

**ADMINISTRATION AND FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA MONTANA
November 10, 2010, 1:05pm**

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

Members absent: Dave Strohmaier.

Others present: Linda Jordan, Bruce Bender, Joel Baird, Ross Best, Mayor John Engen, Brentt Ramharter, Eric Scott, John Hendrickson, Dee Andersen.

I. Administrative Business

A. Approve committee minutes dated: [November 3, 2010](#)-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)

B. Confirm the Mayor's appointments to the Tourism Business Improvement District. ([memo](#))—
Regular Agenda (Mayor Engen) (Referred to committee: 11/08/10) **REMOVE FROM AGENDA**

MOTION: The committee recommends the City Council confirm the Mayor's appointment of Dan Carlino to the Tourism Business Improvement District Board of Trustees for a four-year term commencing immediately and ending November 30, 2014 and appoint him as the Chair for one year.

MOTION: The committee recommends the City Council confirm the Mayor's appointment of Lucy Weeder to the Tourism Business Improvement District Board of Trustees for a four-year term commencing immediately and ending November 30, 2014.

MOTION: The committee recommends the City Council confirm the Mayor's appointment of Racquel Williams to the Tourism Business Improvement District Board of Trustees for a three-year term commencing immediately and ending November 30, 2013.

MOTION: The committee recommends the City Council confirm the Mayor's appointment of Jon Bernthal to the Tourism Business Improvement District Board of Trustees for a two-year term commencing immediately and ending November 30, 2012.

MOTION: The committee recommends the City Council confirm the Mayor's appointment of Kimberly Best to the Tourism Business Improvement District Board of Trustees for a one-year term commencing immediately and ending November 30, 2011.

Mayor Engen said this first item is to confirm the Tourism Business Improvement District Board of Trustees. The TBID was created last month and now we are going to establish its board for the first time. The board applications must come from participating properties within the district, we had six original applications and one withdrew. He said he interviewed all the applicants and they are all qualified and committed to the board. We will also appoint a chair and stagger the positions so they don't all end at the same time. Dan Carlino will be the Chair for the first year.

Ed Childers moved each board member and listed each term.

Bob Jaffe moved Dan Carlino to be Chair and asked if the Mayor will appoint the Chair each year.

Mayor Engen said no, the Board would appoint the Chair in the future.

Public Comment:

Ross Best said he has a procedural suggestion, when referrals are made for board appointments he would like the names listed on the committee schedule and the agenda. He said he knows

there are attachments to the referral but if you have a slow Internet connection it can be hard to download the documents.

Upon a voice vote, the motion to create the TBID board and Chair passed unanimously.

- C. Approve the new three-year contract with Missoula Community Access Television (MCAT) Contract for June 30, 2010 through June 30, 2013. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 11/08/10) **REMOVE FROM AGENDA**

MOTION: The committee recommends the City Council approve the new three-year contract with MCAT for the period from July 1, 2010 through June 30, 2013.

Joel Baird, MCAT General Manager, said it's contract renewal time and there were a few house keeping changes to the new contract. He said MCAT feels they are on the right track, in the last 3 years we have added streaming so people without Bresnan can watch channel 7 and 11 on their computer. We have added some more City meetings and have gotten an agreement with MCPS to pay for their school board and committee meetings, so there is more time to do city government programming.

Pam Walzer thanked Joel and everyone at MCAT for the wonderful job they do, she said she gets asked all the time how people can watch previously shown meetings on MCAT, do you have some kind of archive library for meetings?

Mr. Baird replied we don't have video on demand yet, it's a question of funding, but it's around the corner.

Jason Wiener moved to approve contract, he said MCAT has come a long way, and you know you provide an official government service when everyone wants the service and no one wants to pay for it.

Brentt Ramharter discussed the change in language on page 7.

Upon a voice vote, the motion passed unanimously.

- D. Consider a resolution revising the Community Forum budget guidelines for Neighborhood Councils, reaffirming the usage of some Neighborhood Project Funds for small project grants to be awarded by the Community Forum, and providing that the balance of certain funds be carried forward into the subsequent fiscal year. ([memo](#))—Regular Agenda (Jon Wilkins) (Referred to committee: 11/08/10) **REMOVE FROM AGENDA**

MOTION: The committee recommends the City Council adopt a resolution revising the Community Forum Budget guidelines for Neighborhood Councils, reaffirming the usage of some Neighborhood Project Funds for small projects to be awarded by the Community Forum, and providing that the balance of certain funds be carried forward into the subsequent fiscal year.

