

# MISSOULA REDEVELOPMENT AGENCY

## CONDENSED BOARD MEETING MINUTES

July 17, 2012

**FINAL**

A meeting of the Board of Commissioners of the Missoula Redevelopment Agency was held at the MRA Conference Room, 140 West Pine, Missoula, MT 59802 at 12:00 PM. Those in attendance were as follows:

**Board:** Karl Englund, Ruth Reineking, Nancy Moe, Daniel Kemmis

**Staff:** Ellen Buchanan, Jilayne Lee, Tod Gass, Juli Devlin

**Public:** Maria Ramos, Concerned Citizen;  
Mick Harsell, Missoula Community Benefits Coalition;  
Shana Rice, Missoula Community Benefits Coalition;  
Molly Moody, Missoula Community Benefits Coalition;  
Rory Page, Missoula Community Benefits Coalition;  
Linda McCarthy, Missoula Downtown Association;  
Greg Oliver, Wayfinding Committee

### **CALL TO ORDER**

12:05 p.m.

### **APPROVAL OF MINUTES**

May 16, 2012 Regular Meeting Minutes were approved as submitted.

May 24, 2012 Special Meeting Minutes were approved as submitted.

June 19, 2012 Regular Meeting Minutes were approved as submitted.

### **PUBLIC COMMENTS & ANNOUNCEMENTS**

Moody, Missoula Community Benefits Coalition (CBC), said she was eager to hear the results from the Fox Site market study. She said she is supportive of the project and excited to work with the Fox Site developers. Buchanan said the market study was ongoing therefore there were no results yet but said the market study was in the second phase.

Harsell, CBC, said some of CBC's goals were to provide affordable housing; high quality jobs, goods, and services; transportation, etc. He said he personally would like to see the Fox Site construction be contracted with local companies since the project is in Missoula

and the land was contributed by the City of Missoula [is proposed]. Englund said if the market study comes back in favor of the Fox Site Project, then there will be a public process in which Englund encouraged the public to attend and participate.

## **ACTION ITEMS**

### **Request for Reimbursement for Sidewalk Costs – 2605 Eaton Street (Buchanan)**

Buchanan said when the MRA sidewalk project in URD III originally started, the district boundaries were initially the centerlines of the perimeter streets. At that time, the corner of Eaton and Fairview where Ms. Ramos lives, was not within the district boundary therefore could not have sidewalks installed under the MRA sidewalk project. Buchanan said as part of the permitting process for Ms. Ramos construction project, the City required her to build sidewalks on both streets, which was very costly. Buchanan said within a matter of months of her installing her sidewalks the District boundary was adjusted and phase 1 was complete. Buchanan said she doesn't want to set a precedent, but recommends MRA reimburse Ms. Ramos \$7,467.72 to pay a portion of her SID for curb and sidewalk that would have been installed during phase 2 of the MRA sidewalk project. Buchanan said this will leave Ms. Ramos with a more manageable SID payment.

Ms. Ramos said she appreciates the Board considering her claim. She said the installation of the sidewalk has increased her mortgage considerably. Ms. Ramos provided some background and said she had received a letter from MRA explaining the sidewalk project and that phase 1 would soon be underway in her neighborhood. She said she double checked with MRA to see if her sidewalks were included in phase 1, but was told the installation of her sidewalks were scheduled for the following year during phase 2. As part of her building permit, she was required to install sidewalks with handicap accessibility on both streets since her house is located on a corner. Ms. Ramos said the total project cost was over \$10,000. If the recommendation is approved, she said she could afford her regular house payment again.

Moe asked if MRA had ever seen similar claims. Buchanan said she was not aware of a similar situation but hoped the Board would take this into consideration.

Kemmis asked Ms. Ramos if she had written a letter to the editor. Ms. Ramos said she did. Kemmis said it was a good letter and felt it was an equity issue so he was pleased to see this on the agenda.

**KEMMIS: I MOVE THAT THE BOARD AUTHORIZE THE PAYMENT OF \$7,467.72 TO PAY A PORTION OF THE SID FOR CURB AND SIDEWALK CONSTRUCTION AT 2605 EATON STREET WITH THE FUNDS COMING FROM URDIII TAX INCREMENT REVENUES IN THE PUBLIC WORKS CONTINGENCY FUND.**

**Reineking seconded the motion. No discussion. Motion passed unanimously. (4 ayes, 0 nays) Cates absent.**

**Wayfinding Study – Request for Funding (Buchanan)**

Linda McCarthy, Missoula Downtown Association, presented a PowerPoint on wayfinding in Missoula. She said as part of the Downtown Master Plan, the original goal was to design a wayfinding system in the downtown area, but they quickly realized the City as a whole should be included. McCarthy said the members of this planning group come from the public sector and private sector; from the City and the State. She said the mission of this group is to create a well thought out comprehensive system of signs, integrated kiosks and other wayfinding communications to identify the community assets and direct visitors. McCarthy said a survey was distributed and the results showed that people wanted a wayfinding system but didn't feel branding could be done. She said if branding wasn't an option the group could still create an image or identity by using visuals such as fonts, colors, etc. The planning and design of the system will cost approximately \$100,000 which \$50,000 has been raised to date. Financially vested parties include the City of Missoula, Parking Commission, Missoula Development Authority, Missoula Downtown Association, and the Downtown Business Improvement District (BID). McCarthy asked if MRA would consider investing in this community project.

