



City Commission Agenda

for

February 5, 2008

Please Note: The City Commission agenda format allows citizens to speak on each issue prior to Commission action. We encourage your participation. Please keep your remarks concise and to the topic under consideration.

CALL TO ORDER: 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

NEIGHBORHOOD COUNCILS

1. Appointment, District 4. Action: Conduct drawing and make appointment to Neighborhood Council District No. 4 for a two-year term.
2. Miscellaneous reports and announcements.

PUBLIC HEARINGS

3. Res. 9724, Cost Recovery. Assesses total charges of \$4,826 for costs incurred in razing and cleanup of property located at 308 7th Avenue South. Action: Conduct public hearing and adopt or deny Res. 9724. **(Presented by: Mike Rattray)**
4. Res. 9726, Golf Fees. Action: Conduct public hearing and adopt or deny Res. 9726, Option 1 or Option 2 or continue public hearing until February 19, 2008, to allow staff time to develop Option 3. **(Presented by: Marty Basta)**

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

5. Ord. 2999, to Assign City Zoning to Cottage Grove Addition Phase 3. Assigns zoning classification of PUD Planned Unit Development district upon annexation to the City. Action: Accept Ord. 2999 on first reading and set public hearing for March 4, 2008. **(Presented by: Ben Rangel)**
6. Ord. 3000, to Assign City Zoning to a 20' Strip of Land to be combined with Lot 1, Block 6, Meadowlark Addition No. 5. Assigns zoning classification of R-3 Single-family high density district upon annexation to the City. Action: Accept Ord. 3000 on first reading and set public hearing for March 4, 2008. **(Presented by: Ben Rangel)**

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

7. Minutes, January 22, 2008, Commission meeting.
8. Total Expenditures of \$1,580,086 for the period of January 15-30, 2008, to include claims over \$5000, in the amount of \$1,414,549.
9. Contracts list.
10. Lien Release.
11. Approve exception request to the Housing Loan Policies for property located at 316 Central Avenue.
12. Approve Change Order SII-3: Mitchell, Jaycee and Water Tower Pool Rehabilitation to Talcott Construction in the amount of \$2,363.
13. Reject bids for the Community Recreation Center LULA Elevator.
14. Reject bid for an Animal Shelter Medical Director contract.

Action: Approve Consent Agenda or remove items for further discussion and approve remaining items.

BOARDS & COMMISSIONS

15. Miscellaneous reports and announcements.

CITY MANAGER

16. Miscellaneous reports and announcements.

CITY COMMISSION

17. Miscellaneous reports and announcements.

PETITIONS AND COMMUNICATIONS *(Please keep your remarks to a maximum of 5 minutes)*

18. Miscellaneous reports and announcements.

MOTION TO ADJOURN

CITY OF GREAT FALLS, MONTANA

AGENDA # 1

A G E N D A R E P O R T

DATE February 5, 2008

ITEM Neighborhood Council Member Appointment– District 4

INITIATED BY Patty Cadwell, Neighborhood Council Coordinator

ACTION REQUESTED Conduct Drawing and Make Appointment

PRESENTED BY Lisa Kunz, City Clerk

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RECOMMENDATION: It is recommended that the City Commission conduct another drawing of the Neighborhood Council – District 4 tie vote candidates and then make an appointment to Neighborhood Council – District 4.

MOTION: After conducting the drawing, I move the City Commission appoint _____ to Neighborhood Council - District No. 4 for a two year term effective January 1, 2008.

SYNOPSIS: The Neighborhood Council election was held November 6, 2007, in conjunction with the City’s general election. Pursuant to Title 2, Chapter 50 of our Municipal Codes, each neighborhood district shall have a council comprised of five resident members. In the case of Neighborhood Council - District No. 4, six write-in individuals tied for the fifth seat on that council. The election administrator has verified and reported that those individuals are qualified electors and residents of their designated neighborhood district. On December 4 and 18, 2007, and January 22, 2008, the Commission held drawings of the tie vote candidates. All three individuals drawn have declined the appointment. Therefore, it is necessary to conduct another drawing to appoint the fifth seat of Neighborhood Council - District 4

The City Attorney recommends the City Commission hold a fair and impartial drawing of the tie vote candidates to select the fifth member of Neighborhood Council - District 4.

A G E N D A R E P O R T

DATE: February 5, 2008

ITEM Res. 9724, Cost Recovery, L3, B480, GF Original Add., 308 7 Ave S

INITIATED BY Community Development Department

ACTION REQUESTED Conduct Public Hearing and Adopt Res. 9724

PREPARED BY Jay Parrott, Building Inspector

REVIEWED & APPROVED BY Mike Rattray, Community Development Director

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RECOMMENDATION:

After closing the public hearing staff recommends the City Commission adopt Resolution 9724 and assess the total charges of \$ 4,826.00 against the property with interest and penalties on the unpaid balance.

MOTION:

I move to adopt Resolution 9724.

SYNOPSIS:

Ronald R. Bowers, owner of the property located on Lot 3, Block 480, Great Falls Original Addition, Great Falls, Cascade County, Montana, were issued a “Notice of Hearing” before the City Commission of Great Falls to appear at 7:00 p.m., February 5, 2008. The hearing is to show cause why the owner of the property should not be liable for the costs incurred in razing and cleanup of the structure known as 308 7th Avenue South. The following expenses were incurred:

Administrative Fee	\$ 260.00
Ownership and encumbrance report by <i>Stewart Title</i>	\$ 110.00
Recording Fee	\$ 24.00
Publishing – Legal Ad	\$ 35.00
Razing Fee	\$ 49.00
Demolition & cleanup by <i>Phillips Construction Company</i>	<u>\$ 4,348.00</u>
TOTAL COSTS INCURRED	<u>\$ 4,826.00</u>

BACKGROUND:

Staff has taken the following action:

<u>Action</u>	<u>Date</u>
Initial inspection of property	09-04-07
Condemned with Sixty-day notice mailed	09-05-07
Bid Awarded	12-03-07
Final inspection and approval by staff	12-20-07

Notification that a public hearing would be held on February 5, 2008 at 7:00 p.m., for the purpose of assessing said costs on the above-mentioned property was given to the property owner and published in the TRIBUNE on January 26, 2008.

cc: Coleen Balzarini, Controller
Judy Burg, Fiscal Control/Tax

RESOLUTION 9724 -- DENIED

A RESOLUTION ASSESSING THE COSTS INCURRED IN RAZING AND CLEANING OF THE PROPERTY LOCATED AT LOT 3, BLOCK 480, GREAT FALLS ORIGINAL ADDITION, GREAT FALLS, CASCADE COUNTY, MONTANA, ADDRESSED AS 308 7th AVENUE SOUTH, AGAINST SAID PROPERTY.

WHEREAS, Ronald R. Bowers, owner of the property located on Lot 3, Block 480, Great Falls Original Addition, Great Falls, Montana, 308 7th Avenue South was issued a notice to raze the structure.

WHEREAS, after due notice the property owner did not raze the structure.

WHEREAS, staff hired a contractor to raze the structure and clean the property.

WHEREAS, the contractor completed razing & cleanup with staff approving the work.

WHEREAS, the City Commission set February 5, 2008 at 7:00 p.m. for this hearing, to show cause why the property owner should not be held liable for the costs incurred in razing and cleanup of said property.

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

The amount of \$ 4,826.00 for razing and cleanup costs incurred in the abatement of a nuisance at Lot 3, Block 480, Great Falls Original Addition, Great Falls, Montana, described as 308 7th Avenue South, be assessed against the property itself, with interest and penalties on the unpaid balance.

PASSED by the Commission of the City of Great Falls, Montana, on this 5 day of February, 2008.

Dona R. Stebbins, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

David V. Gliko, 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 hereby certify the foregoing Resolution 9724 was placed on its final passage and adoption, and was passed and adopted by the City Commission of said City at a Regular Meeting thereof held on the 5 day of February, 2008 and approved by the Mayor of said City, on the 5 day of February 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City, this 5 day of February 2008.

Lisa Kunz, City Clerk

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Commission will hold a public hearing on February 5, 2008, at 7:00 p.m., in the Commission Chamber of the Civic Center for assessing razing and cleanup costs on the following property in the amount set forth:

308 7th Avenue South \$ 4,826.00

Any person interested or affected by the proposed charge may file written protests or objections, containing the description of the property and the grounds for such protest or objections, with the Clerk's office prior to the time set for the hearing.

BY ORDER OF THE CITY COMMISSION

Lisa Kunz, City Clerk

OFFICE USE ONLY

Publication Date: January 26, 2008

cc: Account # 451-7121-572-3599
Lisa Kunz, City Clerk
Itemized Account
Owner: Ronald R. Bowers
364 Jene Helene Avenue
Billings MT 59101-9143
Post on Property
Property File

ITEMIZED ACCOUNT FOR RECOVERY OF ABATEMENT COSTS

The following expenses were incurred during the razing and cleanup of property at Lot 3, Block 480, Great Falls Original Addition, Great Falls, Montana, more commonly known as 308 7th Avenue South.

Administrative Fee	\$ 260.00
Ownership and encumbrance report by <i>Stewart Title</i>	\$ 110.00
Recording Fee	\$ 24.00
Publishing – Legal Ad	\$ 35.00
Razing Fee	\$ 49.00
Demolition & cleanup by <i>Phillips Construction Company</i>	<u>\$ 4,348.00</u>
TOTAL EXPENSES INCURRED	<u>\$ 4,826.00</u>

A G E N D A R E P O R T

DATE February 5, 2008

ITEM Resolution 9726 Golf Fees

INITIATED BY Park & Recreation Department & Golf Advisory Board

ACTION REQUESTED Conduct Public Hearing and Approve Resolution 9726, Option 1 or Option 2

PREPARED BY Marty Basta, Park & Recreation Director and Patty Rearden, Deputy Director

PRESENTED BY Marty Basta, Park & Recreation Director

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RECOMMENDATION:

Staff recommends the City Commission conduct a public hearing and approve Resolution 9726 Golf Fees, Option 1, Option 2, or Option 3 (currently under development).

MOTION:

“I move the City Commission conduct a public hearing and approve Resolution 9726 Golf Fees _____ (Option 1 or Option 2).”

ALTERNATIVE MOTION:

“I move the City Commission continue the public hearing until February 19, 2008 to allow staff time to develop Option 3 for consideration in conjunction with Options 1 and 2 prior to approving Resolution 9726.”

SYNOPSIS:

The City Commission is asked to conduct a public hearing on Resolution 9726 to hear comments regarding proposed rates. Resolution 9726 would repeal Resolution 9545 and set fees for the 2008 golf season.

Option 1

Fee increases as shown on Exhibit A are based on the Golf Advisory Board’s recommendations on October 29, 2007. The Board approved a motion to recommend to the City Commission a user fee consisting of \$1 for 9 holes and \$2 for 18 holes for all golf course season passes, excluding junior passes. Staff has estimated that this increase will generate approximately \$56,600 in user fee revenue. Additionally, the Golf Board recommended an increase in greens fees of \$1 for 18 holes at both courses (excluding junior fees). Staff has estimated the increased greens fees would generate approximately \$7,500 in revenue, for a total increase in revenue under the Golf Advisory Board proposal of approximately \$64,100. This proposal was also approved by the Park and Recreation Advisory Board on January 14, 2008, based on the recommendation of the Golf Advisory Board.

