

JOURNAL OF CITY COMMISSION WORK SESSION
November 4, 2020

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

ROLL CALL/STAFF INTRODUCTIONS: City Commission members participated electronically via Zoom: Bob Kelly, Tracy Houck, Mary Sheehy Moe, Owen Robinson and Rick Tryon. City Staff participating electronically were: Deputy City Manager Chuck Anderson and Assistant City Attorney Joe Cik. Staff present were: Park and Recreation Director Steve Herrig and Deputy City Clerk Darcy Dea.

Due to the COVID-19 health concerns, the format of the City Commission Work Session was held 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), modifications have also been made for public participation. Public participation is welcome in the following ways:

- 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 meeting room according to applicable health guidelines. Public may view and participate from the Gibson Room.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Wednesday, November 4, 2020, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item 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. 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. We ask for your patience in the event there are technical difficulties.
- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

PUBLIC COMMENT

None.

1. NEIGHBORHOOD COUNCIL UPDATES – NEIGHBORHOOD COUNCIL # 5

Eric Ray, NC #5 Chairperson, introduced Secretary Marcia Anderson and Council Members Patrick Bolton and Terry Albrecht. Chairperson Ray reported that Council #5's northern

boundary is 10th Avenue South, the eastern and southern boundaries are the City limit line, and the western boundary is 20th Street South. Neighborhood Council #5 meets on the third Monday of each month at 7:00 p.m. in the Great Falls Clinic Specialty Center.

Chairperson Ray reported that NC #5 accomplishments include the following:

- Worked with the Planning and Community Development Department to develop a Dust Abatement Program.
- Assisted citizens who had health issues from the dust with receiving monetary compensation from Benefis Hospital and the builders of Cascade Ridge.
- Initiated a fund drive to resurface Russell Park, which saved the City \$35,000.
- Worked with the City to do a corridor from 29th Street to Russell Park.
- Started the first of three Candidate Forums.
- Supported the development of a Park District.
- Developed a resolution with regard to an impact study of the Madison Food Park.

Chairperson Ray announced that he would not be running for another two-year term.

NC #5 Secretary, Marcia Anderson, reported that she will be contacting Public Works Street and Traffic Manager Kenny Jorgensen with regard to programming issues with a traffic signal at 38th Street and 10th Avenue. Neighbors are putting items that don't belong in trash receptacles and inquired if the City could put a notification in the utility bills explaining what items can be placed in receptacles. She expressed concern with regard to citizens parking their vehicles on sidewalks in her neighborhood, as well as traffic during rush hour by Starbucks on 32nd Street.

Commissioner Moe commented that she is saddened that Mr. Ray will not be running for another term. She commented that Neighborhood Council #5 is engaging, inclusive and has set the bar high.

Commissioner Tryon commented that citizens park their vehicles on sidewalks on one-ways and Central to prevent other vehicles from hitting the side-view mirror.

2. UPDATE ON PARK MAINTENANCE DISTRICT PROJECTS

Park and Recreation Manager Steve Herrig reviewed and discussed the attached PowerPoint slides covering Park District Year One – 2019, Year One Re-Allocated Projects, Park District Year Two – 2020, Year Two Re-Allocated Projects and Park District Year Three – 2021.

Referring to page three from Agenda Item 2, Mayor Kelly received clarification that Confero made donations towards the softball fields at the Multi-Sports Complex and the Electric City Waterpark Bathhouse. The Elks and Gibson Trail projects were supplemented through CDBG grants.

Referring to year one, Commissioner Tryon received clarification that \$39,227 was to purchase a piece of equipment that allowed Park and Recreation staff to perform irrigation upgrades at the smaller parks, and \$1,212 was for irrigation upgrades in year two.

Commissioners Tryon and Moe commented that citizens have expressed concern with regard to the appearance of some of the parks.

Director Herrig responded that Roosevelt, Valley View and North Kiwanis are prioritized parks for upgrades by switching from manual to automated irrigation.