Erin Scott, Neighborhood Liaison, explained that with support from City Council Liaison, Mr. Wilkins, they are bringing forward an updated budget resolution for the Neighborhood Council system. Neighborhood Councils are allotted \$800.00 per fiscal year to do their work. In 2007 the Community Forum established a budget reallocation procedure that allowed Neighborhood Councils with idle funds the ability to move their money into the Community Forums budget to be accessed by all Neighborhood Councils if approved. The process has begun in April and by June 30, all excess fund go back in into the City's year end cash balance. She gave examples of some recent small projects in which the reallocated funds would have been beneficial such as the Boyd Park, Tonkin Trail work and the bear buffer zone.

Mr. Wilkins commented that if you have an active Neighborhood Council the \$800.00 doesn't get you through the year. This will help provide more funds for the active Councils.

Mr. Childers asked if this restricts who can apply for funds.

Ms. Scott said no, the applications will be reviewed and a recommendation will be made. Anyone can work through the leadership team to get their projects funded.

Mr. Wilkins said it doesn't restrict anyone, but it makes them go through their Neighborhood Council, it helps get the project get off to a good start. With the big grants there is a small portion left over and was given to the small project grants.

Mr. Wilkins moved the resolution.

Public Comment:

Dax Kuehn, said he submitted 3 large project grants this year and its alarming how much work and paper work goes into getting a \$3,000 grant. He wanted to know why the Council did not award one of his grants.

Mr. Wilkins said that is a separate issue and we will address that later.

Upon a voice vote, the motion carried unanimously.

Regular Agenda

- A. Authorize the Mayor to sign an agreement with Gallatin Public Affairs for lobbyist services during the 2011 Legislative Session in the amount of \$20,000. ([memo](#))—Regular Agenda (Mayor Engen) (Referred to committee: 11/08/10) **REMOVE FROM AGENDA**

MOTION: The committee recommends the City Council authorize the Mayor to sign an agreement Gallatin Public Affairs for lobbyist services during the 2011 Legislative Session in the amount of \$20,000.

Mayor Engen explained this item would allow him to sign the contract for lobbyist services in the amount of \$20,000 with John MacDonald of Gallatin Public Affairs. Mr. MacDonald will support us in our communication efforts in Helena. The Mayor said he just can't make it to Helena as much as he would like and there are so many bills, that having someone there to pay attention for us is invaluable. This session will be complicated for local government as there are concerns regarding entitlement funds. Last session, Mr. MacDonald worked closely with Alec Hanson to help us through some legislative difficulties. He has strong relationships in Helena and is well respected. He requested approval and asked for any questions.

Mr. Jaffe requested that Council get weekly reports back of who he met with and any updates. He asked if a better procedure could be developed from past efforts. He asked about economy of scale and if our lobbyist and those from other communities like Bozeman or Billings, who are working on the same issues, could work together.

Mayor Engen said that in the past they tried to provide a weekly update for Council. He said it could be an oral report at Council meetings or a written report and was open to any suggestions. He said in regards to the economy scale, he would agree. Mr. Hanson's effort with the MLCT have provided some of that, however there are some issues that are particular to Missoula and may not appeal to the general membership.

Mr. Bender said there was detailed report provided last session on share point website.

Ms. Rye said it didn't work well and asked if Mr. MacDonald can provide a weekly email update and forward it to the Council; she said that would be great.

Mayor Engen said we are happy to do any of that and asked Council to formalize exactly what they want, as their individual ideas may differ.

Ms. Hellegaard referred to paragraph 2 on the [list](#) of Top Legislative Goals for the City of Missoula 2011. She asked how that interfaced up with the Mayor's Best Place Project. She said her constituents are unclear of his position, as it seems rather negative to businesses. She also referred the section on Medical Marijuana and asked what the Administrations position is on that.

Mayor Engen replied that the last 2 cycles in Helena, the Administration talked about changes in the business equipment tax. He said he does not have an issue with that and hopes it would help businesses; however, if there were changes to that, then there would be a change in our revenue. In regards to Medical Marijuana, we have met with Representative Sands and we are interested in getting it under control.

Jon Wilkins suggested the information he would like to get from the lobbyist website, such as what side of issue he is on and maybe Council contact information.