Option 2

Fee increases as shown on Exhibit B are based on an alternative recommendation developed by City staff. Upon receiving public comment and correspondence from golfers, staff felt it to be prudent to offer an alternative fee increase to the one originally proposed by the Golf Advisory Board. This alternative includes increasing all season passes by \$50 (couples would be \$100 or \$50 per person; excludes junior fees) and increasing greens fees \$1 for 18 holes at both courses (excluding junior fees). Staff has estimated the increase in season pass revenue will be \$50,300 and the increase in greens fees will generate approximately \$7,500 for a total increase of \$57,800.

Option 3

At the January 30, 2008 agenda meeting the City Commission requested staff to prepare a third fee alternative. This alternative is not included at this time as it requires additional research and evaluation. Therefore, a third possible motion is provided that would continue the public hearing until February 19, 2008 to allow staff to fully research and prepare Option 3 for City Commission consideration.

BACKGROUND:

The City golf courses are currently operating at a deficit. In addition, there is not enough revenue being generated to meet bond covenants. Both of these factors are serious and could jeopardize the future of the City run courses. The golf course funds have been monitored closely, expenses have been controlled, and modest fee increases have been implemented. In addition, improvements have been made to the courses to make them more inviting, and incentives have been put in place to increase play and income. Since 2003, the General Fund has provided \$846,289 towards capital improvements and operating expenses. This is in addition to an intended temporary cash flow support in the amount of \$1,358,000. The overall strategy has been to improve management, reduce costs where possible, improve sales, and increase prices modestly and in line with the competitive market.

Staff presented a financial report as well as statistical data to the Golf Advisory Board on October 22, 2007 for their consideration. A week later on October 29, 2007, the Board reconvened to discuss possible remedies to the golf courses' deficit. The Golf Advisory Board approved their recommendation for golf course fee increases at this meeting with the concurrence and support of some golfers who were present. Subsequent meetings to discuss the Golf Advisory Board's fee proposal were held on January 7, and January 28, 2008. Golfers were invited to discuss the proposed fee increase with approximately 50 golfers attending the two meetings combined. A great deal of interest was expressed by golfers to have a flat fee increase on season passes rather than the \$1 and \$2 user for season pass holders. Concerns with the user fee included time involved for golfers to check in as well as logistical issues for golfers and City staff to implement the user fee. City staff expressed similar concerns to the Golf Advisory Board. Following the discussion, Board members expressed the desire to move forward with their original recommendation and for the City Commission to conduct the Public Hearing as scheduled. In view of differing opinions within the golfing community, City staff believes it prudent to provide an alternative option at the Public Hearing that would address the concerns expressed by golfers at the public meetings. Staff has prepared Option 2 to address concerns raised by an apparently growing number of golf course users. An Option 3 has been requested by the City Commission and is under development.

Exhibit A

**RESOLUTION 9726
A RESOLUTION TO ESTABLISH GOLF FEES FOR
EAGLE FALLS GOLF CLUB AND ANACONDA HILLS GOLF COURSE**

**NOW THEREFORE, BE IT RESOLVED BY THE GREAT FALLS CITY COMMISSION
THAT:** All past fee structures for green fees, cart storage, yearly and daily trail fees and cart rental as established in Resolution 9545 hereby amended.

AH: Anaconda Hills Golf Course		EF: Eagle Falls Golf Club				
	AH	EF	Joint			User fee
SEASON PASS						
Adult Full Season Pass	400.00	450.00	525.00			\$1/9 hole round \$2 /18 hole round
Adult Full Couple Season Pass	750.00	825.00	950.00			\$1/9 hole round \$2 /18 hole round (per person)
Adult Restricted Season Pass	300.00	350.00	400.00			\$1/9 hole round \$2 /18 hole round
Adult Restricted Couple Season Pass	550.00	625.00	700.00			\$1/9 hole round \$2 /18 hole round (per person)
Junior Full Season Pass	190.00	200.00	225.00			
Junior Restricted Season Pass	150.00	160.00	170.00			
	AH	EF	Joint			Anytime
TRAIL FEE						
Daily Trail Fee						12.00
Season Trail Free			250.00			
CART STORAGE FEE						
Storage Cart Gas		220.00				
Storage Cart Electric		250.00				
	AH	EF	AH	EF		
	weekday	weekday	weekend	Weekend		Anytime
GREEN FEES						
18 Hole Green Fee	22.00	25.00	25.00	28.00		
9 Hole Green Fee	13.00	15.00	15.00	16.00		
Junior Green Fee (all day)	13.00	15.00	15.00	16.00		
GREEN FEE SPECIALS						
Weekday Swing Time 1:00-4:00	16.00	18.00				
Weekend Swing Time 3:00-on			19.00	22.00		
Swing Time Cart Rental (per person*)			*9.00	*9.00		
CART RENTAL						
Cart Rental 9 Hole (per person*)						*7.00
Cart Rental 18 Hole (per person*)						*12.00
Annual Cart Pass						600.00
TOURNAMENT						
Tournament Fee (non-refundable deposit)						100.00
Tournament Reservation Fee						5.00

PASSED by the City Commission of the City of Great Falls, Montana, this 5th day of February, 2008.

Lisa Kunz, City Clerk

Dona R. Stebbins, Mayor

David V. Gliko, 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 hereby certify that the foregoing Resolution 9726, was placed on its final passage and adoption, and was passed and adopted by the City Commission of said City at a Regular Meeting thereof held on the 5th day of February, 2008, and approved by the Mayor of said City, on the 5th day of February, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City, this 5th day of February, 2008.

(Seal of City)

Lisa Kunz, City Clerk

Exhibit B

**RESOLUTION 9726
A RESOLUTION TO ESTABLISH GOLF FEES FOR
EAGLE FALLS GOLF CLUB AND ANACONDA HILLS GOLF COURSE**

NOW THEREFORE, BE IT RESOLVED BY THE GREAT FALLS CITY COMMISSION THAT: All past fee structures for green fees, cart storage, yearly and daily trail fees and cart rental as established in Resolution 9545 hereby amended.

AH: Anaconda Hills Golf Course	EF: Eagle Falls Golf Club			
	AH	EF	Joint	
SEASON PASS				
Adult Full Season Pass	450.00	500.00	575.00	
Adult Full Couple Season Pass	850.00	925.00	1,050.00	
Adult Restricted Season Pass	350.00	400.00	450.00	
Adult Restricted Couple Season Pass	650.00	725.00	800.00	
Junior Full Season Pass	190.00	200.00	225.00	
Junior Restricted Season Pass	150.00	160.00	170.00	
	AH	EF	Joint	Anytime
TRAIL FEE				
Daily Trail Fee				12.00
Season Trail Free			250.00	
CART STORAGE FEE				
Storage Cart Gas		220.00		
Storage Cart Electric		250.00		
	AH	EF	AH	EF
	weekday	weekday	weekend	Weekend
GREEN FEES				
18 Hole Green Fee	22.00	25.00	25.00	28.00
9 Hole Green Fee	13.00	15.00	15.00	16.00
Junior Green Fee (all day)	13.00	15.00	15.00	16.00
GREEN FEE SPECIALS				
Weekday Swing Time 1:00-4:00	16.00	18.00		
Weekend Swing Time 3:00-on			19.00	22.00
Swing Time Cart Rental (per person*)			*9.00	*9.00
CART RENTAL				
Cart Rental 9 Hole (per person*)				*7.00
Cart Rental 18 Hole (per person*)				*12.00
Annual Cart Pass				600.00
TOURNAMENT				
Tournament Fee (non-refundable deposit)				100.00
Tournament Reservation Fee				5.00

PASSED by the City Commission of the City of Great Falls, Montana, this 5th day of February, 2008.

Lisa Kunz, City Clerk

Dona R. Stebbins, Mayor

David V. Gliko, 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 hereby certify that the foregoing Resolution 9726, was placed on its final passage and adoption, and was passed and adopted by the City Commission of said City at a Regular Meeting thereof held on the 5th day of February, 2008, and approved by the Mayor of said City, on the 5th day of February, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City, this 5th day of February, 2008.

(Seal of City)

Lisa Kunz, City Clerk

A G E N D A R E P O R T

DATE February 5, 2008

ITEM Ordinance 2999 to Assign City Zoning to Cottage Grove Addition Phase 3

INITIATED BY Discovery Meadows Inc., Property Owner and Developer

ACTION REQUESTED Commission Accept Ordinance 2999 on First Reading and Set Hearing

PREPARED BY Charles Sheets, Planner 1

APPROVED & PRESENTED BY Benjamin Rangel, Planning Director

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RECOMMENDATION:

The City Zoning Commission has recommended the City Commission assign a zoning classification of PUD Planned unit development district to Cottage Grove Addition Phase 3, upon annexation to the City.

MOTION:

“I move the City Commission accept Ordinance 2999 on first reading and set a public hearing for March 4, 2008, to consider adoption of Ordinance 2999.”

SYNOPSIS:

Ordinance 2999 assigns a zoning classification of PUD Planned unit development district to Cottage Grove Addition Phase 3, upon annexation of same to City.

BACKGROUND:

On January 8, 2008, the City Commission conditionally approved the Preliminary Plat of Cottage Grove Addition Phase 3 located along the northerly extension of 50th Street North from 7th Avenue North and consisting of 28 single-family lots ranging in size from 4686 sq. ft. to 9742 sq. ft.

Find attached a Vicinity/Zoning Map and a reduced copy of the final plat of Cottage Grove Addition Phase 3.

Lots in the subdivision will be accessed by 7th Avenue North. The developer does intend to install standard City paving, curb and gutter in 50th Street North, 8th Avenue North and the north ½ of the abutting portion of 7th Avenue North. The south ½ of 7th Avenue North was improved as a part of the development of Portage Meadows Addition.

City water and sanitary sewer mains will be installed in 50th Street North, being dedicated on the subdivision plat.

Surface drainage from the subdivision will flow southerly to a low spot within the subdivision and piped to the existing City storm drain system in 7th Avenue North. The applicant agrees to pay for their proportionate share of the cost of extending the storm drain system to the east side of Phase 3 for future connections.

To fulfill the subdivision's park obligation, the developer proposes to pay a fee in lieu of dedicating land.

Annexation of subject property will enhance health, safety and welfare through application of City Codes and provision of municipal services.

The final engineering documents relative to the final plat of Cottage Grove Addition Phase 3 have been prepared by the project engineer and submitted to the Public Works Department for review.

