

MISSOULA REDEVELOPMENT AGENCY

CONDENSED BOARD MEETING MINUTES

August 12, 2014

FINAL

A **Regular** 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, Nancy Moe, Daniel Kemmis, Rosalie Cates, Ruth Reineking

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

Public: Jeremy Keene, WGM Group; Joe Easton, Jackson Contractor Group; Ken Smith, Process Architecture; Gerald Mueller, Citizen; Mike Day, Territorial Landworks Inc.; Shane Stack, Montana Department of Transportation; Eric Gabster, Missoula Urban Transportation District; Scott Johnson, Cost Maintenance Services; Kevin Slovarp, City of Missoula Development Services; Bill Woody, Consumer Direct Personal Care; Bruce Kramer, Consumer Direct Personal Care; Tom Swenson, Bank of Montana

CALL TO ORDER

12:00 p.m.

APPROVAL OF MINUTES

July 15, 2014 Regular Meeting Minutes were approved as submitted.

PUBLIC COMMENTS & ANNOUNCEMENTS - None

ACTION ITEMS

Brooks Street Corridor – 30% Design & Request for Proposals (URD III) – Request for Approval (*Buchanan*)

Buchanan said a safety audit was conducted several years ago on the Brooks Street and Dore Lane intersection after the occurrence of several accidents some of which involved fatalities. As a response to safety concerns, the MRA Board approved a plan to transform Brooks Street to encourage slower speeds and make it more pedestrian

friendly. The plan includes increased lighting, raised medians, landscaping, pedestrian crossings, and bike lanes. Buchanan said Phase I, which encompassed the intersection at Brooks Street and Dore Lane, was constructed as part of the redevelopment of the South Crossing project (Woodbury Corporation) at the old Kmart site. Buchanan said Phase II will address the remaining intersections heading north to Dixon Avenue. She introduced Jeremy Keene with WGM Group who has been working on the 30% design for the remaining work. Buchanan said staff recommends approval of the proposed 30% design and direction to move forward with a Request for Proposals (RFP) for final design and construction administration.

Jeremy Keene, WGM Group, presented the Brooks Street Corridor Plan from Reserve Street to Dixon Avenue. He reviewed the goals and objectives outlined in the Brooks Street Corridor Plan. He said safety measures on Brooks Street are needed as well as improved aesthetics to encourage further redevelopment.

Kemmis said the Urban Land Institute (ULI) study is referenced in the plan and said the Board contemplated on providing a ULI type of study for the two new proposed districts. He said it's interesting to look at abstract studies and compare it with what occurs on the ground. Kemmis asked Keene his opinion on the usefulness of the ULI study. Keene said the ULI study is very useful and said he refers to it often. He said the ULI study provides valuable information that is relevant for the area. Keene said the suggestions from the study are still being implemented.

Keene said the area on Brooks Street that is being reviewed is between Reserve Street and Dixon Avenue. He said there is a high concern for safety. Keene said current and future development will bring more pedestrians and bicyclists and will require a need for a Mountain Line bus route. He said other current concerns include minimal to no landscaping, buildings are set back from the street, the width of the street makes it difficult for pedestrians to cross and causes traffic to travel at higher speeds, distractions exist such as signage, and several curb ramps exist that do not meet Americans with Disabilities Act (ADA) standards. He said most of the area is zoned for commercial use yet there are several acres of underutilized land. Keene said the Brooks Street section described has the potential for redevelopment opportunities. Keene reviewed and presented the design criteria.

Moe asked if future bus routes are being considered for this area. Keene said the future bus routes will be recommended in Phase II and will need to follow Mountain Line requirements.

Cates said the plan mentions a parking lane on Brooks Street and asked where the parking lane would be located. Keene said there are areas of the street that are very wide so one alternative is to have a parking lane, bike lane, and two travel lanes on each side of the turning lane (page 27 of the plan) at mid block where the street is 84 feet wide from curb to curb. Buchanan said future buildings built along the street will create the need for parking.

