

# JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Regular City Commission Meeting

Mayor Pro Tempore Bronson presiding

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

Commission Chambers Room 206

## PLEDGE OF ALLEGIANCE

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bill Bronson, Owen Robinson, Tracy Houck, and Mary Sheehy Moe. Mayor Bob Kelly was excused. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Fire Chief Steve Hester; Finance Director Melissa Kinzler; Human Resources Director Gaye McInerney; City Attorney Sara Sexe; and, Police Captain John Schaffer.

**AGENDA APPROVAL:** City Manager Greg Doyon requested that Agenda Item 16 be pulled from the Consent Agenda for consideration at a later time. He also noted that a clerical error was corrected in the Agenda Report for Agenda Item 22 that was updated after original posting and updated on the website. There were no proposed changes to the Agenda by the Commission. The City Commission approved the Agenda as amended.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:** Mayor Pro Tempore Bronson requested that Consent Agenda Items 9B and 9C be pulled for separate consideration. He will not be voting on those two items.

## PETITIONS AND COMMUNICATIONS

### 1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

**Tom Crane**, 1027 4<sup>th</sup> Avenue North, commented that, upon returning to their Great Falls home after an extended leave, he and his wife were flabbergasted after reviewing the City's notice that their sidewalks were in disrepair at a cost of about \$6,400. Dutch Elm trees tore up the sidewalks and the residence is within the boulevard district.

City Manager Greg Doyon responded that he would provide Public Works Director Jim Rearden's contact information to Mr. Crane.

**Jeni Dodd**, 3245 8<sup>th</sup> Avenue North, commented that her neighbor's two-year old boy was out walking in the neighborhood with his grandmother last week and he was so thrilled that a Great Falls police officer stopped to talk to him. She commended the Great Falls Police Department for reaching out to the public in that way.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, commented about the water contaminate levels. He spoke in opposition to a property tax increase, noting that the public is still trying to get over the school levy and park maintenance district assessment.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 16, 2019**

**NEIGHBORHOOD COUNCILS**

**2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS & COMMISSIONS**

**3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.**

None.

**4. REAPPOINTMENTS TO THE TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) BOARD.**

**Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission reappoint Sandra Johnson-Thares and Robert Dompier to the Tourism Business Improvement District Board of Trustees to four-year terms through June 30, 2023.**

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

Commissioner Houck noted the appointment process for the TBID Board of Trustees.

There being no further discussion, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**5. APPOINTMENT TO THE HOUSING AUTHORITY BOARD OF COMMISSIONERS.**

**Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission appoint Megan Baily to a five-year term through June 30, 2024, to the Great Falls Housing Authority Board of Commissioners.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**CITY MANAGER**

**6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon reported on the following:

- On July 6<sup>th</sup> flooding occurred in the basement of the Civic Center, particularly in the Municipal Court area. Staff is awaiting an air quality and mold testing report.

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

- The worst flooding occurred in the basement of the Great Falls Public Library. The basement slab is cracked allowing water to seep up from the slab. A plan is in place to address the water issue that is part of the budget presentation.
- Staff continues to work with the vendor to work out the audio and other kinks in the new AV system.
- The write-in filing deadline for the general election is September 3<sup>rd</sup>. The County Election Administrator has provided notice that there is no need for a primary municipal election.
- HUD approved the Great Falls Annual Action Plan, which releases CDBG and HOME funds for July 1, 2019.

Planning and Community Development Director Craig Raymond reported that staff is working on updates to the storm water requirements for new/renewed development projects. Storm water management is important to public health and safety, the environment, economic development and preservation. Public Works staff is working on updating the Storm Water Design Manual that will be presented at a future work session.

### CONSENT AGENDA.

7. Minutes, July 2, 2019, Commission meeting.
8. Total expenditures of \$5,049,543 for the period of June 18, 2019 through July 3, 2019, to include claims over \$5,000, in the amount of \$4,724,213.
9. Contracts list.
10. Set a public hearing on Resolution 10311, Revising Fee Schedule for Great Falls Fire Rescue superseding Resolution 10070 for August 6, 2019.
11. Set public hearing for August 6, 2019 to consider the sale of approximately 152 square feet of property located at 731 6<sup>th</sup> Street NW (Fire Station #2 property) to the Montana Department of Transportation for right-of-way purposes.
12. Approve Final Payment for the 2<sup>nd</sup> Street South Water Main Extension project, to Geranios Enterprises, Inc. in the amount of \$1,305.21, and \$13.18 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1494.7**
13. Approve Final Payment for the 30-inch by 24-inch Water Main Connection project, to Capcon, LLC. in the amount of \$3,264.74, and \$32.98 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1494.8**
14. Approve Change Order No. 1 in the amount of \$22,778.90 with Geranios Enterprises, Inc. for the 43rd Street North / 8th Avenue North Street Reconstruction project. **OF 1679.9**

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

15. Award a contract in the amount of \$5,572,971.00 to HDD Company for the Water Main Crossings of the Upper Missouri River and Sun River project, and authorize the City Manager to execute the construction contract documents. **OF 1494.6**
16. ~~Approve a 3 year Purchase Agreement for software licensing and support in the total amount of \$183,825.00 to Cartegraph Systems, Inc. for the purchase of Operations Management System software, and authorize the City Manager to execute the purchase of this software.~~ \* This Item was pulled from the Consent Agenda for future consideration.

**Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission approve the Consent Agenda as presented, with the exception of Agenda Item 9.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners with regard to approval of Agenda Items 7, 8, 10-15.

**Jeni Dodd**, 3245 8<sup>th</sup> Avenue North, referred to Agenda Item 15 and suggested fixing the water chemical issue before expanding the water system. She also inquired if an environmental impact statement was required before boring under the river.

Public Works Director Jim Rearden responded that the current eight water sample sites across the City are below the minimum contaminant levels. However, because DEQ reports on an annual average and August was a high run-off month, it has taken several quarters for the City to get out of non-compliance.

With regard to Agenda Item 15 and the water main crossings, Director Rearden noted that it is a redundancy and service issue that has been contained in the Master Plan for decades to, at some point, provide additional water crossings across the river. Those crossings have been designed and bid, will be approximately 100 feet below the river at the maximum depth of crossing, and have received DEQ and Corps of Engineers approval.

There being no one further to address the Commission, Mayor Pro Tempore Bronson called for the vote with regard to Agenda Items 7, 8, 10-15.

Commissioner Robinson noted a clerical error on the amount of the contract of Agenda Item 9A. City Clerk Lisa Kunz clarified that the amount should read \$123,000.

Motion carried 4-0.

**Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission remove Consent Agenda Items 9B and 9C for separate consideration.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

# JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

**Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission approve the Contracts List, except Items 9B and 9C, and approve the correct contract amount for Item 9A.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission approve Contracts List Items 9B and 9C.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 3-0-1 (Mayor Pro Tempore Bronson abstaining).

