

## Public Services Committee Meeting March 21, 2013

The **Public Service Committee** met Thursday, March 21, 2013, at 6:00 pm in the City Hall conference room. Present were Committee Chairperson Sue Galbraith and Committee Members Jerry Partridge and Dwayne Andrews. Committee Member John Hollowell was absent. Also present were City Planner Dianna Broadie and Committee Recorder Finance Clerk Becky Stanton.

Chairperson Galbraith called the meeting to order.

# 1. Discussion of M&L Enterprises for City to create a Special Improvement Construction District (SID) for paving, curb and gutter on Arrowhead Lane

Chairperson Galbraith opened up the meeting for discussion. Neither, City Attorney Rice or M&L Enterprises' attorney Jim Carr, were present at the meeting.

City Planner Broadie explained she had pulled the statutes for Special Improvement Districts (SID) and noted that there are different methods to assess the SID to the various properties. They are assessed by linear footage of the lots along the street or square footage of the lots. It appears from state statute that the linear foot method may be the only one but she will need to confirm this with City Attorney Rice.

Eric Doeden, M&L Enterprises, explained that they are willing to pay 50% of the costs upfront of the estimated costs of \$148,000 to pave, curb and gutter Arrowhead Lane. Then they would pay 42% of the rest of the costs, \$74,000, by assessing SIDs on the seven lots they wish to develop. The remaining lots owned by the rest of the residents along Arrowhead Drive would pay 58% of the SID amount. He also stated that he had gotten bids from Diamond J Construction and Muggli Construction and they both bid about \$125,000 for paving, curb and gutter.

Consultant Bruce Larson explained that there would be public hearings for the assessment of the SID's. If more than 50% of the lot owners protest the SID, it could fail. The Committee Members would like a legal opinion on the matter.

There was discussion about the motion made by Councilperson Uden at the City Council meeting on September 11, 2012. That motion approved the deviation from Subdivision Regulations for seven lots along Arrowhead Lane, with the understanding that M&L Enterprises would be responsible for curbs, gutter and paving on the portion of Arrowhead Lane that they intend to develop. The motion was seconded by Councilperson Partridge.

City Planner Broadie explained that conditions of the plat require the applicant to pave the street.

The Public Service Committee agreed to have the City Attorney and Mr. Carr determine how to best handle this situation. Mr. Larson stated that at the last Council meeting it was decided to get both City Attorney Rice and M&L Enterprises' attorney Jim Carr, along with City Planner Broadie, the developers and anyone else who wanted to attend together at a Public Service meeting. They would iron out the legalities and determine the best way to proceed.

Sue Stanton, 317 Arrowhead Drive, said that she understood from the September 11, 2012, Council meeting that everything had been decided. Then it changed. She received a letter stating that the residents would be responsible for half of the paving costs and then received another letter stating something else. It seems to be a moving target. The residents' lives will be dramatically affected.

Eric Doeden of M&L Enterprises agreed to contact both attorneys and ask them to work out the details. He will let the Committee know when the attorneys will be ready to meet with them.

### 2. Request of Citizens

There were no requests of citizens.

### 5. ADJOURNMENT

\*\* Having no further business, Committee Member Andrews moved to adjourn the meeting, seconded by Committee Member Partridge and passed unanimously, 3-0.

The meeting was adjourned at 6:29 p.m.

Respectfully Submitted:

Susannæ Galbraith, Chairperson

Becky Stanton, Recorder

# PUBLIC SERVICES COMMITTEE MEETING AGENDA

DATE:

March 21, 2013 - Thursday

TIME:

6:00 p.m.

PLACE:

**City Hall Conference Room** 

1.. Discussion of M&L Enterprises for City to create a Special Improvement Construction District (SID) for paving, curb and gutter on Arrowhead Lane

2. Request of Citizens

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.