Kemmis said the design exceptions seem key to this project and asked about the process and when decisions need to be made in order for everything to work. Keene said the next step once the 30% design is approved would be to start making decisions on the design exceptions. He said a memo would be provided with the suggested exceptions along with the justifications. Keene said the exceptions would then be reviewed by Montana Department of Transportation (MDT) and the Federal Highway Administration (FHWA).

Moe asked if the exceptions would be reviewed by MDT and FHWA prior to the RFP. Keene said he recommended the exceptions be reviewed and approved during the final design stage. He said in order for the consultant to complete the final design they need to work through all the details. It was discussed that the RFP would include working through the exceptions. Keene said MDT has not yet reviewed the 30% design for the Brooks Street Corridor. He said the Board is being given the first opportunity to make suggestions or comments before it is sent for review by MDT.

Cates asked Keene what his experience is when dealing with MDT and exceptions to street plans. Keene said MDT follows certain standards but those standards are typically set for traffic streets with higher speeds. He said Brooks Street will become more of an urban street where MDT standards could possibly be modified. Buchanan gave examples of other major streets that have been narrowed to accommodate bike lanes such as Higgins Avenue south of Broadway, Orange Street, and Russell Street. Kevin Slovarp, City Engineer, said there are other major streets that MDT approved design exceptions for such as South Third Street and Fifth and Sixth Streets between Higgins Avenue and Arthur Avenue. Slovarp said the City and local MDT staff have a good working relationship and the MDT staff understands the needs for the Missoula area. Kemmis asked what happens if MDT doesn't approve the exceptions. Keene said the layout would then need to be modified. He said if MDT doesn't approve the narrow lanes then the parking lane would probably be removed and the bike lanes would remain. Kemmis asked what the process is from here and whether the staff or Board members have a say in how Brooks Street is constructed. Buchanan said once a firm is hired to complete the project, the final design, which will be negotiated with MDT, City Engineer and MRA staff, will then come back to the Board for approval. She said after approval, the project would then go out to bid.

Keene continued his presentation.

Cates asked why medians were discussed in Phase III but not in Phase II. Keene said implementing medians is challenging and requires public involvement and meeting with land owners. He said rather than delay other improvements it made sense to split the improvements into two segments. Buchanan said WGM Group and MRA have discussed shared responsibility with MDT. She said the idea is to have MRA fund Phase II and have MDT fund Phase III, which will be the construction of medians through the use of safety funds. Buchanan said MDT would like the City to be responsible for contacting land owners and other public involvement.

Moe asked if a crosswalk was going to be implemented without a signal in Phase II between McDonald Avenue and Schilling Street since the signal was part of Phase III. Buchanan said if the signal is warranted, then the signal could be added in Phase II but a warrant study would need to be requested and the traffic impact with the new signal at the Brooks Street and Dore Lane intersection would need to be known. Moe asked if the installation of the signal would be MDT's responsibility to fund or MRA's. Shane Stack, with MDT, said even if the signal is warranted doesn't mean that a signal will necessarily be installed. He said an analysis would need to be done to see how the signal would affect other side streets and pedestrians. Englund asked who would be responsible for funding the signal. Keene said the cost of the signal is in the cost estimate in Phase III that would be funded by MDT. He said the cost estimate for Phase II is \$1,570,000 and the cost estimate for Phase III, which includes the raised medians and signals, is \$700,000.

Cates said she has concerns with placing a bike lane in between a busy street and the parking lane. Keene said that concern is certainly on the table and has been discussed. Buchanan said her motivation towards having a parking lane and/or bike lane is to slow down traffic speeds. She said there is 84 feet from curb to curb and if the travel lanes were narrowed, it would result in slower traffic. Buchanan said there are options where the parking lane could be eliminated and the bike lane widened.

Englund asked what the recommendation is from the staff. Buchanan said details still need to be worked out but if the Board feels comfortable approving the 30% design then staff also recommends the Board direct staff to issue a RFP for final engineering, bidding and construction management services so the project can move forward. She said if the decision is to move forward with the staff recommendation, then the project would go out to bid late winter or early spring, the construction would take place in the first half of 2015 but could be funded partially in FY15 and FY16. Buchanan said if the Board chooses to bond for the South Reserve Street Trail Crossing, then the Brooks Street Corridor improvements could be rolled into that bond.

