

Regular City Commission Meeting

Mayor Kelly presiding

**CALL TO ORDER:** 7:00 PM

Commission Chambers Room 206

## **PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Tracy Houck, Bob Jones, Bill Bronson and Fred Burow. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Fire Chief Steve Hester; Park and Recreation Interim Director Patty Rearden; Fiscal Services Director Melissa Kinzler; City Attorney Sara Sexe; and, Police Chief Dave Bowen.

**AGENDA APPROVAL:** No changes were proposed by the City Manager or City Commission. The agenda was approved as submitted.

**PROCLAMATIONS:** Mayor Kelly read a proclamation for Down Syndrome Awareness Month.

## **PETITIONS AND COMMUNICATIONS**

### **1. Miscellaneous reports and announcements.**

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, provided and discussed a Great Falls Development Authority draft Quarterly Overview report that included: Business Development Missions; New Public Relations Effort; Local Events/Workshops; as well as other Efforts. Mr. Doney further reported that in the last three years the annual Gross Domestic Product (GDP) for the City has increased by \$391,000,000.

**Nancy Knapp**, 3018 3rd Avenue South, commented that she is raising awareness for Medical Assistants and requested that the week of October 16th be proclaimed as Medical Assistants Recognition Week.

**John Hubbard**, 615 7th Avenue South, expressed concern with regard to an oil leak in the river from Calumet.

Public Works Director Jim Rearden responded that there were two different releases that have been contained and further reported that Calumet is currently working on projects within the facility to address those two releases.

City Manager Greg Doyon further reported that Calumet notified the Department of Environmental Quality (DEQ).

### **NEIGHBORHOOD COUNCILS**

2. **Miscellaneous reports and announcements from Neighborhood Councils.**

There were no miscellaneous reports and announcements from Neighborhood Council representatives.

### **BOARDS AND COMMISSIONS**

3. **Miscellaneous reports and announcements from Boards and Commissions.**

There were no miscellaneous reports and announcements from members of boards and commissions.

4. **Appointment and reappointments, Parking Advisory Commission.**

**Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission appoint Kellie Pierce to the Parking Advisory Commission for the remainder of a three-year term beginning October 3, 2017 through April 30, 2019.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission postpone consideration of the recommended appointments of Dave Snuggs and William Mintsiveris until November 7, 2017.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson explained that the reason for postponing the consideration of Mr. Snuggs is that there are issues with regard to his attendance at board meetings. Commissioner Bronson further explained that Mr. Mintsiveris has been in violation with regard to open meeting laws.

Commissioner Houck expressed concern with regard to the Parking Advisory Commission violating public meeting laws.

Mayor Kelly expressed appreciation for the service of board members; however, he explained that they have an obligation with regard to their attendance, as well as open meeting laws.

Mayor Kelly asked if there were any comments from the public.

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, expressed concern with regard to Mr. Mintsiveris serving on any boards.

City Attorney Sara Sexe explained that she would be involved with training board members with regard to processes and procedures.

There being no one further to address the Commission. Mayor Kelly called for the vote.

Motion carried 5-0.

5. **Reappointments, Board of Adjustment/Appeals.**

**Commissioner Burow moved, seconded by Commissioner Jones, that the City Commission reappoint Jule Stuver and Kyle Palagi to the Board of Adjustment/Appeals for three-year terms through September 30, 2020.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner Houck announced that she would be abstaining from the vote since Mr. Palagi has recently been appointed to the Board of Directors at Paris Gibson Square.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 4-0-1. Commissioner Houck abstaining.

**CITY MANAGER**

6. **Miscellaneous reports and announcements from the City Manager.**

City Manager Greg Doyon reported that the Disaster & Emergency Services is teaming with the Great Falls Area Chamber of Commerce to provide a workshop for emergency preparedness on October 6<sup>th</sup>. Manager Doyon extended an invitation to businesses to attend, and noted that the information is available on the Chamber and City websites.