Commissioner Robinson inquired if the Park and Recreation Department could use its own pipe puller to install irrigation lines, instead of going out to bid.

Director Herrig responded that there is not enough staff and installing irrigation lines in the larger parks would take year.

The Commission expressed appreciation to citizens that voted for the Park Maintenance District, as well as to the Park and Recreation staff for their efforts with regard to finding other resources of revenue to supplement multiple park projects.

It was the consensus of the Commission to reallocate funds for park projects.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Deputy City Manager Chuck Anderson reported that the November 17th work session will consist of an update from Neighborhood Council #2, as well as a Resolution Promoting Diversity and Inclusivity. Updates from Neighborhood Council #9 and Great Falls International Airport Authority will be topics for the December 1st work session, and an update from Neighborhood Council #7 will be a topic for the January 19th work session. A response was received on October 22nd from the Maclean-Cameron Animal Adoption Center (MCAAC) and will be added to an upcoming work session topic list.

Mayor Kelly requested that the Airport Authority Board Members attend the December 1st work session and an update on the MCAAC be added to the December 15th work session.

Commissioner Moe requested that an update on the MCAAC be added earlier than the December 15th work session. She inquired about the timeframe needed for City staff to provide the Commission with the information from the MCAAC.

Deputy City Manager Anderson responded that he hasn't had time to review the MCAAC responses because of other priorities taking place in the City; however, the Finance Department is reviewing the five years in arrears, as well as the five-year projection information submitted by the MCAAC.

Commissioner Moe inquired if the City requested the same type of information for the Golf Course Request for Proposals as it did for the MCAAC.

City Manager Anderson responded that requesting financials five years in arrears is standard practice with regard to RFP's.

Commissioner Houck expressed concern with regard to next year's budget and allocations from the state since this is a legislative year.

Commissioner Tryon commented that he hopes that there is a resolution with regard to the MCAAC at the December 15th work session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of November 4, 2020 at 6:30 p.m.

Park District Year One - 2019			
Project	Budget	Expense	+/-
Electric City Water Park Bath House	300,000	320,724	(20,724)
Gibson Park Restroom - ADA	200,000	98,038	101,962
Multi Sports Dugouts/Backstops	35,000	41,547	(6,547)
Joycee - Pavilion/Tables, Pickleball, Sidewalks	214,000	230,494	(16,494)
Overlay Gibson Park Trails/paths (asphalt)	100,000	100,000	0
Park Labor (6 months, \$61,871.45 annually)	63,000	41,454	21,546
Turf Maintenance, 1 seasonal employee, 3 weeks, 2 days, \$20.41/hour	40,000	7,674	32,326
Turf Maintenance (Level II in Master Plan)	40,000	6,243	33,757
Fertilizer \$30,000/Chemicals \$10,000	220,000	39,227	180,773
Irrigation Upgrades (manual to auto)	10,000	2,300	7,700
Matching Funds (Rivers Edge Trail)	0	153,838	(153,838)
Re-allocated funds	0	153,838	(153,838)
Professional Services (architects/engineers)	100,000	17,000	83,000
Contingency/Internal service charges	178,000	0	178,000
TOTALS	1,500,000	1,058,509	441,491

Completed Projects
Ongoing Projects

Year One Re-Allocated Projects			
Tree Planting	20,000	0	20,000
Grande Vista Play Structure	56,783	56,783	0
Grande Vista Play Structure Mulch & Border	8,000	7,969	31
Gibson Park Basketball Courts Overlay	40,000	42,550	(2,550)
Girl Scout Cabin Roof	14,055	14,055	0
Multi Sports Dugouts/Backstops	15,000	15,517	(517)
TOTALS	153,838	136,874	16,964
		Carryover Amount	458,455

