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# MEETING MINUTES

## IMPACT FEE ADVISORY COMMITTEE

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***April 17, 2014 -3:00 pm***

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

- **Members Present:** Janet Donahue; Chair, Dick Ainsworth, Jerry Ford, John Freer, Jim Galipeau, Elaine Hawk, Nick Kaufman.
- **Members Absent :** Derek Goldman, Kate Sutherland.
- **Staff Present:** Donna Gaukler, Dale Bickell, Leigh Griffing, Jessica Moriss, Mike Haynes, Bruce Bender, Kevin Slovarp, Dee Andersen.
- **Public Comment: None**

1. Minutes dated: [April 10, 2014](#) approved as submitted.

2. **Vote on proposed motion regarding project cost over-runs from April 10, 2014:**

**MOTION:** Transportation Impact Fee Funds can be used for a justified amount up to 33% of the actual project costs without additional review and recommendation of the Impact Fee Advisory Committee, as long as the project costs do not exceed Impact Fee Funding Criteria estimates by 25%.

John Freer moved to approve.

Dick Ainsworth seconded the motion.

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

3. **New Project: TIGER VI Grant Russell Street– Broadway to Dakota Street**
- a. [Impact Fee Funding Criteria Checklist](#)
  - b. [CIP Form](#)
  - c. [TIGER Grant Analysis](#)

John Freer moved to approve up to \$1 million in Transportation Impact Fees upon the award of the TIGER VI Grant for the Russell Street –Broadway to Dakota Street project.

Jerry Ford seconded the motion.

**Upon a voice vote, the motion passed with Nick Kaufman abstaining.**

Jessica Moriss, Transportation Director, presented the proposal for Russell Street. The project includes removal of the existing two-lane Russell Street Bridge and replacement with a four-lane bridge. There will be reconstruction of Russell Street between Broadway and Dakota,

construction of raised bike lanes and wide scale sidewalks, bus stop facilities and a number of trail crossings.

The total project cost is approximately \$26 million. The City in partnership with the Missoula Metropolitan Planning Organization and the Montana Department of Transportation (MDOT) will be applying for a TIGER grant of \$19.6 million. MDOT has committed \$5.2 million and the Missoula Redevelopment Agency has committed up to \$200,000 toward the project costs. The City Council passed a resolution of support on April 7, 2014 for the TIGER grant application which is due next week and approved a commitment of up to \$1 million in Transportation Impact Fee funding if the grant is awarded.

Bruce Bender discussed the capacity criteria. He stated that if the City contributes it will make it more successful. Another requirement is that you have to build within a few years.

Ms. Morriss agreed that being shovel ready is one of the criteria.

Assistant Finance Director, Leigh Griffing provided budget analysis. She said the transportation Impact fee revenue has already been obligated via the FY14 CIP plan. The projected revenues for FY15/FY16 are over \$1million dollars. That could change but it looks like the fund balance could support this.

The committee discussed the CIP score and ranking process.

Mr. Bender said it's all relative to transportation fees. The score is irrelevant, If you are running out of money its more competitive and scoring the projects is a method of ranking them as to which project would get funded first and so on.

Ms. Morriss reminded the committee that they can spend \$1 million and get \$26 million.

The committee reviewed and discussed the CIP projects funded for FY14/FY15.

Jim Galipeau asked Ms. Griffing that right now with all projects funded and no over-runs we are already at 25%

Ms. Griffing said yes.

Janet Donahue said that assumes that all the money is expended and some could be carried over.

Mr. Galipeau said we are showing very little in FY16/17. We are being asked to approve \$1 million. These projects are already approved but this doesn't show any new projects or cost over runs.

Ms. Donahue asked City Engineer, Kevin Slovarp what other projects would take \$1 million or more.

Mr. Slovarp said nothing we have identified.

Ms. Donahue said she is trying to take any large projects in consideration. She asked about the Miller Creek project.

Mr. Slovarp said we will not build the road unless we can get approval for the signal light.

Mr. Bender said the only thing is George Elmer Drive if it goes north. We are showing it in FY19.

John Freer said if we have collected these fees we should put them on the ground. It meets the criteria so it should move forward.

Ms. Donahue asked for an action to approve.

**4. New Project-TIGER Grant -The Missoula to Lolo Trail Extension-**

- a. [Impact Fee Funding Criteria Checklist](#)
- b. [CIP Form with Map](#)

**Elaine Hawk moved to approve a maximum amount of \$480,000 of Parks Impact Fee Funds for the Missoula to Lolo Trail Extension.**

**Dick Ainsworth seconded the motion**

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

Parks & Recreation Director, Donna Gaukler said her staff applied for rural TIGER Grant to fund the Missoula to Lolo Trail. The trail will run from the end of the Bitterroot spur behind Southgate Mall to where the Bitterroot Trail picks up in Lolo on Hwy 93 & Hwy12 at Travelers Rest.

