



**City Commission Agenda**  
**Civic Center 2 Park Drive South, Great Falls, MT**  
**Commission Chambers Room 206**  
**July 18, 2017**

**CALL TO ORDER 7:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**FIREFIGHTER OATH**

Carter Marsh  
Matt Merritt  
Tyler Pfennigs

**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. Miscellaneous reports and announcements from Boards and Commissions.
4. Appointment, Library Board.

**CITY MANAGER**

5. 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.*

6. Minutes, July 5, 2017, Commission Meeting.
7. Total Expenditures of \$5,381,897 for the period of June 16, 2017 through July 5, 2017, to include claims over \$5,000, in the amount of \$5,062,953.
8. Approve Final Payment in the amount of \$29,616.99 to Phillips Construction, LLC and \$299.16 to the State Miscellaneous Tax Fund for the 18th Street Storm Drain Improvements Phase 2A – 1st Alley South to 4th Avenue South, and authorize the City Manager to make the payments.
9. Award a contract in the amount of \$107,837.00 to United Materials of Great Falls, Inc. for the Central Avenue Drainage Improvements – 5th to 6th Street, and authorize the City Manager to execute the construction contract documents.

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

## **PUBLIC HEARINGS**

10. Res. 10199: Conditional Use Permit for a “two family residence” land use at 301 50th St. S. Action: Conduct public hearing and adopt or deny Res. 10199. ***(Presented by Craig Raymond)***
11. 2017/2018 Business Improvement District Budget and Work Plan. Action: Conduct public hearing and accept or reject Budget and Work Plan. ***(Presented: Joan Redeen, Community Director)***
12. 2017/2018 Tourism Business Improvement District Budget and Work Plan. Action: Conduct public hearing and accept or reject Budget and Work Plan. ***(Presented by: Rebecca Engum, Great Falls Tourism Director)***
13. Res. 10194 - Intent to Increase Property Tax. Action: Conduct public hearing and adopt or deny Res. 10194. ***(Presented by Melissa Kinzler)***
14. Res. 10195 – Annual Budget Resolution. Action: conduct public hearing and adopt or deny Res. 10195. ***(Presented by Melissa Kinzler)***

## **OLD BUSINESS**

15. Interlocal Agreement between the City of Great Falls and the Board of Cascade County Commissioners regarding the City of Great Falls/Cascade County Joint Public Safety Software Project for the implementation of the Zuercher Technologies, LLC Public Safety Software. Action: approve or reject the interlocal agreement. ***(Presented by: Sara Sexe)***

## **NEW BUSINESS**

16. East Ridge Addition Phase 5. Action: Approve or deny Preliminary Plat, of the Amended Plat, of the Correctional Plat of East Ridge Addition Phase 5 and accompanying Findings of Fact subject to fulfillment of conditions stipulated by the Planning Advisory Board. ***(Presented by: Craig Raymond)***
17. Church of Christ Preliminary Plat to allow the Sunrise Meadows Subdivision. Action: approve or deny the Preliminary Plat for the Sunrise Meadows Major Subdivision and accompanying Findings of Fact subject to fulfillment of conditions stipulated by the Planning Advisory Board. ***(Presented by Craig Raymond)***

## **ORDINANCES/RESOLUTIONS**

18. Ord. 3163 - An Ordinance Amending Title 17, Chapter 56, Article 10, Section 020, Of The Official Code Of The City Of Great Falls (OCCGF), Pertaining to Development Requirements in The Flood Fringe or Regulated Flood Hazard Area with no Floodway. Action: Accept or deny Ord. 3163 on first reading and set a public hearing for August 1, 2017. ***(Presented by Craig Raymond)***
19. Ord. 3164 - An Ordinance by the City Commission of the City of Great Falls to rezone the property legally described as Foxwood Estates Subdivision, located in the Government Lot 2 of Section 23, Township 20 North, Range 3 East, P.M, City of Great Falls, Cascade County, Montana from R-1 Single-family Suburban to PUD Planned Unit Development district. Action: Accept or deny Ordinance 3164 on first reading and set a public hearing for August 15, 2017. ***(Presented by Craig Raymond)***

## **CITY COMMISSION**

20. Miscellaneous reports and announcements from the City Commission.
21. Legislative Initiatives.

22. 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.*



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**Item:** Appointment, Library Board.  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Appoint one member to the Library Board

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission appoint \_\_\_\_\_ to a five-year term through June 30, 2022, to the Library Board.”

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

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**Staff Recommendation:**

It is recommended that the City Commission appoint Whitney Olson to the Library Board for a five-year term through June 30, 2022.

**Summary:**

Mary Brinkley’s term on the Library Board expired on June 30, 2017. Ms. Brinkley has served two five year terms and is not eligible for reappointment. Advertising for the opening was done through the local media and also on the City’s website. Two Applications were received.

Purpose

The Library Board is comprised of five members who are appointed by the City Commission. The Board oversees the Library policies and operations including book policies and service to the City, County, and pathfinder Federation of Libraries.

Members serve for five-year terms, but no more than two full terms in succession, exclusive of time served on any unexpired term.

Continuing members of this board are:

Dea Nowell  
Mitch Tropila  
Mary Ellen Kropp  
Jane West

Citizens interested in serving on the board are:

Whitney Olson  
Kenneth R. Wilson



**Concurrences:**

The Library Board submitted a letter recommending that Whitney Olson be appointed to the Board.

ATTACHMENTS:

- ▣ Applications for Library Board
- ▣ Recommendation from Library Board



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

RECEIVED

MAY 25 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>Library Advisory Board</i>		Date of Application: <i>5.24.17</i>
Name: <i>Whitney Olson</i>		
Home Address: <i>74 Gannon Dr GF MT 59404</i>		Email address: <i>whitneyolson@gmail.com</i>
Home Phone: <i>788.6776</i>	Work Phone: <i>731.5240</i>	Cell Phone: <i>788.6776</i>
Occupation: <i>Auto dealer</i>		Employer: <i>Bison Ford</i>
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <i>Although I am occasionally out of town.</i>		
Related experiences or background: <i>I manage the day to day operations of the oldest Great Falls auto dealership and oversee a staff of 54 employees.</i>		
Educational Background: <i>B.A. Religion, Reed College CMP class of 1997</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <i>Board member of the following: Animal Foundation of Great Falls, Paris Gibson square Museum, Voices of Hope, Montana Automobile Dealers Association</i>		
Previous and current public experience (elective or appointive): <i>None</i>		
Membership in other community organizations: <i>The dealership is a Pacesetter Company for United Way. The company or myself personally supports many community organizations.</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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board? I am the Chairman of the Montana Automobile Dealers' Association.	
Please describe your interest in serving on this board/commission? I absolutely love the Public Library. I support it financially and I'm an active patron. I think it's a great institution and I would love to give back.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I have board experience. I can read financial statements. I have fundraising experience. I'm fairly well versed in employment law.	
Additional comments: Thanks for the opportunity!	
Signature WLE	Date: 5.24.17

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



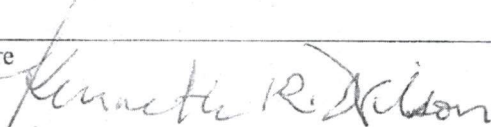
BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

RECEIVED  
MAY 1 2017  
CITY MANAGER

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: LIBRARY BOARD		Date of Application: 4/28/2017
Name: KENNETH R. WILSON (KEN)		
Home Address: 1719 1st AVE. SOUTH		Email address: kenw.labresnan.net
Home Phone: 453-2157	Work Phone: N/A	Cell Phone: N/A
Occupation: RETIRED - SALES	Employer:	
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: LIBRARY CARD IN GREAT FALLS SINCE 1964.		
Educational Background: BACHELOR'S DEGREE 1980 UNIVERSITY OF MONTANA		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: FIRST TIME APPLICATION		
Previous and current public experience (elective or appointive): NONE		
Membership in other community organizations: NONE		



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? ASIDE FROM THE BASICS OF POLICE PROTECTION, WATER AND SEWER, ETC. I BELIEVE LIBRARIES ARE THE FOUNDATION OF MODERN CIVILIZATION. I HAVE BENEFITED FROM THE G.F. PUBLIC LIBRARY AND WANT TO GIVE BACK TO IT.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?	
Additional comments:	
Signature 	Date: 4/28/2017

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



June 27, 2017

Great Falls Mayor,  
Bob Kelly  
Great Falls City Commissioners,  
Bill Bronson  
Bob Jones  
Fred Burow  
Tracy Houck

Dear Mayor and Commissioners,

We would like to recommend that Whitney Olson be appointed to fill the open seat on the Library Board. This is a five-year term expiring June 30, 2022.

Sincerely,

A handwritten signature in cursive script that reads 'Dea Nowell'.

Great Falls Public Library Board:  
Dea Nowell, Chair

Mitch Tropila, Vice-Chair  
Mary Brinkley  
MaryEllen Kropp  
Jane West



**Item:** July 5, 2017 - City Commission Meeting Minutes  
**From:** Lisa Kunz, City Clerk  
**Initiated By:**  
**Presented By:** City Commission  
**Action Requested:**

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ATTACHMENTS:

- July 5, 2017 - - City Commission Meeting Minutes

**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 City Manager Greg Doyon; Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Engineer Dave Dobbs; Planning and Community Development Director Craig Raymond; Human Resources Manager Gaye McInerney; Fiscal Services Director Melissa Kinzler; Assistant City Attorney Joe Cik; and, Police Chief Dave Bowen.

**AGENDA APPROVAL:** City Manager Greg Doyon noted that the draft minutes from the June 20<sup>th</sup> Commission meeting were updated after the original posting. No other changes were proposed by the City Commission. The agenda was approved as submitted.

## **PETITIONS AND COMMUNICATIONS**

### **1. Miscellaneous reports and announcements.**

**Kathy Gessaman**, 1006 36<sup>th</sup> Avenue NE, thanked the Commission for the letter that was sent to Department of Interior with regard to supporting the Upper Missouri River Breaks National Monument. She further commented that the 4<sup>th</sup> of July Parade was great.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, thanked the Commission for following up with regard to the burnt out building on the West side. Mr. Gessaman further expressed concern with regard to the soil erosion at West Bank Park. He concluded that using LED lights would improve energy efficiency of the City.

## **NEIGHBORHOOD COUNCILS**

### **2. Miscellaneous reports and announcements from Neighborhood Councils.**

There were no miscellaneous reports and announcements from Neighborhood Councils.

## **BOARDS AND COMMISSIONS**

### **3. Appointments, Housing Authority Board of Commissioners.**

**Commissioner Jones moved, seconded by Commissioner Houck, 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 for a five-year term through June 30, 2022 to the Great Falls Housing Authority Board of Commissioners.**



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

Mayor Kelly expressed appreciation with regard to citizens who applied as well as those who serve.

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

Motion carried 5-0.

**4. Reappointment, Business Improvement District Board of Trustees.**

**Commissioner Burow moved, seconded by Commissioner Houck, that the City Commission reappoint Alison Fried to the Business Improvement District Board of Trustees to a four-year term expiring 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.

**5. Miscellaneous reports and announcements from Boards and Commissions.**

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

Mayor Kelly reported that the Great Falls Public Library offers a wide range of activities that are available at [greatfallslibrary.org](http://greatfallslibrary.org).

**CITYMANAGER**

**6. Miscellaneous reports and announcements from the City Manager.**

Manager Doyon reported that 4388 Park District ballots have been processed and that approximately 8% were in opposition. He further commended the Great Falls Housing Authority with regard to being designated a high performer from a recent assessment program. Manager Doyon commended Police Chief Dave Bowen for being awarded top administrator of the year.

**CONSENT AGENDA**

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 to United Materials of Great Falls, Inc. for the 13<sup>th</sup> Street South Reconstruction project, and authorize the City Manager to execute the construction contract documents. **OF 1641.1**
20. Approve Final Payment for the Great Falls Wastewater Treatment Plant DAFT Rehabilitation-Phase 2, in the amount of \$4,950 to Swank Enterprises and \$50 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1457.9**

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

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

Commissioner Bronson announced that representatives from the Business Improvement District (BID) as well as the Tourism Business Improvement District (TBID) would be at the Public Hearing on July 18<sup>th</sup>. Referring to Item 17, Commissioner Bronson suggested that the BID provide a full statement of the different projects it is working on.

Referring to Item 10B, Commissioner Burow inquired about the age of the West Bank Park Trail as well as the need for the project. Manager Doyon responded that he would receive clarification

from Park and Recreation Interim Director Patty Rearden and would report back to the Commission.

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

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, expressed concern with regard to the amount of money that was spent on postage for mailing the Park District protest forms.

Mayor Kelly responded that the City is following State Law.

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

Motion carried 5-0.

### **PUBLIC HEARINGS**

21. **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 .**

Assistant City Attorney Joe Cik reported that the Charter is required to be submitted to the voters for any amendments. He further reported that the typographical errors did not exist in the original Charter and that the errors occurred over the process of re-codifying. Provisions with regard to vacancies attained by the Commission would be more consistent with state law. Assistant City Attorney Cik further reported that provisions with regard to Boards and Commissions would follow the City Code. There would be changes with regard to the administrative duties of the City Manager, as well as the Municipal City Court.

Mayor Kelly declared the public hearing open.

Speaking in opposition to Ordinance 3162 were:

**Kathy Gessaman**, 1006 36<sup>th</sup> Avenue NE, expressed concern regarding vacancies incorporating excused absence.

Assistant City Attorney Cik referred to the Montana Code Annotated (MCA) with regard to qualifications for vacancies.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, commented that some of the language was confusing.

No one spoke in support of Ordinance 3162.

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

**Commissioner Jones moved, seconded by Commissioner Burow, that the City Commission adopt Ordinance 3162.**

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

Commissioner Burow received clarification to the language of the charter provisions with regard to vacancies for the Neighborhood Council.

Commissioner Houck commented that there needs to be a method to remove members of Boards and Commissions that miss several meetings.

Assistant City Attorney Cik reported that having discussions with the County Attorney's office, as well as the County Elections office would be the proper way to present the proposed amendments to the voters. He further reported that each change would have a separate vote.

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

Motion carried 5-0.

**22. Resolution 10197, Declaring certain property located at 2612 1<sup>st</sup> 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.**

Planning and Community Development Director Craig Raymond reported that this item is a public hearing for consideration of adoption of Resolution 10197, which would declare 2612 1st Avenue South a public nuisance.

The Official Code of the City of Great Falls (OCCGF) Title 8 Chapter 49 provides for a process for dealing with nuisances which impact the public health and welfare. Nuisance is defined in 8.49.010 as:

- Anything which is injurious to health, or is indecent or offensive to the senses, or is an obstruction to the free use of another's property, so as to interfere with the comfortable enjoyment of life or property of another; or including but not limited to placement and/or maintenance of any motor vehicle, motorcycle, trailer, camp trailer or mobile home on any property in the City in violation of any zoning regulation or other City ordinance; or all any residential structure (including all appurtenant structures) to remain vacant for more than one (1) year where its condition constitutes a hazard or its appearance is a blight to the community or where the property is maintained so as to obstruct the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin, or any public park, square, street, or highway, is defined to be a "nuisance."

This declaration of nuisance by the City Commission is made pursuant to Section 7-5-4104 and its self-governmental powers under the Charter.

City staff has worked with the owner Mr. Michael Witsoe who was given generous amounts of time to complete the clean-up and repair of the premises. City staff also attempted to attain assistance for the owner who ultimately refused any help or grant permission for another party to perform the tasks.

Director Raymond reviewed and discussed PowerPoint slides that included photos of the property in question. He concluded that the property meets the definition of a nuisance and should be abated should the property owner fail to conduct the clean-up.

Mayor Kelly declared the public hearing open.

No one Spoke in favor of or in opposition to Resolution 10197.

Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Burow moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10197, declaring certain property located at 2612 1<sup>st</sup> 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.**

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

Commissioner Burow received clarification with regard to the procedure for cleaning up the property.

Mayor Kelly received clarification that a formal complaint had been filed, and that every effort had been made to reach out to the owner.

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

Motion carried 5-0.

**OLD BUSINESS**

**NEW BUSINESS**

**ORDINANCES/RESOLUTIONS**

**23. 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.**

Assistant City Attorney Cik reported that the results of the ballots would be in effect the day that they are certified by the Elections office, and that Ordinance 3165 would be presented to the Commission. He commented that any interested parties could contact the City Attorney's office for input into the proposed code changes. Assistant City Attorney Cik concluded that Exhibit A would be included in the ballot as an informational packet.

**Commissioner Houck moved, seconded by Commissioner Burow, that the City Commission adopt Resolution 10198.**

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

**Dave Rosteck**, 1701 Central Avenue, discussed the pros and cons with regard to allowing chickens within the City limits.

**Kathy Gessaman**, 1006 36<sup>th</sup> Avenue NE, thanked the Commission for putting the issue on the ballot.

**Stuart Lewin**, 615 3<sup>rd</sup> Avenue North, expressed support with regard to the issue being put to a vote.

**Dr. Katrina Stark**, 2725 Carmel Drive, expressed support with regard to allowing the public to decide if chickens should be allowed.

Commissioner Bronson commented that passing Resolution 10198 would not be a statement of the Commission, and noted that it would be the public's decision. Commissioner Bronson further explained that the Commission would not expend any resources advocating for or against the issue.

Mayor Kelly thanked Assistant City Attorney Cik for his efforts with regard to preparing Resolution 10198.

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.**

Mayor Kelly reported that there is an effort being made to address the soil erosion issue at West Bank Park. Mayor Kelly further reported that the City is dealing with a consultant with regard to energy efficiency.

Commissioner Bronson read correspondence from the Commission that was sent to the Department of Interior with regard to the Upper Missouri River Breaks National Monument. Correspondence from Aart Dolman was provided expressing support for the Monument.

Commissioner Houck welcomed new business, Klover, to the downtown area. Commissioner Houck further reported that the 2017 Paris Gibson Award was given to NeighborWorks Executive Director Sheila Rice. She commented that the Great Falls Clinic had an open house for having 100 years of service. She thanked the community for persevering through the fireworks and mentioned that they are no longer legal in the City limits.

21. Legislative Initiatives.

There were no legislative initiatives.

22. Commission Initiatives.

There were no Commission Initiatives.

**ADJOURNMENT**

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Jones, to adjourn the regular meeting of July 5, 2017, at 8:05 p.m.**

Motion carried 5-0.

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Mayor Bob Kelly

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Deputy City Clerk Darcy Dea

Minutes Approved: July 18, 2017



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**Item:** Total Expenditures of \$5,381,897 for the period of June 16, 2017 through July 5, 2017, to include claims over \$5,000, in the amount of \$5,062,953.

**From:** Fiscal Services

**Initiated By:** City Commission

**Presented By:** Melissa Kinzler, Fiscal Services Director

**Action Requested:**

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ATTACHMENTS:

- ▣ 5000 Rport





**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](http://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 22, 2017 - JULY 5, 2017	5,336,634.07
MUNICIPAL COURT ACCOUNT CHECK RUN FOR JUNE 16, 2017 - JUNE 30, 2017	45,263.00
MUNICIPAL COURT ACCOUNT CHECK RUN FOR	
<b>TOTAL: \$</b>	<b><u>5,381,897.07</u></b>

**GENERAL FUND**

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**FIRE**

L N CURTIS & SONS	TECH RESCUE EQUIPMENT	6,119.00
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**PARK & RECREATION**

ADVANCED LITHO PRINTING	PARK DISTRICT MAILING FORMS	7,700.00
GOVHR USA, LLC	PROGRESS PAYMENT FOR PARK AND REC RECRUITMENT	8,966.50

**SPECIAL REVENUE FUND**

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**CTEP PROJECT**

NCI ENGINEERING CO	OF 1508.3 CTEP SIDEWALK 1ST AVE S GREAT FALLS STREETScape	10,857.00
UNITED MATERIALS OF GREAT FALLS	OF 1508.3 CTEP DOWNTOWN STREETScape EXPANSION	25,112.13

**SUPPORT & INNOVATION**

GREAT FALLS BUSINESS IMPROVEMENT DISTRICT	1ST HALF JUNE 1-15 2017 TAX DISTRIBUTION	24,737.43
GREAT FALLS BUSINESS IMPROVEMENT DISTRICT	TAX DISTRIBUTION FOR MAY 2017	58,315.06
GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT	1ST HALF JUNE 1-15 TAX DISTRIBUTION	60,545.50
GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT	MAY 2017 TAX DISTRIBUTION	123,654.00

**SPECIAL REVENUE FUND (CONTINUED)**

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**STREET DISTRICT**

GREAT FALLS INTERNATIONAL AIRPORT AUTHORITY GREAT FALLS SAND & GRAVEL	2ND HALF 16/17 ASSESSMENTS PAID BY AIRPORT ASPHALTIC CONCRETE	24,001.47  73,483.84
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**LIBRARY FOUNDATION**

BIBLIOTHECA LLC	SELF CHECK UNITS	39,390.00
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**FEDERAL BLOCK GRANTS**

NEIGHBORWORKS GREAT FALLS	LOAN AGREEMENT 1 17TH ST S MARTHA APTS	8,631.21
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**DEBT SERVICE**

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**SOCCER PARK GO BONDS**

US BANK NA	DEBT SERVICE SERIES 2014A (SPLIT AMONG FUNDS)	151,674.38
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**SWIMMING POOL GO BOND**

US BANK NA	DEBT SERVICE SERIES 2014A (SPLIT AMONG FUNDS)	258,950.00
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**GENERAL OBLIGATION TAXABLE BONDS**

US BANK NA	DEBT SERVICE SERIES 2014B	135,775.00
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**WEST BANK TID BONDS**

US BANK NA	DEBT SERVICE SERIES 2009A	106,226.25
US BANK NA	DEBT SERVICE SERIES 2012	47,332.50

**ENTERPRISE FUNDS**

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**WATER**

ADVANCED ENGINEERING & ENVIRONMENTAL SERVICE INC	OF 1625 WATER STORAGE TANK EVALUATION PHASE 1	27,892.40
US BANK NA	DEBT SERVICE SERIES 2000	100,720.00
US BANK NA	DEBT SERVICE SERIES 2014	86,411.17
US BANK NA	DEBT SERVICE WFR 10152B 2009	9,942.50
US BANK NA	DEBT SERVICE WRF09125R	130,935.00
US BANK NA	DEBT SERVICE WRF-17366	231,539.50
FERGUSON ENTERPRISES INC	3/4 IPERL 9" LAY LENGTH WATER METERS	9,586.32
KOIS BROTHERS EQUIPMENT CO	SERVICE BODY THAT HOUSES HYD GATE	17,355.00
FERGUSON WATERWORKS INC	1' IPERL SHORT 10.75 LAY LENGTH WATER METERS	6,249.60

**SEWER**

NCI ENGINEERING CO	OF 1658.3 CMATP TIF L S 30/FORCE MAIN MOD	23,053.70
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**ENTERPRISE FUNDS (CONTINUED)**

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US BANK NA	DEBT SERVICE SERIES 2013A	236,890.00
US BANK NA	DEBT SERVICE SEWER 2009 ARRA	8,785.00
US BANK NA	DEBT SERVICE SERIES 2012	123,478.89
US BANK NA	DEBT SERVICE SEWER 2013B	213,735.00
US BANK NA	DEBT SERVICE SERIES 2002B	341,260.00
<b>STORM DRAIN</b>		
US BANK NA	DEBT SERVICE SRF-17396	127,641.17
US BANK NA	DEBT SERVICE SERIES 2004	142,756.25
VEOLIA WATER NORTH AMERICA	O & M CHARGE FOR MDT LIFT STATIONS 3,14, 26	6,585.00
<b>SANITATION</b>		
KOIS BROTHERS EQUIPMENT CO	3YD SIDE LOAD, 2YD REAR LOAD, 1.5 YD REAR & SIDE LOAD CONTAINERS	24,243.00
KOIS BROTHERS EQUIPMENT CO	2016 AUTOCAR TANDEM AXLE TRUCK	270,000.00
<b>911 DISPATCH CENTER</b>		
CENTURYLINK	DISPATCH MONTHLY LINE CHARGES	5,840.08
<b>INTERNAL SERVICES FUND</b>		
<b>HEALTH &amp; BENEFITS</b>		
MONTANA MUNICIPAL INTERLOCAL AUTHORITY	HEALTH INSURANCE PREMIUM FOR JULY 2017	739,216.25
<b>FISCAL SERVICES</b>		
TYLER TECHNOLOGIES INC	GREAT FALLS UNLIMITED USER LICENSES	12,980.00
<b>CENTRAL GARAGE</b>		
MOUNTAIN VIEW CO-OP	FUEL-DIESEL	21,987.61
MOTOR POWER GREAT FALLS INC	2018 KENWORTH T800 TANDEM AXLE TRUCK	125,025.00
3-V DISTRIBUTING INC	11' DEUCE DUMP BODY	10,600.00
HOVEN EQUIPMENT CO	T4 BOBCAT SKID STEER LOADER	53,597.06
KOIS BROTHERS EQUIPMENT CO	A-LINE LOADER CRANE	66,500.00
<b>ENGINEERING</b>		
US NUCLEAR REGULATORY COMMISSION	RENEWAL OF NUCLEAR DENSOMITER LICENSE FOR FY 2018	7,900.00

**TRUST AND AGENCY**

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**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS FINES & FORFEITURES COLLECTIONS 32,488.00

**PAYROLL CLEARING**

STATE TREASURER MONTANA TAXES 44,927.00

ICMA RETIREMENT TRUST EMPLOYEE CONTRIBUTIONS 6,011.66

FIREFIGHTER RETIREMENT FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS 50,438.57

STATEWIDE POLICE RESERVE FUND POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS 62,568.40

PUBLIC EMPLOYEE RETIREMENT PUBLIC EMPLOYEE RETIREMENT 126,049.42

US BANK FEDERAL TAXES, FICA & MEDICARE 217,337.17

AFLAC EMPLOYEE CONTRIBUTIONS 11,499.31

LABORERS INTERNATIONAL UNION EMPLOYEE CONTRIBUTIONS 26,070.42

WESTERN CONF OF TEAMSTERS EMPLOYEE CONTRIBUTIONS 15,898.00

MONTANA OE - CI TRUST FUND EMPLOYEE CONTRIBUTIONS 23,313.19

NATIONWIDE RETIREMENT SOLUTIONS EMPLOYEE CONTRIBUTIONS 12,020.16

STATE OF MONTANA UNEMPLOYMENT INSURANCE 2ND QTR 26,947.59

**ULRRWSD AGENCY PHASE 1**

US BANK NA DEBT SERVICE ULRR SERIES 2008 PH 1.3 8,487.50

US BANK NA DEBT SERVICE ULRR SERIES 2006 PH 1.1 12,073.75

**ULRRWSD AGENCY PHASE 2**

US BANK NA DEBT SERVICE ULRR SERIES 2008 PH 2.2 9,125.00

**UTILITY BILLS**

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NORTHWESTERN ENERGY APRIL 2017 TRANSMISSION CHARGES 11,052.07

NORTHWESTERN ENERGY WATERPLANT CHARGES MAY 2017 12,468.53

**CLAIMS OVER \$5000 TOTAL:** \$ 5,062,952.51



**Item:** Final Payment: 18th Street Storm Drain Improvements Phase 2A – 1st Alley South to 4th Avenue South, Office File 1462.2  
**From:** Engineering Division  
**Initiated By:** Public Works Department  
**Presented By:** Jim Rearden, Public Works Director  
**Action Requested:** Approve Final Pay Request.

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**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (approve/not approve) Final Payment in the amount of \$29,616.99 to Phillips Construction, LLC and \$299.16 to the State Miscellaneous Tax Fund for the 18th Street Storm Drain Improvements Phase 2A – 1st Alley South to 4th Avenue South, and authorize the City Manager to make the payments.”

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

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**Staff Recommendation:**

Approve Final Payment Request.

**Summary:**

Significant Impacts:

This project was initiated to improve regional storm water conveyance capacity. This phase of the larger 18th Street Storm Drain Project significantly upsized the storm drain pipe located along 17th and 18th Streets South between Central Avenue and 4th Avenue South. Additional phases of the project will connect this new large pipe to the improvements recently completed further south in the storm water basin.

Workload Impacts:

Thomas, Dean, & Hoskins Engineering staff assisted City staff with design phase engineering and prepared plans and specifications. City Engineering staff provided the construction phase engineering services and project inspection.

Evaluation and Selection Process:

Four bids were received on July 6, 2016, with the base bids ranging between \$1,559,008.00 and \$2,402,429.50. Phillips Construction, located in Great Falls, MT, submitted the low base bid. Phillips also provided the lowest bid for each bid alternative. Bid Alternative 1 bids ranged from \$517,613.00 to \$793,207.26, and Bid Alternative 2 bids ranged from \$441,364.00 to \$689,272.75.

Commission Award Date:

The City Commission awarded the contract to Phillips Construction on July 19, 2016. Change Order No. 1 in the amount of \$80,000.00 was approved on June 6, 2017. The total contract value with Change Order No. 1 was \$2,597,985.00.

