

**Missoula City/County Elected Officials Policy Meeting  
Planning and Grants Services Interlocal Agreement  
July 28, 2010  
10:05 a.m. – 11:00 a.m.  
Council Chambers, 140 W Pine**

**Present:** Stacy Rye, Renee Mitchell, Dick Haines, Marilyn Marler, Bill Carey, Michele Landquist, Bob Jaffe, Pam Walzer, Jon Wilkins, Lyn Hellegaard, Roy Houseman, Jean Curtiss, Jason Wiener, Mike Barton, Laval Means, Dale Bickell, Denise Alexander, Mary McCrea, Ann Cundy, Cindy Wulfekuhle, Peggy Seel, Nancy Harte, Brentt Campbell, Gary Bakke, and Bobbi Day.

**1. Introductions and Public Comments**

Brent Campbell talked about planning and paradigms that were being seen in the Missoula community. TIGER grants that were being submitted would help with economic development. Two projects were being submitted under this grant application:

1. A basic infrastructure plan for the Riverside Neighborhood (the millsite project) to help facilitate development of that area. This will be more than an application for a grant. This would be unique to the millsite project, especially since there was a public/private partnership that had formed for the old millsite.
2. The other project is in East Missoula and speaks for itself – it will help encourage investment and development in the area.

**2. Approval of [April 28, 2010](#) – Approved as presented**

**3. OPG Quarterly Update ([Presentation](#))**

Mike Barton asked the Committee to keep in mind two things while staff were providing their updates:

- There is a great deal that the Office of Planning and Grants is involved in and everything is very diverse.
- What ties the office together and the services provided were hard to categorize and define. This community has changed from the mill town it was and is one of the most desirable communities around; everyone deserved some credit for that.

▪ **Grants – Cindy Wulfekuhle**

- Slides illustrating the variety of projects or programs in the Grants division included sewer grants, a new children's shelter, cops and shop program, development of brownfields sites, development of the site of the old Missoula Athletic Club (now known as the Silvertip Apartments), and community education programs.
- Two powerful conferences were organized including the Strangulation and Domestic Violence Training conference that has led to further trainings, and the Community Corrections Conference.
- With the help of a graduate student, a study of offenders who commit Partner or Family Member Assault and the outcome of sentencing sanctions imposed upon them was being conducted.
- The CVA Program served 1502 primary victims and 271 secondary victims, which were often children. This was an increase of almost 10% in the number of victims served.
- Most of the services are provided through partnerships with other agencies.
- Recently acquired funding through HB 130 to provide assistance to individuals experiencing mental health crisis, with special attention to incarcerated individuals with mental illness.
- Forum for Children and Youth held several events such as a Town Hall meeting, developed a Hidden in Plain Sight display and continue to work on under age drinking issues.

- The White Pine brownfields project has been completed and clean-up at the Mill Site was ongoing.
- Missoula was asked to host the Western Brownfields Conference this year.
- The Green Blocks program was being launched by the City; the County has been working on installing solar panels and retrofitting a boiler as part of the energy efficiency program.
- CDBG and HOME funds have been awarded.
- Mountain Home broke ground on its new building and the Silvertip project is under way.
- In the last fiscal year there were over \$16 million worth of grant projects administered by the Grants division, many of which generated significant economic development.

Questions and discussion from members on the grants update included:

1. Were other communities as active as Missoula in the grant area? The level of grant activity was unique to Missoula although other communities such as Billings have a combined planning and grants office.
2. Could other departments get assistance from OPG or perhaps the grant writing could be consolidated into one department? Grant activity was revenue and content related. Revenue was derived from activity so it would be difficult to free-lance grant activities with others. OPG staff could assist, and have assisted, other departments in putting grants together.
3. Consolidating grant activity made sense for the whole city. Grant writing would need to be separated from administration and there needed to be a way to fund it.
4. How was administration funded now? On the city side the fees were included but on the county side grants had to have administration costs written into the grant.
5. What portions of the grants were entitled and how many other grants were sought after? Primary entitlements were CDBG and HOME.
6. It would make sense to fund half a FTE into an existing program than to fund the Parks Department for a new position.
7. Grants staff have worked with other park related projects such as LaFrey Park so it was not beyond staff's content area. The balance came between resource allocation when going for a grant and getting and running it.
8. Grant money may not be coming in as fluid as it was now so some adjustments may be needed.
9. It would be nice to see the grants division go about a deliberate process. Have staff meet with each department to find out if there were potential grant opportunities and pull in more grants.

