



City Commission Agenda
Civic Center 2 Park Drive South, Great Falls, MT
Commission Chambers Room 206
July 5, 2017

CALL TO ORDER 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and address for the record.)

1. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

3. Appointments, Housing Authority Board of Commissioners.
4. Reappointment, Business Improvement District Board of Trustees.
5. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

6. Miscellaneous reports and announcements from the City Manager.

CONSENT AGENDA

The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.

7. Minutes, June 20, 2017, Commission Meeting.
8. Minutes, June 20, 2017, Special Commission Meeting.
9. Total Expenditures of \$6,248,579 for the period of June 1, 2017 through June 21, 2017, to include claims over \$5,000, in the amount of \$5,981,860.
10. Contracts List.
11. Set a public hearing date on Resolution 10185 for August 1, 2017 at 7:00 p.m. to levy and assess Special Improvement General Boulevard Maintenance District No. 3570.
12. Set a public hearing date on Resolution 10186 for August 1, 2017 at 7:00 p.m. to levy and assess Special Improvement Portage Meadows Maintenance District No. 1195.
13. Set a Public Hearing date on Resolution 10187 for August 1, 2017 at 7:00 p.m. to levy and assess the Street Maintenance District.
14. Set a Public Hearing date on Resolution 10188 for August 1, 2017 at 7:00 p.m. to levy and assess properties within Special Improvement Lighting Districts.

15. Set the public hearing on Resolution 10194 – Intent to Increase Property Tax for July 18, 2017.
16. Set a public budget hearing on Resolution 10195 – Annual Budget Resolution for July 18, 2017.
17. Set the public hearing for the 2017/2018 Business Improvement District Budget and Work Plan for July 18, 2017.
18. Set the public hearing for the 2017/2018 Tourism Business Improvement District Budget and Work Plan for July 18, 2017.
19. Award a contract in the amount of \$378,051.00 to United Materials of Great Falls, Inc. for the 13th Street South Reconstruction project, and authorize the City Manager to execute the construction contract documents.
20. Approve Final Payment for the Great Falls Wastewater Treatment Plant DAFT Rehabilitation – Phase 2, in the amount of \$4,950.00 to Swank Enterprises and \$50.00 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote

PUBLIC HEARINGS

21. Ord. 3162, An Ordinance Of The City Commission Of The City Of Great Falls Providing That The Charter Of The City Of Great Falls Be Amended To Cure Typographical Errors And Legal Inconsistencies And Submitting The Proposed Amendment To The Electors Of The City As Provided By Law. Action: Conduct public hearing and adopt or deny Ord. 3162. *(Presented by Joseph Cik)*
22. Res. 10197, Declaring Certain property located at 2612 1st Avenue South, Lot 4 Block 13, Section 8, Township 20 North, Range 4 East, Black Eagle Falls Addition, Cascade County, Montana, a Nuisance, order the Nuisance be abated and authorize City staff to force abatement if necessary. Action: Conduct public hearing and adopt or deny Res. 10197 and authorize staff to force abatement if necessary. *(Presented by Craig Raymond)*

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

23. Res. 10198, A Resolution To Submit The Question Of Whether Domestic Chicken Hens Should Be Allowed Within The Incorporated City Limits Of Great Falls On The November 7, 2017 General Election Ballot. Action: adopt or deny Res. 10198. *(Presented by Joseph Cik)*

CITY COMMISSION

24. Miscellaneous reports and announcements from the City Commission.
25. Legislative Initiatives.
26. Commission Initiatives.

ADJOURNMENT

(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.) Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.



Item: Appointments, Housing Authority Board of Commissioners
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint one tenant member for the remainder of a two-year term through June 30, 2018 and appoint one member to a five-year term through June 30, 2022 to the Great Falls Housing Authority Board of Commissioners.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint _____ as a tenant member for the remainder of a two-year term through June 30, 2018 and appoint _____ for a five-year term through June 30, 2022 to the Great Falls Housing Authority Board of Commissioners.”

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

It is recommended that the City Commission appoint Terri Sullivan as a tenant member for the remainder of a two-year term through June 30, 2018 and appoint Ryan Hart to a five-year term through June 30, 2022.

Summary:

Kristy Lynn Vandeberg was appointed to the Board on June 7, 2016 for a two-year term from July 1, 2016 through June 30, 2018. She is moving out of a unit in the Housing Authority properties and is no longer eligible to be a Board member. Cal Gilbert was appointed to the Board in 2012; he has served a full five-year term and is not seeking reappointment.

Advertisement was done through the local media and also posted on the City's Website. One application was received for the regular member position. The City did not receive any new applications for the tenant member position. Applications from a recent posting were reviewed by the Board along with the application for the regular member position. The Housing Authority Board of Commissioners reviewed and made a recommendation.

Purpose

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 maximum uninterrupted length of service for tenant members shall be five consecutive terms; regular members are eligible to serve two consecutive terms.

Continuing members of the board are:

Michael McCleary
Joe Boyle
Timothy McKittrick
Ashley Gates
Jim Weber

Citizens interested in serving as tenant members:

Dorthea Butler
Terri Sullivan

Citizen interested in serving as a non tenant member:

Ryan Hart

Concurrences:

At its June 15, 2017 meeting, the Great Falls Housing Authority Board of Commissioners recommended the appointment of Terri Sullivan to replace Kristy Lynn Vandeberg for the remainder of a two-year term and Ryan Hart to fill the vacancy of Cal Gilbert for a five-year term.

ATTACHMENTS:

- ▢ Resignation Letter Ms. Vandeberg
- ▢ Applications tenant member
- ▢ Application non tenant member
- ▢ Recommendation letters

Kristy L. Vandenberg
1700 Chowen Springs Loop
Great Falls, MT 59405

June 5, 2017
Board of Commissioners:
Mike McCleary
James Weber
Joe Boyle
Tim McKittrick
Kevin Hager
1500 Chowen Springs Loop
Great Falls, MT 59405

Dear, Board of Commissioners:

It is with regret that I am writing to inform you of my decision to resign my position on the Board effective immediately. My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with time and energy to devote to the job. It has been a pleasure being a part of the GFHA Board. I am so proud of all we have accomplished in the past year, and I have no doubt the Board will continue these successes in the future. If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best Regards

Kristy Vandenberg



BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)

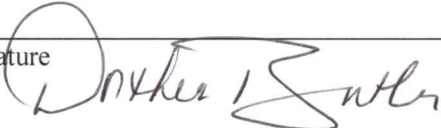
RECEIVED

APR 4 2017

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws

CITY MANAGER

Board/Commission Applying For: <i>G.F.H.A</i>		Date of Application: <i>3/31/17</i>	
Name: <i>Dorthea Butler</i>			
Home Address: <i>P.O. Box 2694, Great Falls, MT 59403</i>		Email address: <i>butlerdr@ou.edu</i>	
Home Phone:	Work Phone:	Cell Phone: <i>(406) 468-5822</i>	
Occupation: <i>N/A</i>		Employer: <i>N/A</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <i>Been a tenant of Housing Authorities for many years.</i>			
Educational Background: <i>Senior Anthropology / Sociology Administrative & Attorney Assistant MSU</i>			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities:			
Previous and current public experience (elective or appointive): <i>Have foster parented in the past. Volunteered for Sheriff's office records and Victim's Witness G.F.P.D.</i>			
Membership in other community organizations: <i>Attend church & Bible studies all over.</i>			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? <i>I wish to serve the public and assist others who have the same interests. Housing for everyone is very important to me.</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>Have been a H.A. and/or Med. Rehab. client for many years. Family oriented.</i>	
Additional comments:	
Signature 	Date: <i>3/31/2017</i>

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:

City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net



BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)

RECEIVED

APR 19 2017

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know Law.

CITY MANAGER

Board/Commission Applying For: <i>Tenant Commissioner</i>		Date of Application: <i>4/20/17</i>
Name: <i>Terri Sullivan</i>		
Home Address: <i>1628 5th Ave. So., Gt Falls, MT 59405</i>		Email address: <i>sulli1962@hotmail.com</i>
Home Phone: <i>n/a</i>	Work Phone: <i>n/a</i>	Cell Phone: <i>406-403-5401</i>
Occupation: <i>Disabled</i>	Employer: <i>n/a</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <i>See next page</i>		
Educational Background: <i>GED, some college</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>Currently a Cascade County Election Judge.</i>		
Previous and current public experience (elective or appointive): <i>none</i>		
Membership in other community organizations: <i>none.</i>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? <i>I am looking for more opportunities to get more involved in my community and feel being a tenant board member would be a good place to start. also being a tenant of public housing I am interested in how Public Housing works.</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>previous book keeping Senior accounting Clerk for Great Falls North American Van Lines familiar with Contractor bids while working for a small plumbing company</i>	
Additional comments: <i>I am impartial, objective but have empathy in certain situations, I have common sense, logic and I am rational, honest and responsible.</i>	
Signature <i>Terris Sullivan</i>	Date: <i>4/20/17</i>

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:

City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: HOUSING		Date of Application: 4/24/17
Name: RYAN HART		
Home Address: 3439 5TH AVE S.		Email address: ryan-hart@gfps.k12.mt.us
Home Phone: (406) 453-8293	Work Phone: (406) 268-7230	Cell Phone: (406) 750-4168
Occupation: ELEMENTARY PRINCIPAL		Employer: GFPS
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) POSSIBLY FROM TIME TO TIME. I KNOW GILBERT MADE IT WORK.		
Related experiences or background: ELEMENTARY PRINCIPAL MAEMSP NORTH CENTRAL DIRECTOR FAMILY PROMISE BOARD (EX)		
Educational Background: BS- ELEMENTARY EDUCATION MEd- EDUCATIONAL LEADERSHIP		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: - CLASSROOM TEACHER (5TH AND 2ND GRADE) - PRINCIPAL (LOY, WHITTIER, NOW MOVING TO CONGREGATION) - MAEMSP BOARD MEMBER (PRINCIPAL ORG.) - FAMILY PROMISE BOARD (EX)		
Previous and current public experience (elective or appointive): SAME AS A		
Membership in other community organizations: - NONE -		

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when?

NO

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

NO

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

NO

Are you currently serving on a Board? Yes No If yes, which board?

Please describe your interest in serving on this board/commission?

I WAS ASKED BY A SITTING BOARD MEMBER IF INTERESTED.
BENEFICIAL ROLE FOR STUDENTS AND FAMILIES
TO HAVE PRINCIPAL ON BOARD. UNDERSTANDING
THE PROCESS.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

10 YEARS ELEM. PRINCIPAL EXPERIENCE
- WORK W/ HUNDREDS OF FAMILIES ANNUALLY.
- W/ LF HIGH POVERTY ELP.

Additional comments:

THANKS FOR CONSIDERATION!

Signature

Date:

4/24/17

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:

City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net



1500 Chowen Springs Loop
Great Falls, MT 59405-2564
Office: 406-453-4311
Fax: 406-727-5566
TDD: 406-453-6327
e-mail: gfa@gfhousing.org
Website: www.gfhousing.org

June 15, 2017

To: Honorable Mayor and City Commission

From: Mike McCleary, Chairman

Great Falls Housing Authority Board of Commissioners

Re: GFHA Board Appointment Recommendation

At its June 15, 2017 meeting, the Great Falls Housing Authority Board of Commissioners reviewed an application from one interested person for an open position on the Board for Commissioner. The position has been vacated by Commissioner Cal Gilbert who has retired from the Public Schools.

The GFHA Board of Commissioners would like to recommend to the City Commission that **Ryan Hart** be appointed to replace outgoing Commissioner Cal Gilbert.

Mr. Hart has replaced Cal Gilbert as principal at Longfellow School. Commissioners felt that Mr. Hart's educational experience he could offer on behalf of the Great Falls Housing Authority would be very beneficial. Commissioner Tim McKittrick made a motion to recommend the appointment of Ryan Hart to the GFHA Board of Commissioners for the position of Tenant Commissioner. Vice Chairperson Weber seconded the motion with unanimous voice approval.



1500 Chown Springs Loop
Great Falls, MT 59405-2564
Office: 406-453-4311
Fax: 406-727-5566
TDD: 406-453-6327
e-mail: gfha@gfhousing.org
Website: www.gfhousing.org

June 15, 2017

To: Honorable Mayor and City Commission

From: Mike McCleary, Chairman

Great Falls Housing Authority Board of Commissioners

Re: GFHA Board Appointment Recommendation

At its June 15, 2017 meeting, the Great Falls Housing Authority Board of Commissioners reviewed applications from three interested persons for an open position on the Board for a Tenant Commissioner. The position has been vacated by Commissioner Kristy Vandenberg

The GFHA Board of Commissioners would like to recommend to the City Commission that **Terri Sullivan** be appointed to replace Commissioner Kristy Vandenberg.

Ms. Sullivan has been a tenant of the Great Falls Housing Authority since July, 2013. Commissioners felt that the perspective Ms. Sullivan could offer on behalf of the tenants of the Great Falls Housing Authority would be very beneficial. Commissioner Boyle made a motion to recommend the appointment of Terri Sullivan to the GFHA Board of Commissioners for the position of Tenant Commissioner. Commissioner McKittrick seconded the motion with unanimous voice approval.



Item: Reappointment, Business Improvement District Board of Trustees.
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Reappoint one member to the Business Improvement District Board of Trustees to a four-year term through June 30, 2021.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission reappoint Alison Fried to the Business Improvement District Board of Trustees to a four-year term expiring June 30, 2021.”

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

It is recommended that the City Commission reappoint Alison Fried to a four year term through June 30, 2021.

Summary:

Alison Fried was appointed to the Business Improvement District Board in February 2017 to fill the remainder of a four-year term. She is interested serving her first full term. The Board recommended the reappointment of Ms. Fried.

The current opening was advertised through the local media and on the City’s website. The application deadline was June 20, 2017. No new applications were received.

Purpose: The Business Improvement District Board of Trustees consists of seven members appointed by the City Commission. Members must be owners of property within the boundaries of the Business Improvement District or their personal representative, agent, or guardian (MCA§7-12-1121). The B.I.D. oversees the functions, operations, management and administration as necessary to carry out the purposes and objectives of the Business Improvement District.

Continuing members of this board are:

Andrew Ferrin
Garry Hackett
Max Grebe
Sheila Rice
Travis Neil
Jason C. Madill

Member interested in serving an additional term on the board is:

Alison Fried

Alternatives:

Continue to seek additional citizen interest.

Concurrences:

At its June 8, 2017 meeting, the Board recommended reappointing Alison Fried to the Board but noted they would review additional applications if they were received. No applications were received.



Item: Minutes, June 20, 2017, Commission Meeting.
From: Darcy Dea, Deputy City Clerk
Initiated By:
Presented By: Darcy Dea, Deputy City Clerk
Action Requested:

ATTACHMENTS:

- DRAFT Minutes, June 20, 2017

Regular City Commission Meeting**Mayor Kelly presiding****Call to Order: 7:00 PM****Commission Chambers Room 206****PLEDGE OF ALLEGIANCE**

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Bob Jones, Tracy Houck, Fred Burow and Bill Bronson. Also present were Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Park and Recreation Interim Director Patty Rearden; Fiscal Services Director Melissa Kinzler; City Attorney Sara Sexe and Assistant City Attorney Joe Cik; and, Police Chief Dave Bowen.

AGENDA APPROVAL: With regard to Item 4, Deputy City Manager Anderson noted that Kevin Heffernan was appointed to the Police Commission for his first three year term on June 17, 2014, instead of 2017. No additional changes were suggested by the Deputy City Manager or City Commission. The agenda, with the noted correction to Item 4, was approved.

PETITIONS AND COMMUNICATIONS**1. Miscellaneous reports and announcements.**

Michael Enk, P. O. Box 1344, commented that the Great Falls Community Ice Foundation was making an effort to conserve electricity by converting its lighting to a LED system. On behalf of Citizen's for Clean Energy, Mr. Enk presented Lexi Stober with \$500.00 towards the LED lighting fund drive for the Ice Foundation. He further reported that any extra money donated after this project was completed would be put towards the next improvement project.

Lexi Stober, 904 45th Avenue NE, secretary for Great Falls Community Ice Foundation Board of Directors, commented that they have until August 1st to accomplish the fund drive, and further reported that they were one light away from accomplishing their goal. The website for donations is www.gf-ice.org.

Robert Morris, 900 10th Street SW, expressed appreciation to Commissioner Burow and Public Works staff with regard to having a plan to fix a hazardous road.

Commissioner Burow commented that the hazardous road has been an ongoing problem, and that the Engineering Department was working on a solution.

Win Benson, 1919 8th Avenue So, expressed concern to the House Bill that was passed by the legislature with regard to the Park District Questionnaire unreturned ballots process.

Mayor Kelly responded that the City was following the state law that exists to create special districts. Mayor Kelly further pointed out that the 60 day period was put in place to discuss and

learn about the ramifications with regard to the Park District moving forward. Mayor Kelly explained that a 10% weighted vote in opposition would be placed on a ballot for the community to vote on; if more than 50% opposing votes are received the Commission would not be able to do anything for 12 months.

Assistant City Attorney Cik explained that the Montana Code Annotated (MCA) code provision that applied to the protest process was Title 7, Chapter 11, Section 1008. He further reported that the timeline process was agreed upon by staff before Senate Bill 189, and noted that HB won't go into effect until October 1, 2017. He explained that property owners would pay different assessments based on their property value. The votes would be weighted on by the cost of each property owner's actual assessment. He concluded that additional ballots were available at the Park and Recreation Department.

Commissioner Burow received clarification that citizens with multiple properties would be able to fill out a ballot for each property.

Mayor Kelly reported that the Park Master Plan survey indicated that there was a majority of citizens that were willing to invest more with regard to fixing the parks.

Spencer Galloway, 2121 5th Avenue South, announced that there would be a Fourth of July parade at 11:00 that starts on 1st Avenue South and commented that donations for the awards ceremony as well as prizes for the parade floats would be needed.

Kristi Johnson, 3120 Central Avenue, commented that volunteers are needed for the fourth of July parade. She further announced that there would be a public meeting on June 22nd in the Russell Room at the O'Haire Motor Inn at 6:30 for organizing for the parade and a meeting on June 29th. She further reported that the C130 would be available for a fly over.

Jeni Dodd, 3245 8th Avenue No, requested clarification with regard to the weighted vote for home owner's value of property. She further expressed concern with regard to the 10% opposition being put on the ballot. She inquired about lost or discarded ballots.

Assistant City Attorney Cik responded that the City is following state law and reported that extra ballots would be available at the Park and Recreation Department.

Aart Dolman, 3016 Central Avenue, secretary for the Missouri River Citizens, Inc. provided and discussed a handout that requested that the Commission adopt a resolution to be sent to Mr. Ryan Zinke requesting that the Missouri River Monument remain "as is".

Richard Liebert, 289 Boston Coulee Road, discussed that clean energy conservation was good for energy efficiency. He further expressed concern with regard to the West Bank erosion.

With regard to the West Bank erosion, Public Works Director Jim Rearden responded that there would be a meeting on June 29th and that the intent would be to submit a grant application in August.

Stuart Lewin, 615 3rd Avenue North, commended the *Great Falls Tribune* with regard to an article that supported several issues that were important to the Missouri River Citizens, Inc. Mr. Lewin further expressed support with regard to adopting a resolution to be sent to Mr. Ryan Zinke requesting that the Missouri River Monument remain “as is”.

Ron Gessaman, 1006 36th Avenue NE, inquired about the burnt out building on the West Bank. Mayor Kelly responded that issue would be looked into.

John Hubbard, 615 7th Avenue South, expressed opposition with regard to tax increases.

Robert Morris, 900 10th Street SW, announced that there would be a stand down for Vets for Vets on September 28th and 29th at 10:00 am at the Fairgrounds. Mr. Morris thanked the Commission and City staff with regard to their support of the Grace Home Veterans Center.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

Kathy Gessaman, NC 3, thanked the City and United Materials with regard to doing a great job on 36th Avenue NE, and noted that water facility would be working shortly.

BOARDS AND COMMISSIONS

3. Reappointment, Tourism Business Improvement District.

Commissioner Burow moved, seconded by Commissioner Jones, that the City Commission reappoint Malissa Hollan to the Tourism Business Improvement District Board of Trustees for a four-year term through June 30, 2021.

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

Motion carried 5-0.

4. Reappointment, Police Commission.

Commissioner Jones moved, seconded by Commissioner Burow, that the City Commission reappoint Kevin Heffernan to the Police Commission for a three-year term through June 30, 2020.

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

Motion carried 5-0.

5. Appointment, Great Falls Planning Advisory Board.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission appoint Charles E. Pankratz to the remainder of a three-year term ending on December 31, 2019, to the Great Falls Planning Advisory Board.

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

Planning and Community Development Director Raymond reported that there were other openings available for the Planning Advisory Board as well as the Parking Advisory Commission.

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

Motion carried 5-0.

6. Miscellaneous reports and announcements from Boards and Commissions.

There were no miscellaneous reports and announcements from members of boards and commissions.

Mayor Kelly received clarification with regard to the obligation of having a Parking Advisory Board. Commissioner Houck commented that citizens would need to be a resident of the City in order to become a member of the Parking Advisory Board.

CITY MANAGER

7. Miscellaneous reports and announcements from the City Manager.

Deputy City Manager Chuck Anderson announced that the City Manager was in Washington DC at a conference and that he would also be attending a Montana Municipal Interlocal Authority (MMIA) meeting on Friday.

Deputy City Manager Anderson reported that on June 6th there was an oil spill by West Bank Park that came from Calumet. West Bank Park Trail was closed temporarily as a precautionary measure. Calumet was notified and started a cleanup of the spill. The Montana Department of Environmental Quality (DEQ) responded and endorsed the precautionary actions that were taken by the City and Calumet. The City conducted a closed circuit TV review of a storm drain and confirmed that the pipe thought to have been the origin of the oil seepage was intact. Calumet completed the cleaning of a storm drain between a release and outlet, and was intercepting the product in a temporary recovery trench located at the waste water treatment plant.

Deputy City Manager Anderson further reported that applications were received for the Park and Recreation Director and noted that final interviews would be conducted the week of July 10th.

Deputy City Manager Anderson reported that a consumer research website has notified the City that Great Falls had been ranked as a primary in the United States for first responder's to live and work in their third annual best cities for first responders report. He announced that a press release was received and that the City would be coordinating with the *Great Falls Tribune* as well as the local television stations.

Mayor Kelly received clarification that Calumet has a Public Information Officer (PIO) that released information regarding the oil spill.

CONSENT AGENDA

8. Minutes, June 6, 2017, Commission Meeting.
9. Total Expenditures of \$2,786,868 for the period of May 16, 2017, through June 7, 2017, to include claims over \$5,000, in the amount of \$2,514,916.
10. Contracts list.
11. Approve Final Payment in the amount of \$25,112.13 to United Materials of Great Falls, Inc. and \$253.66 to the State Miscellaneous Tax Fund for the Downtown Streetscape Expansion project, and authorize the City Manager to make the payments. **OF 1508.3**
12. Reject a contract for the Beech Drive and Cherry Drive Water Main Replacement **OF 1718.**
13. Award a contract in the amount of \$198,310.00 to David Kuglin Construction for the 3rd Avenue South (46th St. S. to 57th St. S.) Handicap Ramps Phase II, and authorize the City Manager to execute the construction contract documents. **OF 1697.2**
14. Award a contract in the amount of \$277,961.00 to Ed Boland Construction for the Gore Hill Water Tower – Water Main Extension, and authorize the City Manager to execute the construction contract documents. **OF 1625.2**
15. Approve the bid award for 250 tons of liquid asphalt to Calumet Montana Refining Company of Great Falls for \$91,250.

Commissioner Jones moved, seconded by Commissioners Bronson and Burow, that the City Commission approve the Consent Agenda as presented with the exception of Item 12 for a separate discussion and vote.

Motion carried 5-0.

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

With regard to Item 12, Commissioner Jones commented that his son was one of the project managers for one of the companies that submitted a bid.

With regard to Item 12, Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission reject a contract for the Beech Drive and Cherry Drive Water Main Replacement, OF 1718.

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

Commissioner Burow explained that Item 12 was rejected because one bid was too low and the other was too high.

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

Motion carried 4-0-1. (Commissioner Jones abstaining)

PUBLIC HEARINGS

16. Lease of the Visitor Center located at 15 Overlook Drive.

Deputy City Manager Chuck Anderson reported that the Visitor Center was built in 1993 and that it was originally operated in partnership with the Great Falls Area Chamber of Commerce (Chamber) and further reported that for 11 years, the City and Chamber shared the costs of the Visitor Center. The Chamber's contract expired on September 1, 2004. In 2005 the Park and Recreation Department continued operating the Visitor Center. In 2014, the Convention and Visitors Bureau (CVB), Tourism Business Improvement District (TBID), and Great Falls Development Authority (GFDA) began operating the Visitor Center. The CVB decided to relocate the Visitor Center operations from Overlook Drive to the downtown tourism office beginning October 1st. Deputy City Manager Anderson further reported that the lease expires on June 30, 2017, and explained that the CVB would be seeking a month to month lease until relocating.

Mayor Kelly declared the public hearing open.

No one spoke in opposition to a lease of the Visitor Center.

Speaking in support of the lease of the Visitor Center was:

Richard Liebert, 289 Boston Coulee Road, received clarification with regard to the potential uses for the property.

Mayor Kelly commented the Commission recognized the value of the building, as well as the location.

Rebecca Engum, 100 1st Avenue North, Great Falls Tourism Business Improvement District (TBID), expressed support with regard to the approval of the lease of the Visitor Center and commented that approval would allow the TBID the opportunity to relocate the assets.

There being no one further to address the Commission, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Houck moved, seconded by Commissioner Burow, that the City Commission approve a month to month lease of city-owned property, the Visitor Center (15 Overlook Drive), to the Convention and Visitors Bureau (CVB).

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

Commissioner Houck commented that the Visitor Center was not being closed and noted that efforts were being redirected in order to meet the needs of the visitors.

Mayor Kelly commended the TBID with regard to taking care of the Visitor Center. Mayor Kelly further commented that statistics were available that indicated the number of people who visited the City.

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

Motion carried 5-0.

Commissioner Bronson stepped out at 8:06 pm and returned at 8:08 pm.

Commissioner Houck stepped out at 8:08 pm and returned at 8:13 pm.

17. Ordinance 3160, An Ordinance Repealing and Replacing Title 6, of the Official Code of the City of Great Falls (OCCGF), Pertaining to Animals.

Assistant City Attorney Joe Cik reported that some of the changes included formatting and numbering, as well as a larger detailed definition section. Assistant City Attorney Cik further reported that the final code revisions had been concurred by the Police Department, Planning and Community Development, members of the City Commission, Prosecutors Office, Animal Shelter, City-County Health Department, and the City Manager. He thanked City Staff with regard to their efforts that were put into the code revisions. Assistant City Attorney Cik further expressed appreciation to members of the community for their opinions and the Bee Keepers Association for its presentation.

Mayor Kelly reported that written correspondence in support of and opposition to Ordinance 3160, were received and reviewed by the Commission. Mayor Kelly pointed out that the code that referred to chickens was not being changed and chickens would be addressed separately.

Mayor Kelly declared the public hearing open.

Written correspondence in opposition to Ordinance 3160 was received from Don Shores, address unknown.

Speaking in opposition to Ordinance 3160 were:

Betty Ammondson, 1400 1st Street South, expressed opposition to chickens being allowed in the City. She further expressed concern regarding enforcing the law against citizens that have chickens in the City now.

Kathy Gessaman, 1006 36th Avenue NE, expressed opposition with regard to chickens being labeled as livestock.

Anitra Hall, 3508 14th Avenue South, expressed opposition with regard to chickens being considered as livestock and not as pets.

Laura Hodges, 2204 3rd Avenue North, opined that chickens were quiet at night.

Richard Liebert, 289 Boston Coulee Road, commended City staff for their effort with regard to the changes in the code relating to bees.

Kori Williams, address not provided, inquired about whether a stipulation on the approval of Ordinance 3160 would be an option with regard to chickens.

Assistant City Attorney Cik responded that a stipulation would have to be considered after the Commission votes on Ordinance 3160.

Cheryl Reichert, 51 Prospect Drive, discussed benefits of allowing backyard hens she believed would have for the City.

Charles Boccock, 51 Prospect Drive, commented that allowing chickens in other cities has not created a problem.

Speaking in favor of Ordinance 3160 were:

Brian Rogers, 3529 Fern Drive, commented that a compromise was found at the meeting regarding the portion on Ordinance 3160 relating to bees.

Roxanne Oches, 1507 3rd West Hill Drive, commended the City Attorneys for their work with regard to the portion of Ordinance 3160 relating to bees.

Jeni Dodd, 3245 8th Avenue No, expressed support with regard to the dangerous dog provisions; however, she expressed concern with regard to the enforcement of the proposed changes.

Ashley Wilkinson, 3910 Wilkinson Lane, Vice- President of the Electric City Pittie Committee, expressed support of the changes that were made; however, she expressed concern with regard to dangerous dog definitions.

Erin Kolczak, 1612 2nd Avenue South, President of the Electric City Pittie Committee, expressed appreciation to everyone involved with the Ordinance changes. She further commented that the changes would allow Animal Control Officers to enforce Ordinances that already exist.

Candace Beery, 21 16th Avenue South, expressed appreciation with regard to the changes relating to bees.

There being no one further to address the Commission, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Bronson moved, seconded by Commissioner Jones, that the City Commission adopt Ordinance 3160.

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

Commissioner Bronson commented that the previous animal Ordinance was inconsistent and needed to be addressed. Commissioner Bronson reported that the current Ordinance was not in compliance with state law with regard to handling rabies problems. The purpose of doing the amendment was to have the broadest possible impact dealing with animals. Referring to provisions of the ordinance pertaining to chickens, Commissioner Bronson explained that some subdivisions have covenants that prohibit individuals from maintaining livestock. Commissioner Bronson expressed appreciation to City staff, as well as the Animal Shelter and Animal Control Officers with regard to the work that was put into Ordinance 3160. He suggested passing Ordinance 3160 as is and commented that the other issues would be addressed over time.

Commissioner Houck inquired if a stipulation could be added at this point to Ordinance 3160.

Assistant City Attorney Cik responded that would not be a recommendation since it would require an immediate amendment.

Commissioner Houck expressed support with regard to adding urban chickens to an agenda.

Commissioner Jones commented that the discussion with regard to urban chickens requires more consideration and further expressed support with regard to moving forward with the other codes and policies.

Commissioner Burow concurred with Commissioner Jones. He disagreed with adding urban chickens to an agenda.

Mayor Kelly inquired about adding the urban chicken issue to the election ballot in November. City Attorney Sexe responded that during the Commission Initiatives portion of the agenda, a request could be made of staff to develop something that would move it forward.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0.

OLD BUSINESS

18. 2017/2018 Community Development Block Grant Program (CDBG) for inclusion in the 2017/2018 Annual Action Plan.

City Attorney Sara Sexe reported that on June 6th two City Commission members voted to affirm the proposed Public Facilities Projects for the 2017/2018 Community Development Block Grant Program (CDBG). She further reported that Commissioner Burow voted no, Commissioner Houck abstained and Commissioner Bronson was excused from the meeting. City Attorney Sexe explained that under the applicable law the adoption of the Annual Action Plan and affirmation of the Public Services, Affordable Housing Projects and the Economic Development Project were properly affirmed by three members of the Commission. Prior to the vote regarding the affirmation of the proposed Public Facilities Projects, the City Attorney was inquired as to whether all three voting Commissioners would need to vote in the affirmative on that motion and incorrectly informed the Commission that only a simple majority of the votes cast was needed to be affirmative, based on rules of parliamentary procedure.

City Attorney Sexe further reported that Resolution 7058 requires a vote of three or more members of the Commission, which is consistent with Montana Code Annotated (MCA) 7-3-4323. A decision was made to correct the voting and seek a re-vote on the item with a full Commission present. She concluded that if it was not corrected, the process by which the CDBG funds were allocated would not be legally supported and further reported that the Public Facility Improvements allocations that were previously considered by the Commission would not be awarded by HUD unless another vote was conducted by the full Commission.

Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission rescind the affirmation of the proposed Public Facilities Projects for the 2017/2018 Community Development Block Grant Program (CDBG) for the inclusion in the 2017/2018 Annual Action Plan, for the purpose of a re-vote on the matter.

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

Commissioner Burow commented that Item 18 had already been voted on and that the vote should stand.

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

Motion carried 3-1-0 (Commissioner Burow dissenting and Commissioner Houck abstaining).

Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission affirm the proposed Public Facilities Projects, for the 2017/2018 Community Development Block Grant Program (CDBG) for inclusion in the 2017/2018 Annual Action Plan.

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

Commissioner Bronson reported that his son is a part-time employee at Paris Gibson Square Museum. He explained that his son's pay comes from general operating revenues and not from any CDBG allocations.

City Attorney Sexe reported that written correspondence stating that Commissioner Bronson does not receive any direct or indirect financial benefit from approval of the request had been submitted to the Department of Housing and Urban Development. City Attorney Sexe further explained that a representative from the Department of Housing and Urban Development had reported that there was not a conflict of interest.

Commissioner Burow expressed concern with regard to there being a conflict of interest as well as an ethical issue.

Mayor asked if there were any comments from the public.

Jeni Dodd, 3245 8th Avenue North, referred to the HUD guidelines and opined that there was a conflict of interest.

Neil Fortier, 509 1st Avenue South, commented that the allocations were different in the second meeting was because the makeup of the Community Development Council (CDC) Commission was different.

Robert Haffner, 1916 Mountain View Drive, received clarification that a quorum was present at the start of the CDC meeting, but not for the remainder of the meeting.

Mayor Kelly commented that the Commission did not express any undue influence on the CDC decision making process with regard to the Public Facilities Projects.

Neil Fortier, 509 1st Avenue South, commented that the CDC convened because of a procedural issue.

City Attorney Sexe reported that the CDC was notified that there were two procedural items that required them to reconvene. She further explained that the individuals that came to present on behalf of the applicants were advised to not stray from their presentations with regard to the request for funding.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 3-1-0 (Commissioner Burow dissenting and Commissioner Houck abstaining).

NEW BUSINESS

ORDINANCES/RESOLUTIONS

19. Ordinance 3162, An Ordinance of the City Commission of the City of Great Falls providing that the Charter of the City of Great Falls be amended to cure typographical errors and legal inconsistencies and submitting the proposed amendment to the Electors of the City as provided by law.

City Attorney Sara Sexe reported that there were inconsistencies to the obligations and administering the affairs of the City that relate to City Employees. She further reported that there were typographical errors that would need to be corrected so that there is clarity in the charter, as well as addressing issues with regard to any vacancies in the City Commission. She explained that amending the charter would also provide the City with a Municipal Court instead of a City Court. With regard to Neighborhood Councils, the proposed Charter language would allow for the time necessary to have the members properly placed in their positions.

Commissioner Houck moved, seconded by Commissioner Bronson, that the City Commission accept Ordinance 3162 on first reading and set the public hearing for July 5, 2017.

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

Commissioner Bronson inquired if presenting a proposed change to the City Charter to the voters would be one package or split up by particular provisions of the Charter. City Attorney Sexe responded that the single subject rule would be looked into.

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

Richard Liebert, 289 Boston Coulee Road, expressed support with regard to adding a potential referendum to the ballot in November.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0.

CITY COMMISSION

20. Miscellaneous reports and announcements from the City Commission.

Commissioner Bronson reported that he and other representatives from other cities had attended a Tax Increment Financing (TIF) meeting. He further reported that the goal would be to shadow the work of the Montana Legislatures Interim Committee on revenue and transportation.

Commissioner Burow inquired on the status of reopening the runway at Malmstrom Airforce Base.

Mayor Kelly responded that the current runway is not reopened and explained that there is work being done on the drop zone.

Commissioner Jones commented that Malmstrom Air Force Base is looking into a regional C130 training area for the City.

Commissioner Houck commented that at a previous work session, Col. Smith had discussed the Fort Benton drop and the Malmstrom drop, as well as the future plans for the training site.

Mayor Kelly announced that firework inserts were placed inside the utility bills and that the next Commission meeting would be on July 5th.

21. Legislative Initiatives.

There were no legislative initiatives.

22. Commission Initiatives.

Mayor Kelly expressed his support for a question to be presented on the November 7, 2017, municipal election ballot for the residents of Great Falls to decide if City policy should be changed to allow chickens to be maintained in the City limits. Commissioner Houck voiced support of the proposition. Commissioners Bronson and Burow commented they would first consider the proposed language of any initiative before deciding whether to ultimately endorse it. City staff was directed to prepare a Resolution for consideration by the Commission to begin that process.

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Houck, to adjourn the regular meeting of June 20, 2017, at 9:43 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: July 5, 2017

DRAFT



Item: Minutes, June 20, 2017, Special Commission Meeting.
From: Darcy Dea, Deputy City Clerk
Initiated By:
Presented By: Darcy Dea, Deputy City Clerk
Action Requested:

ATTACHMENTS:

- DRAFT Special Meeting Minutes, June 20, 2017

Special City Commission Meeting**Mayor Kelly presiding****Call to Order: 4:00 PM****Commission Chambers Room 206**

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Bob Jones, Bill Bronson, Tracy Houck and Fred Burow. Also present were Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Planning and Community Development Director Craig Raymond; Fire Chief Steve Hester; Fire Marshal Dirk Johnson; Fire Captain Mike McIntosh; and Assistant City Attorney Joe Cik.

SAFETY INSPECTION CERTIFICATE APPEAL FOR THE MULTI-DEWLLING PROPERTY LOCATED AT 4208 CENTRAL AVE., GREAT FALLS, MONTANA 59405:

Commissioner Houck moved, seconded by Commissioner Bronson, that the City Commission conduct an administrative review of the Safety Inspection Certificate appeal for the property located at 4208 Central Avenue, Great Falls, MT 59405.

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

Motion carried 5-0.

Mayor Kelly reported that the Commission was represented by Counsel, Jordan Crosby with Ugrin, Alexander, Zadick & Higgins Law Firm, and that City Staff was represented by Assistant City Attorney Joe Cik.

Mayor Kelly swore in Petitioner, Mr. Gillespie under oath.

Steve Gillespie, Safety Inspection Certificate (SIC) holder, #9 12th Street North, commented that the property located at 4208 Central Avenue was not a business, but rather a residentially zoned property. The business that manages the property at 4208 Central Avenue is Gillespie Real Estate. Mr. Gillespie further reported that Gillespie Real Estate had received a business license from the City. Mr. Gillespie commented that safety inspections performed at a business were paid for by property taxes, and noted that SIC's were a separate tax that was a business license.

Assistant City Attorney Joe Cik explained that the Official Code of the City of Great Falls (OCCGF) Title 5, Chapter 1 determines the requirements for having a SIC for buildings. He further reported that the SIC's purpose was to protect the welfare and safety of citizens from uniform safety code violations. He explained that a SIC is required since the property at 4208 Central Avenue is engaged in commercial activity. He reported that the SIC provision in Title 5, Chapter 2, Section 100, sub-section D of the OCCGF states that a multifamily dwelling that has four or more units would require a SIC for the indoor common area. He further reported that there was a list of over 30 pages of other apartment buildings that have and maintain SIC's.

Mr. Gillespie disagreed that the property at 4208 Central Avenue contains a business and further noted that the business that manages the property at 4208 Central Avenue was Gillespie Real Estate located at # 9 12th Street North.

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

Commissioner Jones commented that a SIC is not required for property that doesn't contain a common area. Commissioner Jones further noted that the property at 4208 Central Avenue has a common area, and that a SIC is required.

Mr. Gillespie expressed concern with regard to the requirements to having a fire extinguisher, and further commented that the door to the common area could be locked.

Mayor Kelly swore in Respondents, Fire Chief Steve Hester, Fire Marshal Dirk Johnson, and Fire Captain Mike McIntosh under oath.

Commissioner Bronson inquired if removing a fire extinguisher and locking the door to the common area was a good thing to do.

Fire Marshal Dirk Johnson responded that a fire extinguisher is required in a common area, and further noted that locking the door in a common area would prevent a second escape route, and that it would still remain a common area even if the door was locked.

Commissioner Burow received clarification that fire safety inspections are supplemented by property tax. Assistant City Attorney Cik explained that the City is a charter form government that could be more restrictive with regard to making Ordinances apply better to public safety situations.

Mayor Kelly received clarification that four or more dwelling units, as well as any commercial type dwellings with an indoor common area, were required to have a SIC.

Commissioner Houck received clarification that there are other fourplexes with common areas in the City that have obtained a SIC. Commissioner Houck further received clarification that a common area is an indoor area which consists of an egress, ingress or a laundry room.

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly provided Mr. Gillespie two minutes to respond.

Mr. Gillespie commented that the property at 4208 Central Avenue was not open to the public, and that it's a private residential use building. Mr. Gillespie further noted that the common area could be locked and pointed out that each resident has their own independent egress doors. Mr. Gillespie expressed concern with regard to having a fire extinguisher in the property at 4208 Central Avenue.

With regard to a building being open to the public, Assistant City Attorney Cik explained that there were no provisions that required buildings be open to the public. He further explained that there was a requirement that a uniform safety code violation could potentially cause a public threat.

Mayor Kelly explained that the decision made by the Commission is subject to appeal under Montana Code Annotated (MCA) Section 2-4-702.

Commissioner Jones moved, seconded by Commissioners Bronson and Burow, that the City Commission deny the Safety Inspection Certificate appeal presented for the property at 4208 Central Avenue, Great Falls, MT 59405.

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

Commissioner Burow commented that it's clear that the property at 4208 Central Avenue has a common area.

Commissioner Jones commented that it's well defined that a fourplex requires a SIC for common areas. Commissioner Jones suggested that the Fire Department continue to work with Mr. Gillespie with regard to comments made by Mr. Gillespie about removing the fire extinguisher, and locking the door to the common area.

Commissioners Houck and Bronson concurred with Commissioner Jones. Commissioner Bronson further commended Assistant City Attorney Cik with regard to outlining the provisions of the SIC Ordinance.

Mayor Kelly explained that the decision made by the Commission is subject to appeal under Montana Code Annotated (MCA) Section 2-4-702.

There being no further discussion, Mayor Kelly asked if there were any comments from the public. Hearing none Mayor Kelly called for the vote.

Motion carried 5-0.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Jones moved, seconded by Commissioner Burow, to adjourn the special meeting of June 20, 2017, at 4:48 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: July 5, 2017



Item: Total Expenditures of \$6,248,579 for the period of June 1, 2017 through June 21, 2017, to include claims over \$5,000, in the amount of \$5,981,860.

From: Fiscal Services

Initiated By: City Commission

Presented By: Melissa Kinzler, Fiscal Services Director

Action Requested:

ATTACHMENTS:

- ▢ 5000 Report



ITEM: \$5,000 Report
 Invoices and Claims in Excess of \$5,000

PRESENTED BY: Fiscal Services Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT
www.greatfallsmt.net/fiscalservices/check-register-fund

TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN
ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$5000:

ACCOUNTS PAYABLE CHECK RUNS FROM JUNE 8, 2017 - JUNE 21, 2017	6,196,270.93
MUNICIPAL COURT ACCOUNT CHECK RUN FOR JUNE 1, 2017 - JUNE 15, 2017	52,308.50
TOTAL: \$	<u>6,248,579.43</u>

GENERAL FUND

CITY MANAGER

SHUR TRANSPORT	RELOCATION EXPENSES FOR DEPUTY CM	13,860.36
----------------	-----------------------------------	-----------

PARK & RECREATION

UNITED STATES POSTAL SERVICE	POSTAGE FOR PARK DISTRICT PROTEST LETTERS	8,203.35
------------------------------	---	----------

SPECIAL REVENUE FUND

STREET DISTRICT

GREAT FALLS SAND & GRAVEL	ASPHALTIC CONCRETE	8,005.94
UNITED MATERIALS OF GREAT FALLS	OF 1622.2 36TH AVE NE IMPROVEMENTS PHASE 2 (SPLIT AMONG FUNDS)	311,037.64

FEDERAL BLOCK GRANTS

CASCADE COUNTY AGING SERVICES	PURCHASE OF FOOD FOR MEALS ON WHEELS	25,000.00
HABITAT FOR HUMANITY INTERNATIONAL INC	CDBG LOT DEVELOPMENT & LAND ACQUISITION	28,074.00

ENTERPRISE FUNDS

WATER

BISON MOTOR CO	2017 F550 (SPLIT AMONG FUNDS)	41,030.00
UNITED MATERIALS OF GREAT FALLS	OF 1716 8TH AVE N WMR	161,733.32
BLACK & VEATCH CORPORATION	OF 1519.6 WTP PH 1 CONSTRUCTION	88,204.57
SLETTEN CONSTRUCTION COMPANY	OF 1519.6 WTP IMP PH 1 CONSTRUCTION	3,755,410.88
STATE OF MONTANA	1 % WITHHOLDING FOR SLETTEN	37,933.44

SEWER

VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	233,851.99
VEOLIA WATER NORTH AMERICA	MONTHLY CONTRACTED CAPITAL IMPROVEMENTS	12,500.00

STORM DRAIN

WILLIAMS CIVIL CONSTRUCTION	OF 1554.2 S GF SD IMP MISS RIVER TO 6TH ST S	329,397.84
PHILLIPS CONSTRUCTION LLC	OF 1462.2 18TH S SD IMPRV PH2A	62,718.33
UNITED MATERIALS OF GREAT FALLS	OF 1622.2 36TH AVE NE IMPROVEMENTS PHASE 2 (SPLIT AMONG FUNDS)	11,662.20
WATER & ENVIRONMENTAL TECHNOLOGIES INC	OF 1361.2 MS4 COMPLIANCE/PERMIT	10,773.76

SANITATION

SNYDER INDUSTRIES INC	150 - 300 GALLON REFUSE CONTAINERS	34,700.01
-----------------------	------------------------------------	-----------

PARKING

STANDARD PARKING CORPORATION	MAY 17 COMPENSATION	25,857.80
------------------------------	---------------------	-----------

INTERNAL SERVICES FUND

INSURANCE & SAFETY

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	MAY DEDUCTIBLE RECOVERY BILLING	9,964.00
--	---------------------------------	----------

CENTRAL GARAGE

BISON MOTOR CO	2017 F550 (SPLIT AMONG FUNDS)	41,184.00
MOUNTAIN VIEW CO-OP	FUEL-DIESEL	23,279.56
FLAWLESS AUTOBODY INC	2015 FORD TAURUS PD HAIL DAMAGE	10,697.40

TRUST AND AGENCY

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS FINES & FORFEITURES COLLECTIONS 44,497.84

PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	45,370.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	50,574.17
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	62,679.49
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	126,473.59
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	13,695.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	216,759.52
AFLAC	EMPLOYEE CONTRIBUTIONS	11,308.71
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	5,390.00
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	12,529.95

UTILITY BILLS

MONTANA WASTE SYSTEMS INC MAY 2017 MONTHLY CHARGES 107,501.02

CLAIMS OVER \$5000 TOTAL: \$ 5,981,859.68



Item: Contracts List.
From: Darcy Dea, Deputy City Clerk
Initiated By: Various City Staff
Presented By: Darcy Dea, Deputy City Clerk
Action Requested:

ATTACHMENTS:

- ▣ Contracts List

CITY OF GREAT FALLS, MONTANA

AGENDA: 10

COMMUNICATION TO THE CITY COMMISSION

DATE: July 5, 2017

ITEM: CONTRACTS LIST
Itemizing contracts not otherwise approved or ratified by City Commission Action
(Listed contracts are available for inspection in the City Clerk’s Office.)

PRESENTED BY: Darcy Dea, Deputy City Clerk

ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR’ S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Park and Recreation	Great Falls Umpire’s Association	Current	City shall provide cost of insurance coverage for the building on City property	Memorandum of Understanding pertaining to the Association’s 12x24 shed used as a resting facility in between softball games at the Multi Sports Complex
B	Park & Recreation Trails	TD&H	07/05/2017-12/31/2017	\$7,000	Professional Services Agreement to design, bid and inspect West Bank Park Trail Replacement Phase 2 OF 1585.8

C	Public Works – Engineering	Terracon Inc. LLC.	07/05/2017-09/30/2017	\$10,500	Professional Services Agreement for geotechnical engineering services for the proposed Public Works Fuel Station located at 1025 25 th Avenue NE. OF 1455.9
D	City Administration	Electric City Sight and Sound	07/05/2017	\$2,178.10	Agreement for installation of Toa F-2352CU2, coaxial 2-way full range speakers and tile bridges in Gibson Room
E	Great Falls Fire Rescue	David F. Simpson, DO	06/21/2017-06/30/2018	\$2,700/mo	Amendment Number 1 to Professional Services Agreement for GFFR Offline Medical Director services and EMS System Medical Director services. CR 062116.10H
F	Information Technology	Century link	36 months+	\$560 per month	Agreement that replaces current wireless antennas. 50 mbps MetroEthernet/Fiber and EVC-Ethernet Virtual Connection to the Public Works complex.
G	Information Technology	Century Link	36 months+	\$540 per month	Agreement that replaces the current wireless antennas. 20 mbps MetroEthernet/Fiber and EVC-Ethernet Virtual Connection to the Park and Recreation office.



Item: Set Public Hearing for Resolution 10185 to Levy and Assess Special Improvement General Boulevard Maintenance District No. 3570
From: Judy Burg, Taxes and Assessments
Initiated By: Annual Assessment Process
Presented By: Melissa Kinzler, Fiscal Services Director
Action Requested: City Commission Set Public Hearing Date for Resolution 10185 to Levy and Assess Special Improvement General Boulevard Maintenance District No. 3570

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing date on Resolution 10185 for August 1, 2017 at 7:00 p.m. to levy and assess Special Improvement General Boulevard Maintenance District No. 3570."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 1, 2017.

Background:

The Park and Recreation Department, Natural Resources - Boulevard Division is responsible for the care and maintenance of over 15,000 street trees located within the General Boulevard District. Services provided within the District are pruning, removal, planting and streetscape design.

The budget development process begins in January of each year when the Natural Resources - Boulevard Division receives its midyear financial reports. The midyear reports, and subsequent reports, are used to determine the current financial position of the department. Information is gathered regarding the actual and anticipated expenses, future projects, goals and objectives of the department.

After calculating all factors pertinent to the operation of the Natural Resources - Boulevard Division, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commission for approval. An increase of 7% has been proposed for Fiscal Year 2018. The last General Boulevard Maintenance increase of 10% was approved in Fiscal Year 2016.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions, MCA Sections 7-12-4102, 4176, and 4179 authorizes the City

Commission to create and assess the costs of work, improvements, and maintenance to the owners of property within the boundaries of such district.

As part of the annual budget development and adoption procedures, the Special Improvement General Boulevard Maintenance District Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact:

Adoption of Resolution 10185 will allow the City to finance the costs of work, improvements and maintenance conducted each year in the Special Improvement Boulevard Maintenance District.

ASSESSMENT ANTICIPATED

The anticipated assessment amount for General Boulevard Maintenance for the next fiscal year is the amount reflected in the Fiscal Year 2018 Budget. This equates to an assessment of \$0.010575 per square foot, for a total of \$375,305 and will result in an assessment of \$79.31 for an average size lot of 7,500 square feet (7,500 sq. ft. x 0.010575 factor = \$79.31.)

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10185 to Levy and Assess General Boulevard Maintenance; however, the reduction in services to trim, prune, spray, and maintain the trees within the district would be harmful and devastating to the overall shelter and beauty provided by the street trees to the community.

Concurrences:

Park and Recreation staff is responsible for the operation expenses of the Boulevard District Fund. Fiscal Services staff is responsible for assessing and collecting the revenues necessary to carry out the operations.

ATTACHMENTS:

- ▢ Resolution 10185
- ▢ Map of General Boulevard District 3570
- ▢ Public Hearing Notice

RESOLUTION NO. 10185

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING BOULEVARDS IN THE GENERAL BOULEVARD DISTRICT NO. 3570 OF THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the City Commission did create a General Boulevard Maintenance District No. 3570 by Resolution 3570 on January 2, 1946; and

WHEREAS, the City Commission did amend and exclude Lots 8-14, Block 34 of Boston and Great Falls Addition, from the boundaries of the General Boulevard District by Resolution 8132 on September 1, 1987, in accordance with § 7-12-4335, MCA; and

WHEREAS, the City intends to continue trimming, pruning, spraying, and otherwise maintaining the trees within said district, except when such maintenance conflicts with other provisions of the Official Code of the City of Great Falls; and

WHEREAS, on July 18, 2017, the City Commission adopted Resolution 10195, Annual Budget Resolution, in which the estimated assessment for such maintenance within the General Boulevard Maintenance District No. 3570 was reflected as THREE HUNDRED SEVENTY-FIVE THOUSAND THREE HUNDRED AND FIVE DOLLARS (\$375,305); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10143 Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard Maintenance District No. 3570 would be brought before the Great Falls City Commission for public hearing on August 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of maintaining boulevards in General Boulevard Maintenance District No. 3570, totaling \$375,305, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2018.

Section 2 – Maintenance Assessment Method

Each lot and parcel within the district be assessed in proportion to its square footage. The procedure for determining the square footage to be assessed is the total square footage as set forth in Exhibit “A” of Resolution 6202 adopted by the Great Falls City Commission on July 22, 1968, and presently on file in the office of the City Clerk.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2017 and May 31, 2018.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1st day of August, 2017.

Bob Kelly, Mayor

ATTEST:

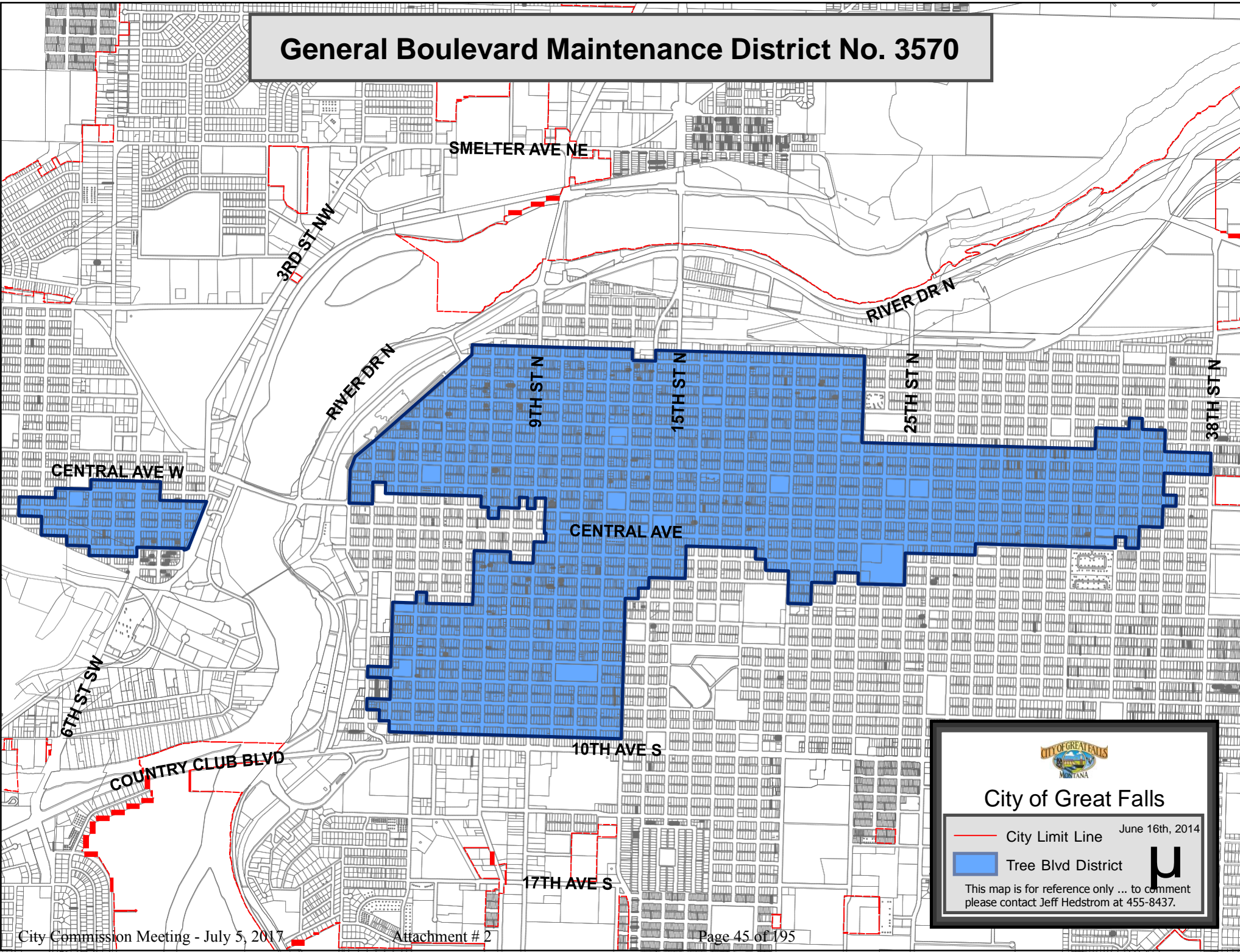
Darcy Dea, Deputy City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

General Boulevard Maintenance District No. 3570




City of Great Falls
June 16th, 2014

— City Limit Line
■ Tree Blvd District

This map is for reference only ... to comment please contact Jeff Hedstrom at 455-8437.

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10185 – A Resolution Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard District No. 3570 of the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2017 and ending June 30, 2018 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 1, 2017, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10185 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 14 & 21, 2017.



Item: Set Public Hearing for Resolution 10186 to Levy and Assess Special Improvement Portage Meadows Maintenance District No. 1195
From: Judy Burg, Taxes and Assessments
Initiated By: Annual Assessment Process
Presented By: Melissa Kinzler, Fiscal Services Director
Action Requested: City Commission Set Public Hearing Date for Resolution 10186 to Levy and Assess Special Improvement Portage Meadows Maintenance District No. 1195

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing date on Resolution 10186 for August 1, 2017 at 7:00 p.m. to levy and assess Special Improvement Portage Meadows Maintenance District No. 1195."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 1, 2017.

Background:

In February 1977, Resolution 6913 created Special Improvement Maintenance District No. 1195 for the purpose of maintaining the Green Belt of the Portage Meadows Addition. The assessment covers the costs for materials, snow removal labor, water, mowing labor, fertilizer costs and labor, aeration labor, and tree pruning, which was part of the original Planned Unit Development.

The budget development process begins in January of each year when the Natural Resources - Boulevard Division receives its midyear financial reports. The midyear reports and subsequent reports are used to determine the current financial position of the department. Information is gathered regarding the actual and anticipated expenses, future projects, goals and objective of the department.

After calculating all factors pertinent to the operation of the Natural Resources - Boulevard Division, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commissioners for approval. No recommendation for an increase is proposed for Fiscal Year 2018.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions, MCA Sections 7-12-4102, 4176, and 4179 authorize the City Commission

to create and assess the costs of work, improvements, and maintenance to the owners of property within the boundaries of such district.

As part of the annual budget development and adoption procedures, the Special Improvement Portage Meadows Maintenance District Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact:

Adoption of Resolution 10186 will allow the City to finance the cost of repairs and maintenance required each year in the Special Improvement Portage Meadows Maintenance District.

ASSESSMENT ANTICIPATED

The anticipated assessment amount for Portage Meadows Boulevard Maintenance for the next fiscal year is the amount reflected in the Fiscal Year 2018 Budget. The Portage Meadows Boulevard area assessment will remain the same as last fiscal year. This equates to an assessment factor of \$0.069002 per square foot, a total of \$58,079 and will result in an annual assessment of \$310.58 for an average lot of 4,501 square feet (4,501 sq. ft. x 0.069002 factor = \$310.58.)

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10186 to Levy and Assess Special Improvement Portage Meadows Maintenance District; however, the City agreed to provide the services when the land area was donated to the City. The proposed assessment will allow for the recovery of costs incurred providing those services.

Concurrences:

Park and Recreation staff are responsible for the operational expenses for the Portage Meadows District Fund. Fiscal Services staff are responsible for assessing and collecting the revenues necessary to carry out the operations.

ATTACHMENTS:

- ▣ Resolution No. 10186
- ▣ Map of Portage Meadows Maintenance District No. 1195
- ▣ Legal notice

RESOLUTION NO. 10186

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING THE GREEN BELT PARK OF PORTAGE MEADOWS ADDITION IN THE CITY OF GREAT FALLS ON ALL REAL ESTATE IN SPECIAL IMPROVEMENT MAINTENANCE DISTRICT NO. 1195 FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the City Commission did create and amend Special Improvement Maintenance District No. 1195 by Resolutions 6913, 6980, and 8426 on February 15 and July 17, 1977, and July 16, 1991, respectively; and

WHEREAS, the City intends to continue maintaining the Green Belt Park of Portage Meadows Addition within Special Improvement Maintenance District No. 1195; and

WHEREAS, on July 18, 2017, the City Commission adopted Resolution 10195, Annual Budget Resolution, in which the estimated costs for the assessment of such maintenance within Special Improvement Maintenance District No. 1195 was reflected as FIFTY-EIGHT THOUSAND SEVENTY-NINE DOLLARS (\$58,079); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10186 Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 would be brought before the Great Falls City Commission for public hearing on August 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of care and maintenance in Special Improvement Maintenance District No. 1195, totaling \$58,079, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2018.

Section 2 – Maintenance Assessment Method

There are 186 properties contained within the boundaries of Portage Meadows Special Improvement Maintenance District No. 1195. The costs per property and the property list for Portage Meadows Special Improvement Maintenance District No. 1195 are set forth in the records of the City Clerk of the City of Great Falls. Said property is generally identified as each lot or parcel of land within Portage Meadows Additions #1, #2, and #3, excluding Blocks 4, 5, and 6 of Portage Meadows #1 Addition.

Assessments may be reviewed on an annual basis and the amount may be revised according to the following formula: cost plus ten percent (10%) divided by the total square feet of all of the lots within said district times the square feet of each lot. Costs shall be for expendable material,

snow removal labor, water, mowing labor, fertilizer costs and labor, aerification labor, and tree pruning costs.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2017 and May 31, 2018.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1st day of August, 2017.

