



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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA APPROVAL**

**PROCLAMATIONS**

- Earth Day
- Month of the Military Child
- Week of the Young Child
- Youth Day of Service
- \*Mayor's Prayer Breakfast Day
- \*Mental Health Awareness Month

**SWEARING IN**

Neighborhood Council 2 Representative - Ronald E. Staley

**PETITIONS AND COMMUNICATIONS**

*(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and address for the record.)*

1. Miscellaneous reports and announcements.

**NEIGHBORHOOD COUNCILS**

2. Miscellaneous reports and announcements from Neighborhood Councils.
3. Removal of A Member of Neighborhood Council #2.

**BOARDS AND COMMISSIONS**

4. Miscellaneous reports and announcements from Boards and Commissions.
5. Appointments, Advisory Commission on International Relationships.
6. Reappointments, Golf Advisory Board.

**CITY MANAGER**

7. Miscellaneous reports and announcements from the City Manager.

## CONSENT AGENDA

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

8. April 4, 2017, Commission Meeting Minutes.
9. Total Expenditures of \$2,392,269 for the period of March 16, 2017 through April 5, 2017, to include claims over \$5,000, in the amount of \$2,113,451.
10. Contracts List.
11. Award a contract in the amount of \$923,135.00 to United Materials of Great Falls, Inc. for the 8th Avenue North Water Main Replacement Project - 18th Street to 24th Street and 32nd Street to 34th Street, and authorize the City Manager to execute the construction contract documents.
12. Set a public hearing for May 16, 2017 to consider a month to month lease of city-owned property, the Visitor Center (15 Overlook Drive), to the Convention and Visitors Bureau (CVB).

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

## PUBLIC HEARINGS

## OLD BUSINESS

## NEW BUSINESS

13. Approve the purchase of one 2016 Enforcer Pumper Fire Truck to Hughes Fire Equipment of Spokane, Washington; through H-GAC (Houston-Galveston Area Council) for \$411,375.
14. CDBG Program Proposed Use of Funds and Public Hearing Date for 2017/2018 Annual Action Plan. Action: accept or deny the proposed use of funds for the 2017/2018 Community Development Block Grant Program (CDBG) for inclusion in the 2017/2018 Annual Action Plan and set or not set a public hearing for May 16, 2017. ***(Presented by Craig Raymond)***

## ORDINANCES/RESOLUTIONS

## CITY COMMISSION

15. Miscellaneous reports and announcements from the City Commission.
16. Legislative Initiatives.
17. Commission Initiatives.

## ADJOURNMENT

*(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.) Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday*

*morning at 10 am, and the following Tuesday evening at 7 pm.*



*Agenda #*  
*Commission Meeting Date: April 18, 2017*  
**City of Great Falls**  
**Commission Agenda Report**

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**Item:** Earth Day, Month of the Military Child, Week of the Young Child, Youth Day of Service, Mayor's Prayer Breakfast Day, Mental Health Awareness Month  
**From:** Lisa Kunz, City Clerk  
**Initiated**  
**By:**  
**Presented** City Commission  
**By:**  
**Action**  
**Requested:**

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**Item:** Removal of a Member of Neighborhood Council #2.  
**From:** Sara Sexe, City Attorney  
**Initiated By:** Neighborhood Council #2  
**Presented By:** Sara Sexe, City Attorney  
**Action** The City Commission remove Michael McCoy as a member of  
**Requested:** Neighborhood Council #2.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission remove Michael McCoy as a member of Neighborhood Council #2.”

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

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**Staff Recommendation:**

City Staff recommends that the City Commission remove Mr. McCoy as a member of Neighborhood Council #2.

**Summary:**

Recently, Neighborhood Council #2 reported to the City staff that Council Member Michael McCoy has missed several regularly scheduled meetings. According to meeting records he has missed five meetings since September 2016. He holds the position of Secretary for the meetings and has not submitted his draft minutes for the October 2016 meeting for Council review. No explanation was provided for Mr. McCoy's absence and other Council members were not able to reach him for an extended period of time.

**Background:**

In accordance with Ordinance 3149, the City sent Mr. McCoy a letter on March 22, 2017 providing him an opportunity to provide a response regarding the absences. Mr. McCoy did stop into the Manager's Office on April 3, 2017 requesting an extension to provide a written

reason for the absences. He was provided an extension of Wednesday April 5, 2017 at 5:00. The City has not received such a response.

