

JOURNAL OF COMMISSION PROCEEDINGS

July 2, 2024

Regular City Commission Meeting

Mayor Reeves presiding
Commission Chambers, Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Shannon Wilson, and Susan Wolff. Also present were City Manager Greg Doyon; Public Works Director Chris Gaub; Planning and Community Development Director Brock Cherry; 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: Commissioner McKenney referred to Agenda Item 13 and noted he was a former owner of the Stadium Sports Bar under a different name. He has no connection with the current business, no personal gain or loss and he plans to participate.

MILITARY UPDATES

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MALMSTROM AIR FORCE BASE.

Operations Captain Robbie Green and Security Forces Captain Colin Hovel introduced themselves and discussed their ties and roots in the community.

Colonel Daniel Voorhies, Commander of the 341st Missile Wing, reported that Malmstrom AFB lost one of its airmen, Jorge Delgado, and other were injured, in a humvee accident that occurred on base last week.

On behalf of the City and City Commission, Mayor Reeves expressed condolences to the Malmstrom community during this difficult time.

Commissioner Tryon expressed appreciation for the introductions and encouraged same at future meetings.

2. **PETITIONS AND COMMUNICATIONS**

Keith Duncan, City resident, thanked the City Commission for reappointing Noelle Johnson to the Library Board, and Mayor Reeves for not declaring the month of June as Pride Month in Great Falls.

NEIGHBORHOOD COUNCILS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Karen Grove, Neighborhood Council 8, invited everyone to attend the council's 20th annual ice

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cream social in Memorial Park on July 18, 2024 from 6:00 to 8:00 p.m.

BOARDS AND COMMISSIONS

4. REAPPOINTMENTS TO THE HOUSING AUTHORITY BOARD OF COMMISSIONERS.

Mayor Reeves reported that the Great Falls Housing Authority Board consists of seven commissioners appointed by the City Commission. Two commissioners must be residents of the Housing Authority properties. The Board is an independent authority responsible for setting policy for the operation and management of public housing properties, HUD Section 8 program and other affordable housing programs. The Board also serves as the loan committee for the City's Housing Rehabilitation Program. The Board is also responsible for providing safe, decent, sanitary, and affordable housing for the community's low-income residents. Tenant terms are two years and regular members are five years.

The Board met on May 16, 2024 and recommended that the City Commission reappoint Megan Farmer to her second five-year term and reappoint Tenant members, Lyle LaPree for his third 2-year term and Kathleen Whitaker for her first full two-year term.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission reappoint Kathleen Whitaker and Lyle LaPree to the Great Falls Housing Authority Board of Commissioners for two-year terms through June 30, 2026 and appoint Megan Farmer for a five-year term through June 30, 2029.

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

Commissioner Wolff expressed appreciation to the appointees for their service on this board.

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

Motion carried 5-0.

5. REAPPOINTMENT/APPOINTMENT TO THE TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) BOARD.

Mayor Reeves reported that Shawn Jeffrey Page resigned from the Tourism Business Improvement District Board of Trustees (TBID). Laurie Price has a term expiring on June 30, 2024 and has not indicated that she is interested in an additional term. Becky Amaral Miller has served on the board since May 2021. Her current term end date is June 30, 2024; she is interested in remaining on the Board.

The Board Liaison, Rebecca Engum, reached out to all property owners within the TBID district seeking interested candidates. She also sent emails and made phone calls to encourage applications. An application was received from Malissa Hollan with Great Falls Inn-Vestments LLC. Trustees must be an owner of property within the TBID or the owner's assignee. Ms. Amaral Miller also submitted an updated application.

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During the Board's meeting on June 20, 2024, the TBID Board recommended that the City Commission reappoint Ms. Amaral Miller and appoint Ms. Hollan to the Board of Trustees for four-year terms through June 30, 2028.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission reappoint Becky Miller and appoint Malissa Hollan to the Tourism Business Improvement District Board of Trustees for four-year terms through June 30, 2028.