# CITY OF MILES CITY, MONTANA

3/15/2013

James T. Carr Carr Law Firm, P.C. P.O. Box 1257 Miles City, MT 59301

RE: File PP 2012-01 Southgate

Dear Mr. Carr:

This is a response to your letter dated March 12, 2012 requesting an amendment to the conditions of plat for the Southgate Subdivision, in particular Condition number 21. I have reviewed this request and deemed it immaterial as such a condition would still allow that the design and improvement standards to be met. Neither does the impact of the change make such a substantive difference that the public would be affected in such a way that a new public hearing would be warranted.

I can accept the proposed change however the final determination that the new condition would be acceptable is subject to City Council decision.

I will advise the City Council so that a properly noticed meeting can be held concerning the matter.

Sincerely yours,

Dianna Broadie, AICP

Director of Planning and Community Development

cc:

City Council

Mayor

City Attorney

### Carr Law Firm, P.C.

611 Pleasant P.O. Box 1257 Miles City, Montana 59301 Phone: (406) 234-4569 Fax: (406) 234-4824 E-mail: carrncarr@midrivers.com

John R. Carr 1924 ~ 2008

James T. Carr

March 12, 2013

Dianna Brodie Director of Planning and Community Services City of Miles City P.O. Box 910 Miles City, MT 59301

RE:

M&L Enterprises Inc. - Southgate Meadows

Dear Ms. Brodie:

Based on your position in our telephone conference of this date that the above-reference matter is not properly on tonight's City Council agenda, I hereby request on behalf of M&L Enterprises, Inc. that it be allowed to revise Item No. 21 of the conditions the preliminary plat so that one-half (1/2) of the cost of paving, curb and gutter of Arrowhead Lane be done through a Special Improvement District. M&L estimates that the total cost of the improvements will be \$148,000.00. M&L is proposing that it pay one-half (1/2) of that cost up-front, and be responsible for 42% of the approximately \$74,000.00 Special Improvement District. M&L has also proposed to reimburse the adjacent property owners for one-half (1/2) of the water and sewer improvements on Arrowhead Lane previously made by them.

Please let us know if this is a substantive change as soon as possible.

In the meantime could you arrange a meeting with the finance committee officials so that we can move this process along.

Sincerely,

CARR LAW FIRM, P.C.

James T/Carr, Attorney at Law

JTC/df

cc: M&L Enterprises Inc.

Mayor Grenz

### Carr Law Firm, P.C.

611 Pleasant P.O. Box 1257 Miles City, Montana 59301 Phone: (406) 234-4569 Fax: (406) 234-4824

E-mail: carrncarr@midrivers.com

James T. Carr

John R. Carr 1924 ~ 2008

March 7, 2013

Dianna Brodie
Director of Planning and Community Services
City of Miles City
P.O. Box 910
Miles City, MT 59301

RE:

M&L Enterprises Inc.

Dear Ms. Brodie:

I am writing to you on behalf of M&L Enterprises Inc. M&L owns a tract of land adjacent to South Gate Meadows which the intent is to develop into a residential subdivision, starting with seven (7) lots along Arrowhead Lane. With the receipt of verbal approval from the City Sanitarian Mike Rinaldi of the DEQ matters, the only issue remaining is the paving of Arrowhead Lane from Briar Lane to Ponderosa Drive. Less than one-half (½) of Arrowhead Lane sits within M&L property. Due to this fact, M&L's position is that the logical solution to paving Arrowhead is for the City to form a Special Improvement District and assess the costs to the adjacent landowners, including M&L. This would allow all those benefiting from the paving to share in its costs. In exchange, M&L has agreed to reimburse the owners to the west for one-half (½) of the water and sewer improvements on Arrowhead Lane previously made by them.

As there is a need in Miles City for residential housing, M&L would like to proceed as expeditiously as possible. Could you please arrange a meeting with the appropriate City officials to discuss M&L's request to form a Special Improvement District to pave Arrowhead Lane.

Sincerely,

CARR LAW FIRM, P.C.