Lee explained the budget status reports provided to the Board included figures from FY14 since claims are still being paid from FY14. She said a financial summary was provided, listing the expenditures from FY15 for invoices received in July. Lee said the figures located in the right column, of the Urban Renewal District (URD) III report, are cost savings from projects in FY14. She said a large amount of contingency is also listed on the budget report. Lee said she could try and have FY15 budget reports available for the September Board meeting.

Moe said on page two under the Executive Summary, states "several potential funding sources are available for these improvements" but said only two funding sources have been discussed (MDT and MRA). She asked what other funding sources are available and why they weren't listed as participants. Keene said other funding sources could come from Transportation Impact Fees. He said there are several funding categories through MDT such as funding through the FHWA and Highway Safety Program.

Moe said she still has concerns with providing a crosswalk with no safety features at the intersection of McDonald Avenue and Schilling Street. She asked Stack if a traffic signal was warranted would it then be moved up on the priority list. Stack said not necessarily, but said a light at that intersection would be a minimal cost given the state-wide budget. He said the light would need to be warranted and MDT would need to believe it is a good location and have support from Helena's Traffic Division before installing a light. Keene suggested completing as many improvements sooner rather than later. Moe asked what the speed limit is on Brooks Street. The answer was 35 miles per hour (MPH). Moe said this street concept would be very similar to Stephens Avenue with the same speed limit, bikes lanes, parking lanes, and refuge median.

Reineking asked if the Board approves the staff recommendation, does it include the parking lanes and bike lanes. Buchanan said the Board can make suggestions for the street layout. She said the details can be worked out up through the final design.

Cates said she didn't mind that the parking lane was part of the plan but said she had concerns with the bike lane. Moe asked if putting the bike lane on the inside of the parking lane was a consideration. Keene said he has concerns with placing bike lanes on the inside of parking lanes because then the visibility of those bikers is limited. He said another idea would be to provide a four foot wide, striped, buffer area between the travel lanes and the bike lanes. Keene said in order to slow traffic down we have to have some sort of side friction whether that be with parking lanes, bike lanes, or medians.

Englund asked for clarification of the process if the Board approves the staff recommendation. Buchanan said if the Board approves the staff recommendation, then the City would present the Brooks Street Corridor Plan to MDT and MDT would then review and comment. She said MRA would then issue an RFP where the most qualified firm would be selected to complete the final design, review and negotiate with MDT, and make modifications as needed. Slovarp said MDT approved the Brooks Street/Dore Lane intersection signal and approved alternative striping on Brooks Street. He said the City has a good working relationship with MDT. Keene said the design concept has been discussed with MDT. He said MDT has expressed a comfort level with the design concept with the understanding there may be minor modifications.

Kemmis asked if the Board approves the staff recommendation will the next recommendation to the Board be to award a contract for final design. Buchanan said correct. Englund said MDT has asked that the City be responsible for contacting and educating property owners of the modifications on Brooks Street and asked if that would be part of Phase II. Buchanan said that would be part of Phase III. Englund asked what if a property owner disagrees with the location of the entrance to their business. Slovarp said he would work with the Mayor and Administration before making a decision to close current access to a business but said he feels confident in the public process because the design concept makes sense for the corridor and businesses.

Cates said she still has discomfort with the bike lane being placed between the travel lane and parking lane. She said she also has discomfort with on street parking and said the area on Brooks Street doesn't seem to demand on street parking. Buchanan said the area may not demand on street parking now but if the development pattern continues, like it has with the South Crossing development, on street parking will become viable. Cates said if the purpose of adding a bike lane and parking lane is to help narrow the street, she suggests looking at alternative options. Englund said the concern has been expressed but said he is not inclined to change the design concept. He commented on the refuge island on Russell Street and said it works great. Moe said she supports the design concept and said it's very similar to the design on Stephens Avenue where there is a parking lane, bike lane, two lanes of traffic with a 35 MPH speed limit, and a refuge island.