Manager Doyon commented that he will continue to monitor state wide budget impacts, and further commented that there would be an indirect impact to the City.

The City hosted the Montana League of Cities and Towns (MLCT) Annual Conference. It was a successful conference with over 450 attendees. Manager Doyon expressed appreciation to Executive Assistant Krista Artis, as well as City staff for their assistance with regard to the conference. Manager Doyon further reported that he hosted a session that included Eduardo Garcia, co-founder of Montana Mex, and noted that his movie would be out on October 10th.

Mayor Kelly reported that there were 77 communities that attended the MLCT.

**CONSENT AGENDA**

7. Minutes, September 19, 2017, City Commission Meeting.
8. Total Expenditures of \$2,711,284 for the period of September 1, 2017 through September 20, 2017, to include claims over \$5,000, in the amount of \$2,491,112.

9. Contracts List.
10. Lien Releases List.
11. Award a contract in the amount of \$54,373.80 to Geranios Enterprises LLC., for the Miscellaneous Drainage Improvements NW Side Alleys Phase 1, and authorize the City Manager to execute the construction contract documents. **OF 1666.3**
12. Award a contract in the amount of \$114,998.90 to CIP Construction Technologies, Inc. for the West Bank Sanitary Sewer Manhole Lining, and authorize the City Manager to execute the construction contract documents. **OF 1695.6**
13. Approve Improvement Deferral Agreement with SSG WP, LLC. for Westwood Addition, Block 1, Lot 2.
14. Approve or deny a Professional Services Agreement with CTA Group for architectural and engineering design services for the Civic Center Façade in a total amount not to exceed \$494,060. **OF 1525.2**

**Commissioner Burow moved, seconded by Commissioner Houck, that the City Commission approve the Consent Agenda as presented.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

With regard to Item 14, Commissioner Bronson inquired if the \$494,060 is for the initial design cost.

Manager Doyon explained that this contract is the initial step in order to get the appropriate construction documents and oversee the full renovation of the exterior.

Planning and Community Development Director Craig Raymond reported that there are two phases of the Contract. Phase I would include a complete design, construction drawings, as well as specifications. Phase II would include construction administration and inspection.

There being no further discussion, Mayor Kelly asked if there were any comments from the public.

**John Hubbard**, 615 7th Avenue South, expressed concern with regard to the cost associated with the renovation of the Civic Center Façade.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0.

Mayor Kelly requested that Planning and Community Development look into grants with regard to the Civic Center Building.

**PUBLIC HEARINGS**

15. **Res. 10201, Lease agreement with the Great Falls International Airport Authority (GFIAA) for property located at 3015 Airport Drive, currently housing the Emergency Operations Center and to grant the GFIAA a Quit Claim Deed on property.**

City Attorney Sexe reported that grant funding was secured by the Federal Aviation Administration (FAA) to purchase the real property. Provisions in the signed grant agreement for the property included that the airport sponsor, which at that time was the City and the County, would not sell, lease, encumber or transfer or dispose of any part of its title or other interests in the property without the FAA approval. She further reported that the sponsor is required to obtain FAA consent to delete any land from the Airport's master plan.

There was an attempt to obtain the property with a quit claim deed; however grant obligations were never released. The Great Falls International Airport Association (GFIAA) required the City to execute a quit claim deed to the property to clear the title of the previously recorded 1997 quit claim deed.

Manager Doyon explained the 911 Center was relocated to a more appropriate facility that better serves the City and County.

Mayor Kelly declared the public hearing open.

No one spoke in support of or in opposition to Resolution 10201.

Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Houck moved, seconded by Commissioner Burow, that the City Commission adopt Resolution 10201, A Resolution conveying certain property located at Lots 1 and 2 of the Airport Minor Subdivision, a Tract of Land being Tract 1 of Certificate of Survey #2271, located in the NW 1/4 and NE 1/4 of Section 21, T20N, R3E, P.M.M., City of Great Falls, Cascade County, Montana, and establishing a Lease Agreement for City occupation of the same.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Houck concurred with Manager Doyon with regard to the 911 facility being more appropriately located and further noted that the addition of the new road is an investment to the property.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

16. **Res. 10202, Donation of used fire equipment to the Town of Neihart for use by Neihart Volunteer Fire Department.**

Fire Chief Steve Hester reported that the 1989 Ford L9000 fire engine was in service for the City for over 27 years, and no longer meets the needs of the Fire Department. Chief Hester explained that the Neihart Fire Department has a critical need for a fire engine. Chief Hester further reported that the City loaned Neihart the apparatus based on the Fire Service Mutual Aid Agreement between the two departments. He concluded that the best use for the retired fire apparatus would be to donate the vehicle to a community with a desperate need for a fire truck.

Mayor Kelly declared the public hearing open.

No one spoke in opposition to Resolution 10202.

Speaking in support of Resolution 10202 were:

**Scott Herzog**, Fire Chief of Neihart, 519 29th Avenue NE, commented that Neihart is in need of a fire engine, and he thanked the Commission for its donation.

**Steve Taylor**, 118 O'Brien Street, expressed appreciation to the Commission for its consideration of donating the fire truck.

Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Bronson moved, seconded by Commissioner Jones, that the City Commission adopt Resolution 10202.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson expressed support with regard to being a part of the decision to donate the fire truck to Neihart.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

17. **Res. 10206, Resolution approving the Application for the New and Expanding Industry Tax Benefit for Montana Egg LLC. for the expansion of Egg Processing Facility.**

Planning and Community Development Director Craig Raymond reported that the agenda item is to conduct a public hearing to consider Resolution 10206 to approve an application for a New or Expanding Industry Tax Benefit.

Montana Egg, LLC., has submitted an application for the benefit of a tax reduction of approximately \$305,000. The taxes being considered are for City taxes only. An additional application will need to be submitted to the proper authorities in order to receive additional benefits through Cascade County or other jurisdictions. Director Raymond reported that pursuant to Montana Code Annotated (MCA) 15-24-1401, New or Expanding Industry Tax Benefit provides for property tax abatement on a portion of the City property taxes generated by new

developments. If approved, the discount on new property taxes will be 50% in Years 1-5, and incrementally increases each year until it reaches the full tax rate. In Year 10 and in subsequent years 100% of the additional property taxes resulting from the new development will be due. Director Raymond further reported that after year 10, Montana Egg will have depreciated much of the value of the improvements and the total tax bill of the developed property will not be as high unless new improvements are implemented during the 10 year period.

The City Commission established review criteria when considering tax abatement applications for qualifying new and expanding industries in Resolution 10119 adopted in December, 2015. Staff reviewed the application against the criteria that the City Commission adopted in last year. One of those factors is whether an approval would have an adverse impact on municipal services.

Director Raymond explained that the discussion about whether this application should be supported started a few years ago. Throughout budget discussions, there have been several critical needs that have been deferred because of budget and revenue shortfalls. Some improvements have been made, needs persist and have even grown larger over time.

Mayor Kelly declared the public hearing open.

Speaking in support of Resolution 10206 were:

**Dan Vuckovich**, 1121 23rd Street SW, commented that Montana Egg has invested in the City since it originally formed in 1997. Mr. Vuckovich further commented that the new plant would provide economic improvement, as well as being a benefit to the community.

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, commented that Montana Egg has continued to reinvest in itself, and further noted that it would be a capital investment.

Mayor Kelly requested that Mr. Doney explain the role of the \$90,000 Community Development Block Grant (CDBG) gap loan that was administered by GFDA.

Mr. Doney responded that the gap loan was a loan with interest. Mr. Doney further thanked First Interstate Bank for its efforts with regard to financing.