By: James T. Carr, Attorney at Law

JTC/df

cc: M&L Enterprises Inc. Mayor Grenz Councilperson Galbraith brought up the issue that if they do not perform their job and the City loses money because of their nonperformance, then SSRS would reimburse the City. City Attorney said that he could put that into the contract, but the Council could not pass the current contract tonight.

Fire Chief Berg stated that SSRS was a reputable company who did business with 40 or 50 different companies. He checked with eight or nine municipalities and no one had anything negative to say.

Councilperson Brush said the City would be reviewing the contract in six months and problems would be identified in that time. Councilperson Hollowell noted that in Section 17, Remedies, it states that either party can modify or amend the contract in writing.

- \*\* On roll call vote, the motion to amend the contract passed unanimously, 8-0.
- \*\* On roll call vote, the original motion passed unanimously, 8-0.

Request to Confirm Phasing Plan for Revised Preliminary Plat of Southgate Meadows and Set Revised Conditions of Plat

City Planner Broadie said that while she was on vacation, the developer asked the City to change the Phasing plan. This action was approved by Council on September 11<sup>th</sup> at the City Council meeting. She noted that due to a change in the phasing, a new timeline needed to be established. She sent a letter to the developer with a statement that if she did not hear from M&L Enterprises, the issue would go before Council for approval. She has not heard from them as of this date. It does not extend the plat beyond the original timeline previously established for all phases.

Councilperson Ahner asked for clarification. City Planner Broadie explained that, when Council took the above action, they allowed seven lots along Arrowhead Lane to be phased in first with the voted on conditions. This action changed the phasing from three to four. Councilperson Ahner is concerned that the development is getting piecemealed. The entire land area is not getting looked at for storm water drainage. The original engineering plan that was completed for the 69 lot subdivision was not in concurrence with Department of Environmental Quality circular that deals with storm water drainage and plans for storm water drainage. City Planner Broadie said that would be considered before final plat approval.



# CITY OF MILES CITY, MONTANA

October 31, 2012

Paul Oakland M & L Enterprise 414 Missouri Miles City, MT 59301

RE: PP 2012-01, Southgate Subdivision

Dear Paul:

I am following up on the issue of the phasing plan for Southgate Subdivision. I realize that you scheduled a meeting with the City Council in September while I was away on vacation and made a request to change the preliminary plat. Due to the fact that Council did not understand the process they voted to allow the first 7 lots to be completed as Phase I. As per our previous discussions, I had stated that I was supportive of that concept but outlined the process which was not followed.

I have called and asked that we discuss how to deal with the omission that this action caused by not setting new conditions of plat to cover the timing of a different phasing plan. It was Eric's response that you are discussing items with your attorney and did not want to address the issue of phasing until later. There has been no follow-up so I am going to proceed to propose the attached modified conditions of plat to Council. (see attached conditions and map) This is in keeping with the Council's decision to allow the seven lots to be phased first but it would establish a new timeline and create four (4) phases to the preliminary plat.

I will assume if I getting no response to this proposal that you are willing to accept this new phasing plan as A MUTUALLY AGREED TO PROPOSAL. I have set up the time limits so that Phase II & III are shortened so that the total time is no different from the original proposal.

I would prefer that you respond to this proposal either in agreement or with a counter-proposal but if not I feel that I have no choice but to take this to Council to resolve the issue.

Sincerely,

Dianna Broadie, AICP Director of Planning and Community Services \*\* Councilperson Ahner moved to approve the Resolution, read by title only, seconded by Councilperson Andrews. After discussion, and on roll call vote, the motion passed unanimously, 8-0.

## Request for Qualifications for Feasibility Study for Flood Plain

Mayor Grenz asked Public Utilities Director Kelm to explain what the study entailed. He explained that it will help determine how the City wants to proceed with the dike and floodplain issues. To go forward with the Request for Qualifications, the City needs to determine the scope of the work, a list and scoring criteria. The City will send it out to numerous engineering firms and they will be able to do a package, which the City will score and rate. From there, the City will select an engineering firm. At this point, there is not any cost to the City.

