

**ADMINISTRATION AND FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA MONTANA
March 17, 2010 1:05 – 2:00 pm**

Members present: Stacy Rye, Chair; Ed Childers; Renee Mitchell; Pam Walzer; Dick Haines; Lyn Hellegaard; Roy Houseman; Dave Strohmaier; Jon Wilkins; Bob Jaffe

Members absent: Jason Wiener

Others present: Cindy Wulfekuhle, Nancy Harte, Mary Ellen Carter, Mary Muse, Kelly Elam

I. Administrative Business:

A. Approve committee minutes dated [March 10, 2010](#)
Minutes were 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 \$231,487.24. ([Detailed Claims](#))

B. Resolution to establish a Carousel Sunday Market and Festival in Missoula. ([memo](#)). – Regular Agenda (Dave Strohmaier) (Referred to committee: 03/15/10)

Motion: The committee recommends the City Council set a public hearing on April 5, 2010, to consider a [resolution](#) to establish the Carousel Sunday market and Festival in Missoula.

Dave Strohmaier stated Teresa Cox from the Missoula Carousel approached him with a new concept for a Sunday market. It will operate in the afternoon located in the Carousel parking lot. He mentioned there is a [draft resolution](#) with proposed [market regulations and mission statement](#).

Mary Muse, President of the Carousel board said she is present to represent the carousel because Ms. Cox is unavailable. She said the two objectives the Carousel would like to achieve are supplementing operational funds for the Carousel & Dragon Hallow and community outreach for people to enjoy the downtown area.

Mary Ellen Carter, Carousel Sunday Market stated she is the former manager for the Clark Fork Market, and she was asked to help organize the Sunday market. She mentioned she attended the last Clark Fork River Market meeting, and they welcomed the idea of a Sunday market.

Jon Wilkins supports the idea and asked if it will help fund the carousel.

Ms. Muse said the carousel will receive proceeds and foresees \$5000 or more for the first year. Fundraising for the carousel has been difficult in the past couple years, and they are seeking new ways to generate revenue.

Pam Walzer asked if there will be food and art & crafts and if it will be located in the grass area.

Ms. Carter replied food and crafts will be available, and it will be located in the new park parking lot, east of the carousel.

Ms. Walzer asked how many vendor booths are anticipated.

Ms. Carter said there are 47 available and they are 12 ft. spaces and large enough for vendors to share, and there is enough room to add more. She said they are reserving an area for young musicians under the age 18 to give them an opportunity to perform in public.

Ms. Walzer said she is involved with the Saturday art & craft market and one problem they experience is vehicles parked over night that interferes with valuable space. She suggested finding a way to resolve the potential problem before they begin the event.

Lyn Hellegaard suggested contacting Mountain Line to start service during the operating hours.

Ms. Carter thanked the council for their suggestions. She noted the first market will start on May 9th from 1:00 to 5:00 pm. It is the same time the bike/walk program starts and the Sunday market will help support the event.

Mr. Wilkins moved to set a public hearing on April 5, 2010, to consider a resolution to establish the Carousel Sunday market and Festival in Missoula.

Ed Childers asked which advisory board is helping with the new market.

Ms. Carter stated Ms. Cox's intention was to operate under the carousel board and adding a few other people to create an advisory board.

The committee discussed the [Carousel Sunday Market and Festival Mission Statement & Regulations](#).

Mr. Childers stated the mission statement has requirements that are not in place at this time. He suggested creating by-laws before the market opens to prevent future problems.

Ms. Carter said the mission statement is based on the Missoula Farmers Market.

Mr. Strohmaier mentioned there has been discussion regarding an advisory board.

Dick Haines asked if this will create more competition for the other markets that are already established and in progress.

Ms. Carter said no, the existing markets support the Sunday market as it will draw more people to the downtown area.

Ms. Walzer supports the Sunday market.

Bob Jaffe said the by-laws need to be filed with the City Clerk office.

Stacy Rye asked how much revenue is expected to generate.

Ms. Carter stated the Saturday market had a lot of up front expenses such as purchasing tables, port-a-potties and electricity, and the Sunday market located at the carousel is already established. The cost for vendors will be \$18.00 per week or \$290.00 for the full season.

Ms. Rye asked what will be sold at the market.

Ms. Carter said there will be produce, arts and crafts, meat and dairy products.

Ms. Rye asked if they have contacted the Community Food and Agriculture Coalition (CFAC).

Ms. Carter said she does have contact with CFAC, but she would like to make sure the market is successful before they invite other groups. She said there are 12 farm vendors who have agreed and signed up to participate in the Sunday market and expect many more.

