
MEETING MINUTES

IMPACT FEE ADVISORY COMMITTEE

February 10, 2017

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

Members Present: John Freer (temp acting chair), Nick Kaufman, Adam Pummill, Hank Trotter, Derek Goldman, Kate Sutherland, John Freer, Jim Galipeau, Bruce Bender (pending approval of City Council on February 13, 2017)

Members Absent: Jerry Ford

Staff Present: Regina Swensen, Kevin Slovarp, Mike Haynes, Mike Brady, Dale Bickell, Steve Johnson

Administrative Business

- A. Minutes to approve dated: [November 17, 2016](#)
The motion was made and seconded to approve the minutes. It was approved unanimously.
- B. Public Comments
None.
- C. Financial Update – Leigh Griffing/Dale Bickell
Dale Bickell detailed the financial update from the last meeting and how the funding for the new police evidence facility would be allocated. Nick Kaufman asked that the update be sent to the committee members once corrected.

I. New Chairperson

- a. Nominate and select a new committee chairperson

There was a brief discussion about Kate Sutherland's departure from the committee due to a potential conflict of interest on another committee. No public comment.

Nick Kaufman nominated John Freer to serve as the new Impact Fee Advisory Committee chairperson.

Adam Pummill seconded the motion.

Upon a voice vote, the motion carried unanimously.

II. Current Project Updates

- a. [S. Reserve Pedestrian Bridge](#) – Kevin Slovarp

Kevin Slovarp spoke about the when the trail would be open, weather permitting. The current schedule to open the trail mid-February was put off due to the weather. The new update is that landscaping will begin in April and that decking and panels be completed over the next four weeks. The earliest the trail could be open would be mid-March or April. The contract expires on May 12, 2017. They anticipate completing the work before then.

Jim Galipeau asked about the problems of thawing in the cement. Kevin Slovarp spoke about how the panels weren't heating up properly with the protective coating added and that problem was being resolved soon.

Bruce Bender asked if the funding has already been used. Kevin Slovarp stated the funds were already expended in prior years. He gave some background into where the funding came from.

III. New Funding Requests

a. [Clark Fork Lane](#) (existing CIP) – Kevin Slovarp

Kevin Slovarp spoke about how this was an increase of impact fee funding to construct the project. The design of the roadway has begun as well as the construction of the apartment units that the developer wants to begin renting on April 1, 2017. In order to meet that deadline, the City would need to hire a contractor to do the work and not use City Streets Division to do the work. The project qualified for 100% of the cost to be paid by Transportation Impact Fees but the City was not asking for that at this time. The developer would be paying for the curb, sidewalk and boulevard improvements while the City would be paying for the roadway itself and asking for 57% of the project cost.

Nick Kaufman detailed the history of how the roadway connection came about. He abstained from voting as his company was involved in the construction.

John Freer asked about the total cost of the project.

Kate Sutherland asked if there would be a turn-about at the end of the road, since the roadway would end at this time. Kevin Slovarp stated there wouldn't be, but there would be ample room for emergency services to turn around.

Kate Sutherland asked why the cost went up \$100,000. Kevin Slovarp explained how the developer wanted the City to act on their schedule, not the City's schedule. The committee discussed how the situation was unique and how this was part of the development agreement. Derek Goldman asked about the 50%. It was the adopted level by City Council to constrain its use of Impact Fees to a certain percentage.

Adam Pummill made the point about how the street was not a collector at the moment. John Freer spoke about how, without the street, it could restrict growth in the area. The discussion turned to how this was the first phase of a collector street, and done in good faith, anticipating the completion of the roadway in the future.

Kate Sutherland moved to approve increasing Transportation Impact Fee funding by \$103,500 to 57% of the total project cost not to exceed \$250,000.

Hank Trotter seconded the motion.

Nick Kaufman abstained from the vote.

Upon a voice vote, the motion carried.

b. [Police Evidence Facility](#) (existing CIP) – Dale Bickell/Mike Brady

Police Chief Mike Brady spoke about how the Police Evidence Facility has been needed since the last City Hall remodel nearly 20 years ago. He gave a brief history of getting a new facility built at the Scott Street location and the lesser cost of remodeling the Catlin facility.

Kate Sutherland asked how long the building will be big enough. Mike Brady stated initial estimates were in the 25-year range. He detailed how the garage space would be utilized.

Hank Trotter asked about the square footage and how much would be dedicated to evidence storage. Mike Brady gave details into how big both buildings would be and that it would be double in current storage space.

Nick Kaufman asked if there would be enough space to have outreach public access in the new facility. Mike Brady stated it would be manned, even though City Hall would remain the main location.

Adam Pummill stated his concern would be with traffic coming in and out. Mike Brady stated they would have less employees than the former occupants had. There would be an increase in patrol cars and traffic during off hours, but not much else.

Nick Kaufman moved to approve an increase in Impact Fee allocation to the project to \$1,000,000 representing 33% of the project cost.

Derek Goldman seconded the motion.

Hank Trotter opposed.

Upon a voice vote, the motion carried.

IV. Request for Proposal Update

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

Steve Johnson gave an update into the IFAC RFP form language and selection criteria.

Nick Kaufman spoke about the importance of Impact Fees and how or where it is spent.

John Freer suggested a language change to the Scope of Work section.

Kate Sutherland asked to include having developers come to an IFAC meeting to make a presentation to the committee, answer questions and be interviewed.

Adjournment

The meeting was adjourned at 4:37 PM.

Respectfully submitted,

Regina Swensen

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