KEMMIS: I MOVE THAT THE MRA BOARD APPROVE THE 30% DESIGN FOR BROOKS STREET FROM RESERVE STREET TO DIXON STREET AND DIRECT STAFF TO ISSUE A REQUEST FOR PROPOSALS FOR FINAL ENGINEERING, BIDDING AND CONSTRUCTION MANAGEMENT SERVICES TO COMPLETE PHASE II OF THE BROOKS STREET CORRIDOR PLAN.

Moe seconded the motion. No further discussion. Motion passed. (4 ayes, 1 nay) Cates voted against the motion.

Dollar Tree – Ponderosa Center – 2704 Brooks Street (URD III) – FIP Request (Buchanan)

Buchanan said Ponderosa Partners, LLC has applied for Façade Improvement Program (FIP) assistance to improve the exterior of two buildings located at 2704 Brooks Street. She said the main building houses the Dollar Tree along with a few other businesses. Buchanan said the buildings have been well maintained but the wood composite siding is aging to the point of leaking and is not energy efficient. She said the aesthetic appeal of the two buildings is limited. Buchanan said the total project cost is estimated to be \$235,743. She said the FIP Grants are limited to \$50,000 or 25% of the total project cost, whichever is less. The Ponderosa Center Façade Remodel Project Description provided with Buchanan's memo, explains the FIP elements and how the Ponderosa Partners, LLC will attempt to address the improvements necessary. Buchanan said the property is located at the intersection of Brooks Street and Fairview Avenue, a prominent corner in Urban Renewal District (URD) III. Landscaping this corner would be part of the façade improvements. Reineking asked if there is assurance for the landscaping. Ken Smith, Process Architecture, said there will be landscaping. Moe asked if there is consideration for landscaping at building two. Smith said landscaping is not being considered at building two at this point in time. He said building two will undergo minor façade improvements to give the building more color and character. Smith said there is existing landscaping along building two on Benton Avenue. He said with the parking lot and sidewalk configuration, space is limited for landscaping. Smith said the landscaping proposed for building one is to remove and replace existing

landscaping and to add landscaping on the corner of Brooks Street and Fairview Avenue.

REINEKING: I MOVE THAT THE MRA BOARD APPROVE THE REQUEST FROM PONDEROSA PARTNERS, LLC FOR A FACADE IMPROVEMENT PROGRAM GRANT IN THE AMOUNT OF \$50,000 WITH THE STIPULATION THAT REIMBURSEMENT WILL BE MADE AT THE CONCLUSION OF THE PROJECT UPON SUBMISSION OF LIEN RELEASES AND PAID CONTRACTOR INVOICES DETAILING THE WORK PERFORMED AND MATERIALS USED AND COMPLETION OF LANDSCAPING AS PROPOSED.

Cates seconded the motion. No further discussion. Motion passed unanimously. (5 ayes, 0 nays)

Kemmis asked Smith how he learned about MRA and the programs it offers. Smith said he's been involved with past projects that were partially funded by MRA programs. He said after discussing the façade improvements with the Ponderosa Partners, he mentioned the assistance programs that MRA offers.

Silver Park – Phase IV – TLI Amendment #5 Hal's Walk (URD II) – Request for Approval (Buchanan)

Buchanan said it has been discussed with the Board the idea of working towards an appropriate way to honor Hal Fraser for his contributions to the community and the MRA Board. She said Behan came up with the idea of "Hal's Walk" since Hal Fraser and Gerald Mueller took long walks almost every Sunday along the Riverfront Trail System to discuss community, public interaction, and the unique Missoula culture. Buchanan said the idea, suggested by Silver Park designers Mike Day, Territorial-Landworks, Inc. (TLI) and Ezra Williams, CTA Architects (CTA), is to place a series of banners on the light poles along the Silver Park riverfront trail between the boat ramp and the bridge crossing the irrigation ditch. The banners would display a different word that describes Fraser's values and attributes. The banners would be made of corten steel and the words and graphics would be cut into the metal. The steel banners would be coated with a graffiti protectant and be connected to the pole at both the top and bottom so they should wear very well. Buchanan said corten steel would also be used in constructing stands for plaques explaining who Fraser was, why his positive attitude and energy changed Missoula, and how practicing the traits listed on the banners will continue that change.