\*\* Councilperson Hollowell moved to proceed with the Request for Qualifications, seconded by Councilperson Brush. On roll call vote, the motion passed unanimously, 8-0.

ORDINANCE NO. 1247: An Ordinance Revising Section 22-183 Of The Code Of Ordinances Of The City Of Miles City Regarding The Parking Of Large Vehicles, Permitting Parking Of Large Vehicles On The First Half-Block Of Sudlow Street And Tompy Street Immediately West Of South Haynes Avenue. And Providing An Effective Date Thereof

\*\* The above Ordinance was pulled from the agenda by Mayor Grenz due to City Attorney Huss' opinion. The Mayor will take care of this item,

M & L Enterprises: Request to Deviate from Subdivision Regulations for Seven Lots along Arrowhead Lane

Mr. Bruce Larson spoke on behalf of M & L Enterprises to explain the deviation from the Phase I plat. Councilperson Brush shared a memo that she received from City Planner Dianna Broadie before she left on vacation that stated DEQ has not approved the Phase I. Mr. Larson said that DEQ was not going to approve water and sewer that is already in place. M & L Enterprises want to deviate from the original Phase I by selling the seven lots along Arrowhead Lane. They are not changing the size of the lots. The water and sewer are already in place for the seven lots that they want to sell. They are selling them in order to generate cash flow so they can make improvements. They would stub into the existing main lines for water and sewer and after selling three or four lots, then make the improvements. City Sanitarian Mike Rinaldi and Public Utilities Director Kelm would have to get permission from the City Council to sign off on the water and sewer.

Mr. Larson referred to City Planner Broadie's memo, which said the road could be handled in three different ways. They could pave Arrowhead Lane prior to submitting the final plat for approval. Mr. Larson stated they probably would not do that unless they get approval for the final plat. They could get approval from Council for a Subdivision Improvement Agreement as a condition for approval for final plat. Or they could get approval for a Special Improvement District (SID) to pay for road improvements which would ensure the paving of the street is submitted for final plat approval. In order to set up SIDs, there is a protest hearing and property owners could protest the SIDs.

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2012 0911

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M & L Enterprises would like the City to agree to pay for paving the street and the developers would do the curb and gutters, the engineering, the grading and graveling.

According to the Subdivision Improvement Agreement, the Sub-divider is required to submit three bids for the unfinished work. Mr. Larson does not feel that applies since the Sub-divider has a Montana Contractor's license, they are bonded and would be doing their own work for which they are incurring the costs. He does not feel they would have to go to bid.

Councilperson Ahner is concerned about Southgate overall, including the egress/ingress issue and the storm water drainage issue. He is uncomfortable with an attempt to piece-meal this project. The storm water issue has not been addressed. He feels this development should be held to the same standards as the Miles Town development in putting in the lights, curb and gutters, streets and storm water drainage.

Mayor Grenz verified with Mr. Larson that the developers wanted the City to pay for the pavement. The Mayor was concerned over setting precedence in paying for paving of the streets.

Mr. Larson said the development of the seven lots would be in accordance with the preliminary plat plan that has been approved by the City Council.

Councilperson Brush, who chairs the Planning Board, said she was confused because she thought the plans had to be approved by DEQ. Therefore, the Planning Board was sure the storm drainage issues would be addressed by DEQ before lots were developed.

Councilperson Uden stated that he can't understand why the City should pay for the streets in this development, when all other developers previously paid for them. He is also concerned about seven more families putting stress on the ingress/egress issue at Southgate.

Councilperson Brush reminded Councilperson Uden that the secondary access was not part of the final plat approval.

Dave Jewel. 107 Ponderosa, has concerns about the drainage issues and feels that there should be a complete final engineering plan in place before anything is developed. He does not agree with the current engineering plan, as he noted in a letter he wrote earlier to the City, but DEQ needs to approve that plan before anyone proceeds. He does not feel that the burden of paving Arrowhead Lane should be placed on the residents of Southgate.

