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# MEETING MINUTES

## IMPACT FEE ADVISORY COMMITTEE

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*July 28, 2016 3:00 PM – 4:00 PM*

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Development Services Basement Conference Room – 435 Ryman, Missoula, MT 59802

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

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

**Staff Present:** Regina Swensen, Leigh Griffing, Dale Bickell, Kevin Slovarp, Mike Haynes, Steve Johnson

### Administrative Business

- A. Minutes to approve dated: [May 12, 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

- [Financial Update](#)

Leigh Griffing reviewed the historic revenues and year to date amounts. The revenues amount for FY16 was \$1,176,850, expenditures were \$724,013 and estimated FY16 ending fund balance was \$4,209,242. Impact fee revenues were down from a prior year. The second page covered next year's projections of funds for the next five upcoming fiscal years. The third page gave an overview of the categories of impact fees and projects. It was a work in progress. There was a discussion on the projected transportation impact fees for FY2021 and how the estimates were very conservative. The question was brought forward to see where the impact fees were gathered and then applied within the City. Dale Bickell spoke about how the City was set up as a whole general area to be able to apply impact fees as needed across the City.

### I. Current Project Updates

- a. Hillview Way – Kevin Slovarp

Kevin Slovarp spoke about the construction that was being done currently on the utilities and sidewalks that had been constructed over the last week. He detailed the worst case scenario that could take place and that construction could begin later this month.

- b. South Ave – Kevin Slovarp

- [Funding Criteria Form](#)
- [CIP Form](#)

Kevin Slovarp detailed the work currently being done on the engineering analysis. They are looking to hire a consulting engineer to help with a traffic study.

- c. Higgins Ave. Bridge – Kevin Slovarp

- [Funding Criteria Form](#)
- [CIP Form](#)

Kevin Slovarp stated it was Montana Department of Transportation's (MDT) work and that the City was adding funding to make improvements. HDR was hired to complete the design work and the City was invited to scope the work being done. MDT had agreed to a concept plan to include improvements at the intersection at 3<sup>rd</sup> and Higgins to reconfigure it and make it more pedestrian friendly. The ADA

access from the Higgins Avenue Bridge to the Riverfront Trail has been appraised for replacement and will be paid for with CMAC money from MDT.

d. Madison St. Bridge – Kevin Slovarp

- [Funding Criteria Form](#)
- [CIP Form](#)

Kevin Slovarp spoke about the bid of work for the bridge and the estimate that was done. The lighting bid came in lower than the estimate. It was currently in design and will begin construction in a few months. He spoke about the FY2021 estimate of impact fees to build the sidewalks, which may go away if MDT add-on funding comes in.

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

- [Funding Criteria Form](#)
- [CIP Form](#)

Kevin Slovarp detailed the \$5,000 in FY17 that would be spent on a Warrant Study for signal placement and that most of the funds would be spent in FY2018.

f. Master Park Plan – Donna Gaukler

- [Funding Criteria Form](#)

Dale Bickell detailed how he spoke with Donna Gaukler and didn't feel this project met the criteria set forth by the Funding Criteria Form for use of impact fees, because it couldn't be tied to specific infrastructure so would not be brought forward.

g. Community Center – Donna Gaukler

- [Funding Criteria Form](#)

Dale Bickell detailed the location proposed and doing a feasibility study to see how much revenue a building could generate and how much subsidy would be needed.

h. City Hall Growth Plan – Dale Bickell

- [Funding Criteria Form](#)

Dale Bickell stated it was awarded to Sirius construction. They came in below estimates and would begin construction.

## II. New Funding Requests

a. Request for Proposal (RFP) Impact Fee and Funding Criteria Update

- [Scope of Services Draft](#)

Steve Johnson stated the form was long overdue to be reviewed. He provided a rough draft for suggestions on the scope of services. Nick Kaufman asked to see where the impact fees were coming from and where they were going to be used. He wanted to have that incorporated into the information. Mike Haynes asked for direction into how to split the city into quadrants. Nick Kaufman gave some direction into possible quadrants or districts. John Freer spoke about how the original study didn't have any of the information broken out that way. Nick Kaufman asked if something like that would tie the hands of City staff too much. The discussion revolved around how and when funding was available throughout the City. Nick Kaufman withdrew his request.

Dale Bickell spoke about the process that staff was working on to move forward with the update.

## III. New Funding Request

a. Police Department Evidence Van – Mike Brady/Dale Bickell

- [Funding Criteria Form](#)

Dale Bickell spoke about the need for a new replacement van and how the Police Department would continue to use the older van. He detailed the amount of funding request of impact fees: \$16,667. There was a discussion about the deficiency of the current form.

**John Freer moved to approve Police Impact Fee funding request up to \$16,667 for the purchase of a Police Department Evidence Van.**

**Jim Galipeau seconded the motion.**

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

The next meeting was set for October 27, 2016 at 3:00 PM with a possible special meeting discussed for the RFP item.

**Adjournment**

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Regina Swensen

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