**Ed Rooney**, 2215 Central Avenue, expressed support with regard to Resolution 10206.

**John Hubbard**, 615 7th Avenue South, received clarification with regard to Montana Egg's hiring policies.

No one spoke in opposition to Resolution 10206.

Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10206.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson thanked City staff for preparing a balanced report on the application. Commissioner Bronson further explained that applications are considered in accordance with

Resolution 10119. He commented that the success of the first operation was an indicator of the possibility of future success with regard to Montana Egg. Commissioner Bronson concluded that supporting Montana Egg shows that the City is an investor in economic development.

Commissioner Jones commented that Montana Egg has shown good business sense and has a good track record.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

18. **Res. 10209, A Resolution Approving a Conditional Use Permit to Allow Establishment of a “Contractor Type II” Land Use Upon a Parcel of Land Addressed as 600 2nd Street South.**

Planning and Community Development Director Craig Raymond reported that this item is a request to conduct a public hearing on Resolution 10209 which provides for a Conditional Use Permit for the establishment of a Contractor Yard Type II.

The applicant, Falls Mechanical Services LLC, has submitted an application requesting a Conditional Use Permit to allow for the establishment of a “Contractor Type II” land use upon the property located at 600 2nd St. South. The subject property is presently zoned M-2 Mixed-use transitional, wherein a Contractor Yard Type II land use can be permitted upon receiving approval of a Conditional Use Permit and fulfillment of any required conditions.

Director Raymond explained that a “Contractor Yard” is defined in the Official Code of the City of Great Falls (OCCGF), Title 17 as “a place and/or building, or portion thereof, that is used or is intended to be used by a contractor/builder with one (1) or more of the following: construction material storage, machinery storage or repair, including trucks and heavy equipment, shops, and office space.”

A Contractor Yard Type II is considered compatible in size and scope with industrial and commercial activities, as opposed to smaller-scale businesses that would have no substantial impacts to a residential neighborhood.

The subject property is nearly 38,000 square-feet and is a former paper wholesaling/warehousing business. Approximately half of the lot, 17,000 square feet, contains a one-story, unreinforced-brick masonry warehouse. The rear of the site facing Park Drive is essentially unimproved. The site is located south of the downtown commercial core in a mixed, retail, office and industrial neighborhood adjacent to an active rail corridor. There are multiple commercial and institutional land uses surrounding the subject property, including professional services, a salon/school, a metal and equipment fabrication business and a history museum.

Director Raymond reported that the applicant wishes to relocate an existing business, Falls Mechanical Services, to the subject property. The business contains plumbing, heating, and air-conditioning installation and repair services. The business operations require vehicles and trailers for service calls, a storage area for vehicles, and a business office. The owner doesn’t anticipate a great deal of foot traffic to the business, as they primarily provide services off-site. The relocation



of the business to the new site will entail site improvements to include landscaping, regrading/resurfacing of the currently unimproved back area for parking/storage needs, a storm water detention pond and drainage improvements, installation of a privacy fence around the vehicle storage area, and new ADA parking and ramp access into the rear of the building. No exterior modifications to the existing building are planned at this time.

Director Raymond further explained that the CUP process is typically done to allow staff and the City's decision making bodies to establish appropriate conditions onto the project to protect the health, safety and general welfare of neighboring property owners and the public. Additionally, it gives the public the opportunity to voice any concerns or support they may have on the proposed development.

Staff finds and recommends that the proposed CUP conforms to the 7 criteria established as the basis of decision in the OCCGF 17.16.36.040 in that:

1. The zoning and conditional use is consistent with the City's Growth Policy and applicable neighborhood plans, if any.
2. The establishment, maintenance or operation of the zoning and conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
4. The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.

Director Raymond reported that at the conclusion of a public hearing held on September 12, 2017, the Zoning Commission recommended the City Commission approve the Conditional Use Permit to allow a Contractor Yard Type II located at 600 2nd Street South. The requested action is that City Commission conducts the public hearing, consider the testimony received and the information in the agenda package and adopt Resolution 10209.

