
MEETING MINUTES

IMPACT FEE ADVISORY COMMITTEE

October 26, 2017

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

Members Present: John Freer (chair), Nick Kaufman, Derek Goldman, Jerry Ford, Bruce Bender, Maria Chesnut

Members Absent: Hank Trotter, Jim Galipeau, Adam Pummell

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

Administrative Business

A. Minutes to approve dated: [July 27, 2017](#)
The motion was made and seconded to approve the minutes with the corrections that were discussed.

B. Public Comments
None

C. [Financial Update](#) – Leigh Griffing/Dale Bickell
Leigh Griffing detailed the 2017 year end financial statements. She spoke about the Impact Fee revenue that was brought into the City in FY17 and the estimated ending balances.
John Freer and Maria Chesnut arrived at 3:13 PM.
John Freer asked if the funds were tracked when received and when expended. There was some discussion about the timeframe required by law for funds to be used before they would be refunded to developers.
John Freer asked about the Parks Impact Fees on Cregg Lane. Ryan Applegate detailed that the Park Impact Fees would be used for the improvements into McCormick Park.

I. Current Project Updates

a. [South Ave.](#) – Kevin Slovarp

Kevin Slovarp detailed how the City was currently waiting to receive the scope of work with WGM to do data collection and design work. The City was looking to keep the project moving forward and get the RFP out and construction to begin in 2019.

Nick Kaufman asked if the funds had to be expended or just committed to the project within the timeframe before the law required returning to developers. Dale Bickell said he would look into it.

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

Kevin Slovarp stated that HDR was out gathering data on the soil for putting in piers to support the loads on the bridge substructure. The City has signed an agreement with MDT to widen the sidewalks on the bridge.

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

Kevin Slovarp detailed the scope of work that was received, which was very detailed and he would see what was needed and what would be able to be cut out of the project.

Bruce Bender asked if it was City or State right of way. There was discussion into if the streets were annexed.

d. [Clark Fork Lane](#) – Kevin Slovarp

Kevin Slovarp stated the project has been completed and on time. The approved amount was \$250,000; the actual cost was \$211,000. He was in contact with the property owner of the land that

would be able to connect the road to Mullan and they were looking to get an agreement to build it sometime soon.

e. [Cregg Lane](#) – Kevin Slovarp

Kevin Slovarp stated it was 95% complete and the last phase was from McCormick entrance to Orange Street. They have to schedule when the driveway can be closed due to when the park could be closed for several days. They would be bidding the project soon.

f. [Community Center](#) – Ryan Applegate

Ryan Applegate stated the RFP went out for design, but there was no other work being done at this time.

g. [Fort Missoula Regional Park](#) – Ryan Applegate

Ryan Applegate stated they were finalizing the water rights and were in a holding pattern with the funds as Phase II was wrapping up.

Derek Goldman asked who held the water rights. Dale Bickell stated it was the Army Corp, transferred to the Heritage Foundation that then transferred it to the Park, but the only hold up right now was in paperwork.

h. [MRL park on Johnson](#) – Ryan Applegate

Ryan Applegate stated the work was moving forward on the conceptual design for park and soil remediation, along with options for hauling excess soil from Fort Missoula to this location.

i. [Syringa](#) – Ryan Applegate

Ryan Applegate spoke about how the contract was awarded and how the soil was being piled up right now for both Syringa and Bellview Park. The hope was that both parks will have construction beginning very soon.

j. [Jeffrey Park](#) – Ryan Applegate

Ryan Applegate stated that the City has accepted it and paid the Impact Fees for it. There was very little Impact Fees left over.

k. [Bellview Park](#) – Ryan Applegate

See Syringa for information.

l. [44 Ranch](#) – Ryan Applegate

Ryan Applegate stated at this time there was no increase request in Impact Fees, as they received a donation to help install the equipment. He stated that there may be a request at a later time.

Jerry Ford asked if there were any plans to do anything with the Janet Rankin Park at this time. Ryan Applegate stated he would have to look into it but there weren't any current plans at this time.

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

Dale Bickell detailed that they were out to bid and were looking at April or May occupancy.

n. [Fire Dept. EMS Aid Car](#) – Dale Bickell/Jason Diehl

Dale Bickell stated they found a vehicle to purchase and it was ready to go.

Nick Kaufman asked if there was any further word from the Chamber of Commerce. Dale Bickell stated that Chief Diehl was going to have a conversation with them very soon or had one very recently.

II. New Funding Requests

a. [Van Buren Ph. III](#) – Kevin Slovarp

- [IFAC Funding Criteria Checklist](#)
- [IFAC Memo](#)

Kevin Slovarp detailed the request for funding. He provided background on Phase III of the project. He detailed the improvements made in Phases I and II as well as how much they cost.

Maria Chesnut asked about the variation in cost estimates from July to now. Kevin Slovarp detailed what the process was to reach the corrected amount from July to now.

John Freer asked how it was justified to spend the funds based on new construction. Kevin Slovarp spoke about how the facilities were brand new for non-motorized uses for all users in the area. Bruce

Bender spoke about how the increase was in bike usage of 50% and a capacity increase. There was a discussion about how to calculate the amount of capacity and Impact Fee portion on the Impact Fee Criteria Form.

Maria Chesnut asked how the costs could be concerning if they are using the Impact Fees were being used as a major funding source. There was some discussion about looking at the whole picture, looking at the amount of growth in the area when considering the use of Impact Fees, and how much in Impact Fees could or should be used for projects.

Bruce Bender made the motion to approve a funding to 33% of an estimated total cost of \$1,600,000 up to and not to exceed \$248,500 in additional Transportation Impact Fees.

Jerry Ford seconded the motion.

Upon a voice vote, the motion carried.

- b. Stephens/Beckwith curb/sidewalk relocation – Kevin Slovarp
 - [IFAC Funding Criteria Checklist](#)
 - [Photo](#)

Kevin Slovarp detailed where the new curb would be cut back to extend the bike lane at the intersection. MDT would be replacing the corner sidewalks to bring them up to ADA standards.

John Freer questioned the form use methodology. There was some discussion about the increase in bicycle use once the lanes were extended. John Freer asked what the lifespan of bike lanes would be. Kevin Slovarp wasn't certain but he stated that if they were built they would be used.

Nick Kaufman detailed the reasons for why he felt adding bike lanes was justified as increased capacity in the Impact Fee Criteria Form.

There was a discussion about which section of the Impact Fee Criteria Form could be justified to use for supporting the use of impact fees to fund the project.

Bruce Bender made the motion to approve funding based on methodology 3A for 35 years at 35% of \$45,000 in Transportation Impact Fees.

Derek Goldman seconded the motion.

Upon a voice vote, the motion carried.

III. Request for Proposal Update

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

Steve Johnson spoke about how the selection committee chose TichlerBise, Inc. for their proposal.

The City asked them to scale it back slightly, which was done, and they have received a smaller proposal.

Steve had a contract draft that he planned on taking to the A&F committee on Wednesday, November 1, 2017 which will hopefully be approved by City Council on Monday, November 6, 2017.

He will hopefully have it available for the IFAC committee to review shortly.

IV. Next Meeting

- a. The next meeting is scheduled for January 25, 2018 (Regina Swensen will be out of town – Kirsten Hands will cover the meeting.)

Adjournment

The meeting was adjourned at 5:01PM.

Respectfully submitted,

Regina Swensen

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