

# JOURNAL OF COMMISSION PROCEEDINGS

January 5, 2021

Regular City Commission Meeting

Mayor Kelly presiding

**CALL TO ORDER:** 7:00 PM

Civic Center Gibson Room 212

## PLEDGE OF ALLEGIANCE

Due to the COVID-19 health concerns, the format of the City Commission Meeting was held in a virtual video-conferencing environment.

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members participated electronically via Zoom Webinar: Bob Kelly, Tracy Houck, Mary Sheehy Moe, Owen Robinson and Rick Tryon. City Staff participating electronically were: Deputy City Manager Chuck Anderson; Finance Director Melissa Kinzler; City Attorney Sara Sexe; Library Director Susie McIntyre; and Public Works Director Paul Skubinna. Staff present: City Manager Greg Doyon; Park and Recreation Director Steve Herrig; Police Chief Dave Bowen; and City Clerk Lisa Kunz.

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 as follows:

- Attend in person. **The City will be following the Current Governor's Directives and the Public Health Officer Orders regarding public meetings conducted by, staffed by or held in the facilities of the city.** Masks will be required, social distancing will be enforced, and the total number of persons in the meeting room will be limited to a maximum of 25. Public following these directives may view and participate in the meeting from the Gibson Room. Please refrain from attending in person if you are not feeling well.
- Attend the virtual meeting utilizing Zoom Webinar. Attendees must register in advance for the Commission Meeting: [https://us02web.zoom.us/webinar/register/WN\\_6ZIK7jzMSGqhGq1d7hwvpQ](https://us02web.zoom.us/webinar/register/WN_6ZIK7jzMSGqhGq1d7hwvpQ) After registering, you will receive a confirmation email containing information about joining the webinar by Zoom.
- Participate by phone. Attendees must register in advance for the Commission Meeting using the link above. After registering, you will receive a confirmation email containing information about joining the webinar by phone. If you do not have internet access you may contact the Great Falls Public Library prior to the meeting at 453-9706 and they can assist with registration.
- Provide public comments in writing. Submit comments via mail addressed to City Clerk's Office, PO Box 5021, Great Falls, MT 59403 or by email to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net) by 12:00 PM the day of the meeting.
- 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 cable channel 190, or online at <https://greatfallsmt.net/livestream>.

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

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:** None.

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## MILITARY UPDATES

### 1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

In an effort to keep the community informed and partnership with the City stronger, **Colonel Feugate Opperman**, Malmstrom Air Force Base (Base), provided the following update:

- The first supply of the Covid vaccine was received last week to begin vaccinations of first responders and key support personnel of the nuclear mission.
- In the fall of 2021, Malmstrom will be the first base to get the MH 139 helicopters (nicknamed Grey Wolf) to replace the Vietnam era UH1 helicopters (commonly known as the Huey). Construction on base has begun for a new helicopter operations facility.
- During 2020 Malmstrom modernized or is in the process of building new facilities for current missions and future missions, including a \$19.7 million Tactical Response Force facility for security force personnel, an \$18.7 million Missile Maintenance Dispatch facility, and a three-bay helicopter hangar.

She reported the economic impact of Malmstrom for FY19 was \$315 million and is estimated the same for FY20.

Malmstrom contracted out upgrades to the Missile Alert facilities and expects construction on 2-3 facilities per year.

Col. Opperman also reported that Malmstrom is scheduled for Ground Base Strategic Deterrent (DBSD) upgrades beginning in 2026. The five to seven year project includes new support facilities as well as missiles.

Commissioners expressed excitement about the projects, thanked Col. Opperman for a great presentation, and welcomed her back to Great Falls. Commissioner Tryon commented that it is his understanding that Malmstrom Air Force Base is responsible for about 40% of Great Falls' economy, and noted that base personnel do a great deal of volunteer work in the community.

## PETITIONS AND COMMUNICATIONS/NEIGHBORHOOD COUNCILS/ BOARDS AND COMMISSIONS

### 2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

**Daniel Hartzel**, 601 Central Avenue, discussed suggestions for the Civic Center façade and his painting on government property.