A second letter was sent certified mail to Mr. McCoy on April 7, 2017 providing him notice for this meeting.

All City Board, Commission and Council Members are required to follow the Attendance Policy as adopted in Ordinance 3149. Ordinance 3149 is located in Title 2 of the Official Code of the City of Great Falls (OCCGF); the pertinent text of the Ordinance is as follows:

**Chapter 56**  
**BOARDS/COMMISSIONS/COUNCILS ATTENDANCE**

**2.56.010 Scope**

The provisions of this chapter shall apply to all boards, commissions and councils appointed by the City Commission except as follows: Where a conflicting provision appears in state statutes or in city ordinances relating to a particular board, commission or council, the specific statute or ordinance shall apply. (Ord. 2793, 2001)

**2.56.20 Removal of members of boards, commissions and councils.**

A member of any board, commission, or council, including Neighborhood Council, may be removed from office, by majority vote of the City Commission, if: The member misses more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse;...

A. If a member is to be removed from any board, commission, or council and be replaced by the City Commission, the member will be provided written notice of removal, stating the reasons for removal, by certified mail, postage prepaid, return receipt requested, or by hand delivery. Notice will be provided no less than ten (10) days prior to the City Commission hearing where said removal will be subject to the vote of the Commission. (Ord. 3149, 2017; Ord. 2793, 2001).

**Alternatives:**

The Commission could maintain Michael McCoy as a member of Neighborhood Council #2.

**Concurrences:**

Chair of Neighborhood Council #2, Brittany Rae Olson, submitted a letter regarding Mr. McCoy's attendance and the impacts to the Council.

ATTACHMENTS:

- Letter from NC#2 Chair
- Letter dated March 22, 2017 to Mr. McCoy
- Letter dated April 7, 2017 to Mr. McCoy

February 28, 2017

To whom it may concern:

My name is Brittany Rae Olson. I am the Chair of Neighborhood Council #2. I am aware of 3149 Exhibit A and I would like to note that one of my elected co-members of our Council has not been to over half our meetings. We only meet 9 months in the year, and he has missed at least 5 meetings, 4 of which have been in a row- November, December, January, and February. I believe he also missed September. He was our secretary and he has not turned in his notes for October, which puts us in a bind as community members have asked for notes or have asked why we have notes outstanding for months. Mike simply is failing to do his duties.

We also just had another council member resign so it leaves only 3 of us currently active on the council, and all 3 of us need to be there to establish a quorum. Mike has made zero effort to reach out and let any of us know, nor has he answered or returned the calls we have placed.

Could we please consider removing him from his seat on Council 2 to elect someone who is willing to show up and be an active member of our Council.

I thank you for your time and attention to this matter.

Brittany Rae Olson



March 22, 2017

Mr. Michael J. McCoy  
910 3<sup>rd</sup> Avenue NW  
Great Falls, MT 59404

Dear Mr. McCoy:

It was brought to our attention that you have missed a significant amount of Neighborhood Council #2 meetings this year. According to the record you have missed five meetings this year. No excuse was provided to the Council so these absences are considered unexcused at this time.

It is imperative that a council member be in attendance for all meetings to provide input and recommendations on behalf of the City. This letter is to provide you the opportunity to provide justification allowed under the Official Code of the City of Great Falls (OCCGF) for the absences. If you are unable to provide this, we are kindly asking that you consider resigning from this neighborhood council before being replaced by the City Commission.

All City Board, Commission and Council Members are required to follow the Attendance Policy as adopted in Ordinance 3149. Ordinance 3149 is located in Title 2 of the Official Code of the City of Great Falls (OCCGF); the full text of the Ordinance is as follows:

## **Chapter 56**

### **BOARDS/COMMISSIONS/COUNCILS ATTENDANCE**

#### **2.56.010 Scope**

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#### **2.56.20 Removal of members of boards, commissions and councils.**

A member of any board, commission, or council, including Neighborhood Council, may be removed from office, by majority vote of the City Commission, if:



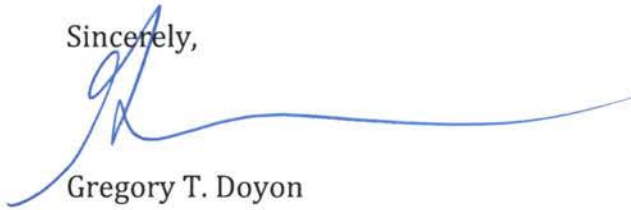
- A. The member misses more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse;

...

