

JOURNAL OF CITY COMMISSION WORK SESSION
July 16, 2019

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Pro Tempore Bronson presiding

CALL TO ORDER: 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bill Bronson, Mary Sheehy Moe, Tracy Houck, and Owen Robinson. Mayor Bob Kelly was excused.

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Finance Director Melissa Kinzler; Planning and Community Development Director Craig Raymond; Park and Recreation Director Steve Herrig and Deputy Director Patty Rearden; Public Works Director Jim Rearden; Human Resource Director Gaye McInerney and, City Clerk Lisa Kunz.

PUBLIC COMMENT

Shyla Patera, 1013 7th Avenue NW, spoke in support of consideration of more disability funding for recreational activities.

GOLF COURSE UPDATE FROM COURSECO

Park and Recreation Director Steve Herrig provided a Mustang Pool Revenue Expense handout.

CourseCo representatives, COO Tom Bugbee introduced Eagle Falls and Anaconda Hills Golf Course General Manager Jeff Stange and Superintendent Keith Hollenback. COO Bugbee reviewed and discussed the attached PowerPoint slides. Discussion highlights included:

- Key initial objectives
- Immediate opportunity for improvement
- New technology and point of sale
- Improved course conditions
- Eagle Falls Golf Course food and beverage remodel
- Community Events
- Next steps – Operational Objectives

Commissioner Moe received clarification that the bid is out for the bar and grill remodel at the Eagle Falls Golf Course, and should be completed by next season.

Commissioner Houck and Mayor Pro Tempore Bronson commented that they are hearing positive feedback about the golf courses being well groomed, in spite of bad weather.

Jackie Lohman, 205 Skyline Drive, commented that feedback from ladies leagues and golfers from other courses are pleased with the condition of the golf courses, and that the courses are a user friendly environment.

Mayor Pro Tempore Bronson commented that the golf courses will continue to be monitored, and the initial report sounds promising.

Commissioner Houck received clarification that the golf course shops are stocked up, and have newer inventory available to customers. She further received clarification that there is a delay in receiving a food permit for Eagle Falls Golf Course due to the room being under construction; however, the City-County Health Department will issue a 45 day temporary food permit.

2. PARK MAINTENANCE DISTRICT UPDATE

Park and Recreation Director Steve Herrig reviewed and discussed the attached PowerPoint slides covering City-Wide Park District Assessments, 2019 Park District Projects, Completed Park District Projects, 2019 Park District Projects in progress, 2020 and 2021 Park District Projects.

Commissioner Houck received clarification that the City will receive better pricing on projects if the contractor does the bid now, but waits until the fall to begin construction.

Commissioner Moe received clarification that the Jaycee Park Tennis Court project may have to go out to bid, due to the Public Works Street Department's busy schedule.

Director Herrig requested that the Commission consider updating the playground equipment at Grande Viste Park if there are cost savings in other areas.

Director Herrig commented that there are citizens in support of, as well as in opposition to, getting rid of "critters" in the parks. He noted that the Park and Recreation Department is trying to find a way to address the problem.

Commissioner Robinson expressed appreciation to the voters who supported the Park Maintenance District. He further expressed appreciation to the Park and Recreation Department for its efforts with regard to the ADA Gibson Park restroom improvements.

Commissioner Houck commended the Park and Recreation Department staff for their efforts with regard to the benefits of having social media on the website. Commissioner Houck commented that other communities are talking about the improvements, as well as the partnerships that the Park and Recreation Department has developed.

Mayor Pro Tempore Bronson commented that the City is seeing the rewards from the Park District assessments.

Director Herrig explained that it may be a week or so to know the full extent of damage caused by the macroburst storm, and will keep the Commission informed.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the August 6th work session will consist of a Children's Museum Building update. Library Strategic Planning will be a topic for the August 20th work session, and a Utility Rate Review will be a topic for the September 3rd work session.

Manager Doyon commented that there will be ongoing updates on the Animal Shelter. He reported that Deputy City Manager Chuck Anderson and Animal Shelter Manager Lynn Formell will provide a report about their tour of the Heart of the Valley Animal Shelter.