Project Work Scope:

Improvements included, the installation of 5 blocks of 10 foot wide by 4 foot high concrete box culvert storm drain from the intersection of 1st Alley South and 18th Street South to 17th Street South and 4th Avenue South. Sixty-six inch concrete storm drain pipe was replaced in 18th Street South. Waterlines and sanitary sewers were relocated at multiple locations to allow for the new large storm drain pipe. ADA accessible handicap ramps and road resurfacing were included in the project as well. The project was bid as a base project including 3 blocks of work and then two Bid Alternates for one additional block each. The bids fell within the project budget, allowing the base bid and the two alternatives to be constructed.

Final Payment:

The final project cost is \$2,583,011.92, which is \$11,973.08 less than the total of the value of the contract after the addition of Change Order No.1. The final value was less than the total contracted value because the actual quantities of street and curb and gutter restoration necessary to complete the project were less than the quantities estimated for completion as part of Change Order No. 1.

Conclusion:

City staff recommends making the Final Payment for the 18th Street Storm Drain Improvements Phase 2A – 1st Alley South to 4th Avenue South to Phillips Construction, LLC and to the State Miscellaneous Tax Fund.

City staff has verified that Phillips has completed all 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 June 2, 2017.

**Background:**

**Alternatives:**

The City Commission could vote to deny Final Payment.



**Item:** Construction Contract Award: Central Ave Drainage Improvements, Office File 1631.9.  
**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 1631.9.

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**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (award/not award) a contract in the amount of \$107,837.00 to United Materials of Great Falls, Inc. for the Central Avenue Drainage Improvements – 5th to 6th Street, 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.

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**Staff Recommendation:**

Approve construction contract award.

**Summary:**

The curb and gutter has settled in multiple locations along Central Avenue resulting in standing water after storm events. This project will address drainage issues along Central Avenue between 5th and 6th Street. The major components of the project include installing six (6) new inlets and replacing the curb and gutter at multiple locations. The project also includes the installation of an inlet on 5th and on 6th Street North. The project is scheduled to start August 1st and is anticipated to be completed by the middle of September.

**Background:**

Citizen Participation

The construction activity will require the closure of Central Avenue between 5th and 6th Street. The construction activity will also require the closure of at least one lane of traffic on 5th and 6th Street North. The contract documents require the Contractor to maintain a minimum of a four (4) foot wide pedestrian path in front of the businesses at all times and to leave half of the streets open to vehicular traffic when feasible. Public Works presented the project at the May 24th Downtown Development Partnership meeting. The Downtown Great Falls Association 2017 Calendar of Events was used when determining the construction schedule. Public Works will facilitate a public preconstruction meeting to discuss the project and weekly public meetings will be held to discuss the status of the project.

Workload Impacts

City Engineering Staff completed the project design and will perform construction inspection and contract administration duties.

### Purpose

The purpose of this project is to reduce the volume of standing water at multiple locations along Central Avenue between 5th and 6th Street. This project will also install infrastructure on 5th and 6th Street North to address some of the standing water problems and to facilitate future projects to address other standing water problems. This is the second phase of planned drainage improvements along Central Avenue. The first phase was completed last summer and addressed standing water along Central Avenue between 4th and 5th Street. The third phase is scheduled for the summer of 2018 and will address standing water along Central Avenue between 3rd and 4th Street.

### Project Work Scope

The project includes the installation of six (6) new inlets, replacing approximately 303 feet of curb and gutter, and the installation of approximately 280 feet of new main.

### Evaluation and Selection Process

Two (2) bids were received on July 6, 2017, and the results were \$107,837.00 and \$169,912.00. United Materials of Great Falls, Inc. submitted the low bid and executed all the necessary bid documents.

### Conclusion

City staff recommends awarding the construction contract to United Materials of Great Falls, Inc. in the amount of \$107,837.00.

### **Fiscal Impact:**

The attached bid tabulation summarizes the bids that were received. Funding for this project will be from the Storm Drain Capital Fund.

### **Alternatives:**

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

### ATTACHMENTS:

- OF 1631.9 Bid Tab



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

BID TABULATION SUMMARY

OFFICE FILE 1631.9  
 CENTRAL AVENUE DRAINAGE IMPROVEMENTS 5TH - 6TH ST TABULATED BY:

BIDS TAKEN AT CIVIC CENTER

DATE: 6-JUL-17

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	N/A	√	√	√	\$107,837.00
2	FALLS CONSTRUCTION 1001 RIVER DRIVE GREAT FALLS, MT 59401	N/A	N/A	√	√	√	\$169,912.00
3							
4							
5							
6							
7							
8							
9							
10							



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**Item:** Resolution 10199: Conditional Use Permit for a “two family residence” land use at 301 50th St. S. - Lot 10, Block 20, Second Supplement to Sunrise Terrace Addition, SE ¼ Sec. 9, T20N, R4E, PMM, Cascade County, Montana

**From:** Planning & Community Development Department

**Initiated By:** Riley Wadsworth, Applicant

**Presented By:** Craig Raymond, Planning and Community Development Director

**Action Requested:** Adopt Resolution 10199, thereby approving a Conditional Use Permit for a "two family residence" land use at 301 50th St. S.

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**Public Hearing:**

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

**Suggested Motion:**

1. Commissioner moves:  

“I move that the City Commission (adopt/not adopt) Resolution 10199, subject to the applicant fulfilling the listed Conditions of Approval.”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

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**Staff Recommendation:**

The Great Falls Zoning Commission, at the conclusion of its public hearing on June 27, 2017, recommended the City Commission approve the Conditional Use Permit, subject to the stated conditions.

**Summary:**

The applicant, Riley Wadsworth, has requested a Conditional Use Permit for a "two family residence" land use to establish a duplex upon the subject property.

**Background:**

The applicant has submitted an application, for a Conditional Use Permit, to allow for the establishment of a “two family residence” land use upon the property legally described as Lot 10, Block 20, Second Supplement to Sunrise Terrace Addition, SE ¼ Sec. 9, T20N, R4E, PMM, Cascade County, Montana (Subject Property).

The Subject Property is presently zoned R-3 Single-family high density, wherein a “two family residence” land use is permitted upon receiving approval of a Conditional Use Permit and fulfillment of any required conditions.

### Project Description

The Subject Property is a +/-7,920 square foot vacant lot located at 301 50<sup>th</sup> Street South (formerly addressed as 5000 3<sup>rd</sup> Avenue South), at the corner of 3<sup>rd</sup> Avenue South and 50<sup>th</sup> Street South.

The applicant wishes to construct a residential duplex upon the Subject Property, in full compliance with R-3 zoning district dimensional requirements and all other development standards including, but not limited to, setbacks, landscaping, off-street parking, driveway width and surfacing, structure height, and lot coverage.

The proposed duplex structure specifications and conceptual rendering is attached to this report, along with a proposed site plan.

### Impacts

Increasing the residential density of the lot from one to two units will not adversely impact the area. A more detailed analysis of impact is included in the attached Basis of Decision.

### Improvements

No unique improvements are recommended. All improvements associated with development and construction of the proposed duplex would comply with the existing R-3 zoning district standards and all other applicable requirements found in the Official Code of the City of Great Falls (OCCGF).

### Proximity to Other Uses

The Subject Property is a corner lot, bounded on the east by a single-family home and on the south by a 21-unit apartment complex. Across the street to the west are single family homes. Across the avenue to the north are vacant lots. A portion of the land outside the city limits. Just to the northeast is a multi-family housing complex operated by the Great Falls Housing Authority. Further to the west and southwest are mixtures of single, two and three-family residential units.

Attached to this report is a map showing the area land uses, as well as a map showing the area zoning districts.

### Neighborhood Council Input and Public Notice and Comment

Neighborhood Council #4 heard a presentation from the applicant on May 25, 2017. The Council voted unanimously to support the proposed CUP.

Public Notice for the City Commission public hearing was published in the *Great Falls Tribune* on July 2, 2017, property owners within 150' were noticed, and a sign noticing said hearing was posted on the site. In addition, a public hearing before the Zoning Commission was advertised and posted, with all neighbors being properly informed. A hearing was held on June 27, 2017. No one spoke in opposition to the proposed action and, to-date, staff has received no written public comment or inquiries regarding this project.

### Conditions

The Zoning Commission recommended approval of the CUP, subject to the following conditions:

1. Subsequent Modifications and Additions: If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. Expiration: The Conditional Use Permit shall expire three (3) years after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one (1) year, if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one (1) year, if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.

3. Abandonment: If the permitted Conditional Use ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.
4. General Code Compliance: The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. Acceptance of Conditions: No zoning or building permit shall be issued until the property owner acknowledges, in writing, that it has received, understands, and agrees to comply with the conditions of approval.

**Fiscal Impact:**

Approval of the Conditional Use Permit through adoption of the resolution would have no adverse financial impact upon the City of Great Falls. Approval would be expected to result in the construction of a duplex on the vacant parcel, which would increase the value of the property. This, in turn, would result in increased revenue to the City and other entities whose revenue is based upon property valuation.

**Alternatives:**

The City Commission could deny the Conditional Use Permit by not adopting the resolution and provide an alternate Basis of Decision to support the action.

**Concurrences:**

Representatives from the City's Public Works, Police, and Fire/Rescue Departments have reviewed the proposal and have no objections to issuance of the Conditional Use Permit. A new handicap ramp will be installed this summer by the City on the corner in front of the subject property as part of a project unrelated to the CUP request. The City Engineer supports the proposed duplex's construction of a sidewalk adjacent to the remaining portion of the site during site development, thereby "filling the gap" in the area pedestrian network.

**ATTACHMENTS:**

- ▢ Resolution 10199
- ▢ Conditional Use Permit - Basis of Decision
- ▢ Aerial Map
- ▢ Zoning Map
- ▢ Site Photos
- ▢ Area Land Uses
- ▢ Proposed Site Plan
- ▢ Proposed Duplex Elevation & Floor Plan

RESOLUTION 10199

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW ESTABLISHMENT OF A “TWO FAMILY RESIDENCE” LAND USE UPON A PARCEL OF LAND ADDRESSED AS 301 50<sup>TH</sup> STREET SOUTH AND LEGALLY DESCRIBED AS LOT 10, BLOCK 20, SECOND SUPPLEMENT TO SUNRISE TERRACE ADDITION, SE ¼ OF SECTION 9, T20N, R4E, PMM, CASCADE COUNTY, MT.

\* \* \* \* \*

WHEREAS, the City of Great Falls has been petitioned to approve a Conditional Use Permit to allow for the establishment of a “two family residence” land use upon the property legally described as Lot 10, Block 20, Second Supplement to Sunrise Terrace Addition, SE ¼ of Sec. 9, T20N, R4E, PMM, Cascade County, Montana (subject property); and,

WHEREAS, the subject property is presently zoned R-3 Single-family high density, wherein a “two family residence” land use is permitted upon receiving approval of a Conditional Use Permit; and,

WHEREAS, the proposed Conditional Use Permit for the establishment of a “two family residence” land use upon the subject property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF) Section 17.16.36.040; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on June 27, 2017, to consider said Conditional Use Permit application, and at the conclusion of said hearing passed a motion recommending a Conditional Use Permit for a “two family residence” land use be granted for the subject property, subject to the following conditions:

## CONDITIONS

1. Subsequent Modifications and Additions: If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine, in writing, if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. Expiration: The Conditional Use Permit shall expire three (3) years after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one (1) year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one (1) year, if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. Abandonment: If the permitted conditional use ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.
4. General Code Compliance: The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. Acceptance of Conditions: No zoning or building permit shall be issued until the property owner acknowledges, in writing, that it has received, understands, and agrees to comply with the conditions of approval.

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

That a Conditional Use Permit be granted for a “two family residence” land use at the property addressed as 301 50<sup>th</sup> Street South, Great Falls, Montana, and legally described as Lot 10, Block 20, Second Supplement to Sunrise Terrace Addition, SE ¼ of Sec. 9, T20N, R4E, PMM, Cascade County, Montana, conditioned upon the owner complying with the conditions listed herein; and,

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 18, 2017.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney

## CONDITIONAL USE PERMIT - BASIS OF DECISION

The City of Great Falls has been petitioned to approve a Conditional Use Permit to allow for the establishment and construction of a “two family residence” land use upon the property legally described as Lot 10, Block 20, Second Supplement to Sunrise Terrace Addition, SE ¼ Sec. 9, T20N, R4E, PMM, Cascade County, Montana (subject property). In order to approve said Permit, the Official Code of the City of Great Falls Section 17.16.36.040 requires demonstration that certain stated requirements have been satisfied. Therefore, this Basis of Decision has been prepared to analyze, determine and memorialize satisfaction of the required criteria.

1. *The zoning and conditional use is consistent with the City’s Growth Policy and applicable neighborhood plans, if any.*

Phy 4.1 – Encourage a balanced mix of land uses through-out the City.

Phy4.3 – Optimize the efficiency and use of the City’s Public facilities and utilities.

2. *The establishment, maintenance or operation of the zoning and conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare.*

The CUP would have no detrimental impact upon the health, safety, morals, comfort or general welfare.

3. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*

The residential uses in the neighborhood are generally mixed in density. While the majority of uses in the area are single-family, there are a number of area properties with residential densities of two-family or higher. The property immediately to the south of the subject property is a high-density apartment use with 21 units. Across 3<sup>rd</sup> Avenue South and 200 feet to the east is a complex of high-density dwelling units operated by the Great Falls Housing Authority. Finally, about two blocks to the west and southwest is a concentration of two, three and four family uses.

The height, scale and design of the structure would be compatible with the existing nearby single-family structures. The proposed design of the two-family structure upon the vacant lot would fit well into the existing neighborhood, with parking contained within two-car garages, sloped rooflines, single story, 2-bedrooms per unit, and landscaped yard. With this design, and with the proximity of the high-density residential development adjoining upon the south, this conditional use would not adversely impact the use, enjoyment or property value of any property in the immediate vicinity.

4. *The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*

The proposed project will not impede the normal and ordinary development and improvement of surrounding properties. Adjacent property owners have been notified about the project and City staff has received no questions regarding project specifics.

5. *Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.*

Adequate services and infrastructure will be provided to operate the proposed project. Full sidewalks, water, sewer and paved roads already exist adjacent to the subject parcel.

6. *Adequate measures have been or will be taken to provide ingress and egress so designed as*



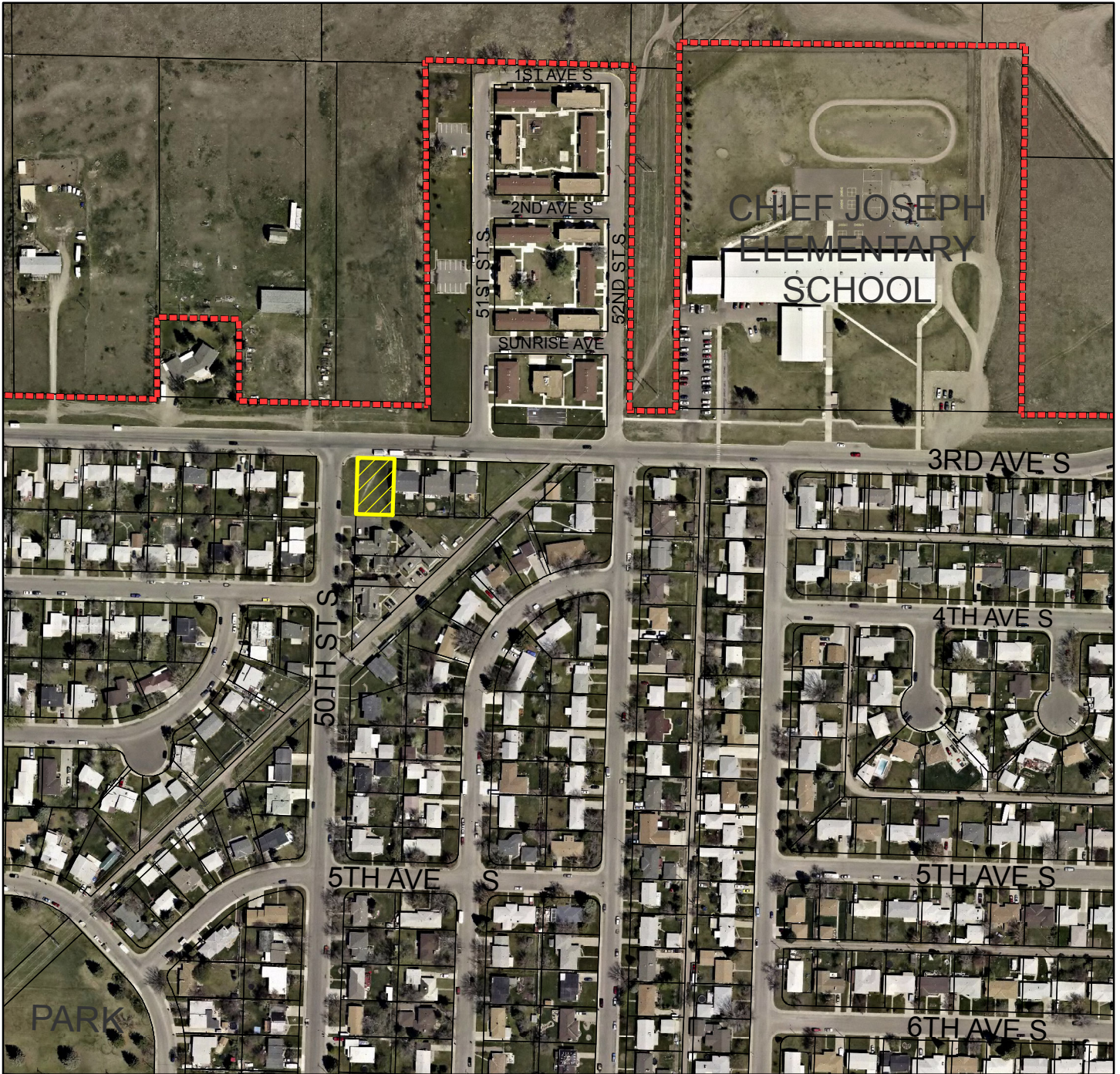
*to minimize traffic congestion in the public streets.*




The project would generate little to no daily traffic, and will have no discernible impact upon the area road network. Driveway access will be off the lower volume street (50<sup>th</sup> Street South), thereby avoiding construction of a new point of conflict upon the higher-traffic avenue (3<sup>rd</sup> Avenue South). Further, this will locate the garages away from the adjoining single-family home, thereby reducing the impact of vehicle noise to that structure.

7. *The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.*

The vacant lot is of sufficient size to locate and develop the proposed duplex structure in compliance with all applicable regulations of the City's Land Development Code and, more specifically, the R-3 Zoning District, without need for variance.

# AERIAL MAP

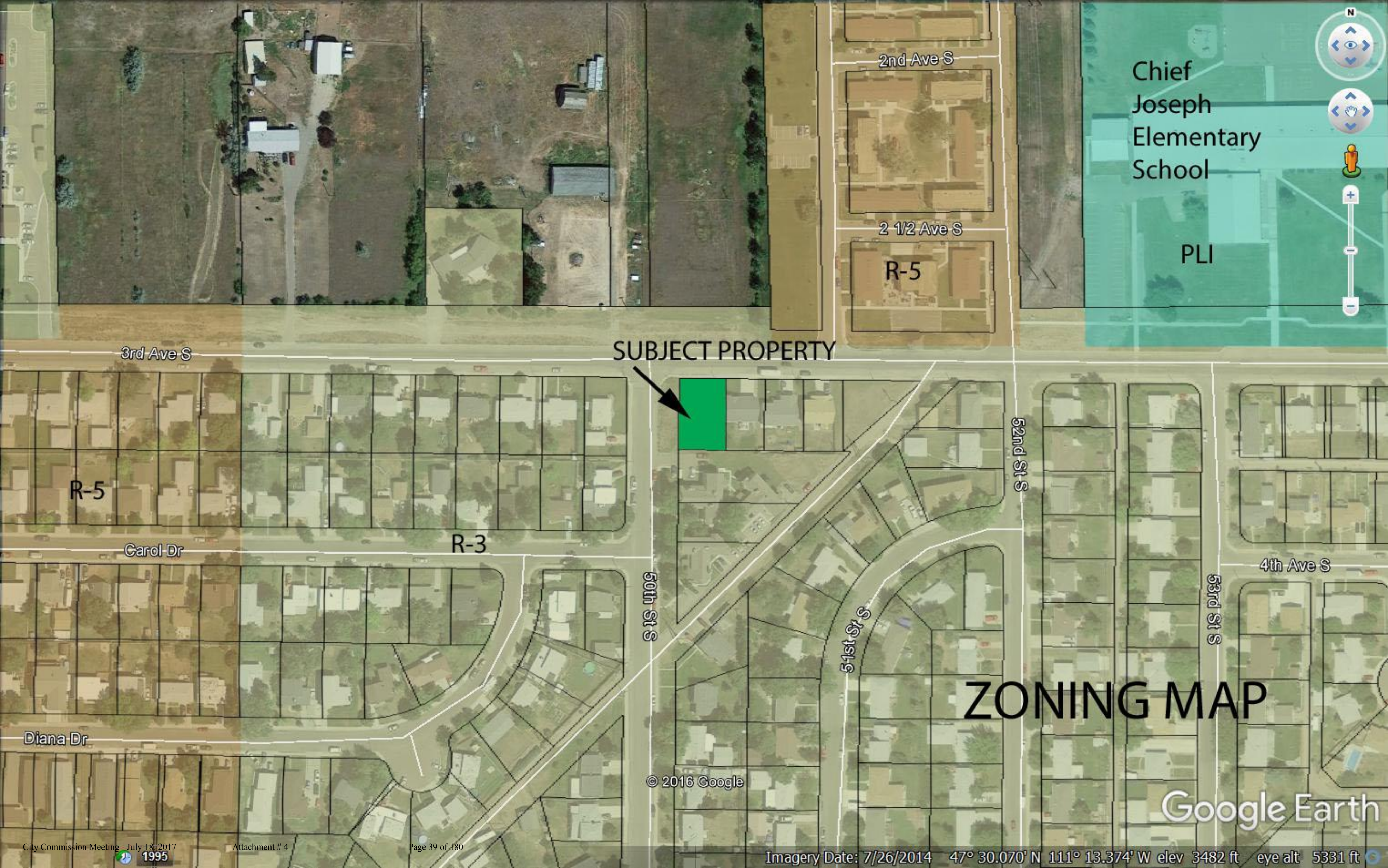


-  301 50th St S
-  City Limits
-  Tracts of Land

300 150 0 300 Feet







Chief Joseph Elementary School

PLI

SUBJECT PROPERTY



ZONING MAP

Google Earth

© 2016 Google



# SITE PHOTOS

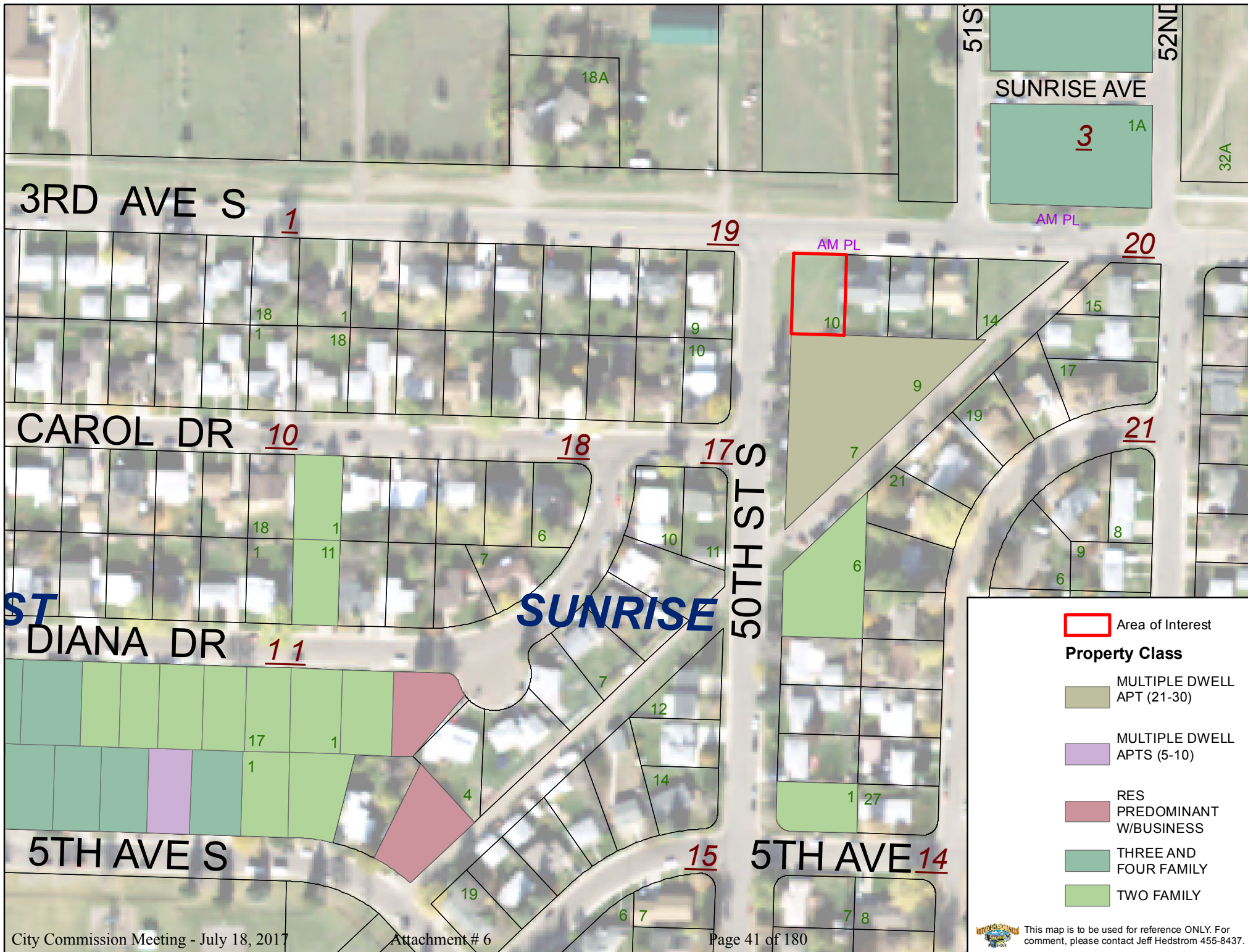


Looking northeast across Subject Property, toward 3<sup>rd</sup> Ave S.



Looking southeast across Subject Property, toward apartment complex.



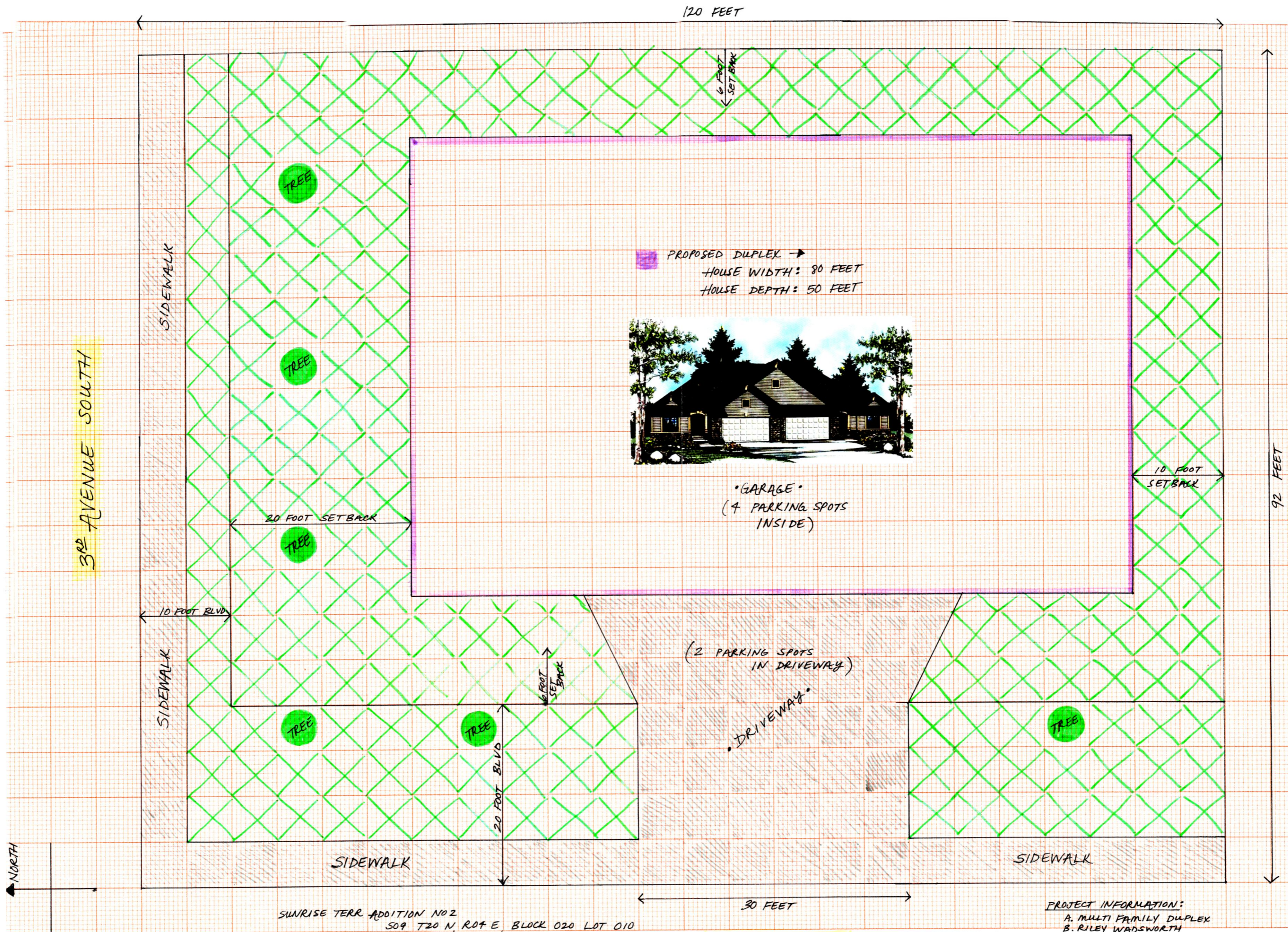


**Area of Interest**

**Property Class**

- MULTIPLE DWELL APT (21-30)
- MULTIPLE DWELL APTS (5-10)
- RES PREDOMINANT W/BUSINESS
- THREE AND FOUR FAMILY
- TWO FAMILY





PROPOSED DUPLEX →  
 HOUSE WIDTH: 80 FEET  
 HOUSE DEPTH: 50 FEET



• GARAGE •  
 (4 PARKING SPOTS  
 INSIDE)

(2 PARKING SPOTS  
 IN DRIVEWAY)

• DRIVEWAY •

3RD AVENUE SOUTH

50th STREET

SUNRISE TERR ADDITION NO2  
 509, T20 N, R04 E, BLOCK 020, LOT 010

PROJECT INFORMATION:  
 A. MULTI FAMILY DUPLEX  
 B. RILEY WADSWORTH  
 C. 3-24-17  
 D. RILEY WADSWORTH





Plan Number 73452 | Order Code 05WEB

FamilyHomePlans.com

U.S. customers call 1-800-482-0464 | Canadian customers call 1-800-361-7526

[Click Here to Mirror Reverse Plan](#)



Plan Number: 73452

Order Code: 05WEB

- 2778 Total Living Area
  - 2778 Main Level
  - 4 Bedrooms
  - 2 Full Bath(s)
  - 2 3/4 Bath(s)
  - 4 Car Garage
  - 82 Wide x 48'4 Deep
- 5 Sets: \$1,360.24
  - 8 Sets: \$1,499.04
  - Reproducible Set: \$1,887
  - PDF File: \$1,887.68
  - CAD File: \$2,914.80

Available Foundation Types:

- Basement
- Crawlspace - \* \$395.00
- Slab - \* \$395.00

\* May require additional drawing time.

