

JOURNAL OF COMMISSION PROCEEDINGS

April 3, 2018

Regular City Commission Meeting
Commission Chambers Room 206

CALL TO ORDER 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

City Commission members present: Bob Kelly, Mary Sheehy Moe, Tracy Houck, Bill Bronson and Owen Robinson. 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; Finance 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.

CONFLICT DISCLOSURE/ EX PARTE COMMUNICATIONS

Commissioner Bronson announced that he would be abstaining from the discussion and vote on Agenda item 12.

PROCLAMATIONS

Esophageal Cancer Awareness Month, National Service Recognition Day, Child Abuse Prevention Month, Week of the Young Child, Martin Luther King, Jr. and Public Safety Telecommunicators Week.

Police Chief Dave Bowen announced that there will be a ceremony at the 911 Center on April 6th at 1:00 p.m. to recognize Telecommunicators.

PETITIONS AND COMMUNICATIONS

1. Miscellaneous reports and announcements.

Neil Fortier, NeighborWorks Great Falls, 509 1st Avenue South, expressed frustration and asked the City Commission to make it a priority to come up with a solution to the response time for emergency services to new developments.

City Manager Greg Doyon received clarification from Mr. Fortier that his concern is the Fire Department's response time to arrive at new developments, as well as being responsible for the expense of a road base system that would support 75,000 pounds for the development at Rockcross Commons.

Brett Doney, Great Falls Development Authority (GFDA), 300 Central Avenue, provided an economic development update that the AgriTech Park Association is getting close to transferring the rail, nominations were submitted for four census tracts within the City to be opportunity zones, GFDA closed on a second loan package to support the West Bank Landing Development, and issued a loan commitment to a Great Falls manufacturing company.

Mr. Doney discussed several conferences GFDA representatives have attended to pitch Great Falls, as well as upcoming conferences and meetings.

The owners of Electric City Coffee Bar & Bistro were named Montana's Veteran-Owned Small Business of the Year by the Montana Office of the U.S. Small Business Administration, and last week women-owned businesses were celebrated at the annual Fire Within.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

None.

BOARDS AND COMMISSIONS

3. Miscellaneous reports and announcements from Boards and Commissions.

None.

CITY MANAGER

4. Miscellaneous reports and announcements from the City Manager.

City Manager Greg Doyon reported that there were no significant findings in Earth Energy's preliminary report of its forensic energy audit.

Manager Doyon congratulated Doug Mahlum for being selected as the new Support Services Bureau Lieutenant.

SaveWise released its 10 Safest Cities in Montana Report for 2018, and Great Falls was selected as the ninth safest City in Montana.

With regard to the Natatorium, Manager Doyon reported that the bricks need to be tested before determining the extent of repairs, and the area will continue to be roped off. He further reported that the Wave Rider pad at the Mitchell pool is in need of repair.

Manager Doyon reported that there will be exploratory testing to the Civic Center Façade, and that scope and costs will be contingent on findings and materials.

He announced that there are vacancies posted on the City's website for the following boards: Police, Library, Housing Authority, Historic Preservation, Mansfield Center for Performing

Arts, and the International Relationships.

Manager Doyon announced that Park and Recreation, along with other City staff, held the first Town Hall meeting regarding Great Falls Park District on March 27th, and that the next meeting is scheduled for April 26th at 5:30 p.m.

He reported that the City has several surplus vehicles for bid on the City Website.

Manager Doyon announced that the Police Department will be swearing in three new officers on April 4th at 9:00 a.m.

Mayor Kelly, Manager Doyon, and Deputy City Manager Chuck Anderson attended the Executive Academy in Polson that included: Human Resource (HR) practices; Drug Endangered Children Program; and a presentation from the National League of Cities and Towns.

Manager Doyon expressed appreciation to the dispatchers at the 911 Call Center for their good work.

Referring to comments from Mr. Fortier, Manager Doyon explained that it is normal to have a developer pay for new infrastructure. He added that a Public Safety Levy could be a way to meet the requirements with regard to emergency response to developments that expand the City boundaries.

CONSENT AGENDA

5. Minutes, March 20, 2018, Commission Meeting
6. Total Expenditures of \$1,956,273 for the period of March 1, 2018 through March 21, 2018, to include claims over \$5,000, in the amount of \$1,704,280.
7. Contracts List
8. Approve cancellation of outstanding and unpaid checks over one (1) year old issued by City of Great Falls Municipal Court.
9. Approve the Professional Services Agreement in the amount of \$140,795.00 to Water & Environmental Technologies (WET) for the Vinyard Road Storm Water Management Area Master Plan, and authorize the City Manager to execute the Agreement. **OF 1476.6**
10. Award a contract in the amount of \$131,350.00 to United Materials of Great Falls, Inc. for the Police Department Water Main Replacement/Re-route Project and authorize the City Manager to execute the construction contract documents. **1684**

11. Set Public Hearing for the CDBG and HOME Grant 2018/2019 Annual Action Plan for April 17, 2018.

Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission approve the Consent Agenda as presented

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

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

12. **2017/2018 Amended Annual Action Plan and acceptance of the proposed use of CDBG funds (Unallocated & Revolving Loan Funds).**

Planning and Community Development Director Craig Raymond reported that the Annual Action Plan is the plan for the coming year's funding cycle and the process by which the City provided opportunity to the public to participate in the process and provide input to the City Commission and staff. This particular amendment for the 2017/18 funding cycle is necessary in order to expend funds as directed by the U.S. Department of Housing and Urban Development (HUD) prior to the May 2nd 2018 deadline. Director Raymond explained that because the 2018/2019 funding cycle is still in process and will not be approved by the Commission until well after the May 2nd deadline, including these funds into that process will not be possible.