Mayor Kelly declared the public hearing open.

Speaking in support of Resolution 10209 were:

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, commented that this is a great use for the property, and further expressed support with regard to the expansion of a local company.

No one spoke in opposition to Resolution 10209.

Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10209.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson commended the applicant for putting the property to a productive use.

Mayor Kelly commented that it is the responsibility of the applicant to make the property be a welcoming area for visitors from out of town.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

19. **Ord. 3169, An Ordinance Repealing and Replacing Title 2, Of The Official Code Of The City Of Great Falls (OCCGF), Pertaining To Administration and Personnel Provisions.**

City Attorney Sara Sexe reported that Ordinance 3169 would repeal and replace the Official Code of the City of Great Falls (OCCGF) Title 2, pertaining to Administration and Personnel. Attorney Sexe further reported that changes would include: repealing the Youth Council; requiring all members of City boards, commissions, committees and councils to be City residents; renaming the Fiscal Services Department; as well the Code of Ethics.

Attorney Sexe explained that the updated exhibits in the agenda report are a different version than what was presented on first reading and posted for the October 3rd public hearing.

Mayor Kelly suggested tabling Ordinance 3169 to October 17th since there have been changes since the first reading.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission table Ordinance 3169 until October 17, 2017 with the understanding that all of the substantive changes will have been posted on the City Website with the agenda in order for the public to review the changes that were made.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public.

**Rebecca Engum**, 100 1st Avenue North, Great Falls Tourism Business Improvement District (TBID), expressed concern with regard to the proposed change that appointees of boards and commissions be City residents in that it could hinder the TBID's ability to find members.

Commissioner Houck received clarification that the deadline for recommendations to the changes of the exhibits are due before Thursday, two weeks prior to the Commission meeting .

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

**OLD BUSINESS**

**NEW BUSINESS**

**20. Tax Increment Financing (TIF) Application for Wayfinding Signage Project in the Downtown Urban Renewal District.**

Planning and Community Development Director Craig Raymond reported that the item is an application for reimbursement for certain costs associated with developing a comprehensive way finding strategy and plan for the City of Great Falls. The total Tax Increment Financing (TIF) request amounts to \$25,000 from the Downtown Urban Renewal District. Director Raymond explained that TIF is a mechanism that allows communities to use new tax dollars resulting from increasing taxable value for reinvestment within a defined geographic area in which they are derived for a period of 15 years, or up to 40 years if the incremental taxes were pledged to the repayment of a bond.

The Downtown Urban Renewal Area is just one of five TIF districts within the City of Great Falls. Director Raymond reported that the Downtown Urban Renewal Tax Increment Financing District was established by the City Commission in 2012 and encompasses property roughly between 5th Avenue South to 3rd Avenue North and Park Drive to 10th Street.

Director Raymond further explained that successful Wayfinding programs extend a welcoming gesture to visitors and residents and contribute to an enhanced motorized and pedestrian experience. The image of Downtown Great Falls is critical to its success and revitalization, and a Wayfinding system will orient visitors to the community and assist them in navigating their way to local destinations and attractions.

Director Raymond commented that people form an opinion about places in as little as 15 seconds, and negative first impressions can be difficult to repair. Since 2004, every major planning initiative undertaken by the City has identified Wayfinding as a priority. In the summer of 2017, Great Falls Montana Tourism launched a new branding and tourism initiative to engage visitors interested in arts and adventure. The proposed Wayfinding project presents an opportunity to engage the community, businesses, local governments and residents to develop a plan that highlights those elements that offer a unique Great Falls' experience to tourists, visitors, and established residents.

