

# MISSOULA REDEVELOPMENT AGENCY

## CONDENSED BOARD MEETING MINUTES

January 19, 2011

FINAL

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

- Board:** Nancy Moe, Rosalie Cates, Daniel Kemmis, Karl Englund
- Staff:** Ellen Buchanan, Chris Behan, Kari Nelson, Tod Gass, Jilayne Lee, Lesley Pugh
- Public:** Mayor Engen; Jeff Smith, WGM Group; Sandy Lawler, Women's Club; Pat Lawler, Women's Club; Paul Sepp, Anderson-Zurmuehlen

### APPROVAL OF MINUTES

December 9, 2010 Special Board Meeting Minutes were approved as submitted.  
December 15, 2010 Regular Board Meeting Minutes were approved as submitted.

### PUBLIC COMMENTS & ANNOUNCEMENTS

Moe said the circumstance of the meeting is one that was not chosen, having the first of the rest of the MRA meetings without Hal. She said he was a strong and laid back leader, intensitive listener and enjoyed coming to the meetings because he liked MRA and everyone here. She said Hal said MRA made him look good, when it was Hal who also brought out the goodness and the best in us.

### STAFF REPORTS

Mayor Engen came to speak to the Board about finding a new MRA Board member. He said the Mayor's office can advertise and within 60 days he will need to appoint someone to serve. He talked with the Board members to get a sense of what qualities they would like to see in the new member.

Mayor Engen also thanked the Board for the work they do. He said there's so much good that happens in the city and it is a product of the goodness of people like the MRA Board members who are willing to invest time, energy, reputation and occasionally risk hurt feelings and friendships, etc. He said Hal had that spirit and the Board honors that spirit every time they show up for a meeting.

### Director's Report

#### *Sidewalk Projects*

Buchanan said MRA has talked internally about putting out an RFP to hire an engineering firm to look comprehensively at URD III to assess where curb, gutter and sidewalk are needed to give MRA estimated costs to complete the sidewalks in the District. Staff would

like to then bring that information back to the Board and decide whether or not it can be completed within the life of the District with the resources at hand or if they want to do a bond for the work. Buchanan said if the Board has no objections, Staff would like to issue an RFP which will come back to the Board for award. Cates asked Buchanan if she's interested in doing a bond to extend the life of URD III. Buchanan said absolutely and that she thinks URD III is just now starting to come into its own and there are huge redevelopment opportunities out there. For instance, she said Staff has indirectly established a relationship with the owners of Holiday Village and it looks like they're going to buy the Torrey's building and do demolition. They will want MRA assistance.

Kemmis said he doesn't remember the MRA committing to build sidewalks throughout the entire District. He said he'd like to have some clarification on that. Buchanan said there was a verbal commitment made to the Administration/Public Works that if MRA is going to embark on sidewalks they will do all of them within the District. She said she will go back and find the documentation for clarification.

Gass reviewed the sidewalk accomplishments during 2010. He said MRA built 4.7 miles of sidewalk in URDs II and III at a cost of \$1.4 million. URD III Phase 3 is currently out to bid and will be under construction in the spring.

### **ACTION ITEMS**

#### **FY10 Audit Report – Request for Approval**

Paul Sepp with Anderson-Zurmuehlen presented MRA's Audit Report for fiscal year 2010. Overall, he said MRA's financial condition is solid and there were no significant findings in the audit.

*Change tape 1 s1/s2*

### **MOTION**

**ENGLUND: I MOVE THAT WE ACCEPT THE FY 2010 AUDIT REPORT. Cates seconded the motion. 4 ayes, 0 nays. Motion passed unanimously.**

#### **URD II Western Curb & Sidewalk Project – Request to Select Engineering Consultant**

Gass reviewed his memo and said MRA advertised a Request for Proposals from Engineering firms for providing design, engineering and contract administration services for the URD II Western Curb & Sidewalk project. This will complete the sidewalk gaps in the area between Russell St. and the western boundary of URD II. Four proposals were received and the selection committee (MRA and Public Works personnel) chose Territorial Landworks, Inc. as the Engineering Consultant.

**Gass said the MRA Staff recommendation is for the Board to authorize Staff to negotiate and enter into an agreement for professional services with TLI, Inc.**

### **MOTION**

**ENGLUND: SO MOVED. Cates seconded the motion. 4 ayes, 0 nays. Motion passed unanimously.**

**The Women's Club – Additional TIF & FIP Request**

Nelson said the Board previously approved MRA funding in the amount of \$145,000 for a TIF Grant, \$50,000 FIP Grant, and a \$61,000 FIP Loan for a total of \$256,000.

When the project was presented to the Board, the plans were still in the preliminary stage and the project owners, Pat and Sandy Lawler, were working on permitting with the Public Works Dept. During the course of the project, Nelson said the Lawlers incurred several expenses that weren't anticipated. There was an increase in costs based on sidewalk width, back-in parking, signage and concrete driveway aprons. She said the applicant also chose to do a few other items that would have potentially been under façade work. The Lawlers are requesting an additional \$12,246 for TIF funds and an additional \$31,790 in the FIP loan amount from MRA.

Nelson said when this project was initially brought to the Board, the Lawlers were asked to fine tune their project and come back with a number the Board was more comfortable with. She said in consideration of previous discussions that took place and the fact that the project didn't change considerably, the Staff recommendation is to not approve the request for additional funding.