Section 76-2-304 Montana Code Annotated lists the following criteria and guidelines, which must be considered in conjunction with establishing municipal zoning on land:

- a) is designed in accordance with the comprehensive plan;
- b) is designed to lessen congestion in the streets;
- c) will secure safety from fire, panic or other dangers;
- d) will promote health and the general welfare;
- e) will provide adequate light and air;
- f) will prevent overcrowding of land;
- g) will avoid undue concentration of population;
- h) will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;
- i) gives reasonable consideration to the character of the district;
- j) gives reasonable consideration to the peculiar suitability of the property for particular uses;
- k) will conserve the value of buildings; and
- l) will encourage the most appropriate use of land throughout the municipality.

The primary reason the applicant is requesting the PUD Planned unit development district zoning classification is to allow more flexibility in lot sizes in order to accommodate more affordable housing. The proposed lot sizes range from about 4686 to 9742 sq ft and the minimum setbacks are: front – 20ft; side – 6ft; and rear – 10ft. For comparison, the R-3 Single-family high density district has a minimum lot size of 7500 sq ft with minimum setbacks of: front – 20ft; side – 5ft; and rear – 10ft. Assuming equal building sizes, the main difference between the proposed PUD lots in Cottage Grove Addition Phase 3 and a conventional R-3 zoning district is less yard space. Also, for comparison purposes, the lots in the Portage Meadows PUD, located directly to the south of Cottage Grove, range in size from 3,000 to 6,000 sq ft.

It is anticipated the planned single-family residential use of the property will be compatible with neighboring Cottage Grove Addition Phases 1 and 2 which are being developed as single-family residential subdivisions and Portage Meadows Additions to the south. Therefore, staff concludes the criteria are substantially met.

It is anticipated the City Commission, following the public hearing on March 4, 2008, will consider an annexation resolution, annexation agreement and final plat for Cottage Grove Addition Phase 3, simultaneously with Ordinance 2999.

Attach: Vicinity/Zoning Map

Reduced Copy of Final Plat

Ord. 2999 with Exhibit "A" illustrating building envelopes, setbacks and heights

Cc: Discovery Meadows, Inc., 1725 41st St S

ORDINANCE 2999

AN ORDINANCE ASSIGNING
A ZONING CLASSIFICATION OF
PUD PLANNED UNIT DEVELOPMENT DISTRICT
TO COTTAGE GROVE ADDITION PHASE 3,
IN SECTION 4, TOWNSHIP 20 NORTH, RANGE 4 EAST,
P.M.M., CASCADE COUNTY, MONTANA

* * * * *

WHEREAS, Discovery Meadows Inc., has petitioned the City of Great Falls to annex Cottage Grove Addition Phase 3, located in Section 4, Township 20 North, Range 4 East, P.M.M., Cascade County, Montana; and,

WHEREAS, Discovery Meadows Inc., has petitioned said Cottage Grove Addition Phase 3, be assigned a City zoning classification of PUD Planned unit development district to accommodate affordable single-family residences, upon annexation to City; and,

WHEREAS, notice of assigning a zoning classification of PUD Planned unit development district on the lots within said Cottage Grove Addition Phase 3, was published in the Great Falls Tribune advising that a public hearing on this zoning designation would be held on the 4th day of March, 2008, before final passage of said Ordinance herein; and,

WHEREAS, following said public hearing, it was found and recommended that the said zoning designation be made, NOW THEREFORE,

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

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

Section 2. That the zoning of Cottage Grove Addition Phase 3, be designated as PUD Planned unit development district classification subject to the building envelopes, setbacks and heights attached hereto as Exhibit "A" and by this reference made a part hereof.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission or upon filing in the office of the Cascade County Clerk and Recorder the resolution annexing Cottage Grove Addition Phase 3 into the corporate limits of the City of Great Falls, Montana, whichever event shall occur later.

PASSED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, this 4th day of March, 2008.

Dona R. Stebbins, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David V. Gliko, 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 hereby certify that the foregoing Ordinance 2999 was placed on its final passage and passed by the Commission of the City of Great Falls, Montana at a meeting thereof held on the 4th day of March, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City on this 4th day of March, 2008.

Lisa Kunz, City Clerk

(CITY SEAL)

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

Lisa Kunz, being first duly sworn, deposes and says: That on the 4th day of March, 2008, and prior thereto, she was the City Clerk of the City of Great Falls, Montana; that as said City Clerk she did publish and post as required by law and as prescribed and directed by the Commission, Ordinance 2999 of the City of Great Falls, in three conspicuous places within the limits of said City to-wit:

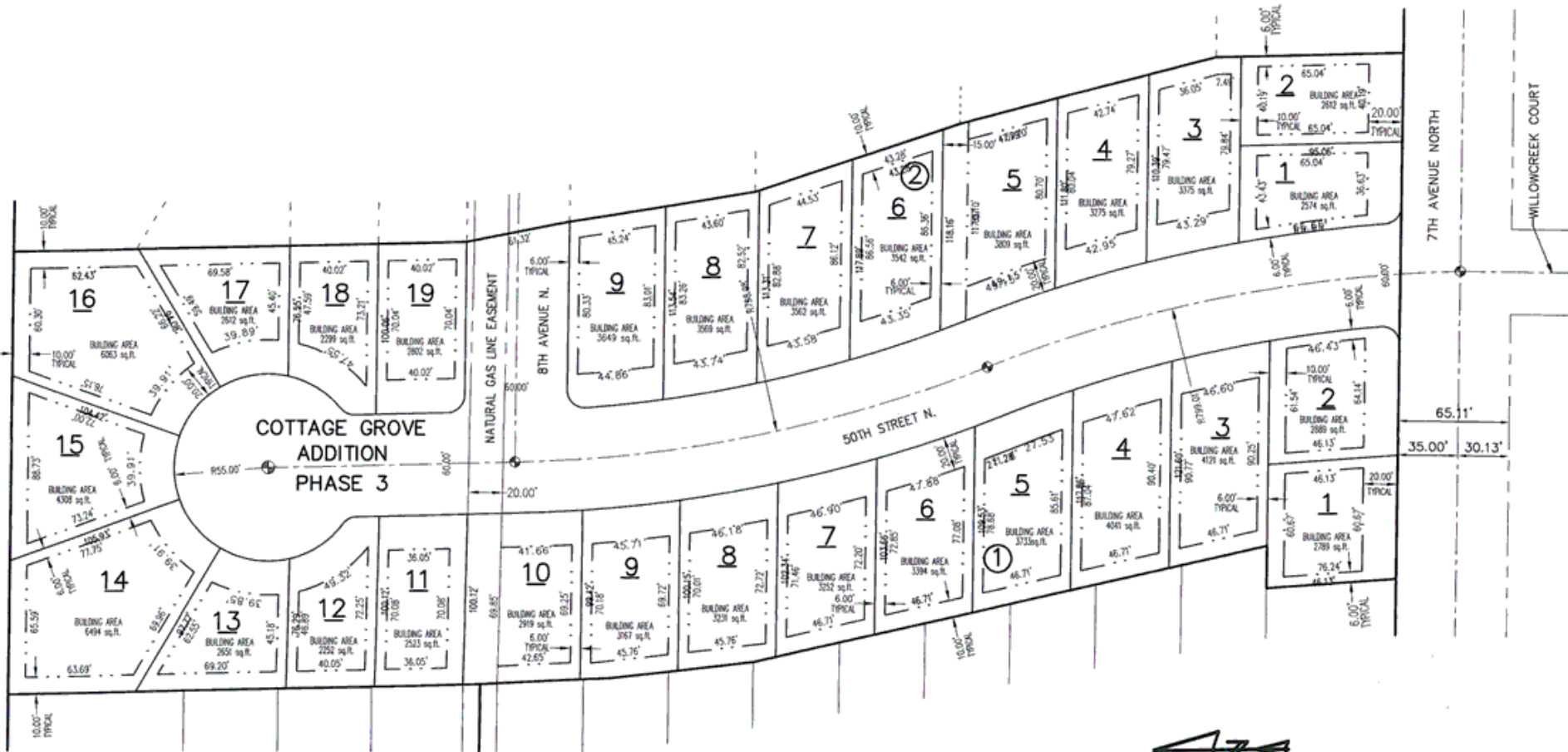
On the Bulletin Board, first floor, Civic Center Building;
On the Bulletin Board, first floor, Cascade County Court House;
On the Bulletin Board, Great Falls Public Library

Lisa Kunz, City Clerk

(CITY

SEAL)

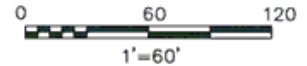
MAXIMUM BUILDING HEIGHT OF PRINCIPAL BUILDING IS 35 FEET.
 MAXIMUM BUILDING HEIGHT OF DETACHED ACCESSORY BUILDINGS IS 24 FEET.



COTTAGE GROVE ADDITION PHASE 3

BUILDING ENVELOPE SETBACKS AND HEIGHTS

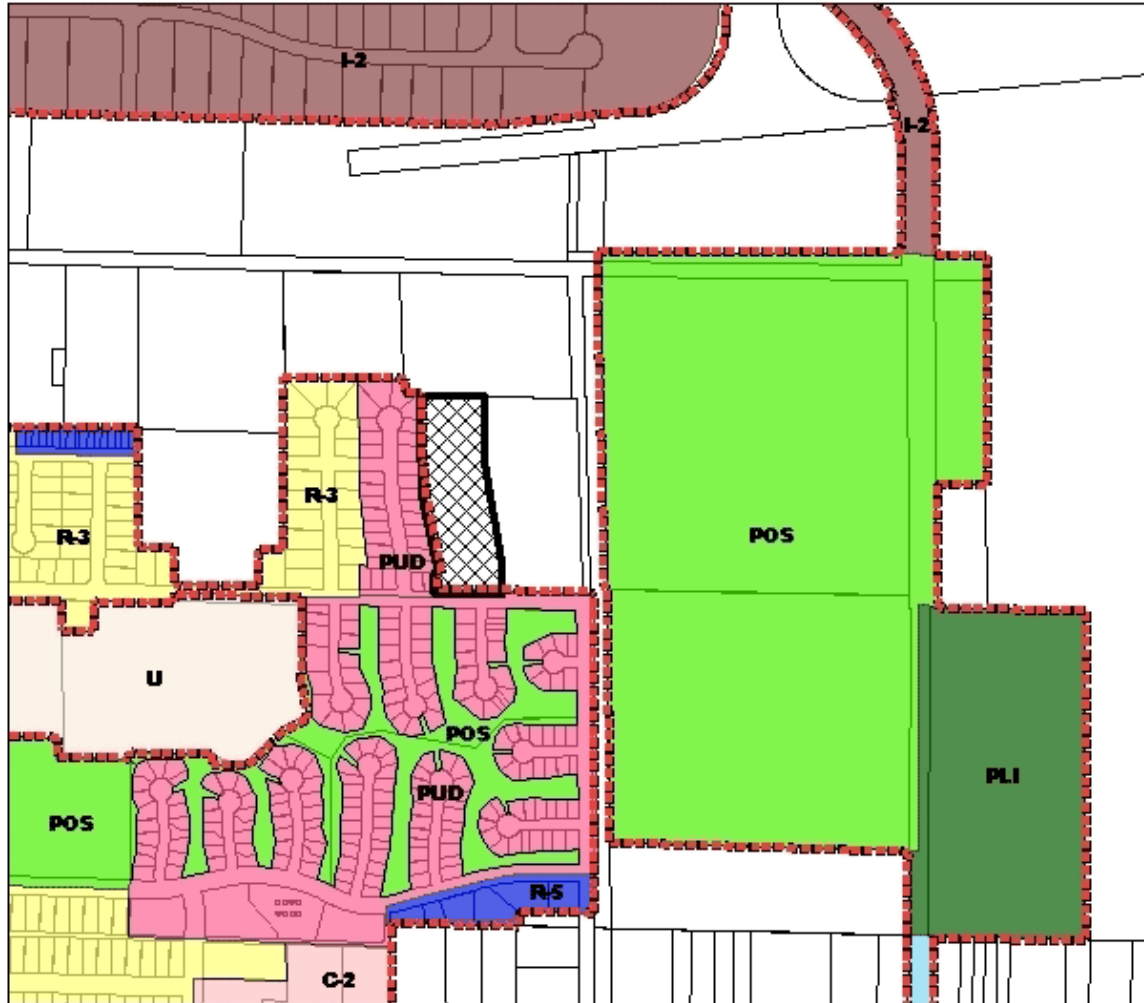
EXHIBIT "A"