Manager Doyon discussed an “Animals First” summary that Commissioner Robinson provided after the July 2, 2019 work session that included the following 10 points of interest:

- Contract details
- Identification of duplication of services
- Verification of savings to City
- Plan for personnel
- Role of City Animal Control
- Distribution of revenue
- Care capacity of Maclean
- Use of shelter building
- Legal considerations
- Co-ordination with animal groups e.g., Pet Paw-See and Humane Society

Manager Doyon suggested that the Maclean-Cameron Animal Adoption Center provide a proposal in order to have good background before a decision is made.

Commissioner Moe expressed appreciation to Manager Doyon for the effort that has been put into the potential partnership, and commented that having the Maclean Center provide a proposal would be valuable. Commissioner Moe expressed concern about the City providing animal services beyond the boundaries geographically, as well as the statute requirements.

Commissioner Robinson expressed appreciation to Manager Doyon for taking the potential partnership seriously. He suggested that Deputy Manager Anderson and Animal Shelter Manager Formell inquire from the Heart of the Valley Animal Shelter about care capacity versus capacity, and how they interface with animal control.

ADJOURN

There being no further discussion, Mayor Pro Tempore Bronson adjourned the informal work session of July 16, 2019 at 6:30 p.m.



Great Falls Municipal Golf Courses

A partnership between CourseCo and the City of Great Falls

State of Operations

- Key Initial Objectives
 - Establish Leadership Team
 - Rebuild Relationships
 - New Computers and POS
 - Improved Course Conditions
 - Food and Beverage Remodel
 - Improve Community Programming

Jeff Stange
General Manager

Keith Hollenback
Superintendent

Establishing Our Leadership Team

Immediate Opportunity for Improvement

Relationship Management Critical

- Men's and Ladies Clubs
 - Participate in their events
 - Improve Customer Service Levels
 - Established Thursday Ladies Night
- Leagues
 - Provide expanded services
 - Streamline Check-in Process (Shotgun)
- Tournament Groups
 - Improve service and hospitality
 - Increase our Flexibility to meet their needs
 - Aggressive Calendar and Pricing Management
- Establish Relationship with Military Base
 - Connected with Malmstrom Key Staff
 - Established a Military Rate

New Technology and Point of Sale

- Improved Customer Service
- Faster Check-in for Leagues
- Online Tee Time Bookings
- Improved Customer Data Management
- Revenue Management Tools

Improved Course Conditions

- Very Difficult Weather Start to the Year
- Smooth Hiring Transition with Keith Hollenback
- Increased Efficiency with Labor Model
- Excellent Reviews from golfers with strong praise on the quality of our greens

Eagle Falls Golf Course Food And Beverage Remodel

- Initial Drawings Complete
- Taphouse Theme
- New Furniture, Fixtures, Appliances and Surfaces
- Awaiting Bid Responses with Fall Project Start

Serving All Residents of the Community

Community Events

- 4th of July Viewing Party (50 Residents)
 - Music
 - Face Painting
 - Chipping Contest
 - Putting Contest
- Approximately 50 in attendance
- September- First Green Event
 - Partnership with Local School
- State Cross Country Championship
- Fall Open House

4th of July FIREWORKS VIEWING PARTY
THURSDAY - JULY 4TH
 7:00PM - UNTIL FIREWORKS END
 PUTTING CONTESTS | CHIPPING CONTESTS
 FACE PAINTING FOR KIDS!
 *MEXICAN FOOD TRUCK AVAILABLE!



- Present Final Drawings and Bids
- Establish Project Management Schedule
- Launch Military Afternoon League
- Plan and Execute Additional Community Events
- Review and Analyze Memberships
- Rebook Events and Tournaments



Park District

2019/20 Projects Status July 2019



City-Wide Park District Assessments

- The revenue from the Park District is \$1.5 million per year.
 - 2019, 2020, 2021
 - 1st payment was received in December 2018.
 - 2nd half was received in June 2019.
- Assessments are based on taxable value.