- Mirror Reverse: \$40.00 p order
  - Right Reading (True) Rev \$295.00
- All sets will be Readable Reproductions. Turn around time is usually 3 to 5 business days.

- Additional Sets: \$50.00

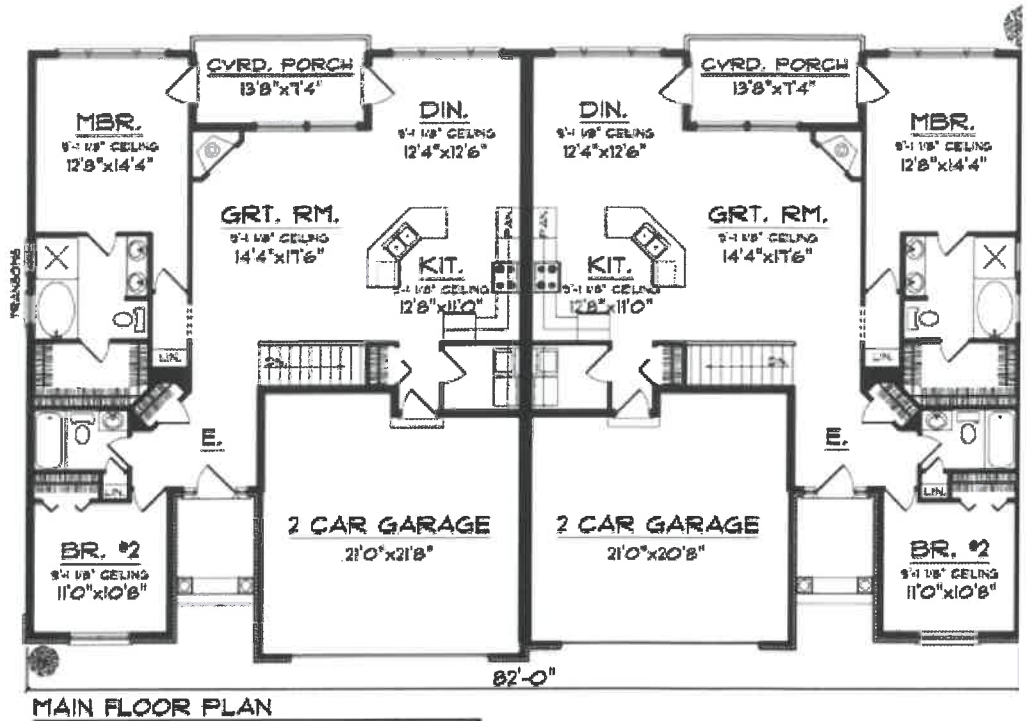


Plan Number 73452 | Order Code 05WEB | Front Elevation

FamilyHomePlans.com

U.S. customers call 1-800-482-0464 | Canadian customers call 1-800-361-7526

[Click Here to Mirror Reverse](#)



Plan Number 73452 | Order Code 05WEB | First Floor Plan  
FamilyHomePlans.com

U.S. customers call 1-800-482-0464 | Canadian customers call 1-800-361-7526  
[Click Here to Mirror Reverse](#)



**REAR ELEVATION**

Plan Number 73452 | Order Code 05WEB | Rear Elevation  
FamilyHomePlans.com

U.S. customers call 1-800-482-0464 | Canadian customers call 1-800-361-7526  
[Click Here to Mirror Reverse](#)

**Plan Number 73452 Specifications:**

- Total Living Area: 2778
- Main Living Area: 2778
- Garage Type: Attached
- Garage Bays: 4
- **House Width: 82**
- **House Depth: 48'4**
- Number of Stories: 1
- Bedrooms: 4
- Full Baths: 2
- 3/4 Baths: 2
- Primary Roof Pitch: 8:12
- Roof Framing: Truss

**Plan Number 73452 Plan Pricing:**

- 5 Sets: \$1,360.24
- 8 Sets: \$1,499.04
- Reproducible Set: \$1,887.68
- PDF File: \$1,887.68
- CAD File: \$2,914.80
- Mirror Reverse: \$40.00 per order
- Right Reading (True) Reverse: \$295.00  
All sets will be Readable Reverse copies. Turn around time i
- Additional Sets: \$50.00



- Porch: 270 sq ft
- FirePlace: Yes
- 1st Floor Master: Yes
- Main Height: 9

Main Floor: Unit A:1389 Unit B:1389  
Bedrooms: 2 ea. unit  
Bathroom: full 1 ea. unit; three-quarter: 1 ea

Available Foundation Types:

- Basement
- Crawl \$395.00
- Slab - 0

Plan Number 73452 | Order Code 05WEB | Specifications and Pricing  
FamilyHomePlans.com  
U.S. customers call 1-800-482-0464 | Canadian customers call 1-800-361-7526

Receive a FREE modification estimate in one of 3 ways. Our modification team is ready to help you adjust any plan to fit your needs. Simple and estimates are free!

1. Complete this [On-Line Request Form](#)
2. Print, complete and fax this [PDF Form](#) to us at 1-800-675-4916.
3. Want to talk to an expert? Call us at 913-938-8097 (Canadian customers, please call 800-361-7526) to discuss modifications.

Note: - a sketch of the changes or the website floor plan marked up to reflect changes is a great way to convey the modification!

We Work Fast!

When you submit your ReDesign request, a designer will contact you within 24 business hours with a quote. You can have your plan redesigned in as little as 14 - 21 days!

We look forward to hearing from you!

Start today planning for tomorrow!

Plan Number 73452 | Order Code 05WEB | Specifications and Pricing  
FamilyHomePlans.com  
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**Item:** 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 Redeem, Community Director  
**Action Requested:** Conduct Public Hearing and Accept the Business Improvement District 2017/2018 Budget and Work Plan

---

---

**Public Hearing:**

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

**Suggested Motion:**

1. Commissioner moves:

"I move the City Commission (accept/reject) the 2017/2018 Business Improvement District Budget and Work Plan."

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

**Staff Recommendation:**

The BID recommends that the City Commission accept the 2017/2018 BID Budget and Work Plan.

**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 BID'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 is 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 Mont. Code Ann. §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 \$.00165 times the market valuation as provided for by the Montana State Legislature; and
4. an assessment of \$.015 times the square footage of the land area.

**Alternatives:**

The City Commission could request changes to the BID Budget or 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
- Map of Business Improvement District Boundaries
- 2017/2018 Work Plan

## 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
<b>Total Revenues</b>	<b><u>\$ 180,300</u></b>



### 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
<b>Total Expenses</b>	<b><u>\$ 180,300</u></b>

### Net Revenue/Loss

<b>\$</b>	<b>-</b>
-----------	----------

## 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
<b>Total Revenues</b>	<b>\$ 233,250</b>



### 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
<b>Total Expenses</b>	<b>\$ 233,250</b>

### Net Revenue/Loss

<b>\$ -</b>
-------------

# 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
<b>Total Revenues</b>	<b><u>\$ 209,400</u></b>



## 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
<b>Total Expenses</b>	<b><u>\$ 209,400</u></b>

## Net Revenue/Loss

<b>\$ -</b>
-------------

# 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
<b>Total Revenues</b>	<b><u>\$ 218,420</u></b>

## 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
<b>Total Expenses</b>	<b><u>\$ 218,420</u></b>

## Net Revenue/Loss

<b>\$ -</b>
-------------

# 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
<b>Total Revenues</b>	<b><u>\$ 228,450</u></b>



## 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
<b>Total Expenses</b>	<b><u>\$ 228,450</u></b>

## Net Revenue/Loss

<b>\$</b>	<b>-</b>
-----------	----------



## 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
<b>Total Revenues</b>	<b><u>\$ 236,275</u></b>



### 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
<b>Total Expenses</b>	<b><u>\$ 236,275</u></b>

### Net Revenue/Loss

<b>\$ -</b>
-------------

## 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
<b>Total Revenues</b>	<b><u>\$ 237,661</u></b>



## 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
<b>Total Expenses</b>	<b><u>\$ 237,661</u></b>

## 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
<b>Total Revenues</b>	<b>\$ 342,301</b>



## 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
<b>Total Expenses</b>	<b>\$ 342,301</b>

## 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
<b>Total Revenues</b>	<b><u>\$ 277,848</u></b>



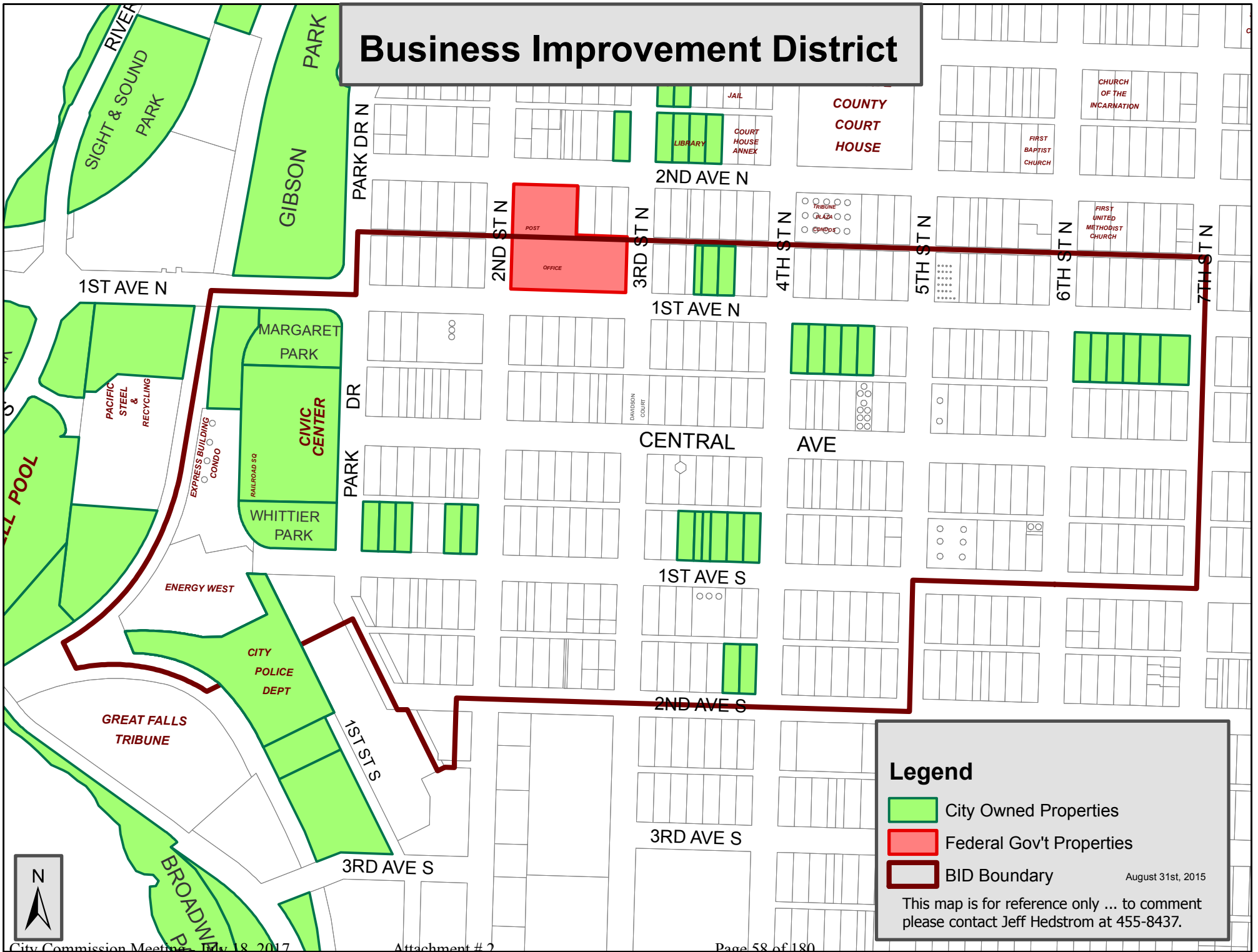
## Expenses

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
<b>Total Expenses</b>	<b><u>\$ 277,848</u></b>

## Net Revenue/Loss

\$ -
------

# 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.





# 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



**Item:** Tourism Business Improvement District (TBID) 2017/2018 Budget and Work Plan  
**From:** Judy Burg, Fiscal Services Department  
**Initiated By:** Tourism Business Improvement District  
**Presented By:** Rebecca Engum, Great Falls Tourism Director  
**Action Requested:** Conduct Public Hearing and Accept the Tourism Business Improvement District 2017/2018 Budget and Work Plan

---

---

**Public Hearing:**

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

**Suggested Motion:**

1. Commissioner moves:

"I move the City Commission (accept/reject) the 2017/2018 Tourism Business Improvement District Budget and Work Plan."

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

**Staff Recommendation:**

The TBID recommends the City Commission accept the 2017/2018 TBID Budget and Work Plan.

**Background:**

The Tourism Business Improvement District was established by Resolution 9792 on December 2, 2008. Its overall purpose is to promote tourism, conventions, trade shows and travel to the City of Great Falls by utilizing and directing the assessment dollars collected through the TBID assessment.

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 assessment dollars.

**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 of the TBID. Fiscal Services staff is responsible for assessing and collecting the revenues.

ATTACHMENTS:

- TBID 2017/2018 Budget & Work Plan



# **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

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- 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><b>Bozeman</b> 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><b>Billings</b> Positions itself as Montana's Trailhead, the starting point for a drivable vacation through Montana's outdoors.</p> <p><b>Missoula</b> 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><b>Kalispell / Whitefish</b> 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><b>Butte</b></p>	<p><b>Sioux Falls, South Dakota</b> 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><b>Fargo, North Dakota</b> 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><b>Bismarck, North Dakota</b></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.
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## 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

- 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.

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## 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**).

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## 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.

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### **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.

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### **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%

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- 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

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### **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."

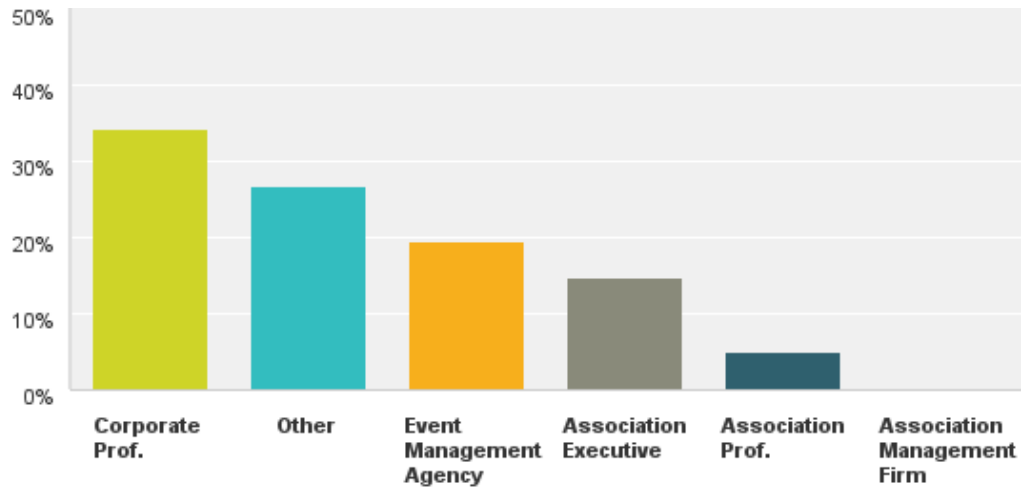
– Trip Advisor review of Children's Museum of Montana



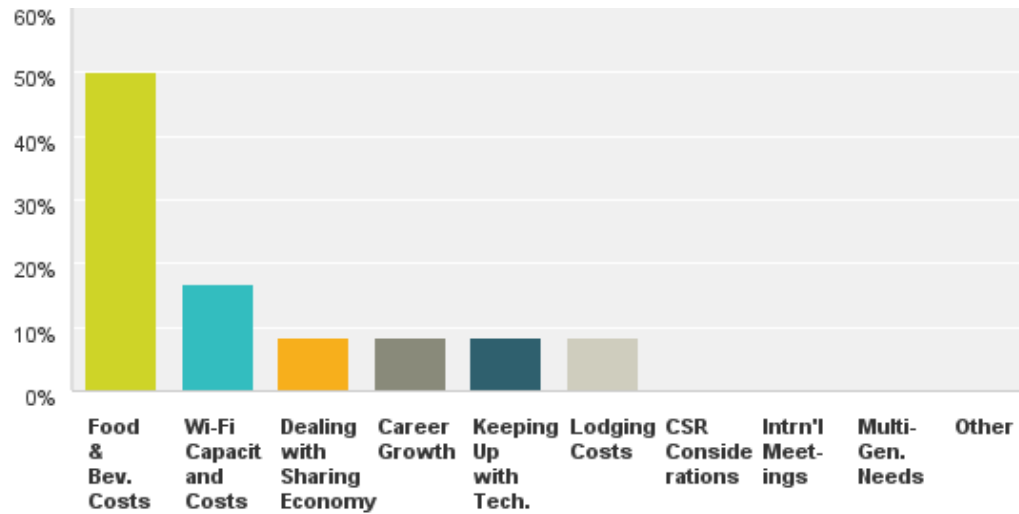
## National Meeting Planner Survey

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?

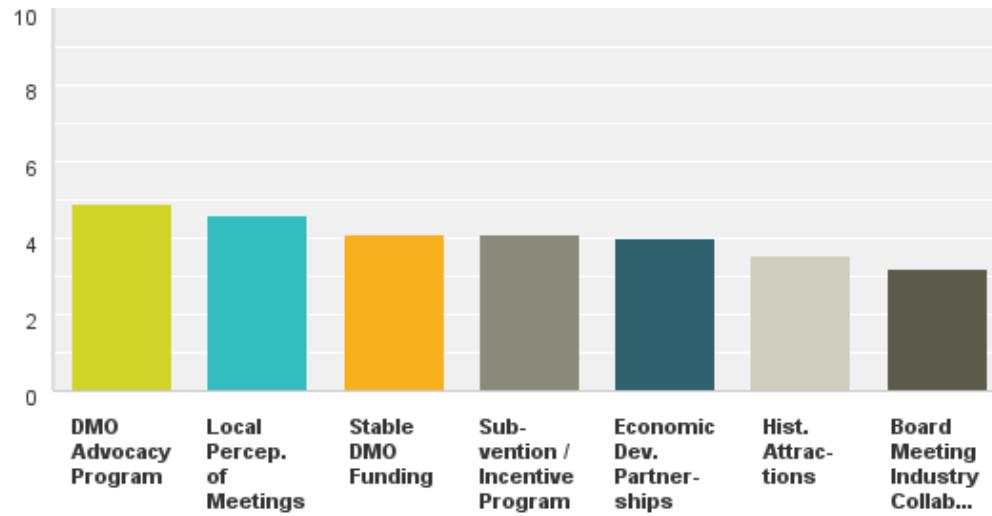


**Q2: As a Meeting Planner, what is the biggest challenge that you face daily?**

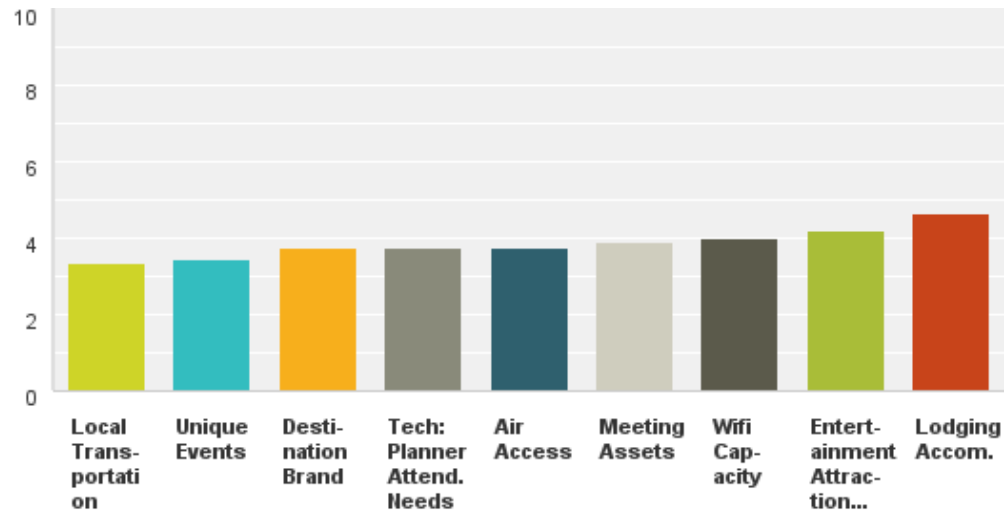


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**Q3: Please rank the community support elements that contribute to a destination's appeal in order of importance:**

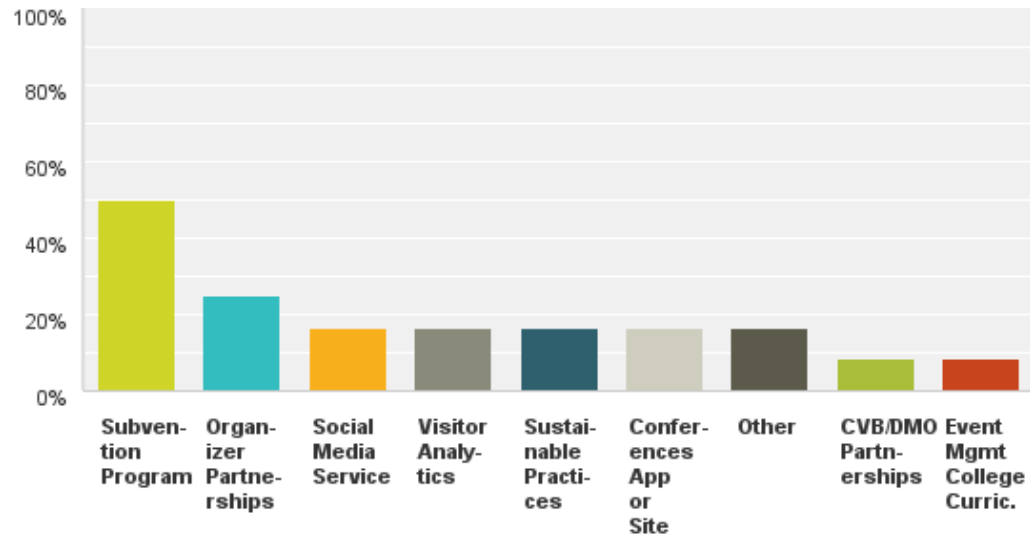


**Q4: Please rate the elements from lowest to highest that contribute to destination appeal:**

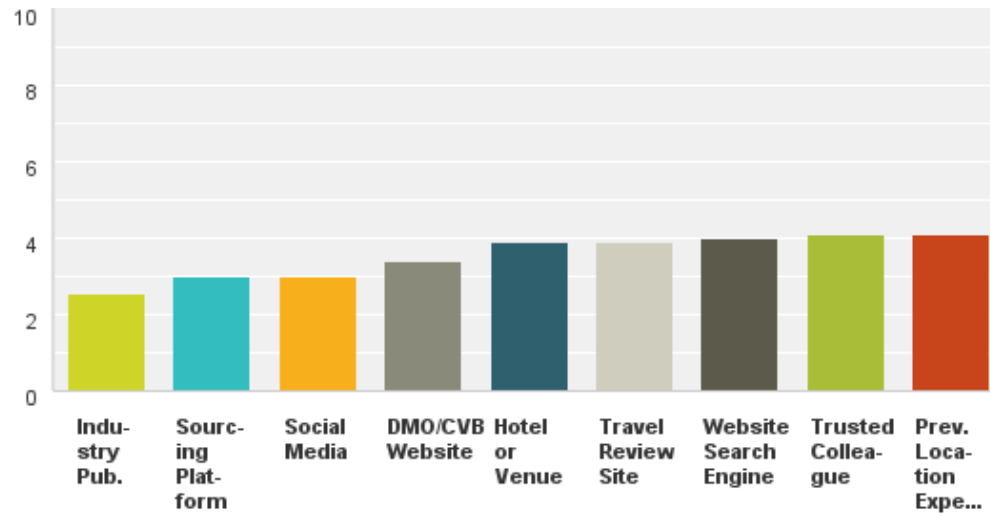


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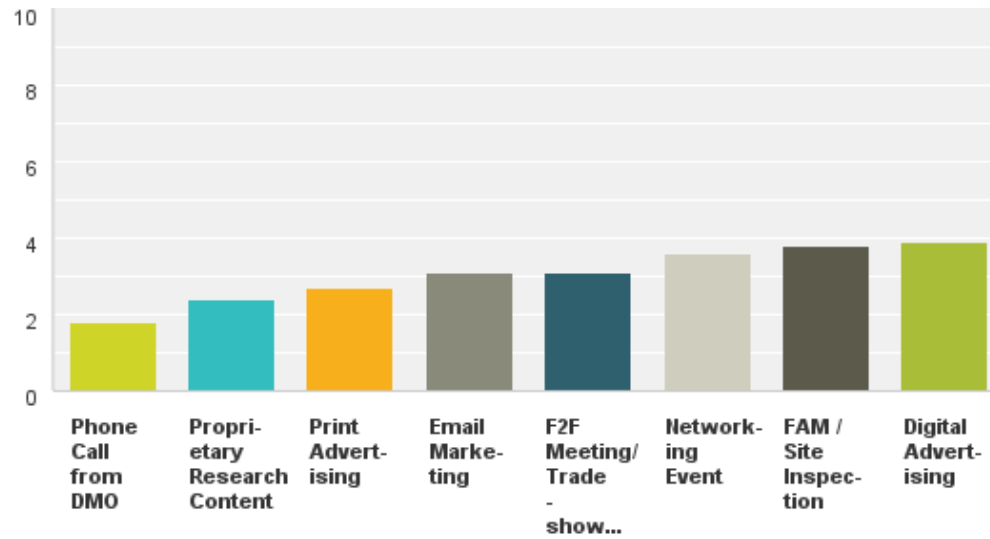
**Q5: What current/emerging Destination Marketing Organization practices and services would enhance the appeal of a potential meeting destination for your business?**