Director Raymond pointed out that the goals of this project are:

- 1) To increase visitation in the Downtown Urban Renewal District and adjacent neighborhoods;
- 2) support re-investment in downtown properties and businesses;
- 3) increase revenue generated by parking structures and on-street metered parking;
- 4) create opportunities to highlight significant historic buildings and districts;
- 5) showcase the Missouri River corridor and river trail system connections, as well as other distinctive cultural assets that exist in Great Falls.

Last year, the Downtown Development Partnership (DDP) began to have discussion regarding how to get a way finding project going. As time went on and discussions became more focused, it was determined that the preferred course of action was to have the City manage the effort in partnership with the DDP and other important groups. In this regard, Planning and Community Development is acting as the applicant both for the TIF funds and the Big Sky Trust Fund grant and will lead the project overall. In order to approve TIF reimbursement requests, it must be demonstrated that they meet the criteria recommended in the Urban Renewal Plan as well as the Montana Code Annotated.

Director Raymond explained that the City of Great Falls' Tax Increment Application process established 12 specific criteria to assess the merits of the project in relation to the Plan.

After review and evaluation of the planning project City staff has determined that no persons will be displaced from their housing by the Project or the infrastructure improvements. The Project and the infrastructure improvements substantially satisfy the review criteria of the funding application process and meet the purpose and goals of State Law, the District and Plan. The infrastructure improvements conforms to the comprehensive plan (or parts thereof) for the City as a whole. The infrastructure improvements constitute public improvements in accordance with State Law.

Director Raymond further commented that a sound and adequate financial program exists for the financing of the infrastructure improvements. He mentioned that the City Commission has vested the authority of reviewing all TIF applications within the Downtown Urban Renewal area to the DDP for review and recommendation to the City Commission.

Director Raymond concluded that during the August 23, 2017 Downtown Development Partnership Meeting, the DDP did vote to recommend the approval of the TIF request for funds to the City Commission.

The requested action is that City Commission approve of the TIF Application for funding of the way finding planning project.

**Commissioner Houck moved, seconded by Commissioner Bronson, that the City Commission approve the expenditure of Tax Increment Financing funds in the amount of \$25,000 for the development of a Wayfinding Signage Plan.**

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioners Bronson and Houck expressed support with regard to the Wayfinding Signage for downtown.

There being no further discussion, Mayor Kelly asked if there were any comments from the public.

**Ruthann Knudson**, Historic Preservation Advisory Commission, 3021 4th Avenue South, commented that Wayfinding Signage helps citizens move around the Community, and expressed support with regard to the Wayfinding Signage Project.

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, commented that there is a need to integrate downtown Wayfinding with City-wide Wayfinding, as well as urban areas. Mr. Doney further noted that the Wayfinding Signage would be a great boost for tourism. He thanked Planning and Community Development Director Craig Raymond, as well as his staff for their efforts.

**Rebecca Engum**, Great Falls Tourism Business Improvement District (TBID), 100 1st Avenue North, expressed support with regard to Wayfinding Signage.

**Shane Etzweiler**, President/CEO of the Great Falls Area Chamber of Commerce, 100 1st Avenue North, commented that Wayfinding can create a great impression for first time visitors, and expresses support with regard to the project.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0.

### **ORDINANCES/RESOLUTIONS**

21. **Res. 10210 –A Resolution in Support of a Grant Application to the Big Sky Trust Fund for a Wayfinding Signage Project in the Downtown Urban Renewal District.**

Planning and Community Development Director Craig Raymond reported that this item provides the support for the application for Big Sky Trust Fund grant funds. The intended purpose of this grant is to help fund the Wayfinding Signage Project.

Director Raymond explained that the Big Sky Economic Development Trust Fund (BSTF) program is a state-funded program created by the 2005 Legislature. The program's legislative purpose, Montana Code Annotate (MCA) 90-1-202, is to assist in economic development for Montana that will create good-paying jobs for Montana residents, promote long-term, stable economic growth in Montana, encourage local economic development organizations, create partnerships between the state, local governments, tribal governments, and local economic development organizations, retain or expand existing businesses, provide a better life for future generations through greater economic growth and prosperity in Montana, as well as encourage workforce development.