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

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

6. **APPOINTMENT TO THE CITY-COUNTY BOARD OF HEALTH.**

Mayor Reeves reported that the City-County Board of Health was created through an Agreement entered into between Cascade County and the City of Great Falls in 1975 to establish a Board of Health as contemplated by the provisions of Montana law relating to local boards of health, specifically § 50-2-106, MCA.

During the Board of Health meeting on June 5, 2024 the Board discussed the vacancy for the licensed doctor position and the process to appoint a new member. Because the Cascade County Medical Association no longer exists, Health Officer Abigail Hill reached out to the medical directors from the local medical institutions for recommendations. The vacancy was also posted on the Board of Health's page on the County's website. Applications were received from Dr. Guy. C. Venuti and Dr. Rachel Amthor.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission appoint Dr. Rachel Amthor to the City-County Board of Health as the licensed doctor of medicine to represent the medical community.

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

Commissioner Tryon noted that he supports this appointment. He reminded members of boards and commissions that it is not a requirement to give an explanation or reasoning behind their votes.

Commissioner Wolff commented that a pediatric specialist is a strong need in our community.

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

Motion carried 5-0.

7. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

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Commissioner Wolff announced that Peterbilt is the first tenant of the Airport Authority's light industrial park.

CITY MANAGER

8. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Deputy City Manager Chuck Anderson made the following announcements:

- Best Friends Animal Society recognized the Great Falls Animal Shelter for achieving a no-kill ratio above 90% in 2023.
- Great Falls Police Officer Clayton Henderson was promoted to the rank of sergeant last week.
- City Forester Todd Seymanski received the 2024 Lifetime Achievement Award from the Montana Urban and Community Forestry Association for 33 years of dedicated service to the Great Falls urban forest.
- The Utility Division of the Finance Department is progressing through a software conversion. During this time, delinquent charges will not be charged until all payment systems are fully operable. Utility bills will arrive three to five days later than normal and may look different. There may also be a slight delay in processing payments.

Deputy City Manager Anderson announced that he and his family made a difficult decision to leave Great Falls to be closer to family. He and his family have loved being here the past 7 ½ years and he thanked the Commission, City staff and the community.

Mayor Reeves thanked Deputy City Manager Anderson for his service.

City Manager Greg Doyon thanked Deputy City Manager Anderson for his service, congratulated him on his new job offer, and wished him and his family the best.

CONSENT AGENDA.

9. Minutes, June 18, 2024, City Commission Meeting.
10. Total Expenditures of \$4,254,178 for the period of June 6, 2024 through June 19, 2024, to include claims over \$25,000, in the amount of \$3,644,839.
11. Contracts List.
12. Approve a Professional Services Agreement in the amount not to exceed \$249,810 to Roadway Asset Services, LLC, for data collection and review phase services for the Road Overall Condition Index project, and authorize the City Manager to execute the agreement documents. **OF 1819.0**
13. Award a construction agreement in the amount of \$288,350 to Geranios Enterprises, Inc. for the 5th Street Drainage – 10th Avenue South to 12th Avenue South project, and authorize the City Manager to execute the agreement documents. **OF 1811.0**

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14. Set a public hearing on the Business Improvement District (BID) FY 2025 Budget and Work Plan for July 16, 2024.
15. Set a public hearing on the Tourism Business Improvement District (TBID) FY 2025 Budget and Work Plan for July 16, 2024.
16. Set a public hearing on Resolution 10552, Intent to Increase Property Tax for July 16, 2024.
17. Set the annual budget hearing on Resolution 10551, Annual Budget Resolution for July 16, 2024.

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

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

John Hubbard, City resident, expressed opposition to Agenda Item 16. He inquired if the State was going to give Great Falls any of the \$303 million dollars from the marijuana tax monies to help with public safety department budgets.

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

Motion carried 5-0.

