
MEETING MINUTES

IMPACT FEE ADVISORY COMMITTEE

October 25, 2018

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

Members Present: John Freer (chair), Nick Kaufman, Bruce Bender, Hank Trotter, Adam Pummell, Maria Chesnut

Members Absent: Jerry Ford, Jim Galipeau, Derek Goldman

Staff Present: Regina Swensen, Scott Paasch, Ryan Applegate, Steve Johnson, Kevin Slovarp, Dale Bickell, Mike Haynes

Administrative Business:

A. Minutes to approve dated: July 26, 2018
Approval of the minutes was postponed until the next meeting.

B. Public Comments
None

C. Financial Update – Scott Paasch/Dale Bickell

Dale Bickell detailed the budget sheet of the current projects status' showing the estimated revenues and projects outgoing into the future. There was a brief discussion as to the deficit amounts showing in a few of the impact fees.

I. **Current Project Updates:**

a. South Ave. – Kevin Slovarp

Kevin Slovarp gave a brief history of the project. The project currently doesn't have the budget to spend, even though the CIP was approved by the City Council during the budget discussions. The request was to spend impact fees for the design work. There was a difference in the amount originally asked for due to the facilities that would need to be extended underneath the roadway.

b. Higgins Ave. Bridge – Kevin Slovarp

Kevin Slovarp provided an update to the project. MDT requested that the stairs on the west side leading to Caras Park needed to be replaced during the process as they belonged to the City, then a new ADA route would be required in its place. An updated amount of \$50,000 would be asked for to accommodate the changes needed. The new changes were detailed to get a clear picture.

Bruce Bender moved to approve the addition of \$50,000 in Transportation Impact Fees to the project, for a final updated request of \$1,980,000.

Maria Chesnut seconded the motion.

Upon a voice vote, the motion carried unanimously.

c. Mullan & George Elmer Dr. Intersection Signal – Kevin Slovarp

Kevin Slovarp stated this project was waiting for signal warrants to be met, as the last study indicated the area did not warrant a signal yet, and no monies have been spent at this time.

Bruce Bender asked when the growth may occur. Kevin Slovarp stated it would be triggered at the end of the construction season.

d. Cregg Lane – Kevin Slovarp

Kevin Slovarp stated Phase I was currently under construction and it was going well. Staff was preparing to have money available for landscaping.

Hank Trotter asked about the right of way next to the City Shop. Kevin Slovarp stated it would get close but the right of way would extend on both sides to be multi-use facilities.

e. [Van Buren Phase 3](#) – Kevin Slovarp

Kevin Slovarp stated that the Van Buren project has been constructed and staff added to the striping. The project was very close to being on budget.

f. [Community Center](#) – Ryan Applegate

Ryan Applegate stated that within the next month would have an RFP for Phase I of an expansion to Currents.

g. [Syringa](#) – Ryan Applegate

Ryan Applegate stated Patterson had been contracted and construction was basically complete. Mike Haynes arrived at 3:20 PM.

h. [Bellview Park](#) – Ryan Applegate

Ryan Applegate stated the bike park improvements were included and funding would be used this year.

i. [Fire Dept. EMS Aid Car](#) – Dale Bickell/Jason Diehl

Dale Bickell stated the Fire Department has the vehicle and had put the decals on it very recently.

New Funding Requests:

a. [Mullan Rd. Improvements](#) – Kevin Slovarp

Kevin Slovarp stated that, with the development of 44 Ranch, the developer was required to create a collector and since Mullan Rd. was MDT jurisdiction, they were reviewing the plans and decided the left turn pocket wouldn't work, but more of Mullan Rd. needed to be improved. The increase of costs associated with the changes were outside what the developer had set aside as it was a surprise. Staff felt that this would have a benefit to more than just this development and are asking for future developments to reimburse the cost that was being spent now.

There was a discussion as to how the collector roadways would connect to future developments. John Freer arrived at 3:44 PM.

Bruce Bender asked about the requested amount difference of \$700,000. He asked if this would just widen the road on both sides and leave the road itself intact.

Bruce Bender asked where the remaining portion of the cost would come from. Kevin Slovarp stated the staff was working with the developer to come up with a funding mechanism.

Kevin Slovarp updated the Impact Fee form and request for 100% funding.

There was a discussion about how much Impact Fees to ask for and have the developer pay back as much as possible. Kevin Slovarp detailed how the improvement would support the other developments being contemplated at this time.

Bruce Bender made the motion to fund \$300,000 in Transportation Impact Fees for Mullan Road reconstruction.

John Freer seconded the motion.

Upon a voice vote, the motion carried unanimously.

b. [Lower Miller Ck. Sidewalks](#) – Kevin Slovarp

Kevin Slovarp detailed how Lower Miller Creek Road had been in CIP form for several years. The reason for the request is due to the new school that's nearly completed, and their need for more pedestrian facilities. The request is to design the road to accommodate full street improvements with bike lanes and sidewalks on both sides.

Bruce Bender asked if it was possible to build a sidewalk on only one side of the road. Kevin Slovarp detailed the reasons why staff was looking to design the entire street improvements, which would include the drainage, the sidewalk to be built.

