

# JOURNAL OF COMMISSION PROCEEDINGS

November 21, 2023

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 Deputy City Manager Chuck Anderson, Finance Director Melissa Kinzler, City Attorney David Dennis, Police Captain John Schaffer, and City Clerk Lisa Kunz.

**AGENDA APPROVAL:** Deputy City Manager Chuck Anderson pulled Item 12 from the agenda to comply with federal noticing requirements, and noted the item will be rescheduled for the December 5, 2023 meeting. There were no proposed changes to the agenda by the City Commission. The agenda was approved as amended.

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

1. **PROCLAMATIONS**

**Small Business Saturday [November 25, 2023].**

Kellie Pierce, Director of the Business Improvement District and Downtown Association, commented that as an ambassador for Shop Small Saturday registered with the National Main Street Program they encourage everyone to shop small the holiday season and year-round.

**COMMUNITY INITIATIVES**

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM CITY COUNTY HEALTH DEPARTMENT.**

Mattie Paddock, CCHD WIC Program Manager and Dietician, reported that 10 authorized stores participating in the Women, Infant and Children (WIC) Program made over 32,000 transactions from October 2022 to September 2023 resulting in \$958,532.45 in WIC purchases. She also reviewed various pamphlet handouts pertaining to CCHD services, as well as provided contacts of who to call for services not provided by CCHD.

3. **PETITIONS AND COMMUNICATIONS**

**Stuart Lewin**, 615 3<sup>rd</sup> Avenue North, thanked the sitting Commission for their service. He commented he was impressed by the new Planning and Community Development Director beginning the Master Plan process for the City. He is a member of Missouri River Citizens and they encourage the protection of clean air and water and its responsible maintenance.

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**Jeni Dodd**, City resident, received confirmation Item 12 will be rescheduled for December 5, 2023. She noted City staff participation in clean up of the sagebrush incident at Eagle's Crossing and suggested a conflict of interest because the City Manager lives in the area. She also alleged that six recipients of ARPA funds awarded in January and February reported incorrect tax id numbers on their applications for the funds, which is a federal offense.

Mayor Kelly responded that Grant Administrator Tom Hazen would provide a response pertaining to the tax id numbers, and that he would be providing a report pertaining to item 12 on December 5, 2023.

With regard to the City's participation in the sagebrush clean up efforts, Deputy City Manager Chuck Anderson responded that the initial Fire Department call was initiated by an elderly couple who were not able to get out of their residence due to the sage brush that had accumulated causing a safety hazard. The Fire Department will follow up with Ms. Dodd.

### **NEIGHBORHOOD COUNCILS**

#### **4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Sandy Rice, Neighborhood Council #7, reported that, within 5 days of the council receiving a constituent complaint and notifying Neighborhood Council Liaison Lanni Klasner, seven streetlights were fixed between 7<sup>th</sup> and 9<sup>th</sup> Street North and 3<sup>rd</sup> and 5<sup>th</sup> Avenue North, two of which were by Whittier Elementary School. She expressed kudos to all involved in that effort and noted this is a good example of what Neighborhood Councils can do for the City. She also commented that visiting all the downtown stores on Shop Small Saturday is a great way to get your Christmas shopping done.

### **BOARDS AND COMMISSIONS**

#### **5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

#### **6. REAPPOINTMENTS/APPOINTMENTS TO THE PARK AND RECREATION BOARD.**

Mayor Kelly reported that the Park and Recreation Advisory Board has three board members with term expiration dates of December 31, 2023. Patrick Carroll has been a long-standing member to the Board with his most recent appointment on April 7, 2020. Erin Borland was appointed to the Board to fill a partial term on December 6, 2022. Kortny Maurer was recently appointed on October 3, 2023 to fill a partial term. All three members are in good standing and eligible for an additional term.

Through the Municipal election, Board Member Shannon Wilson was elected as a City Commissioner making her ineligible to remain on the Board once she takes office in January.

The city advertised for citizen interest in accordance to Resolution 10524 and received one application. Jim Sargent submitted his application on September 19, 2023.

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The Park and Recreation Advisory Board met on November 13, 2023 and recommended the City Commission reappoint Mr. Carroll, Ms. Borland and Ms. Maurer to three-year terms through December 31, 2026 and appoint Mr. Sargent to serve Ms. Wilson's remaining term through December 31, 2024.

**Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission reappoint Patrick Carroll, Erin Borland and Kortny Maurer to the Park and Recreation Board for three year terms through December 31, 2026 and appoint Jim Sargent for the remainder of a three-year term through December 2024.**

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.

### **CITY MANAGER**

#### **7. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Deputy City Manager Chuck Anderson announced that the Public Works snowplow crews will be on standby or on schedule over the holiday depending on the amount of snow received, and the sanitation division schedule would remain the same through the holiday.

#### **CONSENT AGENDA.**

- 8.** Minutes, November 7, 2023, City Commission Meeting.
- 9.** Total Expenditures of \$3,160,596 for the period of October 26, 2023 through November 8, 2023, to include claims over \$25,000, in the amount of \$2,577,945.
- 10.** Contracts List.
- 11.** Approve the 2020 Urban Area Boundary Map and Great Falls Highway System Approvals map, as prepared by the Montana Department of Transportation.

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**Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission approve the Consent Agenda as presented.**

Mayor Kelly asked if there were any comments from the public.

Written communication was received from **Shyla Patera**, North Central Independent Living Services, Inc., pertaining to agenda item 11. Ms. Patera noted that acceptance of the MDT map brings to light not only accessibility issues for citizens with disabilities, but traffic issues for both drivers and pedestrians. Streets and boulevards that are on the urban system in Great Falls and throughout Montana show how cities are growing and developing. The map also serves as a snapshot of current and future priorities, and serves as a baseline for projects that benefit the urban system and connector streets and sidewalks in Great Falls neighborhoods.

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

Motion carried 5-0.

### **PUBLIC HEARINGS**

#### **\*12. 2023 CDBG & HOME AMENDED ANNUAL ACTION PLAN.**

\*This item was pulled from the agenda.

### **OLD BUSINESS**

### **NEW BUSINESS**

### **ORDINANCES/RESOLUTIONS**

### **CITY COMMISSION**

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

Commissioner Wolff expressed appreciation to the Park and Recreation Department and Public Works Street Division for leaf pick up and street sweeping in the boulevard district, to Eric Boyd of the Street Division for addressing Neighborhood Council 5 concerns regarding 32<sup>nd</sup> Street and 11<sup>th</sup> Avenue South, and to Park and Recreation for follow up to a citizen regarding resurfacing of tennis courts.

Commissioner Tryon expressed appreciation to the BID for procuring through donations the beautiful Christmas tree in front of the Civic Center.

#### **14. COMMISSION INITIATIVES.**

None.

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**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of November 21, 2023, at 7:30 p.m.**

Motion carried 5-0.

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Mayor Bob Kelly

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City Clerk Lisa Kunz

**Minutes Approved: December 5, 2023**