

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Bob Jones, Bill Bronson, Tracy Houck and Fred Burow. Also present were City Manager Greg Doyon; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Fiscal Services Director Melissa Kinzler; Assistant City Attorney Joe Cik; and, Police Chief Dave Bowen.

AGENDA APPROVAL: No changes were proposed by the City Manager or City Commission. The agenda was approved as submitted.

**** Action Minutes of the Great Falls City Commission. Please refer to the audio/video recording of the meeting for additional detail****

PETITIONS AND COMMUNICATIONS**1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Ron Gessaman, 1006 36th Avenue NE, discussed slick road conditions and the three percent grade at 36th Avenue and Bootlegger, and comments about the Animal Shelter and a Calumet representative's handout at the last Commission meeting.

Brad Livingston, Great Falls Area Chamber of Commerce President, 100 1st Avenue North, complimented the City leadership, City staff and the citizens of Great Falls for a wonderful 2016.

NEIGHBORHOOD COUNCILS**2. SWEARING IN CEREMONY – NEIGHBORHOOD COUNCIL 9.**

Mayor Kelly performed the swearing in ceremony for Scott Miranti, representative of Neighborhood Council 9.

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

There were no miscellaneous reports and announcements from Neighborhood Council representatives.

BOARDS & COMMISSIONS**4. REAPPOINTMENTS, PLANNING ADVISORY BOARD.**

Commissioner Bronson moved, seconded by Commissioners Burow and Jones, that the City Commission reappoint Anthony Houtz and Michael Wedekind to three-year terms ending on December 31, 2019, to the Great Falls Planning Advisory Board.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none Mayor Kelly asked if there were any comments from the public.

Ron Gessaman, 1006 36th Avenue NE, suggested that City retirees receiving a pension should not be eligible for appointment to this board.

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

Motion carried 5-0.

5. APPOINTMENT, AUDIT COMMITTEE.

Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission appoint Mary Ellen Kropp to the Audit Committee to fill a private citizen position through June 30, 2019.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none Mayor Kelly asked if there were any comments from the public.

Ron Gessaman, 1006 36th Avenue NE, commented that the recommendation that this partial term run concurrent with fiscal years is a policy change that should have been taken up before the appointment.

Assistant City Attorney Joe Cik responded that there weren't any legal issues with the appointee's term.

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

Motion carried 5-0.

6. APPOINTMENT, AIRPORT AUTHORITY BOARD.

Commissioner Burow moved, seconded by Commissioner Jones, that the City Commission appoint Vincent Bakke to a three-year term through December 31, 2019, to the Regional Airport Authority Board.

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

Commissioner Burow commented that he appreciated the quality of candidates that came forward and applied for this position. It wasn't an easy decision. Mayor Kelly concurred and added that the Commission interviewed three qualified candidates and hopes the other two maintain their interest in civic affairs.

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

Motion carried 5-0.

7. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.**

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

CITY MANAGER

8. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon announced that City offices are closed at 3 pm on Friday, December 23rd, all day Monday, December 26th for the Christmas holiday and similar for the New Year's Day holiday.

He reported that City staff received additional emergency training in terms of evacuation and notification in the event there is an incident.

He announced that Park and Recreation Director Joe Petrella submitted his resignation effective January 13, 2017. He accepted a management position in Arizona.

Manager Doyon also announced that the Natatorium is sponsoring a "dive in" movie "How the Grinch Stole Christmas" on Friday, December 23rd.

CONSENT AGENDA.

9. Minutes, December 6, 2016, Commission meeting.
10. Total Expenditures of \$3,006,723 for the period of November 16, 2016 through December 7, 2016, to include claims over \$5,000, in the amount of \$2,787,023.
11. Contracts list.
12. Reschedule Commission meeting date from Tuesday, July 4, 2017, to Wednesday, July 5, 2017.
13. Set CDBG & HOME Grant/Consolidated Plan Community Needs Public Hearing for January 3, 2017.
14. Approve purchase of one new 2017 rubber tire roller to Tractor and Equipment Company of Great Falls for a total of \$87,664.
15. Approve Change Order No. 2 and final payment for the 30 inch water main replacement – Oddfellows Park to Broadwater Bay in the amount of \$188,169.88 to United Materials and \$1,900.71 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1396**

16. Approve the Solid Waste Disposal Agreement with Montana Waste Systems for the period of January 1, 2017, to December 31, 2024, and authorize the City Manager to execute the contract documents. **OF 964.1**

Commissioner Burow moved, seconded by Commissioner Jones, that the City Commission accept the Consent Agenda as presented.