**Commissioner Jones moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10210.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly asked if there were any comments from the public.

**Brett Doney**, Great Falls Development Authority, 300 Central Avenue, expressed support with regard to Resolution 10210.

**Ruthann Knudson**, Historic Preservation Advisory Commission, 3021 4th Avenue South, expressed support with regard to the pairing of two economic opportunities.

**Rebecca Engum**, Great Falls Tourism Business Improvement District (TBID), 100 1st Avenue North, commented that Big Sky Trust Fund Grant Applications are a great way to leverage

funds locally.

On behalf of Joan Redeen, Director of the Business Improvement District (BID), Commissioner Houck expressed support with regard to Agenda Items 20 and 21.

Mayor Kelly commented that supporting the Wayfinding Signage Project is important.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0.

22. **Ord. 3168, Repealing and Replacing Title 5, of the Official Code of the City of Great Falls (OCCGF), Pertaining To Business Licenses, Permits, and Safety Inspection Certificates.**

City Attorney Sara Sexe reported that this item would repeal and replace the Official Code of the City of Great Falls (OCCGF) Title 5, pertaining to the Business License and Safety Inspection Certificate regulations. Some of the proposed changes include: repealing telecommunication facilities regulations; clarifying language regarding businesses that are required to obtain and maintain a Safety Inspection Certificate (SIC), incorporating all regulations regarding special business licenses and permits; as well as establish clear penalty provisions for businesses operating within the incorporated City limits without proper SIC's, permits or licenses.

Commissioner Houck stepped out at 9:07 pm and returned at 9:10 pm.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission accept Ordinance 3168 on first reading and set the public hearing for October 17, 2017.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

23. **Ord. 3171, An Ordinance Establishing Title 4, of the Official Code of the City of Great Falls (OCCGF), Pertaining to Telecommunication Facilities.**

City Attorney Sara Sexe reported that this item that would establish Title 4 of the Official Code of the City of Great Falls (OCCGF), pertaining to Telecommunication Facilities that currently exist in Title 5 of the OCCGF.

**Commissioner Bronson moved, seconded by Commissioner Jones, that the City Commission accept Ordinance 3171 on first reading and set the public hearing for October 17, 2017.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

24. **Ord. 3172, An Ordinance Amending Title 15, Chapters 30, 35, and 40, of the Official Code of the City of Great Falls (OCCGF), Pertaining to Certain Business and Contracting Licenses.**

City Attorney Sara that this item would amend Chapters 30, 35, and 40 of Title 15 of the Official Code of the City of Great Falls (OCCGF), pertaining to certain Business and Contracting Licenses and inserts them into Title 5 of the OCCGF.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission accept Ordinance 3172 on first reading and set the public hearing for October 17, 2017.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

### **CITY COMMISSION**

25. **Miscellaneous reports and announcements from the City Commission.**

There were no miscellaneous reports and announcements.

26. **Commission Initiatives.**

Commissioner Bronson announced that he and City Attorney Sara Sexe recently attended a Historic Preservation Advisory Commission meeting with regard to ownership of ancient artifacts that are discovered on City owned property. Commissioner Bronson requested that staff take the appropriate protocol with regard to dealing with the issue.

Manager Doyon received clarification that local Ordinances could be used with regard to dealing with the issue. Manager Doyon suggested a grace period for this issue be given due to the current workloads of the City Attorney and Planning and Community Development offices.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Jones moved, seconded by Commissioner Bronson, to adjourn the regular meeting of October 3, 2017 at 9:20 p.m.**

Motion carried 5-0.

---

**Mayor Bob Kelly**

---

**Deputy City Clerk Darcy Dea**

**Minutes Approved: October 17, 2017**