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

EXHIBIT "A"

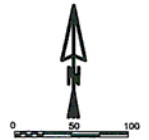
VICINITY/ZONING MAP



-  COTTAGE GROVE ADDITION PHASE 3 TO BE ASSIGNED A CITY ZONING CLASSIFICATION OF "PUD" PLANNED UNIT DEVELOPMENT UPON ANNEXATION
- | | | |
|---|--|---|
|  City Limits |  C-2 General commercial |  I-2 Heavy industrial |
|  R-3 Single-family high density |  PLI Public Lands and Institutional |  U Unincorporated |
|  R-5 Multi-family medium density |  POS Parks and Open Space |  Tracts of land outside City |
|  C-1 Neighborhood commercial |  PUD Planned unit development | |



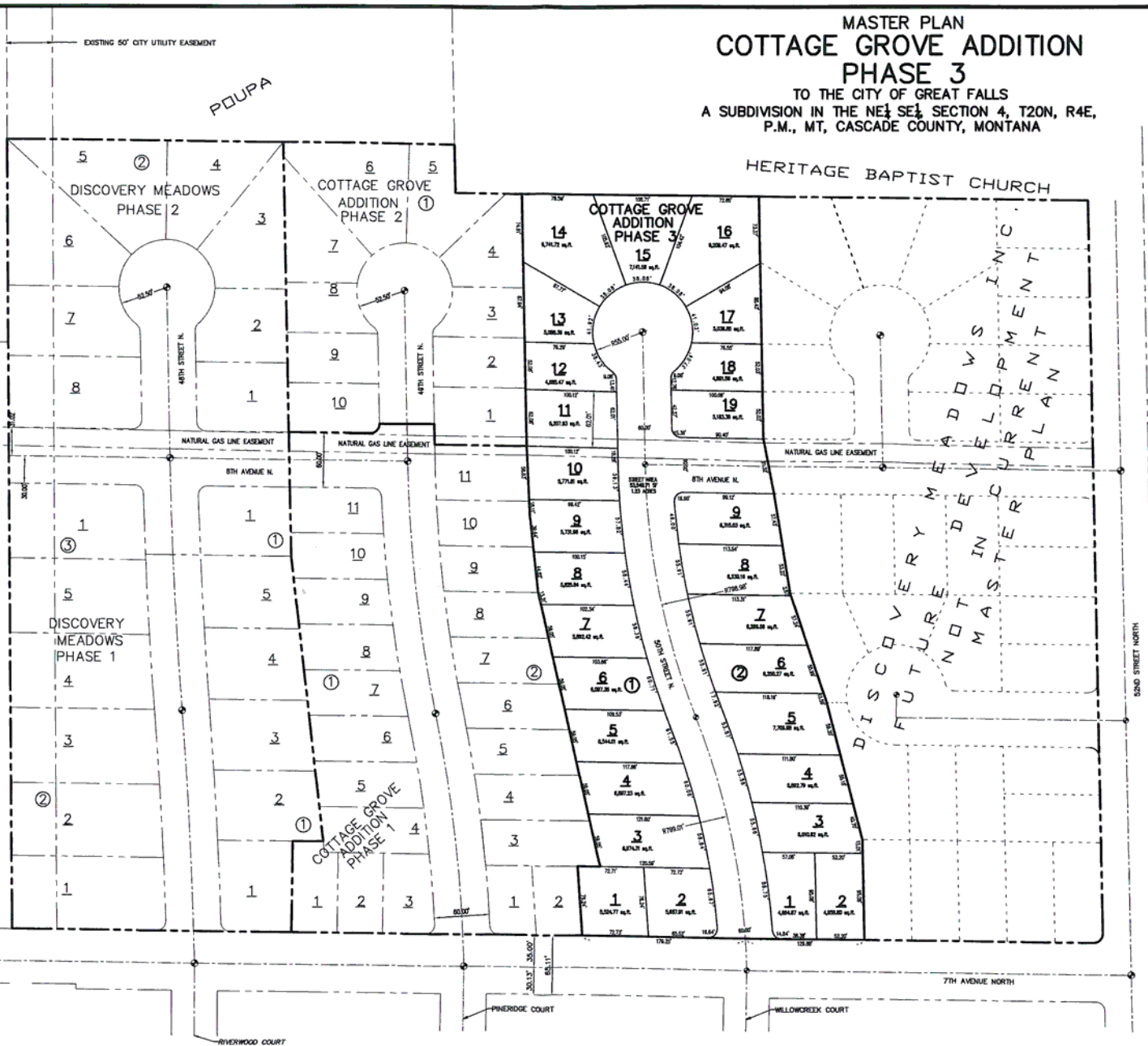
MASTER PLAN
**COTTAGE GROVE ADDITION
 PHASE 3**
 TO THE CITY OF GREAT FALLS
 A SUBDIVISION IN THE NE 1/4 SE 1/4 SECTION 4, T20N, R4E,
 P.M., MT, CASCADE COUNTY, MONTANA



1 LOT NUMBER
 ① BLOCK NUMBER
 TOTAL AREA PHASE 3
 225,963.55 SF
 5.19 ACRES

GRAY
 GRAY / REDDING PROPERTY LINE

20' GAS LINE EASEMENT



WORTH ENGINEERING, INC.
 ENGINEERS & SURVEYORS
 P.O. BOX 1028, GREAT FALLS, MONTANA 59403

MASTER PLAN

CITY OF GREAT FALLS O.F. 1479
 COTTAGE GROVE ADDITION - PHASE 3



AGENDA REPORT

DATE February 5, 2008

ITEM Ordinance 3000 to Assign City Zoning to a 20 Foot Strip of Land to be combined with Lot 1, Block 6, Meadowlark Addition No. 5

INITIATED BY Meadowlark Partners LLP, Property Owner and Developer

ACTION REQUESTED Commission Accept Ordinance 3000 on First Reading and Set Hearing

PREPARED BY Charles Sheets, Planner I

APPROVED & PRESENTED BY Benjamin Rangel, Planning Director

- - - - -

RECOMMENDATION:

The City Zoning Commission has recommended the City Commission assign a zoning classification of R-3 Single-family high density district to the unincorporated 20 foot strip of land to be combined with the incorporated Lot 1, Block 6, Meadowlark Addition No. 5 upon annexation to the City.

MOTION:

“I move the City Commission accept Ordinance 3000 on first reading and set a public hearing for March 4, 2008, to consider adoption of Ordinance 3000.”

SYNOPSIS:

Ordinance 3000 assigns a zoning classification of R-3 Single-family high density district to the unincorporated 20 foot strip of land to be combined with the incorporated Lot 1, Block 6, Meadowlark Addition No. 5 upon annexation of same to City.

BACKGROUND:

On behalf of the applicant, HKM Engineering has prepared an Amended Plat of Lot 1, Block 6, Meadowlark Addition No. 5 adding a 20 foot strip of land to its east boundary. The applicant wishes to increase the size of said lot to provide additional yard space for a planned single-family residence.

Please refer to the attached vicinity/zoning map and a reduced copy of the amended plat.

The amended plat will not result in any additional lots. The applicant has installed standard City paving, curb, gutter, water mains and sanitary sewer mains in Delea Drive and easements within the subdivision as a part of the development of Meadowlark Addition No. 5.

The proposed zoning for the 20 foot strip of land will be the same as the lot to which the strip is being added. In that the zoning assignment for the lot was previously evaluated and approved in conjunction with the original plat of Meadowlark Addition No. 5, staff concludes that the 12 criteria listed in Section 76-2-304 Montana Code Annotated, are also substantially met for the strip of land.

The Zoning Commission on January 22, 2008 recommended assigning a zoning classification of R-3 Single-family high density district upon annexation to the City.

It is anticipated the City Commission, following the public hearing on March 4, will also consider an annexation resolution for the 20 foot strip of land, simultaneously with Ordinance 3000.

Attach: Vicinity/Zoning Map, Reduced copy of the amended plat, Ordinance 3000

Cc: Meadowlark Partners LLP, 410 Central Ave, Ste. 414

ORDINANCE 3000

AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION OF
R-3 SINGLE-FAMILY HIGH DENSITY DISTRICT TO
A 20 FOOT STRIP OF LAND TO BE COMBINED WITH
LOT 1, BLOCK 6, MEADOWLARK ADDITION NO. 5,
IN THE SE1/4 OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 3 EAST,
P.M.M., CASCADE COUNTY, MONTANA

* * * * *

WHEREAS, Meadowlark Partners, LLP, have had prepared an Amended Plat of Lot 1, Block 6, Meadowlark Addition No. 5 to add a 20 foot strip of land to the east boundary of said lot; and,

WHEREAS, Meadowlark Partners, LLP, have petitioned the City of Great Falls to annex said 20 foot strip of land; and,

WHEREAS, Meadowlark Partners, LLP, have petitioned said unincorporated land being combined with said incorporated lot, be assigned a City zoning classification of R-3 Single-family high density district to accommodate a single-family residence, upon annexation to City; and,

WHEREAS, notice of assigning a zoning classification of R-3 Single-family high density district, to said unincorporated land being combined with the incorporated Lot 1, Block 6, Meadowlark Addition No. 5, was published in the Great Falls Tribune advising that a public hearing on this zoning designation would be held on the 4th day of March, 2008, before final passage of said Ordinance herein; and,

WHEREAS, following said public hearing, it was found and recommended that the said zoning designation be made, NOW THEREFORE,

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

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

Section 2. That the zoning of the unincorporated land being combined with the incorporated Lot 1, Block 6, Meadowlark Addition No. 5 be designated as R-3 Single-family high density district classification.

Section 3. This ordinance shall be in full force and effect either thirty (30) days after its passage and adoption by the City Commission or upon filing in the office of the Cascade County Clerk and Recorder the resolution annexing the unincorporated land being combined with the incorporated Lot 1, Block 6, Meadowlark Addition No. 5, into the corporate limits of the City of Great Falls, Montana, whichever event shall occur later.