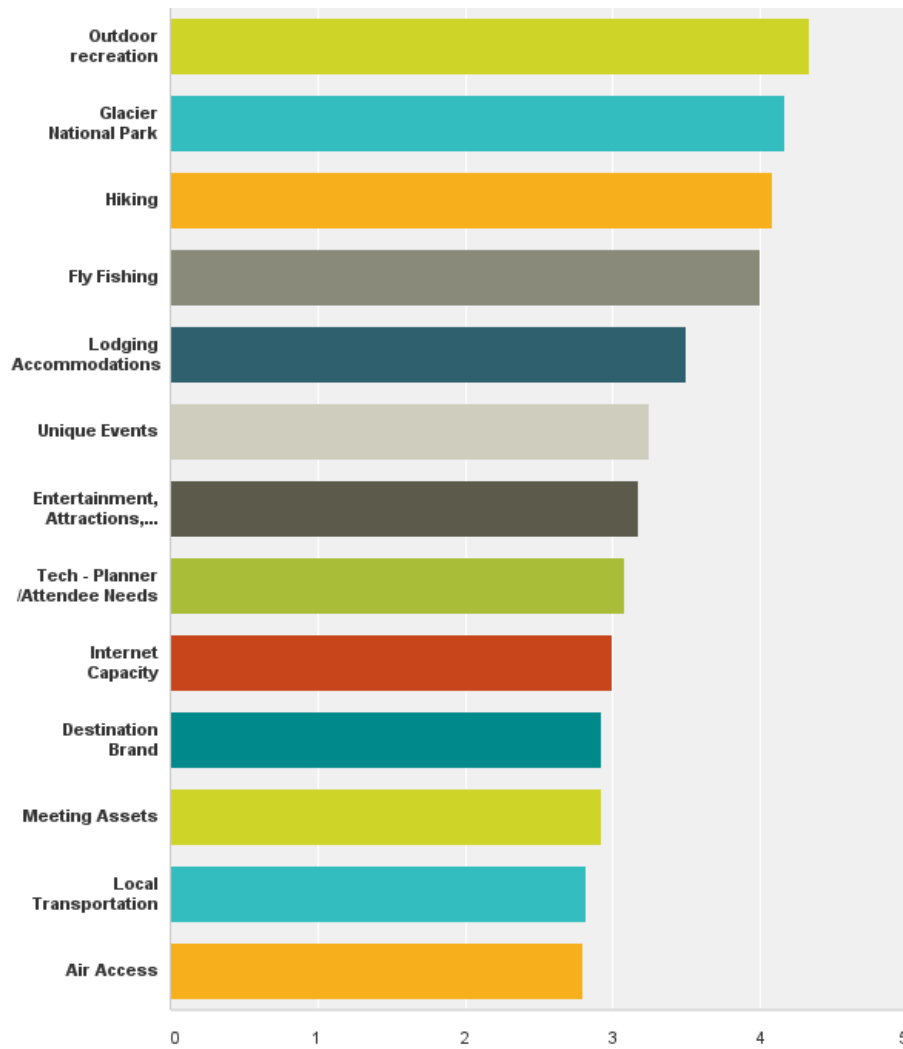
**Q6: Please rate the frequency of use from lowest to highest of the following information sources when researching information or opinions about a destination:**



**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:**



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## 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
<b>Income</b>						
Bed Tax	\$151,752	\$3,248	\$0	\$155,000		
TBID Assessment	\$0	\$0	\$400,000	\$400,000		
Membership	\$0	\$0	\$0	\$0		
<b>Total Income</b>	<b>\$151,752</b>	<b>\$3,248</b>	<b>\$400,000</b>	<b>\$555,000</b>		
<b>Expenses</b>						
<b>Personnel</b>						
Wages	\$26,700	\$2,884	\$113,705	\$143,289		
Payroll Expense		\$663	\$54,385	\$55,049		
<b>Total Personnel</b>	<b>\$26,700</b>	<b>\$3,547</b>	<b>\$168,090</b>	<b>\$198,338</b>	36%	47%
<b>Administration</b>						
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		
<b>Total Admin</b>	<b>\$4,350</b>	<b>\$3,216</b>	<b>\$93,394</b>	<b>\$100,960</b>	18%	11%
<b>Competitive Improvements</b>						
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%
<b>Total Expenses</b>	<b>\$151,752</b>	<b>\$6,764</b>	<b>\$400,000</b>	<b>\$558,516</b>	47%	47%
<b>Net Profit</b>	<b>\$0</b>	<b>-\$3,516</b>	<b>\$0</b>	<b>-\$3,516</b>		

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

Expense	Jul '16 - Jun 17	Budget	% of Budget
<b>601000 - Administration</b>			
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		
<b>601090 - Marketing Support</b>			
601092 - Visitor Center	0.00	13,061.00	0.0%
<b>Total 601090 - Marketing Support</b>	<b>0.00</b>	<b>13,061.00</b>	<b>0.0%</b>
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%
<b>601200 - One-Time Startup Costs</b>			
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%
<b>Total 601200 - One-Time Startup Costs</b>	<b>42,915.00</b>	<b>42,000.00</b>	<b>102.18%</b>
<b>Total 601000 - Administration</b>	<b>242,210.39</b>	<b>273,491.00</b>	<b>88.56%</b>
<b>603000 - Opportunity</b>			
603090 - Mobile App	8,100.00	20,948.00	38.67%
603000 - Opportunity - Other	101,223.00	40,870.00	247.67%
<b>Total 603000 - Opportunity</b>	<b>109,323.00</b>	<b>61,818.00</b>	<b>176.85%</b>
<b>605000 - International Leisure</b>			
<b>605100 - Trade Show</b>			
605101 - Travel	1,286.58		
605100 - Trade Show - Other	6,223.60	20,500.00	30.36%
<b>Total 605100 - Trade Show</b>	<b>7,510.18</b>	<b>20,500.00</b>	<b>36.64%</b>
<b>Total 605000 - International Leisure</b>	<b>7,510.18</b>	<b>20,500.00</b>	<b>36.64%</b>
<b>606000 - Domestic Leisure</b>			
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		
<b>Total 606100 · Trade Show</b>	<b>7,012.51</b>		
606000 · Domestic Leisure - Other	0.00	10,642.00	0.0%
<b>Total 606000 · Domestic Leisure</b>	<b>11,951.68</b>	<b>15,642.00</b>	<b>76.41%</b>
<b>608000 · Visitor Guide</b>			
608040 · Production	0.00	0.00	0.0%
<b>Total 608000 · Visitor Guide</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>609000 · Competitive Improvements</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0.0%</b>
<b>610000 · Convention and Meeting</b>			
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%
<b>Total 610020 · Trade Show</b>	<b>1,942.21</b>	<b>5,000.00</b>	<b>38.84%</b>
610060 · Incentive	1,619.95		
610000 · Convention and Meeting - Other	16,046.70	52,800.00	30.39%
<b>Total 610000 · Convention and Meeting</b>	<b>24,608.86</b>	<b>62,800.00</b>	<b>39.19%</b>
<b>613000 · Events</b>			
613020 · Digital	50.00		
613050 · Printing	879.00		
613060 · Production	13,321.85		
613000 · Events - Other	0.00	10,000.00	0.0%
<b>Total 613000 · Events</b>	<b>14,250.85</b>	<b>10,000.00</b>	<b>142.51%</b>
<b>Total Expense</b>	<b>409,854.96</b>	<b>479,251.00</b>	<b>85.52%</b>



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**Item:** 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:** Public Hearing On Resolution 10194 - Intent to Increase Property Tax.

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**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for opponents and proponents.
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) Resolution 10194 – Intent to Increase Property Tax."

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

**Staff Recommendation:**

Staff recommends the City Commission conduct the public hearing and adopt Resolution 10194.

**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.

The City of Great Falls has a limited ability to increase property tax revenue because of a statewide property tax cap. Under Section 15-10-420, MCA, 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.

Sections 15-10-420 and 2-9-212(2)(a), MCA, 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 the intent 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 adopted, 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:

- Resolution 10194

**NOTICE OF BUDGET INCREASE FROM PROPERTY TAXES**

The City of Great Falls intends to budget an increase in revenue from property taxation by approximately 2.25%, 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 Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana.

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

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**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; and

**WHEREAS,** MCA 2-9-212(2)(a) allows additional mill levies for premium contributions for group benefits beyond the amount of contributions in effect; and

**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%**; and

**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.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney



**Item:** 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:** Conduct the Annual Budget Hearing and Adopt Resolution 10195 - Annual Budget Resolution.

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**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for opponents and proponents.
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) Resolution 10195 – Annual Budget Resolution.”

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

Staff recommends the City Commission conduct the budget hearing, consider any budget changes which may be recommended during the budget hearing, and adopt Resolution 10195.

**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 15th, 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<sup>th</sup>, and July 5<sup>th</sup>, at the City Commission Budget Work Sessions.

This agenda item is to conduct the annual budget hearing. 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 28<sup>th</sup>, and July 5<sup>th</sup>, 2017, at the City Commission Budget Work Sessions.

ATTACHMENTS:

- ▢ Notice of Budget Hearing - 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, 2017, at the City Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, MT.

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

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### 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

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2018

City of Great Falls, Montana

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
<b>Special Revenue Funds</b>									
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	0	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	0	4,093,445
Support & Innovation	84,840	653,384	0	653,384	653,384	0	64,840	0	64,840
911 Special Revenue	480,499	612,447	0	612,447	371,674	371,674	721,272	0	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
<b>Special Revenue Funds Total</b>	<b>12,771,115</b>	<b>18,504,696</b>	<b>788,216</b>	<b>19,292,912</b>	<b>19,410,112</b>	<b>371,674</b>	<b>12,282,241</b>	<b>3,898,411</b>	<b>8,383,830</b>
<b>Debt Service Funds</b>									
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	968,444	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
<b>Debt Service Funds Total</b>	<b>1,124,773</b>	<b>617,949</b>	<b>144,900</b>	<b>762,849</b>	<b>565,531</b>	<b>0</b>	<b>1,322,091</b>	<b>1,322,091</b>	<b>0</b>

Funds	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out			
<b>Capital Projects Funds</b>									
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
<b>Capital Projects Funds Total</b>	<b>624,667</b>	<b>0</b>	<b>215,772</b>	<b>215,772</b>	<b>215,772</b>	<b>0</b>	<b>624,667</b>	<b>624,667</b>	<b>0</b>
<b>Enterprise Funds</b>									
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	288,272	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
<b>Enterprise Funds Total</b>	<b>21,553,287</b>	<b>37,712,527</b>	<b>902,483</b>	<b>38,615,010</b>	<b>45,303,507</b>	<b>0</b>	<b>14,864,790</b>	<b>8,905,381</b>	<b>5,959,409</b>
<b>Internal Service Funds</b>									
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
<b>Internal Service Funds Total</b>	<b>3,440,978</b>	<b>19,562,037</b>	<b>88,143</b>	<b>19,640,180</b>	<b>19,434,125</b>	<b>0</b>	<b>3,647,033</b>	<b>3,004,820</b>	<b>642,213</b>
<b>Total</b>	<b>46,081,022</b>	<b>107,113,184</b>	<b>2,139,514</b>	<b>109,252,698</b>	<b>113,887,182</b>	<b>2,139,514</b>	<b>39,307,024</b>	<b>17,755,370</b>	<b>21,551,654</b>



**Item:** City of Great Falls/Cascade County Interlocal Agreement for Public Safety Software Project OF 1195.6.  
**From:** Sara Sexe, City Attorney  
**Initiated By:** Sara Sexe, City Attorney  
**Presented By:** Sara Sexe, City Attorney  
**Action Requested:** Approve Interlocal Agreement between the City of Great Falls and the Board of Cascade County Commissioners regarding the City of Great Falls/Cascade County Joint Public Safety Software Project for the implementation of the Zuercher Technologies, LLC Public Safety Software.

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (approve/reject) the Interlocal Agreement between the City of Great Falls and the Board of Cascade County Commissioners regarding the City of Great Falls/Cascade County Joint Public Safety Software Project for the implementation of the Zuercher Technologies, LLC Public Safety Software."

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

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**Staff Recommendation:**

Approve the Interlocal Agreement between the City of Great Falls and the Board of Cascade County Commissioners regarding the City of Great Falls/Cascade County Joint Public Safety Software Project for the implementation of the Zuercher Technologies, LLC Public Safety Software.

**Background:**

The City Commission entered into a contract with Zuercher Technologies, LLC for new public safety software on April 10, 2017. Cascade County was included in the Zuercher contract as an Additional Agency, being provided software and services under the agreement.

After the Zuercher contract was approved by the City Commission, the City and County, through their respective attorneys, Information Technology representatives, and user representatives, worked collaboratively to create an agreement which would set forth the relative obligations of the two entities. The resulting agreement of that collaborative effort is attached and requires Commission approval .

The Interlocal Agreement attached was approved by the Cascade County Board of Commissioners on June 27, 2017.

**Fiscal Impact:**

City IT Manager Jon Legan and Cascade County IT representative Sean Higgenbotham worked to equitably apportion the City's and County's respective costs of the various portions of the purchased software. The result of that analysis is set forth in Exhibit A to the Interlocal Agreement. The City's share of the total \$835,950.00 first year contract amounts totals \$409,615.01 and the County's share is \$426,333.99. The total five year costs (including the first year costs set forth above) are split with the City paying \$706,108.13 and the County paying \$734,928.87.

**Concurrences:**

Great Falls Police Department  
Great Falls Fire Rescue  
Great Falls Information Technology Department  
Cascade County Commissioners  
Cascade County Deputy Attorney  
Cascade County Information Technology

ATTACHMENTS:

- Interlocal Agreement between City and County regarding Public Safety Software



**INTERLOCAL AGREEMENT  
BETWEEN  
THE CITY OF GREAT FALLS  
AND  
THE BOARD OF CASCADE COUNTY COMMISSIONERS**

**IN RE:**

THE ZUERCHER TECHNOLOGIES, LLC  
PUBLIC SAFETY SOFTWARE SYSTEM

City of Great Falls Resolution No. \_\_\_\_\_  
Cascade County Resolution No. 17-40

**WHEREAS**, the Montana Interlocal Cooperation Act, codified at Mont. Code Ann. § 7-11-101, *et seq.*, (hereinafter the “Act”), permits local government units to make the most efficient use of their powers by enabling them to cooperate with other local governmental units on a basis of mutual advantage, and thereby to provide services and facilities in a manner that will accord best with the needs and development of local communities; and

**WHEREAS**, the Act provides that one or more public agencies may contract with any one or more other public agencies to perform any administrative service, activity, or undertaking which such public agencies are otherwise authorized by law to perform; and

**WHEREAS**, Cascade County (“County”) and the City of Great Falls (“City”) constitute public agencies pursuant to § 7-11-103, MCA; and

**WHEREAS**, the City and County want to cooperate on the terms of mutual advantage to serve the technological and public safety requirements of both the City and County,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**PURPOSE -**

Pursuant to MCA § 7-11-105(3) the Purpose of this Interlocal Agreement (hereinafter the “Agreement”) is to define a cooperative relationship between the City of Great Falls and their departmental users (e.g. Police Department, Great Falls Fire Rescue, 911 Dispatch Center, City Attorney’s Office, Information Technology, Municipal Court), and Cascade County and their departmental users (e.g. Sheriff’s Office, Detention Center, Information Technologies, County Attorney’s Office), (hereinafter collectively referred to as “Parties”) and to set forth the Parties’ duties and responsibilities relating to the Zuercher Technologies licensed software package and future maintenance agreement (hereinafter “Software”) entered into between the City and Zuercher Technologies, LLC, (hereinafter “Zuercher”) on or about April 10, 2017 (hereinafter “Zuercher Agreement”), and the Parties’ data collection, access, manipulation, sharing and dissemination of information as well as the Parties’ overall utilization of the Software and Software problem resolution obligations.

## DURATION –

Pursuant to MCA § 7-11-105(1) this Agreement shall be immediately effective upon the adoption of the Agreement by the Parties as signified by the signature and attestation of each Parties' governing body and shall remain in full force and effect until terminated by either Party. Each Party shall have the right to terminate this Agreement upon 180 days' written notice to the other Party's governing body.

## POINT OF CONTACT AND WORKING GROUP –

Pursuant to MCA § 7-11-105(6), the Parties shall appoint one or more individuals who shall serve as the Point Of Contact (hereinafter POC) for that Party. The POC shall be responsible for coordinating any/all matters pertaining to this Agreement, including but not limited to, receiving relevant notifications associated with this Agreement and attending Zuercher meetings. Each Party may, in their sole discretion, change the individual serving as their POC and shall provide written notification thereof to the other Party.

The initial POC list is attached hereto as Exhibit B. Each Party's POC shall be the primary communication representative for that Party. In the event that technical problems arise, a Working Group shall be organized to develop a plan of action for correction. Each Party is encouraged to have a representative from each of their departmental users participate in the Working Group. The Working Group shall review and approve, through consensus, a Standing Operating Procedure (hereafter SOP) for the Software. The Working Group shall review and recommend any and all requests for modifications to the Software and/or the SOP. Each party shall retain responsibility for any such recommendations and modifications to the Software affecting that Party's operations, at that Party's cost.

## DUTIES AND RESPONSIBILITIES-

The Parties recognize the following as shared users of the Software:

1. Each Party shall be the "owner" of data generated by their respective departmental users and uploaded to the Software.
2. The Parties shall be coordinated through their POC (with a minimum of 24 hours' advance notice) all updates and new releases. In the event that updates, new releases or other activities require all users to log out of the Software, each Party's POC shall be responsible for notifying their departmental users and coordinating the log out.
3. Each Party shall serve as Administrator for its own departmental users and shall be responsible for adding and deleting their departmental users. The Parties shall keep current authorized departmental users.
4. The Parties shall have equal logical administration of the Software.
5. Each Party shall be responsible for its own departmental users' NCIC access and usage liability.

6. A Party may request to upload its respective ordinances into the Software, which shall be in Excel or such other format capable of integration with the Software.
7. Each Party shall maintain a network which is capable of supporting the full Software network requirements.
8. Network speed and performance is the separate responsibility of each Party.
9. In conjunction with Zuercher, each Party shall provide training to its departmental users prior to Go Live and shall thereafter bear responsibility for training services for its departmental users.

#### NO SEPARATE LEGAL ENTITY-

Pursuant to MCA § 7-11-105(2), this Agreement creates no separate legal entity.

#### LIMITED AGENCY RELATIONSHIP -

Subject to the limited exceptions set forth below where City is operating as County's Agent, the Parties to this Agreement are independent contractors and not employees or agents of each other. Pursuant to MCA § 7-11-105(8), each Party shall be separately responsible for their own reports and payments of retirement system contributions.

Due to the requirements of Zuercher as set forth in the Zuercher Agreement, the City acknowledges that pursuant to paragraph 6.1.1. the Zuercher Agreement, County is defined as an "additional agency". Further, pursuant to 6.1.2. of the Zuercher Agreement, Zuercher requires during System implementation, that all communications regarding the management of the Zuercher Agreement and management of the System will be exchanged exclusively between the Zuercher Project Manager and the City Project Manager, including without limitation, deliveries, system configuration, change orders, amendments, testing and acceptance, training, Go Live, and dispute resolution. The Zuercher Agreement at 6.1.2. provides further that all communications from County will be channeled through and coordinated by the City Project Manager. Because of this, City agrees to act as an Agent of the County and to require its Project Manager communicate all of County's System implementation issues with Zuercher's Project Manager, including and without limitation, deliveries, system configuration, change orders, amendments, testing and acceptance, training, Go Live, and dispute resolution. City shall act in this agency capacity with at least the same care and diligence as if City were reporting City System implementation concerns.

City further acknowledges that paragraph 6.1.3. of the Zuercher Agreement provides that communications regarding warranty support, error corrections, maintenance and software support will be managed between Zuercher's Customer Service team and the City's or County's designated points of contact for management system support and that in order to alleviate duplicate calls for support for the same issues, all communications from City and County must be coordinated with Zuercher, the City and the County. All such communications from the County must be channeled through and coordinated by the City. Because of this, City agrees that City shall act as an Agent of the County and communicate all of County's issues regarding warranty support, error corrections, maintenance and software support with Zuercher's Customer Service team and shall

do so with at least the same care and diligence as if City were reporting City warranty support, error corrections, and maintenance and software support concerns.

City shall not exercise its rights under paragraph 6.2 of the Zuercher Agreement without the express written consent of County, which shall not be unreasonably withheld.

#### FINANCIAL RESPONSIBILITIES –

The Parties acknowledge that the Software hereunder represents the culmination of a Joint Public Safety Software Project in which the Parties have mutually participated. As a joint project, the Parties acknowledge that that costs associated with the Software are a shared responsibility of the Parties. Further, the Parties agree hereunder that the total cost allocation between the Parties which is set forth on the attached Exhibit A and incorporated herein by reference as if fully set forth herein, are a true and correct apportionment of the financial responsibilities of the Parties as designated therein. Pursuant to MCA § 7-11-105(4), each Party shall be responsible for establishing and maintaining a budget for their portion of the Software payment. Such payments shall be made by each Party to Zuercher, pursuant to the timeline set forth in Exhibit A.

#### BREACH -

If either party has reasonable cause to believe that the other has breached its obligations under this Agreement, the non-breaching party shall give the breaching party written notice of such breach, setting forth the nature of the alleged default in reasonable specificity, and providing therein a reasonable period of time, which shall not be fewer than thirty (30) days from the date of the Notice of Default, in which the breaching party shall have an opportunity to cure. In the event that the default is not cured, the non-breaching party may pursue its rights under the law, including but not limited to: money damages, restitution, rescission, reformation and/or specific performance.

#### EQUIPMENT-

As independent entities under this Agreement, the Parties shall be individually responsible pursuant to MCA § 7-11-105(7) for acquiring their own operating equipment and hardware necessary for each Party to fully utilize the Software, including but not limited to networking equipment, workstations, servers for third-party systems, mobile networking equipment, mobile workstations, laptops, tablets, scanners, printers, card readers, etc. Pursuant to MCA § 7-11-105(5), the operating equipment and hardware acquired hereunder by each Party shall be retained by each Party upon termination of the Agreement. The Parties are also separately responsible for acquisition computing systems for their departmental users.

#### AMENDMENT-

Except as otherwise expressly provided herein, this Agreement may not be amended except by a written agreement of the undersigned parties, in conformance with the requirements of the Montana Interlocal Cooperation Act, codified at Title 7, Chapter 11, Part 1, Mont. Code Ann.

#### SEVERABILITY-

If any term of this agreement should hereafter be declared or become void or unenforceable by judicial decree or operation of law, all other terms of this agreement shall continue to be effective unless the void or unenforceable term tends to materially defeat the manifest intent and purpose of this agreement.

#### INDEMNIFICATION-

To the fullest extent permitted by law, and subject to the limitations set forth in Mont. Code Ann. §2-9-108, the Parties shall fully indemnify, defend, and save each other, their agents, representatives, employees, and officers from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from, or related to, the Party's performance of this Agreement and their work pursuant to this Agreement, or work of any subcontractor or supplier of the Parties pursuant to this Agreement.

#### CONFIDENTIAL RECORDS-

The Parties shall exercise due care and diligence in protecting all confidential, private and confidential criminal justice information from disclosure, except as authorized under state and federal laws.

#### LEGAL COMPLIANCE

The Parties agree that in the actions undertaken pursuant to this agreement, both parties shall comply fully with all applicable state and federal laws, regulations, and municipal ordinances including but not limited to open meetings and public records laws, privacy laws, all applicable City, County, and State building and electrical codes, the Americans with Disabilities Act, and all non-discrimination statutes and regulations.

#### MERGER-

This Agreement constitutes the entire agreement of the undersigned parties with respect to the matters addressed herein and supersedes any and all previous agreements or representations, if any, between the parties, except as stated herein.

**CONSTRUCTION-**

In the event of any ambiguity or imprecision in regard to the construction of the provisions of this Agreement, such ambiguity or imprecision shall not, as a matter of course, be construed against any of the undersigned entities. All provisions of this agreement shall be construed to effect the manifest intent and purpose of this Agreement. If any provision of this Agreement is held unenforceable or invalid, then such provision shall be modified, by an amendment, to reflect the Agencies' intention. All remaining provisions of this Agreement shall remain in full force and effect.

**ASSENT-**

Pursuant to Mont. Code Ann. § 7-11-104, the undersigned hereby authorize, approve, and execute the terms of this Interlocal Agreement.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF GREAT FALLS**

\_\_\_\_\_  
Gregory T. Doyon, City Manager

**APPROVED** by the City Commission of the City of Great Falls, Cascade County, Montana, on this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA**

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

(City Seal)

\_\_\_\_\_  
Lisa Kunz, City Clerk

APPROVED AS TO FORM\*:

Sara R. Sexe, City Attorney

\*By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

APPROVED by the Board of County Commissioners, Cascade County, Montana on this 27<sup>th</sup> day of JUNE, 2017.

**CASCADE COUNTY:**

BOARD OF COMMISSIONERS  
CASCADE COUNTY, MONTANA

James L. Larson  
James L. Larson, Chairman

Jane Weber  
Jane Weber, Commissioner

Joe Briggs  
Joe Briggs, Commissioner

ATTEST:

Rina Ft. Moore  
Rina Ft. Moore, Clerk and Recorder

by deputy M. Johnson



APPROVED AS TO FORM:

Carey Ann Haight  
Carey Ann Haight, Interim County Attorney



**EXHIBIT A**

<b>Zuercher Suite Pricing</b>	<b>Total</b>	<b>City Portion</b>	<b>County Portion</b>
<b><i>Software and Servers</i></b>			
Zuercher Production Server	27,500.00	13,750.00	13,750.00
Zuercher Training/Testing Server	18,000.00	9,000.00	9,000.00
Zuercher Warm Standby Server	27,500.00	13,750.00	13,750.00
Zuercher NCIC Virtual Server	4,000.00	2,000.00	2,000.00
Zuercher Standby NCIC Virtual Server	4,000.00	2,000.00	2,000.00
Zuercher GIS Virtual Server	9,000.00	4,500.00	4,500.00
Zuercher Standby GIS Virtual Server	9,000.00	4,500.00	4,500.00
ESRI Server License	5,000.00	2,500.00	2,500.00
Administrative Server License	12,500.00	6,250.00	6,250.00
Administrative Server License- Addtl Agency	6,250.00	3,125.00	3,125.00
CAD Server License	75,000.00	56,250.00	18,750.00
CAD- Basic Paging Intfc	0.00	0.00	0.00
CAD Fire Bridge Intfc	5,500.00	5,500.00	0.00
CAD-E911 Intfc	0.00	0.00	0.00
CAD- Rip and Run	0.00	0.00	0.00
CAD- Smart911 Intfc	5,000.00	3,750.00	1,250.00
CAD- Voice Recorder Intfc	15,000.00	11,250.00	3,750.00
Mapping CAD Client License	30,000.00	22,500.00	7,500.00
Mapping AVL Server License	20,000.00	10,000.00	10,000.00
Mapping AVL Playback Server License	6,500.00	3,250.00	3,250.00
Civil Server License	18,500.00	0.00	18,500.00
Jail Server License	45,000.00	0.00	45,000.00
Jail Commisary Intfc	5,000.00		5,000.00
Jail Livescan Intfc	8,500.00	0.00	8,500.00
Jail N-Dex Adapter	0.00	0.00	0.00
Mobile Server License	20,000.00	10,000.00	10,000.00
Mobile AVL Client License	15,000.00	7,800.00	7,200.00
Mobile CAD Client License	36,450.00	20,250.00	16,200.00
Mobile Civil Client License	0.00	0.00	0.00
Mobile eCitations	22,050.00	9,450.00	12,600.00
Mobile Field Based Reporting Licenses	12,600.00	0.00	12,600.00
Mobile Mapping Client License	41,250.00	21,450.00	19,800.00
Mobile NCIC Client License	0.00	0.00	0.00
Mobile Records Client License	71,250.00	37,050.00	34,200.00
Portal Server License	16,500.00	8,250.00	8,250.00
Records Server License	120,000.00	60,000.00	60,000.00
Records Server- Addtl Agency	30,000.00	15,000.00	15,000.00

Records eCitations Server License	7,500.00	3,750.00	3,750.00
Records eCitations State Specific Form	7,500.00	3,750.00	3,750.00
Records eCitations Full Court Intfc	6,500.00	3,250.00	3,250.00
Records- MT Crime Reporting Intfc	0.00	0.00	0.00
Records- N-DEX Adapter	0.00	0.00	0.00
Reporting Server License	0.00	0.00	0.00
Reporting Universal Intfc	0.00	0.00	0.00
Extend Adapter	7,000.00	3,500.00	3,500.00
Property and Evidence Extend Client	700.00	350.00	350.00
Jail Extend License	700.00	0.00	700.00
IQ CrimeMapping.com License	0.00	0.00	0.00
Zuercher CJIN/NCIC Intfc	10,000.00	5,000.00	5,000.00
Zuercher Addtl Agency CJIN/NCIC Intfc	2,500.00	1,250.00	1,250.00
Zuercher Time Sync Intfc	0.00	0.00	0.00
<b>Software and Servers subtotal</b>	<b>784,250.00</b>	<b>383,975.00</b>	<b>400,275.00</b>
<b>Discounts</b>	<b>181,375.00</b>	<b>88,873.75</b>	<b>92,501.25</b>
<b>Software and Server Total</b>	<b>602,875.00</b>	<b>295,101.25</b>	<b>307,773.75</b>

<b>Zuercher Suite Pricing</b>	<b>Total</b>	<b>City Portion</b>	<b>County Portion</b>
<b>Peripherals</b>			
Jail Mugshot Camera Pkg	1,495.00	0.00	1,495.00
Jail- Wristband printer, Laminator, Scanner Pkg	2,795.00	0.00	2,795.00
Jail- Electronic Signature Pad	495.00	0.00	495.00
Mobile GPS Receivers	0.00	0.00	0.00
Records Property and Evidence Barcode Scanner	2,590.00	1,295.00	1,295.00
Records Electronic Signature Pad	990.00	495.00	495.00
Extend- IPAD Pkg for Property and Evidence	2,790.00	1,395.00	1,395.00
Extend- IPAD Pkg for Jail	2,790.00	0.00	2,790.00
<b>Peripherals Total</b>	<b>13,945.00</b>	<b>3,185.00</b>	<b>10,760.00</b>

<b>Zuercher Suite Pricing</b>	<b>Total</b>	<b>City Portion</b>	<b>County Portion</b>
<b>Services</b>			
Project Manager (incl travel time and expenses)	63,737.00	31,868.50	31,868.50
System Admin Training Onsite	12,950.00	6,475.00	6,475.00
System Admin Training- Remote	6,758.00	3,379.00	3,379.00
Admin Training- Remote	1,590.00	795.00	795.00
CAD Training Onsite	6,475.00	6,475.00	0.00
Civil Training Onsite	2,590.00	0.00	2,590.00

Extend Training Onsite	2,590.00	1,295.00	1,295.00
Jail Training Onsite	3,885.00	0.00	3,885.00
Mobile Training Onsite	9,065.00	4,532.50	4,532.50
Records Training	6,475.00	3,237.50	3,237.50
Go-Live Support	19,425.00	9,712.50	9,712.50
Refresher Training- Remote	2,385.00	1,192.50	1,192.50
Mapping- GIS setup	4,500.00	4,500.00	0.00
Bid Bond	12,139.00	6,069.50	6,069.50
Performance Bond	14,566.00	7,283.00	7,283.00
Data Conversion CAD	12,500.00	12,500.00	0.00
Data Conversion RMS	12,500.00	6,250.00	6,250.00
Data Conversion JMS	12,500.00	0.00	12,500.00
Data Conversion Civil	12,500.00	0.00	12,500.00
<i>Services Total</i>	<i>219,130.00</i>	<i>105,565.00</i>	<i>113,565.00</i>

<b>Total Year One Costs</b>	<b>835,950.00</b>	<b>409,615.01</b>	<b>426,333.99</b>
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### Payment Schedule

Upon Contract Execution	417,974.50	204,807.51	213,167.00
Upon Delivery of CMD	250,784.70	122,884.50	127,900.20
Go Live	167,189.80	81,923.00	85,266.80
<i>Total</i>	<i>835,949.00</i>	<i>409,615.01</i>	<i>426,333.99</i>

<b>Zuercher Suite</b>	<b>Total</b>	<b>City Portion</b>	<b>County Portion</b>
<b>Total Year One Costs</b>	835,950.00	409,615.01	426,333.99
Year 1 Maint	Incl	Incl	Incl
Year 2 Maint	140,388.00	68,790.12	71,597.88
Year 3 Maint	147,407.00	72,229.43	75,177.57
Year 4 Maint	154,777.00	75,840.73	78,936.27
Year 5 Maint	162,516.00	79,632.84	82,883.16
<b>Total 5 year cost</b>	<b>1,441,038.00</b>	<b>706,108.13</b>	<b>734,928.87</b>

## EXHIBIT B

### POINTS-OF-CONTACT

March \*, 2017

#### City of Great Falls

#### Cascade County

Chief of Police  
Dave Bowen  
[dbowen@greatfallsmt.net](mailto:dbowen@greatfallsmt.net)  
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406-455-8410

Undersheriff of Cascade County  
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Director of Technology  
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Systems Administrator  
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Database Analyst  
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325 2<sup>nd</sup> Ave North  
Great Falls, MT 59401  
406-454-6798





**Item:** Preliminary Plat Approval of the Amended Plat of the Correctional Plat of East Ridge Addition Phase 5, Block 2, Lot 2, located in the N ½ Section 16, Township 20 North, Range 4 East, PM, City of Great Falls, Cascade County, MT

**From:** Erin Borland, Planner II, Planning and Community Development

**Initiated By:** Western National Properties, Owner

**Presented By:** Craig Raymond, Director of Planning and Community Development

**Action Requested:** City Commission approve the Preliminary Plat, of the Amended Plat, of the Correctional Plat of East Ridge Addition Phase 5 and accompanying Findings of Fact.