Bob Kelly, Mayor

ATTEST:

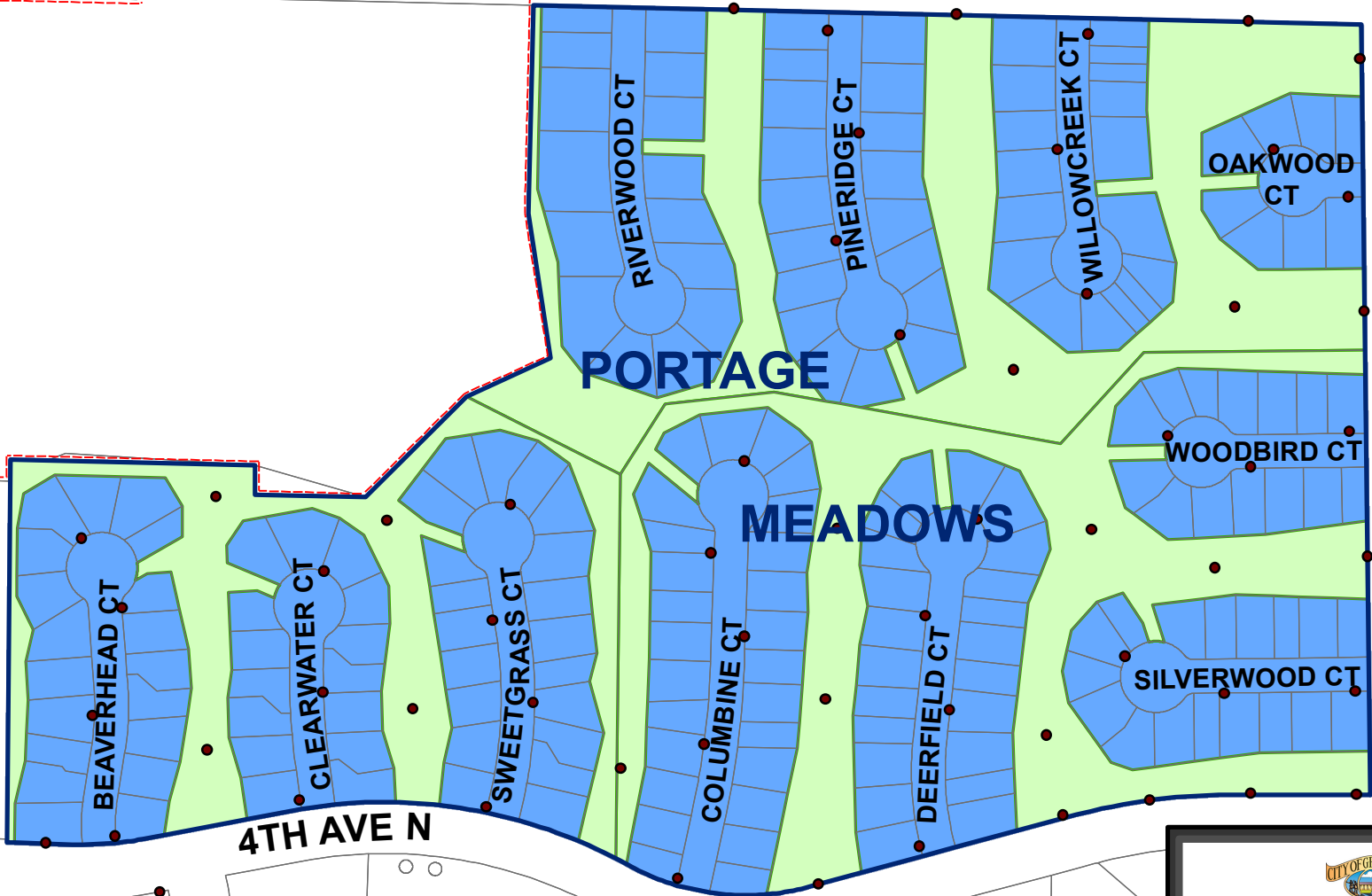
Darcy Dea, Deputy City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney


Portage Meadows Maintenance District No. 1195





46TH ST N

4TH AVE N

52TH ST N


City of Great Falls
June 12th, 2014

-  City Limit Line
-  Light Poles
-  Green Belt Area
-  Portage Properties



This map is for reference only ... to comment please contact Jeff Hedstrom at 455-8437.

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10186 – A Resolution Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 1, 2017, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10186 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 14 & 21, 2017



Item: Set Public Hearing for Resolution 10187 to Levy and Assess the Street Maintenance District
From: Judy Burg, Taxes and Assessments
Initiated By: Annual Assessment Process
Presented By: Melissa Kinzler, Fiscal Services Director
Action Requested: City Commission Set Public Hearing Date for Resolution 10187 to Levy and Assess the Street Maintenance District

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a Public Hearing date on Resolution 10187 for August 1, 2017 at 7:00 p.m. to levy and assess the Street Maintenance District."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 1, 2017.

Background:

The Street Division maintains approximately 383 miles of streets and alleys within the city limits. Maintenance consists of pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, and the nuisance weed program. In addition, Traffic Operations are funded through the Street Division and are responsible for the maintenance of all roadway signs, signals, and pavement markings.

During the budget process information is gathered regarding the actual and anticipated expenses of the Street Fund, future capital projects are reviewed, and the street maintenance assessment for the next fiscal year is discussed.

After calculating all factors pertinent to the operation of the Street Maintenance District, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commissioners for approval. No recommendation for an increase is proposed for Fiscal Year 2018. The last street maintenance increase of 10% was approved in Fiscal Year 2016.

As part of the annual budget development and adoption procedures the Street Maintenance Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

ASSESSMENT OPTION

MCA Section 7-12-4425 states: "...The council shall pass and finally adopt a resolution specifying the district assessment option and levying and assessing all the property within the several districts..." The City uses the

"assessable area" option under MCA Section 7-12-4422, to assess its street maintenance. The assessable area option, defines assessable area by square footage caps. Four options for assessments exist:

Residential: Square footage caps per parcel of 12,000 square feet for residential property and properties categorized as non-profit/cemetery organizations 501(c)(13) as defined by the Internal Revenue Code.

Downtown: Downtown District shall be defined as being within an area bounded on the north by Third Alley North, on the south by Third Alley South, on the east by Tenth Street and on the west by Park Drive. Any properties located in this area with a designated residential land use code of 111, 112 or 114 shall be excluded from the District and assessed as part of the Residential District.

Mixed-Use: A 'mixed use' category which consists of property equal to or greater than 112,000 square feet but less than 50% commercially developed. For the 'mixed use' category, the Planning Department shall annually identify all property equal to or greater than 112,000 square feet which are 50% or less commercially developed. Those properties shall be assessed 50% commercial and 50% at capped residential.

Commercial: 1 million square foot cap for all other property. The 1 million square foot cap for all other property encourages large green areas on some private properties within the City.

Fiscal Impact:

Adoption of Resolution 10187 will allow the City to fund the cost of work, improvements and maintenance in the street maintenance district.

For Fiscal Year 2018, the street maintenance assessment will remain the same as Fiscal Year 2017. This equates to an assessment factor of \$0.014702 per square foot, for a total of \$4,535,592 and will result in an annual assessment of \$110.27 for an average size lot of 7,500 square feet (7,500 sq. ft. x 0.014702 factor = \$110.27.)

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10187 to Levy and Assess Street Maintenance; however, the reduction in services for street maintenance could be hazardous to the safety and welfare of the general public.

Concurrences:

Public Works staff is responsible for the operational expenses of the Street Department. Fiscal Services staff is responsible for assessing and collecting the revenues necessary to carry out the operations.

ATTACHMENTS:

- Resolution 10187
- Public Hearing Notice

RESOLUTION NO. 10187

A RESOLUTION LEVYING AND ASSESSING THE COST OF STREET MAINTENANCE FOR STREETS AND ALLEYS IN THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, creation and alteration of Street Maintenance Districts is authorized pursuant to Title 7, Chapter 12, Part 44, MCA; and

WHEREAS, the City Commission did provide for street maintenance pursuant to Ordinance 1687 adopted September 7, 1971; and

WHEREAS, the City Commission did amend and expand the scope of street maintenance services pursuant to Ordinance 2584 adopted February 5, 1991; and

WHEREAS, the City Commission finds and has determined that each and every lot or parcel within said district has been or will be specially benefited by said maintenance; and

WHEREAS, the City intends to continue maintaining streets and alleys within the corporate limits of the City of Great Falls; and

WHEREAS, on July 18, 2017, the City Commission adopted Resolution 10195, Annual Budget Resolution, in which the estimated assessment for such maintenance not offset by other revenues within the Street Maintenance District was reflected as FOUR MILLION FIVE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED NINETY-TWO DOLLARS (\$4,535,592); and

WHEREAS, in accordance with § 7-12-4426, MCA, notice was published setting forth that Resolution No. 10187 Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The costs of maintenance, not offset by other revenues, in the Street Maintenance District, totaling FOUR MILLION FIVE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED NINETY-TWO DOLLARS (\$4,535,592) be levied and assessed upon the property in said district for the fiscal year ending June 30, 2018. The description of each lot or parcel of land within the Street Maintenance District and the respective assessments are set forth in the records of the Fiscal Services Department of the City of Great Falls, Montana, and by this reference incorporated herein as if fully set forth.

Section 2 – Maintenance Assessment Method

The percentage of the cost of maintenance for the assessable areas benefitted by the maintenance district as established in § 7-12-4425, MCA, shall be made as set forth in § 7-12-4422, MCA.

The Street Maintenance District shall be assessed according to factors based on the property classification and square footage with caps. Assessable areas within the Street Maintenance District shall be set with a square footage cap of 12,000 square feet for residential property and properties categorized as non-profit/cemetery organizations 501(c)(3) as defined by the Internal Revenue Code, and a one million square feet cap for all other property. Downtown District shall be defined as being within an area bounded on the north by Third Alley North, on the south by Third Alley South, on the east by Tenth Street and on the west by Park Drive and any properties located within this area with a designated residential land use code shall be excluded from the District. The Planning and Community Development Department shall annually identify all mixed-use property equal to or greater than 112,000 square feet which are 50% or less commercially developed. Those mixed-use properties shall be assessed 50% commercial and 50% capped residential.

No proration of the street maintenance assessment shall be made for any reason, including the fact that a particular property did not have paved streets for the entire taxable year.

Section 3 – Assessments Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2017 and May 31, 2018.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1st day of August, 2017.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10187 – A Resolution Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 1, 2017, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10187 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 14 & 21, 2017



Item: Set Public Hearing for Resolution 10188 to Levy and Assess Properties within Special Improvement Lighting Districts
From: Judy Burg, Taxes and Assessments
Initiated By: Annual Assessment Process
Presented By: Melissa Kinzler, Fiscal Services Director
Action Requested: City Commission set Public Hearing Date for Resolution 10188 to Levy and Assess Properties within Special Improvement Lighting Districts

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a Public Hearing date on Resolution 10188 for August 1, 2017 at 7:00 p.m. to levy and assess properties within Special Improvement Lighting Districts."

2. Mayor requests a second to the motion, Commission discussion, public comment and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 1, 2017.

Background:

There are currently 27 Special Improvement Lighting Districts (SLD's) with approximately 9,429 roadway lights. The majority (97%) of the roadway lights are owned by Northwestern Energy. The City pays a maintenance fee to Northwestern Energy for these lights in addition to a fee which covers the electrical transmission and distribution. The electrical supply for the street lights is currently being furnished by Talen Treasure State. The remaining 3% of roadway lighting is City-owned. The Special Improvement Lighting District funds are administered by the Fiscal Services Department. The purpose of the fund is to maintain the light poles and furnish electrical current for the lighting districts throughout the year. After determining financial factors pertinent to the operation of the special improvement lighting districts, an assessment amount for the next fiscal year is calculated, budgeted and presented to the City Commissioners for approval.

As part of the annual budget development and adoption procedures, the Special Improvement Lighting Districts Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact:

Adoption of Resolution 10188 will allow the City to fund the operational and maintenance costs required in the Special Improvement Lighting Districts for the fiscal year.

ASSESSMENT ANTICIPATED

The anticipated assessment amount for the Special Improvement Lighting District funds for the next fiscal year is \$1,159,589. After review of the budget and the estimated assessment for Fiscal Year 2017/2018, the total assessment amount reflects a 1% decrease from the prior fiscal year as the cash balances for the various lighting districts are more than adequate to cover the operational costs for the districts.

<u>BUDGETED</u>	<u>FISCAL YEAR</u>
<u>TOTAL ASSESSMENT</u>	
\$ 1,976,427	2013/2014 (26 Districts)
\$ 1,547,428	2014/2015 (26 Districts)
\$ 1,428,082	2015/2016 (26 Districts)
\$ 1,175,344	2016/2017 (27 Districts)
\$ 1,159,589	2017/2018 (27 Districts)

Fiscal Year 2017/2018 assessment per district is indicated on the SLD Maintenance Budget and Assessment Worksheet attached as Exhibit "A" and made a part of Resolution 10188.

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10188; however, the reduction in services to the community could be hazardous to the safety and welfare of the general public.

Concurrences:

Fiscal Services staff is responsible for the operation expenses, along with assessing and collecting the revenues; Public Works is responsible for the maintenance of all City-owned lighting districts.

ATTACHMENTS:

- Resolution 10188
- Exhibit "A" SLD Maintenance Budget & Assessment Worksheet
- Lighting District Map
- Public Hearing Notice

RESOLUTION NO. 10188

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING SPECIAL IMPROVEMENT LIGHTING DISTRICTS (SLD'S) NUMBERED 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 AND 1310 IN THE CITY OF GREAT FALLS, MONTANA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the City Commission declares that the above-captioned Special Improvement Lighting Districts were created, lighting systems installed and that the City intends to continue maintenance of such lighting systems in said SLD's; and

WHEREAS, the City Commission declares that each lot or parcel of land contained in each of said SLD's will continue to be benefited by such lighting in the same manner as determined in the creation of each Special Improvement Lighting District; and

WHEREAS, on July 18, 2017, the City Commission adopted Resolution 10195, Annual Budget Resolution. The budgeted amounts for maintenance of the City's lighting systems were reviewed and adjusted. The newly adjusted assessment amount totals ONE MILLION ONE HUNDRED FIFTY-NINE THOUSAND FIVE HUNDRED EIGHTY-NINE DOLLARS (\$1,159,589); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10188 Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Nos. 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of maintenance for said lighting systems in the above-captioned SLD's totaling \$1,159,589 be levied and assessed upon the properties in said SLD's.

Section 2 – Assessment Method

Each lot and parcel within each SLD is hereby assessed a proportion of the maintenance costs attributed to the SLD in the proportion to which its assessable area (individual square feet) bears to the area of the whole special improvement lighting district (total square feet), exclusive of streets, avenues, alleys and public places. An assessment projection summary of each district, describing total cost, is attached hereto and, by this reference, incorporated herein as if fully set

forth. The description of each lot or parcel of land within each SLD and the respective assessments are set forth in the records of the Fiscal Services Department of the City of Great Falls, Montana and by this reference is also incorporated herein as if fully set forth.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2017 and May 31, 2018.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1st day of August, 2017.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney











SPECIAL IMPROVEMENT LIGHTING DISTRICTS MAINTENANCE BUDGET & ASSESSMENT WORKSHEET
RESOLUTION #10188 - EXHIBIT "A"

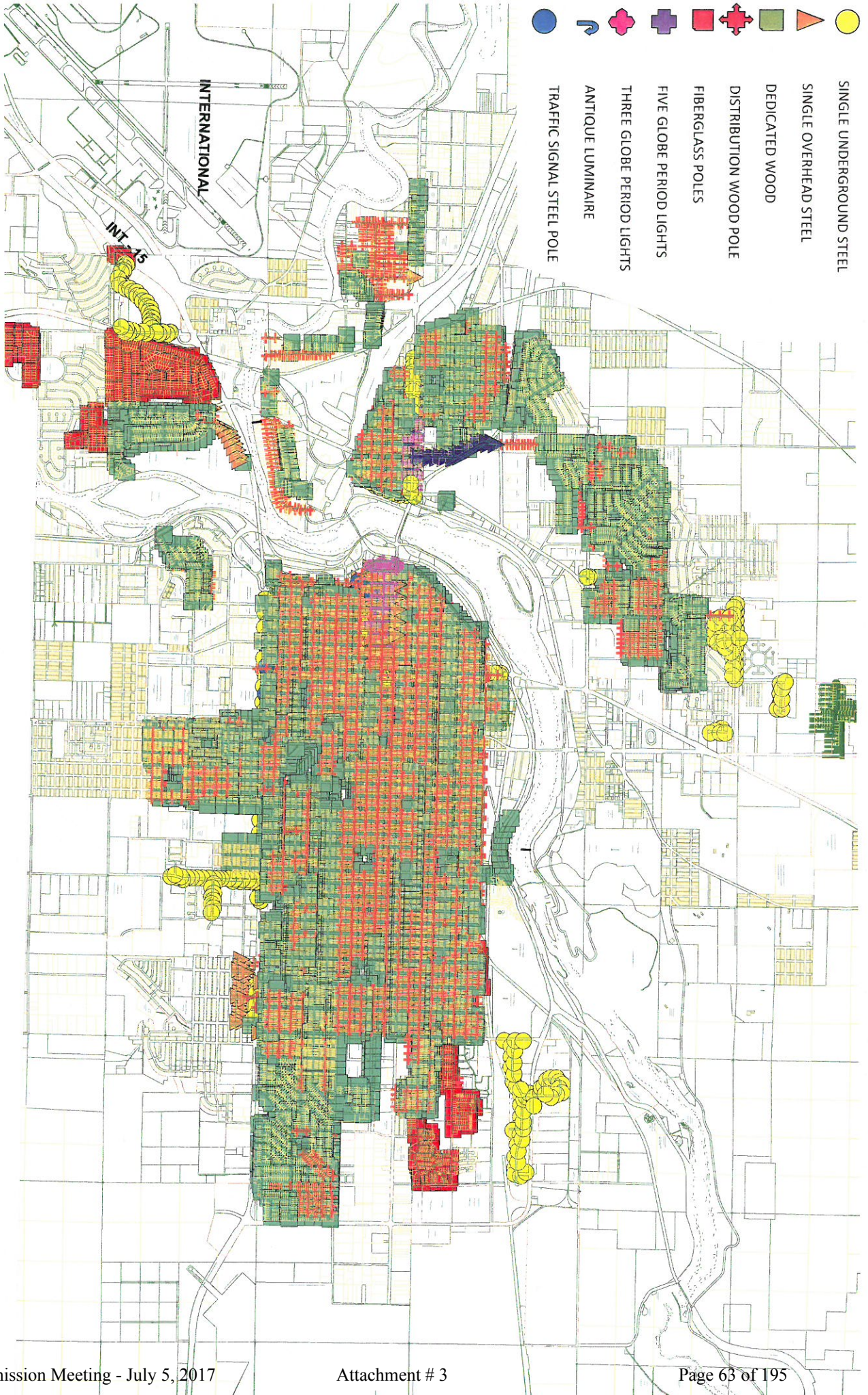
FY 2018

DISTRICT	DISTRICT TYPE	FUND	REQUESTED EXPENSES									FOR ENDING CASH WITHOUT 2018 ASSESSMENT	2018 ASSESSMENT	2017 ASSESSMENT	
			XXXX.00.104 43420	XXXX.00.104 45120	XXXX.00.104 48692	XXXX.00.104 48652	XXXX.31.536 42390	XXXX.31.536 43690	XXXX.31.536 48636	2017 PROJECTED BEGINNING CASH	REQUESTED TOTAL EXPENSES				
			6% UTILITY EXPENSE	OTHER MISC EXPENSES	MAPPING SERVICE	FISCAL SERVICE CHARGE	PUBLIC WORKS SUPPLIES & MATERIALS	PUBLIC WORKS OUTSIDE CONTRACTOR	PUBLIC WORKS INTERNAL MAINTENANCE						
18	STREET	8402	2,077	2,671	-	-	212	-	-	-	2,883	(806)	2,883	2,597	
650	PERIOD	8403	53,156	5,383	-	-	427	1,455	1,455	1,455	10,176	42,981	9,429	9,429	
651	STREET	8404	4,551	2,200	-	-	175	-	-	-	2,374	2,176	1,138	2,138	
912	STREET	8405	18,490	13,854	-	-	1,100	-	-	-	14,954	3,536	13,468	13,468	
973	STREET	8406	24,341	51	-	-	4	-	-	-	55	24,286	55	95	
1067A	ALLEY	8407	7,293	4,897	-	-	389	-	-	-	5,286	2,007	4,760	4,760	
1105	STREET	8408	4,601	3,879	-	-	308	-	-	-	4,187	414	3,710	3,710	
1230	STREET	8409	562	191	-	-	15	-	-	-	206	356	185	185	
1255	STREET	8410	1,158	382	-	-	30	-	-	-	412	746	371	371	
1261	PERIOD	8411	11,320	4,511	275	-	358	1,220	1,220	1,220	8,804	2,516	8,153	8,153	
1269	PERIOD	8412	96,962	14,416	750	-	1,144	3,897	3,897	3,897	28,003	68,959	25,935	25,935	
1270	PERIOD	8413	18,671	6,095	225	-	484	1,648	1,648	1,648	11,747	6,924	10,417	10,417	
1289	STREET	8414	18,648	13,568	-	-	1,077	-	-	-	14,645	4,003	12,674	12,675	
1290	STREET	8415	2,079	1,125	-	-	89	-	-	-	1,214	865	1,093	1,093	
1294	SLDA	8416	137,204	138,872	-	768	11,024	-	200	-	150,863	(13,660)	135,811	135,811	
1298	SLDI	8417	58,801	20,511	-	658	1,628	-	-	-	22,797	36,004	10,185	10,185	
1295	SLDC	8418	87,022	57,468	-	768	4,562	-	-	-	62,798	24,225	56,550	56,550	
1296	SLDR	8419	1,679,129	906,300	-	2,577	71,948	-	10,013	-	990,838	688,291	841,943	856,943	
1297	SLDT	8420	46,604	29,174	-	713	2,316	-	-	-	32,203	14,401	14,498	14,498	
1302	ML3	8430	21,079	721	-	-	57	195	195	195	1,363	19,716	557	557	
1304	EC1	8432	10,227	1,908	-	-	151	516	516	516	3,607	6,620	1,705	1,705	
1306	ML4	8434	6,331	286	-	-	23	77	77	77	541	5,790	371	371	
1308	ECII & III	8436	10,840	1,294	-	-	103	350	350	350	2,447	8,393	1,133	1,133	
1310	ML5	8438	8,719	954	-	-	76	258	258	258	1,803	6,916	835	835	
1303	Stone Meadow 1	8440	13,332	508	-	-	40	137	137	137	961	12,371	446	446	
1305	Water Tower	8442	11,483	382	-	-	30	103	103	103	721	10,762	334	334	
1309	Stone Meadow 2	8444	1,975	530	-	-	42	143	143	143	1,002	973	950	950	
ALL DIST	Fund 217	8401	29,634	-	-	-	-	-	-	-	-	-	-	-	-
			2,386,289	1,232,130	1,250	5,484	97,814	10,000	20,213	10,000	1,277,917	979,765	1,159,589	1,175,344	

-1%

FISCAL YEAR 2017/2018

-  STREET DEPARTMENT
-  SINGLE UNDERGROUND STEEL
-  SINGLE OVERHEAD STEEL
-  DEDICATED WOOD
-  DISTRIBUTION WOOD POLE
-  FIBERGLASS POLES
-  FIVE GLOBE PERIOD LIGHTS
-  THREE GLOBE PERIOD LIGHTS
-  ANTIQUE LUMINAIRE
-  TRAFFIC SIGNAL STEEL POLE



A MORE DETAILED AND LARGER VERSION OF THIS MAP IS AVAILABLE IN THE OFFICE OF FISCAL SERVICES

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10188 – A Resolution Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Numbered 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 1, 2017, at 7:00 o'clock p.m. Any interested person may appear and speak for or against Resolution 10188 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication Dates: July 14 & 21, 2017



Item: Set Public Hearing on Resolution 10194 - Intent to Increase Property Tax
From: Gregory T. Doyon, City Manager
Initiated By: Statutory Budget Requirements
Presented By: Melissa Kinzler, Fiscal Services Director
Action Requested: Set Public Hearing on Resolution 10194 – Intent to Increase Property Tax

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing on Resolution 10194 – Intent to Increase Property Tax for July 18, 2017.”

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set the public budget hearing on Resolution 10194 for July 18, 2017, and provide notices for the public hearing on the Intent to Increase Property Tax.

Background:

Prior to the adoption of the City’s annual budget, the City is required to hold public hearings on 1) the intent to increase revenue from property taxation, and 2) the proposed annual budget. This action would schedule the public hearing on the intent to increase revenue from property taxation.

The City of Great Falls has a limited ability to increase property tax revenue because of a statewide property tax cap. Under MCA Section 15-10-420, the City is authorized to increase property tax revenue by “one-half of the average rate of inflation for the prior 3 years.”

For Fiscal Year 2018 (Tax Year 2017) as provided by the Montana Department of Administration, the allowable inflationary adjustment is .59%. This amounts to \$88,793 of additional revenue.

MCA Sections 15-10-420 and 2-9-212(2)(a), also allow property tax levy increases for premium contributions for group benefits. The City is proposing an additional 1.66% property tax levy increase for health insurance premiums. This would provide \$250,000 in additional revenue to help offset the health insurance increases in the General Fund. Health insurance premiums increased 7.2% for Fiscal Year 2018.

The total proposed allowable property tax levy increase is 2.25%.

The hearing on Resolution 10194 is to Increase Property Tax, additional action by the City Commission will be needed in the future to set the increased mill levy. This will occur after the City receives its certified taxable value

from the Montana Department of Revenue in August.

Fiscal Impact:

The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$1.32 for Fiscal Year 2018. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$3.74. The total impact on a residential home with a taxable market value of \$100,000 would be \$5.06 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$338,793 for the proposed budget.

Alternatives:

If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$338,793 or using General Fund fund balance of \$338,793. The General Fund fund balance is projected to be \$6.5 million (21.9% of expenditures) at the end of Fiscal Year 2018 without any additional use of General Fund fund balance. The City of Great Falls fund balance policy set in the Annual Budget resolution is a minimum of 17%.

Concurrences:

The proposed Fiscal Year 2018 budget was presented by the City Manager on June 28, 2017, and July 5, 2017, at the City Commission Budget Work Sessions and City Commission Work Session.

ATTACHMENTS:

- Res. 10194 and Notice of Budget Increase From Property Taxes

NOTICE OF BUDGET INCREASE FROM PROPERTY TAXES

The City of Great Falls intends to budget an increase in revenue from property taxation by approximately , as allowed by Section 15-10-420, MCA.

All concerned persons are invited and encouraged to attend a public hearing on budgeting the increased property tax revenue and on the budget as a whole to be held on July 18, 2017, at 7:00 p.m., City Commission Chambers, Civic Center Building.

A decision on budgeting the increased property tax revenue will be made after considering comments made at this hearing.

For further information, please contact: City Clerk's Office, Room 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

.....
FOR OFFICE USE ONLY

Publication Dates: July 9, 2017
July 16, 2017

LEGAL AD

RESOLUTION NO. 10194
RESOLUTION OF INTENT TO INCREASE PROPERTY TAX
FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, Section 2-9-212(2)(b), MCA, requires the City to hold a public hearing and subsequently adopt a resolution of its intent to increase property tax revenue, prior to budgeting for any increase in property tax revenue from existing property, and

WHEREAS, Section 15-10-420(1)(a), MCA, allows the City to increase its annual property tax levy by "one-half of the average rate of inflation for the prior 3 years", and

WHEREAS, Section 15-10-420(1)(c), MCA, provides for the average rate of inflation to be calculated "using the consumer price index, U.S. City average, all urban consumers, using the 1982-1984 base of 100, as published by the bureau of labor Statistics of the United States Department of Labor", and

WHEREAS, the applicable consumer price indexes had a three year average of 1.18% and an allowed tax levy increase of **.59%** for Tax Year 2017, and

WHEREAS, MCA 2-9-212(2)(a) excludes a portion of a governmental entity's property tax levy for premium contributions for group benefits from the mill levy calculation limitation provided for in 15-10-420.

WHEREAS, MCA 2-9-212(2)(a) allows additional mill levy's for premium contributions for group benefits beyond the amount of contributions in effect.

WHEREAS, the applicable contributions increase allows the City to levy additional mills under MCA 2-9-212(2)(a), an allowed tax levy increase of **1.66%**.

WHEREAS, the notice of hearing on the City's intent to budget an increase in revenue from property taxation by **2.25%**, was published in accordance with Section 7-1-4127, MCA, as required by Section 2-9-212(2)(b), MCA, and

WHEREAS, the hearing on the City's intent to budget an increase in revenue from property taxation was held in accordance with Section 7-1-4131, MCA

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Intent to budget additional property tax revenue

The City Commission intends to budget the **2.25 percent** increase in property tax revenue allowed by Section 15-10-420, MCA.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
July 18, 2017.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney



Item: Set Annual Budget Hearing on Resolution 10195 - Annual Budget Resolution
From: Gregory T. Doyon, City Manager
Initiated By: Statutory Budget Requirements
Presented By: Melissa Kinzler, Fiscal Service Director
Action Requested: Set the Annual Budget Hearing

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) a public budget hearing on Resolution 10195 – Annual Budget Resolution for July 18, 2017.”

2. Mayor request a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set the public budget hearing on Resolution 10195 for July 18, 2017, and provide notices for the Public Hearing on the Preliminary Budget.

Background:

Prior to the adoption of the City’s annual budget, the City is required to hold public hearings on 1) the intent to budget an increase in revenue from property taxation, and 2) the proposed annual budget.

The City started the Fiscal Year 2018 budget process with an initial City Commission priority setting session on January 24, 2017. The City Commission set informal budget priorities for the Fiscal Year 2018 Budget. This session was open to the public.

In March, the City Manager and Department Heads met to discuss 2018 budget priorities. The Departments requested budgets were presented to the City Manager on May 15, through May 17, 2017.

From these meetings, and through the City Manager's direction, the Fiscal Year 2018 Budget was balanced. The Proposed Fiscal Year 2018 Budget was presented to the City Commission on June 28, and July 5, at the City Commission Budget Work Sessions.

This agenda item is to schedule the annual public hearing on the budget for July 18, 2017. MCA Section 2-9-212(2)(b), requires the City to hold a public hearing before passing a resolution stating its intent to increase property tax revenues.

MCA Section 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values

from the Montana Department of Revenue.

The setting of the tax levies will be scheduled when the Montana Department of Revenue has certified taxable values for the City of Great Falls, (usually in August).

Fiscal Impact:

The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$1.32 for Fiscal Year 2018. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$3.74. The total impact on a residential home with a taxable market value of \$100,000 would be \$5.06 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$338,793 for the proposed budget.

Alternatives:

If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$338,793 or using General Fund fund balance of \$338,793. The General Fund fund balance is projected to be \$6.5 million (21.9% of expenditures) at the end of Fiscal Year 2018 without any additional use of General Fund fund balance. The City of Great Falls fund balance policy set in the Annual Budget resolution is a minimum of 17%.

Concurrences:

The proposed Fiscal Year 2018 budget was presented by the City Manager on June 28th, and July 5th, 2016 at the City Commission Budget Work Sessions.

ATTACHMENTS:

- Resolution 10195
- Appendix A

NOTICE OF BUDGET HEARING

NOTICE is hereby given that the City Commission of the City of Great Falls has:

- completed its preliminary budget;
- placed the preliminary budget on file and open to public inspection at the City Clerk's Office, Room 204, Civic Center Building; and,
- set the public hearing on the City of Great Falls 2017 / 2018 Annual Operating Budget for 7 PM, Tuesday, July 18, 2016, at the City Commission Chambers, Civic Center Building.

All persons desiring to be heard are invited to appear and provide written or oral comments concerning the budget. For further information, please contact: City Clerk's Office, Room 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

FOR OFFICE USE ONLY

Publication Dates: July 9, 2017
July 16, 2017

LEGAL AD

RESOLUTION NO. 10195

ANNUAL BUDGET RESOLUTION

**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018**

WHEREAS, Montana Code Annotated (MCA), 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Department of Revenue, and

WHEREAS, the notice of hearing on budget increase from property taxes was published in accordance with Section 2-9-212(2)(b), MCA, and

WHEREAS, the notice of hearing on preliminary budget was published in accordance with Section 7-1-4127, MCA, as required by Section 7-6-4021, MCA, and

WHEREAS, the hearing on preliminary budget and budget increase from property taxes was held in accordance with Section 7-1-4131, MCA, and Section 7-6-4024, MCA, and,

WHEREAS, the Official City Code of the City of Great Falls, Title 2, Chapter 14, Section 2.14.040 states the Municipal Court Clerk salary set by resolution, and,

WHEREAS, the Government Finance Officers Association recommends an unreserved fund balance in the General Fund of “no less than two months of regular general operating revenues or regular general fund operating expenditures”,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1. - Legal Spending Limits

The legal spending limits of the City of Great Falls are established at the fund level. Appendix A establishes each fund’s level. (7-6-4030, MCA)

Section 2. - Implementation Authority

2.1 The City Manager is hereby delegated appropriation authority for the expenditure of funds from any or all of the following:

- a. debt service funds for obligations related to debt approved by the governing body;
 - b. trust funds for obligations authorized by trust covenants;
 - c. any fund for federal, state, local or private grants and shared revenue accepted and approved by the governing body;
 - d. any fund for special assessments approved by the governing body;
 - e. the proceeds from the sale of land;
 - f. any fund for gifts or donations; and,
 - g. money borrowed during the fiscal year. (7-6-4006, MCA)
- 2.2 The City Manager is hereby delegated authority to adjust appropriations funded by fees throughout the fiscal year in any or all of the following:
- a. proprietary fund appropriations (enterprise and internal service funds);
 - b. general fund for fee supported services;
 - c. information technology fund for fee supported mapping services;
 - d. natural resources fund for fee supported forestry services;
 - e. permits fund; and,
 - f. licenses fund. (7-6-4012, MCA)
- 2.3 The authority to make transfers of appropriations between funds is retained by the City Commission.
- 2.4 The City Manager is hereby delegated the authority to make transfers or revisions within appropriations of any fund.
- 2.5 The City Manager may delegate to his department directors the authority to make transfers or revisions within or among appropriations of specific operations within a fund, limited to the division level of accountability.
- 2.6 Joint operating agreements approved by the governing body; insurance recoveries or dividends; hazardous material recoveries, and refunds or reimbursements of expenditures shall automatically amend the annual appropriations or reduce recorded expenditures whichever is correct in accordance with Generally Accepted Accounting Principles (GAAP).