PASSED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, this 4th day of March, 2008.

Dona R. Stebbins, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David V. Gliko, 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 hereby certify that the foregoing Ordinance 3000 was placed on its final passage and passed by the Commission of the City of Great Falls, Montana at a meeting thereof held on the 4th day of March, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City on this 4th day of March, 2008.

Lisa Kunz, City Clerk

(CITY SEAL)

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

Lisa Kunz, being first duly sworn, deposes and says: That on the 4th day of March, 2008, and prior thereto, she was the City Clerk of the City of Great Falls, Montana; that as said City Clerk she did publish and post as required by law and as prescribed and directed by the Commission, Ordinance 3000 of the City of Great Falls, in three conspicuous places within the limits of said City to-wit:

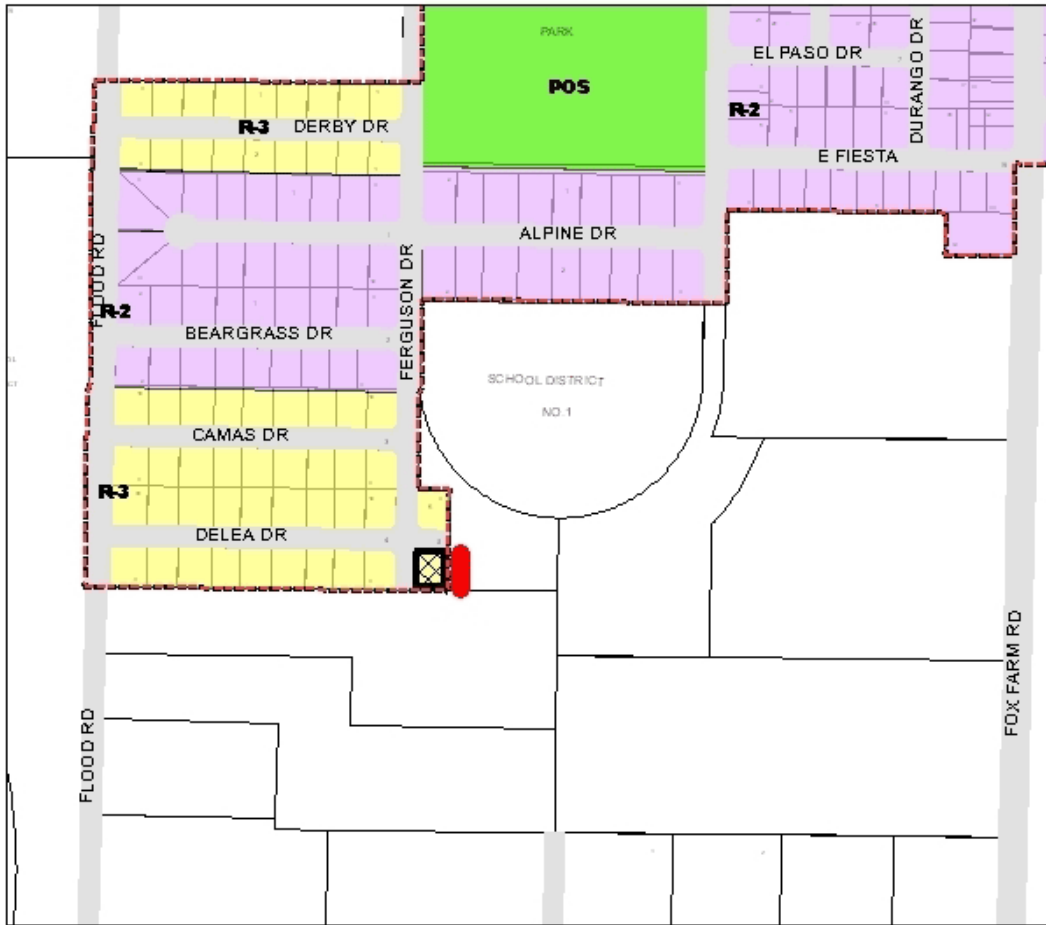
On the Bulletin Board, first floor, Civic Center Building;
On the Bulletin Board, first floor, Cascade County Court House;
On the Bulletin Board, Great Falls Public Library

Lisa Kunz, City Clerk


(CITY SEAL)


EXHIBIT "A"


VICINITY/ZONING MAP





 LOT 1, BLOCK 6, MEADOWLARK ADDITION NO. 5


 UNINCORPORATED STRIP OF LAND TO BE COMBINED WITH ABUTTING LOT 1, BLOCK 6, AND ASSIGNED R-3 SINGLE-FAMILY HIGH DENSITY ZONING DISTRICT TO MATCH SAID LOT

 City Limits

 R-3 Single-family high density

 Tracts of land outside City

 R-2 Single-family medium density

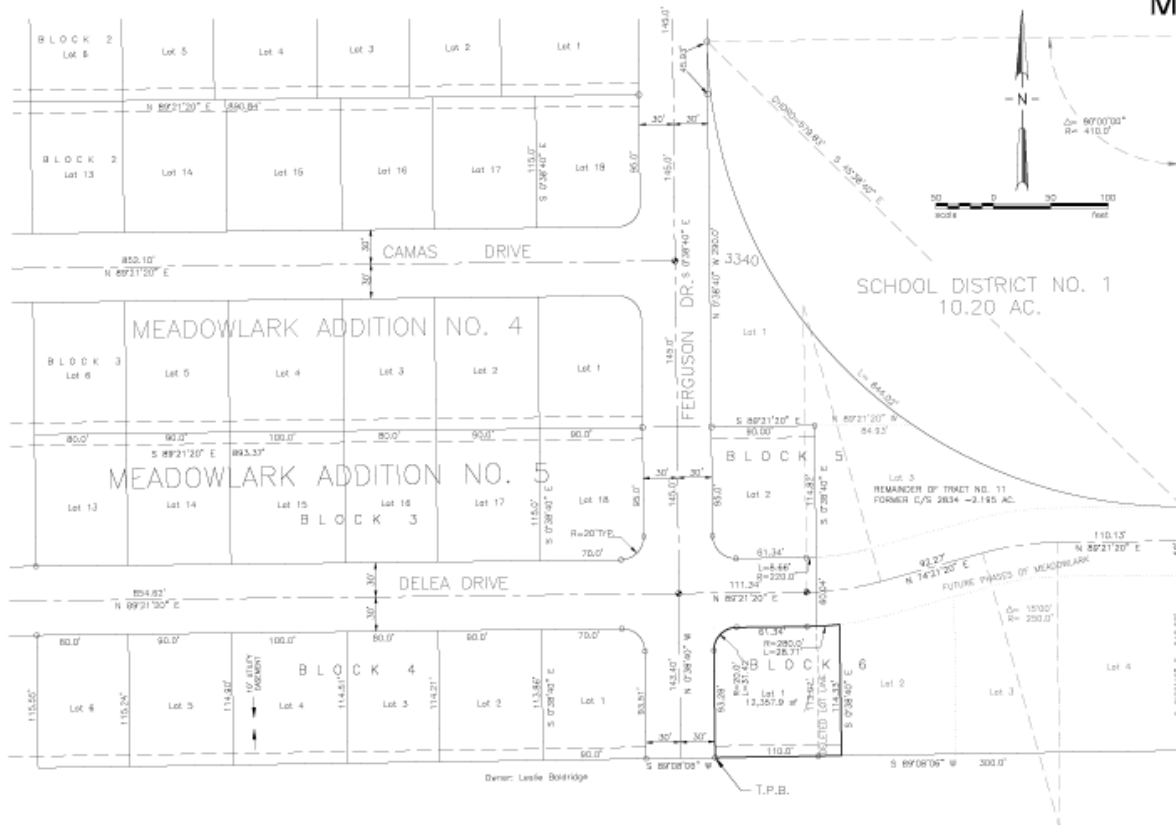
 POS Parks and Open Space

520 260 0 520 Feet



AMENDED SUBDIVISION PLAT OF LOT 1, BLOCK 6, MEADOWLARK ADDITION NO. 5 TO CITY OF GREAT FALLS

IN SE1/4, SECTION 22, T 20 N, R 3 E, P.M.M.
CASCADIE COUNTY, MONTANA



PURPOSE OF SURVEY
A boundary line adjustment between Lot 1, Block 6, Meadowlark Addition #5 in Great Falls, Montana and the remainder of Tract No. 11, C/S 2834 in Section 22, T 20 N, R 3 E, P.M.M., Cascade County, Montana. The lot is a subdivision, and is exempt from review under MCA 76-3-207(1)(a), aggregation of lots in a platted subdivision and Sanitation in Subdivision Act, ANM 17.36-6002(1)(i).

CERTIFICATE OF DEDICATION
We, the undersigned property owners, do hereby certify that we have caused to be surveyed, subdivided and platted into lots and streets as shown by the plat hereto annexed, the following described land in Great Falls, Cascade County, Montana, to wit:

DESCRIPTION
Beginning at the SW corner of Block 6, Meadowlark Add. No.5, and the TRUE POINT OF BEGINNING, in SE1/4, Section 22, T 20 N, R 3 E, P.M.M., Cascade County, Montana. Thence N 07°38'40" W, 83.28 ft.; Thence along a curve to the NE, with a radius of 30 ft., an arc distance of 31.43 ft.; Thence N 89°21'20" E, 61.34 ft. along the South boundary of Delea Drive. Thence along a curve to the NE, with a radius of 280.0 ft., an arc distance of 25.71 ft.; Thence S 07°38'40" E, 114.33 ft.; Thence S 89°28'05" W, 110.00 ft., along the South boundary of said Meadowlark Addition No. 5 to the TRUE POINT OF BEGINNING. Lot 1 contains 12,357.9 sq. ft.

Dated this _____ day of _____, 2007

Partners LLC, James McIntyre Meadowlark
State of Montana
County of Cascade

On this _____ day of _____, 2007, before me, the undersigned, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the persons who executed the foregoing Subdivision Plat, and they acknowledged to me that they executed the same.

Notary Public for the State of Montana
Notary Name - Printed
Residing at Great Falls, Montana
My commission expires _____

Dated this _____ day of _____, 2007

Partners LLC, Tom Skovron Meadowlark
State of Montana
County of Cascade

On this _____ day of _____, 2007, before me, the undersigned, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the persons who executed the foregoing Subdivision Plat, and they acknowledged to me that they executed the same.

Notary Public for the State of Montana
Notary Name - Printed
Residing at Great Falls, Montana
My commission expires _____

Dated this _____ day of _____, 2007

Partners LLC, Todd Timboe Meadowlark

On this _____ day of _____, 2007, before me, the undersigned, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the persons who executed the foregoing Subdivision Plat, and they acknowledged to me that they executed the same.