Mayor Grenz asked Assistant City Attorney Griffith her legal opinion. She would have to research the matter and get back to them.

\*\* Councilperson Uden moved to approve the M & L Enterprises request for deviation from Subdivision Regulations for seven lots along Arrowhead Lane, seconded by Councilperson Partridge.

Councilperson Hollowell asked Public Utilities Director Kelm for his input. He stated that, according to City Sanitarian Rinaldi, the seven lots that are located along existing developed water and sewer lines would not have to be approved by DEQ. He was unsure if the storm water drainage still needed to be reviewed by DEQ.

Mayor Grenz asked Councilperson Uden to consider changing his motion to reflect that developers would have to put in their own pavement.

\*\* Councilperson Uden amended the original motion to approve the M & L. Enterprises request for deviation from Subdivision Regulations for seven lots along Arrowhead Lane with the understanding that they would be responsible for curbs, gutters and paving on the portion of Arrowhead Lane that they intend to develop, seconded by Councilperson Partridge.

Councilperson Ahner explained that he still could not support this amended motion because the City does not have final plat approval, does not have DEQ review of storm drainage, and is not sure if the developer should have to pave a street that should have been paved by someone else. He does not like the idea of piece-mealing the Phase I development.

Dave Jewel, 107 Ponderosa, said that three or four of the seven lots were supposed to flow into a retention pond. He asked if that pond would be developed along with the seven lots. Mr. Larson did not have the answer for him.

- \*\* Councilperson Hollowell amended the amended motion that the development be conditional upon all drainage issues be taken care of for the seven lots, seconded by Councilperson Partridge. On roll call vote, the motion passed 7-1, with Councilperson Galbraith voting nay.
- \*\* Roll call vote was taken on the amended motion to require curbs, gutters and paving on Arrowhead Lane, and the motion passed 6-2 with Councilperson Hollowell and Ahner voting nay.
- \*\* Roll call vote was taken on the original motion allowing the developer to deviate from the Subdivision Regulations and the motion passed 6-2 with Councilperson Galbraith and Ahner voting nay.

**RESOLUTION NO. 3518:** A Resolution Authorizing the City Of Miles City to Contract With Dennis Hirsch For Building Inspection Services For Fiscal Year 2012-2013

This portion of the meeting was closed.

#### **ADJOURNMENT**

|   | * Councilperson Brush moved to adjourn the meeting, seconded by    |
|---|--|
| ( | Councilperson Andrews and passed unanimously, 8-0. The meeting was |
|   | djourned at 8:35 p.m.  |

|                           | C.A. GRENZ, Mayor |  |
|---------------------------|-------------------|--|
| D. L. Cir. Cir. Clark     |                   |  |
| Becky Stanton, City Clerk |                   |  |

# Memorandum

To: Mayor and City Council

From: Dianna Broadie, Director of Planning and Community Services

Date: 8/29/2012

RE: Request by M & L Enterprises to Proceed with first 7 lots

This memo is to respond to the applicant's request to proceed with the first of seven lots located on Arrowhead Lane. First, I would like to clarify that the applicant can proceed with any improvements towards the completion of final plat IF they get MDEQ approval and a MDEQ permit for grading activities. They are free at any time to proceed with survey work on all or a portion of the plat prior to MDEQ approval.

The preliminary plat that Council approved, called for a phasing plan with phase one to include 18 lots including these 7 on Arrowhead Lane. The subdivision regulations, **Section II-B-5** allow for a procedure to amend an approved preliminary plat. I have explained this process to the applicant and it works as follows:

- The subdivider requests an amendment from the administrator.
- Within 5 working days the administrator must determine if the request is material (criteria are outlined in the regulations) and respond letting the applicant know their decision.

Depending upon the decision and the extent of the proposed changes, the administrator can recommend approval, require a review by Planning Board, or make the applicant start over.