If a member is to be removed from any board, commission, or council and be replaced by the City Commission, the member will be provided written notice of removal, stating the reasons for removal, by certified mail, postage prepaid, return receipt requested, or by hand delivery. Notice will be provided no less than ten (10) days prior to the City Commission hearing where said removal will be subject to the vote of the Commission. (Ord. 3149, 2017; Ord. 2793, 2001).

We look forward to your response. If a response is not received by April 3, 2017 we will proceed in accordance with 2.56.020.

Sincerely,



Gregory T. Doyon  
City Manager

Enc. Ordinance 3149

Cc: Neighborhood Council #2 Chair, Brittany Rae Olson  
Neighborhood Council Coordinator, Patty Cadwell  
City Commission



April 7, 2017

Mr. Michael J. McCoy  
910 3<sup>rd</sup> Ave NW  
Great Falls, MT 59404

Dear Mr. McCoy:

A letter was sent to you on March 22, 2017 requesting a reason for unexcused absences for the Neighborhood Council #2 Meetings this year. According to the meeting records you have missed five meetings this year.

Thank you for stopping by the Manager's Office on Monday April 3, 2017. You had asked for and were given an extension to the deadline to submit a written response regarding the absences. The extended deadline was Wednesday, April 5, 2017 at 5:00 p.m. No response was received.

Since the City has not received a written response from you regarding this request; we will move forward with recommending the City Commission remove you from Neighborhood Council #2. The City Commission will be reviewing this recommendation during the April 18, 2017 Commission Meeting. If you wish to address the Commission you may do so during this time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gregory T. Doyon", with a long horizontal flourish extending to the right.

Gregory T. Doyon  
City Manager

Cc: City Commission  
Neighborhood Council Coordinator, Patty Cadwell  
Neighborhood Council #2 Chair, Brittany Rae Olson



**Item:** Appointments, Advisory Commission on International Relationships.  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Appoint members to the Advisory Commission on International Relationships.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Advisory Commission on International Relationships for three-year terms through March 31, 2020.”

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

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**Summary:**

Ruslan Soldyshev, Don Sims, Elizabeth Guidara and Susan Effertz resigned from the Advisory Commission on International Relationships (ACIR) between 2015 and 2016. Kay Silk has served two terms and is not eligible for reappointment. This leaves five vacancies on the Commission.

Advertising began with the first notice of vacancy in 2015 and has been posted on the City's Website. Notice has also been distributed to the local media several times. Applications were received from Brian C. Nosich, Veranika Marozava, Lana Kadoshnikov and Charity Jacobson.

Applications were sent to ACIR on March 9, 2017 for review during their meeting on March 28, 2017. An additional application was received from Max Mauch after the initial applications were sent for consideration.

During the March 28, 2017 meeting, the applications were reviewed and the Commission recommended appointment of Mr. Nosich, Ms. Marozava, Ms. Kadashnikov, and Ms. Jacobson. The Commission did not review or make a recommendation on Mr. Mauch's application.

Kathryn Kruihoff's first term expired on March 31, 2017 and she is considering serving another term; this will be reviewed during the next ACIR meeting.

**Background:**

International programs are growing for many reasons. Rapid changes in communications technology, globalization of the marketplace, and political changes in the last decade have all contributed to an increasing awareness these trends will accelerate in the future. Communities, as well as individuals, businesses, and institutions will need to learn to participate in the "global village," or be left behind economically or in other ways.

In order for the City to take a leadership role in nurturing and coordinating some of the international efforts, the Advisory Commission on International Relationships was created by Ordinance 2788 on November 8, 2000, and amended by Ordinance 2863 on October 21, 2003. The Commission provides support, coordination, and exchange of information for international programs in the community.

The Commission consists of nine to eleven members.

