

**ADMINISTRATION AND FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
July 28, 2010 1:05pm**

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

**Members absent:** Dave Strohmaier; Ed Childers.

**Others present:** Marty Rehbein, Gail Verlanic, Bruce Bender, John Hendrickson, Dee Andersen.

**I. Administrative Business**

A. Approve committee minutes: July 14, 2010 will approve at a later date.

**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 \$362,002.88 ([Detailed Claims](#)) 07/27/10 already acted on 7/26/10**

**Motion: The committee recommends the City Council approve [claims](#) totaling \$ 1,188,367.90 ([Detailed Claims](#)) 08/03/10**

**III.**

B. Resolution levying assessments for Street Lighting Districts for FY 2011 ([memo](#)).—Regular Agenda (Marty Rehbein) (Referred to committee: 07/26/10) **REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council set a public hearing August 23, 2010 on a resolution of the Missoula City Council levying and assessing a special assessment and tax on the lots, pieces and parcels of land situated within special lighting districts of the City of Missoula, Montana, to defray the cost of street lighting in special lighting districts during the fiscal year 2011 in accordance with sections 7-12-4301 through 4354, Montana Code Annotated.**

Marty Rehbein, City Clerk, explained that this assessment is to pay for street lighting in Missoula. We do have a fund balance that we are applying, so we are proposing to reduce taxes for this year by 7.1% and assess \$284,641.78. The administrative support costs are static.

Ms. Walzer confirmed that the administrative support is the same amount we charge from year to year.

Ms. Rehbein said yes.

Ms. Walzer moved to set a public hearing for August 23, 2010.

Upon a voice vote, the motion passed unanimously.

C. Resolution levying a special assessment and tax upon property for annual weed assessments to reimburse the city for hazardous vegetation and nuisance weed cut orders performed in 2009 in the total amount of \$1,753.00 pursuant to section 7-22-4101 Montana Code Annotated and section 8.40.040 Missoula Municipal Code. ([memo](#)) – Regular Agenda (Marty Rehbein) (Referred to committee: 07/26/10) **REMOVE FROM AGENDA**

**Motion: The committee recommends the City Council adopt a resolution levying a special assessment and tax upon property for annual weed assessments to reimburse the city for hazardous vegetation and nuisance weed cut orders performed in 2009 in the total amount of \$1,753.00 pursuant to section 7-22-4101 Montana Code Annotated and section 8.40.040 Missoula Municipal Code.**

Ms. Rehbein explained the City has a weed program where citizens can call to complain about hazardous weeds and uncut vegetation. Public Works Department sends a notice to the property owners to cut the weeds. If they don't cut the weeds then the City has them cut and sends the owner a bill. If they don't pay their weed bill then state law allows the City Council to seek reimbursement for the costs of cutting the weeds, by placing them on the tax bill. This year there are only 5 properties and 2 of them are owned by the same person. These weeds were cut in 2009.

Bob. Jaffe moved to adopt the resolution.

Jon Wilkins asked when we are going to make the School District cut their weeds along South Avenue.

Ms Rehbein said its complaint driven and if no one has complained there would be no action taken

Mr. Wilkins said he has complained every year except this year.

Ms. Rehbein asked when he complained in past years were the weeds cut.

Mr. Wilkins said no.

**Public Comment:**

John Hendrickson said the City can't mandate County owned property.

Upon a voice vote, the motion passed unanimously.

- D. Resolution levying final assessments for pooled special sidewalk, curb, gutter and alley approach bonds, series 2010. ([memo](#)) – Regular Agenda (Marty Rehbein) **REMOVE FROM AGENDA**

**Motion: The committee recommends the City Council set a public hearing on August 23, 2010 on a resolution to levy a special assessment and tax upon all property situated within the pooled sidewalk curb, gutter and alley approach bonds series 2010 of the city of Missoula, Montana. In the total amount of \$885,000 excluding debt service to defray the cost of installing sidewalks, curbs, gutters and alley approaches pursuant to Resolution Number 7539 awarding sale of bonds.**

Ms. Rehbein said as you are aware, Council has already ordered the sale of these sidewalk and curb bonds and now it's time to levy the assessment to re-pay the bond buyers. The state law requires that we conduct a public hearing, that we provide notice to the property owner of what their final assessments will be prior to levying the assessments.

Ms. Walzer moved to set the public hearing on August 23, 2010.

Upon a voice vote the motion passed unanimously

- E. Resolution levying assessments for Special Improvement District 544—Rattlesnake Valley Sewer Project. ([memo](#)) - Regular Agenda (Marty Rehbein) **REMOVE FROM AGENDA**

**Motion: The committee recommends the City Council set a public hearing on August 23, 2010 on a resolution levying assessments on property situated within Special Improvement District Number 544 (Rattlesnake Valley Sewer Project) of the City of Missoula, Montana, in the amount of \$2,028,089.77 excluding debt service, to defray the cost of making the improvements in the said special improvement district pursuant Resolution Number 7444 creating said district.**

Ms. Rehbein explained that this project is underway this summer it will be substantially completed this fall. State law requires we conduct a public hearing before levying assessments.

Ms. Walzer asked if there is a firm price on the work being done.

Ms. Rehbein said the contract has been approved by the Council. The assessments we are levying are for \$2,028,089.77. When we create a district it's based on a bid estimate provided by the contractor and we can not exceed that price.

Ms. Walzer asked what the other source of funding for this project is.

Ms. Rehbein said she could provide that at a later date.

Ms. Walzer suggested that information be available for the public hearing so citizens know there is another source of funding for this project. She moved to set the public hearing for August 23, 2010.

Upon a voice vote, the motion carried with Mitchell voting nay, and will appear on the consent agenda upon Ms. Rye's request.

