

**JOURNAL OF CITY COMMISSION WORK SESSION**  
**November 5, 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:** Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Park and Recreation Director Steve Herring; Finance Director Melissa Kinzler; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. SUSTAINABILITY PLAN FROM CITIZENS FOR CLEAN ENERGY AND CLIMATE RESILIENCY.**

**Ken Palisin**, 1200 32<sup>nd</sup> Street South, on behalf of Citizens for Clean Energy (CCE), commented that the proposed Resolution is a summary of the common findings from various environmental groups, as well as a goal to increase solar and wind as part of the City's energy portfolio. NorthWestern Energy is doing a petition for 2020 to increase Montana's solar, wind and hydro to 80 percent. CCE's objective is to promote a clean energy group and assist the City in working to create a more sustainable community. Mr. Palisin extended an invitation to the Commission to view the solar panels on the First Methodist Church.

**Ken Thornton**, 31 Paradise Lane, discussed the importance of solar panels and suggested that the City of Great Falls consider utilizing them.

Commissioner Moe provided and discussed a handout that summarizes how Bozeman, Missoula and Whitefish are promoting cost effective energy and developing solutions for conservation and sustainability. The common themes for the three cities is that they focus on green energy practices, climate change resilience, conduct assessments to understand and communicate the problems, establish and work through partnerships and broaden sustainability concept to include water and wastewater and recycling. Current sustainability themes in Great Falls are the quality and quantity of the water, recycling, and the sustainability plan from the CCE.

Commissioner Houck mentioned that she hosted a meeting with CCE, which included several organizations currently active in climate resiliency, and she commented that the groups expressed support with regard to moving forward with the proposed Resolution.

Mayor Kelly commented that the proposed Resolution is a good place to start by letting groups know the City's priorities.

Deputy City Manager Chuck Anderson explained that the City has already taken steps to reduce energy usage by having the McKinstry Study performed. The study helped identify ways the City can implement more efficient products to reduce energy use. He further explained that there is a statewide LED retrofit and that Great Falls will be scheduled for a retrofit in 2021. Thirty-four percent of the lights downtown have already been converted to LED and the City will renegotiate the energy contract with Energy Keepers.

Mayor Kelly requested that Commissioner Houck update the Commission with any information from energy conservation groups. He suggested that there be an outlet for the community to express its concerns, interests and solutions and available partnerships with regard to sustainability.

Commissioner Robinson expressed appreciation to other Montana cities for considering conservation and he suggested that electric vehicles be considered.

It was the consensus of the Commission to move forward by modifying the proposed Resolution with regard to the sustainability issue.

## **2. UPDATED COMMISSION RULES OF CONDUCT AND PROCEDURES OF MEETINGS HANDBOOK.**

City Attorney Sara Sexe provided handouts covering versions 1 and 2 of the City of Great Falls Commission Rules of Conduct and Procedure of Commission Meetings. She explained that version 2 includes a substantial edit to meeting times and dates and the remaining changes in the documents are the same as version 1. City Attorney Sexe commented that, if the Commission chooses version 2, that there be a public hearing with regard to changing the Commission meeting schedule.

City Clerk Lisa Kunz explained that Commissioners Bronson's and Moe's comments and suggestions were incorporated into version 1 and that the changes were either clarifying language or non-substantial changes.

Mayor Kelly commented that having the work session and Commission meetings back to back causes a logistic issue for the Clerks with regard to the electronic equipment, and makes for a long night for staff and the Commission. He mentioned that daytime meetings would make it more difficult for citizens to attend.

The Commission concurred that the newly elected officials should receive training from version 1 in December rather than after the New Year. The Commission further concurred that the proposed schedule change for meetings be looked into after the New Year in order to receive input from staff as well as the newly elected Commissioner.

Commissioner Moe commented that it's her belief the language in the handout is not strong enough with regard to the Commission's preference that members attend in person and electronic participation be infrequent. She suggested that electronic participation be allowed for emergency meetings only. Commissioner Moe concluded that she also believes Commission Initiatives needs more clarification.

City Attorney Sexe explained that, once there is a consensus of the Commission to proceed on something, it becomes a Commission Initiative. The initiative becomes subject to open meeting laws if it becomes a more formalized action item. She further urged Commission members acting without Commission consensus with regard to an initiative to utilize City, rather than personal electronic mail.

With regard to Proclamations, City Attorney Sexe suggested that Proclamations have a Mayoral signature rather than the entire Commission. She explained that Proclamations are a Ceremonial function and under the purview of the Mayor; however, a more substantial community issue could be a Commission Initiative. She concluded that version 1 will be an agenda item at the November 19<sup>th</sup> Commission meeting.

Commissioner Moe suggested that Proclamations have the Mayor's signature and that the Commissioners continue to alternate reading them at Commission meetings.

### **3. ANIMAL SHELTER – COMMISSION FEEDBACK ON PROPOSED REQUEST FOR PROPOSALS (RFP).**

Deputy City Manager Chuck Anderson requested input from the Commission with regard to the attached draft Request for Proposal (RFP).

The consensus of the Commission is to open the RFP to whomever so that it is broader than just the Maclean-Cameron Animal Adoption Center (MCAAC) and not limited to one group.

Deputy City Manager Anderson clarified that the initial direction from the Commission was to receive a proposal from the MCAAC.

Commissioner Moe suggested that the RFP include the following:

- Provide same quality of care as currently provided by the Animal Shelter.
- Not create significant inefficiencies or gaps in services as a result of the partnership.
- Partnership results in a substantial savings to the City.

Referring to a concern from Commissioner Moe about managing and operating verbage in the draft RFP, Deputy City Manager Anderson explained that the verbage is normal for a service RFP.

Commissioner Robinson commented that the MCAAC has not provided any input with regard to the draft RFP.

### **DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

Deputy City Manager Chuck Anderson reported that the November 19<sup>th</sup> work session will consist of an update on Emergency Planning and a Quarterly Budget Review. Parking and Land Development Code Revisions will be a topic at the December 3<sup>rd</sup> work session, as well as an update from the Airport Authority Board. There will not be a work session on December 17<sup>th</sup>; however, there will be a meet and greet for elected officials.

**ADJOURN**

There being no further discussion, Mayor Kelly adjourned the informal work session of November 5<sup>th</sup>, 2019 at 6:27 p.m.