PUBLIC HEARINGS

18. **ANNEXATION AND ZONING REQUEST FROM LEIGH LARSON FOR PROPERTY ADDRESSED AS 2617 6TH STREET NW.**

Mayor Reeves declared the joint public hearing open and asked for presentation of the staff report.

Planning and Community Development Director Brock Cherry reported that the owner of the property, Leigh Larson, submitted an application to annex the existing residence addressed as 2617 6th Street NW that consists of approximately 0.413 acres, into the City for the purpose of connecting to City sanitary sewer utilities due to continuous septic failure. The subject property has an existing City water connection. The property is contiguous to the existing City limits along the south and east property lines.

The subject property is being proposed for R-2 Single-family Medium Density zoning. The R-2 zoning district aligns with the existing use of a single-family residence upon the subject property and aligns with context of the neighborhood based on the surrounding single-family homes adjacent to the property. Nearby residences within the City limits of Great Falls are within the R-2 zoning district.

At its meeting on May 2, 2024, Neighborhood Council #3 voted unanimously to support the request.

At the conclusion of a public hearing held on May 14, 2024, the Zoning Commission recommended the City Commission approve the annexation and establishment of Single-family Medium Density (R-2) zoning for the subject property.

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Mayor Reeves asked if the Commissioners had any questions of staff.

Hearing none, Mayor Reeves asked if there were any comments from the public in support of or in opposition to Resolution 10548 and Ordinance 3267.

Hearing none, Mayor Reeves closed the joint public hearing and asked the will of the Commission.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10548, and approve the Annexation Agreement pertaining to 2617 6th Street NW.

Mayor Reeves asked if there was any discussion amongst the Commissioners.

Commissioner McKenney received clarification that the sewer line was connected last Friday. When staff met with the property owner to explain the process and costs associated with annexation, she was advised that connecting to sewer utilities can be permitted prior to the completion of annexation with the understanding that if for any reason the annexation does not get completed, the property owner will be required to disconnect from the City's sanitary sewer main.

Commissioner McKenney asked the applicant, Leigh Larson, how long this process took and if there was anything the City could have done better and was informed the process started at the beginning of the year, and she felt that City staff acted very neighborly.

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

Motion carried 5-0.

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission adopt Ordinance 3267.

Mayor Reeves asked if there was further discussion amongst the Commissioners.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

19. ORDINANCE 3269, REQUEST FROM THE ESTATE OF SHARON C. WILSON TO ASSIGN R-2 SINGLE-FAMILY MEDIUM DENSITY ZONING TO 423 RIVERVIEW COURT.

Planning and Community Development Director Brock Cherry reported that the purpose of this request is to set a public hearing for August 6, 2024, on the annexation request and zoning designation of R-2 for property at 423 Riverview Court. This property is directly adjacent to the Meadowlark Country Club. The current owner found out that it had some buildings and properties

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encroaching on Meadowlark Country Club. The parties worked together to re-survey the property. If Meadowlark County Club was within City boundaries, the process could be accomplished at the staff level. However, because the boundaries will be changed on property that is not within the City, an annexation is required. The annexation request is to add approximately 4,850 square feet of land to the City in order to rectify the boundaries.

Commissioner Wolff moved, seconded by Commissioner McKenney, that the City Commission accept Ordinance 3269 on first reading and set a public hearing for August 6, 2024.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

CITY COMMISSION

20. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Wilson announced that American Legion Post 3 would be putting up the American Flags along Central Avenue for the Fourth of July holiday.

21. COMMISSION INITIATIVES.

Commissioner Wilson commented that a public restroom is needed downtown, and asked the Commission to consider an initiative to install a Portland Loo with CDBG or TIF funds.

City Manager Doyon commented that he would do some preliminary fact finding and provide the Commission with information about potential location, maintenance and costs at a future work session.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the regular meeting of July 2, 2024, at 7:38 p.m.**

Motion carried 5-0.

Mayor Cory Reeves

City Clerk Lisa Kunz

Minutes Approved: July 16, 2024