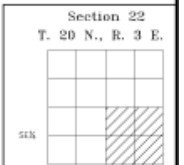
Notary Public for the State of Montana
Notary Name - Printed
Residing at Great Falls, Montana
My commission expires _____

CERTIFICATE OF SURVEYOR

State of Montana }
County of Cascade }

I, Dwight L. Aedman, a Registered Land Surveyor, do hereby certify that I have performed the survey on the attached Amended Plat of Meadowlark Addition No. 5, to the City of Great Falls; that said such survey was made on Nov., 2007, that said survey is true and complete as shown. Dated this _____ day of _____, 2007.

Dwight L. Aedman
Registration No. 8641 LS



LEGEND

- FOUND SECTION CORNER
- EXISTING P.W. / C&P
- ◆ DISTANCE MEASUREMENT

County Treasurer's Certification

I hereby certify that no real property taxes assessed and levied on the land being divided are delinquent.

Cascade County Treasurer

Cascade County Clerk and Recorder

BASIS OF BEARING

Basis of bearing, north was obtained from previous additions to Meadowlark Subdivisions. Distances shown are surface distances in International feet. True origin point at the southwest corner of Block 6, Addition No. 5 to Meadowlark as shown.

Drawn by: B.L.K. Checked by: M.S. Project No. 025-183-101

HKM
ENGINEERING
2701 18th Street NE
P.O. Box 40
Great Falls, MT 59403
Phone: (406) 453-4985
Fax: (406) 453-4288

COUNTY of Cascade, Montana
SUBDIVISION PLAT No. _____
153, Sec. 22, Township 20 North, Range 3 East of the 10th P.M.
Prepared for:
TOM SKOVRON
MEADOWLARK PARTNERS LLC.
1333 ALPINE DRIVE
GREAT FALLS, MT. 59404

Page
1
of
1

Regular City Commission Meeting

Mayor Stebbins presiding

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL: City Commissioners present: Dona Stebbins, Bill Bronson, Mary Jolley, John Rosenbaum and Bill Beecher. Also present were the City Manager, Assistant City Manager, City Attorney, Directors of Community Development, Library, Park and Recreation, Planning and Public Works, the Assistant Director of Fiscal Services, the Police Chief, Fire Chief, and City Clerk.

PROCLAMATION: Mayor Stebbins read a proclamation for National Mentoring Month.

NEIGHBORHOOD COUNCILS

NC 4 – Drawing and Appointment.

1. Appointment, Neighborhood Council District No. 4. Due to tie votes between the write-in candidates for the fifth seat on Neighborhood Council District 4, a drawing was held. Commissioner Bronson drew Cylde Bigelow's name.

Commissioner Bronson moved, seconded by Commissioner Beecher, that the City Commission appoint Clyde Bigelow to Neighborhood Council District 4 for a two year term effective January 1, 2008.

Motion carried 5-0.

NC 8 – Christi Fisher sworn in.

- 1A. Christi Fisher was sworn in as a representative of Neighborhood Council District No. 8.
2. There were no miscellaneous reports or announcements from neighborhood council representatives.

PUBLIC HEARINGS

Sale of City-Owned Park Land, Sandhills Park. Approved.

3. SALE OF CITY-OWNED PARK LAND, SANDHILLS PARK.

Park and Recreation Director Martin Basta reported that this public hearing is concerning the sale of 1.38 acres of Sandhills Park located at 16th Avenue South and 23rd Street to the Great Falls Housing Authority for the appraised value of \$228,000. Sandhills Park is the location of a storm water detention basin. All but approximately three acres of the 13.15 acre park is within the detention basin. The Park and Recreation Master Plan had given priority to nearby Sunnyside Park which is surrounded by existing homes and is fully developed. In the past the City had sold or traded portions of this park to further affordable housing. The Housing Authority intends to use the land

to construct 16 affordable housing units. The City supports the Housing Authority's efforts to provide affordable housing in Great Falls in accordance with state law. City Code allows for the sale of City land without bids to another government entity. The proceeds from the sale will be used to fund the construction of the community splash parks located at Jaycee and Dudley Anderson Parks.

The Park and Recreation Board approved the sale of this property at the December 20th meeting.

Mayor Stebbins declared the public hearing open. Speaking in favor of the sale of city-owned park land was **Joe Boyle**, 88 Sun River Road. Mr. Boyle is the Chairman of the Great Falls Housing Authority Board. He urged the Commission to support this endeavor to increase the number of affordable housing apartments in the Great Falls community. Mr. Boyle stated that this project will serve primarily the elderly and small families.

No one spoke in opposition to the sale of city-owned park land.

Mayor Stebbins declared the public hearing closed and asked for the direction of the City Commission.

Commissioner Beecher moved, seconded by Commissioner Rosenbaum, that the City Commission approve the sale of city-owned park land: Lot 2A-2, of the Amended Plat of Lot 2A, Block 1 of an Amended Plat of Lot 2, Block 2, Sand Hills Park Addition.

Commission Jolley inquired about a survey that went out in the water bills asking people whether they wanted spray parks.

Assistant City Manager Cheryl Patton responded that options were presented in an informal survey in the utility bill. People were in favor of renovating the neighborhood pools versus changing to only spray parks. The bond issue resulted in paying for the renovation of the pools and the City committed to finding a way to support two spray parks at existing locations.

Motion carried 5-0.

Res. 9708, to Establish Water, Sewer and Storm Drain Utility Service Rates and Fees. Adopted.

4. RESOLUTION 9708, TO ESTABLISH WATER, SEWER AND STORM DRAIN UTILITY SERVICE RATES AND FEES.

Public Works Director Jim Rearden reviewed slides that were previously presented at the December 4, 2007, work session. Mr. Rearden explained that one of the reasons for rate adjustments was the increased cost of construction. Another reason was the health of the system. In 2007 there were 73 water main breaks. Eleven of those were the result of the

Sunnyside pressure conversion. Compared with other cities, Great Falls had the oldest pipes and the highest number of water main breaks. Mr. Rearden stated that at the work session he presented a five year capital improvement program for each utility. The upcoming water utility work consisted of approximately 30 blocks per year of main replacement. An average of \$5.5 million per year was projected to be spent on the water system. The sewer utility included main upsizing and annual lining, including about 10 blocks per year of main rehabilitation at an average of \$2.8 million per year. The storm drain utility included upsizing and extension to the system at an average of \$2.4 million per year. The current total average utility bill is \$39.08 per month, and the proposed rate will increase the total average bill \$1.79 per month. Mr. Rearden concluded that Great Falls' utility rates are the lowest of the largest cities in the state even after the proposed rate increases. If the proposed rates are adopted, the new fees would go into effect on February 5, 2008.

Mayor Stebbins declared the public hearing open. No one spoke in favor of Resolution 9708. **Pamela Morris**, 2201 8th Avenue North, opposed Resolution 9708, stating it appeared that part of the fee would go for the sewer to the Highwood Generating Station. City Manager John Lawton clarified that absolutely no part of the rate increase would go towards the Highwood Generating Station extension of utilities. By agreement with Southern Montana Electric and pursuant to Ordinance 2972, Highwood Generating Station was required to pay all of its own water and sewer extension costs.

Mr. Rearden added that a slide referenced additional industrial needs and uses within the City. He further clarified that any new development pays its own way for water, sewer and storm drain utilities.

Mayor Stebbins declared the public hearing closed and asked for the direction of the City Commission.

Commissioner Rosenbaum moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 9708.

Commissioner Jolley stated that at the work session the wastewater financial summary had a beginning cash balance of \$2 million and an ending cash balance of \$859,000. Commissioner Jolley stated that five percent seems like not enough if the City wanted a higher cash balance. She further stated that cash from the sewer and water funds had been put into the electricity fund. She inquired if the \$859,000 included the long term assets that were really loans to the electricity fund. Mr. Reardon responded that the balance was based on projected capital uses for 2008, and that those uses vary from year to year.

Motion carried 5-0.

OLD BUSINESS**NEW BUSINESS****Appointment, Special Examiner.****5. APPOINTMENT, SPECIAL EXAMINER TO CONDUCT INVESTIGATION INTO ALLEGATIONS REGARDING THE ANIMAL SHELTER.**

City Manager John Lawton reported that this is a proposal to hire a special examiner to review the work that was done by the Police Department in investigating certain allegations made concerning the Animal Shelter. This review would accomplish reviewing the police report; conducting further investigation where necessary; determining the adequacy, fairness and appropriateness of the police report; and, adding any recommendations or conclusions that were necessary as a result of that investigation. This special examiner would be hired by the Commission, report to the Commission, and would have the subpoena powers of the City Commission. Mr. Lawton stated the Police Department did conduct an internal investigation which is standard. Due to the controversial topic and allegations, Mr. Lawton stated that staff recommended steps be taken to go the extra mile to have this reviewed independently.

Commissioner Jolley moved, seconded by Commissioner Bronson, that the City Commission appoint Elizabeth S. Baker as the special examiner to investigate the report on Animal Shelter operations.

Commissioner Rosenbaum commented that the credibility of the Police Department in most cases would be acceptable and he doesn't believe the City will ever get the support of the complainants anyway. Commissioner Rosenbaum felt the money would be better spent on the animals.

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

Pam Hendrickson, 1321 5th Avenue North, inquired if there was an assurance that Elizabeth Baker was not related to any City employee, Foundation Board member or any Ambassador. Commissioner Jolley stated the recommendation came from Judge Sandefur. Ms. Hendrickson asked what the cost was for the Police Department investigation. City Manager John Lawton responded that it was handled as a routine special investigation of internal affairs and the costs were not tracked separately.

Commissioner Jolley read the Administrative Review portion of the City Charter that gives the City Commission the ability to review or investigate functions or other affairs of the City. Commissioner Jolley stated that this is a City Commission investigation.

Commissioner Bronson commented that he is familiar with Ms. Baker and her partners and she is highly ethical. He stated he has no reason to believe that she would conduct this investigation in anything but a highly ethical manner with the highest standards in mind. Ms. Baker would report to this Commission as to her findings.

City Manager John Lawton stated that any attorney that takes an assignment like this does a systematic check for conflicts.

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

**Consent Agenda.
Approved, except for
Items 7 and 15.**

CONSENT AGENDA

6. Minutes, January 8, 2008, Commission meeting.
7. Total Expenditures of \$1,666,587 for the period of January 1 – 16, 2008, to include claims over \$5,000, in the amount of \$1,463,935.
8. Contracts list.
9. Grants list.
10. Set public hearing for February 5, 2008, on Resolution 9726 Golf Fees.
11. Set public hearing for February 5, 2008, on Resolution 9724, Cost Recovery at 308 7th Avenue South.
12. Approve extension of gasoline and diesel fuel contract to Mountain View Co-Op for three years.
13. Approve contract for Engineering Services with Thomas, Dean and Hoskins, Inc. in the amount of \$73,300 for the Water Treatment Plant Backwash Clarifier and Screening System Modifications.
14. Approve the contract for Engineering Services with Industrial Automation Consulting, Inc., in the amount of \$14,893.33 to provide services to design control system improvements and programming services at the Water Treatment Plant.
15. Approve co-sponsorship for the Great Falls Regional Science and Engineering Fair on February 9, 2008, in an amount up to \$500.
16. Postpone bid award for the Great Falls Animal Shelter Medical Director.
17. Reject bids for roof replacement at Fire Station #2.