Ms. Rye said the Saturday markets all have a city council liaison and asked who will be the liaison for the Sunday market.

Ms. Carter will discuss it with the carousel board members.

The motion passed unanimously on a voice vote.

- III. Approve Home Investment Partnerships program (HOME) Contract Number H-10-01 with the District XI Human Resource Council in the amount of \$200,000.00 for assistance to low- and moderate-income first-time homebuyers in the form of down payment assistance, closing costs, and home-buyer education per [Resolution Number 7502 \(memo\)](#).—Regular Agenda (Nancy Harte) (Referred to committee: 03/15/10)

Motion: The committee recommends the City Council approve and authorize the Mayor to sign the Home Investment Partnerships program (HOME) Contract Number H-10-01 with the District XI Human Resource Council in the amount of \$200,000.00 for assistance to low- and moderate-income first-time homebuyers in the form of down payment assistance, closing costs, and home-buyer education per [Resolution Number 7502](#).

Nancy Harte, Office of Planning & Grants stated the District XI Human Resource Council has qualified people ready to purchase homes. The program starts April 1, 2010 and recommends the contract be signed and ready. The contract carries forth the resolution the council passed in February for \$200,000. The money will be used to help pay for down payment assistance, closing costs, and home-buyer education for low and moderate income first time buyers.

Roy Houseman moved to authorize the Mayor to sign the Home Investment Partnerships program (HOME) Contract Number H-10-01 with the District XI Human Resource Council in the amount of \$200,000.00 for assistance to low- and moderate-income first-time homebuyers in the form of down payment assistance, closing costs, and home-buyer education per [Resolution Number 7502](#).

The motion passed unanimously on a voice vote.

- IV. **Regular Agenda:**
Authorize the Mayor to submit an application to the Montana Department of Commerce Big Sky Economic Development Trust Fund for the purpose of supporting business expansion and job creation at WGM, Inc. ([memo](#)).—Regular Agenda (Cindy Wulfekuhle) (Referred to committee: 03/15/10) (Remove from Agenda)

Motion: The committee recommends the City Council approve and authorize the Mayor to sign an application to the Montana Department of Commerce Big Sky Trust Fund for the purpose of supporting business expansion and job creation at WGM, Inc in the amount of \$22,500.

Cindy Wulfekuhle, Office of Planning and Grants said the Missoula Area Economic Development Corporation (MAEDC) requests the city to submit an application to the Montana Department of Commerce for a Big Sky Economic Development Trust Fund grant. This is on behalf of WGM Group that specializes in land use planning, engineering and surveying.

WGM and MAEDC have prepared an application for \$22,500 to the Big Sky Trust Fund. Ms. Wulfekuhle said the referral states the application amount is for \$46,625, and she noted that was an error. The application request is for \$22,500, and WGM Group will contribute \$46,625 to the grant.

WGM Group will create three new positions in the next two years which will staff the firm's newly created Industrial Design Division. WGM and MAEDC will work together to evaluate and provide detailed information to the state regarding industrial facilities that have closed such as Smurfit Stone Container, Plum Creek Sawmill in Pablo and the Stimson Lumber Company in Bonner.

Mr. Houseman stated the background information states the new engineers are former employees from Smurfit Stone and asked if she knew who the employees are.

Ms. Wulkefuhle said she does not know their names.

Mr. Houseman asked if this grant is for start-up capital for the new positions.

Ms. Wulkefuhle said it is for start-up, but the intent is to create permanent positions.

Mr. Jaffe asked for a copy of the full application.

Ms. Wulkefuhle will provide a copy.

Mr. Houseman moved to authorize the Mayor to sign an application to the Montana Department of Commerce Big Sky trust Fund for the purpose of supporting business expansion and job creation at WGM, Inc in the amount of \$22,500.

The motion passed with nine ayes and one nay, Haines voting nay.

V. Held in committee

1. Approve claims. (Ongoing) (Consent Agenda)
2. Approve journal vouchers. (Ongoing) (Consent Agenda)
3. Approve budget transfers. (Ongoing) (Consent Agenda)
4. An ordinance amending the municipal code as it relates to bike licensing. ([A&F](#)) (Returned from council floor: 12/15/08)
5. Implications of establishing maintenance districts. ([memo](#)) – Regular Agenda (Bob Jaffe) (Referred to committee: 05/11/09)
6. Review the FY 2010-14 CIP projects in committee ([memo](#)).—Regular Agenda (Brentt Ramharter) (Referred to committee: 03/23/09)
7. 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)
8. [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

Respectfully Submitted

Kelly Elam

Kelly Elam
City Clerk office