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# MEETING MINUTES

## IMPACT FEE ADVISORY COMMITTEE

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**November 17, 2016**

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

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

**Members Absent:** Nick Kaufman, Hank Trotter, Derek Goldman, Adam Pummill

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

### Administrative Business

A. Minutes to approve dated: [July 27, 2016](#)  
The motion was made and seconded to approve the minutes. It was approved unanimously.

B. Public Comments  
There was no public present to comment.

C. Financial Update – Leigh Griffing/Dale Bickell

- [Financial Update](#)

Leigh Griffing presented the financial update including the close out for FY16. Revenues of approximately \$1.1 million and \$957,000 in expenses. She detailed the projections for FY17. The project tracking was broken down by date and project and how they were broken down to show how funding could be tracked.

Donna Gaukler asked how far back projects went. Leigh Griffing stated it stopped when projects seemed to fall off, but if projects were still active they needed to be added.

Kevin Slovarp asked when projects would be removed. Leigh Griffing stated it would be good to pull them once they were finished. It was asked to include a column that stated if the project were open or closed and a column to notate the total cost of the project.

### I. Current Project Updates

a. [South Ave.](#) – Kevin Slovarp

Kevin Slovarp stated that money was budgeted this year to hire a consultant engineer to do a traffic study, predesign, and right-of-way research. An RFP was expected to be done before Christmas to hire the engineer so the City could get started on the project.

Janet Donahue spoke about the lighting at night being troublesome with the shifting lanes.

b. [Higgins Ave. Bridge](#) – Kevin Slovarp

Kevin Slovarp stated the City would begin working on a funding agreement with MDT to increase the width of the bridge to add bike lanes on each side. MDT wanted to construct the project in FY2020, but they may get to it before then and they want the City to have their money available before then also. Dale Bickell asked when Kevin Slovarp would like to make the funds available. Kevin stated the City could move the funds to be available in FY18.

c. [Mullan & George Elmer Dr. Intersection Signal](#) – Kevin Slovarp

Kevin Slovarp spoke about the contract with WGM on the original study that was done and asked that an update to the study be done. They signal was not warranted yet, but it may be warranted with another 65 homes built in the area. Right now there are 8-9 homes being built, but with

another phase added it could be warranted. He wanted to begin work with MDT to get agreements in place for when those additional 65 homes are built.

d. [Hillview Way](#) – Kevin Slovarp

Kevin Slovarp stated that a majority of the facilities were complete. What wasn't complete were the sidewalks on 55<sup>th</sup>, due to the construction season ending. The 55<sup>th</sup> sidewalks will be handled in the spring and may be done in-house instead of contracted out. The project looked to be under budget but if they have funds they will chip seal the road next year and epoxy paint it.

Kate Sutherland asked how it came under budget and how the savings would be spread out. Leigh Griffing stated she would have to look into the funding sources before answering the question fully.

e. [Cregg Lane](#) – Kevin Slovarp

Kevin Slovarp stated the engineer had been hired and they were nearly finished with the final plan. They were looking to get the project out to bid this winter and for construction in the spring, working with Donna Gaukler to make sure the timing was good for the Parks and Recreation Department at the Currents facility.

Jerry Ford asked how far Cregg Lane went. Kevin Slovarp detailed the length of Cregg Lane and where it connected.

Jim Galipeau asked if there would be a light at Cregg and Orange. Kevin Slovarp stated there would be but it wouldn't happen at this time. It could happen when the mill site was developed and traffic increased; then it would be required with a traffic study.

f. [S. Reserve Pedestrian Bridge/Msla to Lolo trail](#) – Donna Gaukler/Kevin Slovarp

Kevin Slovarp spoke about the pedestrian bridge that had been constructed and that the aim was to open the bridge in early February with the entire project to be completed in April, weather dependent. Donna Gaukler detailed which pieces were handled by the City and which were handled by MDT. She detailed how the wiring in the bridge was not functional and that the replacement parts had been ordered. Everything will be fully functional by the end of April.

Janet Donahue asked how pedestrians could get from the bridge to the Fort Missoula Regional Park. Donna Gaukler detailed how Post Siding would be used for bikes and pedestrians, as well as the low volume of traffic it was currently supporting.

g. [Community Center](#) – Donna Gaukler

Donna Gaukler spoke about spending the funds available to find a location for the center. They would have recommendations by the next meeting. Right now, the early look at things point to finishing the location inside Currents.

h. [Grant Creek Trail Phase I/ Phase II](#) – Donna Gaukler

Donna Gaukler spoke about Phase I using the Impact fees used to complete the work to the county line. Phase II had approval for funding for the last 100 yards but they were waiting for the County to help connect their part of the trail.

Janet Donahue asked about a potential connection at Scott Street. Donna Gaukler detailed one of the plans to create a trail connection link-up across the Scott Street area that would ultimately link Darby to the Bitterroot Valley and in the far future from Glacier Park to Yellowstone Park.

i. Fort Missoula Regional Park – Donna Gaukler

Donna Gaukler spoke about the impact fee funds that have been spent on consultant services to get the park designed and on obtaining water rights. The entire Phase I won't be complete until next spring. Saturday, April 29, 2017 is the grand opening of Phase I. Phase II construction awards 25 more packages within the next week to get construction done over the next year. John Freer arrived at 3:54 PM.

j. [City Hall Growth Plan](#) – Dale Bickell

Dale Bickell stated the various City Hall projects were mostly finished. He detailed each piece that was completed and that they were on time and on budget.

k. [Police Dept. Evidence Van](#) – Dale Bickell

Dale Bickell stated the van would be purchased next week.

I. [Police Evidence Facility](#) – Dale Bickell

Dale Bickell stated the conceptual design was approved last meeting, the facility was costly and they may come back at the next meeting for more funding. He stated the funding would be moved to FY18.

II. **Request for Proposal Update**

a. [Request for Proposal \(RFP\) Impact Fee and Funding Criteria Update](#)

Steve Johnson stated this was the second draft of the RFP. This draft had more background information included. He felt adding specific project information would be helpful.

Janet Donahue asked if he wanted to add a more historical perspective. Steve Johnson stated that it could be added.

Dale Bickell offered his idea of adding a new impact fee for parking. He wanted to know if having a Parking Impact fee within the Parking Commission boundaries. He asked if it would be warranted and for the initial reactions of the committee.

John Freer asked if that was already covered by Transportation Impact fees. Dale Bickell wasn't certain, but this would be for structured parking. There was a discussion into how parking wasn't always a consideration when new construction was being done, and how parking was always an issue especially in the downtown area. It was asked if parking structures were allowed to be built with Transportation Impact fees. The discussion moved to the trade of parking onsite versus offsite.

Committee member comments on the RFP were requested to be returned by December 15, 2016, and sent into the recording secretary who would send them out to the appropriate staff.

**Adjournment**

The meeting was adjourned at 4:10 PM.

Respectfully submitted,

Regina Swensen

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