Section 3. - Appropriation Carryovers

Generally Accepted Accounting Principles (GAAP) require expenditures to be recognized in the fiscal year in which the goods or services are received.

- 3.1 Previous fiscal year appropriations for incomplete improvements in progress of construction, or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;

- b. the appropriations were not obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.
- 3.2 Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred". They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not otherwise obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.

Section 4. - Appropriated Reserves

Reserves which have been established for specific purposes, such as Equipment Revolving Scheduled (ERS) reserves, are hereby declared to be appropriations available for expenditure according to the reserve purpose. They shall be acknowledged as current appropriations upon the determination by the City Manager that they are currently needed to serve their intended purpose. Unexpended reserves shall be carried forward to meet future needs in accordance with their purpose.

Section 5. Contingency Account

- 5.1 Contingency account appropriations are provided by the City Commission as flexible appropriations. They are intended to provide the City Manager with an effective management tool for adjusting to changing circumstances throughout the budgetary year.
- 5.2 The City Manager is delegated the authority to transfer part or all of any contingency appropriation and related financing. Use of contingency appropriations is restricted to transfers of that appropriation authority to specific operating budgets. Proper classification of expenditures to specific operations is required. Accordingly, charging of expenditures directly to Contingency accounts is prohibited.
- 5.3 The Contingency appropriation is a two part authorization, determined on whether cash funding has been allocated in the General Fund during budget development:
- a. General Fund financed; and,
 - b. Unfunded - a specific fund cash balance, additional revenue, or other funding source must be identified before the "unfunded" contingency appropriation may be used.

Section 6. - Classification and Pay Plan

- 6.1 The objective of the City's Classification and Pay Plan is to enable the City to retain, and when necessary, recruit competent employees. Therefore, the Plan must be a dynamic tool which is continuously updated.
- 6.2 The City Manager is authorized to administratively change the Classification and Pay Plan. Annual pay surveys, continual or periodic review of positions with changed duties or responsibilities, and additions to the classification plan of changed and new classes of work will assure that the Classification and Pay Plan remains current and equitably meets the needs of the City and its employees.

Section 7. - Budgetary Authority

References to statutes, or to consistency with statutory authority, are for information purposes only. Nothing in this resolution shall be considered to mitigate or compromise the City's self-governing authority.

Section 8. - Accounting Structure

Staff is hereby directed to establish and maintain City accounting structure in accordance with Generally Accepted Accounting Principles (GAAP). Statutes, ordinances, resolutions or other authoritative sources shall be implemented according to their intent and GAAP. Staff shall provide for conformance with the Commission's limits for financing and appropriation under authorized budgets whenever making proper modifications to accounting structure.

Section 9. – Municipal Court Clerk Salary

The City Manager is authorized to administratively set the salary of the Municipal Court Clerk using the following salary range:

Municipal Court Clerk \$36,903 to \$51,518

Section 10. – Designated for Cash Flow

As permitted by Section 7-6-4034, MCA, a balance Designated for Cash Flow shall be considered adequate in tax levy supported funds (General and Library) at least 17% of annual appropriations. A balance Designated for Cash Flow for other operating funds of the City shall be considered adequate at a range of 8% to 22% of annual appropriations for seasonal operations; and, 8% to 22% of annual appropriations for all other operating funds.

Such balances designated for cash flow shall be used to meet extended revenue cycles, meet short term economic difficulties, respond to unique opportunities, provide for one-time

expenditures, and respond to emergency and disaster situations. The balances shall not be available to meet recurring operating expenses.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
July 18, 2017.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Funds	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out			
General	6,566,202	30,725,975	0	30,725,975	28,958,135	1,767,840	6,566,202	0	6,566,202
Special Revenue Funds									
Park & Rec Special Revenue	565,220	15,600	0	15,600	39,990	0	540,830	232,622	308,208
Parkland Trust	19,301	0	0	0	0	0	19,301	19,301	0
Library	665,899	994,860	350,000	1,344,860	1,318,772	0	691,987	110,880	581,107
Library Foundation	234,170	108,175	0	108,175	102,775	0	239,570	239,570	0
Planning & Comm Dev	170,097	857,949	181,939	1,039,888	1,080,186	0	129,799	0	129,799
Central MT Ag Tech TID	317,060	178,216	0	178,216	14,133	0	481,143	481,143	0
West Bank Urban Ren TID	0	0	0	0	0	0	0	0	0
Airport TID	78,043	22,163	0	22,163	2,095	0	98,111	98,111	0
Downtown TID	239,519	79,518	0	79,518	6,984	0	312,053	312,053	0
East Industrial Ag Tech TID	25,857	27,919	0	27,919	2,364	0	51,412	51,412	0
Economic Revolving	587,184	0	0	0	0	0	587,184	587,184	0
Permits	1,479,341	1,104,487	0	1,104,487	1,615,520	0	968,308	0	968,308
Licenses	43,417	252,300	0	252,300	252,300	0	43,417	0	43,417
Natural Resources	213,332	419,498	256,277	675,775	696,686	0	192,421	8,866	183,555
Portage Meadow	24,044	58,079	0	58,079	58,320	0	23,803	0	23,803
Park Maintenance District	0	2,267,000	0	2,267,000	2,267,000	0	0	0	0
Street District	4,460,466	7,068,770	0	7,068,770	7,435,791	0	4,093,445	4,093,445	0
Support & Innovation	64,840	653,384	0	653,384	653,384	0	64,840	0	64,840
911 Special Revenue	480,499	612,447	0	612,447	0	371,674	721,272	721,272	0
Police Special Revenue	169,453	37,761	0	37,761	900	0	206,314	206,314	0
HIDTA Special Revenue	(11,250)	216,975	0	216,975	57,272	0	148,453	148,453	0
Fire Special Revenue	111,816	6,600	0	6,600	50,000	0	68,416	118,416	(50,000)
Federal Block Grant	575,650	710,552	0	710,552	726,603	0	559,599	559,599	0
HOME Grant	8,948	184,587	0	184,587	183,883	0	9,652	9,652	0
CTEP Projects	(6,437)	0	0	0	0	0	(6,437)	(6,437)	0
Housing Authority	0	1,468,266	0	1,468,266	1,468,266	0	0	0	0
Street Lighting Districts	2,254,646	1,159,590	0	1,159,590	1,376,888	0	2,037,348	0	2,037,348
Special Revenue Funds Total	12,771,115	18,504,696	788,216	19,292,912	19,410,112	371,674	12,282,241	3,898,411	8,383,830
Debt Service Funds									
Soccer Park Bond	53,579	171,000	0	171,000	167,283	0	57,296	57,296	0
Swim Pool Rehab Bond	40,241	0	0	0	0	0	40,241	40,241	0
West Bank TID	958,444	382,867	0	382,867	239,315	0	1,101,996	1,101,996	0
Improvement District Revolving	44,601	46,848	0	46,848	5,586	0	85,863	85,863	0
Master Debt SILD	21,989	17,234	0	17,234	8,447	0	30,776	30,776	0
General Obligation Taxable Bond	5,919	0	144,900	144,900	144,900	0	5,919	5,919	0
Debt Service Funds Total	1,124,773	617,949	144,900	762,849	565,531	0	1,322,091	1,322,091	0

Funds	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out			
Capital Projects Funds									
General Capital Projects	568,632	0	215,772	215,772	215,772	0	568,632	568,632	0
Improvement Districts Projects	5,543	0	0	0	0	0	5,543	5,543	0
Street Lighting Construction	0	0	0	0	0	0	0	0	0
Hazard Removal	50,492	0	0	0	0	0	50,492	50,492	0
Capital Projects Funds Total	624,667	0	215,772	215,772	215,772	0	624,667	624,667	0
Enterprise Funds									
Golf Courses	(901,582)	1,431,435	0	1,431,435	1,431,435	0	(901,582)	0	(901,582)
Water	9,405,632	12,180,313	0	12,180,313	14,547,006	0	7,038,939	2,224,749	4,814,190
Sewer	9,252,601	10,628,965	0	10,628,965	14,368,376	0	5,513,190	4,826,631	686,559
Storm Drain	1,373,276	5,751,490	0	5,751,490	5,753,462	0	1,371,304	906,066	465,238
Sanitation	666,341	3,736,840	0	3,736,840	4,037,367	0	365,814	150,318	215,496
Swimming Pools	131,207	556,760	267,861	824,621	858,660	0	97,168	0	97,168
911 Dispatch Center	565,158	1,555,133	371,674	1,926,807	1,910,722	0	581,243	581,243	0
Parking	429,079	522,500	0	522,500	663,307	0	286,272	49,026	239,246
Recreation	307,348	384,730	39,206	423,936	508,442	0	222,842	11,561	211,281
Multisports	58,222	157,875	0	157,875	161,512	0	54,585	0	54,585
Ice Breaker Run	9,718	74,550	0	74,550	73,764	0	10,504	0	10,504
Civic Center Events	114,996	348,534	223,742	572,276	606,052	0	81,220	14,496	66,724
Special State Projects	0	383,402	0	383,402	383,402	0	0	0	0
Port Authority	141,291	0	0	0	0	0	141,291	141,291	0
Enterprise Funds Total	21,553,287	37,712,527	902,483	38,615,010	45,303,507	0	14,864,790	8,905,381	5,959,409
Internal Service Funds									
Central Garage	1,739,457	3,438,680	0	3,438,680	3,047,457	0	2,130,680	1,999,122	131,558
Information Tech	164,141	1,338,329	25,000	1,363,329	1,356,468	0	171,002	39,964	131,038
Insurance & Safety	922,124	868,809	0	868,809	907,837	0	883,096	801,096	82,000
Health & Benefits	(578,133)	8,980,928	0	8,980,928	8,975,751	0	(572,956)	0	(572,956)
Human Resources	220,039	493,329	0	493,329	533,071	0	180,297	0	180,297
City Telephone	21,516	52,082	0	52,082	42,161	0	31,437	0	31,437
Fiscal Services	181,452	1,630,216	0	1,630,216	1,660,366	0	151,302	0	151,302
Engineering	248,315	1,531,107	63,143	1,594,250	1,692,596	0	149,969	62,251	87,718
Public Works Admin	239,088	631,308	0	631,308	630,907	0	239,489	5,271	234,218
Civic Center Facility Services	282,979	587,249	0	587,249	587,511	0	282,717	97,116	185,601
Internal Service Funds Total	3,440,978	19,552,037	88,143	19,640,180	19,434,125	0	3,647,033	3,004,820	642,213
Total	46,081,022	107,113,184	2,139,514	109,252,698	113,887,182	2,139,514	39,307,024	17,755,370	21,551,654



Item: Set Public Hearing for Business Improvement District (BID) 2017/2018 Budget and Work Plan
From: Judy Burg, Taxes and Assessments
Initiated By: Business Improvement District Board of Directors
Presented By: Joan Redeen, Community Director
Action Requested: City Commission set Public Hearing date of July 18, 2017 for the Business Improvement District (BID) 2017/2018 Budget and Work Plan

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) the public hearing for the 2017/2018 Business Improvement District Budget and Work Plan for July 18, 2017."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

The BID recommends that the City Commission set the public hearing for the 2017/2018 BID Budget and Work Plan for July 18, 2017.

Background:

The initial creation of the BID was in 1989. It was renewed in 1999 and re-created in 2009, each for periods of ten years by petition of the property owners within the District.

The Business Improvement District's overall purpose is to utilize tax dollars through the BID tax assessment and direct those monies to improve and revitalize the downtown area. If there are any material increases or decreases in the actual assessment from the approved budget, the BID's Board will either request a budget amendment from the City Commission or the Board will include the amount of revenue whether it be an increase, or decrease, in their Budget and Work Plan for the coming Fiscal Year. The BID has not changed the areas of the district boundaries since its origination date.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

Fiscal Impact:

The BID is projecting annual revenue for Fiscal Year 2017/2018 of approximately \$244,448 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional

projects for streetscapes, and economic growth.

The assessment will be according to the formula approved by the BID Board and the City Commission:

1. a flat fee of \$200.00 for each lot or parcel;
2. a flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a Residential Condominium;
3. an assessment of \$.00156 times the market valuation as provided for by the Montana State Legislature;
4. and an assessment of \$.015 times the square footage of the land area.

Alternatives:

The City Commission could request changes to the BID Budget and Work Plan.

Concurrences:

The BID partners with several organizations to provide results and follows the overall purpose of the BID. Fiscal Services staff is responsible for assessing and collecting the revenues.

ATTACHMENTS:

- ▢ 2017/2018 Budget
- ▢ Business Improvement District Work Plan Fiscal Year 2017/2018
- ▢ Map of Business Improvement District Boundaries
- ▢ Public Hearing Notice

Great Falls Business Improvement District Budget for Fiscal Year 2009-2010

Revenues

Assessments	\$ 158,000
Interest Income	\$ 300
Downtown Technology Center Leases	\$ 11,000
Downtown Technology Center Utility Income	\$ 11,000
Total Revenues	<u>\$ 180,300</u>



Expenses

Advertising	\$ 10,000
Beautification	\$ 10,000
Business Grants	\$ 87,400
Dues & Subscriptions	\$ 600
EE Benefits (parking)	\$ 500
Insurance	\$ 4,000
Internet	\$ 600
Professional Services	\$ 3,500
Johnson Hotel Building expenses	\$ 2,000
Johnson Hotel management expenses	\$ 8,000
Miscellaneous	\$ 500
Special Projects	\$ 10,000
Office expense	\$ 1,000
Office Equipment	\$ 500
Payroll taxes	\$ 2,000
Rent	\$ 4,800
Repairs & maint	\$ 1,000
Salaries	\$ 15,600
Supplies	\$ 500
Taxes, Licenses & Fees	\$ 800
Tech Center Management Expense	\$ 3,000
Telephone	\$ 2,500
Travel & Education	\$ 500
Tree Program	\$ 10,000
Utilities	\$ 1,000
Total Expenses	<u>\$ 180,300</u>

Net Revenue/Loss

\$ -

Great Falls Business Improvement District Budget for Fiscal Year 2010-2011

Revenues

Assessments	\$ 158,000
Interest Income	\$ 750
JH Rental Income	\$ 15,000
JH Utility Reimbursement	\$ 9,500
TIF fund from City	\$ 50,000
Total Revenues	\$ 233,250



Expenses

Advertising	\$ 20,000
Web Design	\$ 1,500
Beautification	\$ 5,000
Art Downtown	\$ 2,000
Tree Program	\$ 50,000
Holiday Décor	\$ 5,000
Business Grants	\$ 78,570
Dues & Subscriptions	\$ 800
EE Benefits (parking)	\$ 480
Insurance	\$ 2,500
JH Building expense	\$ 4,000
JH Management expense	\$ 9,500
Miscellaneous	\$ 500
Office Equipment	\$ 500
Office expense	\$ 1,000
Payroll taxes	\$ 1,200
Professional Services	\$ 4,000
Rent	\$ 4,800
Salaries	\$ 15,600
Special Projects	\$ 20,000
Supplies	\$ 3,000
Taxes, Licenses & Fees	\$ 200
Telephone	\$ 1,600
Travel & Education	\$ 500
Utilities	\$ 1,000
Total Expenses	\$ 233,250

Net Revenue/Loss

\$ -

Great Falls Business Improvement District Budget for Fiscal Year 2011-2012

Revenues

Assessments	\$ 168,000
Business Watch	\$ 900
Interest Income	\$ 1,000
JH Rental Income	\$ 19,000
JH Utility Reimbursement	\$ 9,500
TIF fund from City	\$ 11,000
Total Revenues	<u>\$ 209,400</u>



Expenses

Advertising	\$ 500
Marketing	\$ 20,000
Web Design	\$ 3,000
Beautification	\$ 1,000
Art Downtown	\$ 20,000
Tree Program	\$ 11,000
Holiday Décor	\$ 5,000
Business Grants	\$ 81,620
Business Watch	\$ 900
Dues & Subscriptions	\$ 400
Employee Benefits	\$ 580
Insurance	\$ 2,600
JH Building expense	\$ 4,000
JH Management expense	\$ 9,500
Miscellaneous	\$ 500
Office Equipment	\$ 500
Office expense	\$ 1,000
Payroll taxes	\$ 2,000
Professional Services	\$ 4,000
Rent	\$ 4,800
Salaries	\$ 20,000
Special Projects	\$ 10,000
Supplies	\$ 3,000
Taxes, Licenses & Fees	\$ 100
Telephone	\$ 1,600
Travel & Education	\$ 800
Utilities	\$ 1,000
Total Expenses	<u>\$ 209,400</u>

Net Revenue/Loss

\$	-
----	---

Great Falls Business Improvement District Budget for Fiscal Year 2012-2013

Revenues

Assessments	\$ 180,000
Business Watch	\$ 900
CLI Bike Share Program	\$ 1,620
Interest Income	\$ 1,000
JH Rental Income	\$ 19,000
JH Utility Reimbursement	\$ 9,500
TIF fund from City	\$ 3,400
Tree Program - Adopt-a-Tree	\$ 3,000
Total Revenues	<u>\$ 218,420</u>



Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 4,000
Art Downtown	\$ 40,000
Tree Program	\$ 6,600
TIF Funds from City (spent on trees)	\$ 3,400
Holiday Décor	\$ 5,000
Business Grants	\$ 79,720
Business Watch	\$ 900
CLI Bike Share Program	\$ 1,620
Donations	\$ 3,500
Dues & Subscriptions	\$ 400
Employee Benefits	\$ 580
Insurance	\$ 2,600
JH Building expense	\$ 4,000
JH Management expense	\$ 9,500
Miscellaneous	\$ 500
Office Equipment	\$ 500
Office expense	\$ 1,000
Payroll taxes	\$ 2,500
Professional Services	\$ 4,100
Rent	\$ 4,800
Salaries	\$ 25,000
Special Projects	\$ 10,000
Supplies	\$ 3,000
Taxes, Licenses & Fees	\$ 800
Telephone	\$ 1,600
Travel & Education	\$ 800
Utilities	\$ 1,000
Total Expenses	<u>\$ 218,420</u>

Net Revenue/Loss

\$ -

Great Falls Business Improvement District Budget for Fiscal Year 2013-2014

Revenues

Assessments	\$ 195,000
Business Watch	\$ 900
Interest Income	\$ 150
JH Rental Income	\$ 19,000
JH Utility Reimbursement	\$ 9,500
TIF fund from City	\$ 3,400
Tree Program - Adopt-a-Tree	\$ 500
Total Revenues	<u>\$ 228,450</u>



Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 4,000
Art Downtown	\$ 35,000
Tree Program	\$ 6,600
TIF Funds from City (spent on trees)	\$ 3,400
Holiday Décor	\$ 6,000
Business Grants	\$ 79,800
Business Watch	\$ 900
Donations	\$ 3,500
Dues & Subscriptions	\$ 400
Employee Benefits	\$ 750
Insurance	\$ 2,600
JH Building expense	\$ 4,000
JH Management expense	\$ 9,500
Miscellaneous	\$ 500
Office Equipment	\$ 500
Office expense	\$ 1,000
Payroll taxes	\$ 2,500
Professional Services	\$ 4,500
Rent	\$ 4,800
Salaries	\$ 35,000
Special Projects	\$ 15,000
Supplies	\$ 3,000
Taxes, Licenses & Fees	\$ 800
Telephone	\$ 1,600
Travel & Education	\$ 800
Utilities	\$ 1,000
Total Expenses	<u>\$ 228,450</u>

Net Revenue/Loss

\$	-
----	---

Great Falls Business Improvement District Budget for Fiscal Year 2014-2015

Revenues

Assessments	\$ 201,225
Business Watch	\$ 900
Interest Income	\$ 150
JH Rental Income	\$ 23,000
JH Utility Reimbursement	\$ 10,500
Tree Program - Adopt-a-Tree	\$ 500
Total Revenues	<u>\$ 236,275</u>



Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 6,000
Art Downtown	\$ 6,000
Tree Program	\$ 6,500
Holiday Décor	\$ 20,000
Business Grants	\$ 87,875
Business Watch	\$ 900
Donations	\$ 5,000
Dues & Subscriptions	\$ 3,000
Employee Benefits	\$ 900
Insurance	\$ 5,500
JH Building expense	\$ 4,000
JH Management expense	\$ 10,500
Miscellaneous	\$ 500
Office Equipment	\$ 500
Office expense	\$ 1,000
Payroll taxes	\$ 3,500
Professional Services	\$ 5,000
Rent	\$ 4,800
Salaries	\$ 40,000
Special Projects	\$ 15,000
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 1,000
Telephone	\$ 1,500
Travel & Education	\$ 800
Utilities	\$ 1,500
Total Expenses	<u>\$ 236,275</u>

Net Revenue/Loss

\$	-
----	---

Great Falls Business Improvement District Budget for Fiscal Year 2014-2015

Cell: B16

Comment: Great Falls BID:
Flowers

Cell: B17

Comment: Great Falls BID:
Parking Meter Art (\$2K), Bike Racks (\$300 max each), 1st Ave N underpass cleaning

Cell: B19

Comment: Great Falls BID:
Installation and purchase of new equipment

Cell: B22

Comment: Great Falls BID:
Urban Art Project (\$2K), B&G Club (\$1K), GFPD

Cell: B23

Comment: Great Falls BID:
DDP (\$1K), GFDA (\$500), Chamber

Cell: B35

Comment: Great Falls BID:
Include VIC Center Contribution (\$2,500)

Great Falls Business Improvement District Budget for Fiscal Year 2015-2016

Revenues

Assessments	\$ 205,811
Business Watch	\$ 750
Interest Income	\$ 150
JH Rental Income	\$ 20,450
JH Utility Reimbursement	\$ 10,500
Total Revenues	<u>\$ 237,661</u>



Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 6,000
Art Downtown	\$ 6,000
Tree Program	\$ 10,000
Holiday Décor	\$ 8,000
Business Grants	\$ 87,761
Business Watch	\$ 900
Donations	\$ 5,000
Dues & Subscriptions	\$ 3,000
Employee Benefits	\$ 900
Insurance	\$ 6,100
JH Building expense	\$ 4,000
JH Management expense	\$ 13,000
Miscellaneous	\$ 500
Office Equipment	\$ 10,500
Office expense	\$ 1,000
Payroll taxes	\$ 3,500
Professional Services	\$ 5,000
Rent	\$ 4,800
Salaries	\$ 40,000
Special Projects	\$ 11,200
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 1,500
Telephone	\$ 1,500
Travel & Education	\$ 1,000
Utilities	\$ 1,500
Total Expenses	<u>\$ 237,661</u>

Net Revenue/Loss

\$ -

Great Falls Business Improvement District Budget for Fiscal Year 2016-2017

Revenues

Assessments	\$ 243,134
Assessments Receivable FY 15-16	\$ 65,767
Business Watch	\$ 750
Interest Income	\$ 150
JH Rental Income	\$ 20,500
JH Utility Reimbursement	\$ 12,000
Total Revenues	\$ 342,301



Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 10,000
Art Downtown	\$ 6,000
Tree Program	\$ 15,000
Holiday Décor	\$ 20,000
Business Grants	\$ 129,251
Business Watch	\$ 750
Donations	\$ 5,000
Dues & Subscriptions	\$ 3,000
Employee Benefits	\$ 1,000
Insurance	\$ 6,500
JH Building expense	\$ 4,000
JH Management expense	\$ 13,000
Miscellaneous	\$ 500
Office Equipment	\$ 1,000
Office expense	\$ 1,000
Payroll taxes	\$ 6,000
Professional Services	\$ 5,000
Rent	\$ 4,800
Salaries	\$ 75,000
Special Projects	\$ 25,000
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 1,500
Telephone	\$ 1,500
Travel & Education	\$ 1,000
Utilities	\$ 1,500
Total Expenses	\$ 342,301

Net Revenue/Loss

\$	-
----	---

Adjusted income down \$24,994 9/8/16 due to City's projected estimate of assessment income

Great Falls Business Improvement District Budget for Fiscal Year 2017-2018

Revenues

Assessments	\$ 244,448
Business Watch	\$ 750
Interest Income	\$ 150
JH Rental Income	\$ 20,500
JH Utility Reimbursement	\$ 12,000
Total Revenues	<u>\$ 277,848</u>



Expenses

Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 10,000
Art Downtown	\$ 2,000
Tree Program	\$ 15,000
Holiday Décor	\$ 10,000
Business Grants	\$ 93,798
Business Watch	\$ 750
Donations	\$ 5,000
Dues & Subscriptions	\$ 3,000
Employee Benefits	\$ 1,000
Insurance	\$ 6,500
JH Building expense	\$ 4,000
JH Management expense	\$ 13,000
Miscellaneous	\$ 500
Office Equipment	\$ 1,000
Office expense	\$ 1,000
Payroll taxes	\$ 6,000
Professional Services	\$ 5,000
Rent	\$ 4,800
Salaries	\$ 75,000
Special Projects	\$ 10,000
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 1,500
Telephone	\$ 1,500
Travel & Education	\$ 1,000
Utilities	\$ 1,500
Total Expenses	<u>\$ 277,848</u>

Net Revenue/Loss

\$ -



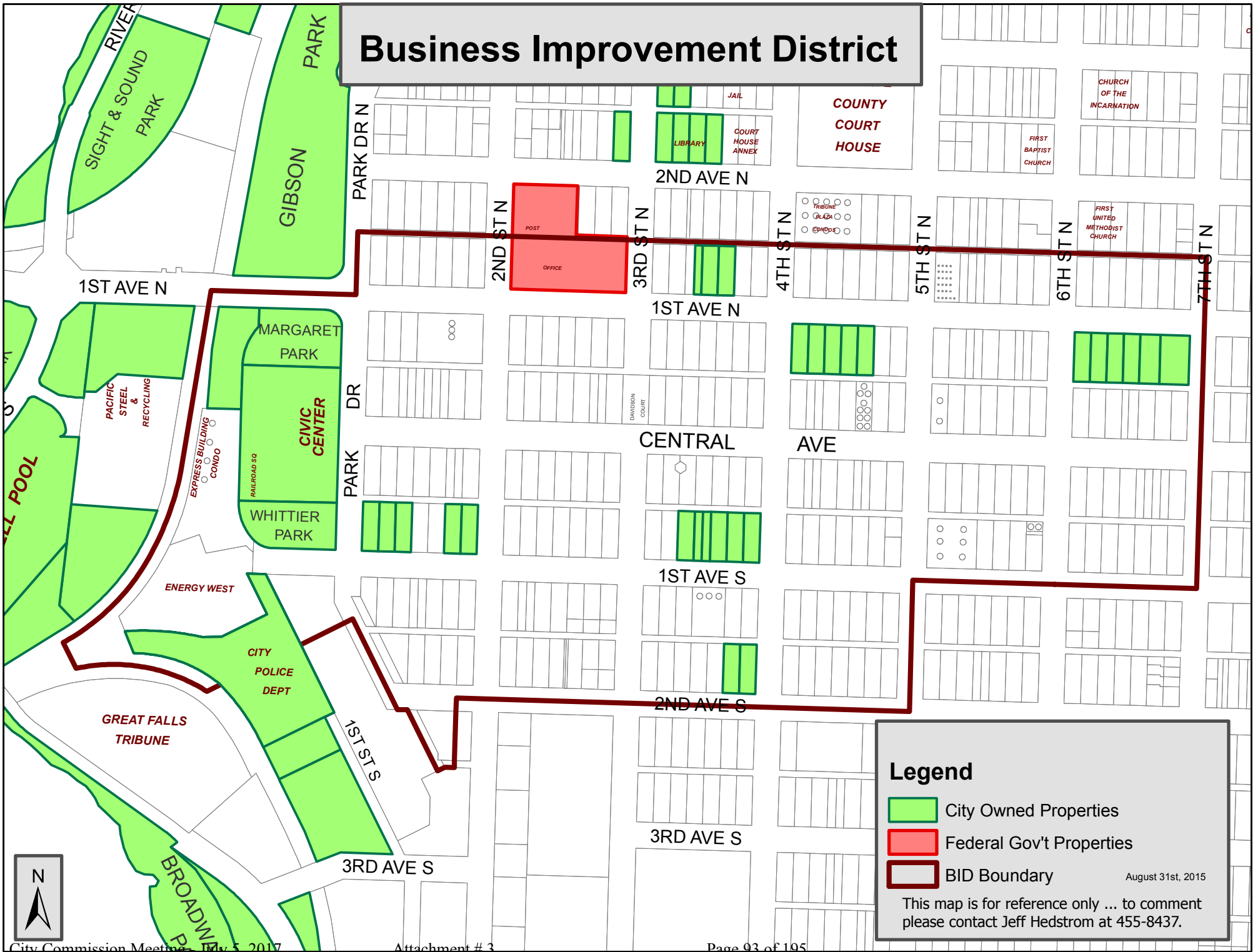
GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2017-2018

The mission of the Great Falls Business Improvement District (BID) is to represent the unique interests of the business and property owners located within the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long range planning, grant program administration, and physical and environmental improvement programs.

The BID will provide the following services within the designated boundaries:

- **Downtown Property Investments**
 - Invest in downtown properties through our many grant programs.
 - Current grant programs include: Façade, Residential, Interior, Sidewalk, Art, Outdoor Living and Business Incentive.
 - Creation of a joint economic office downtown.
 - Utilize additional grant programs to supplement BID grant monies.
 - Tax Increment Financing (TIF)
 - The BID will continue to support the Downtown Development Partnership in administering the TIF.
- **Downtown Safety & Security**
 - Working with partner organizations of the Downtown Safety Alliance
 - Provide a seasonal downtown resource ambassador
 - BRIC Officer from the Great Falls Police Department
 - Great Falls Police Department's Volunteer Program
 - Management of the Business Watch & Coins for a Cause Programs
- **Unifying Entities**
 - Communication
 - Provide our property & business owners information on the BID and our programs.
 - Regular updates on our website.
 - Volunteers
 - The BID will continue to support the Downtown Chicks, an established pool of volunteers that can be utilized as a resource for events & special projects.
 - Work with organizations to coordinate improvement efforts of our downtown.
 - Downtown Partnership
 - The BID will be an active participant in the Downtown Development Partnership, working to implement the Downtown Master Plan.
 - The BID will support the Downtown Great Falls Association.
- **Beautification**
 - Clean & Safe Team
 - Downtown Art Projects
 - Garbage Removal
 - Sidewalk Cleaning/Snow Removal
 - Tree & Flower Maintenance
 - Graffiti Removal
 - Holiday Décor
 - Banners
- **Business Incubator**
 - Management of the business incubator

Business Improvement District



Legend

- City Owned Properties
- Federal Gov't Properties
- BID Boundary

August 31st, 2015

This map is for reference only ... to comment please contact Jeff Hedstrom at 455-8437.



PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on July 18, 2017, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2017/2018 Business Improvement District Budget and Work Plan. Any interested person may appear and speak for or against said budget and/or work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication Date: July 7, 2017



Item: Tourism Business Improvement District (TBID) 2017/2018 Budget and Work Plan
From: Judy Burg, Fiscal Services Department
Initiated By: Tourism Business Improvement District Board of Directors
Presented By: Rebecca Engum, Great Falls Tourism Director
Action Requested: City Commission set Public Hearing date of July 18, 2017 for the Tourism Business Improvement District (TBID) 2017/2018 Budget and Work Plan

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) the public hearing for the 2017/2018 Tourism Business Improvement District Budget and Work Plan for July 18, 2017."
 2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.
-
-

Staff Recommendation:

The TBID recommends that the City Commission set the public hearing for the 2017/2018 TBID Budget and Work Plan for July 18, 2017.

Background:

The Tourism Business Improvement District was established by Resolution 9792 on December 2, 2008. Its overall purpose is to utilize tax dollars, through the TBID assessment, and direct those monies for the purpose of promoting tourism, conventions, trade shows, and travel to the City of Great Falls. If there are any material increases or decreases in the actual assessment from the approved budget, the TBID's Board will either request a budget amendment from the City Commission, or the Board will include the amount of revenue whether it is an increase or decrease in their Work Plan and Budget for the coming Fiscal Year.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

Fiscal Impact:

The TBID is projecting annual revenue for Fiscal Year 2017/2018 of approximately \$400,000 in tax assessment dollars.

The assessment will be according to the formula approved with the creation of the district:

The applicable hotels shall be subject to an annual assessment of one dollar (\$1.00) per occupied room night as prescribed in MCA Section 7-12-1133(2)(c).

Alternatives:

The City Commission could request the TBID Board for changes either to the Work Plan or Budget.

Concurrences:

The TBID partners with several organizations to provide results and follow the overall purpose for the TBID. Fiscal Services staff is responsible for assessing and collecting the revenues.

ATTACHMENTS:

- ▢ TBID 2017/2018 Budget & Work Plan
- ▢ Legal Notice



Great Falls Montana Tourism Marketing Strategy

April 2017

Executive Summary

Great Falls Montana Tourism has begun an ambitious initiative to attract more visitors to the City of Great Falls, supporting its growth and bolstering its economy. Successful tourism attraction will depend on the highly-targeted engagement of Great Falls' audience groups – people looking for a vacation or meeting experience centered around the assets Great Falls has to offer.

Great Falls Montana Tourism has engaged Atlas to develop a comprehensive tourism marketing strategy for the city to guide tourism attraction tactics and campaigns for maximum impact. To develop an effective strategy, Atlas has:

- Assessed Great Falls' tourism strengths and weaknesses, and the opportunities and threats, to growing the tourism economy, along with an analysis of in-state and regional competing communities
- Performed a national survey of professional meeting planners to gauge the perception of Great Falls as a meeting destination, including respondents that have actively planned meetings in Great Falls and those who have not
- Researched Great Falls' online reputation on popular travel websites, including TripAdvisor, Yelp, Google Maps, and Facebook
- Interviewed Great Falls Montana Tourism leadership and reviewed the previous, internally-developed marketing plan and tourism brand package and its supporting research developed by North Star Destination Strategies

From this foundation of analysis and research, Atlas developed the positioning statement for Great Falls as a tourism destination. This strategy defines marketing objectives and targets with specific tactical recommendations and an execution calendar.

Desired Outcomes of the Engagement

Based on research and analysis, it has been determined that the outcomes of the marketing initiatives will:

- Establish a cohesive tourism brand that positions Great Falls as a premier destination for targeted groups
- Get buy-in and promote the use of Great Falls' tourism identity by Great Falls Montana Tourism members, its strategic partners, and the entire Great Falls community
- Increase overnight tourism visitation
- Increase group meeting stays
- Increase attendance at key events like the Montana State Fair, Western Art Week, and the PRCA Circuit Championship
- Increase foot traffic at Great Falls International Airport

2 Great Falls | Montana's Basecamp for Arts & Adventure

- Raise the profile of the city within targeted audience groups and regions both on and offline (e.g. in-state visitors from Central and Eastern Montana, Canadian regional travelers from communities near the border, and out-of-state visitors from cities with direct flights to Great Falls)

The Challenge

The City of Great Falls has a growing downtown with new dining options and continued development, an established and vibrant arts scene, and the state's highest concentration of museums, natural attractions, and outdoor activities. It provides access to many of central and western Montana's outdoor attractions and true wilderness areas. However, visitors to Great Falls must drive for several hours to access Glacier National Park, and its popular western entrance is even farther away. By car, visitors from the west, south, and southeast must pass through several cities that most directly compete with Great Falls, including Missoula, Butte, Bozeman, and Billings.

Great Falls Montana Tourism must position the city as the premier destination for the experiences the city offers and target audiences seek. Finally, Great Falls Montana Tourism must engage these groups using effective tools and measurable campaigns that build awareness and drive visitation.

Background

Description of the City of Great Falls

Founded in 1883, the City of Great Falls has a population of nearly 60,000 residents and is the county seat of Cascade County. Great Falls is named for a series of five waterfalls on the Missouri River that was made famous by Lewis and Clark's 31-day portage of the falls – the longest the duo spent in any one location. The promise of hydroelectric power and rail access was instrumental in the founding of Great Falls. The first hydroelectric dam was built in 1890, attracting industry and visitors to the “electric city.”

Downtown Great Falls and the new West Bank Landing development offer residents and visitors an array of shopping and dining options. There are many new restaurants, breweries, and coffee shops – some offering live music – along with established eateries, bars, and shops. The city has over a dozen art galleries and three art museums, including the renowned C.M. Russell museum complex. This robust arts scene boasts the annual Western Art Week, an event that includes over 30 independent shows, live art events, and auctions at venues across downtown Great Falls. The city also has a history museum and the Lewis and Clark Interpretive Center.

Great Falls visitors can enjoy nearly every outdoor activity available in Montana: hiking, road and mountain biking, hunting, fishing, swimming, kayaking, canoeing, cross-country skiing, snowshoeing, and many opportunities for viewing local wildlife. The city offers an extensive hiking and biking trail system along the river, three golf courses, a disc golf course, a skate park, a water park, a 15-field soccer park, a minor-league baseball stadium, and a system of city parks. Nearby is Giant Springs State Park, the First Peoples Buffalo Jump, two ski resorts, and the Bob Marshall Wilderness. The most well-known natural attraction in the region is Glacier National Park. Great Falls also offers one of the more convenient starting points for travel to Canada's Waterton Lakes National Park.

Great Falls is home to Malmstrom Air Force Base and the 341st Missile Wing. It has a significant history and geographic presence in the city. The base attracts contractors traveling for business, but most of its service members stay siloed from the community.

Current Regional Initiatives

West Bank Landing Development

West Bank Landing offers hospitality, dining, shopping, fitness, and lifestyle space targeting affluent residents and visitors, along with commercial office space and apartments. This real estate development is located across the river from downtown and is in the middle of buildout. The current development is expected to be completed in the next five to seven years, with additional land available nearby.

New Tourism Organization and Leadership

In 2015, the Great Falls Tourism Alliance, now known as Great Falls Montana Tourism, was formed as a cooperative effort by three organizations – The Great Falls Convention & Visitors Bureau, The Great Falls Tourism Business Improvement District, and the Visitor Information Center – with a strategic partnership with The Great Falls Area Chamber of Commerce and its membership. In 2015, the city's first full time tourism director was hired to lead Great Falls Montana Tourism. These developments represent an unprecedented level of collaboration, leadership, and focus on growing tourism visitation for the city.

Research and Discovery

Previous Brand Research and Development

In 2012, the Great Falls Branding Alliance engaged North Star Destination Strategies to develop a new brand platform for the city. The resulting Great Falls Montana brand focused on quintessential Montana and targeted “adventurers with conviction” using the tagline “Untame Your Spirit.” While the brand platform did not capitalize on the opportunity to unite residents and the business community around the new Great Falls brand, the research and many of the recommendations are strong and remain valuable today. Atlas referenced the community research and competitive analysis while developing this marketing strategy.

Online Reputation Research

Atlas performed research of Great Falls’ online reputation on trusted, crowd-sourced review websites. Research included independent traveler and meeting planner reviews of Great Falls’ tourism attractions, hotels, and conference venues on TripAdvisor, Yelp, Google Maps, and Facebook.

Great Falls does not have a large number of reviews, but the city does enjoy a positive online reputation with current visitors, meetings, and groups, as well as local residents. While Great Falls doesn’t have a national tourism brand, those that do visit enjoy their experience and have recommended the city and the region to others online. By and large, reviewers that left negative responses do not fit the profile of Great Falls’ target audience.

Unsurprisingly, national and state parks, wilderness areas, trails, and museums remain the biggest draw and highest rated attractions in Great Falls. Great Falls hotels with meeting and event amenities got high reviews, though some individual guests found customer service lacking as compared to group service. Two convention centers received strong reviews and accommodate conventions, trade shows, meetings, concerts, fundraisers, banquets, and wedding receptions, but space is limited to smaller gatherings of around 150 to 250 people depending on the venue. On top of purpose-built venues, Great Falls’ many museums offer guests a unique meeting setting, which is appreciated by online reviewers. See *Appendix for quotes from the online reputation research.*

Meeting Planner Research

A survey of professional meeting planners was conducted with professionals identified by Great Falls Montana Tourism and with national meeting planners identified by Atlas. Respondent data was collected through an online survey in January 2017. The survey evaluated meeting planner perceptions of Great Falls, their knowledge of the community's assets, and where it ranks amongst competitors within the region. Respondents were also asked about their meeting planning needs, tools they use, and promising industry trends. *See Appendix for full results from the meeting planner survey.*

Perspective of the Industry

Meeting planners surveyed identified rising food and beverage costs as their biggest struggle. Good lodging accommodations, entertainment, attractions, shopping, and dining options ranked as the most appealing aspects of a community. A positive local perception of meetings and a destination marketing organization advocacy program were ranked the most appealing aspects of community support. Event subvention/incentive programs were the clear leader in emerging destination marketing organization practices and services. The survey identified that planners use a variety of sources for researching a potential destination, from search engines and travel websites to trusted colleagues and their own previous experience. Digital advertising ranked just above site inspection tours as effective destination marketing engagement tactics.

Perception of Great Falls and Montana

Most respondents had not considered Great Falls for a meeting, but perceive it as a city surrounded by natural beauty. Planners identified the need to convey Great Falls' hospitality amenities, shopping, unique activities, restaurants, and meeting facilities, as well as airport access, central location within Montana, and affordability to people unfamiliar with the city. Top northern mountain state competitors identified include Sun Valley, Idaho; Jackson Hole, Wyoming; Kalispell, Montana; and Missoula, Montana. Meeting planners have little perception of any Montana cities as meeting destinations, but half said they would recommend Great Falls to a colleague. When asked what attributes fit Great Falls, they identified outdoor recreation, fly fishing, hiking, and Glacier National Park.

Great Falls Stakeholder and Visitor Surveys

Atlas surveyed Great Falls visitors and potential visitors, as well as stakeholders from within the community. The visitor survey was sent to over 400 visitors that have registered at the Great Falls Visitor Center, and potential visitors that met with Great Falls Montana Tourism staff at conventions and events around the country. The stakeholder survey was distributed to 86 community stakeholders including Convention and Visitors Bureau and Tourism Business Improvement District board members, CVB members, lodging property owner/management, and other prominent members of the community.

Great Falls stakeholders hold a range of perspectives on the city as a tourism destination. The key themes in their feedback include the opportunity to promote Great Falls as a basecamp for outdoor activities nearby and around the state; as a surprising center for art, culture, and museums; and a unique destination for riverfront attractions. Helena and Billings were identified as similar communities, though some see Great Falls as completely unique. Stakeholders identified the C.M. Russell Museum; the Lewis & Clark Interpretive Center; shopping; the proximity to parks, airport, and the highway; and family as the top reasons for tourist visitation. They identified the friendly atmosphere and outdoor activities as the top reasons visitors return. The tourism-oriented description of Great Falls used most includes a mention of fly fishing and outdoor activities, with museums, art, and the river and its falls and dams as the most unique tourism assets.

The biggest challenges identified are a lack of a tourism identity, unified voice and message, and active marketing and promotion. Stakeholders recommend better messaging and promotion with a fresh perspective – especially of large events – to overcome these challenges. Increased visitation, hotel stays, tourism jobs, and revenue are the best ways to measure success, but success was defined in a variety of ways, including the development of a cohesive messaging / marketing plan, filling up hotels 90% of the time, protecting lodging tax dollars, and more tours or pre-organized activities. Airport renovations, land improvements, and the development of downtown and the riverfront are the biggest recent changes. Most cite continued investment in downtown and the riverfront to strengthen Great Falls as a tourism destination. Finally, some stakeholders suggest creating a large attraction or activity center.

Out of the visitors and potential visitors to Great Falls, 61% of respondents had never been to Great Falls but were interested in visiting. Out of the people who had visited, most were there for vacation. The biggest draw is the classic Montana experience, followed closely by accessibility to the outdoors. Some of the visitors' favorite experiences include

the Lewis & Clark Interpretive Center, C.M. Russell Museum, the falls, Glacier National Park, the Missouri River, and shopping. For most, the biggest drawback for visiting Great Falls is the location and the cost of flying.

Bozeman and Billings were cited as the most similar communities to Great Falls which people have visited or considered visiting; however, Glacier National Park stood out as being a unique offering of Great Falls. Many visitors did not know what makes Great Falls different from its competing communities.

Visitors confirmed their favorite types of vacations include exploring new places, enjoying outdoor adventures, and outdoor escapes for solitude. The top vacation destinations of this group included Glacier National Park, Yellowstone, and other mountain states.

See the appendix for the full results from the stakeholder and visitor surveys.

Competitor Analysis

Atlas performed a competitor analysis to understand what communities the City of Great Falls competes with, to see how it ranks amongst its peers, and to identify opportunities for differentiation. The analysis was based on Atlas' research, previous consultant research, interviews with Great Falls Montana Tourism leadership, and online reputation survey results.

Cities in Montana	The Larger Region
<p>Bozeman Presents an upscale vacation destination with hotels, shopping, museums, and symphony to match its ski resort, cross-country trails, natural hot springs, and breweries.</p> <p>Billings Positions itself as Montana's Trailhead, the starting point for a drivable vacation through Montana's outdoors.</p> <p>Missoula A university town that promotes a variety of amenities and experiences without focusing on any one option. Montanans know the city as a laid-back city for fly fisherman, paddle boarders, and mountain bikers. Features many microbreweries and a distillery.</p> <p>Kalispell / Whitefish The popular western gateway to Glacier National Park, offering closer accesses to its popular attractions. Positions itself as a vacation destination and its airport (though smaller than Great Falls') makes it accessible to out-of-state travelers.</p> <p>Butte</p>	<p>Sioux Falls, South Dakota Sioux Falls is nearly three times the size of Great Falls. The city has a strong tourism website that promotes attractions and tourism-related businesses. Downtown Sioux Falls has access to the Big Sioux River and the scenic Falls Park, with an outdoor sculpture garden and nearby Native American and Early European historic attractions. The city has a range of shopping, dining, and hospitality options, but limited outdoor recreation attractions.</p> <p>Fargo, North Dakota With a population nearly double that of Great Falls, the city highlights an eclectic mix of art, culture, dining, and other attractions online. The website leverages social content from visitors and residents to demonstrate the broad range of venues and activities available for people to enjoy. Art museums and festivals are promoted heavily. The city has access to open space and wilderness for activities like hunting, fishing, golfing, biking, cross-country skiing, and snowmobiling, but there are no major outdoor attractions nearby.</p> <p>Bismarck, North Dakota</p>

Does not hide from its rough and tumble image though and it is in the beginning of developing a cohesive brand. Great Falls locals feel a level of inferiority compared to Butte.

Helena

The smallest city in the competitive set that has traditionally had little tourism draw. However, the state’s capital city is growing as a tourist destination, and benefits from its location near the head of the Missouri River as well as proximity to Lake Helena, Hauser Lake, and Canyon Ferry. Helena also has an IMBA Silver Trail System that is very impressive. Because of a higher household income average than Great Falls, businesses often choose Helena before Great Falls for retail opportunities.

The capital city of North Dakota has done a good job with meetings and conventions, drawing over 100,000 people every year. They promote their downtown and have been ranked as one of the top 100 places to live. Their website leverages videos to tell visitors about featured activities from their new heritage museum to riverboat cruises to golf.

Cheyenne, Wyoming

Cheyenne, Wyoming has many similarities to Great Falls. At just over 60,000 residents, Cheyenne is similar in size. Cheyenne has a large military presence supporting nuclear and logistical forces, and strong Old West roots, culture, and events. Their most well-known event is Cheyenne Frontier Days - the world’s largest outdoor rodeo. There are similar local options for outdoor recreation and wilderness access. National parks, like Yellowstone, are in-state, but the drive is more than three times as far as Great Falls is to Glacier National Park. Its “Live the Legend” tagline promotes a familiar, authentic west identity.

Canadian communities with direct access to wilderness north of Glacier

Great Falls is well-positioned to compete with this set, being located just as close to wilderness north of Glacier as communities like Cranbrook, and logistically more convenient, with access to the Great Falls International Airport. Even with a three-hour drive to the lake, flying through Great Falls International Airport is preferred by many U.S. fliers and Canadian tourists.

Cities to the west of Montana

Competition with cities west of Montana is limited. Visitors traveling by car from cities like Spokane, Washington must be willing to drive south past several other competing Montana cities to get to Great Falls. These cities also have more direct access to other parks and outdoor attractions outside of

	Montana.
--	----------

12 Great Falls | Montana's Basecamp for Arts & Adventure

SWOT Analysis

Atlas performed a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to explore how the City of Great Falls can best align its resources within the regional competitive environment. The goal of the SWOT exercise is to determine where the City of Great Falls can capitalize on its assets and advantages to attract meetings and position itself as an attractive tourism destination. The analysis was based on Atlas' research, previous consultant research, interviews with Great Falls Montana Tourism leadership, and the survey of national meeting planners.

Strengths
<ul style="list-style-type: none">• History and museums – Great Falls' deep connection to Lewis and Clark's historic expedition and its hydroelectric heritage have spawned several museums and historic sites. This may draw a select group, but enriches the visitation experience for other tourists and meeting attendees.• Art and galleries – The C.M. Russell museum has anchored the arts in Great Falls since the artist's death in 1930. Russell became the world renowned "Cowboy Artist" working and living in the city. Great Falls also has two more art museums and over a dozen art galleries.• Western Art Week – This annual event is spread across more than a dozen Great Falls' art galleries, museums, and other venues. It's regarded as the premier auction of original western art of the 19th and 20th centuries. The event was built around the C.M. Russell Art Auction, and includes half a dozen major art shows, gallery shows, and live "quick draw" painting and drawing events.• Growing dining and nightlife – Downtown and riverfront neighborhoods have new restaurants, coffee shops, and breweries, and many offer live music and events. These new options have changed the experience that had been dominated by older bars and casinos, energizing the dining and nightlife experience for visitors and locals alike.• West Bank Landing development – The prominent new development is revitalizing the riverfront across from downtown with new space for businesses, nightlife, dining, and shopping. The project is roughly halfway to completion and the buildout is expected to continue over the next five years with the potential to spur development of nearby properties.• Outdoor activities, parks, and trails – Great Falls has a large network of hiking and biking trails, a significant collection of city parks, a water park, skate park, ball fields, and Giant Springs State Park. The River's Edge Trail offers 48 miles of multipurpose trails including great views of the city's largest waterfall, Rainbow Falls.• Basecamp for outdoor excursions – Bob Marshall Wilderness Area and the Helena-Lewis and Clark National Forest are

nearby, as is the First Peoples Buffalo Jump. The Eastern entrance to Glacier National Park is a two-and-a-half-hour drive. Great Falls offers the most convenient airport access for Canada's Waterton Lakes National Park. The Missouri River offers visitors fly fishing day trips and overnight stays in fishing cabins.

- Friendly residents that are open to tourists – While a friendly population is not a differentiator from Great Falls' competitors, it is an important aspect of the Great Falls tourism experience.
- Central location within the region for long-distance travelers – Situated on Interstate 15, Great Falls is roughly halfway between Salt Lake City, Utah, and Edmonton, Alberta (via Highway 2 in Alberta, Canada). Travelers by car travel up and down the I-15 corridor.
- Canadian visitation – Great Falls attracts visitors from Canadian border communities that take advantage of lower U.S. taxes on products ranging from clothing and household goods to ATVs and cars. The cost savings motivates significant Canadian visitation despite a weak Canadian dollar. When the Canadian dollar is stronger, the impact is even greater.
- Business community and long-term business travelers – Local businesses and Malmstrom Air Force Base bring a significant group of long-term contractors and business travelers to the city.
- Great Falls International Airport – This international airport is small and accessible. In 2016, the airport offered direct flights from Chicago, Denver, Las Vegas, Minneapolis, Phoenix, Salt Lake City, and Seattle.
- The Montana PRCA Pro Rodeo Circuit – The circuit finals are held at Montana ExpoPark in Great Falls, hosting over 96 of Montana's best PRCA pro rodeo contestants, as well as the Miss Rodeo Montana Pageant, professional bull riding, an auction, and a dance. The area also hosts the PRCA rodeo in Belt and the oldest one-day rodeo in Augusta.
- Meeting space options that are growing – The Best Western Plus Heritage Inn can host up to 320 people for events, and the Mansfield Event Convention Center can host up to 688. The Four Seasons Arena seats 2,100 people. Great Falls just hosted the State FFA Convention, which hosted over 1,400 students who were accommodated with ease.

Weaknesses

- Negative perception from Great Falls' past – Great Falls has had a reputation as a rusty industrial town made up of dive bars and casinos. While it is not surprising that other Montana communities have held on to this negative view, it is Great Falls natives that perpetuate this perception despite real change and growth in the community.
- The reality of the location – While the out-of-state perception of Montana is that the whole state is full of mountains, Great Falls is nearby, but not next to, some of Montana's mountain attractions and is a 2+ hour drive from the East entrance of Glacier National Park. This is a weakness when visitors' expectations and Great Falls' location are not aligned.
- Remote location – Many of Great Falls' strengths are like those of competing Montana cities. Potential visitors from population centers to the south must drive through these cities to get to Great Falls.
- Tourism marketing product in its infancy – Great Falls Montana Tourism is only a few years old and has not been able to establish a unified identity, marketing strategy, and other foundational elements to position the city as a tourism destination or to increase visitation.
- Casinos and industrial infrastructure – These elements of the community are not attractive to many tourists and meeting planners.

Opportunities

- Positive reputation from current tourist population – Online reviews of Great Falls are positive. People that already visit Great Falls enjoy it and are likely to return. This group should be studied and targeted. The positive experience current visitors have should be shared on a larger scale.
- Military presence – While military personnel have traditionally been siloed from life and culture in Great Falls, Malmstrom Air Force Base’s nearly 3,500 residents hail from all over the United States and, if properly engaged with the community’s assets, can become tourism ambassadors for Great Falls when returning home.
- Meeting planners – The impact of meeting planners should not be overlooked. The impact of effectively positioning the city for meeting planners that work with small groups should be considered.
- Classic Montana experience – Even as Great Falls grows and changes, the city continues to offer a classic Montana experience that many residents feel has been lost by other cities in the state. This authentic experience is a significant draw for former Great Falls residents, for other Montanans, and anyone with nostalgic connections to the state.
- Montana road trips – Prominent publishers already write about capturing the Montana experience by car in articles like National Geographic’s “Montana Road Trip: Main Street Adventures” that feature Great Falls. Cooperative promotion opportunities should be evaluated, including collaborations with Helena, other Montana communities, the Central Montana region, and the Montana Office of Tourism.
- Long-distance drivers – Montana and other western mountain state/province residents are accustomed to driving long distances. Many potential visitors travel up and down the I-15 corridor, which runs right through Great Falls. Promotion of the city and events to these travelers could increase visitation and overnight stays.
- Riverfront development – The continued development of the riverfront and downtown can be promoted while it also expands the city’s offerings to tourists.
- Bigger meeting facilities – To attract more group travel, the city should evaluate supporting and investing in the development of larger meeting facilities.
- Community engagement – Government, the business community, and residents alike need to internalize and reflect a new optimistic spirit about the city. A cohesive and authentic identity based on Great Falls’ real and growing assets can inspire community pride that is shared with visitors and even competing cities.
- Business travelers – There is an opportunity to convert long-term contractors and business travelers into brand advocates and patrons of the city’s tourism-oriented businesses.
- Airport marketing – While direct flights to Great Falls are not a differentiator from other Montana cities, the presence of an international airport is a strong asset. The airport and its attractions should be promoted both in the airport itself and in the airports that have direct connections.

17 Great Falls | Montana's Basecamp for Arts & Adventure

Threats

- Community skepticism about new direction and investments – Residents can undermine new positioning and investments for new visitors if they are not properly engaged. To a large extent, this is already true today.
- Weak Canadian dollar – Poor exchange rates for Canadian tourists suppress visitation and spending in Great Falls.
- Misaligned expectations for new visitors to the area – Great Falls Montana Tourism should avoid the temptation to position the city as the “gateway to Glacier” or anything that sets up a misaligned expectation about a mountain city. Great Falls’ distant mountain views are only difficult to appreciate for people that expect close-up mountain access.
- Untargeted marketing benefits competitors – Montana as a whole should be avoided. Marketing that does not take into account the mode of transportation and geographic location risk attracting visitors to competing Montana cities. For the greatest impact, marketing should be targeted and emphasize Great Falls’ differentiators.

Market Potential

Visitors spending a night in Great Falls predominately drive in, with 66% coming by Automobile and 18% coming by air. With direct flights into Great Falls from Seattle, Minneapolis, Salt Lake City, Denver, Phoenix, Chicago (seasonally), and Las Vegas.

The historic profile of the Great Falls visitor is between the ages of 35-74, with income of \$50,000-\$150,000, traveling as a couple. Additionally, we know where our visitors are coming from and what they are doing while they are here.

Top 5 Visitor Residency Locations

Year	Location	%	Location	%	Location	%	Location	%	Location	%
2016	Alberta	16	Washington	9	Colorado	6	Idaho	5	Utah	4
2015	Alberta	19	Washington	11	California	8	Idaho	6	Texas	5
2014	Alberta	17	Washington	14	Wyoming	6	Colorado	5	California	5
2013	Alberta	19	Washington	10	California	6	Wyoming	6	Texas	5
2012	Alberta	25	Washington	12	Idaho	6	Minnesota	5	Colorado	5

Top 5 Activities

Year	Activity	%	Activity	%	Activity	%	Activity	%	Activity	%
2016	Scenic Driving	59	Day Hiking	33	Nature Photography	33	Camping	29	Shopping	28
2015	Scenic Driving	60	Nature Photography	32	Shopping	31	Lewis & Clark Sites	31	Day Hiking	30
2014	Scenic Driving	61	Shopping	38	Nature Photography	29	Day Hiking	27	Camping	27
2013	Scenic Driving	69	Shopping	42	Historical Sites	32	Day Hiking	30	Wildlife Watching	29
2012	Scenic Driving	66	Nature Photography	35	Shopping	33	Lewis & Clark Sites	28	Historical Sites	27

Along with this, and the Destination Analysts research completed in October 2016 for the State of Montana, we see Great Falls' ability to capitalize on State strategies, and messaging, with our current market as well as our emerging market. Family and History Buffs fit in perfectly with Great Falls, Montana.

The Great Falls emerging market is younger, and could be lured to Great Falls for authentic experiences that contain a perfect mix of outdoor and cultural experiences, focusing on our strengths.

While the State of Montana will work to inspire and orient with their new marketing messaging, Great Falls Montana can focus on refinement of the orientation within Great Falls and facilitation of experiences through our strategies.

Brand Positioning

An authentic Montana experience is highly valued by many residents inside the state and beyond. Over the past two decades as all Montana cities have experienced significant growth, Great Falls has retained the true Montana character. Tourists can access this experience along with the modern amenities found in Great Falls today, and use the city as a jumping-off point for excursions into Central and Western Montana, and even the Southern Canadian Rockies. To frame marketing efforts moving forward, Atlas crafted a brand positioning statement that expresses how a community fills the needs of its targets in ways that its competitors do not.

While not a marketing message itself, a positioning statement is leveraged to formulate marketing creative and messaging. Positioning statements are specifically structured to clearly articulate the brand proposition. Elements include:

- Point of differentiation – a description of the brand’s benefits to visitors
- Frame of reference – the tourism categories within which the brand competes
- The reason to believe – the justification for the brand’s differentiating claim

Positioning Statement

For independent, outdoor adventurers and planners of meetings (**target market**) looking for a true, authentic Montana experience (**frame of reference**), the City of Great Falls (**brand**), located on the Missouri River in the heart of Montana (**point of differentiation**) provides a basecamp for a wide range of outdoor adventures and offers a haven of rich arts, culture, and history in a vibrant, modern community where an expansive, unspoiled, diverse landscape renews one’s spirit. (**reason to believe**).

21 Great Falls | Montana's Basecamp for Arts & Adventure

Objectives and Targets

Our core objectives are designed to meet the City of Great Falls' goal to strengthen its community through greater tourism visitation and meeting reservations. To best achieve this objective, the focus will be on three audiences: visitors traveling by car, visitors traveling by air, and meeting planners.

Objective 1

Increase awareness of Great Falls as a tourism destination to visit by car and as a basecamp for visiting Montana's great attractions.

- Target: Potential visitors from the region touring Montana by car.

Objective 2

Promote signature and growing events throughout the state, neighboring states, and drivable regions of Canada.

- Target: Potential visitors that travel within or through Montana by car to attend specific events, for business travel, for shopping, or as a part of a larger trip.

Objective 3

Increase awareness of Great Falls as a destination for vacationers traveling by air.

- Target: Potential visitors from out of state looking for an authentic Montana experience with interest in history and outdoor attractions.

Objective 4

Increase awareness of Great Falls as a destination for small to mid-sized meetings for groups looking for the breadth of what Montana has to offer: hiking, biking, fly fishing, outdoor excursions at parks, and natural attractions, dining, breweries, historic attractions and museums.

- Target: Meeting planners that work with groups of 300-900 people within the NW region that have agriculture, history, outdoor or adventure tendencies.

Objective 5

Support the creation of more tourist-centric activities and attractions that strengthen Great Falls' marketability as a destination.

- Target: Local entrepreneurs with tourism-centric ideas, and existing tourism-centric businesses in Great Falls.

Objective 6

Increase October-May travel.

- Target: Meeting planners that work with groups of 300-900 people within the NW region that have agriculture, history, outdoor or adventure tendencies. Potential visitors from out of state looking for an authentic Montana experience with interest in history and outdoor attractions.

Tactics

The recommended tactics are specific action steps to achieve Great Falls' objectives. Suggested tactics focus on attracting both visitors and group meetings to Great Falls.

Fiscal Year 17

Digital Engagement

Create broader City of Great Falls tourism content for top-performing planning and booking sites, including TripAdvisor and other travel websites about area attractions, shopping, restaurants, outdoor recreational destinations, and events.

Provide ongoing education to restaurants, hotels, and retail businesses to solicit Yelp and Google reviews of their businesses. Encourage the same groups to maintain their digital reputation by respectfully replying to critiques, and leverage the feedback to improve services and overall facilities.

Social Media Plan

Develop a comprehensive social media plan to strengthen existing channels and capitalize on new opportunities to promote Great Falls tourism digitally. The plan should include a social content strategy that defines the voice, publishing frequency, and the type of content appropriate for each channel. For example, Visit Great Falls Montana should consider adding Twitter as a channel for short, frequent updates on tourism news and event announcements. They should leverage Instagram to promote content generated by tourists alongside community content from residents and businesses, on top of original content from Visit Great Falls Montana. The plan should promote a consistent social experience across channels and the website by reinforcing brand standards and guiding cross-channel promotion.