Members that have Resigned:

	Appointed date:	Date Resigned
Don Sims	4/7/15	2015
Ruslan Soldyshev	11/19/14	2015
Susan Effertz	4/7/15	10/25/16
Elizabeth Guidara	1/6/15	9/27/16

Members that have termed out:

	Term:
Kay Silk	7/6/10-3/31/16

Continuing members of this board are:

	Term:
Michael Kraft	4/5/16 - 3/31/19
Katheryn Craig	11/19/14 - 3/31/18
Sandra Erickson	4/16/13 - 3/31/19
Camile Reovan	4/5/16 - 3/31/19
Katheryn Kruihoff	11/5/13 - 3/31/17

Citizens interested in serving:

Brian C. Nosich

Veranika Marozava

Lana Kadoshnikov

Charity Jacobson

Max Mauch

**Concurrences:**

During the March 28, 2017 meeting, the applications were reviewed and the Commission recommended appointment of Mr. Nosich, Ms. Marozava, Ms. Kadashnikov, and Ms. Jacobson. The Commission did not review or make a recommendation on Mr. Mauch's application.

ATTACHMENTS:

- Applications for ACIR



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


**RECEIVED**

FEB 13 2017

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

**CITY MANAGER**

Board/Commission Applying For: ADVISORY COMMISSION ON INTERNATIONAL RELATIONSHIPS		Date of Application: 13 February 2017
Name: Brian C. Nosich		
Home Address: 2767 Greenbriar Dr. Great Falls, MT 59404		Email address: briannosich@gmail.com
Home Phone: 907-227-5643	Work Phone: 406-791-0235	Cell Phone:
Occupation: Chief of Wing Intelligence		Employer: Montana Air National Guard
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: Travel to over 35 countries engaging with international partners in official and private business. Extensive experience with intercultural interactions.		
Educational Background: BA in Business Administration, currently enrolled in Masters in Leadership		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: Soccer coach, cub scout den leader, 16 years military service.		
Previous and current public experience (elective or appointive): 2015-2016 Executive officer for Department of Military and Veterans Affairs commissioner.		
Membership in other community organizations: None, new resident.		

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 feel I have positive experience to lend to this subject and wish to participate in the community in order to make a positive impact.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? 16+ years in traveling globally working directly with international partners. Adventurous spirit that wishes to expose others to the interesting diversity of other cultures.	
Additional comments:	
Signature	Date:
	02-13-17

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net

RECEIVED

FEB 2 2017

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: <i>Advisory Commission on International Relat.</i>		Date of Application: <i>01/30/2017</i>	
Name: <i>Veranika Morozava</i>			
Home Address: <i>2810 Huckleberry Dr., Great Falls, MT</i>		Email address: <i>morozveronika@gmail.com</i>	
Home Phone:	Work Phone: <i>(406) 761-2820</i>	Cell Phone: <i>(307) 578-8466</i>	
Occupation: <i>Accountant</i>		Employer: <i>JCCS</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <i>The delegates coming to ACIR hostings are from former Soviet Republics. They speak Russian and that is the shared background + understanding the culture</i>			
Educational Background: <i>BS - Economics</i> <i>BS - Computer Science</i>			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: <i>Volunteer experience: - Great Falls Community Food Bank (2014-2015)</i> <i>- GFPPS (preschool), Treasures (2014-2015)</i>			
Previous and current public experience (elective or appointive):  <i>None</i>			
Membership in other community organizations:  <i>None</i>			



Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? I understand the culture and needs of the community, have been a member of this community for several years	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?	
Additional comments:	
Signature 	Date: 01/30/2017

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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kartis@greatfallsmt.net



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

**RECEIVED**

JAN 26 2017

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

**CITY MANAGER**

Board/Commission Applying For: <i>Advisory Commission on International Relations</i>		Date of Application: <i>1/24/17</i>
Name: <i>Lana Kadoshnikov</i>		
Home Address: <i>154 Sunflower Ln, Great Falls MT</i>		Email address: <i>LANA.KADOSHNIKOV@JCCSCPA.COM</i>
Home Phone: <i>406 727-2914</i>	Work Phone: <i>406-761-2820</i>	Cell Phone: <i>406-788-7478</i>
Occupation: <i>Accountant</i>	Employer:	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <i>Hosted ACIR guests during the last 10 yrs.</i>		
Educational Background: <i>MBA from Fresno State (CA)</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <i>Previous Board member: Childrens Museum of Montana United Way of Cascade County Great Falls Community Food Bank</i>		
Previous and current public experience (elective or appointive): <i>none</i>		
Membership in other community organizations: <i>Treasurer for Boy Scout Troop 1028</i>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? <i>I enjoy getting to know people from different countries and backgrounds.</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>Previous host experience with ACIR.</i>	
Additional comments:	
Signature	Date: <i>1/25/17</i>

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.