Hank Trotter asked if the school was required to build the improvements. Kevin Slovarp detailed how the school didn't put any funds into the bond for improvements.

Kevin Slovarp detailed the Impact Fee funding criteria methodology.

John Freer made the motion to fund \$100,000 in Transportation Impact Fees for the initial design of Lower Miller Creek Road from Linda Vista Blvd. to Bigfork Road.

Adam Pummill seconded the motion.

Upon a voice vote, the motion carried unanimously.

c. [Playfair Park](#) – Ryan Applegate

Ryan Applegate detailed the reasons for increasing capacity at Playfair Park and developing a Master Park Plan due to the development in surrounding areas. He detailed the Impact Fee funding criteria methodology.

John Freer made the motion to fund \$20,000 in Park Impact Fees to develop a Master Park Plan to replace the interim working plan for Playfair Park.

Bruce Bender seconded the motion.

Upon a voice vote, the motion carried unanimously.

d. [Ft. Missoula Regional Park Ph. III](#) – Ryan Applegate

Ryan Applegate stated staff was almost done with Phase I and II, and about to begin Phase III. He detailed what specific items the funds would be used for. He also stated staff would request any remaining funds from Phase I or II be rolled into Phase III.

Ryan Applegate detailed the Impact Fee funding criteria methodology.

Bruce Bender made the motion to fund \$50,000 in Park Impact Fees to design and engineer the planning of the expansion of the Fort Missoula Regional Park.

John Freer seconded the motion.

Upon a voice vote, the motion carried unanimously.

e. [Koly Park Improvements](#) – Ryan Applegate

Ryan Applegate spoke about the request for funding, including the needs to survey, design and engineer the facilities of the newly acquired park lands and bridge.

Ryan Applegate detailed the Impact Fee funding criteria methodology.

John Freer asked for information on the amount of funding asked for. Ryan Applegate stated the amount of funding being asked for and that staff would ask for more funding in later years specifically for the new park.

There was a discussion about the location of the future park and the improvements to be made.

Nick Kaufman made the request to retitle the project from Clark Fork Bridge West to Koly Park Improvements.

Bruce Bender made the motion to fund \$120,000 of Park Impact Fees to survey, design and engineer for street frontage, utility stub outs and access improvements for the newly acquired park lands as well as trail improvements including conversion of the former railroad bridge for use as a pedestrian/bike trail.

Hank Trotter seconded the motion.

John Freer stated the reasons he felt the project was not 100% supportable under the current funding criteria methodology. There was a discussion on how to alter the funding criteria.

Bruce Bender withdrew the motion. The motion second was not withdrawn. Dale Bickell offered that the motion be amended with the condition that the funding criteria be updated and returned to the IFAC at the next meeting.

Bruce Bender accepted an amendment to approve funding of \$120,000 with the following conditions: to retitle the item and to update the form to recalculate the methodology of the Impact Fees.

Upon a voice vote, the motion as amended carried unanimously.

f. [Splash \(Aquatics\) Expansion](#) – Ryan Applegate

Ryan Applegate detailed the reasons to expand the facility. Staff is now looking to increase capacity with a study into any new feature expansion and generate more revenue.

Maria Chesnut asked if the Parks Department will be able to fund all the projects, since staff is asking for a large amount of Impact Fee funding. Ryan Applegate spoke about how the Parks Department staff was utilizing multiple sources of funding and that there is a great deal of support for the projects. Ryan Applegate detailed the Impact Fee funding criteria methodology.

John Freer made the motion to fund \$12,000 to provide engineering and analysis for a major feature expansion to the Aquatics (Splash) facility.

Bruce Bender seconded the motion.

Upon a voice vote, the motion carried unanimously.

g. [PROST](#) – Ryan Applegate

Ryan Applegate stated the request was for partial funding of the PROST Plan that helps describe the level of service for the Parks and Recreation Department.

Bruce Bender questioned if this was eligible for Impact Fees. Ryan Applegate stated staff had engaged the Impact Fee consultant and other staff to determine if this would be eligible, and was found to be eligible. Bruce Bender asked who would be doing the work. Dale Bickell stated the consultant would not do this work and spoke about the opinion given by the City Attorney and the consultant.

There was a discussion by the committee members on if the item was eligible for Impact Fees or not.

John Freer made the motion to fund \$18,000 of Parks Impact Fees to update the comprehensive Parks, Recreation, Open Space and Trails Plan (PROST Plan).

Bruce Bender seconded the motion.

Upon a voice vote, the motion carried with one vote from Adam Pummill in opposition.

Request for Proposal Update:

a. [Impact Fee and Funding Criteria](#) – Steve Johnson

Steve Johnson presented an update to the IFAC criteria and the work done by the consultant, TischlerBise, along with City staff. The next step would be for the consultant to return to the IFAC and present their finding and update to the forms. A new form should be available in late fall to early winter this year.

The next IFAC meeting is scheduled January 24, 2019.

Adjournment:

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Regina Swensen
Finance Office

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