

JOURNAL OF COMMISSION PROCEEDINGS
May 5, 2020

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Gibson Room 212

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members participated electronically via Zoom: Bob Kelly, Tracy Houck, Mary Sheehy Moe, Owen Robinson and Rick Tryon. Present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson, City Clerk Lisa Kunz and Deputy City Clerk Darcy Dea; Public Works Environmental Manager Paul Skubinna; Park and Recreation Director Steve Herrig; City Attorney Sara Sexe; and, Police Chief Dave Bowen.

Due to the COVID-19 health concerns, the format of the City Commission meeting is being conducted in a virtual video-conferencing environment. In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), public participation is welcomed and encouraged as follows:

- Attend in person. Refrain from attending in person if you are not feeling well. The City will require social distancing at the meeting, and may limit the number of persons in the Gibson Room according to applicable health guidelines.
- Provide public comments via email. Comments may be sent via email before 5:00 PM on Tuesday, May 5, 2020, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name and address of the commenter. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and will be so noted in the official record of the meeting.
- Call-in. The public may call in during specific public comment periods at [406-761-4786](tel:406-761-4786). All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. This is a pilot service to test the feasibility of expanded public participation by phone. We ask for your patience in the event there are technical difficulties.

AGENDA APPROVAL: City Manager Greg Doyon noted that minor grammatical errors were corrected to Exhibit “A” for Item 6, after original posting and updated on the website. The agenda was approved as presented.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

PETITIONS AND COMMUNICATIONS/NEIGHBORHOOD COUNCILS/BOARDS AND COMMISSIONS

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Daniel Hartzell, 609 Central Avenue, commented that he received a warning to not park in an unused parking spot, and he discussed the importance of forgiveness.

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Commissioner Robinson reported that six states, including Montana, were chosen to start counting again for the 2020 Census. Census employees will work in conjunction with other tribal leaders and local partners to secure a complete and accurate count, as well as abide by all state directives and local regulations to safely deliver the 2020 Census packets.

Referring to the Madison Food Park, Commissioner Moe requested that staff follow-up with Cascade County Commission and the Governor's office with regard to the status of a response to Resolutions 10334 and 10335. The Commission concurred that City Manager Doyon follow up with the request.

CITY MANAGER

2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon updated the Commission on the following:

City Operations

- Emergency Operations Center (EOC) continues to operate in a modified manner
- Cascade County Emergency Services continues to provide weekly updates
 - A group of business representatives including: Great Falls Development Authority, Great Falls Area of Chamber of Commerce (Chamber), Business Improvement District and Downtown Development Association met to determine how to assist businesses
 - Library staff volunteered to assist with conducting a focus survey to engage the business community; however, the survey will be discontinued due to the Governor's Phase 1 re-opening and businesses being surveyed too much
 - City-County Health Department will provide information needed to assist businesses with reopening
 - Chamber and Tourism Business Improvement District sponsored business ZOOM meetings with business owners/managers over the past week
 - Manager Doyon has called in to listen and participate as needed
 - The City will continue to engage and be ready to assist in any way it can
- Minor modifications were made to City operations
- Keep services up and running for the public to minimize disruption during the pandemic
- Keep employees safe and healthy
- Provide necessary emergency response to residents
- More employees are returning to work, using distancing requirements, or alternating arrival times
 - All utility crews in Public Works are back to work
 - All Forestry crews are back to work

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- Some Library staff have returned to the library and are providing curbside services
- Some employees are still working remotely
 - They are working productively, reporting to their supervisors and completing assignments, projects and training
 - Commission's next monthly report will provide more detail on these efforts
- Offices Open to the Public include:
 - City Clerk
 - City Manager
 - Great Falls Housing Authority
 - Human Resources
 - Mansfield Center
- Closed to Walk-In Traffic Include:
 - Mapping Office
 - Fire Department
 - Library – curbside only
 - Municipal Court
 - Prosecutor's Office
 - Planning and Community Development
 - Park and Recreation
 - Public Works
 - Community Recreation Center
- Governor's Coronavirus Relief Fund Advisory Council has provided a recommendation report
 - \$1.25 Billion
 - Economic Assistance - Food security, business stabilization, testing, protective equipment needs, clean process for funds (report is available online)
 - Unclear at this time as to the opportunities to local governments