## **PUBLIC HEARINGS**

### **17. BUSINESS IMPROVEMENT DISTRICT (BID) 2019/2020 BUDGET AND WORK PLAN.**

Finance Director Melissa Kinzler reported that the initial creation of the BID was in 1989. The BID was renewed in 1999, 2009, and 2019 each for periods of 10 years by petition of the property owners within the District.

The Business Improvement District's overall purpose is to utilize assessment dollars through the BID to improve and revitalize the downtown area.

Pursuant to Mont. Code Ann. § 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the budget and plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

The BID is projecting annual revenue for Fiscal Year 2019/2020 of approximately \$240,000 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts, and additional projects for streetscapes and economic growth.

**Max Grebe**, 15 5<sup>th</sup> Street South, BID Vice-Chairman, commented that he is available to answer any questions regarding the BID FY19/20 budget and work plan.

Mayor Pro Tempore Bronson declared the public hearing open. He asked if the Commissioners had any questions of staff or the BID's representative. No one responded.

Speaking in support of the BID 2019/2020 Budget and Work Plan was:

**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 16, 2019**

**Shyla Patera**, 1013 7<sup>th</sup> Avenue NW, suggested that the BID consider wayfinding and grants for sidewalk repair for businesses to improve accessibility.

No one spoke in opposition to the BID 2019/2020 Budget and Work Plan.

Mayor Pro Tempore Bronson again asked if the Commissioners had any questions.

Commissioner Houck commented that this item comes before the Commission multiple times before the Commission votes on it. She encouraged the public to use the City's website as a resource to access information about what the BID does and how it operates.

Mayor Pro Tempore Bronson asked if staff or the BID's representative had anything to add in response to the comments made this evening.

**Max Grebe**, 15 5<sup>th</sup> Street South, BID Vice-Chairman, commented that the downtown grant program is fluid and the board is open to recommendations as to how assessed monies are to be spent.

There being no one further to address the Commission, Mayor Pro Tempore Bronson closed the public hearing and asked the will of the Commission.

**Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission accept the 2019/2020 Business Improvement District Budget and Work Plan.**

Mayor Pro Tempore Bronson asked if there was any further discussion amongst the Commissioners.

Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**18. TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) 2019/2020 BUDGET AND WORK PLAN (TBID 1307).**

Great Falls Tourism Director Rebecca Engum, 100 1<sup>st</sup> Avenue North, reported that the initial creation of the TBID was in 2008. On February 6, 2018, the City Commission approved Resolution 10222 re-creating the TBID for a duration of ten (10) years. The TBID's overall purpose is to promote tourism, conventions, trade shows, and travel to the City of Great Falls through the use of assessment revenue. If there are any material increases or decreases in the actual assessment from the approved budget, the TBID Board will either request a budget amendment from the City Commission, or the Board will include the amount of revenue whether it is an increase or decrease in its Work Plan and Budget for the coming Fiscal Year.

Pursuant to Mont. Code Ann. § 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the budget and plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

The TBID is projecting annual revenue for Fiscal Year 2019/2020 of approximately \$692,000 in tax assessment dollars. This is a significant increase from prior years because of the new assessment formula approved with the re-creation of the district as follows:

The assessment will be a flat fee of two dollars (\$2.00) per occupied room night for establishments with 31 or more rooms and a flat fee of one dollar (\$1.00) per occupied room night for establishments with 1-30 rooms as prescribed in Mont. Code Ann. § 7-12-1133(f). The new assessment method began on July 1, 2018, so Fiscal Year 2019/2020 will be the first year of billing the assessment with the new formula because the assessment is billed a year behind.

Director Engum further reviewed in detail the TBID's 2020 Marketing Plan that was attached to the Agenda Report.

Mayor Pro Tempore Bronson declared the public hearing open. He asked if the Commissioners had any questions of Director Engum.

Commissioner Moe referred to "Detractors" on page 9 of the Marketing Plan and inquired how the board derived at: 34% of Great Falls residents hold a low self-image of and are negative about the community being a great place to visit.

Director Engum responded that percentage was the result of a dated, 2012 survey.

Commissioner Moe inquired how closely the TBID board works with the Great Falls International Airport and CM Russell bodies.

Director Engum responded in May, 2019, the TBID board voted to create 11 honorary board positions to help keep more voices at the table. The Airport is one of them. The board works closely and collaborates with the Airport board.

No one spoke in support of or in opposition to the TBID 2019/2020 Budget and Work Plan.

Mayor Pro Tempore Bronson asked if the Commission had any further questions, or if Director Engum had anything further to offer.

Hearing none, Mayor Pro Tempore Bronson closed the public hearing and asked the will of the Commission.

**Commissioner Houck moved, seconded by Commissioners Moe and Robinson, that the City Commission accept the 2019/2020 Tourism Business Improvement District Budget and Work Plan.**

Mayor Pro Tempore Bronson asked if there was any further discussion amongst the Commissioners.

Hearing none, Mayor Pro Tempore Bronson called for the vote.




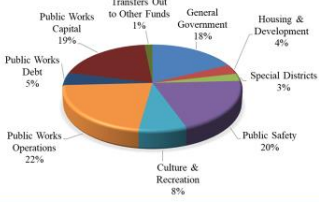




Motion carried 4-0.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 16, 2019**

- 19. RESOLUTION 10300, INTENT TO INCREASE PROPERTY TAX.**  
**20. RESOLUTION 10301, ANNUAL BUDGET RESOLUTION.**

City Manager Greg Doyon provided a recap of what has been transmitted to the City Commission for a proposed budget: the proposed budget, general fund contribution worksheet, fund detail worksheet, department requested/manager recommended above & beyond, administrative draft Capital Improvement Plan, taxable valuation history, general fund revenue increase, internal services charges, legislative impacts, department identified community priorities, and TIF summary and map. The documents are posted on the City’s website.

Manager Doyon provided and discussed the following combined presentation on Agenda Items 19 and 20, Resolution 10300 – Intent to Increase Property Tax, and Resolution 10301 – Annual Budget Resolution:

 <h2 align="center">City Manager’s Proposed Budget Recap</h2> <p align="center"><b>Fiscal Year 2020</b></p> <p align="center">July 16, 2019</p> <p align="right">11</p>	 <h2 align="center">City-Wide Budget</h2> <p align="center"><b>Total Proposed Budget: \$128,939,437</b></p> <table border="0"> <tr> <td><b>Revenues</b></td> <td></td> <td><b>Expenditures</b></td> <td></td> </tr> <tr> <td>Taxes</td> <td>\$ 22,949,998</td> <td>Personal Services</td> <td>\$ 46,407,363</td> </tr> <tr> <td>Licenses &amp; Permits</td> <td>\$ 2,302,241</td> <td>Supplies</td> <td>\$ 5,992,463</td> </tr> <tr> <td>Intergovernmental</td> <td>\$ 13,568,725</td> <td>Purchased Services</td> <td>\$ 26,417,315</td> </tr> <tr> <td>Charges for Services</td> <td>\$ 49,721,560</td> <td>Debt Service</td> <td>\$ 7,065,974</td> </tr> <tr> <td>Fines &amp; Forfeitures</td> <td>\$ 918,000</td> <td>Contributions &amp; Other</td> <td>\$ 1,797,745</td> </tr> <tr> <td>Internal Service</td> <td>\$ 13,551,817</td> <td>Other</td> <td>\$ 30,450</td> </tr> <tr> <td>Special Assessments</td> <td>\$ 8,742,911</td> <td>Internal Service</td> <td>\$ 12,291,120</td> </tr> <tr> <td>Investment Income</td> <td>\$ 60,350</td> <td>Capital Outlay</td> <td>\$ 26,877,456</td> </tr> <tr> <td>Other</td> <td>\$ 524,315</td> <td>Transfer Out</td> <td>\$ 2,059,551</td> </tr> <tr> <td>Transfer In</td> <td>\$ 2,059,551</td> <td><b>Expenditure Totals</b></td> <td><b>\$ 128,939,437</b></td> </tr> <tr> <td><b>Revenue Totals</b></td> <td><b>\$ 114,999,468</b></td> <td></td> <td></td> </tr> </table> <p align="right">12</p>	<b>Revenues</b>		<b>Expenditures</b>		Taxes	\$ 22,949,998	Personal Services	\$ 46,407,363	Licenses & Permits	\$ 2,302,241	Supplies	\$ 5,992,463	Intergovernmental	\$ 13,568,725	Purchased Services	\$ 26,417,315	Charges for Services	\$ 49,721,560	Debt Service	\$ 7,065,974	Fines & Forfeitures	\$ 918,000	Contributions & Other	\$ 1,797,745	Internal Service	\$ 13,551,817	Other	\$ 30,450	Special Assessments	\$ 8,742,911	Internal Service	\$ 12,291,120	Investment Income	\$ 60,350	Capital Outlay	\$ 26,877,456	Other	\$ 524,315	Transfer Out	\$ 2,059,551	Transfer In	\$ 2,059,551	<b>Expenditure Totals</b>	<b>\$ 128,939,437</b>	<b>Revenue Totals</b>	<b>\$ 114,999,468</b>		
<b>Revenues</b>		<b>Expenditures</b>																																															
Taxes	\$ 22,949,998	Personal Services	\$ 46,407,363																																														
Licenses & Permits	\$ 2,302,241	Supplies	\$ 5,992,463																																														
Intergovernmental	\$ 13,568,725	Purchased Services	\$ 26,417,315																																														
Charges for Services	\$ 49,721,560	Debt Service	\$ 7,065,974																																														
Fines & Forfeitures	\$ 918,000	Contributions & Other	\$ 1,797,745																																														
Internal Service	\$ 13,551,817	Other	\$ 30,450																																														
Special Assessments	\$ 8,742,911	Internal Service	\$ 12,291,120																																														
Investment Income	\$ 60,350	Capital Outlay	\$ 26,877,456																																														
Other	\$ 524,315	Transfer Out	\$ 2,059,551																																														
Transfer In	\$ 2,059,551	<b>Expenditure Totals</b>	<b>\$ 128,939,437</b>																																														
<b>Revenue Totals</b>	<b>\$ 114,999,468</b>																																																
 <h2 align="center">City-Wide Budget</h2>  <p align="right">13</p>	 <h2 align="center">General Fund Budget</h2> <p align="center"><b>Total Proposed Budget: \$33,252,362</b></p> <table border="0"> <tr> <td><b>Revenues</b></td> <td></td> <td><b>Expenditures</b></td> <td></td> </tr> <tr> <td>Taxes</td> <td>\$ 20,564,142</td> <td>Personal Services</td> <td>\$ 24,367,598</td> </tr> <tr> <td>Licenses &amp; Permits</td> <td>\$ 1,070,600</td> <td>Supplies</td> <td>\$ 969,819</td> </tr> <tr> <td>Intergovernmental</td> <td>\$ 8,550,052</td> <td>Purchased Services</td> <td>\$ 1,361,823</td> </tr> <tr> <td>Charges for Services</td> <td>\$ 1,198,588</td> <td>Debt Service</td> <td>\$ 86,635</td> </tr> <tr> <td>Fines &amp; Forfeitures</td> <td>\$ 820,000</td> <td>Contributions &amp; Other</td> <td>\$ 250,000</td> </tr> <tr> <td>Internal Service</td> <td>\$ 862,379</td> <td>Other</td> <td>\$ 20,000</td> </tr> <tr> <td>Investment Income</td> <td>\$ 40,000</td> <td>Internal Service</td> <td>\$ 4,533,610</td> </tr> <tr> <td>Other</td> <td>\$ 153,541</td> <td>Transfer Out</td> <td>\$ 1,662,877</td> </tr> <tr> <td><b>Revenue Totals</b></td> <td><b>\$ 33,259,302</b></td> <td><b>Expenditure Totals</b></td> <td><b>\$ 33,252,362</b></td> </tr> </table> <p align="right">14</p>	<b>Revenues</b>		<b>Expenditures</b>		Taxes	\$ 20,564,142	Personal Services	\$ 24,367,598	Licenses & Permits	\$ 1,070,600	Supplies	\$ 969,819	Intergovernmental	\$ 8,550,052	Purchased Services	\$ 1,361,823	Charges for Services	\$ 1,198,588	Debt Service	\$ 86,635	Fines & Forfeitures	\$ 820,000	Contributions & Other	\$ 250,000	Internal Service	\$ 862,379	Other	\$ 20,000	Investment Income	\$ 40,000	Internal Service	\$ 4,533,610	Other	\$ 153,541	Transfer Out	\$ 1,662,877	<b>Revenue Totals</b>	<b>\$ 33,259,302</b>	<b>Expenditure Totals</b>	<b>\$ 33,252,362</b>								
<b>Revenues</b>		<b>Expenditures</b>																																															
Taxes	\$ 20,564,142	Personal Services	\$ 24,367,598																																														
Licenses & Permits	\$ 1,070,600	Supplies	\$ 969,819																																														
Intergovernmental	\$ 8,550,052	Purchased Services	\$ 1,361,823																																														
Charges for Services	\$ 1,198,588	Debt Service	\$ 86,635																																														
Fines & Forfeitures	\$ 820,000	Contributions & Other	\$ 250,000																																														
Internal Service	\$ 862,379	Other	\$ 20,000																																														
Investment Income	\$ 40,000	Internal Service	\$ 4,533,610																																														
Other	\$ 153,541	Transfer Out	\$ 1,662,877																																														
<b>Revenue Totals</b>	<b>\$ 33,259,302</b>	<b>Expenditure Totals</b>	<b>\$ 33,252,362</b>																																														
 <h2 align="center">General Fund Services</h2> <p align="center">Where Does the Money Go?</p>  <p align="right">15</p>	 <h2 align="center">FY20 Budget Drivers</h2> <table border="0"> <tr> <td> <p><b>General Fund</b></p> <ul style="list-style-type: none"> <li>• Salaries / Union Contracts - \$663,789</li> <li>• Health Insurance (Covered by Permissive Levy) - \$466,688</li> <li>• Presumption and Other Work Comp Rate Increases - \$123,904 + \$31,032</li> <li>• Central Insurance Internal Service Charges - \$168,569</li> <li>• Police Department Overtime - \$44,850</li> <li>• Municipal Elections - \$45,000</li> <li>• Fire Department Clothing Allowance - \$41,600</li> <li>• Part-Time Municipal Judge - \$109,677</li> </ul> </td> <td> <p><b>Other Funds</b></p> <ul style="list-style-type: none"> <li>• Library Air Handler and HVAC Leak</li> <li>• Library Reserves - \$265,000</li> <li>• Additional Support from Insurance &amp; Safety Fund - \$65,000</li> <li>• Personnel Increases <ul style="list-style-type: none"> <li>• Health Insurance 10.6% City-Wide</li> </ul> </li> <li>• Reserves for New Software <ul style="list-style-type: none"> <li>• Finance - \$200,000</li> <li>• Human Resources - \$150,000</li> <li>• Information Technology - \$35,000</li> </ul> </li> <li>• Public Works Capital Projects <ul style="list-style-type: none"> <li>• Water Treatment Plant Filter Upgrades - \$4.0M</li> <li>• South River Crossing Construction - \$6.5M</li> </ul> </li> </ul> </td> </tr> </table> <p align="right">16</p>	<p><b>General Fund</b></p> <ul style="list-style-type: none"> <li>• Salaries / Union Contracts - \$663,789</li> <li>• Health Insurance (Covered by Permissive Levy) - \$466,688</li> <li>• Presumption and Other Work Comp Rate Increases - \$123,904 + \$31,032</li> <li>• Central Insurance Internal Service Charges - \$168,569</li> <li>• Police Department Overtime - \$44,850</li> <li>• Municipal Elections - \$45,000</li> <li>• Fire Department Clothing Allowance - \$41,600</li> <li>• Part-Time Municipal Judge - \$109,677</li> </ul>	<p><b>Other Funds</b></p> <ul style="list-style-type: none"> <li>• Library Air Handler and HVAC Leak</li> <li>• Library Reserves - \$265,000</li> <li>• Additional Support from Insurance &amp; Safety Fund - \$65,000</li> <li>• Personnel Increases <ul style="list-style-type: none"> <li>• Health Insurance 10.6% City-Wide</li> </ul> </li> <li>• Reserves for New Software <ul style="list-style-type: none"> <li>• Finance - \$200,000</li> <li>• Human Resources - \$150,000</li> <li>• Information Technology - \$35,000</li> </ul> </li> <li>• Public Works Capital Projects <ul style="list-style-type: none"> <li>• Water Treatment Plant Filter Upgrades - \$4.0M</li> <li>• South River Crossing Construction - \$6.5M</li> </ul> </li> </ul>																																														
<p><b>General Fund</b></p> <ul style="list-style-type: none"> <li>• Salaries / Union Contracts - \$663,789</li> <li>• Health Insurance (Covered by Permissive Levy) - \$466,688</li> <li>• Presumption and Other Work Comp Rate Increases - \$123,904 + \$31,032</li> <li>• Central Insurance Internal Service Charges - \$168,569</li> <li>• Police Department Overtime - \$44,850</li> <li>• Municipal Elections - \$45,000</li> <li>• Fire Department Clothing Allowance - \$41,600</li> <li>• Part-Time Municipal Judge - \$109,677</li> </ul>	<p><b>Other Funds</b></p> <ul style="list-style-type: none"> <li>• Library Air Handler and HVAC Leak</li> <li>• Library Reserves - \$265,000</li> <li>• Additional Support from Insurance &amp; Safety Fund - \$65,000</li> <li>• Personnel Increases <ul style="list-style-type: none"> <li>• Health Insurance 10.6% City-Wide</li> </ul> </li> <li>• Reserves for New Software <ul style="list-style-type: none"> <li>• Finance - \$200,000</li> <li>• Human Resources - \$150,000</li> <li>• Information Technology - \$35,000</li> </ul> </li> <li>• Public Works Capital Projects <ul style="list-style-type: none"> <li>• Water Treatment Plant Filter Upgrades - \$4.0M</li> <li>• South River Crossing Construction - \$6.5M</li> </ul> </li> </ul>																																																




