

COMMISSIONERS APPROVAL

34 FOSS

CHILCOTT 

IMAN 

STOLTZ 

BURROWS 

Members Present....Commissioner Suzy Foss, Commissioner Greg Chilcott, Commissioner J.R. Iman, Commissioner Ron Stoltz and Commissioner Jeff Burrows

Date.....October 24, 2012

► Minutes: Glenda Wiles

► The Board met at 9:05 a.m. for a public hearing on Budget Amendments for FY 2012. Present at the hearing was Comptroller Jana Exner and Chief Financial Officer Klarryse Murphy. Glenda noted the legal notice for this public hearing was ran in the paper of record on October 10 & 17th and this public hearing is being recorded on Web Ex. Glenda noted any documents or recordings from this public hearing could be part of a discovery process. Jana and Klarryse presented various resolutions explaining the reason for each amendment such as unanticipated revenue. No public comment in the audience or Web Ex was given. **Commissioner Iman made a motion to adopt Resolutions 2919 through Resolution No. 2943. Commissioner Burrows seconded the motion and all voted "aye". (5-0).**

► The Board met at 9:30 a.m. to adopt Resolutions for FY2012 budget transfers. Present at this meeting was Comptroller Jana Exner and Chief Financial Officer Klarryse Murphy. Jana and Klarryse presented various resolutions explaining the reason for each transfer. **Commissioner Chilcott made a motion to approve Resolution No. 2944 through Resolution No. 2975. Commissioner Burrows seconded the motion and all voted "aye". (5-0)**

► The Board met at 10:00 a.m. with Ravalli County Economic Development Authority Director Julie Foster for an update on the light industrial Tax Finance District (TFD) (see attached). Julie addressed the geographic boundaries which included housing/education, light industrial, technological and commercial districts as well as the proposed budget, potential grants and match dollars, county commitment and time line. Present now was Chief Financial Officer Klarryse Murphy to discuss potential budgeted funds for a preliminary engineering report at the cost of \$9,000. Total costs for the engineering through May 31st of 2013 will be \$35,000 which will include the \$9,000. Klarryse stated the Commissioners have a Special Operations Fund which has around \$21,000 so \$9,000 is available in order to start the engineering. She also noted the Treasurer's Office will need software for tax district financing reports and assessment. The cost of that software will be approximately \$6,000 to \$7,000. The Board indicated they will review the information printed today, discuss the availability of the total amount of engineering

dollars necessary, discuss this with the adjoining landowners (Brad and Harold Mildenberger) and schedule another public meeting with Julie to make the decision to move forward or not.

► Comments not otherwise on the agenda: Chris Hockman asked about the financial audit as it states that Ravalli County is no longer in the low risk audit category. He asked what that means. Commissioner Foss advised Chris to visit with Chief Financial Officer Klarryse Murphy.

Projected Budget for Ravalli County Proposed Tax Increment Financing (TIF) Districts

Activity	County	BSTF	Private	Total Project Costs
TIFs	\$ 26,000.00	\$ 11,000.00	\$ 3,000.00	\$ 40,000.00
PER	\$ 9,000.00	\$ 14,000.00	\$ 7,000.00	\$ 30,000.00
TOTAL ENTIRE PROJECT	\$ 35,000.00	\$ 25,000.00	\$ 10,000.00	\$ 70,000.00

Projected Timeline

Public Meeting on Project	1-Jan-13
Submit Application	1-Jan-13
Start up complete	1-Feb-13
PER Started	1-Mar-13
PER Completed	1-Jun-13
GO / NO GO on TIF	1-May-13
Proceed with TIF Project	1-Jun-13
Completion	1-May-14

Ravalli County Proposed Tax Increment Financing (TIF) Districts

- Industrial District at the Airport
- Mixed Use Technology District on a portion of the Bitterroot Stock Farm

Prior to the creation of these TIF Districts, it will be necessary to prepare a Growth Policy for the area encompassed in each proposed District. It is possible that this can be accomplished through a single Growth Policy Document that includes two neighborhood plans. We have divided this summary scope of work into two steps, the preparation of the Neighborhood Plans/Growth Policy and the creation of the TIF Districts (including the associated zoning districts).