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RECEIVED

JAN 26 2017

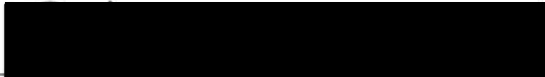
CITY MANAGER



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: Advisory Commission on International Relationships		Date of Application: 1/24/17	
Name: Charity Jacobson			
Home Address: 612- 27th Avenue Northeast, Great Falls MT 59404		Email address: charityalonso@yahoo.com	
Home Phone: N/A	Work Phone: 406-761-5243	Cell Phone: 406-564-6224	
Occupation: Paralegal		Employer: Davis, Hatley, Haffeman & Tighe, P.C.	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: Have developed and implemented sterile birthing education programs and medical treatment clinics in Haiti and Africa. Co-coordinated medical mission team to Democratic Republic of Congo in 2013.			
Educational Background: Bachelor of Science in Legal Studies, University of Great Falls.			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: -Vice-president, Redeeming Waters International (humanitarian aid organization) -Member of Congo Mission Network planning committee, 2015 -Cascade County Bar Association Law Day planning team, 2015/2016			
Previous and current public experience (elective or appointive): Past chairperson of A.C.I.R.			
Membership in other community organizations: -Cascade County Bar Association -State Bar of Montana -Montana Association of Legal Assistants and Paralegals			

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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what board and when did you serve? A.C.I.R.	
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? Past commission member interested in serving again.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? See above response.	
Additional comments:	
Signature 	Date: 1/24/17

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
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MAR 14 2017

CITY MANAGER

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

Board/Commission Applying For: <b>Advisory Commission on International Relationships</b>		Date of Application: <b>3/14/17</b>
Name: <b>MAX MAUCH</b>		
Home Address: <b>137 Riverview 6W</b>		Email address: <b>maxwellmauch@yahoo.com</b>
Home Phone: <b>406-231-8328</b>	Work Phone: <b>406-455-5448</b>	Cell Phone: <b>406-231-8328</b>
Occupation: <b>Point of Care Coordinator Clinical Laboratory Scientist</b>		Employer: <b>Benefis Health System</b>
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <b>I coordinate multi-departmental projects involving Patient Care testing; and have helped coordinate fundraisers in the past.</b>		
Educational Background: <b>'05 B.S. medical Technology, UM-Missoula '05 B.S. microbiology, UM-Missoula</b>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <b>- Founding Father Delta Omicron Chapter of Kappa Sigma - UM-Missoula - Fundraising / Medical Device donations - Childrens Fund of Ethiopia - Various Volunteer (Model UN, Speech Debate Judge, etc); - work at Non-profit medical facility</b>		
Previous and current public experience (elective or appointive): <b>None</b>		
Membership in other community organizations: <b>None</b>		

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? Interested in Local Government, want to put my coordination skills to use for our community.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Experienced in developing professional relationships, dedication of my career to service in the medical testing field.	
Additional comments:	
Signature	Date: 3/14/17

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



**Item:** Reappointments, Golf Advisory Board  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Reappoint two members to the Golf Advisory Board to a three-year term through March 31, 2020.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission reappoint Mark Johnson and Lori Muzzana to the Golf Advisory Board to a three-year term through March 31, 2020.”

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

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**Staff Recommendation:**

It is recommended that the City Commission reappoint Mark Johnson and Lori Muzzana to the Golf Advisory Board to a three-year term through March 31, 2020.

**Summary:**

Mark Johnson was appointed to the Board on October 1, 2013 to fill the remainder of a three year term as the Non League Member and reappointed on March 18, 2014 for his first full three year term. Lori Muzanna was appointed to the Board March 4, 2014 for a three year term as the Malmstrom Golf Association Member. Both terms were set to expire on March 31, 2017. They are both eligible and interested in serving another term.