Completed Projects
Ongoing Projects

Park District Year Two - 2020				
Project	Budget	Carryover	Budget	Expense +/-
Necessary Equipment (Tree Trimming/Parks (P/T Back, 2 tons, chopper)	259,000	0	259,000	261,679 (2,679)
Security Staff for tree Trimming/Parks (7 mo)	125,500	0	125,500	87,500 37,600
Pesticide/Park Services Annual costs (Leaf maintenance/etc.)	46,500	0	46,500	51,091 (4,591)
Irrigation Upgrades (manual to auto)	70,000	180,773	250,773	1,212 249,561
Turf Maintenance, 2 or month positions, \$16/hour	40,000	0	40,000	0 40,000
Turf Maintenance, Fertilizer \$30,000/Chemicals \$10,000	40,000	0	40,000	10,310 29,690
Asphalt EW & Rivers edge trail (u/paths)	338,000	0	338,000	259,887 78,113
Full Time Parks Laborer	63,000	0	63,000	75,800 (12,800)
Gibson Park Restroom - ADA	200,000	0	200,000	356,000 (156,000)
Tree Replacement	30,000	20,000	30,000	24,500 5,500
Matching Funds (Rivers Edge Trail)	10,000	7,700	17,700	7,700 10,000
Re-allocated funds	0	0	0	428,210 (428,210)
Professional Services (architects/engineers)	100,000	83,000	183,000	77,300 105,800
Contingency/Internal service charges	178,400	166,982	345,382	0 345,382
TOTALS	1,500,000	458,455	1,958,455	1,513,099 445,356

Completed Projects
Ongoing Projects

Year Two Re-Allocated Projects			
ADA Sidewalk for Grande Vista Playground	5,000	5,000	0
Park Shelters - Meadowlark, N. Kiwanis, Gibson \$65,000 each	195,000	195,000	0
Tables (\$3,000 each shelter)	9,000	9,000	0
Multi Sports Dugouts/Backstops	35,000	35,000	0
Rec Center Roof	85,600	85,600	0
ADA Sidewalk for Gibson B-Ball & Exercise Pad	5,000	5,000	0
ECWP Concessions & Guard Hut Roofs	13,000	13,000	0
Joycee Pool Stucco & Urinals	12,500	12,500	0
Water Tower Urinals	11,000	11,000	0
Contingency	37,110	37,110	0
TOTALS	408,210	408,210	0
		Carryover Amount	445,356

Completed Projects
Ongoing Projects

Park District Year Three - 2021					
Project	Budget	Carryover	Budget	Expense	s/
Employee Staff for use trimming/Parks	125,973	0	125,973	125,000	177,000
Parkway/Park Services annual costs	46,500	0	46,500	46,500	0
Lighting Maintenance (etc)	750,000	249,561	499,561	0	499,561
Lighting Upgrades (manual top auto)	40,000	0	40,000	0	40,000
Turf Maintenance, 2-6 month positions, 150' hoop	40,000	0	40,000	0	40,000
Turf Maintenance, Fertilizer \$30,000/chemicals \$10,000	40,000	0	40,000	0	40,000
Grande Vista Turf Replacement	96,000	0	96,000	0	96,000
Grass Park Street Road	60,000	0	60,000	0	60,000
Edgewise Parks Libbyer	63,000	0	63,000	73,800	110,000
Grass Park Resurfacing - ADA	200,000	0	200,000	0	200,000
Turf Replacement	63,000	15,500	15,500	0	63,500
Resurface Basketball Courts, Princi, Grande Vista, N. Keweenaw, (Keweenaw, W. Keweenaw, Grandville)	75,000	0	75,000	0	75,000
ADA sidewalks to Playstructures, Dudley Anderson, Meadowlark, Lotus, Eagle Crossing, Booth's Ark, N. Keweenaw, Princi, Skyline, Lakeshore, North	50,000	0	50,000	0	50,000
Multi Sports Duplicate/Basketball	35,000	0	35,000	0	35,000
Madison Family (River Edge Trail)	30,000	10,000	20,000	30,000	0
Professional Services (architect/engineers)	100,000	0	100,000	0	100,000
Contingency/Unforeseen service charges	194,400	180,205	374,605	0	374,605
TOTALS	1,500,000	446,356	1,946,356	288,300	1,657,956
Completed Projects					
Ongoing Projects					