Gerald Mueller, a friend of Fraser's, said he appreciates and supports the Hal's Walk Project.

Cates said she supports the project as well and suggested the word "happy" since it was Fraser's nickname and was also on his license plate. She also said the font was a little difficult to read.

[MOTION: STAFF RECOMMENDS THE BOARD APPROVE THE HAL'S WALK CONCEPT DESCRIBED HEREIN AND AUTHORIZE THE STAFF TO AMEND THE CURRENT CONTRACT FOR SILVER PARK SERVICES WITH TERRITORIAL-LANDWORKS, INC. TO INCLUDE UP TO \$11,000 OF ADDITIONAL SERVICES RELATED TO THE DESIGN AND INSTALLATION OF HAL'S WALK BASED ON INVOICES DESCRIBING ACTUAL MATERIALS USED AND HOURS WORKED. ADDITIONALLY, STAFF RECOMMENDS THE BOARD AUTHORIZE STAFF TO BID THE PROJECT AND BOARD CHAIRMAN TO EXECUTE A CONTRACT TO THE LOWEST COMPETENT BIDDER IN AN AMOUNT NOT TO EXCEED \$25,000.]

MOE: I MOVE THE STAFF RECOMMENDATION.

Cates seconded the motion. No further discussion. Motion passed unanimously. (5 ayes, 0 nays)

Silver Park – Phase IV – TLI Amendment #3, 4, 6, 7 (URD II) – Request for Approval (Buchanan)

Buchanan said there are a number of smaller amendments that have accumulated over time for design of Silver Park that collectively exceed her ability to approve. She said Silver Park was a complicated project where elements came up that couldn't have been anticipated. She said some of those change orders were driven by the subsurface conditions being worse than what was thought. Buchanan said Missoula College students screened the soil material which saved the project a large amount of money but required additional time for supervision and guidance. Buchanan said rock material that could not be used in Silver Park was once thought could be used by the City Street Division. She said it was later discovered that the rock material contained too much wood waste and could not be used which caused additional use of funds for disposal. Buchanan said there are a number of items described in Behan's memo that total \$19,523.85.

Buchanan said another expense that will be coming to the Board in the near future is for design and installation of a drain system on the west side of Silver Park. She said water is collecting in this location and wood waste is present underneath the top soil.

Mike Day said he appreciates the opportunity to work on an interesting project of this magnitude and that it might be a once in a lifetime experience. He said originally there were 75 construction change order requests. Day said part of his job was to work with the contractors to narrow down the number and amount of the change orders.

CATES: I MOVE THE BOARD APPROVE AMENDMENTS 3, 4, 6, AND 7 IN THE AMOUNT OF \$19,523.85 TO TERRITORIAL-LANDWORKS, INC. FOR ENGINEERING SERVICES.

Kemmis seconded the motion. No further discussion. Motion passed unanimously. (5 ayes, 0 nays)

Moe thanked TLI for the work done.

Election of Board Officers

Kemmis asked if the current officers were willing to serve another term. Englund said yes. Moe said yes.

Kemmis: I SO MOVE.

Cates seconded the motion. No further discussion. Motion passed unanimously. (5 ayes, 0 nays)

Kemmis thanked Englund and Moe for their leadership.

NON-ACTION ITEMS

Consumer Direct – North Reserve/Scott Street URD – Discussion

Tom Swenson, Bank of Montana, said he's been working with Consumer Direct Personal Care (CDPC) for several months now and wanted to introduce CDPC to the MRA Board and staff.

Bruce Kramer, CDPC, said they have selected a site and completed their feasibility study. He said the selected site is in the Grant Creek area near Howard Raser Avenue and Hobbs Drive, which is within the North Reserve/Scott Street URD that is being proposed. Kramer said the road that provides access to the selected property is not completed yet but there are plans to complete the road. He said Scott Johnson, Cost Maintenance Services, has met with the City as part of their preliminary work. Johnson said the property that has been selected is currently part of the County. He said as part of the annexation process, Howard Raser Avenue will extend across the property and create two parcels.