Step 1. The Preparation of a neighborhood plan for each of the two areas to be included in a single growth policy (if possible) The contents of a Growth Policy are defined in 76-1- 601 MCA.

- (1) A growth policy may cover all or part of the jurisdictional area.
- (2) The extent to which a growth policy addresses the elements listed in subsection (3) is at the full discretion of the governing body.
- (3) A growth policy must include:
 - (a) community goals and objectives;
 - (b) maps and text describing an inventory of the existing characteristics and features of the jurisdictional area, including:
 - (i) land uses;
 - (ii) population;
 - (iii) housing needs;
 - (iv) economic conditions;
 - (v) local services;
 - (vi) public facilities;
 - (vii) natural resources;
 - (viii) sand and gravel resources; and
 - (ix) other characteristics and features proposed by the planning board and adopted by the governing bodies;
 - (c) projected trends for the life of the growth policy for each of the following elements:
 - (i) land use;
 - (ii) population;
 - (iii) housing needs;
 - (iv) economic conditions;
 - (v) local services;
 - (vi) natural resources; and
 - (vii) other elements proposed by the planning board and adopted by the governing bodies;
 - (d) a description of policies, regulations, and other measures to be implemented in order to achieve the goals and objectives established pursuant to subsection (3)(a);
 - (e) a strategy for development, maintenance, and replacement of public infrastructure, including drinking water systems, wastewater treatment facilities, sewer systems, solid waste facilities, fire protection facilities, roads, and bridges;
 - (f) an implementation strategy
 - (g) a statement of how the governing bodies will coordinate and cooperate with other

jurisdictions

(h) a statement explaining how the governing bodies will:

(i) define the criteria in 76-3-608(3)(a); and

(ii) evaluate and make decisions regarding proposed subdivisions with respect to the criteria in 76-3-608(3)(a);

(i) a statement explaining how public hearings regarding proposed subdivisions will be conducted

The Growth Policy neighborhood plans for the two proposed TIF districts will be prepared through a combination of efforts to provide the necessary information.

1. Information and associated key findings on population, economic conditions and housing will be drawn from the Comprehensive Economic Development Strategy (CEDS) prepared by RCEDA.
2. Information and associated key findings on the state of infrastructure and associated needs in the two proposed TIF areas will be drawn from a consulting engineering report commissioned by the County.
3. Information and associated key findings on remaining inventory items including land use, local services, public facilities, natural resources including fire (wildland urban interface) sand and gravel resources and other items that the community identifies will be prepared by the County Planner and RCEDA.
4. All maps necessary to present the information spatially will be provided by the County Planner and the Ravalli County GIS office.
5. The Ravalli County Planner will "mine" the previously adopted growth policy to prepare the remaining sections of the draft document.
6. The selected contractor in conjunction with RCEDA and the Planning Department will facilitate public meetings to identify goals and objectives, based on key findings (during a trip to Ravalli County - see below).
7. The selected contractor will review all sections to make sure that the requirements of the Growth Policy statutes have been met and will also provide general editing of the document.
8. The final growth policy will be prepared by the Ravalli County Planning Department and the RCEDA.

Step 2. Creation of the TIF Districts

The creation of these two districts will require the following:

1. Adoption Processing (in conjunction with the zoning regulation and TIF plan) of the a neighborhood plan for each TIF area (this probably will be combined into a single Growth Policy Document) - as noted above
2. Preparation of a district zoning regulation for each area (this could be combined into a single document).
3. Preparation of a TIF plan for each area.

4. Preparation of all appurtenant documents: notices, staff reports, transmittal memos, resolutions, ordinance, etc.

RCEDA and County Planner will process all documents, and attend and present at all required hearings. The selected contractor will make additional trips to Ravalli County only as necessary, within the project budget.

