

**ADMINISTRATION AND FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
February 15, 2012, 1:05 pm**

**Members present:** Cynthia Wolken, Chair; Jason Wiener, Bob Jaffe, Alex Taft, Adam Hertz, Dick Haines, Dave Strohmaier, Caitlin Copple, Jon Wilkins, Ed Childers. Mike O'Herron.

**Members absent:** Dave Strohmaier.

**Others present:** Mayor John Engen, Nancy Harte, Gail Verlanic, Lori Davidson, Don MacArthur, Brentt Ramharter, Jim Nugent, Don Creveling, Bernard Khomenko, Dee Andersen.

**I. Administrative Business**

A. Approve committee minutes dated: [February 8, 2012](#) approved as submitted.

B. **Public Comment on items not listed on the agenda-None**

**II. Consent Agenda**

A. Approve claims (accounts payable) -Consent Agenda (Brentt Ramharter)

**Motion: The committee recommends the City Council approve [claims](#) totaling \$400,246.97 ([Detailed claims](#)) 02/21/12**

B. Confirm the reappointment of Link Starbureiy to the Missoula Civic Television Advisory Committee for a term commencing immediately and ending December 31, 2015. ([memo](#))—Regular Agenda (Mayor Engen) (Referred to committee: 02/06/12)  
**REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council confirm the Mayor's reappointment of Link Starbureiy to the Missoula Civic Television Advisory Committee for a term commencing immediately and ending December 31, 2015.**

Mayor John Engen stated that Mr. Starbureiy is an enthusiastic individual who has served very well on this committee, and it is not an easy committee to fill. He requested Mr. Starbureiy's re-appointment.

Ed Childers moved to approve the re-appointment.

Upon a voice vote, the motion passed unanimously.

C. Confirm the appointment of Scott Hollenbeck to the Missoula Urban Transportation District Board for a term commencing immediately and ending December 31, 2015. ([memo](#))—Regular Agenda (Mayor Engen) (Referred to committee: 02/06/12)**REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council confirm the Mayors appointment of Scott Hollenbeck to the Missoula Urban Transportation District Board for a term commencing immediately and ending December 31, 2015.**

Mayor Engen said Mr. Hollenbeck is recently retired and has the time, inclination and interest in transit. He requested Mr. Hollenbeck's appointment.

Mike O'Herron moved to approve the appointment.

Upon a voice vote, the motion passed unanimously.

- D. Professional services agreement between the City of Missoula and the Montana Association of Health Care Purchasers (MAHCP). ([memo](#))—Regular Agenda (Gail Verlanic) (Referred to committee: 02/13/12) **REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council approve the professional services agreement between the City of Missoula and MAHCP.**

Gail Verlanic, Human Resources Director, requested approval for the Mayor to sign the contract with Montana Association Health Care Purchasers (MAHCP). She explained that MAHCP reformatted our claims data to meet Early Retiree Reimbursement Program specifications. EERP was established as part of the health care reform, to reimburse employers for medical claims incurred by employees who retire prior to being eligible for Medicare. The City will pay MAHCP 10% of the recovered amounts up to a maximum of \$40,000. In the next few days she said she will hear back on a \$314,000 request from FY11. She said we can expect to receive reimbursements upwards of \$100,000 from FY10 and FY12 combined.

Jason Wiener asked if these reimbursements are part of the Affordable Health Care Act.

Ms. Verlanic said yes.

Mr. Childers moved to approve the agreement.

Mr. Wiener asked if this several hundred thousand dollars of reimbursements would go back into the health plan reserves.

Ms. Verlanic said yes to help stabilize the fund.

Upon a voice vote, the motion passed unanimously.

- E. Approve a request for proposals for City surplus property and to approve funding up to \$2,100 to conduct title searches on the proposed properties. ([memo](#))—Regular Agenda (Nancy Harte) (Referred to committee: 01/23/12) **REMOVE FROM AGENDA**

**AMENDED MOTION: The committee recommends the City Council adopt a resolution declaring certain city-owned real property as surplus and transferring ownership for the sum of \$1,000 for all three parcels located in the general vicinity of California Street and as more particularly described in attachment #1 [on the resolution](#), to the Missoula Housing Authority for the purpose of constructing affordable housing in accordance with MCA 7-8-4201 (5) and (6) and to authorize the Mayor to execute all documents pertaining to the transfer of land.**

Nancy Harte, OPG provided a [revised resolution](#) and discussed the need for a title search on these properties. She said City Attorney, Jim Nugent said a title search is not necessary, however her team would like to do one anyway to make sure these properties are city-owned. After much discussion she said her staff reverted back to the original idea of donating the land to MHA, but charging \$1,000 for all three parcels, which would pay for the title searches. She spoke with MHA and they are comfortable with that amount. Habitat for Humanity said they were not interested in taking these on. She recommended transferring the properties to MHA.

Jon Wilkins supported the transfer to MHA and moved to approve the resolution.

Bob Jaffe said it seems the easiest way to dispose of the land but didn't understand why we are bothering with title search.

Ms. Harte stated it would be a basic search to confirm ownership only, and not include title insurance.

Adam Hertz asked if we could get the same information by doing the search ourselves at the Court House.

Ms. Harte said it would be a much more thorough search going through the title company.

Mr. Wilkins amended the dollar amount of the motion from \$2,100 to \$1,000 for all three parcels.

Upon a voice vote, the motion passed unanimously.

Mr. Jaffe suggested Ms. Harte provide a survey for another parcel located at Ivy/Franklin/Marshall for disposal options.

Ms. Harte agreed.

**III. Held in committee**

- 1) Approve claims. (Ongoing) (Consent Agenda)
- 2) Approve journal vouchers. (Ongoing) (Consent Agenda)
- 3) Approve budget transfers. (Ongoing) (Consent Agenda)
- 4) Amend Council rules to change the Council's regular meeting schedule to two meetings per month ([memo](#)).—Regular 7Agenda (Marty Rehbein) (Referred to committee: 06/07/10)
- 5) Discuss the disposition of surplus city land. ([memo](#))—Regular Agenda (Nancy Harte) (Referred to committee: 10/25/10) **REMOVE FROM AGENDA**
- 6) Review the city's current policy for charging the public for various city-produced documents ([memo](#))—Regular Agenda (Dave Strohmaier) (Referred to committee: 12/06/10)
- 7) Review Missoula's insurance experience, particularly work comp; propose improvements if warranted. ([memo](#))—Regular Agenda (Ed Childers) (Referred to committee: 05/09/2011)
- 8) **[Discussion Date: 02/22/12]** Review of City prepared Comprehensive Annual Financial Report and hear presentation of 2011 independent audit of the financial condition of the City, the Missoula Redevelopment Agency (MRA) and the Missoula Parking Commission (MPC) from Paul Sepp of Anderson Zurmuehlen & Co., P.C. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 02/13/12)

**IV. Adjournment**

The meeting was adjourned at 1:35 pm

Respectfully submitted,

*Dee Andersen*  
**Administrative Secretary**