### 3. APPOINTMENT/REAPPOINTMENT TO THE MANSFIELD CENTER FOR THE PERFORMING ARTS ADVISORY BOARD.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission appoint Ms. Krystina Thiel-Smalley and reappoint Christina Horton as members to the

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### **Mansfield Center for the Performing Arts Advisory Board for three-year terms through December 31, 2023.**

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Robinson commented that Krystina Thiel-Smalley has been an icon in the community for many years in the field of performing arts. He was also excited to see Christina Horton's interest in reappointment.

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

Motion carried 5-0.

#### **4. APPOINTMENT TO THE LIBRARY BOARD.**

**Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission appoint Jessica Crist to the Library Board for the remainder of a five-year term through June 30, 2025.**

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

Commissioners Tryon and Robinson were impressed with all three applicants, noting they were all highly qualified. Applicants Mary Lehman and Shannon Myrick were encouraged to apply again for board openings, or volunteer at the Library.

**Susie McIntyre**, Library Director, commented that she was available to answer any questions.

**Jessica Crist**, appointee, commented it is an honor to be nominated and looks forward to serving.

Mayor Kelly called for the vote.

Motion carried 5-0.

#### **5. REAPPOINTMENT TO THE PARK AND RECREATION BOARD.**

**Commissioner Tryon moved, seconded by Commissioner Houck, that the City Commission reappoint Patrick Carroll for a three-year term through December 31, 2023, to the Park and Recreation Board.**

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

Mayor Kelly commented that the Park and Recreation Board becomes more and more significant as use of the Park Maintenance District funds make effective changes in the City.

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As the liaison to the Park and Recreation Board, Commissioner Moe noted that Patrick Carroll is engaged at meetings and keeps up on the business of the board.

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

Motion carried 5-0.

## CITY MANAGER

### 6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon thanked the Commission for the robust work session discussion and giving staff direction and consensus on the pool location. Appreciation was also expressed to City staff for their commitment to the community over the last year. During the strain of the Covid 19 pandemic, he focused on keeping 500+ employees and their families safe and healthy, and ensuring City services continued, capital projects were undertaken, and a variety of recreational amenities were provided. He highlighted things the community can look forward to in 2021:

- Completion of Fire Station #4
- Interior Civic Center renovation to help with staff logistics and public access
- Exterior façade and roof replacement of the Civic Center
- Opportunity for an animal adoption partnership with Maclean Cameron Animal Adoption Center
- An active legislative session that may provide more clarity on issues critical to local government; he will keep a close eye on financial impacts on the community
- Continuing to work with Malmstrom Air Force Base (MAFB), Department of Defense (DoD), Office of Economic Adjustment (OEA), and the design team on a new recreation and aquatics facility for the community
- New department leadership ideas and operational changes to serve the public better
- In March the Library will have a new Bookmobile
- Continued community outreach to Great Falls' minorities and Native populations
- Year three Park Maintenance District #1 projects include:
  - Grande Vista trail replacement
  - ADA restroom – Lions park
  - Multi-sports dugout/backstop (all 8 fields updated)
  - ADA sidewalks to play structures
  - Resurfacing of basketball courts
  - Continued tree replacement
  - Gibson pond wall repair
- Implementation of the new radio communications system for public safety in mid-February
- Great Falls Housing Authority will be modernizing the Austin Hall elevator

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Manager Doyon concluded that he will be submitting a revised work plan for the year to the Commission for consideration.

Commissioner Robinson inquired about Police and Fire personnel vaccinations.

Manager Doyon responded that a majority of first responders at the Fire Department have received the vaccine, and Police Department personnel are due for theirs next week.

Commissioner Tryon inquired when Manager Doyon might bring forward a resolution rescinding his grant of temporary emergency authority.

Manager Doyon responded that the powers were put in place in order to allow a faster response to emergencies that came about with City operations. He will check with the City Attorney about rescinding the order now that there is a virtual format to meet quickly and Covid 19 continues to decline.

City Attorney Sara Sexe reminded the Commission that the previous discussion was the order would be maintained as long as there was a declared state of emergency in effect.

Commissioner Moe inquired Manager Doyon's comments about direction from the Commission regarding Maclean Cameron Animal Adoption Center.

Manager Doyon responded that he said we have an opportunity to develop an adoption program with them. Next week he will have a conversation with Maclean representatives to see the way forward and report back to the Commission. After the last discussion, he summarized what the Commission would like to see happen: the RFP process is done, but the discussion is not; a majority of the Commission members want to see some type of partnership develop with Maclean and that is what he intends to pursue after building up a relationship with those representatives.