Develop New Great Falls Montana Tourism Online Experience

With the design and creation of the new website, deliver potential visitors a modern online experience that communicates the new brand message. Identify and develop content that Great Falls Montana Tourism can easily integrate into the new website and social channels to drive online traffic to the new website, and visitation to the City. Schedule content per channel.

24 Great Falls | Montana's Basecamp for Arts & Adventure

Online Digital Ads

Target audiences to show the unique Montana experience found in Great Falls alongside images of the city's assets: art, outdoor recreation, downtown and the riverfront, and access to nature.

Email & Content Marketing

Target visitors and potential visitors from the current Visit Great Falls Montana database with email campaigns that promote events, showcase nearby attractions, and highlight example itineraries for Western Art Week or a road trip through Central Montana. Email is by far the most effective way of directly affecting our audience and growing visitation. There are more than 3.2 billion email accounts today. 95% of online consumers use email, and 91% check their email at least once a day (Source: Exact Target).

Meeting Attraction Ad Words Campaign

Purchase keywords to capture the attention of event planners looking for meeting space in Montana to promote hotels and meeting venues.

Fiscal Year 18

Social Media Engagement Campaign

Use Facebook, Twitter, and Instagram to connect with visitors planning trips to Montana. Create evergreen content about the City of Great Falls that utilizes photography of the city, the river, and the surrounding landscape. Develop additional posts that feature local businesses, recreational amenities, and events like Western Art Week and the PRCA Circuit Finals. Strive to create content that will work for both residents and visitors.

Follow and share (Facebook), re-tweet (Twitter), and re-gram (Instagram) content that showcases the community's assets.

Create a hashtag campaign and potential photography contest that visitors can use on Facebook, Twitter, and Instagram to encourage engagement with the community. Consider integrating the hashtag with the Visit Great Falls Montana logo for use on community signage and business decals.

25 Great Falls | Montana's Basecamp for Arts & Adventure

Print Ads & Billboards

Develop print advertising for publications that target road trippers in and out of the state. Run billboards in markets along the US I-15 / Alberta Provincial Highway 2 corridor.

Event Marketing and Tracking

Establish deeper engagement with events that help promote Great Falls, and inspire the target audiences to visit. Identify more metrics and tracking at distributed events, namely Western Art Week, to develop deeper connections to visitors already engaged with Great Falls.

Merchandise Creation

Support efforts by local businesses to create merchandise that promotes the City of Great Falls. Utilize the logo or brand elements whenever possible. Examples include t-shirts and hats featuring custom artwork, t-shirts, and posters for events.

Great Friends League – Hospitality Roundtable

Create a roundtable group of hospitality business leaders in the restaurant, retail, lodging, museum, and gallery verticals. Use this group as a sounding board for tourist attraction efforts as well as a catalyst to generate business and community-led initiatives. Encourage the roundtable to develop programs that cross-promote within the tourism sector such as a tourist coupon book or collaborative social media effort.

Great Falls Champions Training

Develop a module to be included in training programs for hotel and hospitality workers. The module should provide an overview of the City of Great Falls and things to do in the area. Consider providing front desk and waitstaff with coupons to local establishments so they can experience what the area has to offer in order to provide accurate recommendations to visitors.

Retail Outreach

Develop special offers with local hotels, restaurants, and museums to encourage out-of-town shoppers – especially shoppers from Canada – to extend their trip and experience other area attractions. Provide shopping bag inserts with these offers and higher-level offers for people purchasing vehicles and other high-value items.

Key Performance Indicators

While implementing the strategy and plan, Atlas and Great Falls will use key performance indicators to determine if marketing efforts are on track to meet strategic objectives.

- Increased RevPAR
- Increased number of meeting planner inquiries and bookings
- Increased overnight visitation from visitors
- Increased attendance at key events like the Montana State Fair, Western Art Week, and the PRCA Circuit Championships
- Increased traffic through Great Falls International Airport
- Identity barometer (adopters and target audience)
- Increased social media engagement across channels

In Fiscal Year 2017, Great Falls Montana Tourism set some aggressive goals in pursuit of its mission: Passionately promote Great Falls Montana as preferred destination for travelers, tourists and conventions to visit stay experience and return. Those goals were:

- Increase occupancy at Great Falls Montana lodging properties by 1%
 - Occupancy has increased 4.73% over the past 12 months, as of 5-31-2017.
- Increase Facebook page likes by 5%
 - Facebook likes have increased 12%, as of 5-31-2017.
- Increase total unique visitors to website by 5%
 - Unique visitors have increased 78%, as of 5-31-2017.
- Establish 1,000 Instagram followers
 - We have 346 followers, as of 5-31-2017.
- Increase Visitor Center use by 1%

27 Great Falls | Montana's Basecamp for Arts & Adventure

- Users of the Visitor Center have decreased 17%, as of 5-31-2017.
- Secure commitments for 3 new conventions, groups or meetings.
 - We have 6 strong leads, however, 0 commitments, as of 5-31-2017.
- Generate 500 views of videos on Great Falls Montana YouTube Channel
 - Our YouTube channel has had 2,974 views of videos since the launch in January 2017, as of 5-31-2017.

Appendix

1. Online Reputation Research
2. Meeting Planner Survey
3. Stakeholder Survey
4. Visitor and Potential Visitor Survey

Online Reputation Research

Attractions: Parks, Trails, and Museums

National and state parks, wilderness areas, trails, and museums are the biggest attractions in Great Falls for tourists and locals alike. It is not surprising that these attractions receive strong reviews online.

"I grew up in Montana and have driven by this museum more than a hundred times. I've always wanted to go in and this past trip, I made a point to take my family for a visit. It was AWESOME!"

– Trip Advisor review of the C.M. Russell Museum

First Peoples Buffalo Jump: "Incredible, historical, profound experience. A beautiful teaching for me, feeling somewhat of an interloper, to get a sense of the Native way. Walk the trail made my imagination fly. I am confident, you won't be disappointed should you visit this state park."

– Google Maps review

"If you just traveled into Great Falls and you need to stretch your legs, you can do part of this trail along the river. The bird viewing was great - but I'm told you need to travel further out of town to get to the best parts of this walk.... Do so, because sticking to the Great Falls area made this 'just ok.'"

– Trip Advisor review of Rivers Edge Trail

Hotels

Great Falls hotels with meeting and event amenities got high reviews. Hotels and meeting venues seem to be well-positioned to serve Great Falls' current visitors.

"This hotel is exactly what you could wish for. Excellent and friendly hotel staff, super clean and modern style rooms."
– Yelp review of La Quinta Inn and Suites

"The Hilton Garden Inn exceeds all expectations of even the most picky customer. Their attention to detail, cleanliness, and service are second to none in Great Falls."
– Trip Advisor review of Hilton Garden Inn

"Great location, clean and spacious rooms, friendly and courteous staff. I always stay here when I visit Great Falls!"
– Google Maps review of Econo Lodge® Ponderosa Hotel

"Horrible customer service. After a long day of travel, I arrived to my hotel to discover they had an opportunity to book a large group for a meeting and rebooked me at another hotel to accommodate them."
– Yelp review of Hilton Garden Inn

Conference Venues

Great Falls has several venues for group meetings. There are two large convention centers that accommodate conventions, trade shows, meetings, concerts, fundraisers, banquets, and wedding receptions, but space limits large groups to around 150 to 250 people depending on the venue.

"We were there for the fair and found this little gem."
– Trip Advisor review of Montana ExpoPark

"Classy venue! Very clean! Fun times had at each event attended! World class local crew! Made the venue look amazing!"
– Facebook review of the Mansfield Center for the Performing Arts

"Wonderful place for a conference or group meeting."
– Google Maps review of Ursuline Center

"Stayed in the RV section of the park, poor quality, needs to be cleaned up, needs to be more selective of who stays there, some scary people, would not stay there again. Sorry!"
– Trip Advisor review of Montana Expo Park

30 Great Falls | Montana's Basecamp for Arts & Adventure

Other Unique Locations

Museums offer guests a unique meeting setting. Visitors and groups generally appreciate the unique venues and programming.

"I went to the 'Swing' night with the New Harold Nichols Big Band. Director Bud Nichols does a concert here every year, and it relives the swing era with old music and new. It was great fun dancing even though my skills are less than remarkable."

– Trip Advisor review of The History Museum, Great Falls

"We absolutely love the Children's Museum! We purchased a family pass, and it's so worth it. There are tons of fun exhibits, great coffee for parents, and is a perfect activity for cold winter days when my kiddos need to get out of the house."

– Facebook review of Children's Museum of Montana

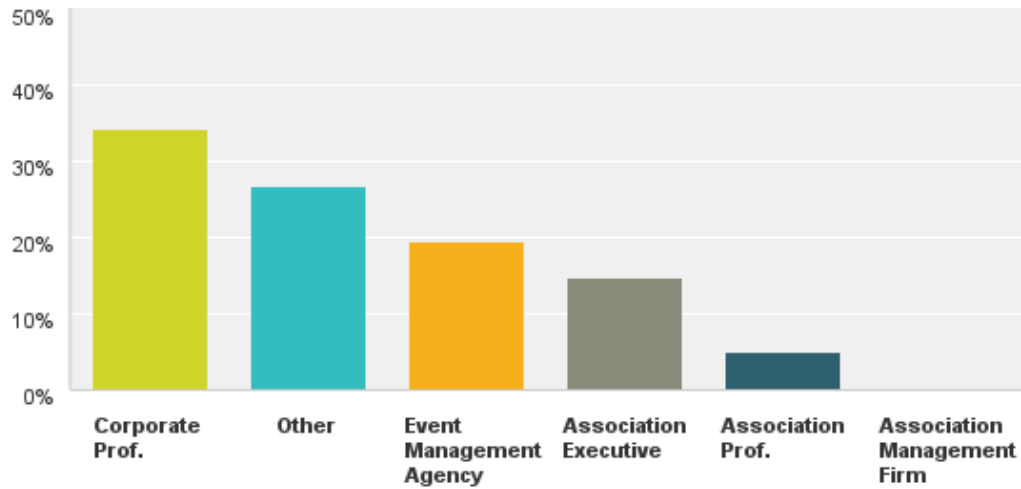
"I understand this is run by donations and fundraisers, but instead of a new exhibit next year, maybe they need to shut the place down and clean... and paint."

– Trip Advisor review of Children's Museum of Montana

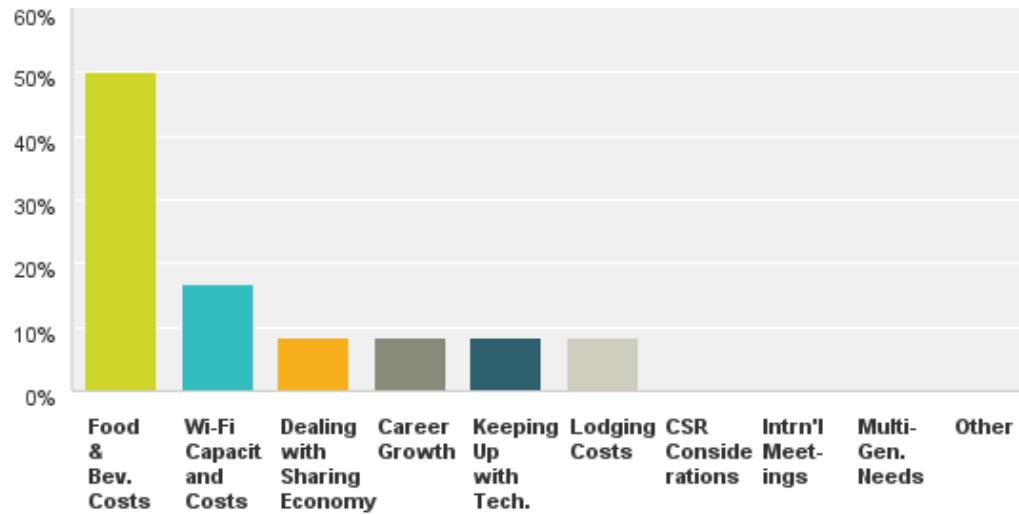
National Meeting Planner Survey

To gauge the perception of Great Falls as a meeting destination, Atlas surveyed 41 national meeting planners, including some planners that already arranged meetings in Great Falls. Their responses are as follows:

Q1: What best describes your meeting industry professional role?

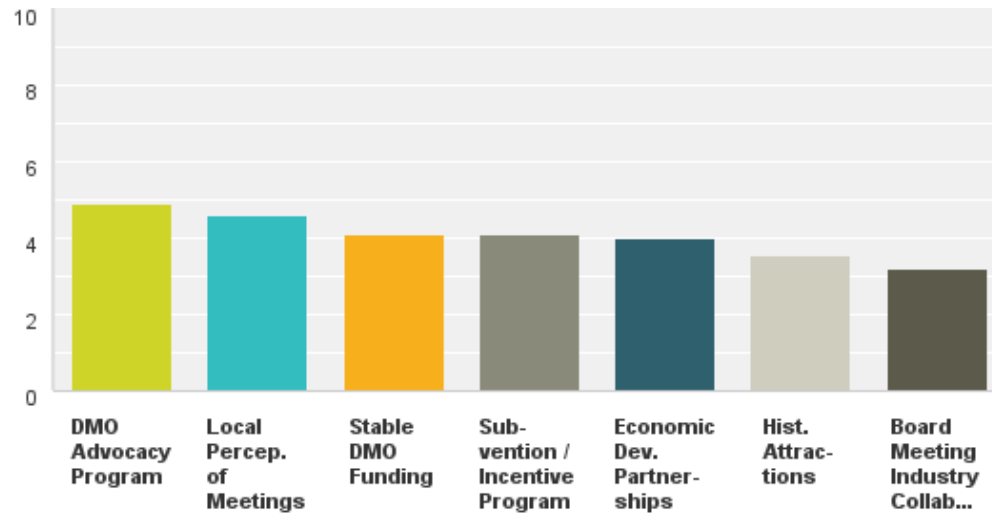


Q2: As a Meeting Planner, what is the biggest challenge that you face daily?

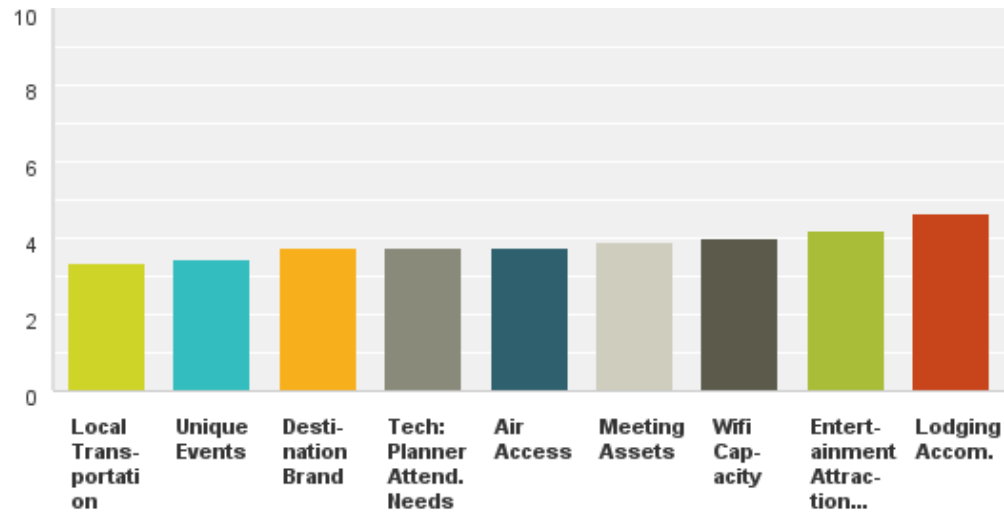


33 Great Falls | Montana's Basecamp for Arts & Adventure

Q3: Please rank the community support elements that contribute to a destination's appeal in order of importance:

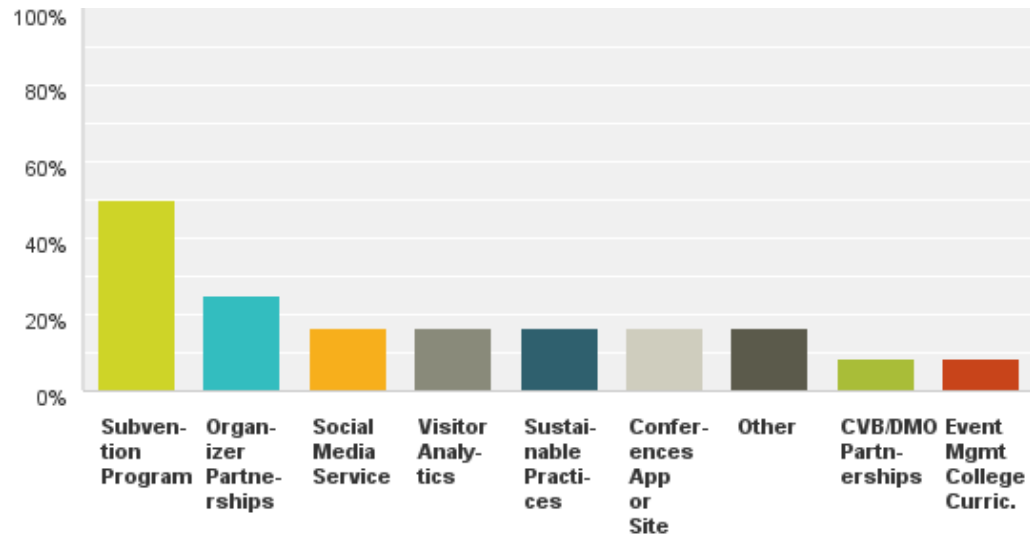


Q4: Please rate the elements from lowest to highest that contribute to destination appeal:

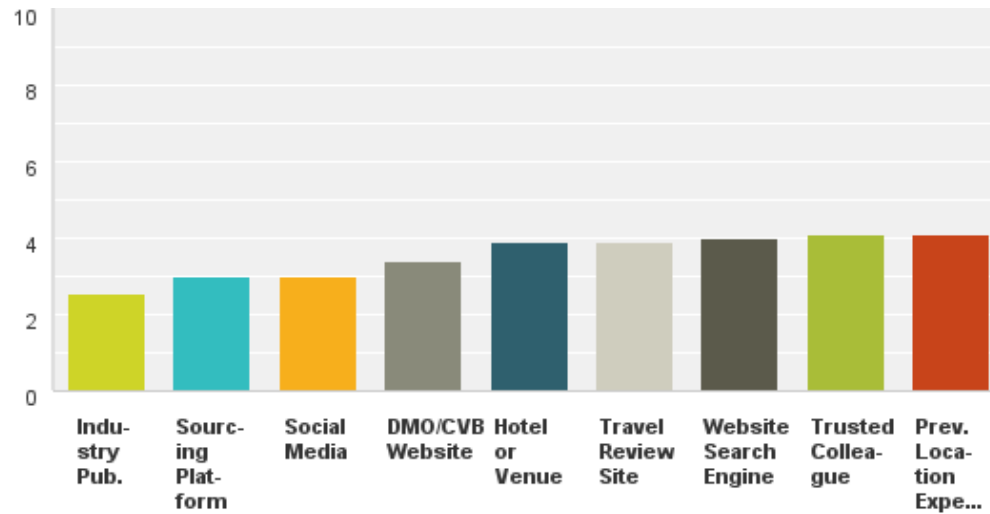


35 Great Falls | Montana's Basecamp for Arts & Adventure

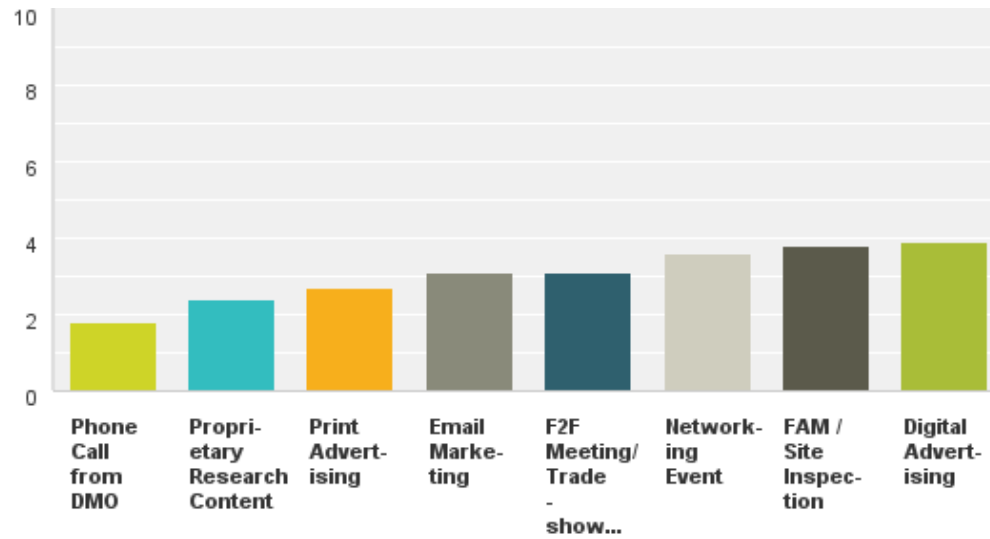
Q5: What current/emerging Destination Marketing Organization practices and services would enhance the appeal of a potential meeting destination for your business?



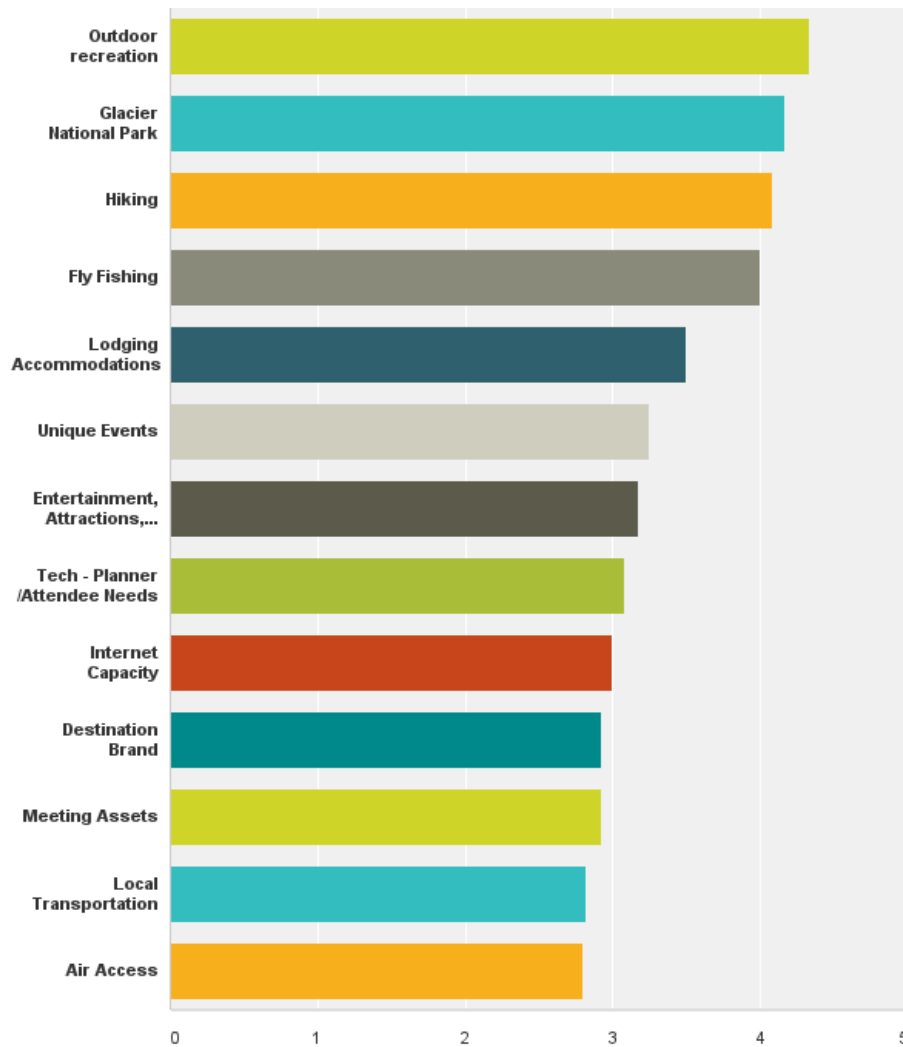
Q6: Please rate the frequency of use from lowest to highest of the following information sources when researching information or opinions about a destination:



Q7: Please rate from lowest to highest how effective the following destination marketing engagement tactics are to get your interest/attention:



Q13: Based on what you know, have heard, or would think, please rate how well the following attributes fit Great Falls, Montana:



39 Great Falls | Montana's Basecamp for Arts & Adventure

Great Falls Stakeholder Survey

This survey was distributed to 86 community stakeholders including Convention and Visitors Bureau and Tourism Business Improvement District board members, CVB members, lodging property owner/management, and other prominent members of the community. The following is a summary of the survey responses.

1. What are your perceptions of Great Falls as a tourism destination?

- Not on the radar as a tourism destination
- With better marketing, promotions, and community support, could become more of a tourism destination
- Great basecamp for Montana vacation to explore national parks and museums

2. What is the most important thing someone unfamiliar with the city needs to know about visiting?

- The Missouri river
- The abundance of museums and art
- Access to outdoor and state activities and attractions

3. What are the best reasons to visit Great Falls? For example, location, direct flights, and attractions.

- Lewis & Clark Interpretive Center
- Location. In particular, proximity to Glacier and Yellowstone Parks
- Natural attractions and art museums

4. Beyond the leading attractions in the city and the surrounding area, what are some of the city's hidden gems or surprising stories?

- Rivers Edge Trail
- Giant Springs
- Parks
- History

5. What other communities do you consider similar to Great Falls?

- Helena
- Billings
- Great Falls is unique

6. Have you considered visiting any of these similar communities?

- Yes
- Have already

7. What are some of the things that Great Falls offers that other cities in Montana and the larger region do not?

- The River, the riverfront
- C.M. Russell Museum
- Friendly, small town charm
- Location

8. What is the main reason tourists visit the city?

- C.M. Russell Museum
- Lewis & Clark Interpretive Center
- Family
- Proximity to parks and airport
- Most people are passing through
- Shopping

9. What is the main reason they return?

- Hospitality / friendliness
- Outdoor activities

10. How do you describe your community to visitors unfamiliar with your area?

- Central location for fly fishing and outdoor activities
- Laid back / unassuming / friendly
- Small Montana town

11. How do you describe your community to visitors familiar with Montana, but not Great Falls?

- Missouri river runs through town
- Surrounding mountain ranges
- Great people
- Town activities (museums, nightlife, dining)

12. What are the unique tourism assets in your community?

- C.M. Russell Museum
- Museums and art
- Missouri river
- The falls and five dams

13. What are the most significant challenges facing tourism in Great Falls?

- Not marketing and promoting Great Falls
- Not having a unified, focused voice / message
- Overcoming perceptions / image
- Not being a destination

14. What do you think could be done to overcome those challenges?

- Better messaging / marketing / promotion
- Get fresh perspective
- Add to activities (something big needed)

15. What major changes, for better or worse, have you recognized in the city in the recent past?

- Land improvements / developments
- More business growth
- Downtown revitalization / increase in entertainment and dining
- Not much to increase tourism

16. How do you define tourism success for Great Falls?

- Increased visitation
- Increased hotel stays
- Increase in jobs and business revenue

17. What underutilized opportunities or assets currently exist in Great Falls?

- Rivers Edge Trail
- The falls
- The Missouri river
- Lewis & Clark Interpretive Center, C.M. Russell Museum

18. Is there anything missing that Great Falls needs to increase tourism visitation?

- An activity center
- Some type of big event or draw
- Develop downtown
- Better promotion / message

19. In your opinion, what would we have to accomplish to make marketing successful for Great Falls?

- Develop cohesive messaging / marketing plan
- Varied answers including: filling up hotels 90% of the time, getting rid of the CVB, protecting lodging tax dollars, more tours or pre-organized activities.

