



**Item:** Resolution 10162, A Resolution Repealing Joint Resolution 10149 Titled “In the Matter of Joint Resolution of Site Addressing and Road Naming Policy and Procedure Manual”

**From:** Jeff Hedstrom, GIS Coordinator, Mapping & Addressing

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

**Action Requested:** Adopt Resolution 10162

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10162 repealing Joint Resolution 10149.

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

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**Staff Recommendation:** Staff recommends that the City Commission adopt Resolution 10162, repealing Joint Resolution 10149 titled “In the Matter of Joint Resolution of Site Addressing and Road Naming Policy and Procedure Manual.”

**Background:** Cascade County entered into an Interlocal Agreement dated March 14, 2006, with the City for rural addressing and mapping services. Over the past year, City and County staff have been reviewing, updating and had finalized a Site Addressing and Road Naming Policy and Procedure Manual to fit the addressing and road naming schemes that both the City and County have been using for several decades.

On July 5, 2016, the City Commission adopted Joint Resolution 10149, and hand-delivered same to the County Commission for official action. However, on August 17, 2016, the County provided written notice that it wanted to terminate the Interlocal Agreement dated March 14, 2006 and would assume the task of assigning addresses for Cascade County. On August 24, 2016, the City authored a letter to the County indicating its willingness to waive the requirements under section 8 of the Interlocal Agreement by allowing for termination date of September 1, 2016.

The City Mapping and Addressing Division and County Geographic Information System Division have since entered into an E911 GIS Data Collection and Conveyance Agreement that sets forth the GIS Data and CAD Map information relay process of both entities.

Based on termination of the Interlocal Agreement by the County, Staff recommends adoption of Resolution 10162 repealing Joint Resolution 10149.

A Resolution Adopting the City of Great Falls' Site Addressing and Road Naming Policies and Procedures Manual will come before the Commission for separate consideration and action.

**Alternatives:** The Commission could choose not to adopt Resolution 10162.

**Attachments/Exhibits:** Resolution 10162  
Exhibit "A"; E911 GIS Data Collection and Conveyance  
Agreement

## RESOLUTION 10162

### **A RESOLUTION REPEALING JOINT RESOLUTION 10149 TITLED “IN THE MATTER OF JOINT RESOLUTION OF SITE ADDRESSING AND ROAD NAMING POLICY AND PROCEDURE MANUAL”**

**WHEREAS**, Cascade County (County) entered into an Interlocal Agreement dated March 14, 2006, with the City of Great Falls (City) for rural addressing and mapping services; and

**WHEREAS**, this past year City and County staff reviewed, updated and finalized the Site Addressing and Road Naming Policy and Procedure Manual (Manual) to fit the addressing and road naming schemes that both the City and County have been using for several decades; and

**WHEREAS**, the City Commission adopted Joint Resolution 10149 at its July 5, 2016 meeting, and hand delivered same to the County Commission Office for official County action; and

**WHEREAS**, on August 17, 2016, the County provided written notice that it wanted to terminate the Interlocal Agreement enacted March 14, 2006 and would assume the task of assigning addresses for county subdivisions, plats, certificates of survey, and individual physical address assignments in Cascade County; and

**WHEREAS**, on August 24, 2016, the City authored a letter to the County indicating its willingness to waive the requirements under section 8 of the Interlocal Agreement by allowing for a termination date of September 1, 2016; and

**WHEREAS**, the City Mapping and Addressing Division and County Geographic Information System Division have since entered into an E911 GIS Data Collection and Conveyance Agreement (Doc. Recording # R0327636 CMS) that sets forth the GIS Data and CAD Map information relay process of both entities.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Great Falls, Montana, that Joint Resolution 10149 adopted July 5, 2016, is hereby repealed.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, on this 18<sup>th</sup> day of October, 2016.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney

**R0327636 CMS**

Total Pages: 2 R 0.00 By: nejohnson 09/01/2016 10:09:20 AM  
Cascade County, Rina Ft Moore - Clerk & Recorder



**E911 GIS DATA COLLECTION AND CONVEYANCE AGREEMENT**

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The following E911 GIS Data Collection and Conveyance Agreement by and **between** the

**CITY OF GREAT FALLS**, Mapping & Addressing Division ("City")  
2 PARK DRIVE SOUTH  
GREAT FALLS, MONTANA 59401

**AND**

**CASCADE COUNTY**, Geographic Information System Division ("County")  
121 4<sup>th</sup> STREET NORTH, SUITE 2H/I  
GREAT FALLS, MONTANA 59401

and shall be effective as of the 1st day of September, 2016 upon the signatures of the Parties hereto.

**INTRODUCTION**

The Parties will communicate with each other regarding all newly created structures and road segments as well as all changes to existing structures and road segments ("GIS Data") collected by the Parties. All such GIS Data shall be incorporated into the computer aided map (CAD Map) for the 911 Dispatch Center in an accurate and timely manner as outlined herein below.

**THE PARTIES AGREE** as follows:

1. The County will provide collected GIS Data on the first working day of each month (the "Collection Date") for Cascade County and the incorporated communities therein, including the Town of Cascade, the City of Belt, and the Town of Neihart, but excluding the City of Great Falls. In the event the County is unable to commence collection of GIS Data on the Collection Date, the County shall collect and submit the GIS Data as soon thereafter as possible.
2. On the Collection Date, the County shall submit its GIS Data to the City's GIS Coordinator via USB drive, or via an alternative method jointly agreed to by the Parties.
3. Upon receipt by the City GIS Coordinator, the GIS Data shall be accurately entered into the CAD Map for the 911 Dispatch Center. In the event the City GIS Coordinator is not available on the Collection Date, entry of the GIS Data must be entered into the CAD Map by the City GIS Coordinator's designee. In order to ensure that GIS Data is promptly entered into the CAD Map during the City GIS Coordinator's absence, the City GIS Coordinator and/or the designee shall so notify the County GIS Division and make alternate arrangements for County conveyance of the GIS Data as necessary.

*Returned to: Commission*

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4. The City will receive email notifications of any new or changes to existing structure or road segments within the digital mapping area (which is the historic City-County Planning Area).
5. With the exception to structures and driveways, outlined in #6 below, the Parties agree to maintain their respective parcel coverage and database layers as agreed upon as the historic boundary of the City-County Planning Area. The City will maintain City limits outward to the boundary of the former City-County jurisdictional area and the County will maintain from the outer boundary of the former City-County jurisdictional area outwards to the boundary of the County.
6. The structure and driveway data shall be distinguished by the City limit boundary for the City of Great Falls. Structure and data driveways located within the other incorporated communities within the County will be submitted to the County's GIS Coordinator by incorporated entities. The County will then provide the information to the City GIS Coordinator as provided under paragraph 2.
7. No changes to the instant E911 GIS Data Collection and Conveyance Agreement shall be effective unless agreed to in writing by all the Parties hereto.
8. This Agreement may be terminated at any time by either Party upon 30 days' written notice to the other Party at the address set forth above.

CITY OF GREAT FALLS  
Mapping & Addressing Division

By:   
Jeff Hedstrom, GIS Coordinator  
City of Great Falls

CASCADE COUNTY  
Geographic Information System Division

By:   
Brian K. Clifton, Director  
Cascade County Public Works Department