

JOURNAL OF CITY COMMISSION WORK SESSION
October 15, 2019

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

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

STAFF PRESENT: City Manager Greg Doyon; City Attorney Sara Sexe; Public Works Director Jim Rearden; Park and Recreation Director Steve Herring; Finance Analyst Kirsten Myre; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. NEIGHBORHOOD COUNCIL #6 UPDATE.

Cherry Loney, Neighborhood Council 6 Secretary, introduced fellow council members: Julie Parker, Allison Tangen, Darrell Beauchamp and Joseph Moll. Ms. Loney reported that the council participated in the annual Maypril cleanup. She expressed appreciation to City Manager Greg Doyon for attending the September NC 6 meeting and personally following up on a variety of concerns from neighbors.

Neighbors and council members were unaware of the Town Pump development, and Ms. Loney suggested that there be a process with regard to notifying neighbors when there are commercial projects. The traffic flow has increased considerably with regard to the Town Pump development and existing Town Pump.

There has not been any impact to the neighborhood or complaints from neighbors about the disarray at Verde Park from construction of the water main project. Public Works Director Jim Rearden explained that construction is about halfway through and Verde Park will be fully restored once the project is completed.

Neighborhood Council 6 meets on the first Wednesday of each month at 7:00 p.m. in the Sunnyside Elementary School Library. Ms. Loney commented that council members have been paying for items out of pocket and urged the Commission to allot funds for operating and advertising expenses for NC events.

2. MONTANA EXPO PARK PROJECT.

Great Falls Montana Tourism Executive Director Rebecca Engum reviewed and discussed the attached PowerPoint slides covering the history, draft plan, trending number of events and attendance, economic conditions, improvement plan, other improvements, invest and grow, and finances.

Ms. Engum explained that other communities that have private investments for their events facility could affect the Montana Expo facility in certain areas. There are approximately 91 potential events if the City had the venues, and space. The University Center is a new state-of-the-art venue; however, it is smaller in capacity. The idea of building a hotel at Montana Expo Park has been abandoned, since the county is not set up to operate the property.

3. UPDATED COMMISSION RULES OF CONDUCT AND PROCEDURES OF MEETINGS HANDBOOK.

City Attorney Sara Sexe reviewed and discussed the attached PowerPoint slides covering who, what, when and why the City Commission Rules of Conduct and Procedure of Commission Meetings was created. She also provided a handout and discussed the draft City of Great Falls Commission Rules of Conduct and Procedure of Commission Meetings.

Mayor Kelly commented that the updated handbook lays out what is expected of the Commission, as well as the public.

Commissioner Moe suggested that staff utilize the updated handbook for training the newly elected Commission members in December, prior to attending the first Commission meeting in January. She also suggested the Commission have a discussion about changing the City Commission meeting times. She commented that the work session and Commission meetings back to back is not effective. Further, Commissioner Moe requested clarification of Commission member versus City Commission Initiatives, and implications of both. She also requested that a handout be developed for guidelines for public comment.

City Attorney Sexe responded that Commissioner Moe's suggestions and concerns will be considered.

Commissioner Bronson commented that other cities have a policy handbook for reference. He appreciates that this handbook applies specifically to the Great Falls Commission experiences.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Referring to the ongoing updates on the Animal Shelter, City Manager Doyon provided a handout and discussed the revised Animal Shelter Comparison and Draft Request for Proposal (RFP), which are available on the city's website. He requested the Commission to review the draft RFP to validate that it fulfills the Commission's request to explore a partnership with the Maclean-Cameron Animal Adoption Center. Manager Doyon explained that the last two paragraphs on page one of the draft RFP have provisions that the Commission needs to be cognizant of, and noted that Legal would provide its opinion to the Commission with regard to the provisions.

Manager Doyon reported that the November 5th work session will consist of a Sustainability Plan update from Citizen's for Clean Energy, as well as an update from the Airport Authority Board. Manager Doyon pointed out that he will not be in attendance at the November 5th work session and Commission meeting. An update on Emergency Planning and a Quarterly Budget Review will be topics at the November 19th work session. A discussion about current requirements for

residential foundations and an update from MAFB/National Guard will be topics for an upcoming work session.

Mayor Kelly requested that Airport Authority Board Members be available for the Airport update at the November 5th work session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of October 15th, 2019 at 6:40 p.m.