I have informed the applicant's that as administrator, such a change in the phasing plan would be considered immaterial as long as the City can ensure proper storm water detention and guarantee that the improvements for those 7 lots were ensured.

If it is determined that the changes are immaterial, the following must occur:

• I notify the subdivider. (as above)

- I notify the City Council of the decision.
- Notice is given of a meeting that indicates a decision will be made concerning the determination of immaterial changes.
- The governing body can then agree/disagree with the initial determination.

If the change is approved, the applicant can proceed, finish improvements, and proceed to final plat for those 7 lots.

As the applicant indicated, most services exist. The road could be handled in three ways:

- 1. Pave Arrowhead lane prior to submitting for final plat.
- 2. Get approval from Council for a subdivision improvement agreement as a condition of approval for final plat.
- 3. Get approval for a special improvement district to pay for road improvements which would ensure paving and submit for final plat approval.

#### SUBDIVISION IMPROVEMENT AGREEMENT

Section II-B-4 of the subdivision regulations allows a guarantee of public improvements through a bond or a letter of credit. (Subdivision Improvement Agreement)

- The subdivider submits 3 bids for the unfinished work (in this case Arrowhead lane).
- The amount of the bond/credit amount is calculated by using 125% of the highest
- The Council accepts the bonding/letter of credit as a condition of approval for final plat.
- The applicant can sell lots because he has final plat.
- The applicant can get the bond released upon completion of the paving; OR
- If it appears the work will not happen within the prescribed timeframe, the City can use the bond to complete the work.

#### SPECIAL IMPROVEMENT DISTRICT

In the case of Arrowhead Lane, there are 9 other lots along the current graveled section of Arrowhead lane. 2 face Ponderosa. There are 3 houses access from Arrowhead lane, several of which appear to be situated on more than one lot, one stand-alone garage, and a vacant lot. (see attachment for photos) These would benefit from the paving. Council could authorize a special improvement district either to include the exclude the other benefitted lots.