Quarterly Budget Review

- Fund Balance was running about 15% of expenses in 2nd quarter (\$5 million) and 8% (or \$2.6 million – not entirely unusual because of tax collection timing) in 3rd quarter
 - Calumet Protest – almost \$4 million
- No notable trends in revenues or expenditures

At Risk Funds

- CourseCo – made an \$80,000 payment in February
- Pools – closely watching Pool Fund; indoor pool activity. Operations appeared to be normalizing for the Mustang Pool. The subsidy for pools from the General Fund may be

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compromised, and Park and Recreation Director Steve Herrig will evaluate summer pool options

- Recreation Fund - low fund balance, recent closure has hurt revenues
- Civic Center Events Fund – show cancellations and building usage down

Future Budget Impacts

- Newly taxable property – the amount of new taxable property over prior year; exempt from cap
- Inflationary factor - the property cap allows the City to raise taxes by one-half of the prior three-year consumer price index average on an annual basis
- Entitlement share – gaming, liquor and others
- Departments dependent on the General Fund transfers (because of the fund balance)
- Departments that lease facilities or receive revenue for events and activities

Referring to the Multi-Sports softball complex, Mayor Kelly received clarification that the City is following the USA Softball Association guidelines, as well as State Directives with Phase 1.

Work Sessions

- The Commission would like to resume work sessions
 - Geo-Technical & Foundation Policies

Mayor Kelly indicated that the Geo-Technical & Foundation Policies is critical due to the upcoming construction season. He requested the Commission review and prioritize the items from the Master Work Session Topic List.

CONSENT AGENDA.

3. Minutes, April 21, 2020, City Commission Meeting.
4. Total Expenditures of \$1,619,708 for the period of March 15, 2020 through April 22, 2020, to include claims over \$5000, in the amount of \$1,392,615.
5. Contracts List.
6. Adopt Resolution 10344, Adopting a Records and Information Management Program for the City of Great Falls.
7. Approve an amended Interlocal Agreement for the Montana Firefighter Testing Consortium (MFFTC).

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Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission approve the Consent Agenda as presented.

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

Commissioner Tryon inquired about the workload impacts and fiscal impact for Item 7.

Manager Doyon responded to the inquiries he could answer and commented that he would have Fire Chief Hester follow up with Commissioner Tryon.

Referring to Item 7, Commissioner Moe received clarification that the amendment to the agreement includes adding another participating community and the renewal of membership dues.

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

Motion carried 5-0.

PUBLIC HEARINGS

8. WESTSIDE LITTLE LEAGUE PARK – LEASE AGREEMENT OF CITY OWNED PROPERTY LOCATED IN GRANDE VISTA PARK WITH WESTSIDE LITTLE LEAGUE ASSOCIATION.

Park and Recreation Director Steve Herrig reported that the proposed lease with Westside Little League Association would be a five-year lease with an option to renew for an additional five years at the City's sole discretion. Both the City and the Lessee have the option to terminate the lease with 60-days written notice. The leased parkland is located in Grande Vista Park, 10 Ferguson Drive, Great Falls, MT. The lessee will be responsible for an annual fee, utilities, and day-to-day maintenance.

The five-year lease includes an annual fee of \$200. The City would be responsible for water costs for irrigation, up to a maximum of \$1,500 per year. The Westside Little League Association facility occupies 30% of Grande Vista Park; the Association is responsible for 30% of the water bill for the Park less the \$1,500 deduction. This has been accepted policy with other baseball programs.

The Park and Recreation Master Plan recommended that the City's responsibility should be to provide land for youth sport organizations. The Westside Little League Association has provided improvements to the City parkland including fencing, backstops, irrigation, turf, parking lots, buildings and restrooms. Loss of playing fields would be detrimental to the Westside Little League Association programs.

Mayor Kelly asked if the Commissioners had any questions.

Mayor Kelly inquired about any contingency plans for a lease payment relief if the baseball season is canceled due to COVID-19.

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Director Herrig responded that the Westside, Americans and Riverside Little League Associations have reserves available.