Kramer said CDPC is in a position to select an architect within the next month or so. He said CDPC has locations in eleven different states and employs over 16,000 people. Kramer said they plan on consolidating their different locations in Missoula as well as adding a contact center. He said the divisions include Home Health of Montana, Nightingale's Nursing, Consumer Direct of Montana, and Full Circle Counseling. Kramer said the multi purpose building would be used for health services, staff offices, and corporate offices. Kemmis asked how many square feet would be needed for this building. Kramer answered roughly 50,000 square feet. Cates asked what would be needed for parking. Kramer said there are about 100 employees in Missoula as of now and the proposed property site is 10 acres. He said the parking details still need to be worked out. Englund asked if utility infrastructure is already in place at this location. Johnson said the water and sewer utility lines run along Hobbs Drive to the end of

Howard Raser Avenue. He said utility mainlines would need to be installed to extend to the two parcels.

Moe asked if this building would only be used by employees or if it would be used by customers as well. Kramer said the building would be used by employees and Full Circle Counseling customers for mental health services.

Englund asked about the timing as far as implementing the North Reserve/Scott Street URD. Buchanan said there will be a public hearing on Monday, August 25 to adopt the proposed Urban Renewal Plans. She said the Plans will then be sent to the Department of Revenue (DOR) for certification. Buchanan said the ordinance announcing the adoption of the proposed URD Plans will be in effect 30 days after the public hearing. She said she assumes CDPC will eventually ask for assistance for continuation of the road and utility mains where a special arrangement could be made where the CDPC project creates tax increment revenue which in turn, is paid back to CDPC.

Englund left the meeting at 2:00 p.m.

Kramer asked if there are other known projects within the proposed North Reserve/Scott Street URD. Buchanan said there are other known projects but they have not been formally introduced to the Board. Kramer thanked everyone for their time and effort and said the potential assistance could be very meaningful to the CDPC project. It was suggested that CDPC review the proposed North Reserve/Scott Street URD Plan that is located on the City's website.

STAFF REPORTS

Budget Reports

Lee said she has a meeting later this afternoon with the auditors. She said there is revenue in the debt service funds and overall revenue receipts look good. Lee said she will try and have the FY15 budget status reports ready for the September Board meeting.

Director's Report

Buchanan said a Director's Report was not provided but she had a few updates for the Board. She's been working on parking lot layouts with One Nation Brewery, now Imagine Nation Brewery. Buchanan said the Parking Easement Agreement may need to be tweaked because of a better layout. She said staff will bring this item back to the Board once the details are worked out.

Buchanan said she met with Chris Anderson, DJ&A, and different trail crossing concepts for the South Reserve Street Trail Crossing project were looked at. She said four alternatives will be presented to the Board in September.

Buchanan said certified letters were sent out to property owners regarding the new proposed districts. She said the public hearing is scheduled for Monday, August 25.

Buchanan said the Cedar Street Sidewalk Improvements project is under construction and will hopefully be completed in conjunction with the Poverello Center's opening.

Buchanan said there is interest in developing student housing in the proposed Hellgate URD which would create tax increment for that district.

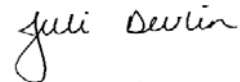
Buchanan gave an update on the New Mobility West Planning Grant that was received from the Sonoran Institute and said the grant's subcommittee has developed a scope of work and is in the process of selecting a consulting team to look at land use and design standards for the Russell Street Corridor from Broadway Street to Third Street.

Moe asked if anything is being done with the noxious weeds that are growing at the Millsite near Silver Park and asked if the weeds would affect the cultivated grass at the Park. Buchanan said the owners have been notified of the weed problem. She said as long as sod is being irrigated, grass will dominate.

ADJOURNMENT

Meeting adjourned at approximately 2:15 p.m.

Respectfully Submitted,



Juli Devlin