▪ ***Current Planning – Denise Alexander***

- Permit numbers were steady with FY09 numbers which was a good indicator of stability. The information desk contact numbers increased which could be attributed to the adoption of Title 20.
- Conditional Uses were reviewed by the City Council.
- For FY10 there was a 70% decrease in subdivision activity from FY09.
- Pre-application and scoping numbers have stayed up but many people were just inquiring. The numbers of extensions and phasing plan amendments have increase almost 100% from FY09.
- Permits staff have been reduced by 2 FTE and Projects staff have been reduced by 4.5 since FY09. Enforcement was moved under Projects to balance supervision. A third person was added to enforcement to assist in timely responsiveness. One FTE was being held vacant and cross training continues with project sharing throughout current planning.

▪ ***Urban Initiatives – Laval Means***

- This division also includes GIS and Historic Preservation.
- The City zoning and subdivision regulations have been updated.

- Staff assisted in the Downtown Master Plan. The Target Range Neighborhood Plan was recently adopted by the County and the Orchard Homes Plan was still ongoing.
- Staff were staying current on the Growth Policy in coordination with Rural Initiatives.
- UFDA was updated and Agriculture Policy research was ongoing.
- The Downtown Historic District was approved. The Historic Preservation Ordinance was adopted.
- The Preservation officer submitted a nomination for the County Fairgrounds Historic District.
- Regarding the Mayor's Housing initiative, the Housing Preference Survey was completed and a housing summit was held. Staff also provided support for site development projects.
- GIS staff have been responding to staff requests for data and maps. They quickly turned around the updated zoning maps for Title 20.
- Emphasis last year included completing plans with major neighborhood involvement.
- Next year staff will continue to ensure the Growth Policy is current as needed, jump start the Orchard Homes Plan, assist neighborhood councils, provide support with city-initiated development, continue to maintain Title 20 with an annual update, and focus on specialized regulatory issues such as agriculture, an historic district overlay and a review of trail regulations..

▪ ***Transportation – Ann Cundy***

- The Non-Motorized Plan Update (now known as the Active Transportation Plan) was kicked off to update the plan.
- Pedestrian and bike counts were being done twice a year with the next one coming up in September. They will use the count data as an input into the Travel Demand Model, which will soon be able to predict if a trip will be made on foot, by bike, transit, or in a car.
- An EPA Clean Diesel grant was received to outfit MRL locomotives in order to reduce diesel emissions and fuel consumption.
- Missoula received a national award for MPO planning on the Envision Missoula process.
- Missoula in Motion continues with employer outreach and incentives and hosted 47 events in fiscal year 2010. Over 200 people joined the Way to Go Club in 2010.
- Staff also worked on events to promote walking and biking such as Sunday Streets that will take place September 12, 2010.

Members commented on the Way to Go Club and membership. Councilwoman Walzer asked about funding sources and if any of the money for Missoula in Motion came from tax payer dollars. Ms. Cundy explained that MIM's budget was funded by federal Congestion Mitigation Air Quality (CMAC) program (SAFETEA-LU) and was distributed by the MPO. The City and County (and other agencies) collectively provide a local match of approximately 13.42%. The City's contribution was just under \$10,000.

▪ ***Support Services – Bobbi Day***

- There are 4.5 FTE with a .5 FTE vacancy
- Support for the grants program has increased because of the amount of grant activity.
- The past year saw a larger amount of requests for copies/scans of files for outside legal council.
- The purging and linking of old sign permits into Permits Plus has been completed and staff began purging and linking zoning compliance and land use permits into the system. Support staff also assisted with scanning home occupations into Permits Plus to assist the GIS Technician (we were not able to increase his hours).
- Closed enforcement cases have also been scanned and linked into the permitting system.
- In FY10 there was a decrease in the number of meeting hours and transcription time. This was partly due to the decrease in meetings and meeting length but also staff efficiency.
- In the past year support staff helped the County organize another board/commission training, added DRB and City BOA project information to the OPG web, assisted grants staff

with conferences that were hosted in Missoula, and coordinated with BCC staff to get county project information on their web page.

- In the next fiscal year staff will be working on a new Crime Victim Advocate web page, moving forward on the Enterprise Content Management project with the County, migrating over to Accela Automation with the City taking the lead, completing the OPG retention schedule, continuing to microfilm and clean out files, and purging and linking permits into the permitting system.

Councilman Wiener asked about the ECM project and where it was in the process. Ms. Day explained that it would be a central system that stored all documents and records with capabilities to track versions, check documents out, and would be used county-wide. The County was in the process of developing an RFP.

Councilwoman Rye requested that the next quarterly meeting be scheduled for more than an hour to allow enough time for staff to give their updates and members to ask questions.

### **Adjournment**

The meeting adjourned at 11:19 a.m.

Respectfully Submitted,

### ***Bobbi Day***

Support Service Administrator  
Office of Planning and Grants

*(To listen to this meeting in its entirety, [click on this link](#))*