# JOURNAL OF COMMISSION PROCEEDINGS

## July 16, 2019

### General Fund Services

Where Does the Money Go?



17


### FY20 Budget Highlights

- General Fund Revenues up 4.09%
- Tax protests leaving Fund Balance at 18% FY19, projecting 17% FY20
  - 22% recommended policy
- Baseline budget with three additions:
  - Part-Time Municipal Judge
  - Municipal Elections
  - Library capital needs
- -1.91 change in FTEs

18

### General Fund Services


Where Does the Money Go?



19

### General Fund Unreserved Fund Balance

22% Recommended Minimum Policy



Fiscal Year	Fund Balance	% of 22% Policy
FY 2011	5,915,021	25%
FY 2012	6,696,055	27%
FY 2013	1,520,000	5%
FY 2014	3,068,392	12%
FY 2015	5,892,518	23%
FY 2016	7,028,833	26%
FY 2017	8,084,101	30%
FY 2018	7,086,400	7%
FY 2019	3,232,254	23%
FY 2020	3,232,260	18%
FY 2020 Proposed	-	10%
FY 2020 Projected	3,785,570	17%

20

### Proposed Taxpayer Impact

Increase for Home with Market Value of \$100,000		
Inflationary Factor	1.02% Increase	\$2.33
Permissive Medical Levy	2.79% Increase	\$6.38
<b>Total Impact</b>	<b>3.81% Increase</b>	<b>\$8.71</b>

21

### Proposed Rate and Fee Adjustments

Department	Division	FY20 Adjustment	Prior Year Adjustment
Planning & CD	Permits	0%	-5%
Civic Center	Mansfield Center (all rentals except theater)	9%	0%
Public Works	Water	5%	5%
Public Works	Sewer	2%	2%
Public Works	Storm Drain	5%	10%
Public Works	Sanitation - Commercial	5%	0%
Public Works	Sanitation - Residential	5%	5%

22

### Proposed Assessment Adjustments

Department	Assessment	FY20 Adjustment	Prior Year Adjustment
Park & Recreation	Natural Resources – Boulevard	5%	3%
Park & Recreation	Portage Meadows	5%	7%
Park & Recreation	Park Maintenance District	0%	0%
Public Works	Street Maintenance	0%	0%
Special Districts	Street Lighting Districts	0.5%	0%

23

### Next Steps

- July 2<sup>nd</sup>
  - Scheduling – Budget Hearing
  - Scheduling – Increase Property Tax Hearing (if taken)
  - Proposed Budget will be available online
    - <https://greatfallsnj.net/finance>
    - <https://greatfalls.ablnincingact.com/proposedbudget>
- Commission can meet as needed during the week of July 8-12th
- July 16<sup>th</sup>
  - Budget Hearing
  - Increase Property Tax Hearing (if taken)
- August 20<sup>th</sup>
  - Mill Levy Hearing

24

There are 59 different funds. For every dollar spent in the General Fund, \$0.72 goes towards public safety, \$0.09 towards Park & Recreation, \$0.03 each towards legal and Municipal Court, and \$0.09 towards administration. Some of the budget drivers included salaries/union contracts, health insurance, presumption and other Work Comp rate increases, central insurance internal service charges, Police Department overtime, municipal elections, Fire Department clothing allowances, and a part-time municipal judge.

