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# MEETING MINUTES

## IMPACT FEE ADVISORY COMMITTEE

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**May 12, 2016 1:30 PM – 2:26 PM**

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

**Members Present:** Janet Donahue, Chair, Jerry Ford, John Freer, Jim Galipeau, Nick Kaufman, Kate Sutherland, Hank Trotter

**Members Absent:** Derek Goldman, Adam Pummill

**Staff Present:** Regina Swensen, Leigh Griffing, Dale Bickell, Jack Stucky, Mike Haynes, Jim Nugent

### Administrative Business

- A. Minutes to approve dated: [April 28, 2016](#)

The motion was made and seconded to approve the minutes. The motion passed unanimously.

- B. Public Comments

There was no public present to comment.

- C. Financial Update – Leigh Griffing/Dale Bickell

- [Impact Fee Projections](#)

Leigh Griffing spoke about the financial update form that was created for the IFAC meetings to show the projected estimated expenditures to the end of the year to project the out years. She detailed the changes she had made to the projects.

- D. IFAC Operations and Expectations

Nick Kaufman spoke about the desire of the committee members to have the forms and information prepared before the meeting time. Dale Bickell provided recommendations that he felt would help the committee, including increasing the frequency of meetings to a quarterly standard instead of bi-yearly. He proposed creating a matrix of projects that have been approved by the IFAC committee on a spreadsheet of what was approved that included the amount funded and other vital information related to the projects. He also proposed using the IFAC Funding Criteria Form as a default policy manual instead of the minutes to keep track of critical policy items and motions.

John Freer spoke about how the original IFAC Criteria Form was created. He felt that updating the Criteria Form and conducting a study were positive steps. There was a discussion about how a professional consultant will be helpful to structure the process with relation to the Ordinance that governs IFAC and clean up the Criteria Form.

There was a question and clarification of a story in the local newspaper that was related to the agenda item about the City Hall Restrooms.

### I. Approve updated IFAC Funding Criteria Form

- [IFAC Funding Criteria Form](#)

Nick Kaufman questioned the percentage of funding that could be used for a project. Jim Nugent stated it had to be set in black and white, that the IFAC committee could recommend funding for a certain project or set of projects but they couldn't create a rule or mandate. The City Council empowers them to do that. The discussion turned to the wording of the recommendation of how impact fees are spent in regards to increases in costs. The example used was that of a 25% increase in cost was allowed as long as the total impact fee request did not exceed 33% of the total project cost.

Janet Donahue asked for Jim Nugent's opinion into if this was legal and he stated that this recommendation for flexibility was legal.

Another question came up on the George Elmer Drive item that was approved at the April 24, 2016 meeting, and new development eligibility for impact fees. Dale Bickell spoke about the amount of impact

fee limitations and that there were no restrictions, to allow projects to be completed quicker. This allowed for impact fees to be spent in the City where projects were needed as the City was one district. He stated that the restrictions were limiting the impact fees to be spent on collectors and arterials and that the greater benefit had to be to the greater community. There was a discussion about where the impact fees were being spent and into which projects were deserving of the impact fees versus other projects.

There were items in the Appendix to be corrected: on page 4, change the word street collector to collector street, also on page 4 under **Definitions from Missoula's Impact fee ordinance to assist discussion** remove the second paragraph entirely, and on page 5 under **For projects funded for transportation impact fees** number 1 add the word Approved before transportation.

**John Freer moved to approve the IFAC Funding Criteria Form as amended.**

**Jerry Ford seconded the motion.**

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

## **II. Current Project Updates**

- a. City Hall restroom facility expansion – Jack Stucky/Dale Bickell
  - [Funding Criteria Form](#)
  - [CIP Form](#)

Jack Stucky presented the agenda item information. He provided some of the details of the project. John Freer stated that the new IFAC Criteria Form justified the changes to the request.

**Nick Kaufman 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 \$203,000.**

**Jim Galipeau seconded the motion.**

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

## **III. New Funding Requests**

- b. Master Park Plan – Donna Gaukler
  - [Funding Criteria Form](#)

This item has been withdrawn for consideration at this time.

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

This item has been withdrawn for consideration at this time.

The next meeting was set for July 28, 2016 at 3:00 PM.

## **Adjournment**

The meeting was adjourned at 2:26 PM.

Respectfully submitted,

Regina Swensen

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