20. What are the city's greatest successes in the last 5-10 years?

- Waterfront development
- Downtown revitalization
- Airport renovation

21. Is there anything else we need to know to create an effective tourism marketing strategy?

- Create / build large attraction or activity center
- Better leadership, cooperation, and successful attitude in the CVB

Visitor and Potential Visitor Survey

1. Have you visited Great Falls, or are you interested in visiting Great Falls in the future?
 - Yes, I have visited Great Falls – 15.74%
 - Yes, I am interested in visiting Great Falls – 61.11%
 - No – 23.15%

2. If you have visited Great Falls, what was the trip's purpose?
 - Vacation – 76.71%
 - Group Meeting – 0%
 - Business – 2.74%
 - Family – 6.85%
 - Friends – 5.48%
 - Other – 19.18% (Responses include: photography, wedding, high-school reunion, fishing, passing by, interest in future relocation)

3. What draws you to visit Great Falls?
 - Shopping – 2.44%
 - Access to the outdoors – 52.85%
 - Natural and historic sites – 60.16%
 - Art and cultural experiences – 8.94%
 - A road trip stop for dining and lodging – 23.2%
 - Classic Montana experience – 54.47%
 - Visit relatives - 4.07%
 - Business - .81%
 - Other – 8.94% (Responses include: photography, Glacier National Park, Yellowstone trip, RVing)

4. What are the best reasons to visit Great Falls?
 - Location – 29.2%
 - Direct flights – 3.54%
 - City attractions – 8.85%
 - Nearby attractions – 52.21%
 - Authentic Montana experience – 57.52%

Other – 5.31% (Responses include shopping, family, good food, water and friendly people, access to outdoors and scenery)

5. If you have visited what was your favorite experience in Great Falls?
 - Lewis & Clark, C.M. Russell Museum, museums
 - The falls
 - Glacier National Park
 - The Missouri River
 - Shopping
6. What is the biggest drawback for visiting Great Falls?
 - Distance
 - None
 - Airport path, cost of flying
7. What other communities do you consider similar to Great Falls?
 - Bozeman
 - Billings
 - Helena
 - Kallispell
8. Which of these communities have you visited or considered visiting?
 - Billings
 - Bozeman
 - Butte
 - Helena
9. What are some of the things that Great Falls offers that other cities in Montana and the larger region do not?
 - Glacier National Park
 - Do not know
10. What is your favorite vacation destination?
 - Glacier

- Yellowstone
- The mountains, mountain states
- National Parks
- Hawaii
- Caribbean
- Florida
- Mexico
- The beach

11. What kind of vacations do you typically take?

- Exploration of new places – 72.46%
- Outdoor adventure – 63.77%
- Outdoor escape for solitude – 43.48%
- Family-friendly activities and amenities – 42.75%
- Cultural experiences – 31.16%
- Shopping and dining – 14.49%

12. When you plan vacations, do you typically fly or drive?

- Drive – 77.21%
- Fly – 22.79%

Great Falls Montana Tourism Budget Summary

July 1, 2017 - June 30, 2018

Approved 4-20-2017 by Tourism Business Improvement District Board of Directors

Approved 5-4-2017 by Convention and Visitors Bureau Board of Directors

	CVB	VIC	TBID	Total		National
Income						
Bed Tax	\$151,752	\$3,248	\$0	\$155,000		
TBID Assessment	\$0	\$0	\$400,000	\$400,000		
Membership	\$0	\$0	\$0	\$0		
Total Income	\$151,752	\$3,248	\$400,000	\$555,000		
Expenses						
Personnel						
Wages	\$26,700	\$2,884	\$113,705	\$143,289		
Payroll Expense		\$663	\$54,385	\$55,049		
Total Personnel	\$26,700	\$3,547	\$168,090	\$198,338	36%	47%
Administration						
Rent			\$10,908	\$10,908		
Great Falls Chamber of Commerce			\$8,400	\$8,400		
Accounting			\$2,679	\$2,679		
Memberships			\$14,410	\$14,410		
Subscription			\$20,300	\$20,300		
Phone		\$351	\$2,060	\$2,411		
Utilities		\$1,200		\$1,200		
Maintenance		\$750	\$1,000	\$1,750		
Supplies			\$11,809	\$11,809		
Postage			\$1,000	\$1,000		
Volunteer Expenses		\$650		\$650		
Insurance	\$1,800		\$1,828	\$3,628		
Professional Fees	\$1,550	\$265	\$6,500	\$8,315		
TAC	\$1,000			\$1,000		
Professional Development			\$10,000	\$10,000		
Travel			\$2,500	\$2,500		
Total Admin	\$4,350	\$3,216	\$93,394	\$100,960	18%	11%
Competitive Improvements						
Great Falls Champions			\$5,000	\$5,000		1%
Leisure Traveler Media	\$83,732		\$13,516	\$97,248		18%
Conventions Meetings & Groups			\$52,000	\$52,000		9%
Opportunity	\$1,000		\$30,000	\$31,000		6%
Photo and Video Library			\$8,000	\$8,000		1%
Visitor Guide	\$16,970			\$16,970		3%
Joint Venture	\$19,000			\$19,000		3%
Trade Shows			\$10,000	\$10,000		2%
Website			\$10,000	\$10,000		2%
App			\$2,500	\$2,500		0%
Events			\$7,500	\$7,500		1%
Total Expenses	\$151,752	\$6,764	\$400,000	\$558,516	47%	47%
Net Profit	\$0	-\$3,516	\$0	-\$3,516		

FY17 Assessment Funds Budget v Actual Expenses
as of 6/14/2017

Expense	Jul '16 - Jun 17	Budget	% of Budget
601000 - Administration			
601020 - Salaries and Wages	89,591.22	109,280.00	81.98%
601030 - Payroll Expenses	30,660.54	38,739.00	79.15%
601040 - Telephone	1,371.69	1,822.00	75.29%
601050 - Insurance	2,168.00	1,828.00	118.6%
601060 - Professional Fees	11,335.20	16,885.00	67.13%
601070 - Supplies	10,083.98	9,720.00	103.75%
601080 - Postage	455.70		
601090 - Marketing Support			
601092 - Visitor Center	0.00	13,061.00	0.0%
Total 601090 - Marketing Support	0.00	13,061.00	0.0%
601100 - Meeting Expense	157.84		
601120 - Management	5,412.00	3,648.00	148.36%
601130 - Maintenance	2,125.30	1,200.00	177.11%
601140 - Professional Training	8,540.37	10,000.00	85.4%
601150 - Rent	10,908.00	10,908.00	100.0%
601160 - Travel	207.60	5,000.00	4.15%
601180 - Memberships	11,935.42	1,400.00	852.53%
601190 - Subscriptions	14,342.53	8,000.00	179.28%
601200 - One-Time Startup Costs			
601204 - Furniture and Fixtures	915.00		
601206 - Professional Fees	42,000.00	42,000.00	100.0%
601208 - Supplies	0.00	0.00	0.0%
Total 601200 - One-Time Startup Costs	42,915.00	42,000.00	102.18%
Total 601000 - Administration	242,210.39	273,491.00	88.56%
603000 - Opportunity			
603090 - Mobile App	8,100.00	20,948.00	38.67%
603000 - Opportunity - Other	101,223.00	40,870.00	247.67%
Total 603000 - Opportunity	109,323.00	61,818.00	176.85%
605000 - International Leisure			
605100 - Trade Show			
605101 - Travel	1,286.58		
605100 - Trade Show - Other	6,223.60	20,500.00	30.36%
Total 605100 - Trade Show	7,510.18	20,500.00	36.64%
Total 605000 - International Leisure	7,510.18	20,500.00	36.64%
606000 - Domestic Leisure			
606010 - Website	4,585.00	5,000.00	91.7%
606030 - Digital	247.23		
606040 - Social Media	106.94		
606100 - Trade Show			
606101 - Travel	4,956.00		

606100 · Trade Show - Other	2,056.51		
Total 606100 · Trade Show	7,012.51		
606000 · Domestic Leisure - Other	0.00	10,642.00	0.0%
Total 606000 · Domestic Leisure	11,951.68	15,642.00	76.41%
608000 · Visitor Guide			
608040 · Production	0.00	0.00	0.0%
Total 608000 · Visitor Guide	0.00	0.00	0.0%
609000 · Competitive Improvements	0.00	35,000.00	0.0%
610000 · Convention and Meeting			
610010 · Website	5,000.00	5,000.00	100.0%
610020 · Trade Show			
610021 · Travel	1,802.83		
610020 · Trade Show - Other	139.38	5,000.00	2.79%
Total 610020 · Trade Show	1,942.21	5,000.00	38.84%
610060 · Incentive	1,619.95		
610000 · Convention and Meeting - Other	16,046.70	52,800.00	30.39%
Total 610000 · Convention and Meeting	24,608.86	62,800.00	39.19%
613000 · Events			
613020 · Digital	50.00		
613050 · Printing	879.00		
613060 · Production	13,321.85		
613000 · Events - Other	0.00	10,000.00	0.0%
Total 613000 · Events	14,250.85	10,000.00	142.51%
Total Expense	409,854.96	479,251.00	85.52%

NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on July 18, 2017, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2017/2018 Tourism Business Improvement District Budget and Work Plan. Any interested person may provide public comment at the public hearing or may provide written comment prior to or during said Commission meeting by addressing said comments to the City Clerk, City of Great Falls, P. O. Box 5021, Great Falls, MT 59403.

/s/ Lisa Kunz, City Clerk

Publication Date: July 7, 2017.



Item: Construction Contract Award: 13th Street South Reconstruction, Office File 1641.1
From: Engineering Division
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Consider Bids and Approve Contract for Office File 1641.1

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (award/not award) a contract in the amount of \$378,051.00 to United Materials of Great Falls, Inc. for the 13th Street South Reconstruction project, and authorize the City Manager to execute the construction contract documents."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

City staff recommends awarding the contract for \$378,051.00 to United Materials of Great Falls, Inc.

Summary:

This project was initiated to complete the reconstruction of 13th Street South from the south end of Montana Department of Transportation (MDT) South Central Arterials Project from 28th Avenue South to 33rd Avenue South. The project consists of reconstructing approximately 860 feet of widened road way, installing curb and gutter, sidewalk, ADA curb ramps, and storm drain facilities.

Background:

Workload Impacts:

Design phase engineering and plans and specifications were completed by the City engineering staff with assistance from City street division and utilities. City engineering staff will provide construction phase engineering services and project inspection.

The construction activity will require temporary closure of 13th Street South from 27th Avenue South to 33rd Avenue South. Access to local residences and businesses adjacent to construction zones will be maintained.

Purpose:

The primary objective of this project is to complete the reconstruction of 13th Street South from approximately 28th Avenue South to the South City limits. The proposed reconstruction with wider lanes and shoulders, in addition to sidewalk and ADA compliant curb ramps along the east side of 13th Street South, will improve public access and safety.

Project Work Scope:

The project consists of approximately 3,400 square yards of 5-inch asphaltic concrete pavement; approximately 1,700 lineal feet of integral concrete curb and gutter; 4,200 square feet of 4-inch concrete sidewalk; 300 square feet of 6-inch reinforced concrete; 16 square feet of truncated domes; a type I curb inlet with concrete apron; 24-inch storm drain inlet; combination manhole curb inlet; and 50-feet of 12-inch SDR 35 storm drain.

Evaluation and Selection Process:

The specifications were advertised two times in the Great Falls Tribune. One bid was received on June 21, 2017, for \$378,051.00 from United Materials of Great Falls, Inc.

13th Street South is classified as a Federal Aid Urban route and was submitted to MDT for review and comment. MDT's Transportation Commission approved the project on June 22, 2017.

Fiscal Impact:

The attached bid tabulation summarizes bids that were received. Funding for this project is programmed through City Street Division and the Castle Pines Trust funding sources.

Alternatives:

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project.

ATTACHMENTS:

- Bid Tab

CITY OF GREAT FALLS ENGINEERING
 P.O. BOX 5021
 GREAT FALLS, MT 59403

BID TABULATION SUMMARY
 OFFICE FILE 16411
 13TH STREET SOUTH RECONSTRUCTION

BIDS TAKEN AT CIVIC CENTER
 DATE: 21-JUN-17
 TABULATED BY: KARI WAMBACH

	NAME & ADDRESS OF BIDDER	ACKNOWLEDGE ADD. #1	ACKNOWLEDGE ADD. #2	10% BID SECURITY	CERTIFICATE OF NON-SEGREGATED FACILITIES	CERTIFICATE OF COMPLIANCE WITH INSURANCE REQ.	TOTAL BID
1	UNITED MATERIALS, INC. P.O. BOX 1690 GREAT FALLS, MT 59403	√	N/A	√	√	√	\$378,051.00
2							
3							
4							
5							
6							
7							
8							
9							
10							



Item: Final Payment: Great Falls Wastewater Treatment Plant DAFT Rehabilitation - Phase 2, Office File 1457.9
From: Engineering Division
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Approve Final Pay Request (Office File 1457.9)

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) Final Payment for the Great Falls Wastewater Treatment Plant DAFT Rehabilitation – Phase 2, in the amount of \$4,950.00 to Swank Enterprises and \$50.00 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

Approve Final Payment Request.

Summary:

This project addressed infrastructure improvements at the Wastewater Treatment Plant that were recommended by the facility plan and further defined by a study done by NCI Engineering Co. (NCI). This project replaced, and upgraded, components inside the Dissolved Air Flotation Thickener (DAFT) Building. The DAFT Building was constructed in 1974 and a majority of the equipment replaced was original.

Background:

Significant Impacts

The equipment replaced inside the DAFT Building was requiring increased maintenance to keep this critical component of the treatment system in service. Also, the heating and ventilation system was replaced with a system that conforms to building standards for air circulation in a corrosive environment.

Workload Impacts

NCI completed the project design and performed construction inspection and contract administration duties. City Engineering Staff and Veolia Staff assisted with project administration duties.

Project Work Scope

Inside the DAFT Building, wastewater is clarified by removing suspended solids. The removal of suspended solids is achieved by introducing compressed air into the bottom of the tanks. The air bubbles adhere to the solids and cause the solids to float to the top of the basin. Equipment then skims off the solids. Solids are then sent to

the anaerobic digesters and the water is sent back to the plant head works for further treatment.

This construction project comprised several different elements including: 1) Rehabilitation and painting of the existing concrete flotation basins; 2) Replacing the existing sludge pumps, basin flotation equipment, air compressors, piping, valves, and other miscellaneous treatment equipment; 3) Replacing the building heating and ventilation system along with other mechanical and electrical improvements; and 4) Resurfacing interior walking surfaces, replacing doors, replacing multiple halogen lights with new LED lighting fixtures, adding one additional LED lighting fixture, and painting the interior building walls and roof.

Final Payment

The final project cost is \$1,141,550.35 which is \$50,855.15 less than the amount that was originally awarded and approved. This difference is due to the uncertainty associated with estimating the quantity of cracks that would need to be repaired within the concrete flotation basin. One of the flotation basins must remain active at all times, and as such, it was not practical to complete an evaluation of the condition of the active basin during design. During construction, the Consultant evaluated the basin and determined that less crack repair would be required than was originally estimated.

Conclusion

City staff recommends making the Final Payment. City Staff has verified that Swank has completed all of the work and punch list items in accordance with the plans and contract. The two year warranty period started at the time of substantial completion which was October 26, 2016. The lapse in time, since substantial completion, was due to the time it took the Contractor to compile and submit a complete Operation and Maintenance Manual for all the equipment that was replaced.

Fiscal Impact:

Funding will come from the Capital Sewer Funds.

Alternatives:

The City Commission could vote to deny Final Payment.



Item: Ordinance 3162, "An Ordinance Of The City Commission Of The City Of Great Falls Providing That The Charter Of The City Of Great Falls Be Amended To Cure Typographical Errors And Legal Inconsistencies And Submitting The Proposed Amendment To The Electors Of The City As Provided By Law."
From: Joseph Cik, Assistant City Attorney
Initiated By: Sara R. Sexe, City Attorney
Presented By: Joseph Cik, Assistant City Attorney
Action Requested: Conduct Public Hearing and adopt Ordinance 3162.

Public Hearing:

1. Mayor opens and conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

Suggested Motion:

1. Commissioner moves:
"I move that the City Commission (adopt/deny) Ordinance 3162."
 2. Mayor calls for a second to the motion, Commission discussion, and calls for the vote.
-
-

Staff Recommendation:

Staff recommends that the City Commission conduct a public hearing and adopt Ordinance 3162.

Summary:

Ordinance 3162 provides necessary changes to the Charter of the City of Great Falls, which, if adopted, will be subject to approval by the City electorate in the November 2017 election.

Background:

Legal Staff has examined the Charter and noted various types of typographical errors, internal inconsistencies, and conflicts with State law or ordinances. The ordinance under consideration considers proposed amendments to the Charter of The City of Great Falls. The proposed revisions are illustrated in Exhibit "A" which is attached to this report and incorporated in this report by this reference. If, after public hearing, the Commission adopts Ordinance 3162, said ordinance will be presented to the electors at the City general election on November 7, 2017, a requirement for changes to the Charter (Mont. Code Ann. §7-3-149).

Typographical Changes

The proposed revisions are summarized in three categories. The first category includes typographical changes for

clarification and includes changes to Article II, Section 3, Article III, Section 3 and Article VII, Section 2.

Provisions Regarding Vacancy

The second category of proposed changes includes an expansion of the circumstances under Article IV, by which a vacancy within the City Commission may exist. These changes will be consistent with Montana statute dealing with Public Officers. Mont. Code Ann. Title 2, Chapter 16, Part 5. The changes include the addition of the following reasons for vacancy of public office into the provisions of Article IV, Section 2: violation of official duties or the City Code of Ethics, Title 2, Chapter 52, while serving on the Commission; absence from more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse, inability to fulfill the duties of the office as a result of physical illness or mental disorder, or neglecting or refusing to discharge the Commissioner or Mayor's duties;

By adding these provisions, the Charter will be more consistent with Montana statutory provisions, along with OCCGF vacancy provisions for members of other City boards and commissions.

Administrative Duties

The third category of changes includes those dealing with respective duties of the City Commission and City Manager, and involves proposed revisions to Article II, Section 2(d) and Article VI, Section 4.

In Article II, Section 2(d), the City Commission's "Duties and Responsibilities" include adopting "as necessary an administrative and personnel code and/or policies." However, this provision is inconsistent with a number of other Charter provisions.

Article VI, Section 4, provides that the "City Manager shall be the chief administrative and executive officer of the City" and shall "d) Administer the affairs of the City, e) Direct, organize, supervise, and administer all departments, divisions, agencies, bureaus, and the offices of the City. . . and l) Appoint and be administratively responsible for all City employees, including their suspension or removal."

Additionally Article II, Section 3 of the Charter states, "Except for the purpose of inquiry, or investigation, the City Commission shall be involved with administrative and management operations solely through the City Manager."

Finally, Article III, Section 5, provides that "Administrative departments, divisions, bureaus, agencies, offices, and other administrative entities shall be subject to the control and supervision of the City Manager. . . ."

The provision requiring the City Commission to adopt administrative and personnel codes and/or policies is inconsistent with these other provisions of the Charter and creates additional inefficiency in City processes. Thus the proposed change is to remove the adoption of administrative and personnel code and/or policies from the duties of the Commission and insert it into the provisions outlining the duties of the City Manager.

Given the broad discretion and responsibility the Charter gives to the City Manager regarding employee administration, it is appropriate that the City Manager have the authority to approve and adopt personnel conduct policies developed by Staff.

Correct Reference to Municipal Court

As Article V of the Charter currently exists, it provides that Great Falls shall have a "City Court." Montana city courts are courts of limited jurisdiction. They are not courts of record, and sitting judges are not required to be licensed attorneys. Mont. Code Ann. §3-11-202. Municipal courts are required to be courts of record, and sitting judges must meet the same qualifications as district court judges. Mont. Code Ann. §3-6-202.

Currently, Great Falls has an operating Municipal, not City, Court. It is a Court of record. The current Municipal Court Judge is Montana State Bar licensed attorney, as was the prior Judge. The City Commission, by Resolution No. 10095, has also set the Municipal Judge's salary as a percentage of Montana District Court Judges' salaries. By removing "City," and replacing with "Municipal," the Charter will thereby accurately reflect the current status of the Great Falls Municipal Court. Given the volume and complexity of the current court calendar, it is appropriate to recognize the status of the Court in the Charter.

Neighborhood Councils

Neighborhood Councils, under the current Charter language, are required to organize officer appointments within thirty days of the election, most of which (except special elections) occur in November. Charter, Article VII, Section 4. This does not make practical sense as the thirty day time period expires before the Council members are even provided their oaths of office or are sworn into office in January. The proposed language revision would cure this impracticality, allowing for a time after the Council Members are sworn into office. The proposed Charter language has is proposed to be amended to allow for the time necessary to have the members properly placed in their positions. Additional proposed changes were to the identification and replacement of officers. A typographical change was also corrected in this Article VII, Section 4(e) and the "Sunset Provision and City

Liability” provision in (g) is proposed to be removed.

Effective Date

If the Charter is amended and adopted by the City Electors as proposed, Article VIII, Section 2 will change on the date of the election, November 7, 2017. Under this ordinance, the Article would be amended to reflect the correct effective date.

Transitional Provisions

The Transitional Provisions listed in Article IX are unnecessary and by their terms have expired. The City of Great Falls has already transitioned to a Commission-Manager form of government, and the Article itself dictates that it shall not be published as a regular part of the charter. Therefore, the Article itself no longer serves a purpose and should be removed. As these provisions are self-expiring, they will not be incorporated into the ballot language. Simply, upon the approval of the language by the electorate in 1986 and the occurrence of the terms stated in the provisions, they were to be removed. However, they have been erroneously retained in the published versions of the Charter.

Fiscal Impact:

Codification of the proposed revisions by MuniCode, (the Publisher of the Official Code of the City of Great Falls) will cost approximately \$90,000. The City is already scheduled for an election in November 2017 for a Mayoral seat and two Commission seats. The total estimated cost of the election will be \$45,000. It is estimated that \$15,000 of that total cost will be attributed to the electoral vote on the proposed ordinance.

Alternatives:

1. The City Commission may not adopt Ordinance 3162 on after public hearing for July 5, 2017. City Staff does not recommend this alternative, because of the stated reasons for the changes, and it is more economically efficient to have the proposed changes included in the election which is already set to occur; or
2. The Commission may propose further revisions to be considered by City Staff.

Concurrences:

- City Manager's Office
- City Clerk's Office
- Great Falls Municipal Court

ATTACHMENTS:

- Ordinance 3162
- Ordinance 3162 Exhibit A
- Ordinance 3162 Exhibit B

ORDINANCE NO. 3162

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF GREAT FALLS PROVIDING THAT THE CHARTER OF THE CITY OF GREAT FALLS BE AMENDED TO CURE TYPOGRAPHICAL ERRORS AND LEGAL INCONSISTENCIES AND SUBMITTING THE PROPOSED AMENDMENT TO THE ELECTORS OF THE CITY AS PROVIDED BY LAW

WHEREAS, the City of Great Falls, Montana, established a charter form of government with self-governing powers in accordance with Article XI, Section 5, of the Constitution of Montana in 1986; and

WHEREAS, the electors of the City of Great Falls approved a charter amendment on November 7, 2000, to increase the Library mill levy limit by two mills; and

WHEREAS, the charter contains typographical errors, internal inconsistencies, and provisions that are inconsistent with the Montana Code Annotated (MCA) and the Official Code of the City of Great Falls OCCGF; and

WHEREAS, the City Commission wishes to again amend the charter to cure those defects; and

WHEREAS, Mont. Code Ann. § 7-3-103 requires that any amendment to the Charter of the City of Great Falls be submitted and approved by the city electors during a regular election.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1: That Article II, Sections 2 and 3; Article III, Section 3; Article IV, Section 2; Article V; Article VI, Section 4; Article VII, Sections 2 and 4; and Article VIII, Section 2, of the Charter of the City of Great Falls be amended as depicted in Exhibit "A" attached hereto, which removes any language indicated by ~~strikeout~~ and adds any language which is **bolded**, and each separate amendment shall be subject to a separate vote by the electorate;

Section 2: REFERRAL TO ELECTORS. This ordinance shall be referred to the electors of the City of Great Falls at the Municipal General Election.,

Section 3: That Article IX, expired by its own language, and be removed from the Charter, including all codified versions thereof.

Section 4: EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law, but the amendments to the Charter of the City of Great Falls shall not be effective until certified as approved by the electors as provided by law.

APPROVED by the City Commission on first reading June 20, 2017.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading July 5, 2017.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3162 in three conspicuous places within the limits of said City to-wit:

On the Bulletin Board, first floor, Civic Center Building;
On the Bulletin Board, first floor, Cascade County Courthouse;
On the Bulletin Board, Great Falls Public Library

Lisa Kunz, City Clerk

(CITY SEAL)

EXHIBIT "A" (Amended from June 20, 2017)

CHARTER OF THE CITY OF GREAT FALLS

CHARTER OF THE CITY OF GREAT FALLS

Preamble

We, the people of Great Falls, Montana, grateful for our past, confident of our future, and having considered the form of government which will best serve our needs, do adopt this charter to establish our self-determination as a city.

[Article I] - - General Provisions of Charter Government

[Article II] - - City Commission

[Article III] - - The Office of the Mayor

[Article IV] - - Elections and Vacancies

[Article V] - - ~~City~~ **Municipal** Court

[Article VI] - - City Government Administration

[Article VII] - - Citizen Involvement in Government

[Article VIII] - - Amendment, Effective Date, and Severability

[Article IX] - - ~~Transitional Provisions~~

FOOTNOTE(S):

--- () ---

As Amended by the voters November 7, 2000 Charter - 1 [\(Back\)](#)

...

Article II - City Commission

Section 1 - Composition.

Section 2 - Duties and Responsibilities.

EXHIBIT "A" (Amended from June 20, 2017)

CHARTER OF THE CITY OF GREAT FALLS

Section 3 - Administrative Review.

...

Section 2 - Duties and Responsibilities.

The City Commission shall:

- a) Adopt policies and procedures and enact ordinances and resolutions as necessary for the proper execution of governmental functions and responsibilities.
- b) Appoint and supervise, and may remove, the City Manager.
- c) Adopt an annual budget, levy taxes and special assessments, and may borrow money and issue bonds subject to Montana law. Appropriations, exclusive of bond and loan indebtedness, shall not exceed anticipated revenue.
- ~~d) Adopt as necessary an administrative and personnel code and/or policies.~~
- ed) Adopt procedures for contracting with private and public agencies.
- fe) Appoint citizens to boards, councils, committees or any other body or group pursuant to law.
- gf) Set the salary of the City Commissioners and the Mayor by ordinance.

Section 3 - Administrative Review.

On a majority vote of the whole ~~number~~ of the City Commission, the City Commission may review, inquire, and investigate any operation, management decision, administrative function or other affairs of the City. The City Commission may compel the attendance and testimony of witnesses and the production of books and records by issuance of a subpoena.

Except for the purpose of inquiry, or investigation, the City Commission shall be involved with administrative and management operations solely through the City Manager.

Article III - The Office of the Mayor

Section 1 - Election of the Mayor.

Section 2 - Powers and Duties of the Mayor.

Section 3 - Office of the Mayor Pro Tempore.

...

Section 3 - Office of the Mayor Pro Tempore.

The mayor pro tempore shall serve in the absence of the elected mayor. The City Commissioner shall elect from among ~~themselves~~ **its members** a Mayor Pro-Tempore no later than one month after taking office. The Mayor Pro-Tempore shall serve a term of two years, or until the City Commission has held an

EXHIBIT "A" (Amended from June 20, 2017)

CHARTER OF THE CITY OF GREAT FALLS

election. Any vacancy in this office shall be filled by a special election among the remaining City Commissioners. Any person elected to fill such a vacancy shall serve the remaining portion of the term in which the vacancy occurred.

Article IV - Elections and Vacancies

Section 1 - Election of City Commissioners and the Mayor.

Section 2 - Vacancy in the Office of City Commission or Mayor.

...

Section 2 - Vacancy in the Office of City Commission or Mayor.

- a) The office of City Commissioner or Mayor shall become vacant upon death, resignation, recall or forfeiture of office. Grounds for forfeiture of office shall be:
- (1) Loss of eligibility for election;
 - (2) Violation of any express provision of this charter;
 - (3) Conviction of a felony, or of any offense involving moral turpitude, or a violation of official duties or the City Code of Ethics, Title 2, Chapter 52, while serving on the Commission;
 - (4) Absence from more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse;
 - (5) Inability to fulfill the duties of the office as a result of physical illness or mental disorder. A determination of whether the Commissioner or Mayor has a mental disorder shall be made pursuant to MCA Title 53, Chapter 21; or;
 - (6) Neglecting or refusing to discharge the Commissioner or Mayor's duties;
- b) A majority of the City Commission shall be the judge of the election and qualifications of its members and the grounds for forfeiture of their office. A City Commissioner or Mayor charged with conduct constituting grounds for forfeiture of office shall be entitled to notice in writing of such charges and a public hearing on demand before a majority of the City Commission.
- c) When a vacancy occurs, the City Commission, may, by majority vote of its remaining members, appoint a person, eligible to hold such office, to fill the vacancy of City Commissioner or Mayor until the next regular City election. The person elected at the next regular City election shall serve the unexpired term of the office in which the vacancy occurred.

Article V - City Municipal Court

There shall be a city-municipal court and an elected city-municipal judge as provided by Montana law.

Article VI - City Government Administration

Section 1 - Position of the City Manager.

EXHIBIT "A" (Amended from June 20, 2017)

CHARTER OF THE CITY OF GREAT FALLS

Section 2 - Appointment and Removal of the City Manager.

Section 3 - Salary of the City Manager.

Section 4 - Duties of the City Manager.

Section 5 - Administrative Departments.

...

Section 4 - Duties of the City Manager.

The City Manager shall be the chief administrative and executive officer of the City and shall be responsible to the City Commission for the administration of all City affairs required by this charter, law, ordinance or resolution. The City Manager shall:

- a) Carry out policies established by the City Commission.
- b) Perform the duties required by this charter, law, ordinance, or resolution.
- c) Enforce laws, ordinances and resolutions.
- d) Administer the affairs of the City.
- e) Direct, organize, supervise, and administer all departments, divisions, agencies, bureaus, and the offices of the City.
- f) Make recommendations to the City Commission.
- g) Report to the City Commission on the fiscal affairs and the financial condition of the City.
- h) Prepare and present the budget to the City Commission.
- i) Execute bonds, notes, contracts, and written obligations of the City Commission and the City of Great Falls subject to the approval of the City Commission.
- j) Report to the City Commission on the affairs of the City as the City Commission may require.
- k) Attend City Commission meetings with the right to take part in the discussion but not to vote.
- l) Appoint and be administratively responsible for all City employees, including their suspension or removal; **including adopting as necessary an administrative and personnel code and/or policies.**
- m) Appoint with the approval of the City Commission a qualified acting City Manager to exercise the powers and perform the duties of the City Manager during temporary absences.
- n) Be responsible for the administration of an employee grievance appeals procedure as adopted by the City Commission.
- o) May, without notice, cause the affairs of any department, division, office, agency or other City administrative unit or employee to be examined.

...

Article VII - Citizen Involvement in Government

Section 1 - Initiative, Referendum, and Recall.

Section 2 - Open Government.

Section 3 - Citizen Involvement.

EXHIBIT "A" (Amended from June 20, 2017)

CHARTER OF THE CITY OF GREAT FALLS

Section 4 - Neighborhood Councils.

...

Section 2 - Open Government.

All records of the City of Great Falls, including the City Commission and all boards, councils, and committees, shall be open to the public as provided by Montana law. All meetings of such bodies shall be publicly announced in advance and shall be open to the public as provided by Montana law.

...

Section 4 - Neighborhood Councils.

...

c) Organization: Each council shall ~~organize with~~ **select from its members** a chairman, secretary, and an official delegate to attend City Commission meetings, **and may appoint a Vice Chair or other officers as it deems necessary**. The chairman must be one of the five elected council members. In the event of a vacancy on the council, the remaining members shall appoint a person eligible to hold the position to fill the vacancy until the next general election. **In the event that the Council cannot agree upon the appointment of a replacement member, the City Commission shall fill the vacancy.**~~the City Commission shall appoint a replacement. Within thirty (30) days~~ **On or before January 30, after each election, or within thirty (30) days after new council member(s) elected in a special election receive the oath(s) of, and are sworn into office,** each neighborhood council shall meet to organize as provided in the section. Each council shall adopt by-laws prescribing additional duties of the council, meeting criteria and times, and such other provisions as the council may deem appropriate and which are not inconsistent with the provisions of this charter and the laws of Montana. The City Commission may provide model by-laws for use by the councils in drafting their own by-laws.

...

e) Organization of a Great Falls Citizen's Council: A majority of the neighborhood councils may provide for the creation of a Great Falls Citizen's Council, consisting of one (1) member from each of the participating neighborhood councils. The Citizen's Council may determine its rules of organization and operation, except that no rules adopted shall be inconsistent with the provisions of this Charter or the laws of Montana. The City Commission may provide model by-laws for use by the Council in ~~drafting~~ **in** its own by-laws. The purposes of the Citizen's Councils shall be set forth in paragraph (a) of this section.

...

~~g) Sunset Provision and City Liability: At the general election currently set for November 2001, or in the event state election laws are changed than no later than the general election set for November 2002, the City electorate shall vote on the question whether to retain this section. The ballot presented by voters shall be in the following form:~~

~~FOR retaining neighborhood councils and the Citizen's Council as provided by Article VII, Section 4, of the Charter.~~

~~AGAINST retaining neighborhood councils and the Citizen's Council as provided in Article VII, Section 4 of the Charter.~~

EXHIBIT "A" (Amended from June 20, 2017)

CHARTER OF THE CITY OF GREAT FALLS

~~In the event the majority of the City electorate voting in the general election vote against retention of the neighborhood councils, then the councils shall terminate on January 1st of the year immediately following the election. The councils shall be responsible for completing any unfinished business before that date.~~

Article VIII - Amendment, Effective Date, and Severability

Section 1 - Amendment.

Section 2 - Effective Date.

Section 3 - Severability.

...

Section 2 - Effective Date.

This charter shall become effective on July 1, 1986, **and as amended and approved by the electors of the City of Great Falls November 7, 2000, and July 5 November 7, 2017.**

CHARTER OF THE CITY OF GREAT FALLS

CHARTER OF THE CITY OF GREAT FALLS ¶

Preamble

We, the people of Great Falls, Montana, grateful for our past, confident of our future, and having considered the form of government which will best serve our needs, do adopt this charter to establish our self-determination as a city.

[Article I] - - General Provisions of Charter Government

[Article II] - - City Commission

[Article III] - - The Office of the Mayor

[Article IV] - - Elections and Vacancies

[Article V] - - Municipal Court

[Article VI] - - City Government Administration

[Article VII] - - Citizen Involvement in Government

[Article VIII] - - Amendment, Effective Date, and Severability

FOOTNOTE(S):

--- () ---

As Amended by the voters November 7, 2000 Charter - 1 [\(Back\)](#)

...

Article II - City Commission

Section 1 - Composition.

Section 2 - Duties and Responsibilities.

Section 3 - Administrative Review.

EXHIBIT "B"

CHARTER OF THE CITY OF GREAT FALLS

...

Section 2 - Duties and Responsibilities.

The City Commission shall:

- a) Adopt policies and procedures and enact ordinances and resolutions as necessary for the proper execution of governmental functions and responsibilities.
- b) Appoint and supervise, and may remove, the City Manager.
- c) Adopt an annual budget, levy taxes and special assessments, and may borrow money and issue bonds subject to Montana law. Appropriations, exclusive of bond and loan indebtedness, shall not exceed anticipated revenue.
- d) Adopt procedures for contracting with private and public agencies.
- e) Appoint citizens to boards, councils, committees or any other body or group pursuant to law.
- f) Set the salary of the City Commissioners and the Mayor by ordinance.

Section 3 - Administrative Review.