Buchanan said she felt it was important to inventory the current signage and determine what can be utilized and what can be consolidated. She said the URD III Needs Assessment included a recommendation for around \$240,000 to be spent on Wayfinding and Gateways. Buchanan said this wayfinding study is an inexpensive way to identify and design these recommendations. She said MRA Staff is requesting \$25,000 be approved to help fund the development of the wayfinding system for Missoula.

Kemmis asked if the first step was to send out a RFP for consulting services once the fundraising was complete. McCarthy replied yes and said the first step would be a public wayfinding design process. She said the inventory and location of wayfinding would then be determined.

Kemmis said he understands the push back of branding and agrees when it comes to slogans and such, but on the other hand, wayfinding can't be done consistently without having a theme of some sort.

Discussion ensued.

**KEMMIS: I MOVE THAT THE MRA BOARD APPROVE A REQUEST FROM DESTINATION MISSOULA FOR \$25,000 TO HELP FUND THE DEVELOPMENT OF A COMPREHENSIVE WAYFINDING SYSTEM FOR MISSOULA AND THAT THE FUNDING CONSIST OF \$10,000 FROM URD II AND \$15,000 FROM URD III UNCOMMITTED CONTINGENCY FUNDS.**

**Moe seconded the motion. Motion passed unanimously. (4 ayes, 0 nays) Cates absent.**

Englund said he agreed with Kemmis that the signs may have a theme of some sort but didn't feel a slogan was necessary.

**Western Sidewalk Project Phase 2 (URD II) – Request to Award Construction Contract (Gass)**

Gass said this project began in spring of 2011 and has multiple phases. He said MRA is working on Phase 2 this summer which includes installation of missing sidewalks and curbs in District II on Catlin Street and Montana Street. MRA received five bids which Gass said Forney Contracting, Inc. was the lowest bidder with a bid of \$133,803.16. He said Territorial Landworks, Inc. (TLI) has verified the Forney Contracting bid as responsive and City Public Works has indicated they have worked successfully with Forney Contracting on similar City projects. TLI recommends MRA accept the bid, Gass said. He said the paving component will be a cost share between MRA and the City Street Department to mill and pave the street sections in Phase 2. Gass said the bid (\$133,803.16) came in well below what MRA had budgeted which was \$250,000. He said the remainder amount would be carried over to the next fiscal year for Phase 3, which will cover a larger area.

Reineking asked if Forney Contracting was a local company. Englund said yes, they had done sidewalks in the University area.

Reineking asked what "responsive" meant. Gass said responsive meant that Forney Contracting followed the rules in submitting the bid and were qualified to do the job.

**MOE: I MOVE THAT THE BOARD AWARD A CONSTRUCTION CONTRACT FOR THE URD II WESTERN SIDEWALK PROJECT – PHASE 2 TO FORNEY CONTRACTING, INC., IN THE AMOUNT OF \$133,803.16, AUTHORIZE THE MRA BOARD CHAIRMAN TO SIGN THE CONTRACT, AND AUTHORIZE STAFF TO SIGN THE NECESSARY DOCUMENTS TO EXECUTE THE CONTRACT (NOTICE OF AWARD AND NOTICE TO PROCEED).**

**Reineking seconded the motion. No discussion. Motion passed unanimously. (4 ayes, 0 nays) Cates absent.**

**Western Sidewalk Project Phase 2 Street Paving (URD II) – TIF Request (Gass)**

Gass said this agenda item recommends the Board give MRA authorization to enter into a Memorandum of Understanding (MOU) with the City Streets Division for the paving component of the Western Sidewalk Project Phase 2. Gass said MRA would pay for the materials and the Street Department would provide the labor and the equipment to mill and pave the road sections in Phase 2. He said Staff recommends the Board authorize MRA to enter into a Memorandum of Understanding (MOU) with the City Streets Division, in an amount not to exceed \$30,505, for the materials to mill and pave the streets in Phase 2 of the URD II Western Curb and Sidewalk Project, and authorize the Director to sign the MOU.

**MOE: I MOVE THE STAFF RECOMMENDATION.**

**Kemmis seconded the motion. No discussion. Motion passed unanimously. (4 ayes, 0 nays) Cates absent.**

**Pattee Street Crosswalk (Front Street URD) – Request for Funding (Buchanan)**

Buchanan said the Board has discussed providing a crosswalk between the Front Street Parking Structure and the Bank Street Parking Structure because of the number of pedestrians who cross Pattee Street mid-block. Originally she said the Parking Structure project had included the crosswalk but due to budgetary constraints the crosswalk item was removed. Buchanan said Gordon Construction recently started on the site work of the new parking structure which is great timing to add the crosswalk if the Board approves the funding to do so. Englund asked what the crosswalk entailed. Buchanan said it would be a raised crosswalk that would be the same height as the current sidewalk so drivers would slow down.

