

**ADMINISTRATION AND FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA MONTANA
July 7, 2010, 1:35pm**

Members present: Stacy Rye, Chair; Ed Childers; Pam Walzer; Lyn Hellegaard; Roy Houseman; Marilyn Marler.

Members absent: Renee Mitchell; Dave Strohmaier; Jon Wilkins; Bob Jaffe; Jason Wiener; Dick Haines.

Others present: Brentt Ramharter, Chase Jones, Melissa, Gordon, Ginny Merriam, Dee Andersen.

I. Administrative Business

A. Approve committee minutes dated: [June 23, 2010](#) -approved as submitted.

B. **Public Comment on items not listed on the agenda-**

II. Consent Agenda

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

**The committee recommends the City Council approve [claims](#) totaling \$1,295,491.86
([Detailed claims](#)) 7/13/10**

**The committee recommends the City Council approve [claims](#) totaling \$482,431.71
([Detailed claims](#)) 07/06/10**

B. Authorize the Mayor to sign a contract between the City of Missoula and Northwestern Energy to conduct Green Blocks Pilot Project home energy audits using Energy Efficiency and Conservation Block Grant (EECBG) funds under the American Recovery and Reinvestment Act ([memo](#)).—Regular Agenda (Chase Jones) (Referred to committee: 06/07/10) **REMOVE FROM AGENDA**

NOTE- NO QUORUM PRESENT

Motion: The committee recommends the City Council authorize the Mayor to sign the attached contract with Northwestern Energy for \$250,000 to conduct the home energy audit portion of the Green Blocks Pilot Project.

Ginny Merriam, Communications Officer, reviewed the background on the Green Blocks Project. She said Mayor Engen is a signer on the U.S. Conference of Mayors Climate Protection Agreement as were Mayor Kemmis and Mayor Kadis. Since 1996 Missoula has had a history of being a community committed to conservation measures, and attempting to be as green a community as possible. The Mayors advisory group on climate change and sustainability was started in March of 2007, and consists of a panel of citizens who are connected with sustainability and green measures to advise the Mayor on which direction to take. In 2008 Gerald Mueller a power utility specialist and Northwestern Energy approached the Mayors Office with a proposal for a pilot project that would demonstrate residential energy conservation. The project was called Green Blocks Pilot Project. Northwestern Energy provided the energy audits, the City provided companion programs to help people realize energy cost savings in their homes.

The program was very successful, we did 91 homes and each home received about \$1500 worth of improvements that included:

- Insulation
- Programmable thermostats
- Detecting and repairing leaks
- Installing water saving measures and water meters for those who wanted them.

In Feb 2009 we learned we would be awarded Energy Efficiency Conservation Block Grant (EECBG) money. The Mayor and City management decided we would put that back into the Green Blocks Projects. This time however, we are required to sign a contract, and it allows us to spend \$250,000 of this federal grant money.

Chase Jones Grants Administrator, OPG explained that the original program was so successful that, Northwestern Energy decided to partner with the City of Helena to launch their own Green Blocks Program based on the Missoula model later this year.

Because of the great success of this program, it will look very much the same this year, but with the additional funding we will be able to help 300 homes. We created a companion program called [The Conservation Side Orders Menu](#) to help those homeowners who want to go a step further than the Green Blocks program pays for.

The core of the Green Blocks project is partnering with Northwestern Energy and Mountain Water, with the goal of improving residential energy efficiency by offering free home energy audits and energy saving measures identified by those audits including:

- Weather stripping
- Door sweeps
- Foam sealant for exterior walls, doors and windows.
- Window plastic
- Electrical outlet /switch plate gaskets
- Low-flow kitchen aerators
- Low-flow shower heads
- Programmable thermostats
- CFL's
- Hot water tank and pipe insulation
- Attic /basement/crawl space insulation

Marilyn Marler asked how home owners sign up for this program, and is it free.

Mr. Jones said yes the Green Blocks Program is free. We want neighbors to group together in clusters. Block Captains will inform their neighbors. The cluster idea is so that the auditors can park and work in one area of the City at a time making it more cost and energy efficient.