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Manager Doyon further reported that revenues are up 4.09% from the FY 19 amended budget. There is \$425,000 new taxable property that is pending tax appeals. Capital needs are being addressed as the budget allows. Health insurance premiums increased 10.6%.

The projected undesignated fund balance is 17%. The settlement of the Calumet tax protest will be used to replenish the fund balance to the recommended policy of 22%.

The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$2.33 for Fiscal Year 2020. The fiscal impact of the proposed increase for the "Permissive Medical Levy" is \$6.38. The total impact on a residential home with a taxable market value of \$100,000 would be \$8.71 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$628,142 for the proposed budget.

Proposed rate and fee adjustments for several departments will be forthcoming for separate action by the City Commission for an increase or decrease.

Mayor Pro Tempore Bronson declared the public hearing open. He asked the Commissioners if they had any questions of Manager Doyon or staff. No one responded.

Speaking in support of Resolution 10300 was:

**Shyla Patera**, 1013 7<sup>th</sup> Avenue NW, commented that, although she and the community that she serves has struggled with this item due to fixed incomes and becoming seniors, she understands that the deferred maintenance projects are moving forward and are for the betterment of the future of the City.

Speaking in opposition to Resolution 10300 were:

**Tom Crane**, 1027 4<sup>th</sup> Avenue North, expressed opposition to a tax increase due to pensions not keeping in track with budgetary increases. The tax increase will not only affect his primary residence, but his rental properties as well. He asked the Commission to consider that approval of this item is an imposition on him and his wife that he is not sure they or others can afford.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, expressed opposition to any tax increases. Enough is enough.

**Jeni Dodd**, 3245 8<sup>th</sup> Avenue North, commented that she understands there are some things that are lacking and other things that need funding, but her household is middle class and they are struggling. Lower income citizens will have a hard time dealing with an increase. She also suggested the Commission take into consideration Maslow's hierarchy of needs.

There being no one further to address the Commission, Mayor Pro Tempore Bronson asked if the Commissioners had any other questions of staff. Hearing none, Mayor Pro Tempore Bronson asked Manager Doyon if he wished to submit any additional information.

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Manager Doyon encouraged citizens during the next budget year to be mindful of and participate at the budget work sessions. There is a lot of conversation that occurs at that level from him and department heads with the Commission about how items are prioritized in the budget.

Mayor Pro Tempore Bronson closed the public hearing and asked the will of the Commission.

**Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10300 – Intent to Increase Property Tax.**

Mayor Pro Tempore Bronson asked if there was any further discussion amongst the Commissioners.

Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

### **20. RESOLUTION 10301 – ANNUAL BUDGET RESOLUTION.**

Mayor Pro Tempore Bronson noted that Manager Doyon provided a combined presentation on Items 19 and 20. He asked if Manager Doyon or Finance Director Kinzler had anything more to add pertaining to Resolution 10301 – Annual Budget Resolution. Hearing none, Mayor Pro Tempore Bronson asked if the Commissioners had any questions of Manager Doyon or Director Kinzler.

Commissioner Moe commented that, while reviewing the labor contracts, she noticed that the health insurance increases are sizeable. She inquired if staff has looked around for something better.

Manager Doyon responded that the City had a self-funded insurance program with Blue Cross Blue Shield until it became apparent the City was not going to be able to sustain that program. The City then went to a health insurance pool with the Montana Municipal Interlocal Authority. Currently, it is a robust plan for employees. During labor negotiations in the past, when there was a premium increase the employee would pay 10% of the increase, not the premium. More recently it has been transitioned to more responsibility on the part of the user employee with a 90/10 split. There has been some double-digit insurance increases in the past couple of years because of the way the plan has been used by the employees. The rates are looked at annually by an actuarial, risk is determined, and a rate is assigned for the members.

Manager Doyon continued that, in recent years, the City has done a better job at getting certain municipal positions to a more competitive market rate for pay. The Commission could direct him to take a harder look at options pertaining to health care. That may mean a greater contribution from the employee or it may mean that the Commission wants him to look externally from MMIA in terms of proposals from other providers. Health insurance is the one issue that is probably the most sensitive during labor negotiations, and is the one element to the City's benefit package that makes people think about coming to work here and staying here as compared to other organizations the City may be competing against.

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Human Resources Director Gaye McInerney added that her department is continuing to do its due diligence as far as seeking other options. For consideration now is that the City is committed to MMIA for another year and the labor agreements are two year terms.

Commissioner Moe commented that personnel is a large chunk of the budget and the insurance portion of it continuing to increase in the double-digits is a concern.

Mayor Pro Tempore Bronson received confirmation that, if the Commission approved the budget as submitted, the Commission would still have the discretion at some point, based upon a like proposal from the County, to expend some of the unallocated funds in support of the census.

Speaking in support of Resolution 10301 was:

**Shyla Patera**, 1013 7<sup>th</sup> Avenue NW, commented that the budget sets the tone for the next fiscal year and beyond. She noted her submitted written correspondence about accessibility needs and deferred accessibility projects. She encouraged the Commission to come to some resolution regarding the Civic Center façade even though it will cost the taxpayers money. The building is the public's place and needs to remain accessible and in the best working order. She encouraged use of grant funds to continue accessibility efforts within the City.

Speaking in opposition to Resolution 10301 was:

**John Hubbard**, 615 7<sup>th</sup> Avenue South, expressed his opposition, and suggested putting it out to a vote of the people.

There being no one further to address the Commission, Mayor Pro Tempore Bronson asked if the Commissioners had any other questions of staff.

Mayor Pro Tempore Bronson asked staff to respond to Ms. Patera's comments.

Manager Doyon responded that the City has been focused on improving ADA sidewalk access with CDBG funds and continues to be supported in the budget. There are also Park Maintenance District projects that address ADA accessibility.

Public Works Director Jim Rearden added that there are other CDBG funds that are utilized every year to enhance ADA accessibility, and there is also an ADA Transition Plan that the disabled community has been involved in.

Mayor Pro Tempore Bronson asked if Manager Doyon or Director Kinzler had anything else to add.

Hearing none, Mayor Pro Tempore Bronson closed the public hearing and asked the will of the Commission.

**Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10301 – Annual Budget Resolution.**

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Mayor Pro Tempore Bronson asked if there was any further discussion amongst the Commissioners.