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (approve/deny) the Preliminary Plat, of the Amended Plat, of the Correctional Plat of East Ridge Addition Phase 5 and accompanying Findings of Fact subject to fulfillment of conditions stipulated by the Planning Advisory Board."

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

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**Staff Recommendation:**

At the conclusion of a public hearing held on June 27, 2017, the Planning Advisory Board recommended the City Commission approve the Preliminary Plat, of the Amended Plat, of the Correctional Plat of East Ridge Addition Phase 5, legally described above, all subject to the fulfillment of the following Conditions of Approval:

1. General Code Compliance. The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Amended Plat. Provide an Amended Plat of the subject property which shall incorporate corrections of any errors, or omissions, noted by Staff.

**Summary:**

The subject property, to be subdivided and rezoned, is located in the vicinity of 13th Avenue South and 47th Street South. The property was annexed as East Ridge Addition Phase 5, Block 2, Lot 2 when all parcels associated with East Ridge Addition Phase 5 were annexed into the City. The City Commission approved annexation of the whole property, assigning R-2 Single-family medium density zoning at the time of annexation. However, due to limited access to Lot 2, development has not occurred.

In conjunction with the Amended Plat, a parcel is recommended for annexation, and inclusion with the Amended Plat, as Right-of-Way for 13th Ave S. The subject property to be annexed into the City is legally described as Tract 2A on Certificate of Survey (COS) #5081. This property is owned by the City of Great Falls and, upon approval of annexation by the City Commission, will be dedicated as public right-of way to extend 13th Avenue South to the intersection of 47th Street South. The purpose of dedication is to provide legal access to the proposed lots on the proposed amended plat; to provide paved access to the City's lift station abutting to the south; and, to provide for future connectivity to parcels to the east. Annexation will be considered at the final Plat stage.

Public Notice for the Planning Advisory Board/Zoning Commission Public Hearing was published in the Great Falls Tribune on June 11, 2017. To date, Staff has received one in-person request for general information regarding this project.

**Background:**

The subject property is currently ±40,395 square feet and is currently zoned R-2 Single-family medium density. The applicant is requesting a major subdivision to Block 2, Lot 2 of the Phase 5 East Ridge Addition to create ten lots. Lots shown on the attached draft preliminary amended plat, range in size from ±3,829 square feet and ±4,515 square feet. The Owner would like to develop the subject property with 2-unit townhomes, accompanied by a rezone of the property to PUD Planned Unit Development. The annexation and dedication of Tract 2A as public right-of-way will enable the construction of 13th Avenue South to an extension of 47th Street South.

The Official Code of the City of Great Falls (OCCGF) Title 17 - Land Development Code permits townhouses (similar to the proposed "townhome" units) in the R-2 zoning district with a conditional use permit, as long as each building has three to eight attached units, along with several other special conditions. However, there are several recently approved developments throughout the city, where PUD zoning was needed to establish a 2-unit Townhouse property arrangement.

The basis for decision to approve, conditionally approve, or deny a proposed subdivision is whether the subdivision application, preliminary plat, applicable environmental assessment, public hearing, Planning Board recommendations, or additional information demonstrate that development of the proposed subdivision meets the requirements of 76-3-608 MCA. The governing body shall issue written findings of fact that weigh the criteria in of 76-3-608 (3) MCA, which are attached as Findings of Fact – Subdivision.

**Improvements:**

Roadways: Per the draft Improvement Agreement, the Owner is responsible for the installation of all improvements to 47th Street South and 13th Avenue South, in accordance with plans submitted to and approved by the City of Great Falls Engineering Division.

Utilities: The Owner is responsible for the installation of all public utilities, as per the Improvement Agreement, in order to serve the proposed subdivision. The on-site improvements required for the development of the subject property shall be installed as shown on the final construction plans that are submitted to, and approved by, the Public Works Department. The on-site improvements shall include everything required to provide water, sanitary sewer, storm water management, and access, including streets and sidewalks.

Storm Water Management: A Stormwater Management Plan shall be developed to City standards, and it shall be submitted to the City Public Works Department for review and approval prior to issuance of building permits.

Neighborhood Council Input: The subject property is located in Neighborhood Council #5. The Owner presented information to Council #5 on June 19, 2017, and the Council voted in favor of the project.

Concurrences: Representatives from the City's Public Works, Police, and Fire Departments have been involved throughout the review and approval process for this project and will continue throughout the permit approval process.



**Fiscal Impact:**

Services will be provided by the City, and the cost of infrastructure improvements will be borne by the Owner, per the agreed upon terms of the draft Improvement Agreement for East Ridge Phase 5, Block 2, Lot 2, with participation by the City. The City will reimburse the Owner for the proportionate share of costs of public improvements as outlined in the Improvement Agreement. The rezone request and amended plat provide for a ten lot increase in residential housing, which increases the City's tax base and increases revenue.

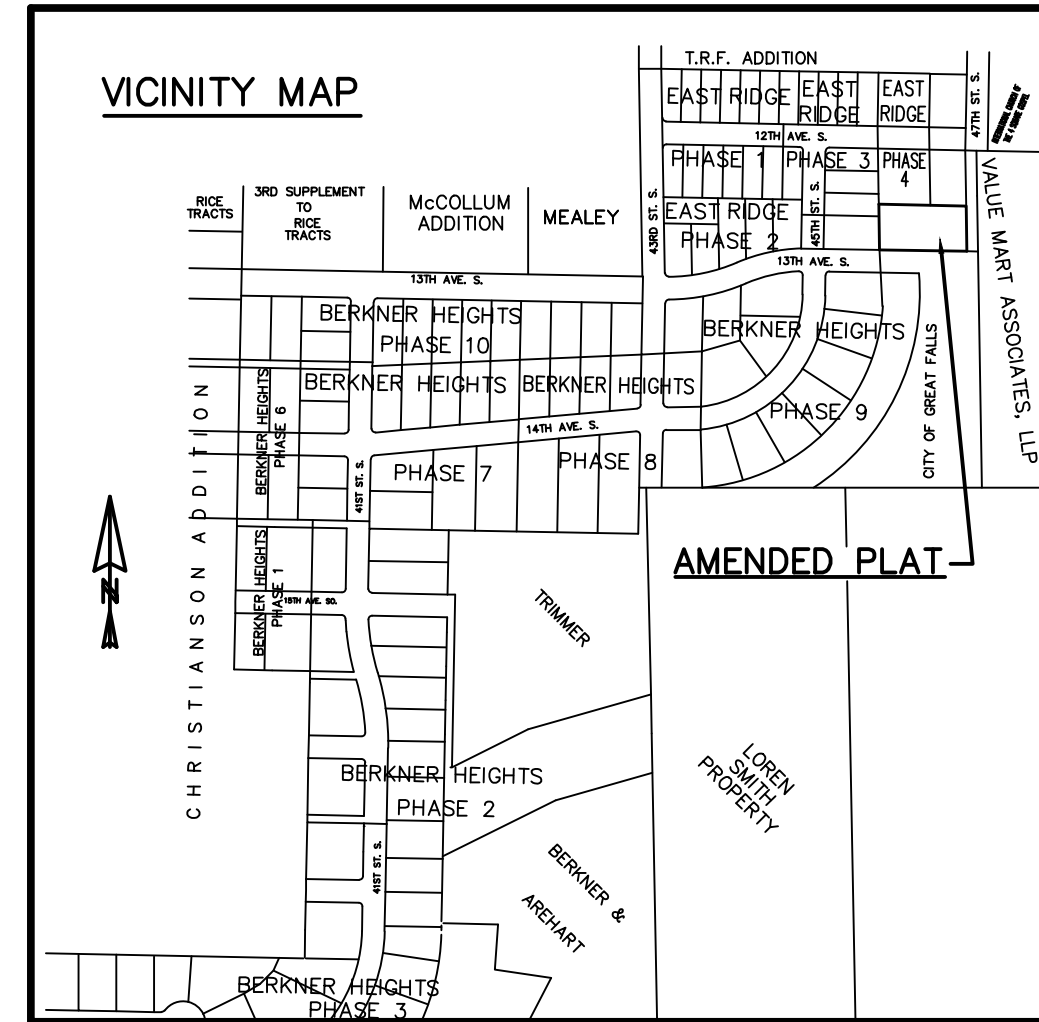
**ATTACHMENTS:**

- ▣ Preliminary Plat
- ▣ Findings of Fact
- ▣ Aerial Map
- ▣ Zoning Map

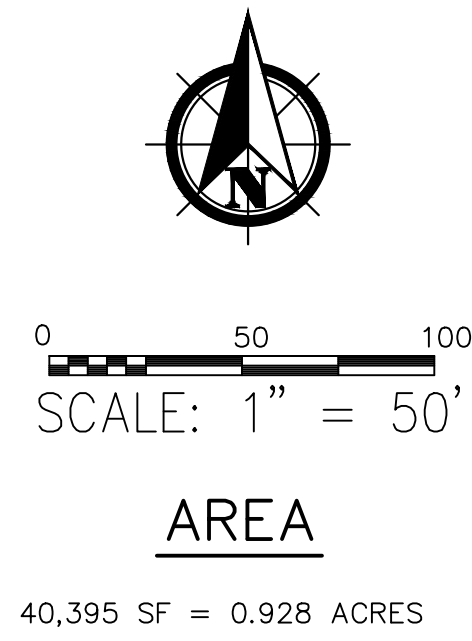
# AN AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2, EAST RIDGE ADDITION PHASE 5

TO THE CITY OF GREAT FALLS A SUBDIVISION LOCATED IN THE N1/2, SECTION 16,  
T20N, R4E, P.M. MT, CASCADE COUNTY, MONTANA

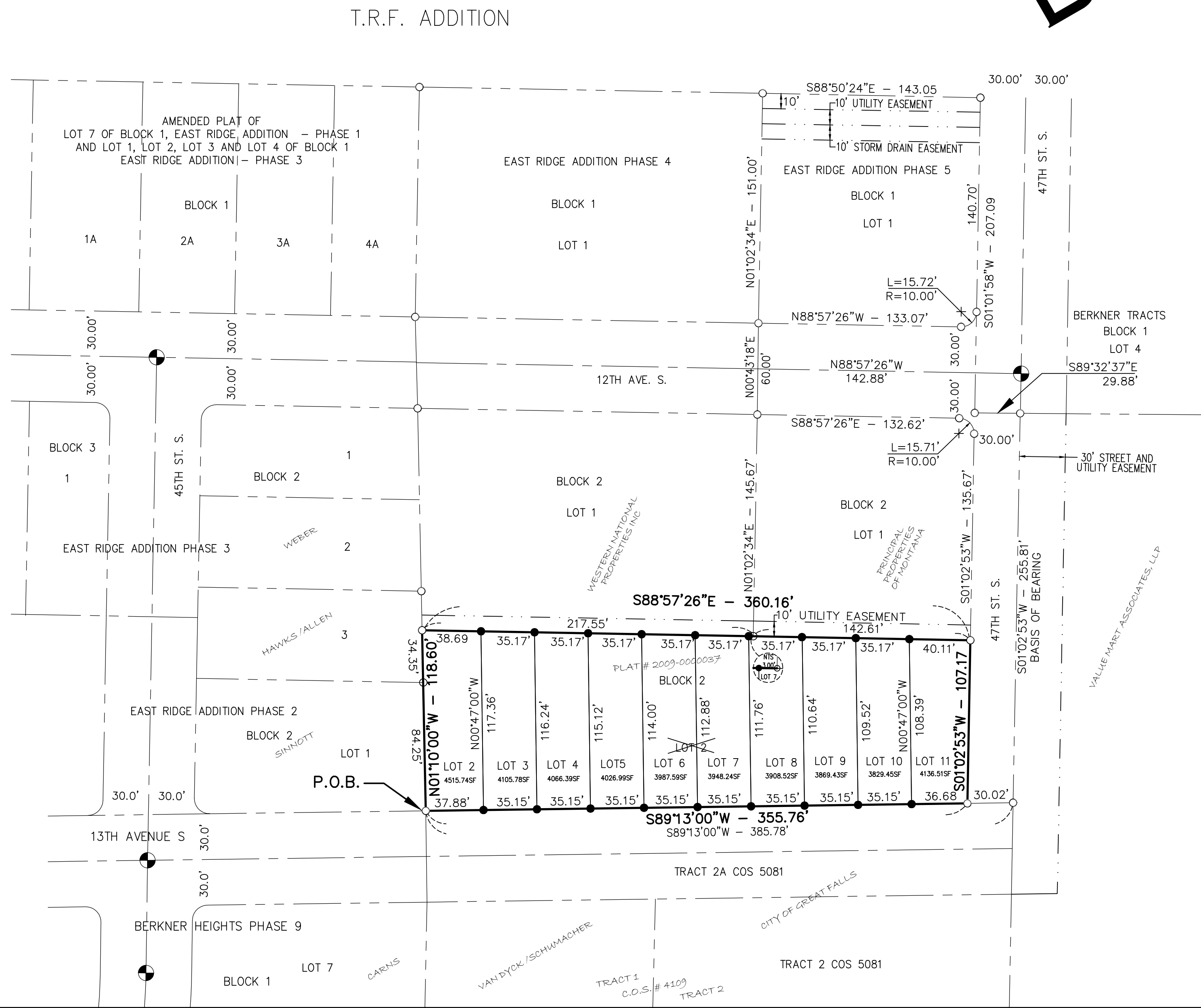
THE PURPOSE OF THIS PLAT IS TO DIVIDE THE EXISTING LOT 2 OF  
BLOCK 2, EASTRIDGE ADDITION PHASE 5 INTO 10 LOTS.



- ### LEGEND
- CURRENT ADDITION BOUNDARY
  - CURRENT ADDITION LOT LINES
  - CENTERLINE
  - EXISTING PROPERTY LINE
  - UTILITY EASEMENT
  - STREET MONUMENT
  - P.O.B.** POINT OF BEGINNING
    - FOUND IRON PIN
    - SET IRON PIN AND CAP
    - SF** SQUARE FEET
    - NTS** NOT TO SCALE



# DRAFT



**CERTIFICATE OF SURVEY**  
I, the undersigned property owner, do hereby certify that I have caused to be surveyed and platted into lots, as shown by the attached plat, the tract of land to be known as the AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, a subdivision located in the N1/2, Section 16, T20N, R4E, P.M. MT, Cascade County, Montana more fully described as follows:

Beginning at the Southeast corner of East Ridge Addition Phase 2 to the City of Great Falls, Montana as filed in the office of the Clerk and Recorder of Cascade County Montana; thence N01°10'00"W, 118.60 feet along the easterly boundary of East Ridge Addition Phases 2 and 3 to the City of Great Falls, Montana; thence S88°57'26"E, 360.16 feet; thence S01°02'53"W, 107.17 feet along the westerly right of way of 47th Street South; thence S89°13'00"W, 355.76 feet to the POINT OF BEGINNING, containing 0.928 acres.

The above described tract of land is to be known and designated as the the AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, Cascade County, Montana.

WESTERN NATIONAL PROPERTIES, INC.

CASEY CUMMINGS, AUTHORIZED OFFICER

STATE OF MONTANA )  
                                  ) SS  
County of Cascade )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, a Notary Public, in and for the State of Montana, personally appeared, **CASEY CUMMINGS** known to me to be an authorized officer of Western National Properties, Inc, the corporation that executed the foregoing Certificate of Survey and he acknowledged to me that such corporation executed the same.

SEAL

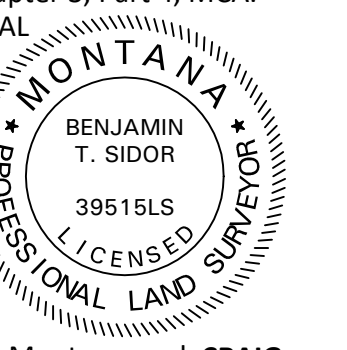
NOTARY PUBLIC, State of Montana  
Residing at Great Falls, Montana  
My Commission Expires \_\_\_\_\_

Print Notary Public Name

**CERTIFICATE OF DEDICATION**  
All land included in Tract 2A as described on Certificate of Survey 5081 filed in the Office of the Clerk and Recorder of Cascade County, Montana is hereby dedicated and donated, as Right-of-Way, to the use of the public forever.

GREGORY T. DOYON, City Manager, City of Great Falls, Montana

**CERTIFICATE OF SURVEYOR**  
I, **BENJAMIN T. SIDOR**, Professional Land Surveyor, Montana License No. 39515LS, do hereby certify that in March, 2016 I supervised the surveyed the tract of land shown on the attached AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, Cascade County, Montana and described in the Certificate of Survey and that the survey was made in accordance with the provisions of Title 76, Chapter 3, Part 4, MCA.



BENJAMIN T. SIDOR, PLS  
Montana Reg. No. 39515

**CERTIFICATE OF GREAT FALLS PLANNING BOARD**  
We, the undersigned, **R. NATHAN WEISENBURGER**, President of the said Great Falls Planning Board, Great Falls, Cascade County, Montana, and **CRAIG RAYMOND**, Secretary of said Great Falls Planning Board, do hereby certify that the accompanying AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, Cascade County, Montana, has been submitted to the said Great Falls Planning Board for examination by them and was found by them to conform to law and was approved at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

R. NATHAN WEISENBURGER, President, Great Falls Planning Board      CRAIG RAYMOND, Secretary, Great Falls Planning Board

**CERTIFICATE OF PUBLIC WORKS DIRECTOR**  
I, **JIM REARDEN**, Public Works Director for the City of Great Falls, Montana, do hereby certify that I have examined the accompanying AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, Cascade County, Montana, and the survey that it represents, and I find the same conforms to the regulations governing the platting of land and to presently platted adjacent land, as near as circumstances will permit and I do hereby approve the same on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

JIM REARDEN, Public Works Director, City of Great Falls, Montana

**CERTIFICATE OF CITY COMMISSION**  
I, **GREGORY T. DOYON**, City Manager of the City of Great Falls, Cascade County, Montana, do hereby certify that this the AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, Cascade County, Montana, was duly examined and approved by the City Commission of the City of Great Falls at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

GREGORY T. DOYON, City Manager, City of Great Falls, Montana

**CERTIFICATE OF AVAILABILITY OF MUNICIPAL SERVICES**  
I, **GREGORY T. DOYON**, City Manager of the City of Great Falls, Cascade County, Montana, do hereby certify that the City Commission of the City of Great Falls, Montana, found that adequate municipal facilities for the supply of water and disposal of sewage and solid waste are available to the above described property, namely, the facilities of the City of Great Falls, Cascade County, Montana, and that this certificate is made pursuant to Section 76-4-125(2)(d) described to Section 76-4-127, MCA, thereby permitting the Clerk and Recorder of Cascade County, Montana to record the accompanying plat. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

GREGORY T. DOYON, City Manager, City of Great Falls, Montana

**CERTIFICATE ACCEPTING A CASH DONATION IN LIEU OF PARK DEDICATION**  
I, **GREGORY T. DOYON**, City Manager of the City of Great Falls, Cascade County, Montana, do hereby certify that the City Commission of the City of Great Falls, Montana, made the following order at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, to-wit: "The City Commission found no necessity due to the size and location of the proposed residential subdivision for the setting aside or dedication of any park or playground within the platted area of the AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, Cascade County, Montana. It is hereby ordered by the City Commission of the City of Great Falls, Cascade County, Montana, that a cash donation in the sum of \$ \_\_\_\_\_ be accepted for the park fund in lieu of the land that would have been dedicated if a dedication were made, in accordance with Section 76-3-621(4), MCA". Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

GREGORY T. DOYON, City Manager, City of Great Falls, Montana

**CERTIFICATE OF COUNTY TREASURER**  
I, **JAMIE BAILEY**, County Treasurer of Cascade County, Montana, do hereby certify that I have examined the records covering the areas included in the accompanying the AMENDED PLAT OF THE CORRECTIONAL PLAT OF LOT 2, BLOCK 2 EASTRIDGE ADDITION PHASE 5, to the City of Great Falls, to the City of Great Falls, Cascade County, Montana, and find that the taxes on the same have been paid for the last five years. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

JAMIE BAILEY, Cascade County Treasurer

 P.O. BOX 7326, GREAT FALLS, MONTANA 59406	JOB NO.: 1612	1
	F.B.NO.: G.P.S.	
FILE: 1612-PLAT-REV	DRAWN: G.C.	
DATE: 6-2017	REVISION: 06-22-17	

## FINDINGS OF FACT – MONTANA SUBDIVISION AND PLATTING ACT

East Ridge Phase 5, Block 2, Lot 2, located in the N 1/2 Section 16, Township 20 North,  
Range 4 East, PM, City of Great Falls, Cascade County, MT

(PREPARED IN RESPONSE TO 76-3-608(3) MCA)

### PRIMARY REVIEW CRITERIA:

**Effect on Agriculture and Agricultural Water User Facilities:** The major subdivision is located within the City limits and is not currently being used for agricultural purposes. The subject property was annexed as part of East Ridge Addition Phase 5 and has remained vacant. Thus, the proposed minor subdivision will not interfere with any agricultural irrigation system or present any interference with agricultural operations in the vicinity.

**Effect on Local Services:** Lots in the subdivision will extend and connect to City water and sewer mains. The Owner will pay the cost of extending these utility mains, and the City will reimburse the Owner for its proportionate share of the cost as outlined in the Improvement Agreement attached. The occupants of the two unit townhomes within the subdivision will pay regular water and sewer charges and monthly storm drain charges.

The previous phases of East Ridge Addition are currently receiving law enforcement and fire protection service from the City of Great Falls. Providing these services to the subdivision is expected to be a manageable cost to the City, and increased tax revenues from improved properties may cover increased costs.

The Owner will have the responsibility to install curb, gutter, sidewalks, and paved roadways to extend 13<sup>th</sup> Avenue South and 47<sup>th</sup> Street South. The Improvement Agreement outlines requirements of the Owner.

**Effect on the Natural Environment:** The subdivision is not expected to adversely affect soils or the water quality, quantity of surface, or ground waters. Surface drainage from the subdivision will flow to a proposed storm system for the subdivision which the design will be reviewed and approved by the Public Works Department.

**Effect on Wildlife and Wildlife Habitat:** The subdivision is part of the southeast edge of the City limits. There is existing development to the north and west, and this is not in an area of significant wildlife habitat beyond occasional grazing deer or migrating fowl. This subdivision will not result in closure of public access to hunting or fishing areas nor to public lands.

**Effect on Public Health and Safety:** Based on available information, the subdivision is not subject to abnormal potential natural hazards such as wildfire, avalanches or rockslides; nor potential man-made hazards such as high voltage power lines, high-pressure gas lines, high traffic volumes, or mining activity.

**REQUIREMENTS OF MONTANA SUBDIVISION AND PLATTING ACT, UNIFORM STANDARDS FOR MONUMENTATION, AND LOCAL SUBDIVISION REGULATIONS**

The subdivision meets the requirements of the Montana Subdivision and Platting Act, and the surveying requirements specified in the Uniform Standards for Monumentation, and conforms to the design standards specified in the local subdivision regulations. The local government has complied with the subdivision review and approval procedures set forth in the local subdivision regulations.

**EASEMENT FOR UTILITIES**

The developer shall provide necessary utility easements to accommodate water mains, sanitary sewer mains and private utilities to serve all lots of the subdivision.

**LEGAL AND PHYSICAL ACCESS**

Legal and physical access, to the proposed development, will be from the extension of 47<sup>th</sup> Street South that will be installed as part of this project, and 13<sup>th</sup> Avenue South. Upon approval of the annexation of Tract 2A, the right-of-way for 13<sup>th</sup> Avenue South will be dedicated. These will be public roads maintained by the City of Great Falls after construction is completed and after final acceptance of the improvements by the City.