On a majority vote of the whole of the City Commission, the City Commission may review, inquire, and investigate any operation, management decision, administrative function or other affairs of the City. The City Commission may compel the attendance and testimony of witnesses and the production of books and records by issuance of a subpoena.

Except for the purpose of inquiry, or investigation, the City Commission shall be involved with administrative and management operations solely through the City Manager.

Article III - The Office of the Mayor

Section 1 - Election of the Mayor.

Section 2 - Powers and Duties of the Mayor.

Section 3 - Office of the Mayor Pro Tempore.

...

Section 3 - Office of the Mayor Pro Tempore.

The mayor pro tempore shall serve in the absence of the elected mayor. The City Commission shall elect from among its members a Mayor Pro-Tempore no later than one month after taking office. The Mayor Pro-Tempore shall serve a term of two years, or until the City Commission has held an election. Any vacancy in this office shall be filled by a special election among the remaining City Commissioners. Any person elected to fill such a vacancy shall serve the remaining portion of the term in which the vacancy occurred.

CHARTER OF THE CITY OF GREAT FALLS

Article IV - Elections and Vacancies

Section 1 - Election of City Commissioners and the Mayor.

Section 2 - Vacancy in the Office of City Commission or Mayor.

...

Section 2 - Vacancy in the Office of City Commission or Mayor.

- a) The office of City Commissioner or Mayor shall become vacant upon death, resignation, recall or forfeiture of office. Grounds for forfeiture of office shall be:
- (1) Loss of eligibility for election;
 - (2) Violation of any express provision of this charter;
 - (3) Conviction of a felony, or of any offense involving moral turpitude, or a violation of official duties or the City Code of Ethics, Title 2, Chapter 52, while serving on the Commission;
 - (4) Absence from more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse;
 - (5) Inability to fulfill the duties of the office as a result of physical illness or mental disorder. A determination of whether the Commissioner or Mayor has a mental disorder shall be made pursuant to MCA Title 53, Chapter 21; or;
 - (6) Neglecting or refusing to discharge the Commissioner or Mayor's duties;
- b) A majority of the City Commission shall be the judge of the election and qualifications of its members and the grounds for forfeiture of their office. A City Commissioner or Mayor charged with conduct constituting grounds for forfeiture of office shall be entitled to notice in writing of such charges and a public hearing on demand before a majority of the City Commission.
- c) When a vacancy occurs, the City Commission, may, by majority vote of its remaining members, appoint a person, eligible to hold such office, to fill the vacancy of City Commissioner or Mayor until the next regular City election. The person elected at the next regular City election shall serve the unexpired term of the office in which the vacancy occurred.

Article V - Municipal Court

There shall be a municipal court and an elected municipal judge as provided by Montana law.

Article VI - City Government Administration

Section 1 - Position of the City Manager.

Section 2 - Appointment and Removal of the City Manager.

Section 3 - Salary of the City Manager.

EXHIBIT "B"

CHARTER OF THE CITY OF GREAT FALLS

Section 4 - Duties of the City Manager.

Section 5 - Administrative Departments.

...

Section 4 - Duties of the City Manager.

The City Manager shall be the chief administrative and executive officer of the City and shall be responsible to the City Commission for the administration of all City affairs required by this charter, law, ordinance or resolution. The City Manager shall:

- a) Carry out policies established by the City Commission.
- b) Perform the duties required by this charter, law, ordinance, or resolution.
- c) Enforce laws, ordinances and resolutions.
- d) Administer the affairs of the City.
- e) Direct, organize, supervise, and administer all departments, divisions, agencies, bureaus, and the offices of the City.
- f) Make recommendations to the City Commission.
- g) Report to the City Commission on the fiscal affairs and the financial condition of the City.
- h) Prepare and present the budget to the City Commission.
- i) Execute bonds, notes, contracts, and written obligations of the City Commission and the City of Great Falls subject to the approval of the City Commission.
- j) Report to the City Commission on the affairs of the City as the City Commission may require.
- k) Attend City Commission meetings with the right to take part in the discussion but not to vote.
- l) Appoint and be administratively responsible for all City employees, including their suspension or removal; including adopting as necessary an administrative and personnel code and/or policies.
- m) Appoint with the approval of the City Commission a qualified acting City Manager to exercise the powers and perform the duties of the City Manager during temporary absences.
- n) Be responsible for the administration of an employee grievance appeals procedure as adopted by the City Commission.
- o) May, without notice, cause the affairs of any department, division, office, agency or other City administrative unit or employee to be examined.

...

Article VII - Citizen Involvement in Government

Section 1 - Initiative, Referendum, and Recall.

Section 2 - Open Government.

Section 3 - Citizen Involvement.

Section 4 - Neighborhood Councils.

...

EXHIBIT "B"

CHARTER OF THE CITY OF GREAT FALLS

Section 2 - Open Government.

All records of the City of Great Falls, including the City Commission and all boards, councils, and committees, shall be open to the public as provided by Montana law. All meetings of such bodies shall be publicly announced in advance and shall be open to the public as provided by Montana law.

...

Section 4 - Neighborhood Councils.

...

c) Organization: Each council shall select from its members a chairman, secretary, and an official delegate to attend City Commission meetings, and may appoint a Vice Chair or other officers as it deems necessary. The chairman must be one of the five elected council members. In the event of a vacancy on the council, the remaining members shall appoint a person eligible to hold the position to fill the vacancy until the next general election. **In the event that the Council cannot agree upon the appointment of a replacement member, the City Commission shall fill the vacancy.** On or before January 30, after each election, or within thirty (30) days after new council member(s) elected in a special election receive the oath(s) of, and are sworn into office, each neighborhood council shall meet to organize as provided in the section. Each council shall adopt by-laws prescribing additional duties of the council, meeting criteria and times, and such other provisions as the council may deem appropriate and which are not inconsistent with the provisions of this charter and the laws of Montana. The City Commission may provide model by-laws for use by the councils in drafting their own by-laws.

...e) Organization of a Great Falls Citizen's Council: A majority of the neighborhood councils may provide for the creation of a Great Falls Citizen's Council, consisting of one (1) member from each of the participating neighborhood councils. The Citizen's Council may determine its rules of organization and operation, except that no rules adopted shall be inconsistent with the provisions of this Charter or the laws of Montana. The City Commission may provide model by-laws for use by the Council in drafting its own by-laws. The purposes of the Citizen's Councils shall be set forth in paragraph (a) of this section.

...

Article VIII - Amendment, Effective Date, and Severability

Section 1 - Amendment.

Section 2 - Effective Date.

Section 3 - Severability.

...

Section 2 - Effective Date.

This charter shall become effective on July 1, 1986, and as amended and approved by the electors of the City of Great Falls November 7, 2000, and November 7, 2017.

EXHIBIT "B"

CHARTER OF THE CITY OF GREAT FALLS



Item: Resolution 10197, titled, "A Resolution Declaring Certain Property Located At, 2612 1st Avenue South, Lot 4 Block 13, Section 8, Township 20 North, Range 4 East, Black Eagle Falls Addition, Cascade County, Montana, A Nuisance, Order The Nuisance Be Abated And Authorize City Staff To Force Abatement If Necessary."

From: Craig Raymond, Director, Planning and Community Development

Initiated By: Craig Raymond

Presented By: Craig Raymond, Director, Planning and Community Development

Action Requested: Conduct a public hearing and adopt or deny Resolution 10197 Declaring Certain property located at 2612 1st Avenue South, Lot 4 Block 13, Section 8, Township 20 North, Range 4 East, Black Eagle Falls Addition, Cascade County, Montana, a Nuisance, order the Nuisance be abated and authorize City staff to force abatement if necessary.

Public Hearing:

The Mayor calls three times for proponents, three times for opponents, and then closes the public hearing.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10197, Declaring Certain property located at 2612 1st Avenue South, Lot 4 Block 13, Section 8, Township 20 North, Range 4 East, Black Eagle Falls Addition, Cascade County, Montana, a Nuisance, order the Nuisance be abated and authorize City staff to force abatement if necessary.”

2. Mayor calls for a second to the motion, Commission discussion, and calls for the vote.

Background:

Beginning in October 1995, and continuing through June 2017, the Great Falls Planning and Community Development Department received multiple complaints about the condition of the property located at 2612 1st Avenue South, Lot 4 Block 13, Section 8, Township 20 North, Range 4 East, Black Eagle Falls Addition, Great Falls, Montana 59405.

Between 1995 and the present, the Department made all efforts to work with Mr. Michael M. Witsoe, the property owner. Citations were issued in 2006 for rubbish throughout the property and in 2009 for improper storage of appliances. Recently, the Department made several attempts to work with Mr. Witsoe with telephone calls beginning March 1, 2017. Violation and notice letters were mailed on March 23, 2017, May 1, 2017, and June 16, 2017, in hopes that the Official Code of the City of Great Falls (OCCGF) violations on the property would be cured. However, compliance never occurred. On March 25, 2017, the Department gave a courtesy two week extension to comply.

Mr. Witsoe never granted the Department permission to enter the property for thorough inspections, however, based on observations from the public right of way on March 1, 2017, at approximately 3:13 pm, April 25, 2017, at approximately 9:04 am, May 1, 2017, at approximately 9:39 am, May 11, 2017, at approximately 11:56 am, June 9, 2017, at approximately 8:33 am, and June 16, 2017, at approximately 2:49 pm, numerous violations were shown to exist consistent with the history of complaints. During the inspections, the following conditions were observed on the property:

1. Salvage items on the front porch, front and side yard, back yard, and between the residence and garage;
2. Bunk bed frames;
3. Landscaping materials;
4. Piles of branches;
5. Dead and untrimmed trees and other vegetation;
6. Dirt/soil mound;
7. Gray Dodge Caravan van with no required license plate and not on required parking surfacing;
8. Miscellaneous metal and piping; and
9. Tall grass and weeds.

Staff finds that these conditions constitute a Nuisance as defined by the Official Code of the City of Great Falls (OCCGF) 8.49.010. Additionally, many of the above cited conditions constitute OCCGF violations independent of the nuisance as a whole.

A title report was examined by the Department on April 28, 2017. The report revealed that Michael M. Witsoe is the sole owner the property. Pursuant to OCCGF 8.49.040, a notice letter was mailed to Mr. Witsoe on June 16, 2017. The letter informed Mr. Witsoe of this public hearing and the potential consequences of the Commission adopting Resolution 10197. The letter was mailed certified, postage pre-paid, and return receipt requested. A copy of said letter was also attached to the property pursuant to OCCGF 8.49.030.

Fiscal Impact:

The total cost of the abatement and clean-up should Mr. Witsoe fail to comply is unknown at this time. However, the continued presence of these conditions propagates blight and slum, thereby decreasing surrounding property values.

ATTACHMENTS:

- ▢ Resolution 10197
- ▢ May 1, Abatement Notice Letter
- ▢ June 16, Notice Letter
- ▢ Site Pic 1
- ▢ Site Pic 2
- ▢ Site Pic 3
- ▢ Site Pic 4
- ▢ Site Pic 5
- ▢ Site Pic 6
- ▢ Site Pic 7
- ▢ Site Pic 8
- ▢ Site Pic 9

RESOLUTION 10197

A RESOLUTION DECLARING CERTAIN PROPERTY LOCATED AT, 2612 1ST AVENUE SOUTH, LOT 4 BLOCK 13, SECTION 8, TOWNSHIP 20 NORTH, RANGE 4 EAST, BLACK EAGLE FALLS ADDITION, CASCADE COUNTY, MONTANA, A NUISANCE, ORDER THE NUISANCE BE ABATED AND AUTHORIZE CITY STAFF TO FORCE ABATEMENT IF NECESSARY.

WHEREAS, Michael M. Witsoe, (hereinafter “property owner”), owner of the real property and structures located at, 2612 1st Avenue South, Lot 4 Block 13, Section 8, Township 20 North, Range 4 East, Black Eagle Falls Addition, Cascade County, Montana, and within the incorporated boundaries of the City of Great Falls, was given notice pursuant to the Official Code of the City of Great Falls (OOCGF) Section 8.49.040, of a hearing before the City Commission on July 5, 2017, wherein said property owner was informed the City Commission would proceed to hear the testimony of City personnel and the testimony of any other interested party, who may be present, and desire to testify respecting the condition of the property; and

WHEREAS, said property owner was informed that the City Commission upon the conclusion of the hearing, would by resolution, declare its findings, and may declare the property to be a nuisance, and direct the owner to obtain the proper permits and physically commence abatement of the nuisance within ten (10) days, and to complete said abatement within thirty (30) days, by having the property repaired, demolished, removed or other appropriate act necessary to cure the nuisance; and

WHEREAS, said property owner was informed that failure to abate the nuisance would result in the property being the subject of repair, demolition, removal, or other appropriate act, as the case may be, by the City and the expenses thereof shall remain a lien on the property; and

WHEREAS, the City Commission has conducted the hearing on July 5, 2017, regarding the property pursuant to OCCGF Section 8.49.050, hearing the testimony of the City personnel and the testimony of any other interested party, who was present, and desired to testify respecting the condition of the property, the estimated cost of repair, demolition, removal or other appropriate action.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

1. Staff and other interested parties having presented evidence of the condition of the subject property, and having described the condition of the subject property, the City Commission does hereby find the same to be a nuisance pursuant to OCCGF Section 8.49.040, and hereby directs the owner to commence abatement within ten (10) days of the date of this resolution to the satisfaction of the Great Falls Planning and Community Development Director, pursuant to OCCGF Section 8.49.050.
2. It is further ordered that, abatement, to the satisfaction of the Great Falls Planning and Community Development Director, be completed within thirty (30) days of the date of this resolution, pursuant to OCCGF Section 8.49.050.
3. It is further ordered that, if the owner fails to abate said nuisance as ordered and within the time allowed, the City Staff is directed to take any and all steps necessary to abate the nuisance with all expenses to attach as a lien against the property.
4. This Resolution shall be in effect for a six (6) month period from the date below.
5. City staff shall serve the said property owner with a copy of this resolution by certified mail, postage prepaid, and return receipt requested, as required by Section 8.49.050, OCCGF.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and approval.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on July 5, 2017.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney



Planning & Community Development
Room 112
2 Park Drive South
Great Falls, MT 59401

May 1, 2017

Michael M Witsoe
2612 1st Ave S
Great Falls, MT 59405

Re: 2612 1st Ave S, Great Falls, MT 59405; Michael Witsoe property

Dear Michael M Witsoe:

I am writing this letter to you as the legal property owner of the above referenced property. If you no longer own this property, please advise me as soon as possible.

On April 25, 2017 the City of Great Falls performed the required re-inspection located at 2612 1st Ave S. Based on the observations of the property, it is my professional opinion that the property constitutes a nuisance, maintenance and sanitation of premises, vehicles on property, and off-street parking surfacing as defined in Official Codes of Great Falls (OCCGF) 8.49.010.

Pursuant to OCCGF 8.49.030, I am now providing you notice of the deficiencies observed on the above cited property. The deficiencies on the exterior of the property, include:

- 1 Buildings with deteriorating or peeling paint;
- 2 Trash, bunk bed frames, metal, rolls of fencing, wood, barrels, hoses, dilapidated pond tank, tarps, furniture, large amount of leaf buildup, piles of kindling in different areas, scrap wood, doors, brick and/or concrete pavers/cylinders, metal posts/poles with some set in concrete, wood steps, dilapidated clothing line, pallets, on the front porch and front and/or side and/or back yard;
- 3 Unmaintained and overgrown vegetation from lack of necessary maintenance, tree and shrubs also growing uncontrolled throughout the property;
- 4 Dilapidated fence in the back of the property;
- 5 Unlicensed gray Dodge Grand Caravan on unapproved surfacing at the back of the property; and
- 6 Storage of items/salvage materials underneath trees on the property.

This property has been an on-going nuisance and eyesore over the past many years which affects the safety and aesthetics of the neighborhood. The above cited deficiencies constitute a condition that is, in my professional opinion, injurious to health, is indecent or offensive to the senses, is an obstruction to the free use of another's property, so as to interfere with the comfortable enjoyment of life or property of others, and its appearance is a blight to the community. This condition constitutes a nuisance pursuant to OCCGF 8.49.010. Pursuant to OCCGF 8.49.030, I am now providing you notice of the improvements and abatement that is required to be made to mitigate the nuisance's listed at the above cited property. The required improvements and clean-up include:

1. Sealing all areas on both structures where paint is peeling and/or not properly weatherproofed to comply with all OCCGF provisions;
2. Removing, or properly dispose of, all trash, other and salvage materials on the property to comply with all applicable OCCGF provisions;
3. Maintaining all vegetation with necessary maintenance, and properly prune all overgrown and/or dead trees and/or shrubs and/or grass
4. Removing all natural debris, nuisance weeds, and any other potential hazards from the subject property to comply with all applicable OCCGF provisions;
5. Removing, or properly repair the dilapidated fence and clothing line on the property to comply with all applicable OCCGF provisions; and
6. Removing the unlicensed gray Dodge Caravan from the property to comply with all applicable OCCGF provisions.

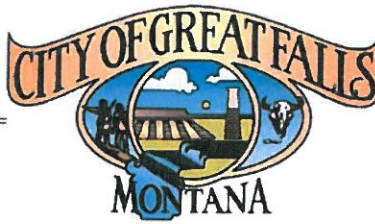
Pursuant to OCCGF 8.49.030, you will have ten (10) days as of the date that this notice was mailed to you to commence the improvements listed above. You will have thirty (30) days to complete the requirements listed above or to provide proof of substantial compliance. If the improvements are not commenced and completed with-in the required time parameters, the Great Falls Planning and Community Development Department will pursue further administrative-action on the subject property, pursuant to OCCGF 8.49.040-.090.

Sincerely,



Craig Raymond
Great Falls Planning and Community Development Director

- c. Greg Doyon, City Manager
Joseph Cik, Assistant City Attorney
Michael M Witsoe, 510 11th St S, Great Falls, MT 59405



Planning & Community Development
Room 112
2 Park Drive South
Great Falls, MT 59401
(406) 454-0495

June 16, 2017

Michael M. Witsoe
2612 1st Ave S
Great Falls, MT 59405

Re: 2612 1st Ave S, Great Falls, MT 59405; Michael M. Witsoe property.

Dear Mr. Witsoe,

I am writing this letter to you as the legal recorded owner of the above referenced property. If you no longer own this property, please advise me as soon as possible.

You are hereby advised that pursuant to the Official Code of the City of Great Falls (OCCGF) §8.49.040 that a Great Falls City Commission meeting is scheduled for July 5, 2017 at 7:00p.m. This Commission meeting will be held pursuant to OCCGF §8.49.050. At said Commission meeting, the Commission will proceed to hear the testimony of the City personnel and the testimony of any other interested party who may be present and desire to testify respecting the condition of the above stated property, removal/abatement or other appropriate action.

You are hereby advised that pursuant to OCCGF §8.49.050, upon the conclusion of the hearing, the City Commission will by resolution, declare its findings and in the event it so concludes, it may declare the property to be a nuisance and physically commence abatement of the nuisance within ten (10) days, and to complete said abatement within thirty (30) days, by having the property in compliance with City Ordinances to cure the nuisance. Additionally, such resolution shall further notify you that if the nuisance is not abated, the property will be the subject of abatement, or other appropriate act, as the case may be, by the City and the expenses thereof shall remain a lien on the property.

Finally, you are also hereby advised that if the City Commission declares the property to be a nuisance by resolution, the City Clerk shall file a certified copy of the resolution declaring real property a nuisance with the Cascade County Clerk and Recorder. My contact information is listed above.

A handwritten signature in blue ink, appearing to read "Craig Raymond", with a long horizontal flourish extending to the right.

Craig Raymond
Great Falls, Planning and Community Development Director

c. Greg Doyon, City Manager
Joseph Cik, Assistant City Attorney

AFFIDAVIT OF PERSONAL SERVICE

STATE OF MONTANA)

Cascade County) :ss.

I hereby certify under oath that I posted the foregoing **Hearing Notice Letter for Abatement** at **2612 1st Ave S**, Great Falls MT on the 16th day of June, 2017, at 2:50pm hours.

Heather Rohlf
Person Who Posted Notice of Hearing (signature)

Heather Rohlf
Print Name

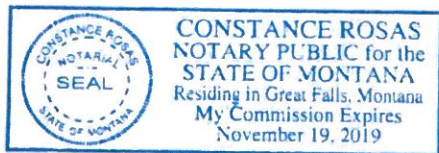
State of Montana
County of Cascade

SUBSCRIBED AND SWORN TO before me on this 16 day of June, 2017

State of Montana, County of Cascade

Constance Rosas
Print or Type Name

Constance Rosas
Notary Public for the State of Montana,
Residing at Great Falls, Cascade County, Montana



My Commission Expires 11/19/19



2612

2
6
0

03/01/2017 15:13



03/01/2017 15:14



PIERCE'S
DODGE • JEEP • RAM
HYUNDAI • KIA • NISSAN
1100 HILL STREET
ROCKY HILL, CT

DODGE

GRAND
CARAVAN SE

03/01/2017 15:14



04/25/2017 09:04



04/25/2017 09:04



04/25/2017 09:04



04/25/2017 09:06



05/11/2017 15:43



06/09/2017 08:34



Item: Resolution 10198, "A Resolution To Submit The Question Of Whether Domestic Chicken Hens Should Be Allowed Within The Incorporated City Limits Of Great Falls On The November 7, 2017 General Election Ballot."
From: Joseph Cik, Assistant City Attorney
Initiated By: Mayor Bob Kelly
Presented By: Joseph Cik, Assistant City Attorney
Action Requested: Adopt Resolution 10198.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10198.”

2. Mayor calls for a second to the motion, Commission discussion public comment, and calls for the vote.

Staff Recommendation:

Staff recommends that the City Commission adopt Resolution 10198.

Background:

The City Commission passed Ordinance 3160 on June 20, 2017. Ordinance 3160 repealed and replaced Title 6 of the Official Code of the City of Great Falls (OCCGF) and pertains to the regulation of Animals within the City limits. At first reading of Ordinance 3160, several speakers from the public commented that they wanted “poultry” removed from the definition of "livestock." Poultry is prohibited to be maintained in the City limits, subject to some exceptions pursuant to OCCGF 6.1.260 (2017).

At the June 20 public hearing on Ordinance 3160, several speakers provided public comment on Ordinance 3160. Many proponents were happy with the changes in code enforcement provisions and the substantive changes relating to potentially dangerous animals. Several speakers at the podium also proclaimed their support to allow for domestic chicken hens to be maintained within the City limits. A number of letters and emails supporting the keeping of hens within the City limits were sent to the City Commission and staff. Mayor Bob Kelly indicated that the written comments were shared with, and read by, the Commission members.

The decision to allow chickens to be maintained in the City limits would be a significant policy change from previous versions of the code and such change exceeded the scope of the code revisions proposed by Ordinance 3160. Following public comment on Ordinance 3160, during Commission initiatives, Mayor Kelly expressed his support for a question to be presented on the November 7, 2017, municipal election ballot for the residents of Great Falls to decide if City policy should be changed to allow chickens to be maintained in the City limits.

Commissioners Houck, Bronson, and Burrow voiced support of the proposition. City staff was directed to prepare this Resolution for consideration by the Commission as to whether to begin that process.

Resolution 10198, as presented, will officially refer the question to the electors on the November ballot. Resolution 10198 refers the following question to the November 7, 2017, ballot:

Do you support allowing property owners to maintain domestic chicken hens, within the incorporated Great Falls City limits, subject to regulation established by the Official Code of the City of Great Falls?

- Yes
- No

In conjunction with this Resolution and ballot question, City staff will be drafting Ordinance 3165. A preliminary draft of proposed OCCGF revisions that would occur with a favorable vote in the General Election, is attached to this Agenda Report. Interested parties are encouraged to contact the City Attorney's Office at 406-455-8578, to provide input in the revising a draft of Ordinance 3165. Ordinance 3165 will be presented to the Commission for adoption upon the certification of the November 2017 municipal election, with an over 50% affirmative vote to the above question.

Fiscal Impact:

This question would be presented in conjunction with the general election for Mayor and two City Commission seats with an additional cost for the software programming and ballot language would be \$1,000 - \$2,000.

Alternatives:

1. The City Commission could not adopt Resolution 10198. However staff does not recommend this, if the Commission intends to pose the question to the electorate, because the cost of a special election on the issue would have a substantially higher fiscal impact.
2. The City Commission could provide additional suggestions for staff consideration.

ATTACHMENTS:

- ▣ Resolution 10198
- ▣ Ord. 3165 Exhibit "A"

RESOLUTION 10198

A RESOLUTION TO SUBMIT THE QUESTION OF WHETHER DOMESTIC CHICKEN HENS SHOULD BE ALLOWED WITHIN THE INCORPORATED CITY LIMITS OF GREAT FALLS ON THE NOVEMBER 7, 2017 GENERAL ELECTION BALLOT.

WHEREAS, the City Commission has the authority to refer policy questions to the City electorate by ballot issue; and

WHEREAS, the City Commission has received support from members of the community requesting the City allow property owners to maintain domestic chicken hens within the incorporated City limits; and

WHEREAS, the City Commission has also received opposition from members of the community requesting that the City continue to prohibit property owners to maintain domestic chicken hens within the incorporated City limits, as set forth by the Official Code of the City of Great Falls; and

WHEREAS, the City Commission has determined that this significant policy change should be decided by the City electorate.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

1. The question of whether property owners should be allowed to maintain domestic chicken hens within the incorporated City limits shall be placed on the November 7, 2017, Great Falls municipal election ballot by the Cascade County Montana Election Office; and
2. The question to be placed on the November 7, 2017, Great Falls municipal election ballot shall read as follows:

Do you support allowing property owners to maintain domestic chicken hens, within the incorporated Great Falls City limits, subject to regulation established by the Official Code of the City of Great Falls?

- Yes
- No

The results of this vote shall become effective upon certification.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and approval.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on July 5, 2017.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Exhibit "A"

Title 6 - ANIMALS

Title 6 ANIMALS

Chapter 1 ANIMALS

Sections:

6.1.010 Definitions.

As used in this chapter, unless the context otherwise indicates, the following terms shall have the meaning ascribed to each:

...

- CC. "Livestock," **subject to the provisions of Chapter 3 of this Title**, means domestic animals traditionally raised in an agricultural setting to produce commodities such as food, fiber, or labor. These may include, but are not limited to, cattle, sheep, swine including domestic pot-bellied pigs, poultry, fowl, ostriches, emus, goats, horses, mules and llamas.

...

6.1.260 Livestock.

- A. It is unlawful to keep livestock, as defined by 6.1.010(CC), within the incorporated City limits, except as follows;
 - 1. to bring the same to market for commercial or exhibition purposes, and when brought therein for that purpose the same shall be kept and cared for by the owner, or person in charge thereof;
 - 2. at such place as directed by the Chief of Police; ~~or~~
 - 3. in suburban districts as defined by OCCGF Title 17-~~or~~
 - 4. **as provided in Chapter 3 of this Title.**
- B. In suburban districts, as defined in OCCGF Title 17, livestock must be kept within fences or secured in such a manner which prevents them from running at large.
- C. Veterinarian's premises are exempt from this provision.

Chapter 3 DOMESTIC HENS

Sections:

6.3.010 Applicability

Exhibit "A"

Title 6 - ANIMALS

The provisions of this Chapter shall not apply to an R-1 residential rural zoning district where maintaining livestock is permitted.

(Ord. 3165, 2017)

6.3.020 Maintaining unlawful

It is unlawful for any property owner to keep, allow, or maintain chickens (*Gallus Gallus Domesticus*) without first obtaining a Domestic Hen Permit from the Great Falls Animal Shelter. An annual fee shall be assessed on permitting as established by City Commission resolution.

(Ord. 3165, 2017)

6.12.030 Permit required

- A. Prior to the keeping of any chickens, a party seeking to keep chickens shall obtain a Domestic Hen Permit from the Great Falls Animal Shelter. Only one Permit shall be issued per premises. A Domestic Hen Permit is specific to the permit holder and the location of the premises. Each permit holder shall be provided with a specific permit number.**
- B. A Domestic Hen Permit shall not be issued to any party not meeting all of the requirements of this chapter.**
- C. The following provisions shall apply to Domestic Hen Permits:**
 - 1. Applications for annual Domestic Hen Permits may be obtained at the Great Falls Animal Shelter and must be complete, as determined by the Great Falls Animal Shelter;**
 - 2. After an application is completed, the property shall be inspected by Animal Control; such inspection shall include the chicken house and secure enclosure, and setback of said structure from property lines and adjacent dwelling units;**
 - 3. Following the inspection, Animal Control will recommend approval or disapproval of the application to the Great Falls Animal Shelter Manager, who shall make a final determination as to approval or disapproval;**
 - 4. All Domestic Hen Permits shall expire December 31, of each year;**
 - 5. An annual Domestic Hen Permit fee shall be established by resolution of the City Commission; and**
 - 6. Animal Control shall investigate all complaints concerning permitting or any other violation of this Chapter that may result in revocation or suspension of a Domestic Hen Permit.**

Exhibit "A"

Title 6 - ANIMALS

(Ord. 3165, 2017)

6.3.040 Number of domestic hens

- A. It shall be unlawful for any property owner to allow for more than four (4) domestic hens to be maintained on any premises within the incorporated City limits.**
- B. It shall be unlawful to maintain male chickens (rooster(s)) over three (3) months of age on any premises within the incorporated City limits.**

(Ord. 3165, 2017)

6.3.050 Identification required

A Domestic Hen Permit holder shall be required to place and keep leg or wing bands on all chickens, clearly displaying the permit holder's permit number, as a means of identification and proof of permitting.

(Ord. 3165, 2017)

6.3.060 Shelter requirements

Domestic hens shall be provided with a chicken coop consisting of two adjacent and connected parts, described as follows:

- A. A covered, secure, predator-proof outdoor chicken enclosure, that is of sufficient size to admit free movement of the chickens;**
- B. A covered, predator-proof outdoor chicken house that is thoroughly ventilated, of sufficient size to admit free movement of the chickens, and designed and built to be easily accessed, cleaned and maintained by the Domestic Hen Permit holder;**
- C. The chicken house must be adjacent to and provide unrestricted access to the outdoor secure enclosure; and**
- D. All chicken coops shall be maintained in such a manner to prevent the creation of a Nuisance and/or Public Nuisance, as defined in OCCGF Title 8, Chapters 49 and 50, and all chicken coops shall be maintained as to prevent offensive odors, persistent noise, and/or the spread of disease.**

(Ord. 3165, 2017)

6.3.070 Distance requirements

- A. A chicken coop, including the chicken house and secure enclosure, shall be located no less than 30 feet from any dwelling occupied by a person or persons**

Exhibit "A"

Title 6 - ANIMALS

other than the Domestic Hen Permit holder, as measured from the exterior wall of the chicken coop to the closest exterior wall of the adjacent dwelling; and

- B. In no case shall the chicken coop be located closer than 15 feet to any property line as measured from the nearest exterior wall of the chicken coop to such property line.**

(Ord. 3165, 2017)

6.3.080 Chickens at large

It shall be unlawful for any chicken to be allowed to run at large within the incorporated City limits, and all chickens shall be kept in shelters from sunset to sunrise.

(Ord. 3165, 2017)

6.3.090 Supply for feed and water

- A. Chickens shall have continuous access to adequate feed and water.**
- B. Stored feed must be kept in a rodent and predator-proof container.**

(Ord. 3165, 2017)

6.3.100 Penalties

- A. A conviction of any violation of this Chapter shall constitute a misdemeanor punishable by a term of no more than six (6) months in jail, a fine not to exceed five hundred dollars (\$500.00), or both. Additionally, the Court, within its discretion may order any, or all, of the following conditions:**
 - 1. Relinquishment of any maintained domestic hens;**
 - 2. Relinquishment of any rooster(s) maintained in violation of 6.3.040(B);**
 - 3. Revocation of Domestic Hen Permit; or**
 - 4. Destruction of and/or removal of any shelter maintained pursuant to 6.3.060.**

(Ord. 3165, 2017)