

JOURNAL OF COMMISSION PROCEEDINGS
December 3, 2019

Regular City Commission Meeting

Mayor Bob Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Bill Bronson, Mary Sheehy Moe, Owen Robinson, and Tracy Houck. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herring; Fire Chief Steve Hester; City Attorney Sara Sexe; and, Police Captain John Schaffer.

AGENDA APPROVAL: There were no changes proposed by the City Manager or City Commission. The agenda was approved as submitted.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

PETITIONS AND COMMUNICATIONS

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Jeni Dodd, 3245 8th Avenue North, inquired about the City being unaware that it hadn't been receiving the local option tax from the County for three years.

Finance Director Melissa Kinzler responded that the City continued to receive the same amount of local option tax every year; however, those revenues were collected by the County and the City was unaware of an increase in the local option tax.

City Manager Greg Doyon added that auditors for the City had no way of discovering that there was an increase since the County is the entity that collects the local option taxes.

NEIGHBORHOOD COUNCILS

2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

3. DRAWING OF NEIGHBORHOOD COUNCIL 6 TIE VOTES OF WRITE-IN CANDIDATES.

Due to tie votes between the write-in candidates for the fifth seat on Neighborhood Council District 6, a drawing was held. Commissioner Bronson drew the name of Hannah Pate to serve as the fifth member on Neighborhood Council 6 beginning in 2020. Staff will notify the write-in candidates, and the selected member shall file her "Declaration of Acceptance for Write-in Candidate" form with the Elections Office.

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BOARDS & COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.

Commissioner Robinson reported that National Census Day will be April 1, 2020, and that every household will receive a survey by this date. He added that citizens could respond to the survey online, by phone, or mail.

CITY MANAGER

5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon reported on the following:

- Commissioner Elect Rick Tryon will be touring City facilities and meeting staff, as well as attending a budget orientation.
- A Commission Retreat will be scheduled in January, 2020, with the possibility of having Training/Development Coordinator Mark Willmarth facilitate it.
- Formal Board, Commission and Council training will be in February, 2020, with Dan Clark, from the Montana State University Local Government Center.

CONSENT AGENDA.

6. Minutes, November 19, 2019, Commission Meeting.
7. Minutes, November 19, 2019, Special Commission Meeting.
8. Total Expenditures of \$2,121,851 for the period of November 5, 2019, through November 20, 2019, to include claims over \$5,000, in the amount of \$1,838,848.
9. Contracts List.
10. Grants List.
11. Approve the Interlocal Agreement with Malmstrom Air Force Base (MAFB) for distribution of their PSAP (Public Safety Answering Point) state funds.
12. Approve the Memorandum of Understanding (MOU) between the City of Great Falls and the Great Falls Area Community Foundation (GFACF) for receipt of donation funds for the Gore Hill Water Tower Mural Project. **OF 1625.9**
13. Award a contract in the amount of \$355,895 for Bid Alternate #1 to Dave Kuglin Construction, Inc., for the Historic Preservation of the 10th Street Bridge, Phase 3 project, and authorize the City Manager to execute the construction contract documents. **OF 1709.1**

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14. Approve Change Order No. 1 in the amount of \$5,827.17 to James Talcott Construction, Inc. for the Public Works Facility Improvements - Central Garage, Streets and Sanitation Buildings Siding & Windows project and authorize the City Manager to execute the agreements. **OF 1733.5**
15. Award the construction contract base bid in the amount of \$3,862,900 to Sletten Construction Company for the Water Treatment Plant Filtration Improvements, Phase I project, and authorize the City Manager to execute the construction contract documents. **OF 1637.1**
16. Approve the purchase of one 2016 Freightliner M2-106 LR7-58 Forestry tree truck from Altec NUECO, LLC, of Birmingham, AL through Sourcewell, formerly known as NJPA, for \$118,500, including shipping costs.
17. Approve the purchase of 4 sets of Genesis Extrication Equipment in the amount of \$134,941 from Municipal Emergency Equipment (MES) of Denver, CO through the National Purchasing Partners (NPP) Cooperative Purchase agreement.