Estimated Costs of Providing Services – Two Contracts

Contract #1 Ravalli County will contract with the selected contractor to review information, key findings, etc. being produced for the Growth Policy to make sure that they meet growth policy standards and to provide review and editing. This small contract will also provide for the following site visits.

Visit #1 Conduct workshops for each proposed TIF area on potential uses, problems, possible design, boundary setting, etc. The TIF workshops will enable the community to make the decision regarding whether the TIFs will go forward. *(Note: If it is decided that the creation of one or both of the TIF Districts will not proceed, then efforts to prepare the growth policies will likely be halted.)* This visit would be the first step.

Visit #2. If we decide to proceed with the TIFs, the selected contractor will come to Ravalli County to hold a workshop for each area to work on goals and objectives for each neighborhood plan/Growth Policy based on the key findings and the input that came from the previous workshop.

Site Visit #1 \$2,500

Growth Policy Review and Editing: \$3,000

Site Visit #2 \$2,500

Contract #2. Ravalli County will enter into a contract with the selected contractor of Montana to create both TIF Districts. The cost of completing all the remaining required steps for both districts will be \$25,000 for one or \$40,000 for both.

**Water and Waste Water Feasibility for
Ravalli County Proposed Tax Increment Financing (TIF) Districts**

- **Industrial District at the Airport**
- **Mixed Use Technology District on a portion of the Bitterroot Stock Farm**

The projected engineering for the Ravalli County water and waste water feasibility for the proposed TIF would include a Preliminary Engineering Report (PER) to support subsequent applications from the County for the water, waste water, available broad band Internet services, and preliminary information on roads and drainage.

Proposed Deliverable: Preliminary Engineering Report with information required for Economic Development Administration (EDA) and Community Development Block Grant – Economic Development (CDBG-ED) infrastructure applications and other potential funding sources.

The Basic Outline of the Scope of Work is as follows:

1. Assist with Identification of the Planning Area and the potential Service Area of the proposed Tax Increment Finance district(s).
2. Evaluate the feasibility of connecting to existing City of Hamilton water and waste water facilities. Provide an assessment of the existing water, sewer, broad band Internet, and road ways which the property utilizes.
3. Describe and document the need for the proposed project and the problems to be solved. The PER should briefly discuss health & safety issues, capacity concerns with providing domestic water and sewer flows. The PER should also review fire flow requirements and availability. The PER will also examine the lack of and affordability of workforce housing due to lack of available land and infrastructure. RCEDA will assist with the later.
4. Identify service alternatives and screen each alternative for feasibility. The PER should consider numerous alternatives to provide water, waste water . broad band Internet and roads to service to the subject project area. Some of these alternatives will be dismissed early as they will prove to be far in excess of reasonable and prudent, while other alternatives will need to be investigated on a deeper level to ascertain the most viable solution.
5. The PER will analyze the alternatives and select a preferred alternative. The PER should include a review the details of the post screened alternatives to weigh out the pros and cons of each alternative. Based on the results of the detailed alternative analysis a recommended preferred alternative should be included in the PER to provide water, sewer and rail service to the subject area and provide a detailed cost estimate of the preferred alternative.
6. The PER will include an implementation plan that is a plan for funding and implementing the project including a description of items to be added or replaced.
7. To ensure public participation and accurate information that selected engineering contractor will attend at a minimum two meetings of the Ravalli County Board of Commissioners to discuss

the implementation plan. The selected contractor will attend up to two public hearing to present the plan and answer questions. The meetings and public hearing should lead to the adoption of the plan by the County as their preferred method of development.

The contract for services shall not exceed \$30,000. The PER must be delivered 90 days or less from the date of the award. Revisions and a public hearing will follow with final adoption by Ravalli County; this includes follow up of revisions as the comments/revisions are adopted.

The consultants selected for this portion of the project must be registered as a Professional Engineer with the State of Montana. The RFP will include constructing the final project.