- F. Resolution levying assessments for Special Improvement District 546—Pattee Creek Drive Traffic Calming Project. ([memo](#)) – Regular Agenda (Marty Rehbein) **REMOVE FROM AGENDA**

**Motion: The committee recommends the City Council set a public hearing for August 23, 2010 on a resolution levying assessments on property situated within Special Improvement District Number 546 (Pattee Creek Drive Traffic Calming Project) of the City of Missoula, Montana, in the total amount of \$15,500 excluding debt service, to defray the cost of making the improvements in said special improvement district pursuant to Resolution Number 7441 creating said district.**

Ms. Rehbein said this project was initiated by citizens to create a traffic calming device in this neighborhood. The improvements have been installed and completed. Each property will be assessed \$310. State law requires us to hold a public hearing prior to levying the assessments.

Mr. Wilkins moved to approve and said it is a different type of calming device that hopefully can be used in other neighborhoods as well. The neighborhood is very pleased and has heard no negative comments.

Ms. Mitchell supported the motion and said it's very safe compare to others.

Ms. Walzer said the Philips Street neighborhood wanted to have this one installed but it is a primary Fire route it was not an option. It will work for many streets but not all.

Upon a voice vote, the motion carried unanimously.

- G. Authorize the Mayor to sign the professional services agreement between the city of Missoula and Reliant Behavioral Health, LLC (Employee Assistance Program) ([memo](#)).—Regular Agenda (Gail Verlanic) (Referred to committee: 07/26/10) **REMOVE FROM AGENDA**

**The committee recommends the City Council authorize the Mayor to sign the professional services agreement between the City of Missoula and Reliant Behavior Health, LLC, for the Employee Assistance Program.**

Gail Verlanic, Human Resources Director, explained that this new Employee Assistance Provider (EAP) will cost less and provide more benefits to our employees. During the 3 year contract the City will save \$3,800 per year for the first 2 years and \$3,400 in the last year.

Jason Wiener supported the change and moved to approve the agreements.

Upon a voice vote, the motion passed unanimously.

- H. Resolution levying assessments for Special Improvement District 545—Philips Street Traffic Calming Project. ([memo](#)) – Regular Agenda (Marty Rehbein) **REMOVE FROM AGENDA**

**Motion: The committee recommends the City Council set a public hearing for August 23, 2010 on a resolution levying assessments on property situated within Special Improvement District Number 545 (Philips Street Traffic Calming Project) of the City of Missoula, Montana in the total amount of \$19,999.71 excluding debt service, to defray the cost of making the improvements in said special improvement district pursuant to Resolution Number 7435 creating said district.**

Ms. Rehbein said this project was initiated by citizens to create a traffic calming device in this neighborhood. Actual costs of the construction came in less than the original bid estimate, so the final assessment will be reduced to \$19,991.71. State law requires we set a public hearing before levying the assessments.

Ms. Mitchell commented that it was a dangerous calming device.

Ms. Walzer said this device is something the neighborhood has worked on for some time. It was approved by all the City Departments. She said this is an example of people working together to make changes for their neighborhood at a very low cost.

Ms. Rehbein said its \$246.91 per each property.

Ms. Walzer moved to set the public hearing for August 23, 2010.

Upon a voice vote, the motion passed with Mitchell voting nay, to be placed on consent agenda at Ms. Rye's request.

#### IV. **Regular Agenda**

- A.. Authorize the Mayor to sign memorandums of understanding for collective bargaining agreements between the City of Missoula and: Montana Public Employees Association, Teamsters, Operating Engineers and Machinists. These cover 1 and/or 2 years of wage increases due to the wage freeze agreed on for fiscal year 2011 ([memo](#)).—Regular Agenda (Gail Verlanic) (Referred to committee: 07/26/10) **REMOVE FROM AGENDA**

**Motion: The committee recommends the City Council authorize the Mayor to sign memorandums of understanding for collective bargaining agreements between the City of Missoula and: Montana Public Employees Association, Teamsters, Operating Engineers and Machinists.**

Bruce Bender, Chief Administrative Officer said what you have before you is a wage freeze for FY2011. It is rather unique as far as we know no one else in the state has accomplished that. He reviewed the different Unions and which employees are covered under these agreements.

Gail Verlanic, Human Resources Director, reviewed the [handout](#) provided and gave a full explanation of the contract extensions.

Mr. Wilkins commended Ms. Verlanic and Mr. Bender for achieving the zero percent increase and asked how we will pay for the increases in the future.

Mr. Bender said our goal is to figure out the funding.

Mr. Wilkins asked if the new special improvements districts will be the funding mechanism.

The committee discussed the wage freeze and the loss of incremental wages increases and how it can affect ones retirement.

Lyn Hellegaard asked how will this affect the non- unions. She expressed concerns about a decrease in property tax revenue and asked if the Administration has a Plan B?

Mr. Bender said from the states perspective for this year, the reason the County is expecting a decrease is because of Smurfit and Stone.

Ms. Hellegaard said so you're saying you don't have a Plan B?

Ms. Rye expressed an interest in reviewing the non-union wages at some point. To see the differences between lowest and highest paid. She mentioned a flat wage increase instead of a percentage increase for the future.

Mr. Wiener moved to authorize the Mayor to sign the Memorandums of Understanding and called for the question.

Upon a voice vote to call for the question, the motion carried unanimously.

Upon a voice vote to authorize the Mayor to sign the Memorandums of Understanding, the motion carried with Mitchell, Hellegaard and Haines voting nay.

**V. 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. 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)
- J. Disposition of excess city owned parcels ([memo](#)).—Regular Agenda (Bob Jaffe) (Referred to committee: 07/26/10)

**VI. Adjournment**

The meeting was adjourned at 2:30pm

Respectfully submitted,

*Dee Andersen,*  
Administrative Secretary.