Commissioner Moe moved, seconded by Commissioners Robinson and Bronson, that the City Commission approve the Consent Agenda as presented with the exception of Item 12 for separate discussion.

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners.

Jeni Dodd, 3245 8th Avenue North, commented that the minutes from the previous meeting do not accurately reflect Mayor Pro Tempore Bronson's response to her comments about Resolution 10322. She requested that staff provide her with the prior language of the public participation rules.

Referring to Agenda Item 15, **John Hubbard**, 615 7th Avenue South, inquired if the Water Treatment Plant filtration improvements are new or existing.

Public Works Director Jim Rearden explained that the filter media and underdrain are upgrades that would be integrated with existing plant processes.

Referring to Agenda Item 15, **Ryan Wood**, Sapphire Technical Services, LLC, 705 40th Street South, commented that if Sletten Construction Company hires Sapphire Technical Services, they would be doing the stainless fabrication and installation for this well needed project.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

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Referring to Agenda Item 11, Manager Doyon explained that the City has had a long-standing partnership with Malmstrom Air Force Base (MAFB) and that both entities benefit by being designated as each other's back up facility in case of an emergency. Referring to Agenda Item 15, Manager Doyon explained that the project was started and identified in 2011 and that water treatment is a process that includes multiple types of treatment. Manager Doyon reported that Agenda Item 16 was identified in the Park Maintenance District Plan and he commended Public Works Shop Manager Doug Alm for his efforts with regard to purchasing a cost effective truck. Manager Doyon commended Fire Chief Steve Hester for his effort with regard to receiving a grant that covered 90 percent of the cost for Agenda Item 17.

Referring to Agenda Item 12, Commissioner Moe inquired if donations made to the Great Falls Area Community Foundation are subject to public disclosure.

Manager Doyon responded that he would contact the Great Falls Area Community Foundation and report back to the Commission.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

Mayor Kelly wrote out a personal check for a donation to the Great Falls Area Community Foundation for the Gore Hill Water Tower Mural project.

PUBLIC HEARINGS

18. LEASE AGREEMENT FOR PROPERTY WITHIN WADSWORTH PARK WITH THE MISSOURI RIVER SHOOTERS ASSOCIATION.

Park and Recreation Director Steve Herrig reported that Missouri River Shooters Association is requesting to enter into an additional five-year lease with an option to renew for use of the shooting range facility at Wadsworth Park. The lessee will be responsible for a \$240 annual fee, utilities, and day-to-day maintenance. Both the City and the Lessee have the option to terminate the lease with 60 days written notice.

Mayor Kelly asked if the applicant was present and, if so, wished to provide any additional comments regarding the application. No one responded.

Mayor Kelly declared the public hearing open. He asked if the Commission had any questions of staff. Hearing none, Mayor Kelly declared the public hearing open.

No one spoke in support of or in opposition to the lease agreement.

Mayor Kelly closed the public hearing and asked if there was any discussion amongst the Commissioners.

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Commissioner Robinson requested that the Wadsworth Park Master Plan be provided to the Commission.

Park and Recreation Director Herrig responded that he would provide the Wadsworth Park Master Plan to the Commission.

There being no further discussion, Mayor Kelly asked the will of the Commission.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission approve a lease agreement of City owned property located in Wadsworth Park with Missouri River Shooters Association.

Mayor Kelly asked if there was any further discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

19. LEASE AGREEMENT OF CITY OWNED PROPERTY LOCATED IN THE COMMUNITY RECREATION CENTER.

Park and Recreation Director Steve Herrig reported that A Child's World, LLC is requesting to enter into a lease for the portion of the City property located within the Community Recreation Center for the purposes of operating a daycare.

The lease provides an area on the lower level of the Community Recreation Center to operate a daycare. It includes access to the outside play area, and gymnasium upon availability. The lease is for three years with a monthly rate of \$1,500. A Child's World daycare is a consistent revenue source for the Community Recreation Center.