### **CONSENT AGENDA.**

7. Minutes, December 15, 2020, City Commission Meeting.
8. Total Expenditures of \$3,164,417 for the period of December 1, 2020 through December 16, 2020, to include claims over \$25,000, in the amount of \$2,614,137.
9. Contracts List.
10. Lien Release List.
11. Approve the purchase of one new Peterbilt 520 Curbtender Garbage Truck from SWS Equipment, Inc., of Spokane, WA, through Sourcewell, formerly known as NJPA, for a total of \$254,303, including shipping.

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**Commissioner Moe moved, seconded by Commissioners Houck and Robinson, that the Great Falls City Commission approve the Consent Agenda as presented.**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

## **PUBLIC HEARINGS**

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **12. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND AUDIT REPORT, FY 2019-2020.**

Finance Director Melissa Kinzler reported that the City's Audit Committee met on December 9, 2020. The City's Audit Committee is comprised of one City Commissioner, the Mayor, two citizens, the City Manager, and the Finance Director. Members of the Audit Committee received a copy of the Draft FY 2019-2020 CAFR, the Draft Independent Auditor's report, and a brief summary of the FY 2019-2020 audit prior to the meeting. The Required Client Communication Letter in draft form was explained by the auditors to the audit committee. There was no current year recommendation and one prior recommendation with the Required Client Communication Letter. The FY 2019-2020 CAFR and Required Client Communication Letter and Responses were approved by the audit committee with the stipulation that the Audit Committee be contacted if there were any changes made due to the Office of Management and Budget (OMB) circular regarding the CARES Act (Coronavirus Aid, Relief and Economic Security Act). At the time of the audit committee meeting, the CAFR was not finalized due to not having the final OMB circular regarding the CARES Act. Final versions of all reports have now been sent to the Audit Committee with no changes.

The City Commission has historically accepted the audited report at the second meeting in December. In order to remain consistent with that timeline, the City Manager has accepted the report, FY 2019–2020 CAFR, the Required Client Communication Letter, and the City's response to the Required Client Communication letter, so staff could submit the required reports before the deadline of December 31, 2020.

Staff recommends the City Commission ratify the City Manager's acceptance of the FY 2019–2020 CAFR, the Required Client Communication Letter, the City's response to the Required Client Communication letter, and the City Manager's authorization to staff to submit the related reports to other government agencies and financial institutions as necessary.

**Sarah Stanger**, Anderson ZurMuehlen & Co., P.C., reported that the audit engagement has two parts: review of the City's financial statements and a separate agreed upon procedures engagement over the City's building code program.

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Ms. Stanger reported that the CAFR is required to be submitted to the Government Finance Officers Association's (GFOA) Certificate of Achievement Program for review, and she noted that the City has received the Certificate of Achievement for Excellence in Financial Reporting every year since 1994. She commended the City for its long track record of good reporting and work in putting the CAFR together.

She discussed the four sections of the CAFR, which included: the Introductory, Financial, Statistical, and Single Audit.

Ms. Stanger concluded that all audit opinions were clean and there were no findings, comments or recommendations made.

**Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission ratify the FY 2019-2020 CAFR, the Required Client Communication Letter and the City's response to the Required Client Communication Letter, and the City Manager's authorization to staff to submit the related reports to other government agencies and financial institutions as necessary.**

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Houck noted that she has served on the audit committee, and that Anderson ZurMuehlen does incredible due diligence in its review of City financials. She reminded the public that the CAFR is available on line for review and is easy to navigate. She encouraged public use of the City's on-line budgeting tool and to make recommendations to the City.

Mayor Kelly mentioned that a citizen Certified Public Accountant is serving on the audit committee, and that the tool Commissioner Houck mentioned is called Balancing Act on the City website.

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

Motion carried 5-0.

## **ORDINANCES/RESOLUTIONS**

### **CITY COMMISSION**

#### **13. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Commissioner Moe announced the passing of active community member Bill Harp. On behalf of the Commission she extended sincere condolences to his wife and children.

## **ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Mayor Kelly, to adjourn the regular meeting of January 5, 2021, at 8:12 p.m.**

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Motion carried 5-0.

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Mayor Bob Kelly

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City Clerk Lisa Kunz

**Minutes Approved: January 19, 2021**