

**ADMINISTRATION AND FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
April 4, 2012, 1:05 pm**

**Members present:** Alex Taft acting as Chair; Jason Wiener, Bob Jaffe, Adam Hertz, Dick Haines, Caitlin Copple, Jon Wilkins, Ed Childers.

**Members absent:** Cynthia Wolken; Bob Jaffe, Mike O'Herron.

**Others present:** Jim McLeod, Pat Corrick, Chris Behan, Doug Harby, John Paoli, Ellen Buchanan, Ian Lange, Tina Schmaus, Brentt Ramharter, Dee Andersen, Charlene Angelly.

**I. Administrative Business**

**A. Approve minutes dated: [March 28, 2012](#) –approved as submitted.**

**B. Public Comment on items not listed on the agenda:** Ian Lange, Missoula resident, expressed his concerns regarding cell phone use while driving. He said he supports a ban on using cell phones when operating a motor vehicle and would like the City Council to pass an ordinance making it illegal.

Jon Wilkins suggested Mr. Lange attend the public safety meetings where that is a main topic of discussion right now.

**II. Consent Agenda**

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

**MOTION: The committee recommends the City Council approve [claims](#) totaling \$484,038.61 ([Detailed claims](#))**

**B. Amend the FY 2012 budget to appropriate expenditures that were not identified in the original budget. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 04/02/12)  
**HOLD FOR DISCUSSION****

**MOTION: The committee recommends the City Council set a public hearing for April 23, 2012 to consider a [resolution](#) amending the annual appropriations for the City of Missoula, Montana, as set forth in the Fiscal Year 2012 Budget and Capital Improvement Program that increases the total City Budget by \$1,938,479.**

Brentt Ramharter, Finance Director said in addition to the above recommended action we also need to set a public hearing for April 23, 2012 to adopt a resolution to amend the FY2012 budget. He reviewed and explained the proposed [budget amendments](#). He discussed the changes in Municipal Court and how they have significantly increased their revenue.

Jason Wiener asked why the Parking Commission revenues were down.

Mr. Ramharter said MPC revenues are not down. There was a typo carried forward from several years back showing that they were expecting more, but they weren't. It is basically clean up on our side.

Mr. Wiener asked about the muni court costs and why they professional and purchased services ran short of funds.

Tina Schmaus, Court Administrator, said professional services were likely under projected at the beginning of the year. While Judge Loudon was transitioning out, we had many months of substitute judges required at a rate of \$32.21 per hour. When a new judge comes in there is quite a bit of training that occurs. It will eventually decrease as she gets time under her belt, but

for now, while Judge Jenks attends training we will still need to pay substitute judges. She explained that there is so much work to do in Muni Court that she is scheduling 2 judges full time and staffing an additional court. She and Judge Jenks are working to implement a misdemeanor probation program in the near future.

Mr. Wilkins recused himself, as his wife is involved with the proposed misdemeanor probation program.

Mr. Wiener moved to set the public hearing for April 23, 2012.

Upon a voice vote, the motion was approved unanimously with Mr. Wilkins abstaining.

- C. Resolution authorizing the execution and delivery of a master lease purchase agreement with Wells Fargo Equipment Finance, Inc. and supplement Nos. 1, 2, and 3 in the aggregate principal amount of \$872,000 for the lease of various items of capital equipment and other matters in connection therewith. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 04/02/12) **REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council approve the [resolution](#) authorizing the execution and delivery of a Master Lease Purchase Agreement with Wells Fargo Equipment Finance, Inc., and Supplement Numbers 1, 2 and 3 in the aggregate principal amount of \$872,000 for the lease of various items of capital equipment and other matters in connection therewith.**

Mr. Ramharter discussed the equipment under the 3, 5 and 10 year financing agreement from the [spreadsheet](#) provided. He said we are still waiting for the asphalt recycler to arrive. The Street Department will pay \$23,500 out of their budget and the future costs will be absorbed into that department it making a net zero impact on the budget.

Mr. Wiener moved to the resolution.

Upon a voice vote, the motion passed unanimously.