Mayor Kelly asked if the applicant was present and, if so, wished to provide any additional comments regarding the application. No one responded.

Mayor Kelly asked if the Commission had any questions of staff. Hearing none, Mayor Kelly declared the public hearing open.

No one spoke in support of or in opposition to the lease agreement.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission approve a lease agreement of City owned property located in the Community Recreation Center for A Child's World, LLC.

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

Commissioners Moe and Houck concurred that A Child's World daycare does a great job providing quality daycare for the community.

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There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

20. REQUEST FOR PROPOSALS FOR SERVICES AND OPERATIONS COMPLEMENTARY TO THE GREAT FALLS ANIMAL SHELTER.

City Manager Greg Doyon reported that on November 15, 2019, the City of Great Falls issued a Request for Proposals for services and operations complementary to the Great Falls Animal Shelter with a deadline of January 8, 2020. On November 19, 2019, the City Clerk's office received a written request from Pam Volk, Executive Director of Maclean Cameron Animal Adoption Center (MCAAC), requesting a thirty to sixty day extension of the proposal deadline.

Commissioner Moe moved, seconded by Commissioners Robinson and Bronson, that the City Commission approve an extension of 45 days to the Request for Proposals for services and operations complementary to the Great Falls Animal Shelter.

Written correspondence expressing opposition to the MCAAC's request for an extension to the RFP deadline date, was received from **Linda Metzger**, (via November 27, 2019 email). She commented that since Commissioner Robinson had recently made a contribution to the MCAAC, he should recuse himself from the vote.

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners.

Jeni Dodd, 3245 8th Avenue North, requested that the Commission not approve MCAAC's request to extend the deadline for response to the RFP. Ms. Dodd commented that if Commissioner Robinson recently made a contribution to the MCAAC, he should recuse himself from the vote.

John Huber, 3912 14th Avenue South, member of the MCAAC Board of Trustees and Fundraising Committee Chair, thanked the Commission for its consideration of extending the RFP deadline. Mr. Huber explained that the Fundraising Committee is made up of citizens with business and family backgrounds, and that the extension would allow the committee more time to get together and put its best effort forward.

Commissioner Moe received clarification that no other potential applicants have submitted a proposal. She explained that Agenda Item 20 is not a proposal to grant an extension to any particular body, and that the extension applies to any potential applicant.

Commissioner Bronson concurred with Commissioner Moe's comments.

There being no further discussion, Mayor Kelly called for the vote.

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Motion carried 5-0.

ORDINANCES/RESOLUTIONS

21. RESOLUTION NO. 10321, ADOPTING RECOMMENDED PROCESS CHANGES TO THE DESIGN REVIEW BOARD.

Planning and Community Development Director Craig Raymond reported that the City Commission adopted Resolution 10256 on November 7, 2018, which temporarily suspended the Design Review Board (DRB) for a period of six months. On June 4, 2019, the City Commission adopted Resolution 10297 that extended the suspension for another six months. Each of these requests was at staff's request.

The suspension has had some benefit in alleviating staff workload and streamlining the development process. Staff and some development community members still agree that the DRB can and should have a positive impact to the built environment in Great Falls. A refocused DRB process can have multiple benefits including reduced staff workload, development review efficiency and positive, value-added impact to the community development process.

There are three primary elements to the proposed changes to the DRB process:

Earlier Review of Development Applications-By reviewing plans earlier in the design process, project designers can have greater assurance and comfort that as they continue to develop full architectural drawings for any given project, they will have the input from staff and the DRB that they can count on. Historically, most projects would come before the DRB at roughly 80-100% completion. If there was input from staff or the DRB that would either require changes due to standards or suggestions and/or guidance based on the codified guidelines, in most cases this would cause delays and extra expense to the project developer. With the proposed changes, this can be avoided.