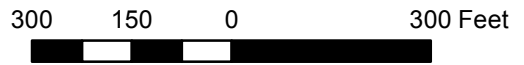


# AERIAL MAP



----- City Limits

East Ridge Addn Phase 5



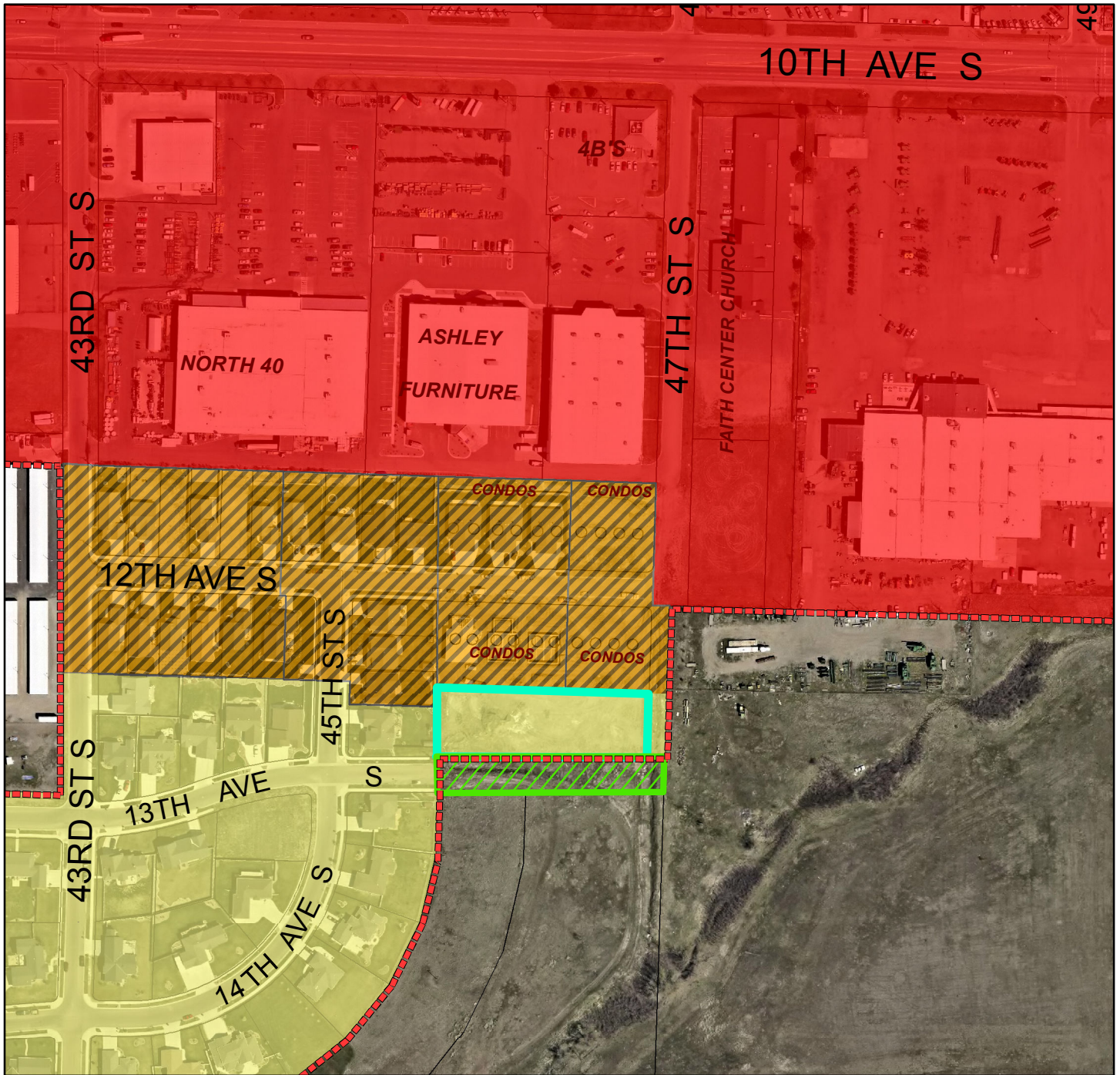
Extension of 13th Ave S



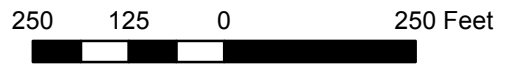
Tracts of Land



# ZONING MAP



- City Limits
- Extension of 13th Ave S
- East Ridge Addn Phase 5
- Tracts of Land
- R-2 Single-family Medium Density
- PUD Planned Unit Development
- C-2 General Commercial
- U Unincorporated Enclave





**Item:** Church of Christ Preliminary Plat to allow the Sunrise Meadows Subdivision - a Major Subdivision for Tracts 8, 8A, 9, 14, 14A, 15 and the remainder of Tracts 10 and 13 of the Beebe Tracts, located in the NE ¼ of Section 9, Township 20 North, Range 4 East, P.M. MT, Cascade County, Montana.

**From:** Tom Micuda, Deputy Director, Planning and Community Development

**Initiated By:** 3400 Central Church Building, Inc., Owner

**Presented By:** Craig Raymond, Director of Planning and Community Development

**Action Requested:** City Commission approval of the Preliminary Plat to allow the Sunrise Meadows Major Subdivision

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (approve/deny) the Preliminary Plat for the Sunrise Meadows Major Subdivision and accompanying Findings of Fact subject to fulfillment of conditions stipulated by the Planning Advisory Board."

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

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**Staff Recommendation:**

At the conclusion of a public hearing held on June 27, 2017, the Planning Advisory Board recommended that the City Commission approve the Preliminary Plat for the Sunrise Meadows Major Subdivision, legally described above, all subject to the Findings of Fact, along with the fulfillment of the following Conditions of Approval:

1. General Code Compliance. The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Amended Plat. Provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff.

**Summary:**

The applicant, 3400 Central Church Building, Inc., is requesting annexation, zoning, Preliminary Plat for a Major Subdivision, and a Conditional Use Permit to allow a Worship Facility for ±27.031 acres of vacant property adjoining the eastern edge of the City. More specifically, the property contains six tracts of land plus two remainder tracts known as Sunrise Subdivision, Beebe Tracts. For the June 18 hearing, the City Commission will be considering the Preliminary Plat request only. For the remainder of the request, a First Reading would be held at City Commission on August 1, while the final public hearing would be on September 5.

The property is bordered by 46th Street South and the terminus of Central Avenue to the west, additional unincorporated County property to the south adjoining 3rd Avenue South, more unincorporated land west of 57th Street South, and additional unincorporated lots bordering 2nd Avenue North. The property is contiguous to the City limits along 46th Street South, along the Church of Jesus Christ of Latter-Day Saints property, and along an apartment complex owned by the City's Housing Authority. The Subject Property has a Cascade County zoning designation of "Suburban Residential."

Rather than develop the property according to County zoning with estate home lots of greater than one acre, the purchaser of the property would like to annex, rezone, and subdivide the land for a different purpose. At this point, the property is vacant and contains no structures. The property is relatively flat meadow, with some gradual slope from north to south. There is scattered vegetation, with some tree clusters along the south property line and the eastern portion of the site. Natural drainage is received from properties in the City limits to the west, and there is run-off entering the site, flowing along the south property line, and finally crossing the property from southwest to northeast. Just northeast of the property, south of 2nd Avenue North, there is an extremely large, low-lying area. This area currently receives stormwater from both the Subject Property and property to the west of 46th Street South. It would continue to do so if the property is annexed and developed.

**Background:**

The applicant's request is guided by the desire to construct a new church facility called Church of Christ. According to the applicant's schematic plan, the church would have an access drive off 46th Street South. A secondary access to ensure proper emergency service would also be required from an extension of Central Avenue into the property. The site plan submitted for the church is very preliminary, but shows parking along the front and north side of the church building site. The church itself would be oriented towards the northwest, facing 46th Street South. A covered entry to provide weather protection and assist disabled church goers has also been shown. The applicant has represented how both the church and associated parking areas can be expanded to meet future congregation needs. All of the details of the proposed church will require permit review by staff and design review by the Design Review Board. However, staff notes the presence of nearby Worship Facilities in the area and believes that another facility would be a compatible use. This does require the granting of a Conditional Use Permit from the City Commission.

In addition to the proposed church facility, the applicant has been working with a local builder, Dan O'Leary, who wishes to develop the northern portion of the property for residential "quadplex" structures. A quadplex is simply a four-unit multifamily structure, with each four-unit building situated on a single lot. Because the proposed Worship Facility is planned to have its own parcel and the quadplexes each require their own lots, the applicant is required to do a Major Subdivision and a Preliminary Plat. The plat features a large block of property for the proposed church, an extension of Central Avenue which is needed for street continuity and access to the four-unit structures, and 15 lots for the residential structures (60 units total). The proposed Preliminary Plat also shows the potential for future development on a large lot north of the Central Avenue extension (Lot 9) as well as a block of property in the southeast corner (Block 4). Another larger parcel (Block 3) will be strictly reserved for stormwater runoff control. Because the City of Great Falls Public Works Department views the facility constructed on Block 3 to be a regional stormwater control facility, this lot is proposed to be dedicated to the City for ownership. Because the property in the County's jurisdiction is zoned to only allow estate lots, the proposed development outlined above must be given an appropriate zoning classification upon annexation. In this case, City staff recommends R-5 zoning. This zoning would allow the four-unit structures as permitted multifamily units. Although Worship Facilities are not permitted uses in such a zoning district, they can be allowed via the Conditional Use Permit process.

Public Notice for the Planning Advisory Board/Zoning Commission Public Hearing was published in the Great Falls Tribune on June 11, 2017. To date, staff received one inquiry from a noticed owner just to receive information. Staff also met with another owner who had numerous questions about the project and a specific concern about preserving as many existing trees as possible along the south property line of the proposed church site. This will be a requirement of the church's future construction project. One adjoining owner to the north of the proposed townhome lots attended the June 27 Planning Advisory Board/Zoning Commission hearing and expressed concern about the impacts of the large townhome structures on her residential property. Staff



responded by indicating that the compatibility issue could be better addressed when that portion of the development is brought before the Design Review Board.

The basis for decision to approve, conditionally approve, or deny a proposed subdivision is whether the subdivision application, preliminary plat, applicable environmental assessment, public hearing, Planning Board recommendations, or additional information demonstrate that development of the proposed subdivision meets the requirements of 76-3-608 MCA. The governing body shall issue written findings of fact that weigh the criteria in of 76-3-608 (3) MCA, which are attached as Findings of Fact – Subdivision.

**Improvements:** The most significant challenge in annexing and subdividing the property in County jurisdiction is ensuring that transportation, utility, and drainage infrastructure are brought up to City of Great Falls standards.

Transportation – Currently, 46th Street South is developed to a more urban standard both north and south of the property proposed for annexation. To that end, the applicant is required to perform the following upgrades: 1) install boulevard trees on the east side of the entire street frontage, 2) install curb and sidewalk along the same frontage, and 3) reconstruct the street itself to meet City requirements. This would also include some waterline, drainage inlet, and stormwater piping improvements. The applicant will be entitled to some reimbursement from owners to the west of the street for these improvements, and those owners will still be required to install sidewalk and boulevard trees on the west side of the street at the time of future annexation and development. Additionally, Central Avenue is required to be extended into the property proposed for annexation during development of the four-unit multifamily structures. Central Avenue will be built to typical City standards with pavement wide enough for on-street parking, curb, boulevard-style sidewalks and boulevard trees. As development occurs eastward, Central must continue to be extended to the east property line of the annexed area in order to facilitate City street connectivity and additional emergency service capability for the proposed church. Over the long-term, additional annexation and development will allow Central to eventually connect with 57th Street South. Because the property contains approximately 1700 feet of length from east to west, it is absolutely critical to also create a north-south public street spine so the block length on the property is not so large. As a result, the Annexation Improvement Agreement requires the applicant to dedicate a future north-south street identified on the Preliminary Plat as 50th Street. As future development of the 27.031 acres occurs (for example, future four-unit multifamily buildings beyond those currently shown) or development of Block 4, this street will have to be constructed as a new public road. Adjacent development north and south of this parcel will eventually allow this future street to connect between 3rd Avenue South and 2nd Avenue North.

Stormwater – There is no stormwater piping in 46th Street South between 3rd Avenue South and 2nd Avenue North. As a result, drainage flowing onto the property from west of 46th Street has to be captured from the proposed development, then piped from the southwest corner of the property to Central Avenue. Once at Central, it can be incorporated into the inlet/piping system in the proposed new street and directed eastward. This drainage plus the natural flow of the property will eventually flow to a large detention/retention pond that will be constructed by the developer on Block 3 of the proposed subdivision. This lot and pond will be turned over to the City as a regional drainage facility. The applicant's stormwater plans are under review by both the City's Engineering staff and staff from Public Works' Environmental Division. Because the City is in the process of implementing its new Municipal Separate Storm System (MS4) requirements, there are two issues that will require further coordination with the applicant: 1) the City's water quality permitting requirements require developers to demonstrate why on-property water quality controls are not possible if a larger off-site holding pond is being proposed to filter out pollutants; and 2) Because the detention/retention pond facility proposed to be constructed and turned over to the City discharges into a sensitive, large, and low-lying area, care must be taken not to negatively impact this downstream area. It should be noted that the applicant will need to receive significant cost reimbursement for both the installation of the conveyance system of stormwater as well as the construction of the large detention/retention facility. The property is part of a much larger drainage basin, and numerous properties to the west of 46th Street South have water runoff which flows into this property. The extensive reimbursements for the developer's stormwater costs are addressed in the Annexation Improvement Agreement.

City Utilities - City water and sewer will also be extended throughout the property. While most of these improvements will be at the developer's expense, the City will be reimbursing the developer for over-sizing a

water line extension along Central Avenue. The normal standard diameter service line for water is eight (8) inches, but the developer is installing a 12-inch line at the City's request to plan for future service needs. Additionally, the developer will be required to reimburse the City for an existing water line on 46th Street South. Several private property owners will also receive a reimbursement for an existing sewer line that was installed long ago on the property being considered for annexation.

Neighborhood Council Input: The subject property is located in Neighborhood Council #5. The Owner presented information to Council #5 and the Council voted in favor of the project.

**Fiscal Impact:**

Fiscal Impact: There will be fiscal impacts associated with the annexation. Specifically, the Annexation Improvement Agreement would entail contributions from the City for the regional stormwater pond, over-sizing of the new waterline on Central Avenue, and a small stretch of reconstruction on 46th Street South. It is staff's view, however, that the benefits associated with developer-funded infrastructure improvements as well as the property tax revenue associated with the new multifamily construction offset these expenses.

**Alternatives:**

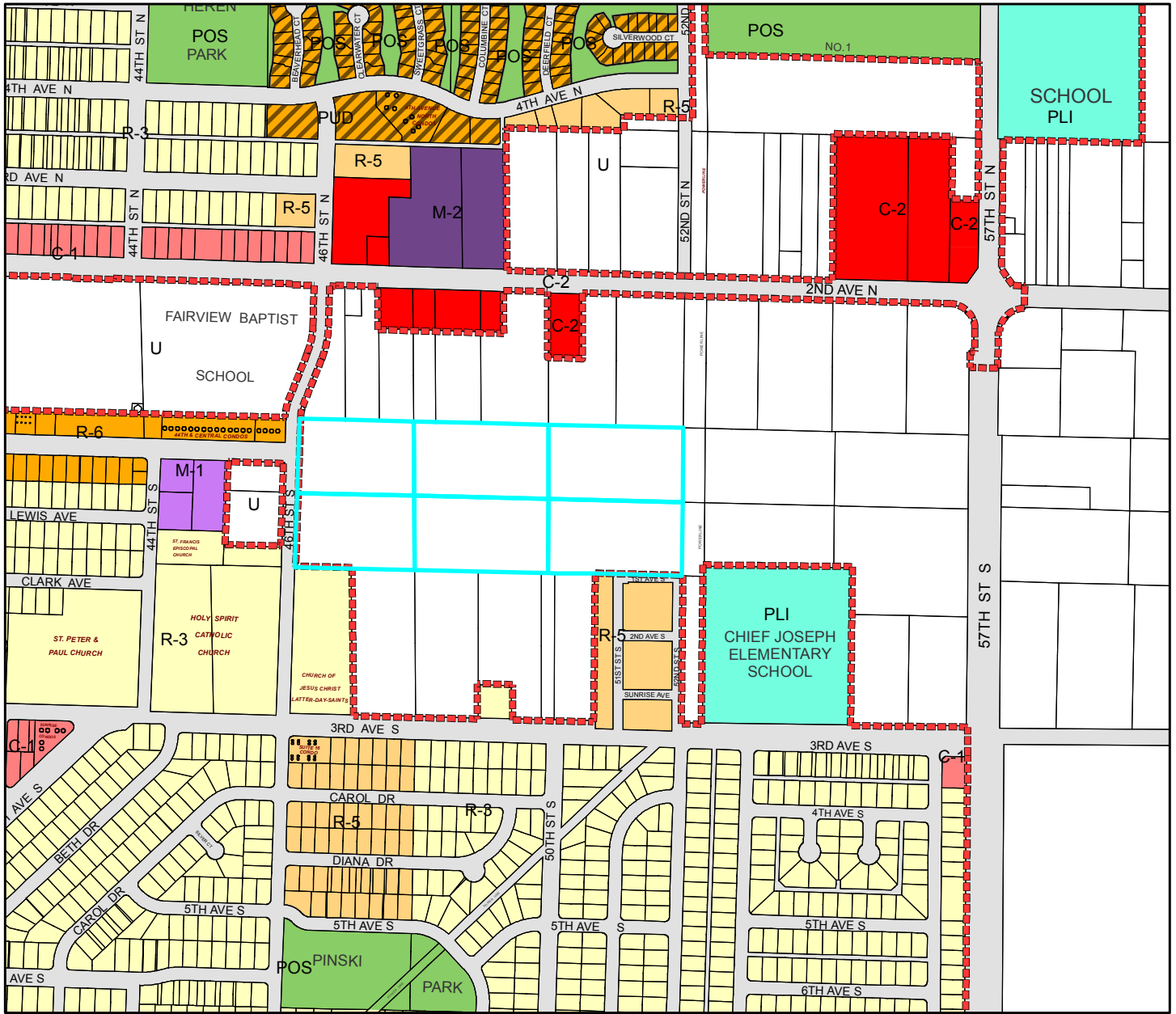
The City Commission could decide to deny the Preliminary Plat request for the Major Subdivision. Findings for denial would need to be made by the Commission for this action.

**Concurrences:**

Representatives from the City's Public Works, Legal, Police, and Fire/Rescue Departments have reviewed the proposal and have no objections to any of the proposed actions. Staff from Public Works has been heavily involved in the discussions concerning improvements to 46th Street South, extension of Central Avenue, all utility upgrades, the proposed drainage plan, and future City ownership of the detention/retention pond. Multiple staff members from Public Works and Legal have reviewed the draft Annexation Improvement Agreement.

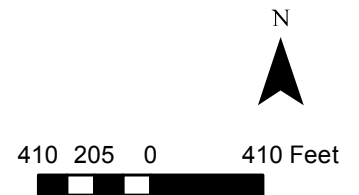
ATTACHMENTS:

- Zoning Map
- Aerial Map
- Preliminary Subdivision Plat
- Subdivision Findings



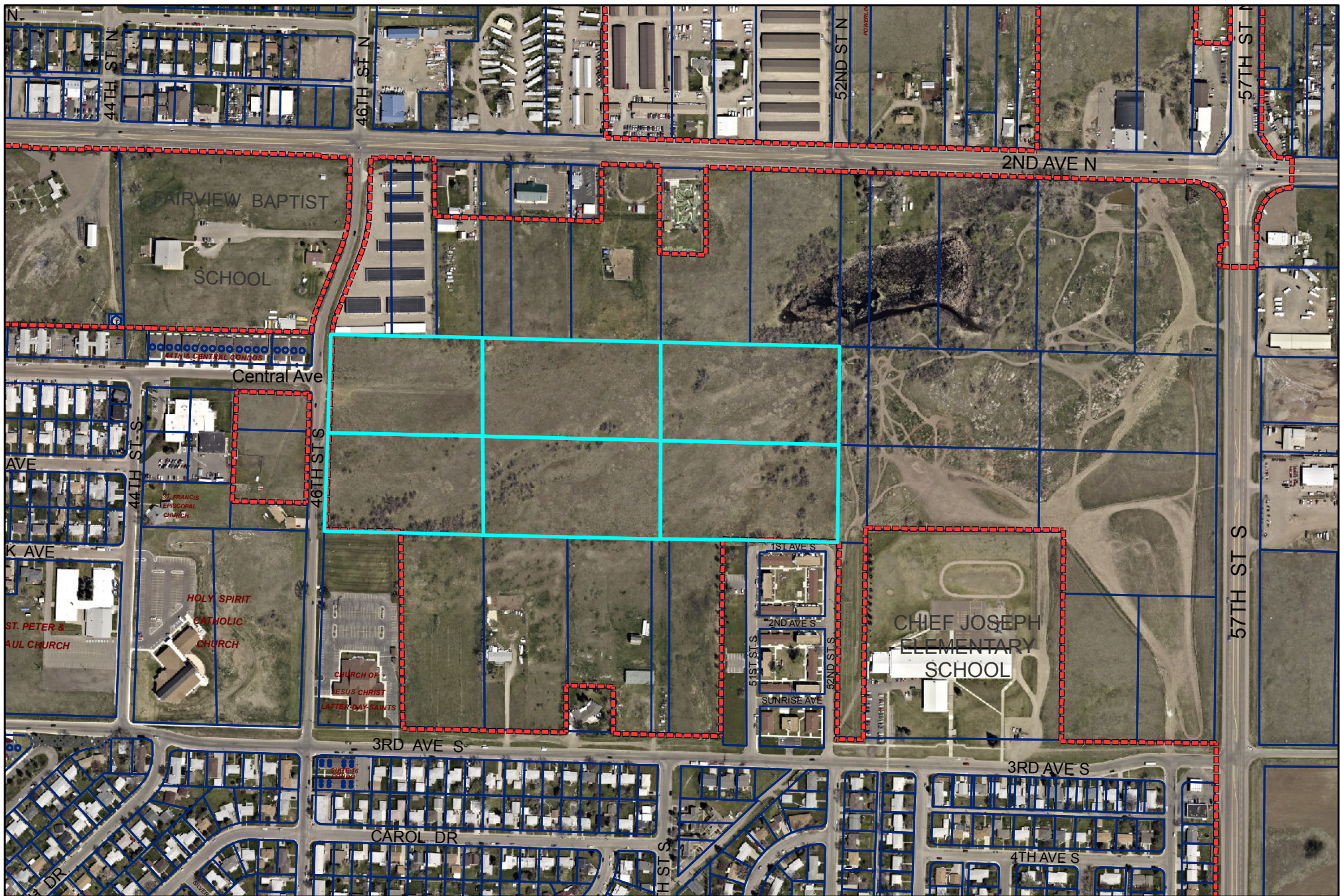
**Legend**

- City Limits
- Tracts of Land
- right-of-way
- C-1 Neighborhood Commercial
- C-2 General Commercial
- M-1 Mixed-use District
- M-2 Mixed-use Transitional
- R-3 Single-family High Density
- R-5 Multi-family Medium Density
- R-6 Multi-family High Density
- PUD Planned Unit Development
- PLI Public Lands and Institutional
- POS Parks and Open Space
- U Unincorporated Enclave



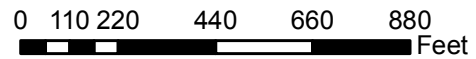
CHS Inc.  
Annexation & Zoning





----- City Limits

▭ Parcels



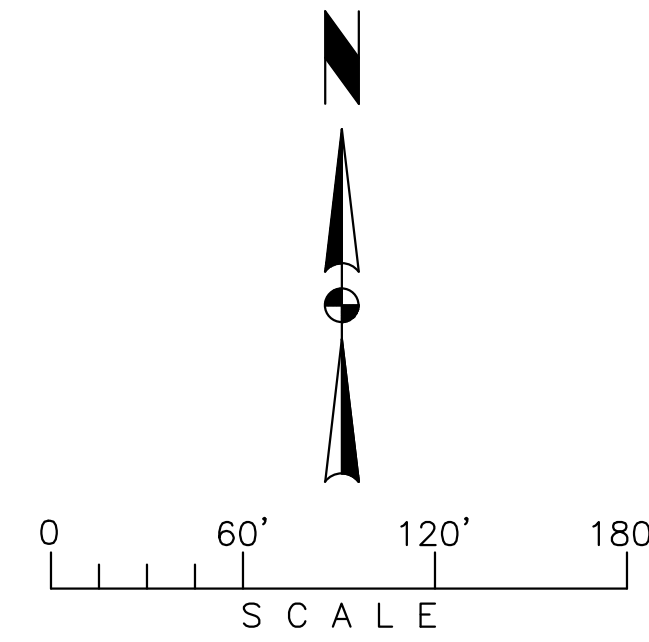


# A PLAT OF THE SUNRISE MEADOWS SUBDIVISION

A TRACT OF LAND AS DESCRIBED ON THE CORPORATION DEED, DOCUMENT NO. R0070330, BEING TRACTS 8-9, 14-15, & THE REMAINDER OF TRACTS 10 & 13, CONVENIENCE PLAT OF THE BEEBE TRACTS, LOCATED IN THE NE1/4 OF SECTION 9, T20N, R4E, P.M.M., CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA

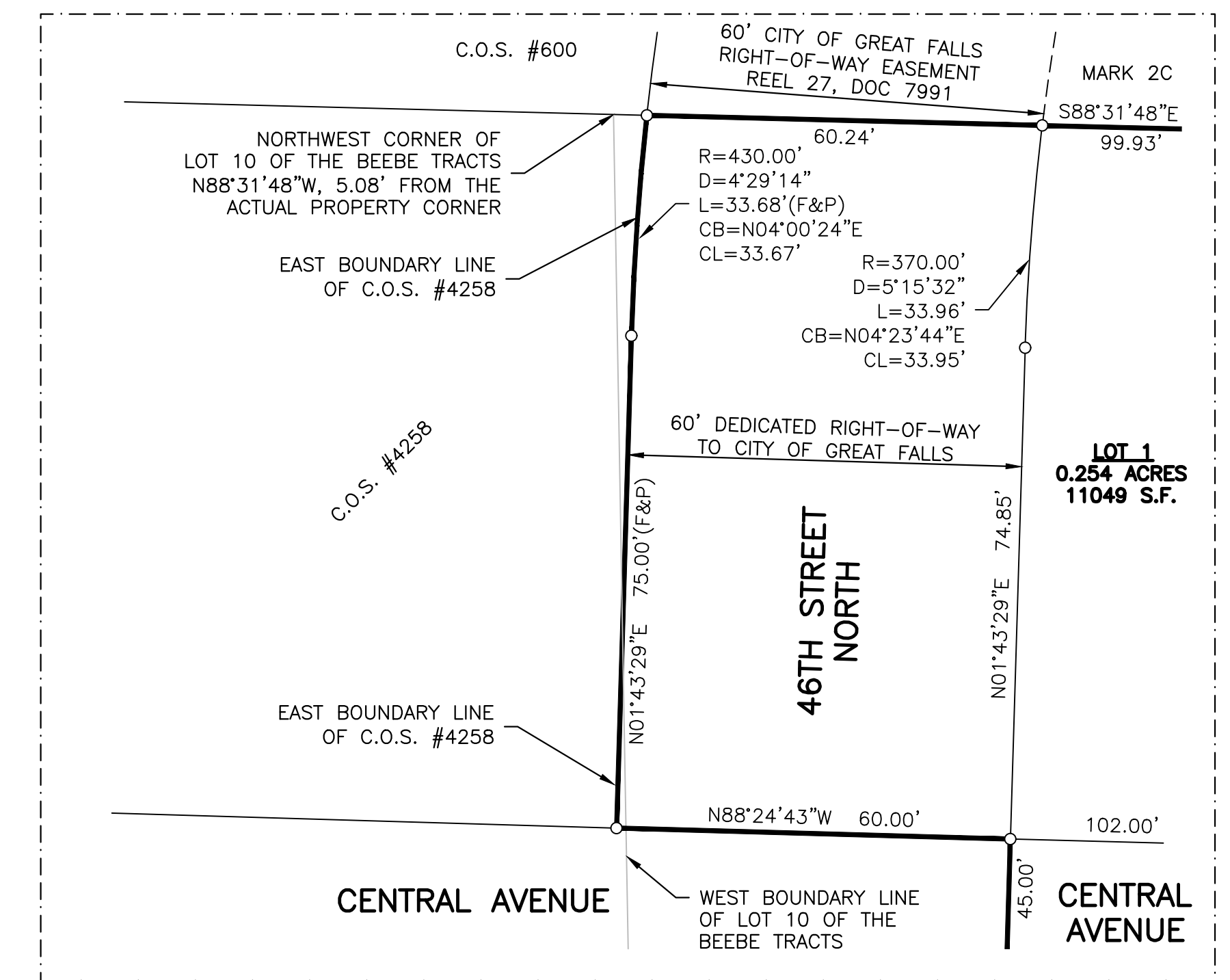
LAND OWNER: 3400 CENTRAL CHURCH BUILDING INC.

