Criteria](#) Update
Dale Bickell spoke about how the process was on hold as the report had taken longer than anticipated to collect and finalize. The report would be ready by the October IFAC meeting. The forms could be updated as well with assistance by the consultant. John Freer asked that the committee be consulted before going out for public comment. He wanted to know when the committee members could give their input. Dale Bickell stated the consultant was working first on the impact fees and the form next. There was a discussion about what the IFAC was able or had the authority to do.

II. Discussion Items

- a. [Build Grant](#) – Jeremy Keene
Jeremy Keene detailed the Build Grant, formerly known as the TIGER Grant, as well as the match portions that would be needed from other sources for completion. The project would help complete over 3 miles of new collector and arterial roadways if the City won it.

- b. Fire Station 4 Land Lease – Jeff Brandt
Brad Davis detailed the land that could be leased and utilized as a regional training center, to bring in groups from around the region to train there.

III. Funding Requests

- a. Downtown Area and Riverfront Parks ([Missoula Master Plan Ch 5](#))– Ryan Applegate
 - [IFAC Form](#)

Ryan Applegate detailed the need to increase capacity in the downtown area. This request would get to a 10% design phase.
Bruce Bender clarified the population and dwelling units in the area.

Bruce Bender moved to approve to fund \$100,000 in Park Impact Fees for the design services of the Downtown Area and Riverfront Parks project within the Missoula Master Plan. Maria Chesnut seconded. Upon a voice vote, the motion carried unanimously.

- b. Rose Memorial Park Playground – Ryan Applegate
 - [IFAC Form](#)

Ryan Applegate detailed the upgrade in capacity that could take place with the project. John Freer spoke about the methodology of the form and how the criteria was insufficient. Ryan Applegate detailed how the newer playground would be able to help more children have fun on the playground.
Maria Chesnut asked about the funding requested and what it would be used for. Ryan Applegate detailed what the various portions of the amount asked for could be used for.

Bruce Bender moved to approve to fund 67% of the total cost up to \$65,000 of Park Impact Fees for increases in capacity to the play area and picnic area adjacent to the playground at the Rose Memorial Park. Derek Goldman seconded. Upon a voice vote, the motion carried unanimously.

- c. Hellgate Park – Ryan Applegate
 - [IFAC Form](#)

Ryan Applegate spoke about the project done in 2012. John Freer confirmed the amount.

Bruce Bender moved to approve to fund \$32,000 of Park Impact Fees for the Hellgate Park project. Jerry Ford seconded. Upon a voice vote, the motion carried unanimously.

- d. Clark Fork Lane – Kevin Slovarp
 - [IFAC Form](#)

Kevin Slovarp detailed the roadway to be constructed and how it would connect to the existing roadway.
John Freer stated the reasons he felt the project was not 100% eligible for impact fees.

Hank trotter moved to approve to fund \$250,000 of Transportation Impact Fees for the Clark Fork Lane Roadway Extension project. Jim Gallipeau seconded. Upon a voice vote, the motion carried with one vote from John Freer in opposition.

- e. Mary Jane Blvd – South – Kevin Slovarp/Jeremy Keene

- [IFAC Form](#)
- [Exhibit](#)

Kevin Slovarp detailed the roadway and possible traffic signal or circle that may be needed to complete it. An application had been received and development was expected to proceed rapidly.

Bruce Bender asked for information in the trip calculation. Kevin Slovarp detailed how the trips were calculated on the collector streets.

John Freer asked how trip counters were calculated. Kevin Slovarp stated it was 10 trips per single family home.

Hank Trotter left the meeting at 4:16 PM.

Bruce Bender moved to approve to fund \$1,600,000 of Transportation Impact Fees for the Mary Jane Boulevard (South) project. Jim Gallipeau seconded. Upon a voice vote, the motion carried unanimously.

- f. Mary Jane Blvd – North – Kevin Slovarp/Jeremy Keene
- [IFAC Form](#)

Kevin Slovarp detailed the location where the new street would be placed as the new development would come into the area. There would be additional funding sources available, such as MDT adding a traffic signal for control at the location, although its location was not where the City wanted it. MDT would agree to move it to where the City wanted it in coordination with this project.

Derek Goldman asked if staff had secured the balance yet. Kevin Slovarp stated they hadn't but they were working on options.

Bruce Bender asked if there was commercial development near the area. Kevin Slovarp stated it was planned to be a VA Hospital. Bruce Bender expected there to be more trips in the area to which Kevin Slovarp agreed.

Bruce Bender moved to approve to fund \$1,440,000 of Transportation Impact Fees for the Mary Jane Boulevard (North) project. Jerry Ford seconded. Upon a voice vote, the motion carried unanimously.