THE FUTURE OF MONTANA EXPOPARK

A DRAFT Improvement Plan For Our Community Asset



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THE HISTORY

- 2014 MultiPurpose Event Feasibility Study
- New Building Infrastructure Strain
- Additional Improvements
- Great Falls Tourism Transition
- Secured Consultant
- DRAFT 2018 Improvement Plan



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DRAFT PLAN

- Current Status of Montana ExpoPark
- Economic Conditions of the Area
- Comparable Facility Analysis
- Industry Overview
- Market Demand
- NEW Buildings
- Financial Analysis
- Funding Options



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TODAY AT MONTANA EXPOPARK

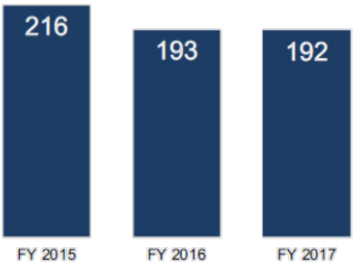


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TRENDING NUMBER OF EVENTS

NUMBER OF EVENTS

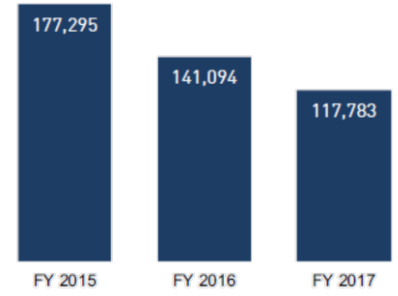


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TRENDING ATTENDANCE

TOTAL ATTENDANCE



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ECONOMIC CONDITIONS

PEOPLE AND PLACES

- 3-Hour Drive Population Growing
- Estimated 537,948 people in 2022
- Household Income Growing
- 2,312 rooms
- Strong Competition Regionally



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NEW BUILDINGS



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IMPROVEMENT PLAN



FOUR SEASONS ARENA



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OTHER IMPROVEMENTS

Livestock Facility

- Add 2nd Covered Arena
 - 125' x 250'
- NEW Industry Standard Barns
- Remove FFA Building & Poultry/Rabbit Barn

RV Spaces

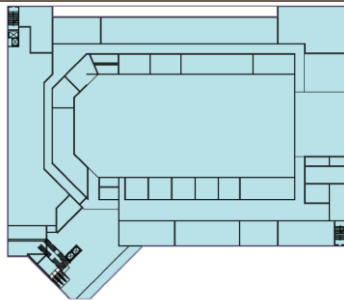
- Extend RV Area
- Add 50-75 Hook-ups



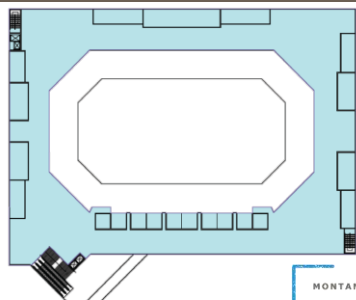
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MULTIPURPOSE ARENA – 2 FLOORS