Mayor Kelly declared the public hearing open.

No one spoke in person or telephonically, or submitted any written communication in favor of or in opposition to the Lease Agreement.

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

Commissioner Robinson moved, seconded by Commissioner Tryon, that the City Commission approve a lease agreement of City owned property located in Grande Vista Park with the Westside Little League Association.

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

Motion carried 5-0.

9. AMERICANS LITTLE LEAGUE – LEASE AGREEMENT OF CITY OWNED PROPERTY LOCATED AT 38TH STREET NORTH AND 10TH AVENUE WITH AMERICANS LITTLE LEAGUE ASSOCIATION.

Park and Recreation Director Steve Herrig reported that the proposed lease with Americans Little League Association would be a five-year lease with an option to renew for an additional five years at the City's sole discretion. Both the City and the Lessee have the option to terminate the lease with 60 days written notice. The leased land is located 38th Street North and 10th Avenue, Great Falls, MT. The lessee will be responsible for an annual fee, utilities, and day-to-day maintenance.

The five-year lease includes an annual fee of \$200. The City would be responsible for water costs for irrigation, up to a maximum of \$3,000 per year. The Americans Little League Association will be responsible for total water costs for irrigation of Americans Little League Park less the \$3,000 deduction. This has been accepted policy with other baseball programs.

The Park and Recreation Master Plan recommended that the City's responsibility should be to provide land for youth sport organizations. The Americans Little League Association has provided improvements to the City parkland including fencing, backstops, irrigation, turf, parking lots, buildings and restrooms. Loss of playing fields would be detrimental to the Americans Little League Association programs.

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

No one spoke in person or telephonically, or submitted any written communication in favor of or in opposition to the Lease Agreement.

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

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve a lease agreement of City owned property located at 38th Street North and 10th Avenue with Americans Little League Association.

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

Motion carried 5-0.

10. RIVERSIDE LITTLE LEAGUE – LEASE AGREEMENT OF CITY OWNED PROPERTY LOCATED IN SACAJAWEA PARK AND RIVERSIDE LITTLE LEAGUE PARK WITH RIVERSIDE LITTLE LEAGUE ASSOCIATION.

Park and Recreation Director Steve Herrig reported that the proposed lease with Riverside Little League Association would be a five-year lease with an option to renew for an additional five years at the City's sole discretion. Both the City and the Lessee have the option to terminate the lease with 60 days written notice. The leased parkland is located in Sacajawea Park, 2900 8th Street NE, Great Falls, MT and Riverside Little League Park, 3700 7th Street NE, Great Falls, MT. The lessee will be responsible for an annual fee, utilities, and day-to-day maintenance.

The five-year lease includes an annual fee of \$250. The City would be responsible for water costs for irrigation, up to a maximum of \$1,500 per year. The Riverside Little League Association will be responsible for 60 % of total water costs for irrigation of Sacajawea Park and Riverside Little League Park less the \$1,500 deduction. This has been accepted policy with other baseball programs.

The Park and Recreation Master Plan recommended that the City's responsibility should be to provide land for youth sport organizations. The Riverside Little League Association has provided improvements to the City parkland including fencing, backstops, irrigation, turf, parking lots, buildings and restrooms. Loss of playing fields would be detrimental to the Riverside Little League Association programs.

Mayor Kelly asked if the Commissioners had any questions.

Referring to the annual fee, Commissioner Moe received clarification that the additional \$50 is a lawn maintenance fee for Sacajawea Park, as well as the Riverside Little League Park.

Mayor Kelly declared the public hearing open.

No one spoke in person or telephonically, or submitted any written communication in favor of or in opposition to the Lease Agreement.

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

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve a lease agreement of City owned property located in Sacajawea Park and Riverside Little League Park with the Riverside Little League Association.

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

Motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

CITY COMMISSION

11. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Mayor Kelly announced that the Montana Air National Guard-120th Airlift Wing will conduct fly-overs across Montana to honor healthcare workers on May 6, 2020.

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Moe, to adjourn the regular meeting of May 5, 2020, at 7:50 p.m.**

Motion carried 5-0.

Mayor Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: May 19, 2020