

**ADMINISTRATION AND FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA MONTANA
October 14, 2009 1:05pm**

Members present: Stacy Rye, Chair; Ed Childers; Renee Mitchell; Pam Walzer; Jason Wiener; Dick Haines; John Hendrickson; Bob Jaffe.

Members absent: Marilyn Marler, Jon Wilkins, Lyn Hellegaard, Dave Strohmaier.

Others present: Brentt Ramharter, Denise Alexander, Dee Kreyve.

I. Administrative Business

A. Approve committee minutes dated: [September 30, 2009](#)-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 \$611,179.61. ([Detailed claims](#)) 10/20/09

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

Motion: The committee recommends the City Council approve [claims](#) totaling \$387,578.90. ([Detailed claims](#)) 10/13/09

III. C. (Suspend the Council Rules) Consider a resolution revising fees for services related to the review and processing of land use applications pursuant to city adopted regulations pertaining to zoning, subdivision and floodplain services ([memo](#)).—Regular Agenda (Denise Alexander)HELD IN COMMITTEE****

MOTION: The committee recommends the City Council set a public hearing on November 2, 2009 establishing a new Land Use Applications fee schedule pursuant to the adoption of Title 20 Missoula City Zoning Ordinance.

Bob Jaffe moved to suspend Council Rules.

Upon a voice vote the motion to suspend the Council Rules passed unanimously.

Stacy Rye explained that this referral is to set a public hearing on November 2, 2009 to establish new fees in regards to the adoption of Title 20.

Denise Alexander, Principle Planner for Office of Planning and Grants, requested a public hearing to reflect changes in some of the zoning application fees. She reviewed the proposed revisions listed on [attachment A](#).

Ms Rye asked for an example of a pedestrian overlay.

Ms. Alexander, said its in Title 20. It's a district that can be applied to an area when you want to build your buildings closer to the street and there are standards in regards to glazing of buildings and entry ways. It's more of a design overlay.

Ms Walzer asked if a developer wanted to design a neighborhood with a commercial center, would they also have to pay the extra pedestrian overlay fees over the normal zoning costs.

Ms. Alexander said that yes she thinks they would.

Dick Haines arrived at 1:20pm.

Mr. Jaffe asked why someone would incur the cost of the pedestrian overlay.

Ms. Alexander replied that there are some reductions to setbacks. Any of these can be initiated by the Council and there would be no fee.

Mr. Jaffe pointed out that for someone trying to preserve or encourage a certain character of their neighborhood that the fee seems cost prohibitive if it wasn't associated with a large sub-division project.

Ms. Alexander said that even if it were not associated with a large sub-division the cost could be split between many individuals.

Mr. Jaffe asked if a neighborhood organized to do one of these overlays, could contact the City Council to sponsor their project?.

Ms. Alexander said yes.

Mr. Jaffe asked if the zoning does not go to completion, are the fee's refunded?.

Ms. Alexander said no –the fees are paying for the staff's work that is already done.

Ms. Rye said she thinks the cost seems fairly high at \$6700 and probably wouldn't happen unless initiated by Council.

Ms. Alexander said all these fees were based on the 2002 fee study and have been increased over time. She pointed out that OPG staff spends a lot of time with individuals before they even apply to review their plans.

Ms. Walzer expressed concerns regarding the appeal of the Design Review Board (DRB) and if Council over turns the DRB decision and approves the application, she would like to see the fee waived in that case.

Ms. Alexander replied, that as per Title 20 Council could direct us to refund the fee and there is also an appeal process to the Board Of Adjustment for administrative decisions and there is a fee associated with that and always has been.

Ms Walzer moved to set a public hearing on November 2, 2009.

Ed Childers suggested that since the planning board staff is funded by fees when it comes to the budget next year we can put \$100,000 aside to cover this kind of thing.

Upon a voice vote the motion passed unanimously.

IV. Regular Agenda

(Suspend the Council Rules) Consider a [resolution](#) ratifying the execution and delivery of Master Governmental Lease-Purchase Agreement and related documents thereto for the purchase of various items of capital equipment and determining other matters in connection therewith.—Regular Agenda (Brentt Ramharter) **REMOVE FROM AGENDA**

Motion: The committee recommends the City Council adopt a resolution ratifying the execution and delivery of a Master Governmental Lease Purchase Agreement and related documents thereto for the purchase of various items of capital equipment and determining other matters in connection therewith.

Mr. Childers moved to suspend Council Rules

Upon a voice vote the motion to suspend Council Rules passed unanimously.

Brentt Ramharter, Director of Finance, explained even though there was a resolution provided in the original referral we did not make a motion to approve the resolution. The motion was to approve the Master Lease Contract. This resolution confirms what we did.

Pam Walzer moved to adopt the resolution.

Upon a voice vote the motion passed with John Hendrickson voting nay.

V. Held in committee

- A. [Resolution](#) revising the City's sewer use fee structure and increasing sanitary sewer rates by 5% per year for four years to support infrastructure improvements required to operate the city's sanitary sewer system. ([A&F](#)) ([Slideshow presentation as a webpage](#)) (Returned from Council floor: 11/03/08)
- B. An ordinance amending the municipal code as it relates to bike licensing. ([A&F](#)) (Returned from council floor: 12/15/08)
- C. Amend City Council Rule 21(a) to clarify quorum requirements ([memo](#)).—Regular Agenda (Jason Wiener) (Referred to committee: 04/28/08) (*Tabled in Committee on 02/11/09*)
- D. Implications of establishing maintenance districts. ([memo](#)) – Regular Agenda (Bob Jaffe) (Referred to committee: 05/11/09)
- E. Review the FY 2010-14 CIP projects in committee ([memo](#)).—Regular Agenda (Brentt Ramharter) (Referred to committee: 03/23/09)
- F. Consider the establishment of Parks and Street Maintenance Districts ([memo](#)).—Regular Agenda (Bob Jaffe) (Referred to committee: 05/04/09)
- G. Clarify position of council member who also serves on the board of a non-profit agency that has dealings with the city. ([memo](#)) – Regular Agenda (Ed Childers) (Referred to committee: 07/20/2009)
- H. [Resolution](#) of the Missoula City Council establishing a tourism business improvement district consisting of non-contiguous lands within the City of Missoula for the purpose of aiding tourism, promotion and marketing within the district. ([Exhibit A](#)) ([Exhibit B](#)) ([memo](#)) ([A&F](#)) (Returned from Council floor: 10/05/09)

VI. Adjournment

The meeting was adjourned at 1:35pm

Respectfully submitted,

Dee Krevey
Administrative Secretary