EVENT LEVEL 125,257 SF



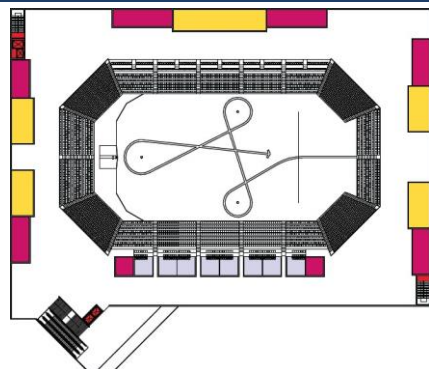
MAIN CONCOURSE 48,359 SF

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RODEO 4,213 SEATS

- 144 SUITE
- 166 LOGE
- 513 CLUB
- 3,390 FIXED
- 0 PORTABLE
- 0 FLOOR

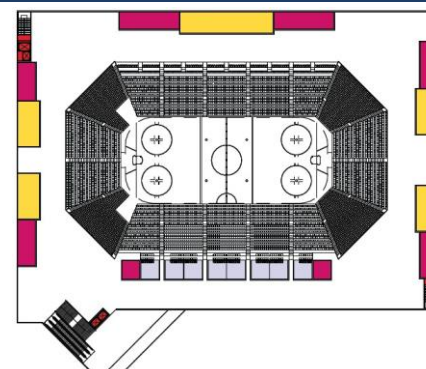


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ICE SHOW 6,477 SEATS

- 144 SUITE
- 166 LOGE
- 513 CLUB
- 3,390 FIXED
- 2,264 PORTABLE
- 0 FLOOR

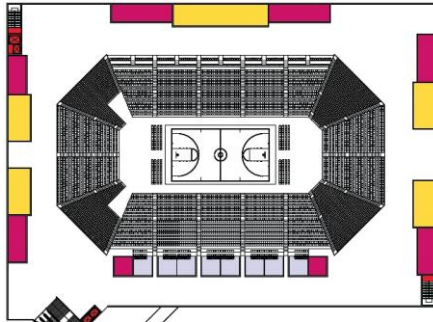


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BASKETBALL 7,205 SEATS

- 144 SUITE
- 166 LOGE
- 513 CLUB
- 3,390 FIXED
- 2,768 PORTABLE
- 224 FLOOR

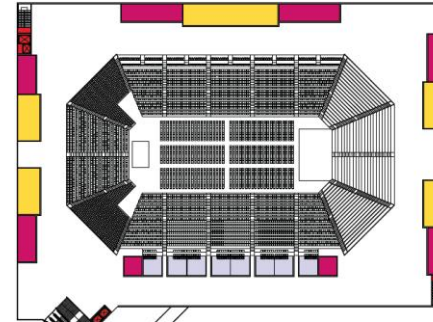


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CONCERT 9,779 SEATS

- 144 SUITE
- 166 LOGE
- 513 CLUB
- 2,340 FIXED
- 2,098 PORTABLE
- 1,470 FLOOR



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FINANCES



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NUMBER OF EVENTS

Equine/Livestock	15
Entertainment/Rodeo	12
Sporting Event	30
State Fair	1
Other Fair/Festival	6
Exhibition	28
Meeting/Banquet/Other	102
Total	196

EVENT DAYS

Equine/Livestock	20
Entertainment/Rodeo	20
Sporting Event	165
State Fair	9
Other Fair/Festival	12
Exhibition	90
Meeting/Banquet/Other	153
Total	469

UTILIZATION DAYS

Equine/Livestock	32
Entertainment/Rodeo	40
Sporting Event	183
State Fair	20
Other Fair/Festival	18
Exhibition	140
Meeting/Banquet/Other	184
Total	616

Scenario 1: Status Quo

15
12
30
1
6
28
102
196
20
20
165
9
12
90
153
469
32
40
183
20
18
140
184
616

OPERATING REVENUES

Facility Rent	\$395,000
Food Service (net)	\$415,000
Contract Service & Other (net)	1,375,000
Total Operating Revenue	\$2,185,000

OPERATING EXPENSES

Salaries & Benefits	\$772,000
Contract Labor	1,085,000
Utilities	345,000
Repair & Maintenance	150,000
General & Administrative	200,000
Supplies	95,000
Insurance	100,000
Other	115,000
Total Operating Expenses	\$2,862,000
NET OPERATING DEFICIT	(\$677,000)

DO NOTHING PLAN

Status Quo

\$395,000
\$415,000
1,375,000
\$2,185,000
\$772,000
1,085,000
345,000
150,000
200,000
95,000
100,000
115,000
\$2,862,000
(\$677,000)



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INVEST AND GROW

OPERATING REVENUES

Facility Rent	\$695,200
Food Service (net)	\$800,950
Contract Service & Other (net)	1,705,000
Total Operating Revenue	\$3,201,150

OPERATING EXPENSES

Salaries & Benefits	\$1,273,800
Contract Labor	1,258,600
Utilities	479,550
Repair & Maintenance	193,500
General & Administrative	306,000
Supplies	140,600
Insurance	120,000
Other	171,350
Total Operating Expenses	\$3,943,400

NET OPERATING DEFICIT (\$742,250)



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NUMBER OF EVENTS

Equine/Livestock	24
Entertainment/Rodeo	22
Sporting Event	45
State Fair	1
Other Fair/Festival	10
Exhibition	35
Meeting/Banquet/Other	150
Total	287

EVENT DAYS

Equine/Livestock	41
Entertainment/Rodeo	29
Sporting Event	225
State Fair	9
Other Fair/Festival	15
Exhibition	112
Meeting/Banquet/Other	210
Total	640

UTILIZATION DAYS

Equine/Livestock	60
Entertainment/Rodeo	66
Sporting Event	266
State Fair	20
Other Fair/Festival	23
Exhibition	175
Meeting/Banquet/Other	240
Total	850