**Background:**

Purpose

The Golf Advisory Board is comprised of five members with representation from the City Men's Golf Association, City Women's Golf Association, Malmstrom Golf Association, and two non-league golfers. The Board advises the City Commission regarding the operation of



municipal golf courses. Members must reside within the City limits.

Evaluation and Selection Process

During the Golf Advisory Board meeting on March 27, 2017 both Mr. Johnson and Ms. Muzzana voiced interest in being reappointed to the Board. The Board recommended that both be reappointed but would review any applications that were received for the open positions.

An advertisement for the openings was done through the local media and posted on the City website on March 22, 2017. No additional applications were received as of the April 7, 2017 deadline. City Staff is recommending reappointment of both Mr. Johnson and Ms. Muzzana.

Members requesting reappointment:

Mark Johnson	Non-league	10/1/13 – 3/31/17
Lori Muzzana Malmstrom	Golf Association	3/4/14 – 3/31/17

Continuing members of this board are:

Jackie Lohman	City Women’s Golf Association	4/1/16 – 3/31/19
Roy Aafedt	Non-league	4/7/16 – 3/31/19

The Men's Golf Association's member, Kelly Gilligan has served a three year term that expired on March 31, 2017. Mr. Gilligan is not interested in reappointment at this time. We will continue to advertise to fill this vacancy.

**Concurrences:**

During the Golf Advisory Board meeting on March 27, 2017 both Mr. Johnson and Ms. Muzzana voiced interest in being reappointed to the Board. The Board recommended that both be reappointed but would review any applications that were received for the open positions.



**Item:** April 4, 2017, Commission Meeting Minutes  
**From:** Darcy Dea, Deputy City Clerk  
**Initiated By:** Darcy Dea, Deputy City Clerk  
**Presented By:** Darcy Dea, Deputy City Clerk  
**Action Requested:**

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**Summary:**

April 4, 2017 - - Draft Commission Meeting Minutes

ATTACHMENTS:

- ▣ April 4, 2017 -- Commission Meeting Minutes

Regular City Commission Meeting

Mayor Kelly presiding

Call to Order: 7:00 PM

Commission Chambers Room 206

**PLEDGE OF ALLEGIANCE** – The Montana Storm Cheer Team

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

**AGENDA APPROVAL:** City Manager Greg Doyon noted the removal of Item 7N and Item 7O from the contracts list. No additional changes were suggested by the City Manager or City Commission. The agenda, as amended, was approved.

**PROCLAMATIONS:** Commissioner Houck read a proclamation for National Service Recognition Day and Commissioner Bronson read a proclamation for Arbor Day.

## **PETITIONS AND COMMUNICATIONS**

### **1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

**Becky Acra**, 1021 25<sup>th</sup> Avenue SW, announced that she is the head coach and owner of Montana Storm. She explained that Montana Storm is a group of cheerleaders from Great Falls, Belt and Havre that range from ages 2 through 18. She further announced that they are the only all star cheerleading gym in the State of Montana that qualified for the title championship in Dallas, Texas. She expressed appreciation with regard to community support and noted that cheerleading provides an opportunity for college scholarships.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, commented that the burnt out building on Burlington Northern property was not registered with the State as a building to be destroyed and its destruction is on hold until it meets the necessary requirements by the Department of Environmental Quality (DEQ). Mr. Gessaman further expressed concern with regard to Parliamentary Rules not being in the City Code.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, expressed opposition with regard to gas tax and water rate increases.

## **NEIGHBORHOOD COUNCILS**

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM NEIGHBORHOOD COUNCILS.**

**Ron Gessaman**, on behalf of Kathy Gessaman, announced that the next Neighborhood Council 3 meeting is at Riverview School on April 6, 2017, and that the revamp of 36<sup>th</sup> Avenue NE and Neighborworks Housing in the Thaniel Addition would be discussed.

**BOARDS AND COMMISSIONS**

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

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

4. **REAPPOINTMENTS, DESIGN REVIEW BOARD.**

**Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission reappoint Dani Grebe and Kevin Vining to the Design Review Board to a three-year term through March 31, 2020.**

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

Mayor Kelly pointed out that notice was put out for the Design Review Board and Historic Preservation reappointments.

