



**Item:** Appointment, Great Falls Planning Advisory Board

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Appoint one member to the Great Falls Planning Advisory Board

---

**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission appoint \_\_\_\_\_ to fill the remainder of a three-year term ending on December 31, 2017, to the Great Falls Planning Advisory Board."

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

---

**Recommendation:** It is recommended that the City Commission appoint one member to fill the remainder of a three-year term ending on December 31, 2017, to the Great Falls Planning Advisory Board.

**Background:** Dana Henkel was appointed to the Great Falls Planning Advisory Board for a three-year term beginning August 20, 2013. Ms Henkel submitted her notice of resignation on July 7, 2015. Therefore, it is necessary to appoint one member to fill the remainder of her term.

Purpose

The Great Falls Planning Advisory Board was created in lieu of the Great Falls City-County Planning Board. Further, the advisory board has jurisdiction within the City limits; consists of nine citizen members appointed by the City Commission; and, performs and provides the duties, services and functions specified in Ordinance No. 2913, generally involving growth policies, subdivision applications and plats, annexation applications, zoning and rezoning petitions, conditional use permits, long range planning, transportation planning, Community Transportation Enhancement Program administration, historic preservation services, etc. Members must reside within the city limits. City employees and elected officials are not eligible for appointment.

### Evaluation and Selection Process

Advertising for the vacancy was done through the local media and on the City of Great Falls website.

**Concurrences:** At its August 25, 2015, meeting, the Great Falls Planning Advisory Board reviewed the applications for Keith Nelson, Michael Kynett and John Gass. The recommendation resulted in a tie vote between Keith Nelson and Michael Kynett for this vacancy.

On August 20, 2015, Dr. Heidi Pasek submitted her resignation. The Planning Advisory Board voted to advertise her vacancy for the usual period of time before applications are reviewed by the Board for the new vacancy with the remaining term through December 31, 2016. Applicants not selected for the previously advertised vacancy may be considered for the new vacant position.

Continuing members of this board are:

J. Scot Davis  
Anthony Houtz  
Cheryl Patton  
Sophia Sparklin  
Mark Striepe  
Peter Fontana  
Nathan (Nate) Weisenburger

Citizens interested in serving on this board are:

Keith Nelson  
Michael Kynett  
John Gass

**Fiscal Impact:** Not applicable.

**Alternatives:** Advertise to seek other citizen interest.

**Attachments:** Applications

Memo regarding Planning Board recommendation

# Planning & Community Development Department

## MEMO

To: Krista Artis, Executive Assistant

From: Craig Raymond, Director of Planning & Community Development

Date: 8/25/2015

Re: Planning Advisory Board new member recommendation

---

At the meeting on Tuesday, August 25, 2015, of the Planning Advisory Board, the Board voted unanimously to recommend that City Commission appoint one applicant to fill the remainder of a three-year term vacated by Dana Henkel expiring on December 31, 2017.

Of three applications received following the public notification process, the Board voted in a tie to recommend to City Commission Michael Kynett and Keith Nelson for this remaining term.

The Planning Advisory Board also voted that the term vacated by Dr. Heidi Pasek by her resignation on August 20 be advertised for the usual period of time before applications are reviewed by the Board for a recommendation to City Commission. The remainder of this three-year term ends on December 31, 2016.