AREA OF LOTS = 22.217 ACRES  
 AREA OF DEDICATED STREETS = 4.814 ACRES  
 TOTAL SUBDIVISION AREA = 27.031 ACRES

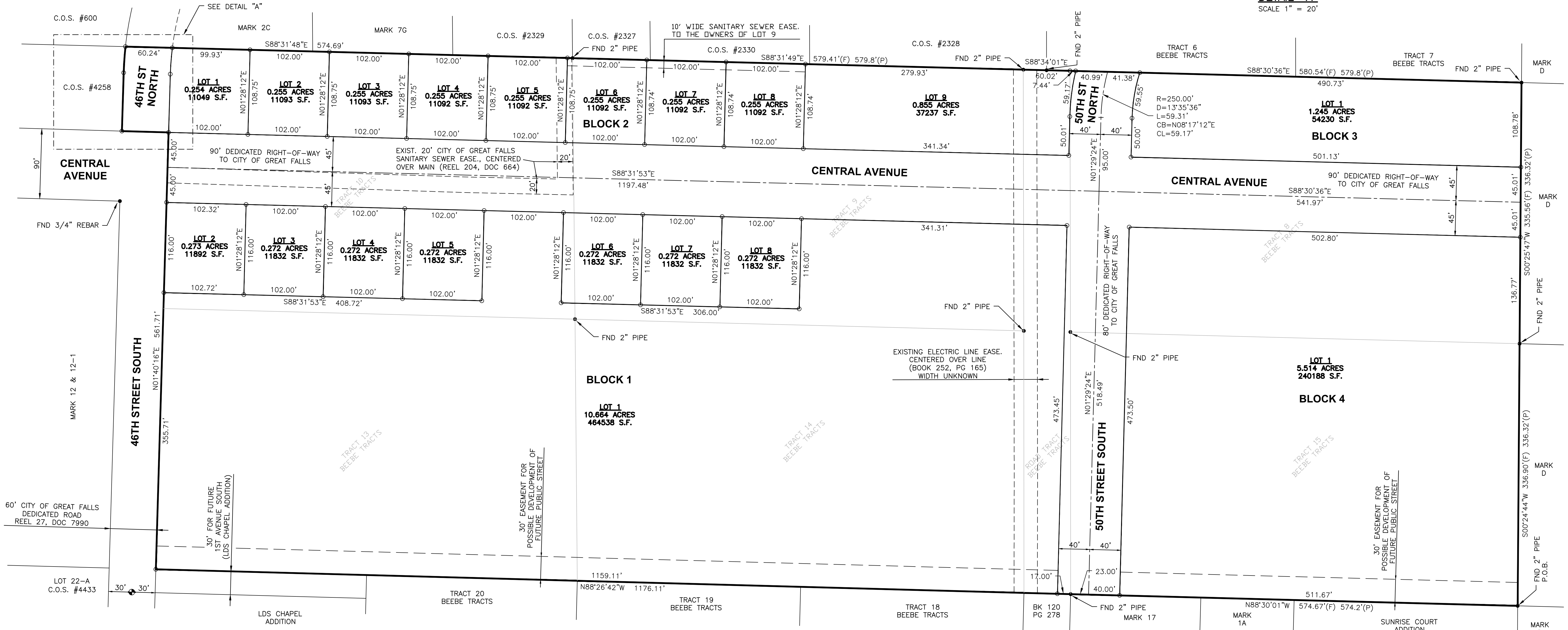


### LEGEND

TRACT BOUNDARIES	—
FND CENTERLINE MONUMENT	●
FOUND MONUMENT	•
—AS NOTED	
SET MONUMENT	•
-5/8"x18" REBAR/15625LS YPC	
LOT LINE	—
EASEMENT LINE	- - -
FIELD MEASUREMENT	(F)
PLAT DISTANCE	(P)
POINT OF BEGINNING	P.O.B.



**DETAIL "A"**  
SCALE 1" = 20'



PURPOSE OF SURVEY: TO CREATE A MAJOR SUBDIVISION  
 BASIS OF BEARING: GRID NORTH, MONTANA STATE PLANE COORDINATE SYSTEM

<b>TD&amp;H</b> Engineering	DRAWN BY: DRK	DATE: 9-30-16	QUALITY CHECK: DRK
	SURVEYED BY: KJV	JOB NO: 15-031	FIELDBOOK: X
GREAT FALLS-BOZEMAN-KALISPELL-SHELBY SPOKANE WASHINGTON LEWISTON IDAHO WATFORD CITY NORTH DAKOTA			MONTANA WASHINGTON IDAHO NORTH DAKOTA

## FINDINGS OF FACT – MONTANA SUBDIVISION AND PLATTING ACT

Tracts 8, 8A, 9, 14, 14A, 15 and the remainder of Tracts 10 and 13 of the Beebe Tracts, located in the NE ¼ of Section 9, Township 20 North, Range 4 East, P.M. MT, Cascade County, Montana.

(PREPARED IN RESPONSE TO 76-3-608(3) MCA)

### PRIMARY REVIEW CRITERIA:

**Effect on Agriculture and Agricultural Water User Facilities:** The subject property is not being used for land crop production prior to annexation. There is not an agricultural water user facility in the area, so no interference will occur.

**Effect on Local Services:** Lots in the subdivision will extend and connect to City water and sewer mains. The Owner will pay the cost of extending these utility mains. The Owner will also pay per lot fees for sanitary sewer, water service and the stormwater maintenance fee. The occupants of the 4-plex buildings within the subdivision will pay regular water and sewer charges, and monthly storm drain charges. There will also be a park fee required for the development. Additionally, Section 17.68.040.B of the Official Code of the City of Great Falls requires the Owner to provide a security that will allow the City to contract for and complete the required improvements if the Owner fails to do so.

Areas immediately surrounding the proposed subdivision are already receiving law enforcement and fire protection service from the City of Great Falls. Providing these services to the subdivision is expected to be a manageable cost to the City, and increased tax revenues from improved properties will cover increased costs.

In addition to reconstructing 46<sup>th</sup> Street South, the Owner will have the responsibility to install curb, gutter, sidewalks and paved roadways within the subdivision.

**Effect on the Natural Environment:** The subdivision is not expected to adversely affect soils or the water quality or quantity of surface or ground waters. Surface drainage entering the subdivision from the west will be captured, piped, and then drained overland through the rear of the property to a large, regional storm water facility owned by the City. It will be critical that this facility be sized and constructed properly to ensure that a downstream receiving area for drainage is not negatively impacted.

**Effect on Wildlife and Wildlife Habitat:** According to adjacent owner, the vacant 27 acre property provides a refuge for migrating deer. Because the rear of the property will stay undeveloped in the near term, some of the area will still be available for habitat. Areas of the property to the east will still remain in an undeveloped state.

**Effect on Public Health and Safety:** Based on available information, the subdivision is not subject to abnormal potential natural hazards such wildfire, avalanches or rockslides; however, the drainage basin in which the subject property is located has experienced flooding in the past.

Installation of effective storm drainage facilities as reviewed and approved by the City Public Works Department and MDEQ at the time of development will prevent a reoccurrence of said flooding events.

**REQUIREMENTS OF MONTANA SUBDIVISION AND PLATTING ACT, UNIFORM STANDARDS FOR MONUMENTATION, AND LOCAL SUBDIVISION REGULATIONS**

The subdivision meets the requirements of the Montana Subdivision and Platting Act and the surveying requirements specified in the Uniform Standards for Monumentation, and conforms to the design standards specified in the local subdivision regulations. The local government has complied with the subdivision review and approval procedures set forth in the local subdivision regulations.

**EASEMENT FOR UTILITIES**

The developer shall provide necessary utility easements to accommodate water mains, sanitary sewer mains and private utilities to serve all lots of the subdivision.

**LEGAL AND PHYSICAL ACCESS**

Extensions of public right-of-ways and future transportation connectivity are understood by the Owner and shown on the Approved Preliminary Plat. The Owner agrees to the dedication and installation of Central Avenue and eventually 50<sup>th</sup> Street, which are shown on the Preliminary Plat. These will be public right-of-ways maintained by the City of Great Falls after construction is completed and after final acceptance of the improvements by the City.





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**Item:** Ordinance 3163 - "An Ordinance Amending Title 17, Chapter 56, Article 10, Section 020, Of The Official Code Of The City Of Great Falls (OCCGF), Pertaining to Development Requirements in The Flood Fringe or Regulated Flood Hazard Area with no Floodway."  
**From:** Craig Raymond, Director, Planning and Community Development  
**Initiated By:** City of Great Falls Planning and Community Development  
**Presented By:** Craig Raymond, Director, Planning and Community Development  
**Action Requested:** City Commission accept Ordinance 3163 on first reading and set a public hearing for August 1, 2017.

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**Suggested Motion:**

1. Commissioner moves:
  1. "I move that the City Commission (accept/deny) Ordinance 3163 on first reading and set a public hearing for August 1, 2017."
  2. Mayor calls for a second to the motion, Commission discussion, public comment, and calls for the vote.

---

**Staff Recommendation:**

At the conclusion of a public hearing held on June 27, 2017, the Zoning Commission recommended that the City Commission adopt Ordinance 3163 pertaining to access streets, and/or access drives, located within the regulated flood hazard area.

Staff also recommends that the City Commission accept Ordinance 3163 on first reading and set the public hearing for August 1, 2017.

**Summary:**

City staff began discussions with a developer who had expressed interest in proposing changes to an approved, although yet to be developed, subdivision, which happened to be located within the regulated floodplain.

During the course of our usual investigation of the proposed plan, we noted that language contained in OCCGF 17.56.10.020, if interpreted strictly, may cause significant concern and challenges not only to the developer, but to the surrounding neighborhood which has already been developed with single-family dwellings.

OCCGF 17.56.10.020(G) states:

*"Access. Structures must have safe access during times of flooding up to the base flood for ordinary and emergency services provided there are no reasonable alternate locations for structures."*

The particular concern with the current ordinance is that it seems to require that ALL access roads serving

existing or proposed future subdivisions must be entirely at, or above, the Base Flood Elevation (BFE).

**Background:**

The intent of the language in the current flood ordinance is that new structures should only be constructed where they are served by roadways and transportation networks which are built entirely at, or above, the BFE. In most areas of the City, this is readily achievable. Particularly those structures that are constructed in new subdivisions or amended plats which are served by newly constructed roadways. The current ordinance does not seem to consider underdeveloped properties that may be served by existing roadways and transportation networks which are not elevated at or above the BFE, nor does it seem to allow any alteration of plats which may result in the creation of new lots where new structures may be built within these areas.

Typically, lots, structures, and the roadways which serve them internally within a new subdivision are designed to be elevated above the BFE. The problem comes when those new elevated roadways are connected to the existing transportation network that may not be elevated sufficiently to bring it out of the floodplain. Many of these roadways were constructed prior to the adoption of the current ordinance. The prospect of redesigning and constructing these existing roadway networks is, in most cases, economically unfeasible. Additionally, existing structures would likely encounter problematic physical barriers trying to reconnect to an elevated roadway.

Staff has proposed this text amendment in recognition of these problems associated with the current flood ordinance. Staff finds that it should be reasonable to allow construction of new structures being served by these existing roadways. It is important to note that this code text amendment does not in any way alleviate requirements for the structures, themselves, to be fully elevated above the BFE as is required by other sections of the code. At no time will new residential or commercial structures be constructed within the city limits in violation of FEMA regulations or other provisions of state or city code.

**Fiscal Impact:**

No fiscal impact to the City is anticipated by the adoption of Ordinance 3163.

**Alternatives:**

1. The City Commission may decide to not accept Ordinance 3163 on first reading, maintaining the standard as is.
2. The Commission may suggest additional revisions for staff considerations.

**Concurrences:**

Planning and Community Development staff actively worked with affected City departments such as Public Works & Engineering, Great Falls Fire Rescue, and the City Attorney's Office during the drafting of these text amendments.

ATTACHMENTS:

- ▣ Ordinance 3163
- ▣ Ord. 3163 Exhibit "A"

**ORDINANCE 3163**

**AN ORDINANCE AMENDING TITLE 17, CHAPTER 56, ARTICLE 10, SECTION 020, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO DEVELOPMENT REQUIREMENTS IN THE FLOOD FRINGE OR REGULATED FLOOD HAZARD AREA WITH NO FLOODWAY**

\* \* \* \* \*

**WHEREAS**, it is the intent of the City Commission of the City of Great Falls to provide for and protect the health, safety, and welfare of the citizens of Great Falls; and,

**WHEREAS**, the Official Code of the City of Great Falls (OCCGF) is revised and refined, over time, to address changing local conditions and national trends that arise and affect the citizens of Great Falls; and,

**WHEREAS**, the amendment proposed to Title 17 shall comply with Federal and State Flood Plain Hazard Management Regulations, and the continued participation by the City of Great Falls in the National Flood Insurance Program; and,

**WHEREAS**, notice of amending the OCCGF was published in the *Great Falls Tribune*, advertising that a public hearing on these proposed amendments would be held on the 1st day of August 2017, before final passage of said Ordinance herein.

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

Section 1. Title 17, Chapter 56, Article 10, Section 020 of the OCCGF pertaining to development requirements in the flood fringe or regulated flood hazard area with no floodway be amended as depicted in Exhibit "A" attached hereto and by reference incorporated herein, which removes any language indicated by a ~~strike-out~~ and adds any language which is **bolded**; and,

Section 2. This ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

**APPROVED** by the City Commission on first reading July 18, 2017.

**ADOPTED** by the City Commission of the City of Great Falls, Montana, on second reading August 1, 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 3163 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"

Title 17 - LAND DEVELOPMENT CODE

Chapter 56 FLOODPLAIN OVERLAY DISTRICTS

**Article 10 DEVELOPMENT REQUIREMENTS IN THE FLOOD FRINGE OR REGULATED FLOOD HAZARD AREA WITH NO FLOODWAY**

**Sections:**

[17.56.10.020 General requirements.](#)

**17.56.10.020 General requirements.**

- A. **Base flood elevation.** The appropriate base flood elevation shall be determined by appropriate methods and utilized in the design and layout of the project, by an engineer, demonstrating the appropriate design and construction criteria herein are met. Regulated flood hazard areas that do not have computed and published base flood elevations in the adopted flood hazard study referenced in Article 4, Jurisdictional Area, the base flood elevation must be computed as well, utilizing appropriate engineering methods and analysis.
- B. **Flood damage.** Projects must be constructed by methods, and practices, that minimize flood damage and are reasonably safe from flooding.
- C. **Materials.** Structures ~~are~~ **shall be** reasonably safe from flooding and constructed with materials resistant to flood damage.
- D. **Structures or fill.** Structures or fill must not be prohibited by any other statute, regulation, ordinance, or resolution; and must be compatible with subdivision, zoning and any other land use regulations, if any.
- E. **Anchoring.** All construction, and substantial improvements, shall be designed and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- F. **Certification.** Certification by an engineer, architect, or other qualified person must accompany the application as to an encroachment analysis where required, adequacy of structural elevations, determination of the base flood elevation, flood-proofing, wet proofing, dry proofing, design, and construction to withstand the flood depths, hydrodynamic and hydrostatic pressures, velocities, impact, buoyancy, and uplift forces associated with the base flood. A certification is not intended to constitute a warranty or guarantee of performance, expressed or implied.
- G. **Access.** Structures must have safe access during times of flooding up to the base flood for ordinary and emergency services. ~~provided there are no reasonable alternate locations for structures.~~
  - 1. **In existing subdivisions and/or within developed areas within the jurisdiction where existing public streets are below the base flood elevation, and it is determined by the Director of Planning and Community Development to be impractical to comply with elevating the entire street route to the base flood elevation, the City may approve plat alterations, boundary line adjustments and permit road maintenance, and reconstruction and substantial improvements to the street, provided that the party proposing said work will ensure current and all future owners of all properties served by such streets provide effective surface drainage to minimize flood damage to structures upon said properties.**
- H. **Encroachment limit.** Allowable encroachment for developments in the regulated flood hazard area without a floodway, must be supported by an encroachment analysis and cannot exceed one-half (0.5) feet increase to the base flood elevation. An encroachment analysis is not required for any development, in the flood fringe, where an accompanying floodway has been designated within the regulated flood hazard area.

EXHIBIT "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 56 FLOODPLAIN OVERLAY DISTRICTS

I. **Electrical systems.**

1. All incoming power service equipment including all metering equipment, control centers, transformers, distribution and lighting panels, and all other stationary equipment must be located at least two (2) feet above the base flood elevation;
2. Portable and movable electrical equipment may be placed below the elevation of the base flood elevation, provided that the equipment can be disconnected by a single plug and socket assembly of the submersible type;
3. The main power service lines must have automatically operated electrical disconnect equipment, or manually operated electrical disconnect equipment, located at an accessible remote location outside the floodplain or two (2) feet above the base flood elevation; and
4. All electrical wiring systems, installed below the base flood elevation, must be suitable for continuous submergence and may not contain fibrous components.

J. **Heating and cooling systems.**

1. ~~Shall~~ **Be** installed with float operated automatic control valves so that fuel supply is automatically shut off when flood waters reach the floor level where located;
2. Have manually operated gate valves installed in gas supply lines. The gate valves must be operable from a location above the base flood elevation;
3. Be installed in accordance with the provisions of electrical systems flood proofing; and
4. Have furnaces and cooling units and ductwork installed at least two (2) feet above the base flood elevation.

K. **Plumbing systems.**

1. Sewer lines, except those to be buried and sealed, must have check valves installed to prevent sewage backup into permitted structures; and
2. All toilets, stools, sinks, urinals, vaults, and drains must be located so the lowest point of possible entry is at least two (2) feet above the base flood elevation.

L. **Structural fill.** Fill used to elevate structures, including but not limited to residential, commercial, and industrial structures must be suitable and meet the following requirements:

1. The filled area is at, or above, the base flood elevation and extends at least fifteen (15) feet beyond the structure in all directions;
2. The fill is compacted to minimize settlement and compacted to ninety-five (95) percent of the maximum density. Compaction of earthen fill must be certified by a registered professional engineer;
3. No portion of the fill is within the floodway;
4. The fill slope must not be steeper than one and one-half (1½) horizontal to one (1) vertical unless substantiating data, justifying a steeper slope, is provided and adequate erosion protection is provided for fill slopes exposed to floodwaters. The erosion protection for fill slopes exposed to velocities of four (4) feet per second and less may consist of vegetative cover consisting of grasses or similar undergrowth as approved by the permit issuing authority. Slopes exposed to velocities greater than four (4) feet per second shall be protected by armoring with stone or rock slope protection;
5. The fill must be a minimum of one-half (0.5) feet above the base flood elevation;

EXHIBIT "A"

Title 17 - LAND DEVELOPMENT CODE

Chapter 56 FLOODPLAIN OVERLAY DISTRICTS

6. No portion of the fill is in the estimated floodway if none has been designated; and
  7. Mitigation may be required for lost natural flood storage due to added fill.
- M. **Water and sewage systems.** All new construction, or substantial improvements, shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other services designed and located so as to prevent waters from entering or accumulating within the components during conditions of flooding or to prevent impairment or contamination during flooding.

(Ord. 3163, 2017; Ord. No. 3102, § 3(Attach. A), 3-5-2013)





**Item:** Ordinance 3164 - An Ordinance by the City Commission of the City of Great Falls to rezone the property legally described as Foxwood Estates Subdivision, located in the Government Lot 2 of Section 23, Township 20 North, Range 3 East, P.M, City of Great Falls, Cascade County, Montana from R-1 Single-family Suburban to PUD Planned Unit Development district.

**From:** Erin Borland, Planner I, Planning and Community Development

**Initiated By:** Brett Haverlandt, Owner

**Presented By:** Craig Raymond, Director of Planning and Community Development

**Action Requested:** City Commission accept Ordinance 3164 on first reading and set a public hearing for August 15, 2017.

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (accept/deny) Ordinance 3164 on first reading and set a public hearing for August 15, 2017."

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

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**Staff Recommendation:**

At the conclusion of a public hearing held on June 27, 2017, the Zoning Commission recommended the City Commission approve rezoning request from R-1 Single-family suburban to PUD Planned Unit Development for the subject property, all subject to fulfillment of the following Conditions of Approval:

1. General Code Compliance. The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Code Adoption Compliance. Approval of the project is conditioned upon successful adoption of flood hazard code text amendment providing for connection to streets not above base flood elevation.
3. Amended Plat. Provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff.
4. Utilities. The final engineering drawings and specifications for public improvements for the subject property shall be submitted to the City Public Works Department for review and approval.
5. Land Use & Zoning. Except as provided herein, development of the property shall be consistent with allowed uses and specific development standards for this PUD Planned unit development district designation.

6. Subsequent modifications and additions. If after establishment of single family homes, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning Department shall determine, in writing, if such proposed change would alter the finding for one or more review criteria. If such proposed changes would alter a finding, the proposal shall be submitted for review as a new development application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

**Summary:**

The subject property is on the southwest corner of Park Garden Road and Park Garden Lane. The City Commission approved annexation and subdivision of the property, assigning R-1 Single-family suburban zoning, in October of 2008. The subdivision was approved with fourteen lots and an access easement for the purpose of a private drive through the development.

Public Notice, for the Planning Advisory Board/Zoning Commission Public Hearing, was published in the Great Falls Tribune on June 11, 2017. To date, Staff has received no request for information regarding this project.

**Background:**

The subject property is currently zoned R-1 Single-family suburban. The Owner is requesting that the subject property be rezoned from the R-1 district to PUD Planned Unit Development district in order to propose oversized lots that will accommodate large attached garages, as well as large detached garages for storage for various items such as RVs, ATVs, boats, etc.

PUD Proposal: The Official Code of the City of Great Falls (OCCGF) Title 17 - Land Development Code permits attached and detached garages in the R-1 zoning district. The garage area limitation measurements are cumulative of all garage spaces including attached and detached private garages. The garage area is allowed based on the size of the lot for which the garage is proposed for. For a lot that is ±10,001 to ±43,559 square feet, the OCCGF will allow 1,600 square feet of garage area. The PUD standards for the subject property were originally proposed by the applicant, at maximum 1,500 square foot attached garage and a 3,000 square foot accessory building/detached garage. However, the Zoning Commission recommended the City Commission increase the maximum attached garage square footage to be 1,600.

Use of the PUD zoning district allows for the proposal of unique development standards, per OCCGF §17.20.2.040 Establishment and purpose of districts, which states:

“A Planned Unit Development district is a special type of zoning district that is proposed by the developer to account for a desired mix of uses. Each district is unique and therefore has its own set of development standards which are documented in the approval.”

The subject property is surrounded on the east, west and south by county land. These are larger parcels with single family houses with a similar look, function and impact, Therefore, it would be appropriate to establish PUD zoning and adopt similar development standards for the subject property.

PUD zoning district classification is subject to building envelopes, setbacks, and special development standards. The proposed development standards, for the development, are attached. The proposed development standards for the PUD have underlying R-1 Single-family suburban standards, and will be compatible with the surrounding neighborhoods.

Land Use Restrictions: Since the intent of the PUD is for large residential lots, with the ability to have larger garages, there are several uses that are allowed in an R-1 Single-family suburban zoning district that Staff recommends prohibiting in this PUD:

- Agriculture, horticulture, nursery
- Convenience sales

- Contractor yard type I
- Agriculture, livestock
- Private stable/barn
- Roadside farmer's market

This will help limit the impact upon the adjoining single-family residential uses, and it will keep the character of the subdivision with the surrounding area. Staff recommended to the Zoning Commission to also prohibited Home Occupations, but the Zoning Commission recommended the City Commission allow Home Occupations as per §17.20.7.070.

The basis for decision on zoning map amendments is listed in OCCGF §17.16.40.030. The recommendation of the Planning Advisory Board/Zoning Commission, and the decision of City Commission, shall at a minimum consider the criteria which are attached as Findings of Fact – Zoning Map Amendment.

Concurrent to the rezoning request, the applicant is also requesting an approval of the amended plat to the Foxwood Estates Subdivision to aggregate the fourteen existing lots into seven lots. The amended plat will also vacate the access easement for Den Drive (the private drive that was proposed for the original subdivision). By state regulations, when more than five lots are aggregated the governing body shall review the plat. Therefore, City Commission consideration of the Amended Plat will be the same date as the consideration of the PUD rezone.

Lots shown on the draft amended plat range in size from ±37,126 square feet and ±43,063 square feet. The proposed amended plat would decrease the density to seven lots.

The basis for decision to approve, conditionally approve, or deny a proposed subdivision is whether the subdivision application, preliminary plat, applicable environmental assessment, public hearing, planning board recommendations, or additional information demonstrate that development of the proposed subdivision meets the requirements of 76-3-608 MCA. The governing body shall issue written findings of fact that weigh the criteria in of 76-3-608(3) MCA, which are attached as Findings of Fact – Subdivision.

Improvements: Roadways The Owner has proposed that Park Garden Lane, which will serve the seven lots will be improved to City standards.

Utilities: The on-site improvements required for the development of the subject property shall be installed as shown on the final construction plans that are submitted to, and approved by, the Public Works Department. The on-site improvements shall include everything required to provide water, sanitary sewer, storm water management, and access, including streets and sidewalks, serving each lot proposed, at the owner's expense.

Storm Water Management: A Stormwater Management Plan shall be developed to City standards and shall be submitted to the City Public Works Department for review, and approval, prior to issuance of building permits.

Neighborhood Council Input: The subject property is located in Neighborhood Council #1, which does not meet during the summer. Therefore, information was provided to the council members through the Neighborhood Council Coordinator for individual comment. To date, no comments have been received.

Concurrences: Representatives from the City's Public Works, Police, and Fire Departments have been involved throughout the review and approval process for this project and will continue throughout the permit approval process.

**Fiscal Impact:**

Because the subject property has already been annexed, the cost of infrastructure improvements has been addressed in the Annexation Improvement Agreement for Foxwood Estates Subdivision. This Agreement will be reviewed and any necessary changes will be evaluated. The rezone request and amended plat do decrease the amount of lots but create larger lots, which increases the City's tax base, and increases revenue.

**Alternatives:**

1. The City Commission could deny Ordinance 3164.
2. The City Commission could provide suggested revisions for staff to consider.,

ATTACHMENTS:

- ▣ Ordinance 3164
- ▣ Ordinance Attachment A
- ▣ Findings of Fact - Zoning Amendment
- ▣ Findings of Fact - Subdivision
- ▣ Aerial Map
- ▣ Zoning Map
- ▣ Amended Plat of Foxwood Estates

**ORDINANCE 3164**

**AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS TO REZONE THE PROPERTY LEGALLY DESCRIBED AS: FOXWOOD ESTATES SUBDIVISION LOCATED IN THE GOVERNMENT LOT 2 OF SECTION 23, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA, FROM R-1 SINGLE-FAMILY SUBURBAN TO PUD PLANNED UNIT DEVELOPMENT DISTRICT.**

\* \* \* \* \*

**WHEREAS**, the subject properties, located on the southwest corner of Park Garden Road and Park Garden Lane are presently zoned R-1 Single-family suburban; and,

**WHEREAS**, the property owner, Brett Haverlandt, has petitioned the City of Great Falls to rezone said properties to PUD Planned Unit Development district; and,

**WHEREAS**, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 15th day of August 2017, before final passage of said Ordinance herein; and,

**WHEREAS**, following said public hearing, it was found and decided that the said rezoning designation be made; and,

**WHEREAS**, the zoning map amendment on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls, Section 17.16.40.030; and,

**WHEREAS**, the Great Falls Zoning Commission conducted a public hearing on June 27, 2017, to consider said rezoning from R-1 Single-family suburban residential district to PUD Planned Unit Development district and at the conclusion of said hearing passed a motion recommending the City Commission rezone the property legally described as Foxwood Estates Subdivision, located in the Government Lot 2 of Section 23, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, Montana.

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

Section 1. It is determined that the herein requested rezoning will meet the criteria and guidelines cited in Section 76-2-304 Montana Code Annotated, and Section 17.16.40.030 of the Land Development Code of the City of Great Falls.

Section 2. That the property legally described as: Foxwood Estates Subdivision, located in the Government Lot 2 of Section 23, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, Montana, be rezoned to PUD Planned Unit Development district, subject to the setbacks, and other development standards attached hereto as Attachment A, and by this reference made a part hereof, as well as all other applicable regulatory codes and ordinances.

Section 3. Where the Official Code of the City of Great Falls regulations apply to a specific zoning district, the R-1 Single-family Suburban district regulations shall apply to the properties within the PUD.

Section 4. All uses listed in Article 17.20.3, Exhibits 20-1, 20-2, and 20-3 of the Official Code of the City of Great Falls (OCCGF) as permitted or conditionally permitted in the R-1 zoning district are allowable uses within the PUD, with the exception of the following uses which are prohibited:

1. Agriculture, horticulture, nursery;
2. Convenience sales;
3. Contractor yard type I;
4. Agriculture, livestock;
5. Private stable/barn; and
6. Roadside farmer's market.