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Park District Projects 2019

(Staff priorities based on Master Plan dated 2016)

- Year One (\$1.5 million)
 - ADA Park Restroom Improvements - \$200,000
 - Electric City Water Park bathroom improvements - \$300,00
 - Gibson Park Trail Overlay (Asphalt) - \$100,000
 - Sports Courts Resurface/Jaycee (Pickleball/BB) - \$120,000
 - ADA Sidewalks to Play Structures - \$30,000
 - Irrigation Upgrades (manual to auto) - \$220,000
 - Turf Maintenance (fertilizer/herbicide, 2 seasonal laborers) - \$80,000
 - Full Time Parks Laborer - \$63,000
 - Multi Sports Dugouts/Backstop - \$35,000
 - Picnic Pavilion & Tables/Jaycee - \$64,000
 - River's Edge Trail Matching Funds - \$10,000
 - Architectural/Engineering/Contract Administration Services for Major Repairs - \$278,000

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Completed Park District Projects

- Multi Sports Complex
Field 7
 - Dugouts, backstops, fencing
 - \$42,500

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Multi Sports Complex, Field 7



Before



Before



Before



After



After



After

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Completed Park District Projects

Electric City Water Park Bathhouse

- Total Renovation of Building
 - Lobby, locker rooms, restrooms, added family changing rooms, windows, building exterior
 - ADA improvements
 - \$335,000 In Park District Funds and \$282,000 in CDBG Funds

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Electric City Water Park Bathhouse



Before



Before



Before



After



After



After

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2019 Park District Projects in Progress

- Gibson Park Rest Rooms
 - Professional Services Agreement with LPW Architecture, \$17,000
 - Proposed schedule: Bid and awarded in early April, construction to begin in Fall of 2019
- Gibson Park Trail
 - Preliminary meetings continuing with City Engineering and Street Department
 - Proposed schedule: Bid late Summer 2019, construction to begin in Fall of 2019

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Gibson Park Restrooms and Trail



Restrooms



Trail

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2019 Park District Projects in Progress

- Jaycee Park
 - Pickleball Courts (6)
 - Pavilion
 - Site work and resurface of basketball courts *
 - ADA sidewalk to pickle ball courts, play structure, pavilion, and basketball courts
 - Final cost estimate \$188,290
 - Proposed schedule: Construction to begin in Fall 2019

** Alternate Funding Source*

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Jaycee Park



Existing Tennis Courts



Play Structure

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2019 Park District Projects in Progress

- Irrigation Upgrades; Manual to Automatic
 - In-house and contract
 - Summer/Fall completion
 - \$39,227 Spent year to date
- ADA Sidewalks to Play Structures
 - Fall completion
- Fertilizer/Herbicides
 - Ongoing
- Labor

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Park District Projects 2020

(Staff priorities based on Master Plan dated 2016)

Year Two (\$1.5 million)

- Elk's Riverside Trail improvements – \$308,000
- Forestry Equipment - \$259,000
- Forestry Staff and Operations - \$171,600
- Irrigation Upgrades (manual to auto) - \$70,000
- ADA Park Restroom Improvements - \$250,000
- Turf Maintenance (fertilizer/herbicide, 2 seasonal laborers) - \$80,000
- River's Edge Trail Match - \$10,000
- Tree Planting - \$10,000
- Full Time Parks Laborer - \$63,000
- Contingency - \$278,400

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Park District Projects 2021

(Staff priorities based on Master Plan dated 2016)

Year Three (\$1.5 million)

- ADA Park Restroom Improvements – \$200,000
- Gibson Park Pond Wall - \$165,000
- Grande Vista Trail Replacement (Asphalt) - \$96,000
- Resurface Basketball Courts - \$75,000
- ADA Sidewalks to Play Structures - \$50,000
- Tree Replacement - \$10,000
- Multi Sports Dugouts/Backstop - \$35,000
- River's Edge Trail Matching Funds - \$10,000
- Irrigation Upgrades - \$250,000
- Turf Maintenance (fertilizer/herbicide, 2 seasonal laborers) - \$80,000
- Full Time Parks Laborer - \$63,000
- Forestry Staff and Operations - \$171,600
- Contingency/Operations/Professional Services - \$294,400

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Benefits



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Discussion/Questions



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