Commissioner Houck commented that adopting the budget is a long process that started many months ago with many presentations. She encouraged the public to review the budget materials available on the City's website, particularly what the departments requested but were not funded. She also pointed out that the City has no control over EPA requirements and Montana Legislature decisions that impact the City's budget. She recognized Shyla Patera for attending all of the budget work sessions and meetings and speaking in support of accessibility and capital improvement projects for our aging society. She further noted that the golf courses are not in this year's budget, and the City has invested in its Police and Fire Departments. She concluded that tax protests affect the budget and will not be decided until next February.

Commissioner Robinson commented that the budget process started in December, and that it is not a fun process. He complimented the City Manager and staff for keeping the ball rolling, making sure every department is heard, and making recommendations. Moving forward, he suggested that it may be time for employees to pay more for the cost of health insurance.

Commissioner Moe expressed appreciation for the very transparent and, although complex, easy to understand budget. This budget would be that much more difficult to manage had the City not raised the parking rates to accommodate the changes that need to be made to the infrastructure. The efforts pertaining to the golf courses is also a step forward. The decision about the Natatorium was difficult, but will be helpful long term in terms of the budget. The Commission is dealing with the realities of the world that we all live in and are trying to adjust and make a modest budget that they think is best for all involved.

Mayor Pro Tempore Bronson expressed appreciation to Manager Doyon for putting together a budget in line with the Commission's stated priorities. The Commission and staff are very mindful of the impact these decisions have. This system of budgets and taxation is essentially provided by state law. The City has very little input into the process. Municipalities are largely stuck relying on the property tax as a means of funding many operations. He suggested that it will take the legislature putting politics aside and looking at practical solutions like what has been done in resort communities in the state for cities and towns to overcome this burden and offer more opportunity and flexibility than what municipalities currently have.

There being no further discussion, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

21. **RESOLUTION 10294, VACATING 11<sup>TH</sup> STREET SOUTH BETWEEN BLOCK 468 AND 469; AND A NON-ADMINISTRATIVE PLAT TO AGGREGATE LOTS 1-14 OF BLOCK 468 AND LOTS 1-14 OF BLOCK 469, GREAT FALLS ORIGINAL TOWNSITE.**

Planning and Community Development Director Craig Raymond reported that, at its May 14, 2019 meeting, the Planning Advisory Board recommended that the City Commission approve the Amended Plat to aggregate the subject properties with the following conditions of approval:

# JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

## Conditions of Approval:

1. Amended Plat. Provide a revised plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff; and
2. Easements. The submitted plat shall contain all easements required by the City of Great Falls. The applicant shall provide all necessary information to the City to determine such easements prior to recording of the submitted plat.

The applicant, Great Falls Public Schools, has submitted an application for a petition to vacate 11<sup>th</sup> Street South between Block 468 and Block 469 of the Great Falls Original Townsite to aggregate all the District's properties within Block 468 and 469 to facilitate construction of the replacement Longfellow School building. The right-of-way vacation and lot aggregation are required by the City to ensure that the new school building does not encroach over the platted lot lines and ultimately complies with building setback requirements.

The original construction of Longfellow Elementary School was completed in 1950. The school building, which has just been demolished, was constructed on property that encompasses two city blocks. The City Commission did take previous action in 1948 to vacate 7<sup>th</sup> Alley South, but has never taken action to vacate 11<sup>th</sup> Street South. The resolution to vacate 11<sup>th</sup> Street South is required in order for the applicant to aggregate all parcels into a single lot for development. Since the applicant owns the parcels to the east and west of the right-of-way and the proposed school is to be constructed upon the existing right-of-way, the applicant has submitted a request for vacation. The Planning Advisory Board reviewed the aggregation request at its May 14, 2019 meeting. The City Commission did take action at its June 8, 2019 meeting to approve Resolution 10293 – a Resolution of Intention to vacate 11<sup>th</sup> Street right-of-way.

This development is one of the cornerstone projects being funded by the approximately \$100 million bond approved by Cascade County voters in 2017.

Because construction of the new school building is proposed to cross over many existing parcel boundaries and create a code compliance issue with City building setback requirements, staff directed the applicant to also submit a request to aggregate the 28 lots into a single development tract of 5.763 acres. This will include the previously vacated 7<sup>th</sup> Alley South right-of-way and the to-be-vacated 11<sup>th</sup> Street South right-of-way.

The aggregation is required to go through the amended plat process pursuant to Mont. Code Ann. § 76-3-207 (2) (a):

Within a platted subdivision filed with the county clerk and recorder, a division, redesign, or rearrangement of lots that results in an increase in the number of lots or that redesigns or rearranges six or more lots must be reviewed and approved by the governing body before an amended plat may be filed with the county clerk and recorder.

The amended plat has been reviewed by staff and complies with the requirements of the subdivision regulations. The newly created parcel will encompass the entirety of Blocks 468 and 469.

# JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

The proposed lot aggregation request creates no fiscal impact for the City. The property is fully served by City utilities and street infrastructure. Since the former school site is simply being replaced by a new school building, impacts to City services will be similar.

Mayor Pro Tempore Bronson asked if the Commissioners had any questions of staff, applicant or the design team. Hearing none, Mayor Pro Tempore Bronson asked if members of the public wished to speak in support of or in opposition to Resolution 10294 and the Amended Plat. No one addressed the Commission.

Mayor Pro Tempore Bronson asked if the Commissioners had any questions or if staff had anything to add. Hearing none, Mayor Pro Tempore Bronson closed the public hearing and asked the will of the Commission.

**Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10294.**

Mayor Pro Tempore Bronson asked if there was any discussion amongst the Commissioners.

Commissioner Robinson commented that it is hard to believe the school was built in 1950 and the street wasn't closed at that time.

There being no further discussion, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve the amended plat aggregating the properties legally described as Lots 1-14, Block 468, and lots 1-14 Block 469, Great Falls Original Townsite, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicant.**

Mayor Pro Tempore Bronson asked if there was any discussion amongst the Commissioners or additional public comment.

Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**OLD BUSINESS**

**NEW BUSINESS**

22. **LABOR AGREEMENT BETWEEN CITY OF GREAT FALLS AND CITY OF GREAT FALLS PUBLIC EMPLOYEES CRAFTS COUNCIL.**

Human Resources Director Gaye McInerney reported that staff recommends that the City Commission approve the labor agreement between the City of Great Falls and the City of Great Falls

**JOURNAL OF COMMISSION PROCEEDINGS**

**July 16, 2019**

Public Employees Crafts Council, which consists of 149 employees across four departments – Administration, Planning & Community Development, Park and Recreation, and Public Works.

Members of the negotiating teams worked to update basic contractual language in order to make the Agreement clearer, more understandable, and consistent. This included grammatical corrections, updating wording to reflect current terminology, and referencing applicable articles throughout the agreement.

Changes from the previous Agreement include, but are not limited to:

**Article 9: Hours of Work:** Stand-by time was increased from four (4) to five (5) hours at regular hourly rate for every twenty-four (24) hours an employee is on Stand-by.