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

Commissioner Bronson pointed out a typographical error on the agenda. The term of the agreement in agenda report for Item 16, January 1, 2017 – December 31, 2024, is correct. He inquired about the City's ability to get out of the agreement prior to its expiration if the City should ever decide to open a landfill, and he noted the rate increases of Montana Waste Systems.

Public Works Director Jim Rearden reviewed the termination language set forth in the agreement and confirmed the term of the agreement was through December 31, 2024.

Commissioner Burow referred to Item 15 and reported that the change order was necessary in that the project took a lot of extra work due to the age of the storm mains and pipes, and that river water was flowing back into the excavation.

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

Ron Gessaman, 1006 36th Avenue NE, referred to Item 9 and read portions of pages 235 and 236. Mr. Gessaman discussed Calumet employees crossing the street in the dark causing a safety/health hazard for employees and the public.

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

Motion carried 5-0.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

17. **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND AUDIT REPORT, FY 2015-2016.**

Fiscal Services Director Melissa Kinzler reported the City's audit committee met on November 30, 2016, and recommends that the City Commission accept the Comprehensive Annual Financial Report (CAFR), Independent Auditor's Report, and the Required Client Communication Letter.

The Required Client Communication Letter comments on any internal control recommendations related to the operations of the City. The letter notes that the auditors have no new recommendations for FY 2015-2016 and no prior year comments for FY 2014-2015.

Commissioner Houck moved, seconded by Commissioner Jones, that the City Commission accept the FY 2015-2016 Comprehensive Annual Financial Report (CAFR), the Required Client Communication Letter as presented, and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.

Rick Reisig, Anderson ZurMuehlen & Co., P.C., reported that, as discussed at the audit committee meeting and work session there is a lot of information in the 200+ page document that is broken up into an introductory section, financial section, statistical section and single audit section. Fiscal Services Director Melissa Kinzler and staff put the CAFR document together. It is important for the City to submit the CAFR to the Government Finance Officers Association for its Certificate of Achievement program. The City has attained that Certificate of Achievement for Excellence in Financing Reporting for many years. Anderson ZurMuehlen presented the City with an unmodified audit opinion, which is a clean audit opinion. There were also no internal control or compliance findings to present. Mr. Reisig concluded that for those people that don't like numbers, the introductory section is a great read to let individuals know just what happened in the City for fiscal year 2016.

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

Commissioner Houck complimented Director Kinzler for an excellent document that is very readable and easy to understand that comprehensively covers what was done in the City.

There being no further discussion, Mayor Kelly asked if there were any comments from the public.

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

18. PARKING ENFORCEMENT CONTRACT, AS AMENDED, WITH SP PLUS CORPORATION.

Planning and Community Development Director Craig Raymond reported that this item is a renewal of a three year contract with SP Plus who has been managing the City's parking program for the last six years. For the most part, the contract remains the same with provision for modest increases in costs for administration and managing the program. An amendment to this contract is SP Plus will take responsibility in contracting and managing snow removal of all parking facilities. Staff and SP Plus previously negotiated for the procurement and management of parking management software under the provision of the First Amendment of Parking Enforcement/Services Contract. This contract recognizes and formalizes changing needs in the system. An additional important detail of this contract is the ability of either the City or SP Plus to cancel the contract provided certain notices are given.

The City Commission tasked staff and the Parking Advisory Commission (PAC) with evaluating the overall operations of the downtown parking system. The goal of the review is to look for ways to provide a business model that will ensure adequate funds for improvements, regular maintenance and to enhance the customer experience in the parking system specifically and downtown in general. It is anticipated that significant changes in operations may occur in the

future with the implementation of new procedures and technologies. It is recommended that the contract with SP Plus be renewed while staff, the PAC and SP Plus continue to work together to produce a viable business model.