Pat Lawler expressed their appreciation to the Board for MRA's help with the project. He said what they ended up with far exceeded his expectations of what they could do there and in the process has raised the bar for the neighborhood. He said most of the TIF financing increases occurred while they were under construction and because of the process of getting building permits, they were seven weeks behind and in a time squeeze with their new tenants. He said the siding was an issue and they had to do more extensive construction to deal with condensation issues. In keeping with that, they chose windows that were a higher level to be commensurate with the siding upgrade.

*Change tape 1/tape 2*

Moe said the building looks very nice. Kemmis concurred and said the work enhances the neighborhood and hopes it will set a standard. He said he feels there's no harm in them asking for additional funding, but says the Board faces difficulty in going back and readjusting awards they've made. He said MRA would be in a bind if it were forever adjusting its awards. Englund said he agrees with the comments made by Kemmis and can only remember adjusting an amount once in the past. Moe said since there was no proposed motion, the Board will not take action on this request.

**No action was taken on this item.**

**Silver Park Riverbank Cleanup – Request for Funding**

Behan reviewed his memo and said Paul Callahan, a local hydrologist, has long been bothered by the industrial trash on the river front along the Old Sawmill District. He recently contacted MRA and felt that now was a good time to do cleanup work along there since improvements are being done in the area. He said this project proposes removing the materials that are inappropriate for a flood plain as long as it does not create the need for structural repairs to the bank or the need for additional permits.

Behan said if they hire the same contractor that's doing the trail, LS Jensen, they can make this a change order. Behan said Callahan is donating most of his time and estimates that design and permit preparation costs should not exceed \$1,500 and the cost of the cleanup for three to five days will cost roughly \$2,000 per day. The Staff recommendation is that the Board approve \$1,500 in design, permit preparation and oversight by CP Callahan Inc. and up to \$10,000 for LS Jensen to remove and dispose of the inappropriate debris from the river bank along Silver Park.

Moe asked if MRA needs to do an RFP for this. Buchanan replied not for this amount of work. Moe asked how they come up with \$10,000 as a cost without a design. Behan said they've looked at the area and pictures of the area and incorporated the hourly/daily contractor costs and said they won't spend any more than that. He said if they have to emphasize one area that people will use more frequently then that's where they'll spend the money.

Moe asked what permits are required. Behan said they've talked to the Floodplain Administrator, County, and Fish, Wildlife & Parks and it appears they will submit an informational letter in the form of a floodplain activity application to show they are not increasing the amount of material within the floodplain. They also have to address minimizing any potential turbidity.

#### **MOTION**

**CATES: I MOVE THAT WE APPROVE UP TO \$1,500 IN DESIGN, PERMIT PREPARATION AND OVERSIGHT BY CP CALLAHAN INC. AND UP TO \$10,000 FOR LS JENSEN AS A CHANGE ORDER TO REMOVE AND DISPOSE OF INAPPROPRIATE DEBRIS FROM THE RIVER BANK ALONG SILVER PARK WITH PLANS TO BE REVIEWED BY BEHAN. Englund seconded the motion. 4 ayes, 0 nays. Motion passed unanimously.**

#### **California Street Bridge – Request to Replace South Approach**

Behan said last year the Board approved funding to redo some portions of the California St. Bridge as requested by the Parks Dept. but they were able to get Community Development Block Grant (CDBG) funds to do all of the improvements and MRA money was not used. One of the improvements included reconstructing the southern approach to the California St. Bridge because it is an area that keeps subsiding.

MRA recently found out that the Parks Dept. scaled back the project and all they were going to do was replace the subsiding strip with concrete. MRA proposes to change the current configuration so it meets ADA specifications, change the existing apron so it better facilitates bike and pedestrian traffic at the three-way intersection, and install a hand rail along the riverbank side. Staff recommendation is that the Board approve up to \$13,000 for design and construction costs to renovate the California St. Bridge approach on the south bank.

#### **MOTION**

**KEMMIS: I MOVE THAT THE BOARD APPROVE UP TO \$13,000 FOR DESIGN AND CONSTRUCTION COSTS TO RENOVATE THE CALIFORNIA ST. BRIDGE APPROACH ON THE SOUTH BANK, WITH THE CONSTRUCTION PORTION BEING A CHANGE ORDER TO THE LS JENSEN CONTRACT. Englund seconded the motion. 4 ayes, 0 nays. Motion passed unanimously.**

**Board Procedure**

There was discussion regarding how the Board will proceed until a new Board member and Chair are appointed. Englund said he thinks they should proceed with Moe running the meetings as the Vice Chair and revisit the issue at an appropriate time. Moe appointed Englund as the 2<sup>nd</sup> Vice Chair and he can run meetings, sign documents, etc. in Moe's absence.

Cates asked Buchanan what concerns the Staff has. Buchanan said she's fine with this arrangement for now. She said it would be nice to find out who the full Board will be. The bylaws state they can wait until the first meeting of the new fiscal year to appoint a Chair and Staff is okay with that. Cates said her inclination would be to act sooner because the Chair has a unique relationship with the Director and she feels they need to get that going.

**NON-ACTION ITEMS**

**COMMITTEE REPORTS**

**OTHER ITEMS**

**ADJOURNMENT**

Meeting adjourned at 1:45 PM.

Respectfully Submitted,



Lesley Pugh  
Secretary II