Commissioner Jolley asked that Items 7 and 15 be removed from the Consent Agenda for further discussion.

Commissioner Rosenbaum moved, seconded by Commissioner Beecher, that the City Commission approve the Consent Agenda, except for Items 7 and 15.

Motion carried 5-0.

7. \$5,000 REPORT.

Commissioner Jolley referenced page 2 of the report and inquired about two payments under the Electric Fund to SME – the September and October Energy Imbalance Adjustments. Assistant Fiscal Services Director Melissa Kinzler responded that a bill is received from SME and, after a certain period of time, there is an adjustment for the electric imbalances. Ms. Kinzler stated that it is the finalization of the actual September and October bills; it finalizes the imbalance of what was bought and sold out on the market. Commissioner Jolley asked if it had anything to do with the City buying power that it doesn't sell. City Manager John Lawton stated the way electricity sales work is that a certain amount of electricity is bought and then resold to customers. The demand of customers fluctuates from hour to hour, day to day, month to month. Mr. Lawton explained that there are times during the day when there may be too much electricity and that is what is sold to the market. There are times when there may not be enough electricity and that has to be purchased from the market. He stated that is called going to the imbalance market. Every seller of electricity does this because the use of electricity is not precisely predictable. SME buys the electricity from PPL, and then sells it to the City. The imbalances then are tracked by NorthWestern. It is complex. Mr. Lawton stated that it takes time for the bills to come in for the imbalances and that was why it was listed as an adjustment. Commissioner Jolley asked if the imbalance is when the electricity is bought from SME for a set price, and then when more electricity is needed when it is in more demand, if the City had to pay more for it; or, when less was used, the City paid less for it. City Manager John Lawton answered affirmatively and added that the prices vary. Mr. Lawton concluded that the price for the imbalance electricity fluctuates because it is a market driven function.

15. GREAT FALLS REGIONAL SCIENCE AND ENGINEERING FAIR.

Commissioner Jolley commented that she doesn't have anything against science fairs, but stated the \$500 comes from the Commission's travel budget. Commissioner Jolley stated that she is not in favor of taking money from the Commission's travel budget to donate to others.

Commissioner Beecher moved, seconded by Commissioner Rosenbaum, that the City Commission accept Items 7 and 15 of the Consent Agenda as presented.

Motion carried 4-1. (Commissioner Jolley dissenting.)

BOARDS & COMMISSIONS

Community Development
Council Appointments.

18. **APPOINTMENTS, COMMUNITY DEVELOPMENT
COUNCIL.**

Commissioner Bronson moved, seconded by Commissioners Beecher Rosenbaum, that the City Commission appoint Jerome Patton and Maria Valandra for three year terms through January 31, 2011, appoint Susan McCord to fill the remainder of a three year term through January 31, 2010, and reappoint John Martin and Dale Schwanke for three year terms through January 31, 2011, to the Community Development Council.

Motion carried 5-0.

19. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

CITY MANAGER

20. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

CITY COMMISSION

Gregory T. Doyon
appointed City Manager.

21. **CITY MANAGER APPOINTMENT.**

Commissioner Beecher moved, seconded by Commissioner Bronson, that the City Commission approve the Employment Agreement between the City of Great Falls and Gregory T. Doyon as City Manager.

Commissioner Beecher reported that this was a very thorough process. He stated the Commission started out with 50 applicants through the help of the search firm that was employed. It was then narrowed down to 16. The Commission further narrowed that down to six. One candidate withdrew and another one was sick at interview time. Commissioner Beecher stated they all thought the four candidates that were interviewed could do the job. The consensus was that Mr. Doyon was the best candidate of the four. Commissioner Beecher stated that he believed Mr. Doyon would bring enthusiasm and good ideas to our City and the Commission was excited to have him.

Commissioner Stebbins asked if there were any comments from the public. No one responded.

Motion carried 5-0.

22. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

PETITIONS AND COMMUNICATIONS

23. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Mayor Stebbins opened the meeting to Petitions and Communications.

23A. John Hubbard, 615 7th Avenue South, commented that he lives on a dirt road and his taxes were being raised, and the new City Manager’s salary was out of line. Mr. Hubbard stated he was contacted by Chad Anderson of DEQ and was told the Weissman case was still under investigation.

ADJOURNMENT

Adjourn.

There being no further business to come before the Commission, **Commissioner Beecher moved, seconded by Commissioner Rosenbaum that the regular meeting of January 22, 2008, be adjourned at 7:50 p.m.**

Motion carried 5-0.

Mayor Stebbins

City Clerk

ITEM: \$5000 Report
 Budget or Contract Claims in Excess of \$5000

PRESENTED BY: City Controller

ACTION REQUESTED: Approval With Consent Agenda

APPROVAL: _____

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

MASTER ACCOUNT CHECK RUN FOR JAN 23, 2008	328,538.31
MASTER ACCOUNT CHECK RUN FOR JAN 30, 2008	215,360.54
MUNICIPAL COURT ACCOUNT CHECK RUN FOR JAN 18, 2008	1,280.00
MUNICIPAL COURT ACCOUNT CHECK RUN FOR JAN 25, 2008	2,020.00
WIRE TRANSFERS FROM JAN 15-21, 2008	5,628.25
WIRE TRANSFERS FROM JAN 22, 2008	765,408.07
WIRE TRANSFERS FROM JAN 30, 2008	<u>261,851.25</u>
TOTAL: \$	<u>1,580,086.42</u>

GENERAL FUND

POLICE

NORTHWESTERN ENERGY	MONTHLY CHARGES SPLIT DEC	544.50
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FIRE

NORTHWESTERN ENERGY	MONTHLY CHARGES SPLIT DEC	662.11
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PARK & RECREATION

NORTHWESTERN ENERGY	MONTHLY CHARGES SPLIT DEC	551.92
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SPECIAL REVENUE FUND

LIGHTING DISTRICT

NORTHWESTERN ENERGY	MONTHLY CHARGES SPLIT JAN	68,800.02
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STREET DISTRICT

GREAT FALLS SAND & GRAVEL	1 1/2" CRUSHED ROAD MATERIAL	6,098.29
NORTHWESTERN ENERGY	MONTHLY CHARGES SPLIT JAN	62.67
BRENNTAG PACIFIC	ICE SLICER RS	8,534.00

SPECIAL REVENUE FUND (CONTINUED)

LIBRARY

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 767.93

FEDERAL BLOCK GRANTS

MEALEY CONSTRUCTION INC PMT #1 ADA ENTRANCE RENOVATION @ CHILDREN'S MUSEUM 32,257.07

DEBT SERVICE

IMPROVEMENT DISTRICT REVOLVING

US BANK NA DEBT SERV PMT FOR SPECIAL IMPROVEMENT DIST. #1301 BONDS SERIES # 2005 12,497.50

CAPITAL PROJECTS

GENERAL CAPITAL

JAMES TALCOTT CONSTRUCTION INC PMT #6 OF 1501 JAYCEE POOL, TOWER, SPLASH DECKS, & MITCHELL RENOVATION 193,648.95

ENTERPRISE FUNDS

WATER

US BANK NA DEBT SERV PMT FOR MT WATER SYSTEM REVENUE REFUND BONDS SERIES # 2002A 88,082.50
 NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 7,456.28
 THATCHER CO PMT #13 FOR LIQUID ALUMINUM SULFATE 8,065.12
 THATCHER CO PMT #14 FOR LIQUID ALUMINUM SULFATE 8,028.50
 ROSEMOUNT INC FIELD COMMUNICATOR & TRANSMITTER 8,010.95

SEWER

US BANK NA DEBT SERV PMT FOR MT SEWERAGE SYSTEM REVENUE REFUND BONDS SERIES # 2002A 71,731.25
 US BANK NA DEBT SERV PMT FOR MT SEWERAGE SYSTEM REVENUE BONDS SERIES # 2005 83,540.00
 BROWN & CALDWELL PMT #2 OF 1404 WWTP AIR PERMIT SERVICE 9,980.00
 BROWN & CALDWELL PMT #3 OF 1404 WWTP AIR PERMIT SERVICE 7,070.00

SANITATION

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 327.31

ELECTRIC

SME PMT OF ENERGY SUPPLY EXPENSE JAN '07 21,506.51
 SME PMT OF ENERGY SUPPLY EXPENSE FEB '07 20,496.37
 SME PMT OF ENERGY SUPPLY EXPENSE JUN '07 8,638.76
 SME PMT OF ENERGY SUPPLY EXPENSE DEC '07 708,760.19

ENTERPRISE FUNDS (CONTINUED)

SAFETY SERVICES

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 136.13

PARKING

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 523.56
APCOA/STANDARD PARKING FEB '08 COMPENSATION 22,369.33

SWIM POOLS

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 289.38

RECREATION

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 451.16

INTERNAL SERVICES FUND

HEALTH & BENEFITS

BLUE CROSS/BLUE SHIELD GROUP & HMO CLAIMS JAN 15-21, 2008 5,628.25

CENTRAL GARAGE

WHALEN TIRE (WESTSIDE) 24 -16 PLY 11R22.5 WASTE LUG TIRES 6,692.40

PUBLIC WORKS ADMINISTRATION

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 781.77

CC FACILITY SERVICES

NORTHWESTERN ENERGY MONTHLY CHARGES SPLIT DEC 1,558.76

CLAIMS OVER \$5000 TOTAL:

\$ 1,414,549.44

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

**AGENDA: 9
DATE: February 5, 2008**

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

PRESENTED BY: Lisa Kunz, City Clerk

ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR'S SIGNATURE: _____

CONTRACT LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	FUND	AMOUNT	PURPOSE
A	Human Resources	Great Falls Tribune	02/2008 - 02/2009	Various Departments	Level 1 Advertising Rates	Tribune classified help wanted/career builder advertising contract. The City receives a discount based on the dollars spent over the next year.
B	Public Works/ Engineering	Fusion Architecture and Design	01/2008 – 09/2008	Water Plant Utility	\$14,892.00	Design the removal and replacement of roofs on 17 buildings for the wastewater treatment facilities. OF 1457.4
C	Public Works/ Engineering	Thomas Duffey & James Langley	01/2008	N/A	N/A	Utility and access easement for Upper/Lower River Road water/sewer district #2. OF 1354.2
D	Public Works/	Hall Transit Co.	01/2008	N/A	N/A	Utility and access easement for Upper/Lower River

	Engineering					Road water/sewer district #2. OF 1354.2
E	Public Works/ Engineering	Sandra Bauer & Phyllis Viccione	01/2008	N/A	N/A	Utility and access easement for Upper/Lower River Road water/sewer district #2. OF 1354.2
F	Public Works/ Engineering	Robert & Jan Livesay	01/2008	N/A	N/A	Utility and access easement for Upper/Lower River Road water/sewer district #2. OF 1354.2

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

**AGENDA: 10
DATE: February 5, 2008**

ITEM: LIEN RELEASE LIST
Itemizing liens not otherwise approved or ratified by City Commission Action
(Listed liens are available for inspection in the City Clerks Office.)

