

JOURNAL OF COMMISSION PROCEEDINGS
December 20, 2022

Regular City Commission Meeting

Mayor Kelly presiding
Commission Chambers Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Public Works Director Chris Gaub; ARPA Project Manager Sylvia Tarman; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; City Attorney David Dennis; Police Chief Jeff Newton; and City Clerk Lisa Kunz.

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.

1. PETITIONS AND COMMUNICATIONS

None.

NEIGHBORHOOD COUNCILS

2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

BOARDS AND COMMISSIONS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

CITY MANAGER

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon reported the following:

- The Governor's Office notified the City of being awarded a Tourism Grant from the Department of Commerce to assist with completion of certain elements of the new Recreation and Indoor Pool Facility in the amount of \$200,000. There is a fund raising effort underway to address other needs in the facility.
- Dan Lawson was hired as a new police officer, and brings with him 12 years of prior law enforcement experience. Planning and Community Development Planner Alaina Mattimiro resigned to pursue elementary education. Public Works Street and Traffic Manager Kenny Jorgensen and Park and Recreation Deputy Director Patty Rearden

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announced their retirements. All were thanked for their years of service to the City and citizens of Great Falls.

Mayor Kelly noted that the \$200,000 grant was the result of the City's hired firm, Bannock Group, and Chase Rose's coordination with a committee.

CONSENT AGENDA.

5. Minutes, December 6, 2022, City Commission Meeting.
6. Total Expenditures of \$3,196,747 for the period of November 18, 2022 through December 7, 2022, to include claims over \$25,000, in the amount of \$2,744,965.
7. Contracts List.
8. Grants List.
9. Approve the final payment for the Valeria Way Storm Drain Phase 2, in the amount of \$79,958.04 to Western Municipal Construction, Inc., and \$807.66 to the State Miscellaneous Tax Fund and authorize making the payments. **OF 1463.1**
10. Set a public hearing for January 3, 2023 to consider a lease agreement of City owned property located in the Community Recreation Center with A Child's World, LLC.
11. Set a public hearing for January 17, 2023 on Resolution 10480, A request from Brian Miller for a Conditional Use Permit for a "Two-family residence" land use upon the property located at the corner of 6th Avenue South and 20th Street South, legally described as Lot 8, Block 9, Huy Addition, Section 7.
12. Set a public hearing for January 17, 2023 on Resolution 10486, West Bank Tax Increment Financing funding application for infrastructure build out to serve West Bank Landing North Phase, Lots 4B, 5, and 6B.

Commissioner Tryon moved, seconded by Commissioners Hinebauch and Wolff, that the City Commission approve the Consent Agenda as presented.

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

Motion carried 5-0.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

13. **ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND AUDIT REPORT, FISCAL YEAR 2022.**

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Finance Director Melissa Kinzler reported that the City's Audit Committee met on December 7, 2022. Members of the Audit Committee received a copy of the Draft FY 2022 ACFR and the Draft Independent Auditor's report. Anderson ZurMuehlen explained the Required Client Communication Letter to the audit committee. There were no current year recommendations and no prior recommendations with the Required Client Communication Letter.

This is the first year of a three-year audit contract with Anderson ZurMuehlen & Co., P.C. The audit contract is between Anderson ZurMuehlen & Co., P.C., the City of Great Falls, and the Montana Department of Administration, Local Government Services Bureau.

Sarah Stanger, Anderson ZurMuehlen & Co., P.C., reported that the audit engagement has two parts: audit of the City's financial statements and a separate agreed upon procedures engagement over the City's building code program. Ms. Stanger reported that the ACFR is necessary to obtain the Government Finance Officers Association's (GFOA) Certificate of Achievement, and she noted that the City has been awarded the Certificate of Achievement for Excellence in Financial Reporting every year since 1994.

She discussed the four sections of the ACFR: Introductory, Financial, Statistical, and Single Audit.

Ms. Stanger concluded that Anderson ZurMuehlen issued a clean audit opinion, and there were no findings, comments or recommendations made. There was one new governmental accounting standard board statement that had an effect this year, GASB 87, on leases that required some additional reporting and disclosure in situations where the City was a lessee or lessor. The federal programs that were tested were CDBG and ARPA.

Effective January 1, 2023, Anderson ZurMuehlen is merging with and changing its name to Pinion.

Commissioner Wolff moved, seconded by Commissioner McKenney, that the City Commission accept the Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR), the Required Client Communication Letter and the City's response to the Required Client Communication Letter; and authorize 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 Wolff expressed appreciation to City staff and the work of Anderson ZurMuehlen in making sure that all of the details are looked at to ensure the City's finances are in good shape.

Commissioner McKenney noted he is on the Audit Committee, and highlighted that Anderson ZurMuehlen reported no deficiencies, and no difficulties or disagreements with management.

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

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Motion carried 5-0.

14 IT INFRASTRUCTURE INSTALLATION: CIVIC CENTER HR REMODEL PROJECT.
[OF 1750.1]

- I. IT Infrastructure Installation Costs from Central Technologies.**
- II. IT Infrastructure Installation Costs from High Point Networks.**

ARPA Project Manager Sylvia Tarman reported that the HR remodel project was identified as a Tier 1 ARPA project by the City Commission at the April 5, 2022 meeting. The project went to bid in May of 2022, and the Commission approved award of a construction contract with Wadsworth Builders Company in the amount of \$626,500 in July of 2022.