- g. Rodgers Road Improvements – Kevin Slovarp
- [IFAC Form](#)

Kevin Slovarp detailed the roadway that needed improvements; which was a full road reconstruction project. The project was partnered with Missoula County and MRA for possible additional funding. Jeremy Keene spoke about the need to have the engineering design work done sooner in order to get the roadway completed soon, as well as timing it with the water extension being done in the same location.

John Freer asked how to support the methodology for expansion. Bruce Bender detailed, by example, how this improvement would expand capacity.

There was discussion about how much to fund.

Bruce Bender moved to approve to fund 50% capacity increase of the project up to \$1,800,000 of Transportation Impact Fees for the Rodgers Street, Cemetery Road, Raser Drive project. Jerry Ford seconded. Upon a voice vote, the motion carried unanimously.

- h. Fire Dept. Cold Storage – Jeff Brandt
- [IFAC Form](#)

Brad Davis detailed the cold storage building request.

Derek Goldman moved to approve to fund \$90,000 of Community Service Impact Fees for the Fire Department Cold Storage project. Bruce Bender seconded. Upon a voice vote, the motion carried unanimously.

- i. Facilities Master Planning – Dale Bickell
 - [IFAC Form](#)

Dale Bickell detailed the request to begin the due diligence process of obtaining the Federal Building (the old Post Office on Broadway) for City and County use.

Bruce Bender moved to approve to fund \$100,000 of Community Service Impact Fees for the Facilities Master Plan project. Derek Goldman seconded. Upon a voice vote, the motion carried with one vote from Jerry Ford in opposition.

IV. Current Project Updates

- a. [South Ave.](#) – Kevin Slovarp
Consultants had been hired, the data gathered, now they were looking to expand on it. Staff was working with the owners to expand the right-of way, starting with reduced facility.
- b. [Higgins Ave. Bridge](#) – Kevin Slovarp
This was an ADA project that was required a few years ago has been completed under budget. MDT is requesting the City revise the funding agreement to \$1.7 million, however the project has already been approved for \$1.9 million. The City portion is justified and MDT is working with the City to cover some of the costs for bridge widening.
- c. [Mullan & George Elmer Dr. Intersection Signal](#) – Kevin Slovarp
Another warrant study has been done, and the results were close enough that if more people move there it would warrant a signal. Staff will prepare an RFP and get a design done. They are working with MDT to get construction prepared. It may be eligible for the Build Grant.
- d. [Cregg Lane](#) – Kevin Slovarp
Phase I construction has just been finished. It was over budget but not over the total budget for the project. Staff would not be asking for any more funding at this time. They will likely be another funding source.
- e. [Mullan Rd. Improvements](#) – Kevin Slovarp
There was lots to do to move the project forward, including getting out an RFP to get the design work done. Staff would look to get an agreement with MDT to secure improvements and funding for the project, which could make up some of the shortfall.
- f. [Lower Miller Ck. Sidewalks](#) – Kevin Slovarp
Staff has received the scope of work with the consultants and will hiring process soon.
- g. [Bicycle Safety Project Stephens & Orange](#) – Kevin Slovarp
Staff have agreements with property owners for easements to construct. They are waiting for MDT approval at this time.
- h. [Community Center](#) – Ryan Applegate

Staff is working with MMW on the master plan to get to public comment. They are looking at beginning Phase 3 at Currents.

- i. [Bellview Park](#) – Ryan Applegate
The Bike Park is open and they will be spending the remainder of funds at the Bike Park shortly.
- j. [Playfair Park](#) – Ryan Applegate
The conceptual master plan has started. More to come shortly.
- k. [Ft. Missoula Regional Park Ph. III](#) – Ryan Applegate
The Knife River parcel is coming at the end of the year and staff is looking for the best use of the triangle piece.
- l. [Koly Park](#) – Ryan Applegate
Staff is expecting to enter the design phase this year at the new area, with consideration of linking this new area into the Milwaukee trail connection into town.
- m. [Splash \(Aquatics\) Expansion](#) – Ryan Applegate
Staff just started an RFP to get a return on investment on a new water feature to be placed there.
- n. [PROST](#) – Ryan Applegate
Staff has begun moving forward with the open space chapter, which looks similar to the Master Plan Downtown to increase capacity.
- o. [Dragon Hollow](#) – Ryan Applegate
Complete and open, waiting for budget process so staff can finish expending funds.
- p. [Pattee Area Conservation](#) – Ryan Applegate
Staff is working with new Public Works Director at Missoula County on a solution.
- q. [Westside Master Plan](#) – Ryan Applegate
Staff is working with new Public Works Director at Missoula County on a solution.

V. Next Meeting

- a. The next meeting is scheduled for October 24, 2019.

Adjournment

The meeting was adjourned at 5:04 PM.

Respectfully submitted,

Regina Swensen
Finance Office

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