- D. Authorize the negotiated sale of pooled special sidewalk, curb, gutter and alley approach bonds (not to exceed \$825,000), Series 2012A and set a public hearing for the use of the city's SID Revolving Fund to secure this transaction. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 04/02/12) **HOLD FOR DISCUSSION**

**MOTION: The committee recommends the City Council set a public hearing for April 23, 2012, to consider the pledge of the city's revolving fund to the payment of the Series 2012A bonds, and adopt a [resolution](#) relating to pooled special sidewalk, curb, gutter and alley approach bonds, series 2012A; authorizing the issuance of the series 2012A bonds, making certain findings with respect to the pledge of the revolving fund of the City of Missoula to the security therefor and delegating the award of the series 2012A bonds to certain City officials.**

Mr. Ramharter explained that this financing is typically done once a year. However, due to the recovery zone grants over the last two constructions seasons, the Public Works Department was re-assigned to other projects covered by grant funding. These sidewalk projects are an accumulation that date back two years. The bonds are issued to pay the City back for carrying the construction and interest's costs associated with the sidewalk improvements. The costs incurred will be assessed to the property owners that benefit by it over a period of 8-20 years, depending on the property owner's preference. The [proposed assessments](#) will be done in August.

Adam Hertz stated that these bonds are for sidewalk improvements done over the past couple of years and not for any future projects that are being discussed.

Mr. Ramharter agreed.

Ed Childers moved the resolution.

Upon a voice vote, the motion passed unanimously.

- E. [Resolution](#) calling a public hearing on the proposed modification of the Missoula Urban Renewal Plan for Urban Renewal District II (The Urban Renewal Plan) to approve a proposed project as an Urban Renewal Project and set forth the council's intention to finance a portion of the project through the issuance of Tax Increment Urban Renewal Bonds. ([memo](#))—Regular Agenda (Chris Behan) (Referred to committee: 04/02/12) **HOLD FOR DISCUSSION**

**MOTION: The committee recommends the City Council adopt a resolution calling a public hearing on the proposed modification of the Missoula Urban Renewal Plan for Urban Renewal District II (The Urban Renewal Plan) to approve a proposed project as an urban renewal project and set forth the Council's intention to finance a portion of the project through the issuance of tax increment urban renewal bonds.**

Chris Behan, MRA gave a brief overview of this project as outlined in the Administration and Finance Committee minutes dated [March 21, 2012](#). In order for this project to be eligible for tax increment urban renewal bond financing, which would cover the costs of removing the old concrete foundations and asphalt, providing improvements to Russell Street, bringing in some utilities and constructing the remainder of the Milwaukee Trail, the City must amend the Urban Renewal District II (URD II) Plan by declaring the proposed project to be an official Urban Renewal Project within the plan.

Mr. Wiener moved the resolution to set the public hearing on April 23, 2012.

Mr. Hertz wanted to know when the project will start and if the infrastructure costs exceed the total ability of the bonds, how would that be dealt with.

Mr. Behan said the project should start this fall and if something like that were to happen we already have a total and the developers would have to come up with the financing.

Upon a voice vote, the motion passed unanimously

### III. **Held in committee**

- A. Approve claims. (Ongoing) (Consent Agenda)
- B. Approve journal vouchers. (Ongoing) (Consent Agenda)
- C. Approve budget transfers. (Ongoing) (Consent Agenda)
- D. Amend Council rules to change the Council's regular meeting schedule to two meetings per month ([memo](#)).—Regular Agenda (Marty Rehbein) (Referred to committee: 06/07/10)
- E. Discuss the disposition of surplus city land. ([memo](#))—Regular Agenda (Nancy Harte) (Referred to committee: 10/25/10)
- F. 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)
- G. Review Missoula's insurance experience, particularly work comp; propose improvements if warranted. ([memo](#))—Regular Agenda (Ed Childers) (Referred to committee: 05/09/2011)

### IV. **Adjournment**

The meeting was adjourned at 1:55 pm

Respectfully submitted,

*Dee Andersen*  
Administrative Secretary  
Finance Department