IT installation costs were not included in Wadsworth’s contract, as the IT department utilizes certain equipment and contractors to complete IT infrastructure installations within the Civic Center, and integrate the new installations into the existing IT system, in order to ensure continuity in the overall system. Wadsworth has now completed the necessary demolition and framing for the new office layout to enable the IT infrastructure to be completed at this time.

After reviewing the current configuration of the existing IT cabling and the need for additional lines throughout the new office layout, members of the IT department and Central Technologies worked together to determine that the most prudent solution would be to install a new network switch with fiber connections. This solution will optimize the current data feeds and provide room for future capacity.

Central Technologies has provided a quote in the amount of \$15,795 for necessary cabling, wall mount rack, and to complete the installation of those items. The IT department obtained a quote from High Point Networks in the amount of \$6,011.48 to provide a new network switch and accompanying equipment for installation and integration by Central Technologies.

These contracts will satisfy the IT infrastructure needs for the new office layout for the HR remodel project, as well as provide options for future capacity.

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission approve IT infrastructure installation costs from Central Technologies, in the amount of \$15,795, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute contract documents; and, approve IT infrastructure installation costs from High Point Networks, in the amount of \$6,011.48, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute contract documents.

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 Tryon noted Central Technologies was based in Hamilton. He inquired about the other contractor and if staff attempted to find local contractors.

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Deputy City Manager Chuck Anderson responded that High Point Networks is out of North Dakota. The City has had success with High Point in purchasing network switches to standardize all of the network switches across the enterprise. Central Technologies has done a lot of cabling throughout the Civic Center, including the Finance remodel project last year, and is familiar with the building layout.

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

Motion carried 5-0.

15. CHANGE ORDER #2: CIVIC CENTER HR REMODEL PROJECT [OF 1750.1].

ARPA Project Manager Sylvia Tarman reported that, as prefaced at the November 15th Commission meeting, Cushing Terrell identified possible cost and time saving measures to include updated HVAC service in the HR Office, City Manager's Office, and the Prosecutor's Office on the 1st floor, under the scope and timeline of the HR remodel project, effectively removing scope from the upcoming Civic Center HVAC project. Given the location of the needed upgrades, it is prudent to undertake these upgrades in conjunction with the ongoing HR remodel in order to mitigate some of the installation costs.

This change order encompasses the HVAC units needed for the roof; revised ductwork, VRV units, and lighting in the Prosecutor's Office; as well as additional soffit work in the east and west stairwells on the 1st floor. Doing this work now saves the City money in design costs, contractor mobilization, and potential equipment costs due to inflation. This will also help mitigate some of the disruption of daily activities around the Civic Center by not having to mobilize a contractor twice, and who are well primed to complete the work in a more expeditious manner because all the equipment and personnel will already be onsite.

This work does have the potential to be affected, if changes to the Prosecutor's Office are necessitated by any upcoming work on the Court remodel project. She also noted that the date of substantial completion on Change Order #2 has been updated to incorporate the additional work in the Prosecutor's Office. However, Wadsworth is still planning to have the main portion of the HR Office completed and staff back into the new HR offices in late March/early April.

Additionally, this Change Order is accounting for some unknown conditions identified during the course of construction, as well as some updates to enhance the overall design and feel of the finished product. Once demolition was completed and interior walls were opened up, the contractor identified plumbing and flooring issues that needed to be addressed/fixed, as well as electrical chases that needed to be removed or reused. The contractor and City staff also identified door and window changes that are recommended to match the existing doorways and remove unnecessary hardware, which results in some small credits. Lighting changes are also recommended in the planned vault office, as there is space in the floor joists to use recessed LED panels rather than surface mount panels, to give more head room in that office, due to the already low ceiling. These changes will provide a more cohesive design and a more appealing finished product.

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While this change order is substantial, it encompasses a considerable change in scope, designed to capitalize on work that is already underway, and save time, money, and disruption in daily activities. She concluded that this Change Order would complete necessary HVAC upgrades in the Prosecutor's Office, as well as accounting for unknown conditions identified during construction.

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission approve Change Order #2 in the amount of \$164,597.53 and increase the total contract amount to \$814,530.08, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute contract documents.

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

City Manager Greg Doyon added that there has been some conversations about space utilization in the building, primarily with Court. He has suspended two interrelated projects. An architect has been retained to look at renovating the basement for Court, rather than purchasing outside space, due to the current cost element. There is a concept design for consideration of the Missouri Room for Court utilization. Attaching Court to the Evidence Building is not recommended, primarily for security purposes. He has suggested that the Court project be capped at \$3.5 million, and not tapping into any more of the CARES funds until the Commission gets well into the budget cycle for next year, because of these issues that keep popping up.

As they continue to navigate decisions about space, he asked the Commission to keep in mind that staff is trying to minimize the change orders involved in cookie cutting the space in the building. If outside space is not contemplated, or the City does not have the money to seek outside space, he is not sure what else there is to do.

Commissioner Tryon commented that \$164,000 is a lot of money for a change order. But, he appreciates the explanation and justification for saving money in the long run.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

CITY COMMISSION

16. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

On behalf of the Commission, Mayor Kelly wished everyone a happy and safe holiday season.

Commissioner Wolff complimented everyone that worked on getting the Delta flights to Minneapolis back to Great Falls beginning in February.

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17. **COMMISSION INITIATIVES.**

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of December 20, 2022, at 7:35 pm.**

Motion carried 5-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: January 3, 2023