



**MISSOULA NEIGHBORHOODS**  
**Community Forum Report**  
**City Council Chambers, 140 W. Pine**  
**January 26, 2012 at 7:00 pm**  
**Moderator, Cathy Deschamps**

Captain John Mullan – Steve Schmidt  
Farviews/Pattee Canyon – Ray Aten  
Franklin to the Fort – Mark McMillin  
Grant Creek – Absent  
Heart of Missoula – Absent  
Lewis & Clark – Greg Gullickson  
Lower Rattlesnake – Absent  
Miller Creek – Bill Roduner  
Moose Can Gully – Lyle Geurts  
Northside/Westside – Greg Martin

Riverfront – Absent  
River Road – Jesse Neidigh  
Rose Park – Absent  
South 39<sup>th</sup> – Cathy Deschamps  
Southgate Triangle – Erik West  
University District – Absent  
Upper Rattlesnake – Doug Grimm  
  
City Council Liaison – Jon Wilkins  
Neighborhood Liaison – Jane Kelly

**OTHERS PRESENT:**

Jane Kelly, Erika Foster

**QUORUM:**

A quorum was present.

**APPROVAL OF THE AGENDA:**

The agenda was approved as submitted.

**APPROVE MEETING MINUTES:**

The minutes for [December 15, 2011](#) were approved as submitted.

**PUBLIC COMMENT:**

None

**PRESENTATIONS:**

**Liaison Position – Mayor John Engen**

Mayor Engen stated the liaison position has been discussed to ensure the neighborhoods will be adequately represented. Ms. Kelly was offered the opportunity to continue working as the Office of Neighborhoods Liaison and she graciously accepted.

The previous liaison resigned from the position and that gave an opportunity for the Administration to make improvements to the job description. A group of volunteers studied the job duties and drafted a [recommendation report](#). The report includes a few changes and some recommendations that require additional financial costs. The budget discussions will begin mid February and recommendations will be considered at that time. Mayor Engen named a few items that were recommended.

1. Renaming the position title from the Neighborhood Liaison to Neighborhood Advocate
2. Build a closer link to the Mayors Office
3. Build a closer relationship with the Communications Officer
4. Fulfill the spirit of the Charter more adequately and accurately

The Forum discussed the recommendations.

Mayor Engen volunteered to revisit the Forum at a later date to discuss the budget decisions.

### **Building Permits – Don Verrue**

Mr. Verrue, Building Official stated the Building Department issues building permits and conducts building inspections in homes and buildings located in the City limits.

All contractors who are hired to perform a remodel project or build a new building are required to obtain a City business license and are responsible to purchase a building permit for the construction project. The business license requires the business owner maintains proper insurance that will cover himself, his employees and the home owner in case of an accident or damage. He noted sometimes a home owner will pay the contractor for the project before the inspection is approved. He does not recommend this procedure until after the inspection is complete and approved, because if a problem arises, it is difficult to get the contractor to come back and fix the problem.

Mr. Verrue stated it has been difficult and time consuming for contractors to purchase permits. The City is implementing a new construction online automation permit process known as ACCELA and many cities nationwide use the software and it has proved to be effective.

ACCELA allows the inspectors to enter inspection information into their iPhone or iPad which will connect to the City computers. The computer will send the information to the contractor through an email. The contractor will not have to leave the job site to apply or check the status of a permit and this is beneficial to all parties involved as it will eliminate delays and save time.

Mr. Verrue said ACCELA offers another improvement that allows certain departments to merge. A new department known as The Plan and Development Department has been researched and discussed. This department is a combination of the Public Works and the Office of Planning & Grants. There are great benefits with the combination of both departments by allowing people to make one stop instead of going to each department for various issues. It increases customer satisfaction with clarity and consistency and decreases frustration, conflict and misinformed information. The ACCELA program will also encourage economic development.

Smaller projects that require a permit (re-roof, fence, etc.) can be purchased online because they do not require a set of plans, zoning or urban forestry requirements.

If anyone would like more information or has questions to please call Mr. Verrue direct at 552-6042 or email him at [dverrue@ci.missoula.mt.us](mailto:dverrue@ci.missoula.mt.us).

The Forum asked questions and discussed the difference between the old and new process, permit fees, safety codes and correct home addresses.

### **Sunday Streets – Ben Weiss**

Mr. Weiss, Missoula in Motion, said they encourage citizens to use alternative transportation and they organize the Sunday Streets Missoula events. The event is hosted in conjunction with Parks & Recreation, Business Improvement District, Redevelopment Agency, Bike/Ped program, Office of Neighborhoods and Bike Walk Alliance of Missoula.

Sunday Streets is an open street event and has become popular nationwide. The event supports bike & walk, provides venue for recreation physical fitness, builds community with shared open space use and helps promote local businesses.

In 2011 the two events held attracted 14,000 people. There were 4,500 bicyclists, over 9,000 pedestrians and 600 plus people with other modes of transportation. The events are attracting more health and fitness groups and many offer free classes.