M&L Enterprises 414 Missouri Ave. Miles City, MT 59301 Ph: 853-9871 or 951-4888

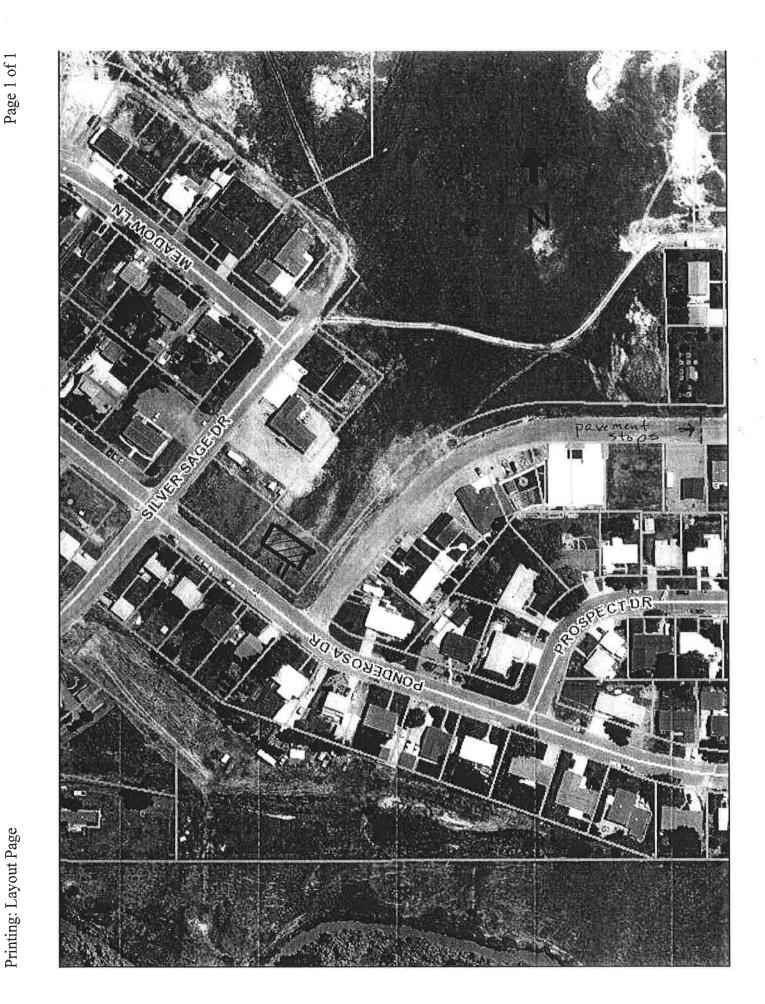
August 17, 2012

Re: South Gate Subdivision

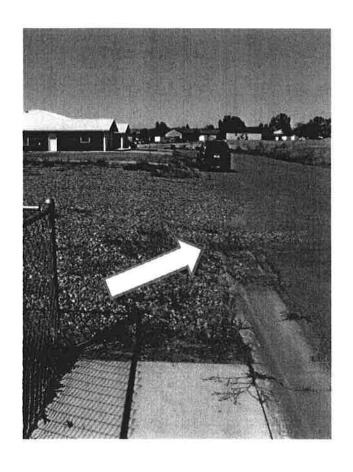
To City Council Members,

This is a proposal to allow the phasing in of approved 7 lots along Arrowhead Lane. Due to the delay and high costs involved in getting the majority of the property ready to build on, the owners would like to propose the surveying and recording of the seven lots along the east side of Arrowhead Lane. These lots were previously recorded, have utilities to lots, and have water and sewer available. The city sanitarian has given his approval to proceed on these lots as well. The owners will stub in the water and sewer to each lot as they sell, until at least 5 lots have sold, then they will finish the remaining lots. There is a dirt high wall along 3-4 of the southern lots that the owners will remove and slope accordingly. The city road is currently graveled and has no issues with drainage or mud, nor any complaints about not being paved. After all the lots have water and sewer the owners propose to do the finish gravel and prep it for curb & gutter and pavement. The City would then be in charge of SID's to owners along both sides of Arrowhead Lane to pay for curb & gutter and pavement. To finish Arrowhead Lane to Ponderosa is approx. 710'. For both sides of curb & gutter at \$17.00/ft would be \$24,140.00. For 710'x36' pavement 4" thick at \$2.50/sf would be \$63,900.00 for a total of \$88,040.00. These are average prices and bids could range higher or lower.

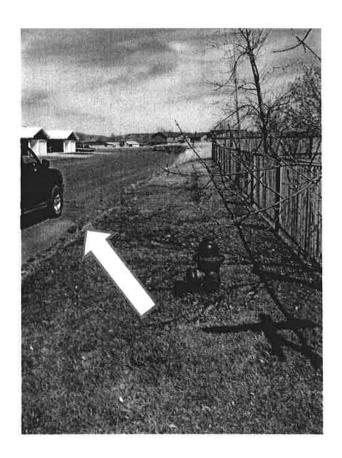
This would set back the previous proposal on the rest of development until further notice and would speed up construction for interested home owners looking to build this fall.