PRESENTED BY: Lisa Kunz, City Clerk

ACTION REQUESTED: Ratification of Lien Releases through the Consent Agenda

MAYOR'S SIGNATURE: _____

LIEN RELEASES

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	FUND	AMOUNT	PURPOSE
A	Fiscal Services	Property Owner – Northwest Seminars (formerly Thomas & Angelina Griffin)	Current		\$682.61	Partial Release of Resolution #9684 to Levy and Assess Properties for Unpaid Utility Services at 2821 2 nd Avenue North in violation during calendar year 2007. Great Falls 12 th Addition, Block 277, Lot 9.
B	Fiscal Services	Property Owner – Fults, Harold S. and Lena E.	Current		\$176.44	Partial Release of Resolution #9684 to Levy and Assess Properties for Unpaid Utility Services at 716 19 th Street South. Great Falls 10 th Addition, Block 762, South 94' of Lot 8.

C	Fiscal Services	Property Owner – Sorenson, Gary	Current		\$349.97	Partial Release of Resolution #9684 to Levy and Assess Properties for Unpaid Utility Services at 1400 20 th Avenue South. FIN, Block 6, Lot 1-2.
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CITY OF GREAT FALLS, MONTANA

AGENDA # 11

A G E N D A R E P O R T

DATE February 5, 2008

ITEM Exception request to the Housing Loan Policies for the maximum loan to owner of the property 316 Central Ave, Dunn-Brown Building, L4-5, B365, GFO

INITIATED BY Community Development Department

ACTION REQUESTED Approve exception to the policy

PREPARED & PRESENTED BY Bruce Haman, CDBG Housing Rehab Specialist

REVIEWED & APPROVED BY Mike Rattray, C.D. Director

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RECOMMENDATION:

The Loan Board and Staff recommend that the City Commission **approve** the following motion:

MOTION:

I move that the City Commission approve a loan to Steve Alley for \$62,000.00 @ 0% interest for 144 months to rehab 6 units in the Dunn-Brown Apartments at 316 Central Ave

SYNOPSIS:

The Rental Improvement Loan Program policies state the following: 'For the Rental Improvement Loan program the maximum loan is \$10,000 per unit with a maximum of \$30,000 to any one owner, plus the cost of the testing and monitoring of lead based paint if applicable.' Mr. Steve Alley, owner of the Dunn-Brown apartments, is requesting a loan of \$ 62,000.00 to rehabilitate 6 units and replace the boiler radiators in each unit. The Housing Authority acting as Loan Committee recommends the exception to the policy and recommends approval of the loan.

BACKGROUND:

The Rental Improvement Loan program allows property owners to improve the quality of their properties by bringing them up to current codes. HUD fair market rent guidelines are used to establish rents that are affordable for low to moderate income tenants. The owner must agree not to raise rents for a two year period. The loan is required to be paid back monthly at 0% interest. The term of the loan is established on a case by case basis depending on each projects feasibility or ability to pay back. Traditionally, the term of the loans range from 5-15 years.

Traditionally the RIL program has been funded annually with Community Development Block Grant

funds. The repaid funds revolve back into the program for future projects. For the last six years no funds have been requested from the Community Development Block program. The program is revolving money back at a greater rate than is currently being allocated out. With this positive net flow, the RIL program is able to fund larger projects as well as keeping up with the smaller rehab requests.

This is the second request by the owner for rehab funding. There currently are 28 residential and five commercial units in the building. The owner is using the net income from the rentable apartments and leased commercial space to rehab the additional apartments. The first phase of Housing Rehab funding was used to upgrade the electrical, plumbing and heating of the building as well as five completed apartments.

The second project phase request is geared to reducing the number of units to 26. This increases the size of the apartments but reduces the high concentration of tenants. The overall cost of phase II is \$255,000.00. Housing Rehab will provide \$62,000 for the residential remodel and the balance, \$193,000 will come from a commercial bank. The commercial remodel will include a complete interior upgrade and new store fronts. Phase II will complete the entire commercial space upgrade and is an added asset to the downtown area.

A G E N D A R E P O R T

DATE February 5, 2008

ITEM Change Order SII-3: Mitchell, Jaycee and Water Tower Pools Rehabilitation, O.F. 1501

INITIATED BY Park & Recreation Department

ACTION REQUESTED Approve Change Order SII-3

PREPARED BY Patty Rearden, Deputy Park & Recreation Director

PRESENTED BY Martin Basta, Park & Recreation Director

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RECOMMENDATION:

Staff recommends approval of Change Order SII-3 to Talcott Construction for Mitchell, Jaycee and Water Tower Pool Renovation, O.F. 1501.

MOTION:

“I move the City Commission approve Change Order SII-3 to Talcott Construction in the amount of \$2,363.00 for Mitchell, Jaycee and Water Tower Pool Rehabilitation, O.F. 1501, and authorize the City Manager to execute the documents.”

SYNOPSIS:

The change order will replace gravity vents with switched electrical vents and duct work in the family change room at Water Tower and Jaycee Pools, for a total increase of \$2,363.00. This change order was requested by City staff to provide for power ventilation from the two new family change rooms. The original design had the rooms vented by gravity through the existing roof. The addition of the new truss roof over this area may prevent adequate gravity venting, so a switched electrical venting system is preferred to keep the humidity levels in the family change room from building up and damaging the ceiling and/or making the room uncomfortable.

BACKGROUND:

The community swimming pools were built and/or renovated in the 1960s. The pools systems and infrastructures have deteriorated over time and the City was faced with significant capital and maintenance issues. The “rehabilitation project” was estimated to cost just under \$2.3 million.

A General Obligation Bond in the amount of \$2,270,000 for a ten-year term was placed on the November 7, 2006 ballot. The General Obligation Bond passed with 15,158 voting to approve the bonds and 5,648 voting against approval. At the December 5, 2006 City Commission Meeting, the Commission approved Resolution #9627 to establish compliance with reimbursement bond regulations under the Internal Revenue Code. On December 19, 2006, the City Commission approved the Professional Services Agreement with Interstate Engineering, Inc., in the amount of \$217,500 for the Rehabilitation of the Mitchell, Water Tower and Jaycee Pools, O. F. 1501.

The decision was also made to pursue funding and construction of spray parks/splash decks for the community. It was determined that the best locations for the spray parks, were Jaycee and Water Tower Pools, creating a complex and expanded entertainment for the community. Although funding is different for the two projects, for efficiency and cost savings, both projects were bid together and are being constructed at the same time.

On June 5, 2007 and August 7, 2007 the City Commission awarded contracts to James Talcott Construction, Inc. in the amounts of \$1,453,165.00 and \$1,083,985.00 for the renovation of Jaycee and Water Tower Pools and for

renovation of Mitchell Pool, respectively. Change Order No. SI-1 for a credit of \$96,100 for Mitchell Pool and Change Order No. SII-1 for a credit of \$46,800.00 for Jaycee and Water Tower Pools were approved on August 7, 2007.

On October 2, 2007, the City Commission approved Change Orders No. SI-2 and No. SII-2 removing the installation of PVC membrane liners from the contract and adding modifications to the Jaycee and Water Tower bathhouses. The reduction in scope of work resulted in deductions in the amounts of \$53,500.00 and \$99,708.00, respectively for the Mitchell Pool contract and for Jaycee and Water Tower Pools contract.

Attachments: Change Order No. SII-3 (Not available online; on file in City Clerk's Office.)

CITY OF GREAT FALLS, MONTANA

AGENDA # 13

A G E N D A R E P O R T

DATE February 5, 2008

ITEM: COMMUNITY RECREATION CENTER LULA ELEVATOR, O.F. 1443.4

INITIATED BY: PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

ACTION REQUESTED: REJECT BIDS

PRESENTED BY: JIM REARDEN, PUBLIC WORKS DIRECTOR

MOTION: "I move the City Commission reject all bids for the Community Recreation Center LULA Elevator, O.F. 1443.4."

SYNOPSIS: The bids were opened on January 16, 2008 with two bids submitted. The LULA Elevator project was budgeted for approximately \$90,000.00. The lowest bid received was \$175,500.00. Staff will search available options and apply for additional funding. The project may be rebid at a future date.

BACKGROUND: In 2006, staff began a preliminary investigation into the installation of an elevator in the Community Recreation Center. A local architecture firm was consulted and provided a preliminary budget estimate of \$83,600 to \$96,800 to install an elevator in the building.

On June 19, 2007, the City Commission approved a contract with Lacy & Ebling Engineering, Inc. (L&E) for engineering services for the design of a limited use limited access (LULA) elevator for the Community Recreation Center. L&E was selected on a rotational basis outlined in the Architect Engineers Surveyors Selection Policy.

L & E designed the new elevator and prepared the bid package. Two bids were received. The low bid was substantially higher than the available funding. Staff needs additional time to study alternatives for construction and funding this project.

Attachment: Bid Tabulation Summary

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

BID TABULATION SUMMARY

2007/2008 CDBG Community Recreation Center LULA Elevator
 O.F. 1443.4

Project Number _____
 Bids Taken at Civic Center
 Date: Jan 16 2008
 Tabulated By: Kari Wambach

	Name & Address of Bidder	Acknowledge Addendum #1	Acknowledge Addendum #2	10% Bid Security	Affidavit of Non-Collusion	Certificate of Non-Segregated Facilities	Certificate of Compliance with Insurance Req.	Total Bid
1	Mealey Construction PO Box 7277 Great Falls, MT 59406	√	√	√	√	√	√	\$190,236.00
2	James Talcott Construction PO Box 2493 Great Falls, MT 59403	√	√	√	√	√	√	\$175,500.00
3								
4								
5								
6								
7								
8								
9								
10	Engineer's Estimate							\$108,480.00

AGENDA REPORT

DATE February 5, 2008

ITEM Great Falls Animal Shelter Medical Director Contract

INITIATED BY Police Department/ Captain Shanks

ACTION REQUESTED Reject Bid

PREPARED BY CAPTAIN TIM SHANKS/ SUPPORT SERVICES BUREAU

PRESENTED BY CLOYD GROVE, CHIEF OF POLICE

* * *

RECOMMENDATION: It is recommended that the City Commission reject the bid for the position of Great Falls Animal Shelter Medical Director.

MOTION: I move the City Commission reject the bid for the Animal Shelter Medical Director contract.

SYNOPSIS: The specifications were advertised twice in the Great Falls Tribune and mailed to prospective bidders. The bids were opened on December 28, 2007, with one bidder. Although the bidder appeared to meet specifications, further review indicates that it is for part-time service only which does not meet the specifications of the Request for Proposals.

BACKGROUND: The contract is intended to provide medical care for animals at the Great Falls Animal Shelter. Because of the specific limitations of the Request for Proposal which called for up to 40 hours of service per week, a number of veterinarians did not respond. Only one bid was received and this was for part-time only service and did not meet the legal requirements of the bid. The RFP will be readvertised and reworded so it may be more flexible and fair to qualified veterinarians.