Mr. Engen stated what we can do on the report is list the position as *yes, no, or neutral* and the issues of contention we will provide information on how we are responding and you can give us feedback.

Mr. Wiener asked what system the contractor uses to track these issues.

Mr. Bender they are using share point.

Mr. Wiener asked if we go with that solution again could we have a general-purpose log-in to gain easier access. In terms of the contract, we could use a more detailed accounting of how our time is spent. In terms of Council taking positions on legislation, one solution might be to have an A&F meeting prior to Council each Monday during the legislative season.

Mr. Jaffe said he is hesitant to want to suggest a change in scope of work. We have seen how Gallatin Public Affairs handles that sort of thing. He expressed concerns about asking for a weekly report and getting a \$10,000 bill for it.

Mr. Engen said it wouldn't be a problem in this case.

Mr. Childers offered committee of the whole for a place to discuss positions on legislature.

Mr. Wiener moved to approve the contract.

Ms Rye asked if we want to formalize the way we obtain the weekly report in the motion.

Mr. Jaffe again expressed concerns that Mr. MacDonald will see it as a way of increasing the price.

Mayor Engen said if the information you need delivered, the way you want it delivered is going to increase the cost, then frankly, I don't want a contract with them and said he will make it part of his conversation with Mr. MacDonald.

Ms. Rye stated that she doesn't think what we want is above and beyond the norm.

Mr. Haines said he doesn't support this and doesn't think Missoula needs a lobbyist.

Public comment:

Ross Best said I would like to raise a concern that I raised in 2009 about the citizens right to participate. You are talking about how you are going to be notified on what's being done, but the question should be how are you making the decisions to give the initial instructions to the lobbyist. It appears you are assuming the Mayor is making those decisions but those decisions are very important, as important as any resolutions that you pass and you should be allowing citizens proper notice and the right to participate. He requests that you come to some understanding of how you are going to that before hiring a lobbyist.

Mr. Jaffe says he agrees with Mr. Best. It would be nice to have more participation from the Council and public, and suggested revisiting this issue in the future.

Ms. Mitchell said she is opposed to this, as it's not a good use of taxpayer's money.

Mr. Engen thanked everyone and left the meeting at 1:30pm

Ms. Rye said the way Helena works requires us to have someone there on our behalf; in her experience, bills at the discretion of individual house and senate members are often scheduled with very little notice. It's set up to accommodate the agricultural season.

Mr. Haines said he has a pretty good idea of how it works in Helena and he is not in support of hiring a lobbyist.

Mr. Wiener called the question.

Upon a voice vote to end debate the motion passed.

Upon a voice vote, the motion to approve the contract carried with Hellegaard, Haines and Mitchell voting nay and Wilkins abstaining.

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. An ordinance amending the municipal code as it relates to bike licensing. ([A&F](#)) (Returned from council floor: 12/15/08)
- E. Implications of establishing maintenance districts. ([memo](#)) – Regular Agenda (Bob Jaffe) (Referred to committee: 05/11/09)
- F. 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)
- G. Review the FY 2011-15 capital improvement projects (CIP). ([memo](#)) – Regular Agenda (Brentt Ramharter) (Referred to committee: 04/19/2010)
- H. 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)
- I. Discuss the disposition of surplus city property. ([memo](#))—Regular Agenda (John Newman) (Referred to committee: 10/25/10)
- J. Confirm the reappointment of Mark Muir to the Impact Fee Advisory Committee completing a term commencing December 1, 2010 and ending November 30, 2014. (Returned from Council floor: 11/1/10)
- K. Amend the FY 2010 budget to appropriate expenditures that were not identified in the original budget. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 11/01/2010)
- L. Quarterly Report by North Missoula Community Development Corporation. (memo)—Regular Agenda (Lyn Hellegaard) (Referred to committee: 11/08/10)
- M. Discuss outstanding third-party contracts. (memo)—Regular Agenda (Lyn Hellegaard) (Referred to committee: 11/08/10)
- N. Appoint one member to the Impact Fee Advisory Committee for the term commencing December 1, 2010 through November 30, 2014. (memo)—Regular Agenda (Marty Rehbein) (Referred to committee: 11/08/10)

IV. Adjournment

The meeting adjourned at 2:05pm

Respectfully submitted,

Dee Andersen
Administrative Secretary