Simplify DRB Application Submittal Requirements-Under this proposal, the amount of information needed to submit to staff and the DRB is significantly being reduced. Instead of complete or near complete drawings being required, simpler conceptual plans, renderings and project narratives are all that would be required to be able to successfully move the project through the DRB phase of project approval. This too will save time and expense to the project developer.

Reduce Burdens on City Staff-City staff proposes to eliminate staff agenda reports for each project. After a short, simpler review of the provided documentation, staff will prepare a short review memo to the DRB outlining how the project complies with general zoning requirements. This will have a positive impact on staff efficiency and ultimately will provide for a smoother approval process.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10321.

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Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners.

Jeni Dodd, 3245 8th Avenue North, urged the Commission to not reinstate the DRB, and she suggested that it be eliminated entirely.

Commissioner Bronson commented that Resolution 10321 combines a proper balance between the rights of developers as well as the overall interest of the community and is an appropriate compromise of the DRB collaborative process. He added that project designers and developers add quality to the design of development projects and that reinstating the DRB, with the new conditions, would make the development review a better process.

Commissioner Moe commented that the DRB has professionals with specific expertise that benefits the Commission's decision-making, and provides the public access to the development process. She added that adopting Resolution 10321 would speed up the development process, as well as reduce the burden on staff.

Commissioner Robinson commented that the recommended process changes to the DRB are a great compromise, provides efficiency, transparency, and competency, as well as allowing public participation.

Mayor Kelly received clarification that the DRB has five members, meets twice a month as needed, and normally has no difficulty having a quorum.

Planning and Community Development Director Raymond added that the DRB members, as well as a variety of other professionals in the development community, have been involved with the process changes to the DRB.

Mayor Kelly expressed opposition to continuing the DRB, and opined that the DRB can often be an impediment to the development process. Mayor Kelly suggested changing the motion so that Resolution 10321 would be in effect for one year, to see if the new process has been effective or a hindrance.

Commissioner Bronson commented that Resolution 10321 allows the Commission to provide guidance to the Planning and Community Development Department. He suggested that staff follow-up with the Commission with regard to the effectiveness of the new process, at a future Commission meeting.

Director Raymond clarified that, if the Commission adopts Resolution 10321, City staff would develop applicable amendments to the Official Code of the City of Great Falls (OCCGF), which codifies the adopted process changes contained in Resolution 10321.

Commissioner Moe commented that she is not opposed to a trial period; however, she expressed concern with code changes until after a trial period.

Commissioner Houck concurred with Commissioner Moe's comments.

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City Attorney Sexe suggested that the Commission could either amend the pending motion, adding the one-year timeframe, or leave the pending motion as is, and have staff report back to the Commission in one year.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 5-0.

CITY COMMISSION

22. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Mayor Kelly commended the Park and Recreation Department for clearing snow on the River's Edge Trail for the 17th Annual Burn the Bird on Thanksgiving Day.

Referring to the update from the Airport Authority Board at the work session, Commissioner Houck commented that the Airport Authority provides an economic impact for the community with tourism. Commissioner Houck appreciated Airport Director John Faulkner's comments about the need for a second runway at the airport in the future, and that the community be cognizant of the land-use around the runways.

Commissioner Moe suggested that the City develop a form to keep track of the City's share from the County's collection of local option taxes.

Public Works Director Jim Rearden reported that the Missouri River Crossing was put into service on November 25th and that the Sun River Crossing should be completed in the spring.

COMMISSION INITIATIVES.

23.

Referring to a proposed resolution that was discussed by the Citizen's for Clean Energy and Climate Resiliency group from a previous work session, Commissioner Moe commended that she has been in contact with a statewide group involved in energy core. She reported that the group has volunteers that could possibly help with staffing; however, the project needs to be narrowed to a one-year assessment of what the City's vulnerabilities in resilience and preparedness are.

ADJOURNMENT

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There being no further business to come before the Commission, **Commissioner Robinson moved, seconded by Mayor Kelly, to adjourn the regular meeting of December 3, 2019, at 8:15 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: December 17, 2019