
MEETING MINUTES

IMPACT FEE ADVISORY COMMITTEE

November 12, 2015 3:00-4:45 PM

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

Members Present: Nick Kaufman, Derek Goldman, John Freer, Adam Pummill, Jim Galipeau, Jerry Ford, Hank Trotter

Members Absent: Janet Donahue, Kate Sutherland

Staff Present: Dale Bickell, Donna Gaukler, Kevin Slovarp, Leigh Griffing, Mike Haynes, John Wilson, Regina Swensen

Administrative Business

I. Introductions

Nick Kaufman stood as chair for the meeting. Introductions were made of all attending the meeting.

II. Financial Update – Leigh Griffing/Dale Bickell

Dale Bickell detailed the FY15-16 impact fee funds as they related to the collections and balances for the year. Ending this past June, impact fees have increased. He detailed where the funds would be used in the FY16 budget if the funds were approved for the proposed projects.

III. Current Project Updates

a. 3rd Street – Kevin Slovarp

Most of the physical construction has been completed on 3rd Street. There is roughly \$180,000 left in the Transportation Impact Fee and the City staff is planning on spending some of it for chip-seal and epoxy striping within the next year, but will have money left over at the end of the project.

Jerry Ford asked what the target date for completion was. Kevin Slovarp stated it was done now and the chip-seal will be done within next year or two by Brian Hensel and the Streets Division crews, with final pavement markings done 30 days later. He anticipated the entire project to be done by August 2016.

b. Hillview Way – Kevin Slovarp

Kevin Slovarp stated DJ&A has worked on the design which is almost complete and within budgets. He was looking forward to receiving the design and get comments back on it. The City was going to bid the project come late winter or early spring, for construction in the summer 2016.

c. Grant Creek/I-90 Improvements – Kevin Slovarp

Kevin Slovarp gave a brief history of the project, sharing how the City was looking to add capacity in the southbound direction at the interchange with I-90, and had asked for \$200,000 to allow MDT to bring the project forward. The project will cost \$650,000. The bulk of money will come from the State. The City needed to sign a draft agreement with the State to utilize the money and begin the project. MDT will take the project to get approval with the Transportation Commission then start on the design, which will be done quickly, and scheduling the project which should be done by 2017.

d. Lolo to Missoula Trail – Donna Gaukler

Donna Gaukler detailed that the county portion of the trail is ahead of schedule and under budget. What is remaining is for the City is to obtain sufficient right-of-way, approve funds from park impact fees and road impact fees to bring the trail together and correct alignment, take on street and sidewalk improvements on the northeast side of Reserve Street and the spur trail. They are on schedule and budget, even though none of the work has started yet. On Monday, November 16, 2015, sale of the bonds was approved by City Council which is related to this project.

Kevin Slovarp asked when this project may begin. Ms. Gaukler stated they may begin this winter.

e. Others

Dale Bickell provided the list of other items for the committee to discuss. There were no items of question from the committee.

New Funding Requests

IV. New Projects

a. Playgrounds – Donna Gaukler

- [Funding Criteria Form](#)
- [Park Impact Fee Request Data](#)

Donna Gaukler detailed the variety of playground improvements to be made, and the various sites to be completed. She spoke about the capacity of equipment, accessibility of playground equipment, types of play, and number of children served. She detailed the total project cost and the amount being asked for as well as the list of parks to be replaced.

John Freer questioned the methodology of the form. He spoke about capacity types.

Motion: John Freer made the motion to approve Parks Impact Fee funding request up to \$204,500 for the Community wide Playground Project.

Derek Goldman seconded the motion.

Upon a voice vote, the motion carried unanimously.

b. Grant Creek Trail – Transportation Impact Fee -- Donna Gaukler

- [Funding Criteria Form](#)

Donna Gaukler gave a brief history about the Grant Creek Trail area. She spoke about the changes that happened with the design after the discovery of springs in the area that

caused issues with the ground clay. The project was closed out for winter to keep the costs down. She detailed the three pieces of the project as they stood now. Nick Kaufman asked for clarification with the engineering design. John Freer asked about the reason for the high cost for such a short expanse of the road. Ms. Gaukler spoke about how the slope was significant, how the water had to flow under it, and the change order needed for the redesign. There was discussion about the design of the road and if the City Engineer had reviewed it yet. Mr. Slovarp stated that he had not yet. Neither had John Wilson.