Commissioner Burow moved, seconded by Commissioner Houck, that the City Commission renew the City's parking enforcement contract, as provided for in the amended contract of January 1, 2014, and with the Second Amendment negotiated by staff with SP Plus Corporation.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly asked if there were any comments from the public.

Ron Gessaman, 1006 36th Avenue NE, read portions of the first paragraph of the background section in the agenda report and opined that parking downtown is not much of a customer experience.

Commissioner Burow noted that downtown business owners want the parking meters for turnover, and that the parking program is not a money maker for the City.

Commissioner Houck added that there is wonderful parking available for downtown employees, shoppers and people who conduct business downtown. She appreciates the parking meters to be able to park closer to where she wants to go. This week is free parking downtown.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

19. **RESOLUTION 10166, ESTABLISHING GUIDELINES FOR EVALUATION OF SPECIAL APPROPRIATIONS REQUESTS RELATED TO ECONOMIC DEVELOPMENT.**

Commissioner Bill Bronson reported that this resolution is prompted by renewed requests by the Great Falls Development Authority [GFDA] for a grant of taxpayer dollars for various projects. Currently, the City Commission requires requests for property tax abatements, TIF/TEDD expenditures, and CDBG block grant requests to go through an application process, subject to evaluation in accordance with certain guidelines. Similar requests by GFDA or other individuals and organizations for public assistance should be considered in the same manner.

In 2004, the City Commission adopted Resolution 9433, which addresses *some* requests for assistance. This resolution was triggered by requests for City involvement in the Centene and malt plant projects, above and beyond provision of basic infrastructure. That resolution is still in place, but it does not speak to the broad range of possible requests for assistance, including those made recently by GFDA.

The proposed new resolution incorporates elements of Resolution 9433 that are still potentially relevant today, and includes the benefits of what the Commission has learned in the process of

considering requests for property tax abatements and TIF/TEDD expenditures. It also draws on ideas from other communities that occasionally receive special requests for economic assistance. Resolution 9433 will be superseded and repealed by the adoption of this resolution.

Once adopted, requests for monies will be presented to the City Manager's office. The City Manager will have the discretion to develop and utilize application forms consistent with the resolution.

He concluded that this proposal will not apply to the property tax abatement requests or TIF/TEDD requests, which already have review guidelines in place. It also will not apply to CDBG, which also has its own set of review criteria, including directives from HUD.

Commissioner Burow moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10166.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly asked if there were any comments from the public.

Ron Gessaman, 1006 36th Avenue NE, suggested that clean, environmentally friendly and high wage jobs be application criteria for consideration.

Commissioner Bronson commented that those suggestions are included in the broader context of paragraph (3)(d) of Resolution 10166.

Mayor Kelly thanked Commissioner Bronson for his extracurricular work on this resolution.

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

Motion carried 5-0.

CITY COMMISSION

20. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Mayor Kelly discussed the work of the Police and Fire Departments in the recent cold temperatures and commended those departments for its incredible efforts.

Commissioner Houck announced that an ornament depicting the Cascade County Courthouse is now for sale. The money raised goes back to the Historic Preservation Advisory Commission for local projects.

21. LEGISLATIVE INITIATIVES.

Mayor Kelly reported that it was in the news that the City of Harlowtown is encouraging the legislature to increase the gas tax. He announced that on Thursday at 11:00 a.m. in the Missouri Room Governor Bullock will be discussing his efforts for infrastructure. Local legislators will be in attendance as well.

Commissioner Bronson reported that Senator Ed Buttrey proposed a placeholder bill for a special interim committee dedicated strictly to local government issues.

22. **COMMISSION INITIATIVES.**

Mayor Kelly requested that Director Raymond explore different brackets for volume discount parking breaks. There were no objections.

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly adjourned the regular meeting of December 20, 2016, at 7:55 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: January 3, 2017