

OPEN SPACE ADVISORY COMMITTEE SUBCOMMITTEE MINUTES

January 23, 2020
4:00 PM
Currents
600 Cregg Lane
Missoula, MT 59802

Members present: Charles Besancon, David Cole, DeAnna Bublitz, Kristine Akland, Daniel Gundlach

Members absent: Edward Monnig

1. Administrative Business

1.1 Roll Call

2. Public/Guest Comments

3. Discussion Items

One meeting outside OSAC per month and there could be more if committee members deem necessary. Chair might help facilitate the subcommittee meetings and compile and submit reports to full Committee and Council. Grant is hoping to finish the process by spring. Reworking and application documents. Phase 1, Phase 2 and provide transparency and objectivity. Helps us evaluate our projects.

3.1 Road map and timeline for the reworking of OSAC's Project Evaluation Process

Highlight changes related to the passing of the 2018 Open Space Bond

Committee members discussed the timeline of the subcommittee meetings and what role the committee chair will serve. The committee will conduct one meeting per month outside the regularly scheduled Open Space Advisory Committee (OSAC) meeting. These meetings will occur every month until process is complete with a target end date in the spring. This committee will rework and update the current project evaluation process.

3.2 Current OSAC process for submission, evaluation and recommendation of open space projects

OSAC's thoughts on current project submission and evaluation process

Grant Carlton handed out to the committee the current Open Space Advisory Committee's Lands Selection Process and the tentatively proposed update process for evaluating Open Space Undertakings. Grant highlighted the changes related to the passing of the 2018 Open Space Bond. The primary changes are the addition of capital improvement projects as a permissible use of Open Space Bond funds and the adoption of the 2019 Missoula Urban Area Open Space Plan. It was noted that while going through the process the committee should consider funding earmarks.

The committee conversed about current evaluation process and tools and how past projects were presented to the committee. Committee members voiced how the current Open Space Advisory Committee's Lands Selection Process wasn't strictly followed and that the projects were presented to OSAC committee by the former Open Space Acquisitions Attorney. Grant explained that he would like to create a process that the committee could use so the public and council would be able to see how the committee reached a decision based on the Open Space

3.3 Applicant project submission process and checklist moving forward

Grant Carlton presented his proposed updated process for evaluating Open Space Undertakings. The process would consist of Phase 1 and Phase 2. Phase 1 would consist of OSAC and staff evaluating the high level attributes and conformity with bond language of a project, if the project was acceptable it would then go into phase 2. Committee would like flexibility for field visits that these could occur in either phase. Committee members inquired about a GIS system that would allow them to make more informed decisions based on cornerstones and current open space land. Grant Carlton discussed phase 2. Phase 2 would have more robust materials with specific details of the project, budget, timeline and open space values of project.

3.4 OSAC process for evaluation and scoring of projects moving forward

How to incorporate capital improvement projects.

Grant Carlton will create a list of questions based on the project type- conservation easements, capital improvements or acquisitions, then OSAC would answer the questions using a scoring system rating related project values as high, medium, or low. Overall this would create a process for each project and would provide documentation for how the committee evaluated the project. The committee also inquired about providing a check box for each category and then having questions in line if a box was checked.

Grant Carlton asked the committee to look at the Open Space plan and to acquaint themselves with the public's desires based on public survey results and other information in the Plan.

4. Action Item

4.1 Choose Chair for Subcommittee

Kristine Akland volunteered to be Chair for Subcommittee.

The committee vote yes.

4.2 Choose Vice Chair for Subcommittee

DeAnna Bublitz volunteered to be Vice Chair.

The committee vote yes.

5. Future or Held Items

Evaluation on Capital Projects.

Committee will meet on February 20th from 4-6.

6. Adjournment

Meeting 5:52