**Article 13: Holidays:** In the case of the Water Plant’s 24/7 operation, employees will be paid at one and one-half (1½) times the regular hourly rate plus holiday pay only if they work the actual holiday not the holiday designated by the City.

**Article 19 – Medical Insurance:** MMIA raised the health insurance premiums for the City of Great Falls by 10.6 percent. This resulted in a 10 percent increase to the employee premiums. The City still maintains the 90/10 percent cost sharing with the City paying 90 percent and the employee paying 10 percent of the health premiums.

Coverage	7/1/19			Incremental Increase Over 2018 Rates
	A	B	C	
	City Contribution added to base	Additional City Contribution not in base	Employee Contribution	
Employee (EE)	\$783		\$ 54.60	\$ 4.96
EE & Child(ren)	\$783	\$ 432.23	\$135.03	\$ 12.30
EE & Spouse	\$783	\$ 596.70	\$153.30	\$ 90.65
EE & Family	\$783	\$1,127.12	\$212.24	\$125.42

**Article 25.1: Meals:** Meal reimbursements were increased from twelve dollars (\$12.00) to fifteen dollars (\$15.00) in cases of overtime shift work.

**Schedule A:** Reflects the negotiated wages with a 2.75 percent cost of living adjustment (COLA) for each year of the contract.

**Schedule B:** Section 1, Shift Differential. Differentials were increased from seventy-five cents (\$.75) to one dollar (\$1.00) per hour for evening shifts and from one dollar (\$1.00) to one dollar and twenty-five cents (\$1.25) per hour for midnight to morning shifts.

The financial impact of a 2.75 percent COLA increase for each year of the two-year contract is approximately \$371,387.



# JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

The Crafts Council members voted to ratify the contract language in June 2019.

**Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission approve the labor agreement between the City of Great Falls and the City of Great Falls Public Employees Crafts Council.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners.

Commissioner Moe referred to article 25.1 and inquired the rationale behind meal reimbursement during overtime versus other times.

Director McInerney clarified that meal reimbursement is only provided during overtime. The adjustment had not been looked at for a number of years. Based on inflation that dollar figure was increased.

Commissioner Houck noted that if the Commission doesn't approve the agreement, it will be sent back for renegotiation.

There being no further discussion, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

## **23. LABOR AGREEMENT BETWEEN CITY OF GREAT FALLS AND PLUMBERS AND PIPEFITTERS LOCAL NO. 41.**

Human Resources Director Gaye McInerney reported that staff recommends that the City Commission approve the labor agreement between the City of Great Falls and the Plumbers and Pipefitters Local No. 41, which consists of four employees across three departments – Park and Recreation, Planning and Community Development, and Public Works.

Members of the negotiating teams worked to update basic contractual language in order to make the Agreement clearer, more understandable, and consistent. This included grammatical corrections, updating wording to reflect current terminology, and referencing applicable articles throughout the agreement.

Changes from the previous Agreement include, but are not limited to:

**Article 3: Definitions:** Added the definition of the workweek as Sunday 12:00 a.m. through Saturday 11:59 p.m.

**Article 4: Union Security:** Added item 4.7 addressing the Supreme Court's ruling on *Janus vs. AFCAME* stating if the ruling is appealed and overturned, all items under Article 4 are enforceable.

**Article 10: Call Back:** Added the following chart for clarification of Call Back rates of pay.

**JOURNAL OF COMMISSION PROCEEDINGS**

**July 16, 2019**

<b>DAY</b>	<b>TIME</b>	<b>MINIMUM COMPENSATION</b>	<b>PAY RATE</b>
Monday through Friday	6:00 a.m. – 8:00 p.m. 4:30 p.m. - 11:00 p.m.	2 Hours	One and one-half (1½) times the regular rate of pay
Monday through Friday	11:01 p.m. – 5:59 a.m.	4 Hours	One and one-half (1½) times the regular rate of pay
Saturday through Sunday	6:00 a.m. – 4:30 p.m.	2 Hours	One and one-half (1½) times the regular rate of pay

**Schedule A:** Reflects the negotiated wages with a 2.75 percent cost of living adjustment (COLA) for each year of a two-year contract.

**Schedule B:** MMIA raised the health insurance premiums for the City of Great Falls by 10.6 percent. This resulted in a 10 percent increase to the employee premiums. The City still maintains the 90/10 percent cost sharing with the City paying 90 percent and the employee paying 10 percent of the health premiums.

	7/1/19			
	A	B	C	
Coverage	City Contribution added to base	Additional City Contribution not in base	Employee Contribution	Incremental Increase Over 2018 Rates
Employee (EE)	\$783		\$ 54.60	\$ 4.96
EE & Child(ren)	\$783	\$ 432.23	\$135.03	\$ 12.30
EE & Spouse	\$783	\$ 596.70	\$153.30	\$ 90.65
EE & Family	\$783	\$1,127.12	\$212.24	\$125.42

The financial impact of a 2.75 percent COLA increase for each year of the two-year contract is approximately \$14,100.

The Plumbers and Pipefitters Local No.41 members voted to ratify the contract language in June 2019.

**Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve the labor agreement between the City of Great Falls and the Plumbers and Pipefitters Local No. 41.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners.

**JOURNAL OF COMMISSION PROCEEDINGS**

**July 16, 2019**

Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**ORDINANCES/RESOLUTIONS**

**24. RESOLUTION 10298, A RESOLUTION REPEALING RESOLUTION 10237 TITLED “A RESOLUTION TO APPROVE A CONDITIONAL USE PERMIT TO ALLOW A ‘TWO-FAMILY RESIDENCE’ LAND USE UPON THE PROPERTY LOCATED AT 3125 8<sup>TH</sup> AVENUE NORTH.”**

Planning and Community Development Director Craig Raymond reported that, on June 5, 2018 the City Commission adopted Resolution 10237 which granted a Conditional Use Permit for the applicant, Tom Skovron, to construct a new duplex (also known as a “Residence, Two-family”) at the property addressed as 3125 8<sup>th</sup> Avenue North. Since that time, Mr. Skovron has not obtained permits to construct the duplex. In such situations, an approved Conditional Use Permit is subject to expiration. Specifically, the Official Code of the City of Great Falls, Title 17.16.36.100(A) states:

*“Non-establishment. The conditional use permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion.”*

In April of this year, staff contacted Mr. Skovron via phone and email to inform him that the Conditional Use Permit was nearing its one-year expiration deadline. Mr. Skovron was not aware that Conditional Use Permits have a one-year expiration provision, and indicated that he would commence work on the duplex project. Unfortunately, no permits have been filed, and staff recommends that City Commission move forward to repeal the Conditional Use Permit resolution.

**Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10298, a resolution repealing Resolution 10237 titled “A Resolution to Allow a ‘Two-Family Residence’ land use for property addressed as 3125 8<sup>th</sup> Avenue North and legally described as Lot 8, Block 104, Great Falls Twelfth Addition, Section 12, Township 20 North, Range 4 East, PMM, Cascade County, Montana.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners.