Mr. Housemen asked when people can sign up their neighborhood for this project

Ms. Merriam said we need to get this contract signed and then we will inform the public. We will have web coverage, speak at Community Forum, solicit news coverage and then people will have 4 weeks to sign up or until we get 300 homes.

Ms. Walzer asked what is the minimum age for homes to be included in this project.

Mr. Jones replied homes built in 1990 or before. He said the applications will be available in the Mayors office.

Ms. Walzer moved to approve the contract and expressed support for this program and all the resources it brings.

Upon a voice vote, the motion to approve the contract passed unanimously with no quorum present.

- C. Approve the following Community Development Block Grant (CDBG) Contracts, as authorized in [Resolution Number 7502](#): [CDBG Contract Number 10-14](#) with HomeWORD in the amount of \$100,000 to conduct site improvements, including sidewalk installation, landscaping, and connection of utilities at the Solstice Housing Project at 1535 Liberty Lane; and [CDBG Contract Number 10-11](#) with Home Resource in the amount of \$79,760 to create a community woodshop, a metal-working shop, a showroom, and office space ([memo](#)).—Regular Agenda (Melissa Gordon) (Referred to committee: 06/28/10) **REMOVE FROM AGENDA**

NOTE- NO QUORUM PRESENT

Motion: The committee recommends the Missoula City Council approve and authorize the Mayor to sign the Community Development Block Grant (CDBG) contracts with HomeWORD in the amount of \$100,000 ([Contract Number 10-14](#)) to conduct site improvements, including sidewalk installation, landscaping , and connection of utilities at the Solstice Housing Project at 1535 Liberty Lane; and with Home ReSource in the amount of \$79,760 ([Contract Number 10-11](#)) to create a community woodshop, a metal-working shop, a showroom and office space; as authorized in the City Council [Resolution Number 7502](#).

Melissa Gordon, OPG explained that these are the final 2 Community Development Block Grant (CDBG) contracts for FY2010. On Feb 8, 2010 the City Council approved the CDBG awards in resolution 7502. She requested the committee recommend the City Council authorize the Mayor to sign CDBG contracts with Home ReSource for \$79,760 and with HomeWORD for \$100,000.

Pam Walzer moved to authorize the Mayor to sign the contracts.

Roy Houseman asked about the 5% interest on the contracts and if that goes back to the CDBG program.

Ms. Gordon said if they don't meet the requirements of the loan, then that is how it would work; the money would go back into the program for other projects. If they serve at least 50 low- to-moderate income individuals per year, then the loan payment for that year would be forgiven. The Solstice project has indicated that is a goal they should be able to meet.

Upon a voice vote, the motion passed unanimously with no quorum present.

- D. Resolution levying annual assessments for Street Maintenance District #1 ([memo](#)).—Regular Agenda (Marty Rehbein) (Referred to committee: 06/28/10) **REMOVE FROM AGENDA**

NOTE- NO QUORUM PRESENT

Motion: The committee recommends the City Council set a public hearing for August 2, 2010 on a resolution levying annual assessments for Street Maintenance District #1 which is generally located the downtown area.

Brentt Ramharter, Director of Finance, explained this is an annual levy for street flushing and trash removal in the downtown area and has been in place for decades. He said he was filling in for Ms. Rehbein who is out of the office this week.

Lyn Hellegaard asked how this district interacts with the newly proposed road district.

Mr. Ramharter replied that this district is just for downtown the new road district is for the rest of the city.

Ms Walzer moved to set the public hearing for Aug 2, 2010.

Upon a voice vote, the motion passed unanimously with no quorum present.

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. [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)
- H. Review the FY 2011-15 capital improvement projects (CIP). ([memo](#)) – Regular Agenda (Brentt Ramharter) (Referred to committee: 04/19/2010)
- I. Resolution approving the project and authorizing the bond issuance for Sussex School Economic Development Bonds in the approximate aggregate principal amount not to exceed \$900,000 ([memo](#)).—Regular Agenda (Brentt Ramharter) (Referred to committee: 05/24/10)
- J. 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)

III. Adjournment

The meeting was adjourned at 2:05pm

Respectfully submitted,

Dee Andersen
Administrative Secretary