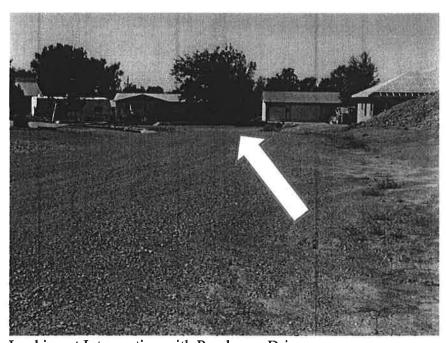
3/19/2013



Pavement End Left Side



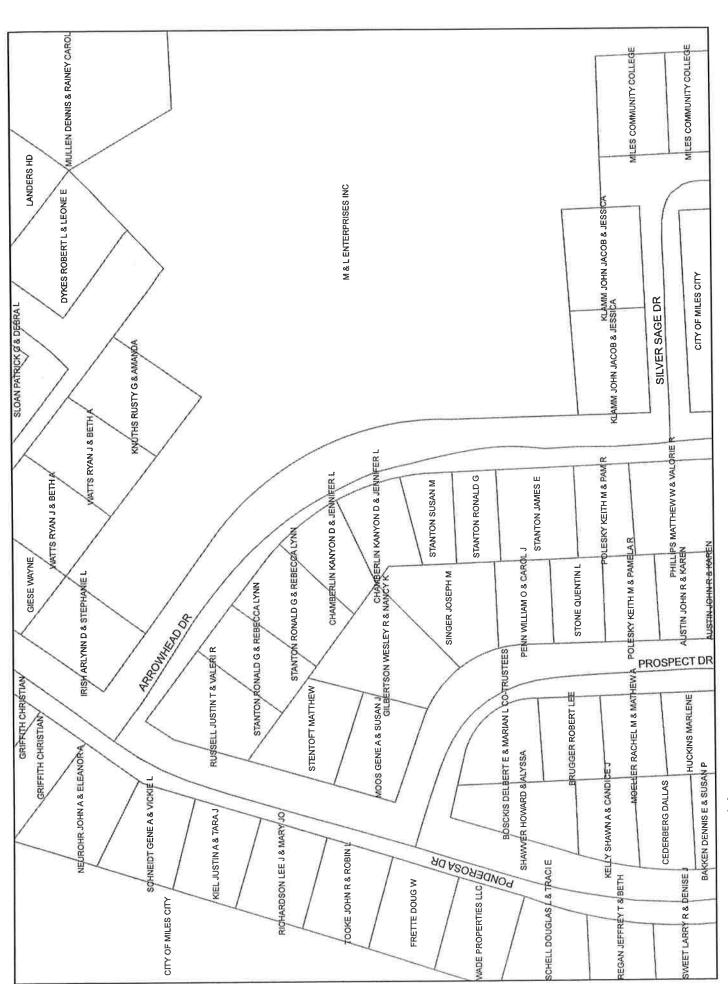
Pavement End Right Side



Looking at Intersection with Ponderosa Drive

## UNPAVED PORTION OF ARROWHEAD LANE

**SOUTHGATE** 



Property Ownership

| Owner                        | Block | Lot | Lin | Linear Feet |        | Square Foot |         |
|------------------------------|-------|-----|-----|-------------|--------|-------------|---------|
| Arlynn & Stephanie Irish     |       | 3   | 20  | 82          | 9.59%  | 096′6       | 11.38%  |
| Justin & Valerie Russel      |       | 9   | 18  | 104.79      | 11.82% | 11,172      | 12.77%  |
| Ron & Becky Stanton          |       | 9   | 17  | 70          | 7.89%  | 8,250       | 9.43%   |
| Ron & Becky Stanton          |       | 9   | 16  | 87.44       | %98'6  | 10,110      | 11.55%  |
| Kanyon & Jennifer Chamberlin |       | 9   | 15  | 71.75       | 8:09%  | 7,204       | 8.23%   |
| Kanyon & Jennifer Chamberlin |       | 9   | 14  | 91.55       | 10.32% | 7,302       | 8.34%   |
| Susan Stanton                |       | 9   | 33A | 56.15       | 6.33%  | 5,568       | 6.36%   |
| Ronald G Stanton             |       | 9   | 33B | 52.22       | 2.89%  | 5,574       | 6.37%   |
| James E Stanton              |       | 9   | 34A | 160.32      | 18.08% | 908'6       | 892.48% |
| Keith & Pam Polesky          |       | 9   | 10  | 9           | 7.33%  | 7,161       | 8.18%   |
| John Jacob & Jessica Klamm   |       | 3   | 11  | 42.5        | 4.79%  | 5,410       | 6.18%   |
|                              |       |     |     |             |        |             |         |

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Total:

886.72

82

10820

87,517

Note: Actual figures for Klamm are