Approved by: \_\_\_\_\_



Craig Raymond, Director P&CD, City of Great Falls

# RECEIVED

JUL 29 2015

CITY MANAGER




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

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

Board/Commission Applying For: Planning Advisory Board		Date of Application: 28 July 2015							
Name: Keith Nelson									
Home Address: 305 38 <sup>th</sup> Ave NE, Great Falls, MT 59404		Email address: keithmnelson@hotmail.com							
Home Phone:	Work Phone: 406-452-6408	Cell Phone: 406-868-9956							
Occupation: Insurance Agent/Partner		Employer: Bryant Arrotta Insurance							
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)  My career allows a flexible work schedule.									
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>									
Related experiences or background: Currently a small business Owner in Great Falls. Previous US Army Reserve and National Guard Soldier. High Level member of numerous non-profit boards and for profit entities.									
Educational Background: <table border="0"> <tr> <td>CMR High School Graduate - 1992</td> <td>Montana State University Bozeman - 1995-1997</td> </tr> <tr> <td>Carroll College - 1992-1994</td> <td>Business and Insurance Training Courses - 1997-2015</td> </tr> <tr> <td>US Army Training - 1994-1995</td> <td>i.e - Management Action Program, Certified Ins Counselor</td> </tr> </table>				CMR High School Graduate - 1992	Montana State University Bozeman - 1995-1997	Carroll College - 1992-1994	Business and Insurance Training Courses - 1997-2015	US Army Training - 1994-1995	i.e - Management Action Program, Certified Ins Counselor
CMR High School Graduate - 1992	Montana State University Bozeman - 1995-1997								
Carroll College - 1992-1994	Business and Insurance Training Courses - 1997-2015								
US Army Training - 1994-1995	i.e - Management Action Program, Certified Ins Counselor								
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>									
Previous and current service activities: Please see attached Exhibit 1									
Previous and current public experience (elective or appointive):  None									



<p>Membership in other community organizations:</p> <p>Please see attached Exhibit 1</p>	
<p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, where and when?</p> <p>1990-1992 Park &amp; Rec Department, City Pool Lifeguard</p>	
<p>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?</p>	
<p>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?</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>	
<p>Please describe your interest in serving on this board/commission?</p> <p>Over the past 20 years, I have served my country, business groups and personal organizations. Now it is time to serve my Town. Great Falls needs a 50 or 100 year plan for Growth &amp; Economic Development. This plan needs to encompass Traffic, Public Safety, Schools, Housing, Downtown, and Commercial Development. I want to assist with this Vision for our Great City.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?</p> <p>Previously, I worked as a large Corporation Employee in Great Falls for three different organizations. Today, I am a 3<sup>rd</sup> Generation Great Falls Small Business Owner. I was Born and Raised in Great Falls. I am making a Living in Great Falls. I am raising my Family in Great Falls. My Business and Volunteer experience is in planning and growth of organizations.</p>	
<p>Additional comments:</p> <p>Human Nature is to Resist Change, People Accept Progress. If appointed to the Planning Advisory Board, I believe we can address issues associated with Economic Development, Public Safety, and overall Growth of Great Falls that will "Progress" our Great City into the 22<sup>nd</sup> Century for the Future of our residents.</p>	
<p>Signature</p> 	<p>Date:</p> <p>28 July 2015</p>

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

## Exhibit 1

### Previous and Current Service Activities and Community Organizations:

#### Current:

Board Member – My Neighbor in Need

Treasurer – Electric City Dirt Riders

Marketing Officer – High Country Motocross Association

#### Previous:

President – Independent Insurance Agents of Montana

Chairman – Young Agents of Montana

Board Member – High Country Motocross Association

Member – Montana Trail Riders Association

Education Coordinator – Electric City Business Networking International

Vice-President – Riverside Little League

Great Falls Chamber of Commerce – Economic Development Committee

Great Falls Chamber of Commerce – Technology Symposium Coordinator

Associate Member – Montana Information Technology

Member – Great Falls AD Club

Planning Committee – CMR Class of 1992

Football Coach – Boys and Girls Club of Cascade County

Baseball Coach – Riverside Little League

Soccer Coach – Electric City Soccer Club

Basketball Coach – Heisey Youth Center & Salvation Army



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

**RECEIVED**


AUG 17 2015

*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: Planning Advisory Board		Date of Application: 8/15/15
Name: Michael Kynett		
Home Address: 726 6th Avenue NW, Great Falls MT, 59404		Email address: mkynett@m-m.net
Home Phone: 406-788-6738	Work Phone: 406-454-5104	Cell Phone: 406-788-6738
Occupation: Civil Engineer	Employer: Morrison Maierle, Inc	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Related experiences or background: Registered Professional Engineer in the State of Montana since 2006 Worked for the City of Great Falls Engineering Department from 2006-2013		
Educational Background: Bachelor of Science in General Engineering from Montana Tech - 2003		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: N/A		
Previous and current public experience (elective or appointive): Worked for City of Great Falls Engineering Department from 2006-2013 - Attended Commission Meetings and Work Sessions to present upcoming projects as well as give updates on ongoing projects. Released press releases for City concerning information on upcoming project and updates. General contact with the public with questions dealing with projects.		