Motion: Jim Galipeau moved to approve Transportation Impact Fee funding request of \$120,000 for the Grant Creek Trail Starwood to County Line.

Derek Goldman seconded the motion.

Upon a voice vote, the motion carried unanimously.

- c. East Broadway/Missoula College Improvements – Transportation Impact Fee - Joe Easton/Kevin Slovarp
 - [Funding Criteria Form](#)
 - [Scope and Cost Estimate](#)

Kevin Slovarp spoke about the various public transportation changes proposed in the request for funds. He detailed that the college was paying \$172,277 in transportation impact fees.

Mr. Kaufman asked Mr. Slovarp if there would be any offsite improvements, such as along East Broadway, to which Mr. Slovarp stated there would not be that he was aware of.

Derek Goldman asked if the project was publically bid or contracted out. Jake Berger, Jackson Construction, stated it had been publically bid.

Mr. Slovarp detailed the improvements that would be added to the side of the street where the college was being added.

Mr. Kaufman asked if there was a chance to complete the other side of the street. Mr. Bickell said that the college coming to the area was a catalyst for the area that could drive improvements.

Motion: John Freer moved to approve Transportation Impact fee funding request of \$172,000 for the Missoula College Public Improvements.

Jim Galipeau seconded the motion.

Upon a voice vote, the motion carried unanimously.

- d. City Hall restroom facility expansion – Community Service Impact Fee – Jack Stucky/Dale Bickell
 - [Funding Criteria Form](#)

Dale Bickell spoke about expanding the restroom facilities to make the Police Academy facility more available for use. Jack Stucky detailed the expansion of the restroom facilities. Chris Odlin, Police Department, gave examples of how the expansion of the restrooms could allow the Police Academy facility to be utilized for more training.

Mr. Kaufman confirmed that the funds requested were from the Community Service Impact Fee.

Motion: Jerry Ford moved to approve Community Service Impact Fee funding request of \$74,500 for the City Hall restroom facility expansion.

Adam Pummill seconded the motion.

Upon a voice vote, the motion carried unanimously.

- e. Police evidence facility – Police and Community Service Impact Fee – Mike Brady/Dale Bickell
 - [Funding Criteria Form](#)
 - [Presentation](#)

Chris Odlin, Police Department, detailed the request for funding, including examples of temporary measures taken to expand their capacity for evidence storage and the critical need for a new facility the Police Department currently faces. Dale Bickell spoke about the funding request.

It was asked what the balance amount available was within the Community Services Impact Fee. Mr. Bickell stated it would be approximately \$564,000 at the end of FY16 from Community Services and \$30,000 from Police. He confirmed that the timing of the project would be critical and that the amounts they were using were conservative. Mr. Ford asked if credibility of the evidence had been a problem before. Mr. Odlin stated it had not been a problem before. He had just been at the facility and it is now at a critical point that needs to be addressed.

It was asked where the rest of the funds were coming from. Mr. Bickell stated the rest of the funds were coming from multiple sources, including MRA funding, and a general fund bond.

John Freer stated that the growth of the city and the need to expand the Police Department has grown as well, which would provide a need to increase the size of the evidence room.

Motion: Jim Galipeau 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 \$579,302.

Derek Goldman seconded the motion.

Upon a voice vote, the motion carried unanimously.

Housekeeping items:

Minutes to approve dated: [May 4, 2015](#)

John Freer to approve minutes. Hank Trotter seconded the motion. Upon a voice vote, the motion carried unanimously.

There was a discussion held between the committee members and staff on how to update the Impact Fee Funding Criteria Checklist Form. A determination was desired on how and when it would be best to update the form. Mr. Bickell stated he would look into how to update the form and bring that information to the committee to get approval for the updated changes. The committee and staff came to the consensus that a potential new form could be worked on over the winter and presented at the spring 2016 meeting to be adopted for use after that.

Adjournment

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Regina Swensen

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