Commissioner Moe commented that staff reported that the applicant didn’t take any positive action. She inquired if he took any action at all.

Director Raymond responded “no.”

There being no further discussion, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**JOURNAL OF COMMISSION PROCEEDINGS**

**July 16, 2019**

**25. RESOLUTION 10310, A RESOLUTION CERTIFYING THE ABATEMENT OF A NUISANCE OF CERTAIN PROPERTY LOCATED AT 3026 9<sup>TH</sup> AVENUE NORTH COMPLETED.**

Planning and Community Development Director Craig Raymond reported, beginning in March of 2017 and continuing through October of 2018, the Great Falls Planning and Community Development Department received multiple complaints about the condition of the property located at 3026 9<sup>th</sup> Avenue North.

The Department made all efforts to work with Mr. Calvin Osborn with letters and site visits in hopes that the Official Code of the City of Great Falls (OCCGF) deficiencies on the property would be cured.

Staff found that these conditions constituted a Nuisance in accordance with OCCGF Title 8, Chapter 49. A title report was examined by the Department on January 3, 2019. The report revealed that Calvin Osborn owned the property.

In response to City staff's finding, notice was provided to Mr. Osborn pursuant to OCCGF Title 8, Chapter 49, informing him he had ten (10) days to commence and thirty (30) days to complete abatement of the subject nuisance. Abatement was not commenced or completed within the designated time period.

The City Commission adopted Resolution 10285 on March 19, 2019, declaring the subject property a nuisance and authorizing City staff to force abatement, if necessary, to the satisfaction of the Planning and Community Development Director. Again, Mr. Calvin Osborn did not complete the abatement within the designated time period set forth in the resolution. The required abatement action was that the residential property be cleaned of rubbish.

Planning and Community Development staff and City Sanitation staff completed the cleanup on the subject property on May 1, 2019.

By adopting Resolution 10310, the Commission will certify the subject nuisance has been abated.

**Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10310.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

**26. ORDINANCE 3206, AN ORDINANCE TO REZONE A PORTION OF LOTS 4A AND 6-9 OF RIVERVIEW TRACTS ADDITION, AND TO AMEND ORDINANCE 3104 TO INCLUDE SAID PROPERTY WITHIN THE BOUNDARIES OF THE PUD.**

## JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Planning and Community Development Director Craig Raymond reported that this item is a request to accept Ordinance 3206 on first reading and set a public hearing for August 6, 2019. At the conclusion of a public hearing held on June 11, 2019, the Zoning Commission recommended the City Commission approve the rezoning request from C-2 General Commercial to PUD Planned Unit Development with the following conditions:

### **Conditions of Approval:**

**1. General Code Compliance.** The proposed project shall be developed consistent with the conditions in this report, and all Codes and Ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

**2. Development Agreement.** The applicant shall abide by the terms and conditions specified in the attached Revised Development Agreement for the Subject Properties. The revised Development Agreement must be signed by the applicant and recorded for the Subject Properties.

**3. Amended Plat.** Provide a revised Amended Plat of the subject properties, showing the proposed aggregation and boundary line adjustments, containing all easements required by the City of Great Falls. The revised Plat shall incorporate corrections of any errors or omissions noted by Staff.

**4. Land Use & Zoning.** The development standards and land uses for the subject properties shall be consistent with the Official Code of the City of Great Falls (OCCGF).

**5. Subsequent modifications and additions.** If after establishment of the zoning, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine, in writing, if such proposed change would alter the finding for one or more review criteria. If such proposed changes would alter a finding, the proposal shall be submitted for review as a new development application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

The Margaret E. Heisler Trust is proposing to aggregate Lots 6-9 of the Riverview Tracts Addition, acquire and reconfigure adjacent property owned by Montana Refining Company, Inc., to eventually create a single lot that can be marketed for sale. Due to the number of lots that are proposed to be reconfigured, the local government is required to review the amended plat. Because the Heisler Trust property is zoned C-2, General Commercial, and the Montana Refining Company property is zoned PUD Planned Unit Development, the proposed acquisition of property through a boundary adjustment requires a change in zoning to make sure the zoning and property line boundaries match the new property configuration.

At the time Montana Refining Company, Inc. received PUD zoning for its property adjoining the Heisler Trust site, a development agreement requiring future improvements to the property was required. The terms of this past agreement will also carry forward to the newly configured property zoned PUD. To this end, City staff has revised the existing agreement for the PUD to accommodate the minor addition of land. The requirements of the original agreement, which must be implemented during future building construction, have not changed in any way with this revision.

The basis for decision on zoning map amendments, i.e. rezoning or zone changes, is listed in OCCGF § 17.16.29.050. The recommendation of the Zoning Commission and the decision of City

# JOURNAL OF COMMISSION PROCEEDINGS

July 16, 2019

Commission shall at a minimum consider the criteria which are set forth as Findings of Fact – Planned Unit Development.

Based on the proposal, seven parcels will be affected by the aggregation and boundary line adjustment. The existing amended plat and the draft proposed plat showing the reconfiguration have been attached for review. The proposed plat requires Planning Advisory Board and City Commission review due to Montana Code Annotated (MCA) § 76-3-207 (2) (a) which states:

Within a platted subdivision filed with the county clerk and recorder, a division, redesign, or rearrangement of lots that results in an increase in the number of lots or that redesigns or rearranges six or more lots must be reviewed and approved by the governing body before an amended plat may be filed with the county clerk and recorder.

Staff has prepared Findings of Fact based on the criteria for a subdivision. The recommendation of the Planning Advisory Board and the decision of City Commission shall at a minimum consider the criteria which are set forth in the Findings of Fact/Basis of Decision – Subdivision.

The subject property is located in Neighborhood Council #3. Due to the simple nature of the rezone request being proposed, information was sent to Neighborhood Council #3 for comment. To date, one email was sent from a council member with several questions. Information has been sent to the individual to answer their questions.

Public infrastructure is existing surrounding the various parcels. At the time of development, the cost of any internal private streets, utilities, and stormwater management will be borne by the applicant.

**Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission accept Ordinance 3206 on first reading and set a public hearing for August 6, 2019.**

Mayor Pro Tempore Bronson asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Pro Tempore Bronson called for the vote.

Motion carried 4-0.

## **CITY COMMISSION**

### **27. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Mayor Pro Tempore Bronson and Commissioner Houck announced that, due to conflicts in their schedules, they may not be in attendance at the August 6<sup>th</sup> Commission meetings.

Commissioner Houck also reminded the public to check the City's website for Neighborhood Council public meeting notices.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 16, 2019**

**28. COMMISSION INITIATIVES.**

None.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Commissioner Robinson, to adjourn the regular meeting of July 16, 2019, at 9:20 p.m.**

Motion carried 4-0.

\_\_\_\_\_  
Mayor Pro Tempore Bill Bronson

\_\_\_\_\_  
City Clerk Lisa Kunz

Minutes Approved: August 6, 2019