<p>Membership in other community organizations:</p> <p>N/A</p>	
<p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, where and when?</p> <p>City of Great Falls Engineering Department, 2006-2013</p>	
<p>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?</p>	
<p>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?</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>	
<p>Please describe your interest in serving on this board/commission?</p> <p>During my time working with the City of Great Falls I was able to interact with several Advisory Boards and enjoyed these experiences. I would now like the opportunity to contribute back to the community through the expertise and knowledge I've gained through my prior employment with the City of Great Falls as well as my present and past experience as a civil engineer.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?</p> <p>I believe with my background and experience as an civil engineer, as well as my past employment with the City of Great Falls, I can bring a good understanding of the community and advise on issues dealing with growth and development.</p>	
<p>Additional comments:</p>	
<p>Signature</p> 	<p>Date:</p> <p>8/15/15</p>

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

AUG 21 2015

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: <b>PLANNING ADVISORY BOARD</b>		Date of Application: <b>8-20-2015</b>	
Name: <b>JOHN W. GASS</b>			
Home Address: <b>736 32ND AVE NE</b>		Email address: <b>gassjohnw66@yahoo.com</b>	
Home Phone: <b>453-5027</b>	Work Phone:	Cell Phone: <b>750-4223</b>	
Occupation: <b>RETIRED</b>		Employer:	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Related experiences or background: <b>HAVE WORKED WITH CITY, COUNTY, &amp; STATE REGARDING PERMITS; HAVE BEEN A BUSINESS OWNER; WORK FOR VARIOUS TYPES OF BUSINESSES IN MONTANA</b>			
Educational Background: <b>NORTHERN MONTANA COLLEGE (MSU-NORTHERN) VOCATIONAL EDUCATION - BS ELECTRICAL &amp; ELECTRONIC ENGINEERING TECHNOLOGY AS</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>VOLUNTEER AT GTF FALLS RESCUE MISSION; WORKED WITH OTHER CIVIC AND CHURCH ORGANIZATIONS</b>			
Previous and current public experience (elective or appointive): <b>APPOINTED TO MT STATE TELECOMMUNICATIONS COMMISSION WHEN FIRST ORGANIZED IN 1990'S, STEPPED DOWN WHEN I SOLD MY TELECOM BUSINESS. HAVE TESTIFIED BEFORE SENATE HEARINGS REGARDING VARIOUS ISSUES, PRIMARILY INVOLVING EDUCATION</b>			

Membership in other community organizations:	
Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? I HAVE LIVED IN MONTANA ALL MY LIFE AND GREAT FALLS FOR A TOTAL OF 20+ YEARS. I WANT TO BE ABLE TO GIVE BACK TO THIS COMMUNITY. AND ALSO SEE IT GROWING AND DESIRE TO SEE THAT GROWTH BE WELL-PLANNED	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? HAVE MANY YEARS WORKING FOR AND OWNING BUSINESSES AND UNDERSTAND THE NECESSITY OF PROPER PLANNING, PLANNING GROWTH, ADVERSITY/HARD TIMES. I HAVE A HIGH LEVEL OF PROFESSIONALISM AND ATTENTION TO DETAIL.	
Additional comments: WOULD LOOK FORWARD TO ADDING MY EXPERIENCE AND INSIGHT TO THIS BOARD. THANK YOU FOR YOUR CONSIDERATION	
Signature: 	Date: 8-20-15

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