The amendment to the Annual Action Plan reflects the removal of five projects due to the Conflict of Interest violations and one project which were canceled by the project applicants for other reasons such as obtaining other sources of funds thereby no longer needing the Community Development Block Grant (CDBG) grant. It also proposes funding four different projects in their place.

Referring to page 50 of the Agenda package, the removal of the following Annual Action Plan AP-35 Projects, Director Raymond explained that Opportunities Inc. should have been on the next line. He further reported that Opportunities Inc. received alternative funding, and withdrew the request for CDBG funds.

City staff considered the goals and policies that the City Commission has laid out in the five year Consolidated Plan when putting any funding package before the Commission, as well as HUD's eligibility rules and guidelines.

The funding recommendations are as follows:

Great Falls Housing Authority- \$40,000 for boiler replacement at Austin Hall, new entry door system and purchase 40 furnaces for Parkdale units.

Public Works- \$45,000 for sidewalk and Americans with Disabilities Act (ADA) ramp replacement in Low and Moderate Income (LMI) census tract neighborhoods.

Park & Recreation Department- \$45,000 for Kranz Park play structures, and \$28,000 for purchase of park pavilion and amenities.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt the 2017/2018 Amended Annual Action Plan; authorize the submittal to the U.S. Department of Housing and Urban Development (HUD); and accept the proposed use of funds, due to Timeliness for the 2017/2018 Community Development Block Grant Program (CDBG).

Commissioners Bronson and Houck announced that they would be recusing themselves from discussion and vote on this item.

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

Mayor Kelly noted the School District's request for a portion of Kranz Park for parking. He inquired if the items noted for Kranz Park would fit in the resulting space that would be available.

Director Herrig responded affirmatively that the equipment would fit in the remaining two-thirds of the park.

Commissioner Robinson noted his support, but suggested a special meeting to vote on this item after the public comment period ends on April 6th.

Director Raymond noted the tight timeline after receiving notification from HUD, and that it doesn't leave a lot of time due to the Commission's regular meeting schedule to meet the deadline. Even if the Commission made a decision tonight, the submission to HUD isn't made until after the comment period has expired.

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

Brett Doney, Great Falls Development Authority (GFDA), 300 Central Avenue, expressed support with regard to the proposal, and commended staff for their efforts under difficult circumstances.

Sheila Rice, 913 3rd Avenue North, commented that this is the first year since the beginning of CDBG that there is no money allocated for new housing construction. She encouraged the Commission and staff to not let new housing construction be lost in the CDBG process, and commented that sometimes CDBG is the only funding available that works for new housing construction.

Sherrie Arey, NeighborWorks Great Falls, 509 1st Avenue South, commented that new housing construction is vital to the economic development of the City.

Shannon Wilson, 1201 6th Avenue South, commented that it is important to receive funds to make Kranz Park handicap accessible.

Commissioner Moe concurred with Commissioner Robinson and commented she would withdraw her motion.

City Attorney Sara Sexe explained that the motion would have to be tabled, and that there is a 48 hour notification process with regard to having a special meeting.

At the request of the City Attorney Sexe, Mayor Kelly called for a recess at 8:18 p.m., and called the meeting back to order at 8:20 p.m.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission table action on the pending motion until a Special Commission Meeting scheduled for April 9, 2018, at 8:30 a.m.

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

Motion carried 3-0-2 (Commissioners Bronson and Houck abstaining)

ORDINANCES/RESOLUTIONS

CITY COMMISSION

13. Miscellaneous reports and announcements from the City Commission.

Commissioner Bronson reported that one of the reasons for Historic Preservation Advisory Commission vacancies is due to the unfortunate passing of Ruthann Knudson. He commented that Ruthann was a real driver on the Historic Preservation Advisory Commission group.

Commissioner Houck commented that Ruthann Knudson spent hours volunteering in the community, and has left a legacy that may not ever be fulfilled.

Commissioner Moe announced that the Festival of the Book Word Meister Contest is April 12 at the Great Falls Public Library.

14. Commission Initiatives.

Mayor Kelly requested that staff look at current policies to determine if the City could be more flexible when trying to promote development in order to ease the burden on developers. No one objected.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Commissioner Robinson, to adjourn the regular meeting of April 3, 2018, at 8:30 p.m.**

Motion carried 5-0

Mayor Bob Kelly

City Clerk Lisa Kunz

**Minutes Approved:
April 17, 2018**