There were 90 volunteers who contributed over 230 hours and nonprofit organizations which increased exposure. Mr. Weiss presented and discussed pictures of both events.

Mr. Weiss said there has been discussion of holding similar events in residential areas where people can enjoy a similar event without traveling to the downtown area. He is asking the Forum to discuss this option with the neighborhood councils and see if there is interest. The events will occur in June and September. If anyone is interested to please contact Mr. Weiss at Missoula in Motion at 258-4962.

The Forum asked questions and discussed the event details.

### **REPORTS:**

#### **Staff Report Jane Kelly and Erika Foster**

Ms. Kelly reported the November food drive was successful and she distributed the Food Bank thank you note for viewing.

She said next month there will be discussion regarding neighborhood council and community forum budgets. She will provide figures and facts at the next month meeting. The reallocation fund balance is \$3500, and the small grant fund balance is \$230.57.

There have been two grant writing workshops that were offered and they were successful and well attended. Many people expressed an interest to submit a request and there is a wide range of ideas. The deadline for the grant requests is January 31<sup>st</sup> at 5:00 pm. The projects will be distributed to various City departments for comments and after completion the committee will score them and determine which projects will be funded.

Ms. Kelly stated two committee members submitted their resignations to serve on the Large Grant Committee. Nancy McCourt resigned because of lack of time and will no longer serve on the leadership team. Christine Ross is resigning because she is submitting a grant and that causes a conflict with the project voting process.

The alternate is Steve Schmidt and he will be a voting member. The committee needs one more member to serve on the committee and she asked for a volunteer. Jesse Neidigh volunteered to serve on the large grant committee.

Ms. Kelly stated the long range transportation plan representative is Ray Aten. Bill Flanery and Mark McMillan will be the alternates. The committee will meet for a year and they will study long range transportation issues.

Ms. Foster reported she has been gone for Christmas break and she is back in the office performing office duties. Please email any neighborhood council meeting agendas and minutes to her at [efoster@ci.missoula.us](mailto:efoster@ci.missoula.us).

### **Branding Committee – Greg Gullickson and Mark McMillan**

Mr. McMillan updated the Forum regarding the purchase of visors, baseball caps and T-shirts. The cost is \$75.00 to set up the embroidery and silk screen equipment. A combination of hats, visors and shirts will cost \$9.00 per item with a minimum order of 24 items and the cost will be split among the neighborhoods. He noted the neighborhoods can purchase and supply their own shirts and the cost to add the logo will be \$3 to \$5 per item. He noted if all of the neighborhoods can agree to stay with one color, it will help keep the cost down.

He asked for feedback from the councils and he will provide another report at the next meeting. He mentioned he would like to collect the shirts at the February meeting and distribute them back in a couple of months.

### **Neighborhood Council Reports:**

Upper Rattlesnake – Doug Grimm reported they discussed the bear issues and garbage can rules.

Southgate Triangle – Erik West reported the leadership team met on January 11<sup>th</sup> and discussed ideas for a large project grant.

Northside/Westside – Greg Martin reported the leadership team met on January 10<sup>th</sup> and discussed the North Missoula Development Corporation issue that currently has an outstanding loan and currently is in jeopardy. They discussed a federal grant that was approved for the White Pine Park, and the onsite Lowell School health care clinic. The neighborhood council will meet in March and discuss Lowell School issues, the Poverello relocation project and the sex offender registry issues.

Miller Creek – Bill Roduner – No report

Captain John Mullan – Steve Schmidt – No report

Farviews/Pattee Canyon – Ray Aten reported the Parks Board Advisory Committee approved the park plan and Whitaker Park will undergo improvements.

South 39<sup>th</sup> – Cathy Deschamps reported they are working on a grant for an additional traffic signal box. She reminded people to shovel the snow in their yards and not in the street.

River Road – Jesse Neidigh reported they met on January 4<sup>th</sup> and discussed a park picnic shelter, new trail connection from Russell St. to Reserve St. and street plowing issues.

Moose Can Gully – Lyle Geurts – No report

Lewis & Clark – Greg Gullickson reported the leadership team will meet on January 30<sup>th</sup> at 6:30 pm located in the Lewis & Clark Village meeting room. They have a variety of issues to discuss.

Franklin to the Fort – Mark McMillan reported the leadership team met and discussed a park event and focusing on neighborhood artists.

City Council Liaison – Jon Wilkins reported the City Council discussed the Park & Recreation Department fee increase, Burns St. housing project, Short Street and Cobblestone housing issues, OPG and Public Works department separation and affordable sidewalks.

The Forum asked questions and made comments regarding the issues.

Mark McMillin will moderate the February meeting.

**Adjournment:**

Meeting adjourned at 9:07 pm.

Respectfully submitted,

*Kelly Elam*

Kelly Elam  
City Clerk Office