91
More Events

9,103
More Room
Nights

\$5
Million
More Spending



\$86 MILLION INVESTMENT FOR THE FUTURE

Room / Functional Space	Total Structure GSF	Total Conceptual Estimate		Recommended
		Low	High	
A. Multi-purpose Event Center	206,287	\$64,735,131	\$79,786,918	\$72,261,024
B. Four Seasons Arena	0	\$45,360	\$75,600	\$60,480
C. Livestock Facility Upgrades	73,352	\$11,179,978	\$14,146,005	\$12,662,991
D. RV Additions/Renovations	0	\$1,001,700	\$1,144,800	\$1,073,250
Total	279,639	\$76,962,169	\$95,153,323	\$86,057,746



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REBECCA ENGUM

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City Commission Rules of Conduct and Procedure of Commission Meetings



City Commission
Work Session
October 15, 2019

Who? What? When? Why?

- January 23, 2018 training session
 - Dan Clark, Director of the MSU Local Government Center
- Afterward, Commission requested
 - Great Falls' form of government-specific draft rules.

Who? What? When? Why?, cont.

- Staff has reviewed various resolutions, rules, statutes, constitutional provisions, motions, minutes, and legal opinions,
 - to determine what remained applicable and appropriate,
 - to include into one reference document pertaining to Commission meetings.

To Name a Few . . .

- Resolutions that:
 - established the form of Ordinances and Resolutions enacted,
 - established official meetings of the Commission,
 - adopted the Consent Agenda procedure,
 - established protocol for video recording equipment placement and use during Commission meetings, and
 - established time limits and protocols for conduct during public meetings.

To Name a Few . . .

□ Article II, Montana Constitutional provisions:

- Section 8. Right to Participation
- Section 9. Right to Know.
- Section 10. Right to Privacy

To Name a Few . . .

□ Montana Code Annotated:

- Title 2 (Government Structure and Administration),
- Chapter 3 (Public Participation in Governmental Operations)
- Title 7 (Local Government),
- Chapter 1 (General Provisions),
- Chapter 3 (Alternative Forms of Local Government),
- Chapter 4 (Officers and Employees),
- Chapter 5 (General Operation and Conduct of Business), and
- Chapter 6 (Financial Administration and Taxation).

Rules 1 through 4

□ Rule 1 - Meetings of the City Commission

- 1.1 Regular Meetings
- 1.2 Special Meetings
- 1.3 Emergency Meetings
- 1.4 Executive Session/Closed Meetings
- 1.5 Work Sessions

□ Rule 2 – Notice

□ Rule 3 – Requirements of an Open Meeting

□ Rule 4 – Parliamentary Authority

Rules 5 through 7

□ Rule 5 – Attendance

□ Rule 6 – Presiding Officer

- 6.1 Mayor
- 6.2 Mayor Pro-Tempore

□ Rule 7 – Agenda Preparation

Rule 8

□ Rule 8 Agenda – Order of Business

- 8.1 Roll Call, Quorum and Voting
- 8.2 City Manager and Staff Attendance
- 8.3 Conflict of Interest/Disclosure
- 8.4 *Ex Parte* Communications

Rule 8

□ Rule 8 Agenda – Order of Business

- 8.5 Proclamations/Presentations
- 8.6 Petitions and Communications
- 8.7 Misc. Reports and Announcements – Neighborhood Councils, Boards and Commissions and the City Manager
- 8.8 Consent Agenda and Contacts List Items

Rule 8, cont.

- 8.9 Legislative vs. Quasi-Judicial Hearings
- 8.10 Public Hearings
 - 8.10.1 General Procedures in Conducting Public Hearings
 - 8.10.2 Additional Public Hearing in Subdivision Applications
 - 8.10.3 Continuances, Additional Comment and Public Comment

Rule 8, cont.

- 8.11 Ordinances and Resolutions – Authority and Requirements
 - 8.11.1 Ordinances
 - 8.11.2 Emergency Ordinances
 - 8.11.3 Resolutions
- 8.12 City Commission Miscellaneous Reports, Announcements, and Initiatives

Rules 9 through 11

□ Rule 9 – Minutes

- 9.1 Regular Meeting Minutes
- 9.2 Executive/Closed Session Minutes

□ Rule 10 – Public Participation

□ Rule 11 – Public Recording

Next Steps

- Commission review of proposed rules.
- Gathering Commissioners' input to:
 - Lisa Kunz, City Clerk
 - Sara Sexe, City Attorney.
- Preparation of final rules for Commission review.
- Finalize before end of 2019 to include in the Great Falls City Commission Orientation Handbook.
- Utilize new Rules for Commission training after the new year.

Questions?