It is very rare to receive one of these grants. The chances are about 5%. The project will be partnered between the City and County. The County is the holder, administrator and project manager of the TIGER funds which total \$4.5 million. The City's responsibility is from Buckhouse Bridge east to Reserve Street following old US 93 road. CTEP is the major funding source for the City segment of the trail connection. They secured \$157,000 in CTEP funding, and Ms. Gaukler requested \$343,000 of Parks Impact Fee Funding to close the gap. And referred to the criteria sheet and said under methodology #1 the project is eligible for \$450,000.

The City committed \$400,000 for the grant application. Our match is not the money but the commitment to connect the trail. As long as we make the connection from the end of the County line to the BBT- all continuous trail then we have met all the grant criteria. Project completion is the focal point of this grant. She stated that this trail has been a part of the non-motorized trail system since the 1990's.

MRA has now entered into the project. In the long range transportation plan, Urban Renewal District III called for a separate grade crossing at Reserve Street. The entire project including the separate grand crossing with cost in excess of \$2 million. That is the preferred solution and MRA is currently in the midst of a feasibility study. The reason it is preferred is that it positively affects mode shift, which means that 60% of the population is more likely to walk or ride their bike if they feel safe. If you have to cross a road like Reserve Street with 4 lanes at that rate of speed, it reduces your non-motorized use significantly.

Mr. Galipeau asked about future project costs.

Ms. Gaukler said including today's projects for FY16-17 and every project you have approved so far we will have a balance of \$300,000.

Mr. Bender asked what the annual take is for Parks Impact Fees.

Ms. Gaukler said we have been taking in approximately \$175,000 a year.

Mr. Freer asked about the methodology used for calculation. Was it 2% or the annual growth? He said the annual growth would be higher.

Kate Sutherland asked if the committee should address actual growth vs. 2% rule.

Mr. Freer said he thinks it's a question the could review in the November meeting.

Ms. Donahue stated she would like to add that to the November meeting agenda.

**5. Project Update—Hillview Way Street Improvements-**

- a. [Impact Fee Funding Criteria Checklist-New](#)
- b. [Impact Fee Funding Criteria Checklist-Original](#)
- c. [CIP Form with Engineering Cost Estimate](#)
- d. [Hillview Way Map –Exhibit 1](#)

**John Freer moved to approve \$165,000 of Parks Impact Fee Funding.**

**Elaine Hawk seconded the motion**

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

Mr. Bender said this project is for the crossing at Moosecan Gully.

Kevin Slovarp, City Engineer, reviewed the project and said they would like to add sidewalk on the uphill side of the road and provide a pedestrian and wildlife crossing. It's a blind corner so they are looking for a way for the pedestrians to cross under the road.

Ms. Gaukler said it hooks into Garland Park. She talked about the drainage that comes into that area and stated that there is an easement with the Craighead's but they still can't quite get there. It will connect the trail system from Gharret to Pattee Canyon and will create a really nice complex in the South Hills. It will also allow great hiking potential. Currently the problem is, that kids are travelling on it and popping out at Chief Charlo School which is not a good spot as was stated earlier, it is a blind corner.

Mr. Bender said they have working on efficiency of the design, switching the sidewalks from the downhill side to the uphill side of the road.

Mr. Slovarp said they would keep the sidewalk on the uphill side of the road as there is a grade problem in that steep area.

Ms. Hawk asked if it would be ADA compliant.

Ms. Gaukler stated that the sidewalk would be but the trail wont.

Ms. Donahue asked how much impact fee revenue is requested.

Ms. Gaukler said \$165,000 with the box culvert. She reviewed the project criteria and said the primary benefits are recreation and kids walking to school. It has been in the CIP for a long time.

Jim Galipeau stated that with the recent Mountain Lion scare, he doesn't think anyone will let their kids walk up there. I wouldn't promote kids using that area. Adults are a different story.

**6. Hillview Way update:**

**Nick Kaufman moved to approve \$1,069,122 in impact fee funding for Hillview Way.**

**Elaine Hawk seconded the motion**

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

Mr. Bender said the committee has approved \$833,000 of impact fee funds and now we are up over \$1,029,522. He wanted to check in with the committee on this.

Nick Kaufman said in light of the first motion today as long as it stays less than 25% of the total project costs he has their approval.

Mr. Freer asked what is the original project cost was.

Mr. Slovarp said originally it was \$2.5 million. Now it's at \$3.6 million.

Mr. Bender said the cost of the crossing has made the costs go up.

Ms. Donahue stated it is a 40% increase in overall budget.

The committee discussed how much the project has increased and how much has already been spent and what percentage is remaining. It was stated that the project needs \$3.67 million going from this point forward.

Mr. Bender reminded the committee that there will be SID funding for this project as well.

Leigh Griffing ran the numbers and stated that the amount of impact fee funding needed for this project is \$1,069,122.

All agreed

Elaine Hawk announced that it would be her last meeting. She is moving to Austin, Texas.

Ms. Donahue thanked Ms. Hawk for her work on the committee and wished her the best of luck.

### **Adjournment**

The meeting was adjourned at 4.27pm