Section 5. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading July 18, 2017.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading August 15, 2017.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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Sara 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 City Commission, Ordinance 3164 in three conspicuous places within the limits of said City to-wit:

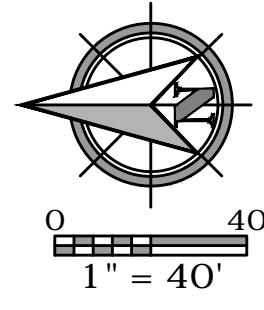
On the Bulletin Board, first floor, Civic Center Building;  
On the Bulletin Board, first floor, Cascade County Court House;  
On the Bulletin Board, Great Falls Public Library

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Lisa Kunz, City Clerk

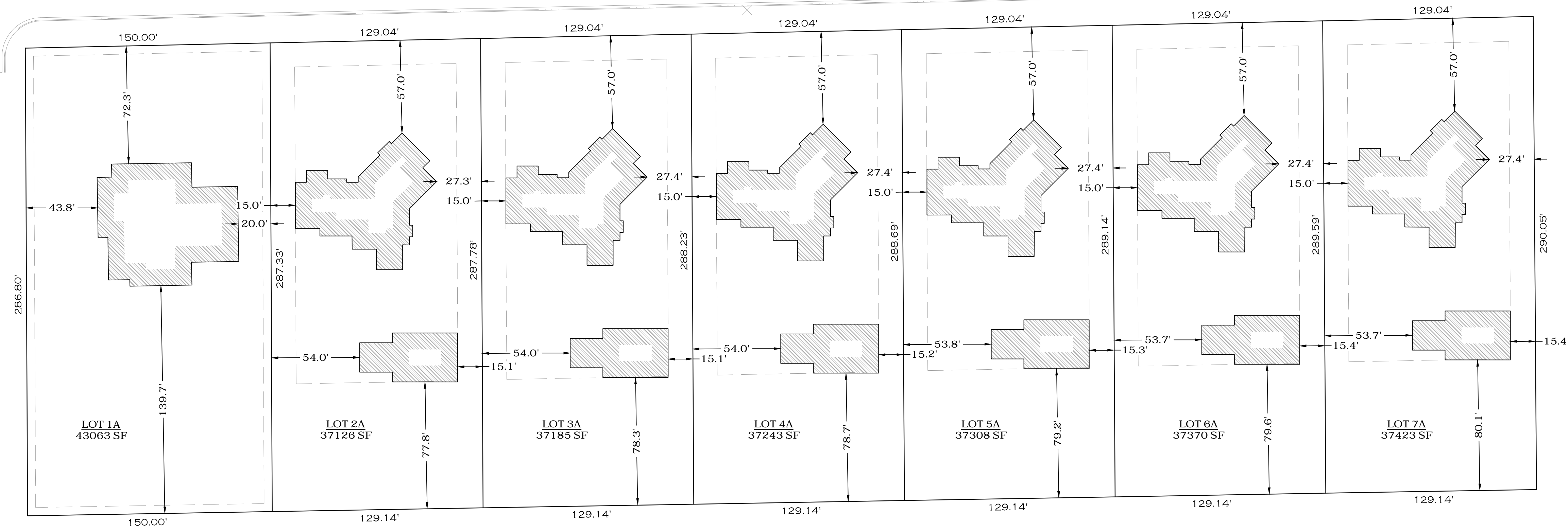
(CITY SEAL)





Standard Easement Schedule		
Standard	Proposed U	R-1
Revised Identification	-	-
Minimum lot area or newly created lot	21780 sq	15000 sq
Minimum lot width or newly created lot	90 feet	90 feet
Lot proportion or newly created lot	3.1:1 or	3.1:1 or
Minimum lot depth to width		
Minimum building height or principal building	35 feet	35 feet
Minimum building height of detached garage	24 feet not higher than principal building	24 feet not higher than principal building
Minimum building height of other accessory structure and building	12 feet	12 feet
Minimum front setback	20 feet	30 feet
Minimum rear setback	20 feet or other than 150 feet in depth 25 feet or other 150 feet in depth and over	20 feet or other than 150 feet in depth 25 feet or other 150 feet in depth and over
Minimum side setback	Principal building: 15 feet each side accessory building: 2 feet each side provided the front of the building is set 50 feet from the front of line	Principal building: 15 feet each side accessory building: 2 feet each side provided the front of the building is set 50 feet from the front of line
Minimum lot coverage or principal building accessory building	Corner lot: 40% Other lots: 30%	Corner lot: 40% Other lots: 30%
Accessory Building Square Footage Maximum	3000 sq	
Minimum lot area	1600 sq	
Landscaping	Standard one lot 5 trees	

PARK GARDEN RD



PRELIMINARY - NOT FOR CONSTRUCTION

**WOITH ENGINEERING, INC.**  
**ENGINEERS & SURVEYORS**  
 P.O. BOX 7326, GREAT FALLS, MONTANA 59406

FOXWOOD ESTATES SUBDIVISION  
 GREAT FALLS, MT

PUD SUBMITTAL

JOB #:	1552
FB:	####
DRAWN:	DMW
DESIGN:	KTS
QA:	####
DATE:	07/06/17

DESCRIPTION	DATE

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## FINDINGS OF FACT – ZONING MAP AMENDMENT

Foxwood Estates Subdivision, located in the Government Lot 2 of Section 23, Township 20 North, Range 3 East, PM, City of Great Falls, Cascade County, MT

### PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls §17.16.40.030, of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

#### **1. The amendment is consistent with and furthers the intent of the City's growth policy.**

The proposed rezoning is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project strongly supports the Social and Physical portions of the Growth Policy, specifically the goals and principles to; 1) encourage a safe, adequate and diverse supply of housing and fair housing opportunities in the City; and 2) encourage a balanced mix of land uses through-out the City. The Growth Policy identifies that the City needs balanced, compatible growth.

Additional supportive Policies that this project is consistent with include:

#### Social - Housing

- Soc1.4.1 Work with the private sector and non-profits to increase housing opportunities in the city;
- Soc1.4.2 Expand the supply of residential opportunities including single family homes, apartments, manufactured homes and assisted living facilities;
- Soc1.4.3 Encourage, promote and support adequate and affordable home ownership in the City;
- Soc1.4.6 Encourage a variety of housing types and densities so that residents can choose by price or rent, location and place of work; and
- Soc1.4.13 Protect the character, livability and affordability of existing neighborhoods by ensuring that infill development is compatible with existing neighborhoods.

#### Physical - Land Use

- Phy4.1.3 Create a balanced land use pattern that provides for a diversity of uses that will accommodate existing and future development in the City; and
- Phy4.1.4 Foster the development of safe, walkable neighborhoods, with a mix of uses and diversity of housing types.

#### **2. The amendment is consistent with and furthers adopted neighborhood plans, if any.**

Great Falls is separated into nine Neighborhood Councils. There are no adopted Neighborhood Plans for any of the Councils within the City. The subject property is located in Neighborhood Council #1. Neighborhood Council #1 does not meet in the summer months, therefore, information has been sent out to the Council through the Neighborhood Council Coordinator for individual comment. No comments have been received from the Council members to date.

**3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.**

The Long Range Transportation Plan addresses several goals and objectives of the Growth Policy Update. This project is consistent with those goals and therefore is consistent with the Long Range Transportation Plan as well as other planning documents adopted by the City Commission.

**4. The code with the amendment is internally consistent.**

The proposed rezoning is within the city limits.

**5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.**

Any development within the City limits requires City review, including review of how the development will impact the public health, safety and welfare. At the time that this project was initially annexed and received City zoning, it went through said review.

**6. The City has or will have the financial and staffing capability to administer and enforce the amendment.**

Completion of the full project proposal, contingent on rezoning, will have beneficial financial impact for the City due to the creation of seven oversized lots for property taxes to be assessed on. There is adequate staffing to administer and enforce the amendment.

## FINDINGS OF FACT – MONTANA SUBDIVISION AND PLATTING ACT

Foxwood Estates Subdivision, located in the Government Lot 2 of Section 23, Township 20 North, Range 3 East, PM, City of Great Falls, Cascade County, MT

(PREPARED IN RESPONSE TO 76-3-608(3) MCA)

### PRIMARY REVIEW CRITERIA:

**Effect on Agriculture and Agricultural Water User Facilities:** The amendment to the subdivision is located within the City limits and is not currently being used for agricultural purposes. The subject property was annexed and subdivided in October of 2008. Thus, the proposed amendment to the subdivision will not interfere with any agricultural irrigation system or present any interference with agricultural operations in the vicinity.

**Effect on Local Services:** Lots in the subdivision will be required to connect to City utilities. The occupants of the single-family homes, within the subdivision, will pay regular water and sewer charges, and monthly storm drain charges.

The subdivision is currently receiving law enforcement and fire protection service from the City of Great Falls. Providing these services to the subdivision, is expected to be a manageable cost to the City and increased tax revenues from improved properties may cover increased costs.

The Owner will have the responsibility to bring Park Garden Lane to City standards.

**Effect on the Natural Environment:** The subdivision is not expected to adversely affect soils or the water quality or quantity of surface or ground waters. Surface drainage from the subdivision will flow to a proposed storm system for the subdivision which the design will be reviewed, and approved by, the Public Works Department

**Effect on Wildlife and Wildlife Habitat:** There is existing development surrounding the proposed property, and this is not in an area of significant wildlife habitat beyond occasional grazing deer or migrating fowl. This subdivision will not result in closure of public access to hunting or fishing areas, or public lands.

**Effect on Public Health and Safety:** Based on available information, the subdivision is not subject to abnormal potential natural hazards such as wildfire, avalanches or rockslides; nor potential man-made hazards such as high voltage power lines, high-pressure gas lines, high traffic volumes, or mining activity.

### REQUIREMENTS OF MONTANA SUBDIVISION AND PLATTING ACT, UNIFORM STANDARDS FOR MONUMENTATION, AND LOCAL SUBDIVISION REGULATIONS

The subdivision meets the requirements of the Montana Subdivision and Platting Act and the

surveying requirements specified in the Uniform Standards for Monumentation, and conforms to the design standards specified in the local subdivision regulations. The local government has complied with the subdivision review, and approval procedures, set forth in the local subdivision regulations.

**EASEMENT FOR UTILITIES**

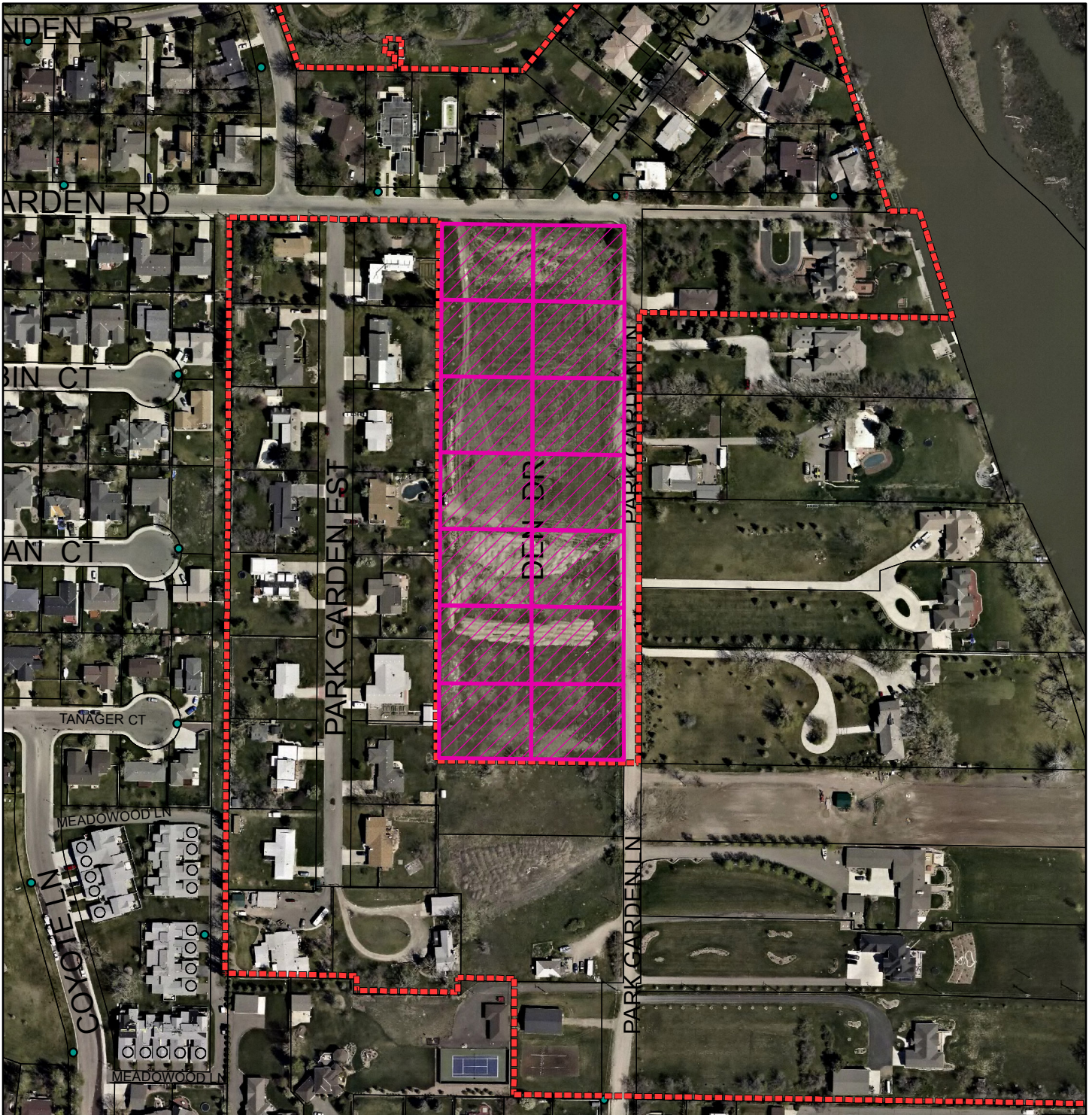
The developer shall provide necessary utility easements to accommodate water mains, sanitary sewer mains, and private utilities to serve all lots of the subdivision.




**LEGAL AND PHYSICAL ACCESS**

Legal and physical access to the proposed lots will be Park Garden Road. After this road has been brought to City standards, it will be maintained by the City of Great Falls, after construction is completed, after final acceptance of the improvements by the City.



# AERIAL MAP

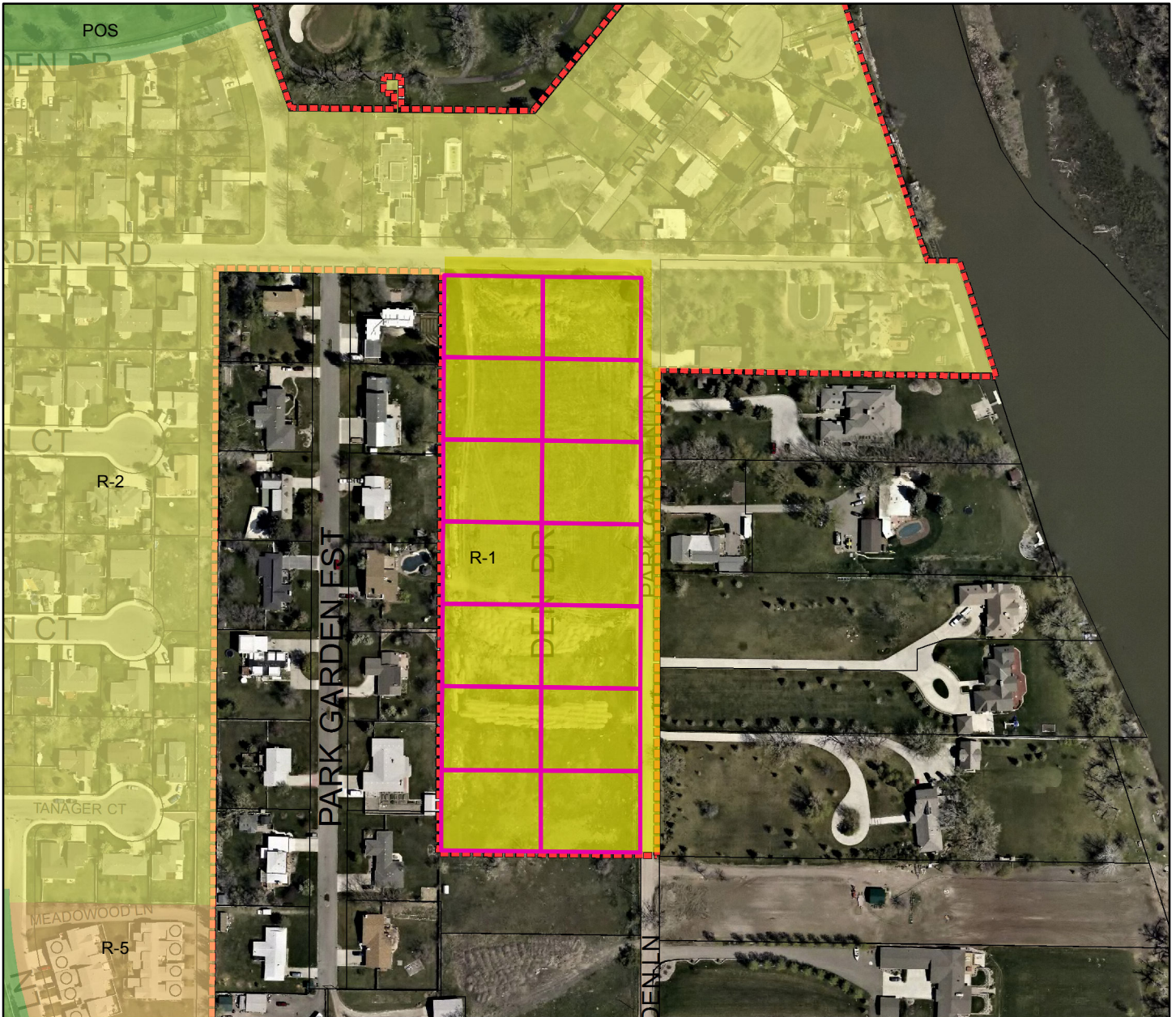


-  Foxwood Estates
-  City Limits
-  Tracts of Land





# ZONING MAP



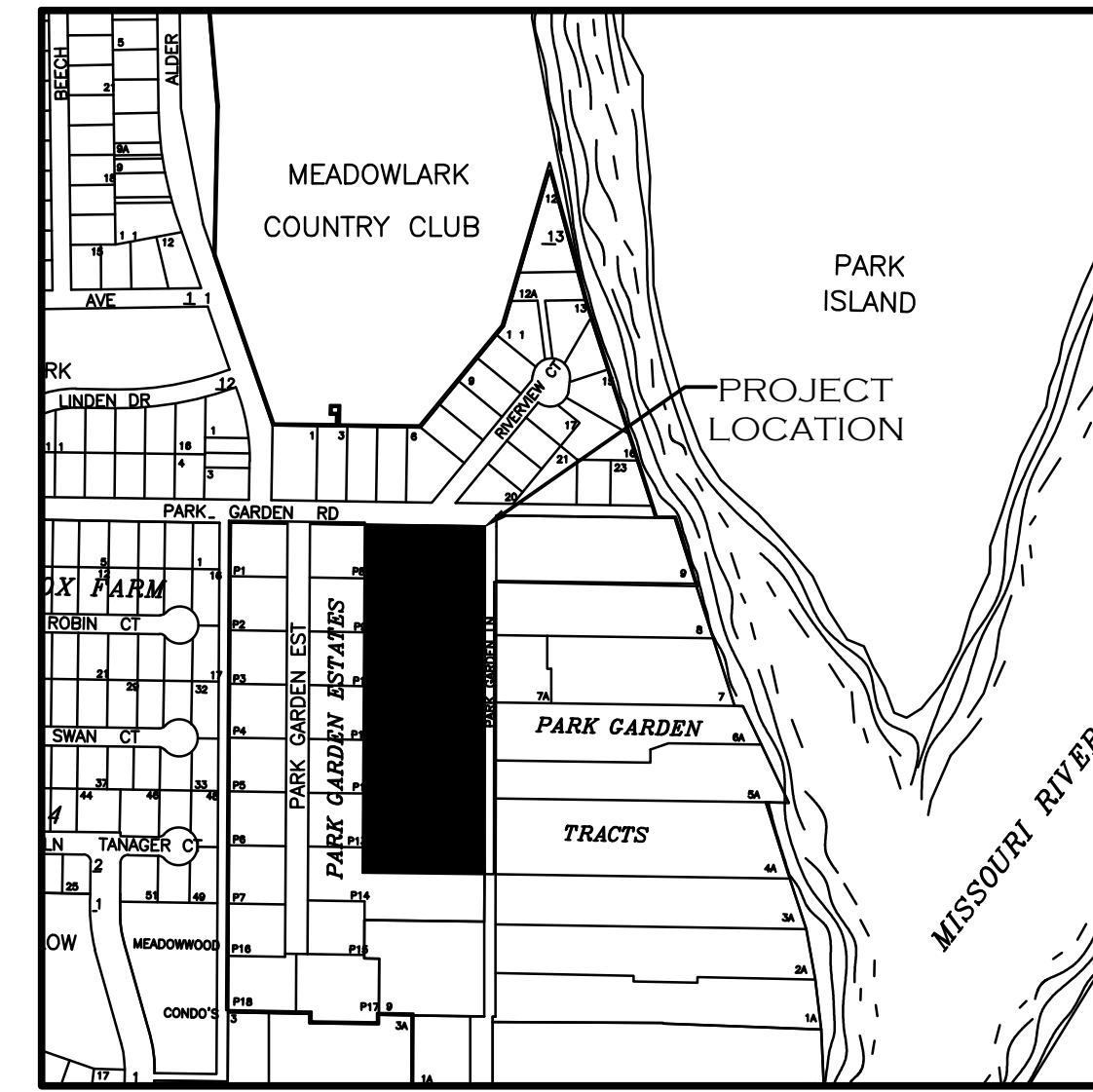
- Foxwood Estates
- City Limits
- Tracts of Land
- R-1 Single-family Suburban
- R-2 Single-family Medium Density
- R-5 Multi-family Medium Density
- POS Parks and Open Space



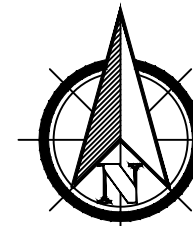


**AMENDED PLAT OF  
FOXWOOD ESTATES SUBDIVISION  
AN ADDITION TO THE CITY OF GREAT FALLS, MT  
LOCATED IN GOVERNMENT LOT 2 OF SECTION 23, T.20N., R.3E., P.M.MT.,  
CASCADE COUNTY, MONTANA**

THE PURPOSE OF THIS AMENDED PLAT IS TO AGGREGATE  
A BLOCK OF 14 LOTS INTO A BLOCK OF 7 LOTS AND TO ABANDON THE ACCESS  
AND UTILITY EASEMENTS ASSOCIATED WITH THE ORIGINAL 14 LOT SUBDIVISION



VICINITY MAP



0 50  
1" = 50'

**BASIS OF BEARING**

BASIS OF BEARINGS FOR THIS SURVEY IS EAST LINE OF THE FOXWOOD ESTATES SUBDIVISION AS FILED IN THE OFFICE OF THE CLERK AND RECORDER OF CASCADE COUNTY, MONTANA.

**AREA**

LOT 1A	43,063 SF = 0.99 ACRES
LOT 2A	37,126 SF = 0.85 ACRES
LOT 3A	37,185 SF = 0.85 ACRES
LOT 4A	37,243 SF = 0.85 ACRES
LOT 5A	37,308 SF = 0.86 ACRES
LOT 6A	37,370 SF = 0.86 ACRES
LOT 7A	37,423 SF = 0.86 ACRES
STREET	27,745 SF = 0.64 ACRES
<b>TOTAL</b>	<b>294,462 SF = 6.76 ACRES</b>

**LEGEND**

	PLAT EXTERIOR BOUNDARIES		SET A 5/8" DIAM. X 24" LONG REBAR WITH BLUE PLASTIC CAP MARKED 'SIDOR 39515'
	NEW PROPERTY LINE		FOUND 5/8" DIAM. REBAR NO CAP
	STREET CENTERLINE		FOUND PROPERTY MONUMENT AS NOTED
	ABANDONED PROPERTY LINE		RECORD MEASUREMENT FOXWOOD ESTATES SUBDIVISION - P-2008 - 46 PL
	EXISTING PROPERTY LINE		SF SQUARE FEET
	ABANDONED EASEMENT		NTS NOT TO SCALE
	DIMENSION LINE		
	P.O.B. POINT OF BEGINNING		

**CERTIFICATE OF DEDICATION**  
I, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY CERTIFY THAT I HAVE CAUSED TO BE SURVEYED AND PLATTED INTO LOTS, BLOCKS AND STREETS AS SHOWN BY THE ATTACHED AMENDED PLAT, THE TRACT OF LAND TO BE KNOWN AS THE AMENDED PLAT OF FOXWOOD ESTATES SUBDIVISION AN ADDITION TO THE CITY OF GREAT FALLS, LOCATED IN THE GOVERNMENT LOT 2, SECTION 8, T.20N, R.4E, P.M. MT, CASCADE COUNTY, MONTANA, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF PARK GARDEN ESTATES; THENCE S0°59'29"E, A DISTANCE OF 660.80 FEET TO A POINT; THENCE S1°01'16"E, A DISTANCE OF 264.03 FEET TO A POINT, THE PRECEDING TWO COURSES BEING ALONG THE EAST BOUNDARY OF SAID PARK GARDEN ESTATES; THENCE N89°37'12"E, A DISTANCE OF 320.12 FEET TO A POINT; THENCE N1°12'12"W, A DISTANCE OF 924.21 FEET ALONG THE WEST BOUNDARY OF PARK GARDEN TRACTS TO A POINT ON THE SOUTH RIGHT-OF-WAY OF PARK GARDEN ROAD; THENCE S89°44'25"W, A DISTANCE OF 316.85 FEET ALONG SAID RIGHT-OF-WAY TO THE POINT OF BEGINNING, CONTAINING 6.76 ACRES.

THE LAND INCLUDED IN THE 30 FOOT WIDE STRIP ADJACENT TO AND WEST OF THE EAST BOUNDARY THE AMENDED PLAT OF FOXWOOD ESTATES SUBDIVISION IS HEREBY GRANTED AND DONATED TO THE USE OF THE PUBLIC FOREVER.

I HEREBY CERTIFY THAT THIS AMENDED PLAT IS EXEMPT FROM REVIEW AS A SUBDIVISION, PURSUANT TO SECTION 76-3-207(1)(f), MCA; AGGREGATION OF PARCELS OR LOTS WHEN A CERTIFICATE OF SURVEY OR SUBDIVISION PLAT SHOWS THAT THE BOUNDARIES OF THE ORIGINAL PARCELS HAVE BEEN ELIMINATED AND THE BOUNDARIES OF A LARGER AGGREGATE PARCEL ARE ESTABLISHED. A RESTRICTION OR REQUIREMENT ON THE ORIGINAL PLATTED LOTS OR ORIGINAL PLATTED PARCELS CONTINUES TO APPLY TO THESE AREAS. THIS AMENDED PLAT IS SUBJECT TO ZONING REGULATIONS AND THE SURVEYING REQUIREMENTS OF SECTION 76-3-401 MCA.

I FURTHER CERTIFY THAT THIS AMENDED PLAT IS EXCLUDED FROM REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO RULE 17.36.605(3), ARM; AGGREGATIONS OF PARCELS ARE NOT SUBDIVISIONS SUBJECT TO REVIEW, EXCEPT THAT AN AGGREGATION IS SUBJECT TO REVIEW UNDER 76-4-130, MCA, IF ANY PARCEL INCLUDED IN THE AGGREGATION HAS A PREVIOUS APPROVAL ISSUES UNDER TITLE 76, CHAPTER 4, PART 1, MCA.

BRETT HAVERLANDT

STATE OF MONTANA )  
                                  : SS  
COUNTY OF CASCADE )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017, BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF MONTANA, PERSONALLY APPEARED, BRETT HAVERLANDT, KNOWN TO ME TO BE THE PERSON WHO EXECUTED THE FOREGOING CERTIFICATE OF DEDICATION AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

SEAL

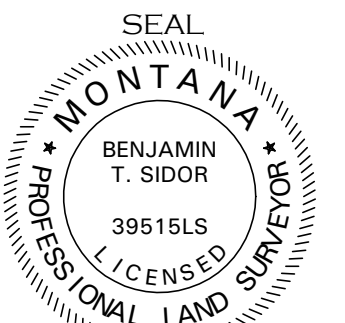
NOTARY PUBLIC, STATE OF MONTANA  
RESIDING AT GREAT FALLS, MONTANA  
MY COMMISSION EXPIRES \_\_\_\_\_

PRINT NOTARY PUBLIC NAME

CERTIFICATE OF SURVEYOR

I, BENJAMIN T. SIDOR, PROFESSIONAL LAND SURVEYOR, MONTANA REG. NO. 39515, DO HEREBY CERTIFY THAT IN MARCH, 2017 I SURVEYED THE TRACT OF LAND SHOWN ON THE ATTACHED AMENDED PLAT OF FOXWOOD ESTATES SUBDIVISION AN ADDITION TO THE CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA, AND DESCRIBED IN THE CERTIFICATE OF DEDICATION, AND THAT THE SURVEY WAS MADE IN ACCORDANCE WITH THE PROVISIONS OF TITLE 76, CHAPTER 3, PART 4, MCA.

BENJAMIN T. SIDOR, PLS  
MONTANA REG. NO. 39515



CERTIFICATE OF COUNTY TREASURER

I, JAMIE BAILEY, COUNTY TREASURER OF CASCADE COUNTY, MONTANA, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE RECORDS COVERING THE AREAS INCLUDED IN THE ACCOMPANYING AMENDED PLAT OF FOXWOOD ESTATES SUBDIVISION AN ADDITION TO THE CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA AND FIND THAT THE TAXES ON THE SAME HAVE BEEN PAID FOR THE LAST FIVE YEARS. DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

JAMIE BAILEY, CASCADE COUNTY TREASURER

NOTE:  
IT IS NOT THE INTENT  
OF THIS AMENDED  
PLAT TO IDENTIFY ALL  
EASEMENTS OF  
RECORD. EASEMENTS  
OF SITE AND RECORD  
MAY EXIST THAT ARE  
NOT SHOWN HEREON.

**WOITH ENGINEERING, INC.**  
**ENGINEERS & SURVEYORS**  
P.O. BOX 7326, GREAT FALLS, MONTANA 59406

JOB NO: 1552  
FILE NO: GPS  
FILE: 1552-PLATFOXWOOD  
DRAWN: GC  
DATE: 5-17