Moe asked what the original cost was for the crosswalk. Buchanan said it was the same amount as it is now which is \$22,131.01. Reineking asked for the amount of contingency funds in Front Street URD. Buchanan said MRA had a little over \$200,000.

**KEMMIS: I MOVE THAT THE BOARD APPROVE THE EXPENDITURE OF UP TO \$22,131.01 FROM EXISTING FRONT STREET URD CONTINGENCY FUNDS AND AUTHORIZE THE STAFF TO DIRECT GORDON CONSTRUCTION TO ADD THIS WORK TO THEIR CONTRACT FOR THE CONSTRUCTION OF THE FRONT STREET PARKING STRUCTURE.**

**Reineking seconded the motion. No discussion. Motion passed unanimously. (4 ayes, 0 nays) Cates absent.**

**Hal Fraser Conference Room Digital Upgrades – Request for Approval (Lee)**

Lee said Staff is requesting approval of up to \$5,500 for the Hal Fraser Conference Room digital upgrades. She said the City of Missoula recently installed digital upgrades in the Mayor's Conference Room and the Jack Reidy Conference Room. The upgrade in the Hal Fraser Conference Room would include two large TV screens, one small computer located behind one of the TV screens, a wireless keyboard and wireless mouse. MRA purchased a 32" TV a couple of years ago that Lee said could be utilized in the conference room. She said the upgrade would allow projection of PowerPoint presentations on the TV screen, internet access, projection of maps and handouts, etc. This upgrade would decrease if not eliminate the amount of paper use. Lee said the upgrade would also allow people to Skype or teleconference during meetings. Lee briefly went over the price estimates provided in her memo.

Englund asked who would be installing the equipment. Lee said the work would be done by the same company [Pete with Smart Tech, a division of Liberty Electric] who installed the upgrades in the other two conference rooms. Englund asked if this project required a bid process. Buchanan said the City IT Department had already completed that process.

Moe asked if anything needed to be added or updated on the bid prices since the bid for the digital upgrades was done a month or two ago. Lee said she didn't think so. She said the bid was done about a month ago but she had been in contact with Pete since then and he hadn't mentioned any price difference.

**MOE: I MOVE THE APPROVAL OF UP TO \$5,500 FOR DIGITAL UPGRADES TO THE HAL FRASER CONFERENCE ROOM.**

**Reineking seconded the motion. No discussion. Motion passed unanimously. (4 ayes, 0 nays)**

**NON-ACTION ITEMS** - None

**STAFF REPORTS**

**Director's Report**

**Front Street Parking Structure**

Buchanan said the Front Street Parking Structure is coming along and will probably open in October 2012. She said she's been told by the Parking Commission there is a waiting list for parking spaces, which is great.

**Old Sawmill District**

Buchanan said all of the amendments for the Brownfields RLF loan increase for the Old Sawmill District were approved by City Council. She said the new agreements are being circulated for signatures. Buchanan thought all signatures would be received by Friday, July 20. She said the Old Sawmill District Working Group has been meeting regularly to see what can be done on that property and who is willing and financially capable. She said the City's priorities include building the park and providing access to Silver Park and the Civic Stadium including the upgrades to the MRL trestle.

**Intermountain Lumber Development**

Buchanan said Farran Group (Intermountain Project) has their funding in place. She said Chris Behan, MRA; Erin McCrady, Dorsey & Whitney, LLP; and she had met with First Security Bank and talked about tax increment bonds and the possibility of them buying the bonds. First Security Bank is providing the financing for the construction. Buchanan said the Farran Group will most likely be approaching the Board in the near future.

### **Kiwanis Park Project Drainage Issue**

Buchanan said Gass has been working with City Public Works on the Kiwanis Park drainage issue. She said the Street Division will install a sump later this summer or early fall.

Reineking asked about the status of the St. Patrick Hospital [Riverfront Triangle URD] Parking Study. Lee said MRA is waiting to get the last invoice, so the report should be forth coming.

### **BUDGET REPORTS** – URD II, URD III, Front Street URD, Riverfront Triangle URD

Lee said the budget report figures will be changing in the next few months since MRA will still be receiving tax increment revenue for FY12. She said 91% of the revenue was received in URD II and 82% in URD III. She said the revenue received in Front Street URD was a little high at 122% because money was left in the Parking Structure fund to make sure all obligations were covered from last year which included the Wilma, Caras, and First Interstate Bank (FIB). She said revenue received in Riverfront Triangle was at 62%. She said there are very few property owners in that District.

### **STAFF ACTIVITY REPORTS** – May 19, 2012; June 16, 2012

### **ADJOURNMENT**

Meeting adjourned at approximately 1:15 p.m.

Respectfully Submitted,

Juli Devlin