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

Motion carried 5-0.

5. **REAPPOINTMENTS, HISTORIC PRESERVATION ADVISORY COMMISSION.**

**Commissioner Burow moved, seconded by Commissioner Bronson, that the City Commission reappoint Ruthann Knudson and Peter Jennings to the Historic Preservation Advisory Commission for a three-year term through April 30, 2020.**

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**CITY MANAGER**

**6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM THE CITY MANAGER.**

City Manager Greg Doyon announced that he met with labor representatives from various collective bargaining groups around the City with regard to a new initiative by Montana Municipal Interlocal Authority (MMIA) and Allegiance Health Care to negotiate reference based pricing. The MMIA board voted to authorize Allegiance Health Care to begin negotiating state wide, which includes the Benefis Hospital and the Great Falls Clinic. MMIA and Allegiance will continue to negotiate with health care providers in Great Falls in hopes that an agreement can be in place by June 30. Manager Doyon further explained that if an agreement is not in place by that time, employees that are under the current plan could be balanced billed. He commented that the labor groups have concerns with regard to being balanced billed and summarized that active negotiations with the Montana Public Employees Association (MPEA), Fire, and Police may have to wait.

Manager Doyon reported that there was good news with regard to workers comp and property liability modification factors. There was a drop of about 4% in the experience modification and property was down .14. Referring to insurance as a pooled risk management program, Manager Doyon reported that the health insurance preliminary rate, regardless of what happens with the negotiations, is about a 7.2 % increase and that last year there was a 12.5 % increase. Manager Doyon further reported that there would not be an increase with vision and dental.

Manager Doyon reported that the City had done some internal training which included active shooter and handling bomb threats.

With regard to budget discussions, Manager Doyon reported that there have been requests for additional training opportunities relating to succession planning. Manager Doyon further announced that they are watching and monitoring key recruitments in different areas of the City.

Referring to the Park and Recreation Master Plan, Manager Doyon commented that implementing the Park and Recreation Master Plan has to be an effective tool for the City.

Manager Doyon expressed appreciation to the workers at the 911 Call Center for all of the hard work that they do behind the scenes.

Mayor Kelly concurred with Manager Doyon.

**CONSENT AGENDA**

7. Contracts List.
8. March 20, 2017, Special Commission Meeting Minutes.

9. March 21, 2017, Commission Meeting Minutes.
10. Total Expenditures of \$1,073,627 for the period of March 1, 2017 through March 22, 2017, to include claims over \$5,000, in the amount of \$813,935.
11. Approve the five year Agreement with the Secretary of the Air Force acting by and through the Commander of the 120<sup>th</sup> Airlift Wing of the Montana Air National Guard (MANG) for Mutual Aid in Fire Protection and Hazardous Materials Incident Response and authorize the City Manager to execute the Agreement.

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission approve the Consent Agenda as submitted, with the exception of Item 7G on the Contracts List for separate consideration.**

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

Commissioner Bronson and Mayor Kelly noted that they recused themselves from the vote on Item 7G pertaining to CDBG contract with Great Falls Development Authority (GFDA).

Commissioner Burow noted that the \$90,000 allocation for Montana Egg is a loan that will be paid back to GFDA's revolving loan fund at a higher interest rate than at a bank.

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

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, with regard to Item 7G, expressed opposition to public funds being allocated to private entities and commented that he would rather see the money go to the under privileged children's parks.

With the exception of Item 7G, Mayor Kelly called for the vote.

Motion carried 5-0.

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission approve Item 7G on the Consent Agenda.**

Motion carried 3-0-2 (Mayor Kelly and Commissioner Bronson abstained).

### **PUBLIC HEARINGS**

**12. ORDINANCE 3158, AMENDING TITLE 9, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO PUBLIC PEACE, MORALS AND WELFARE.**

Assistant City Attorney Joe Cik reported that Ordinance 3158 is a code revision to make Title 9 of the OCCGF more readable, better organized and to fall into the

appropriate chronological order. The substantive changes to fireworks possession and discharge are: increasing the minimum age of unsupervised possession and discharge, amending park rules to allow fireworks discharge in the City parks under certain circumstances, eliminating the ability of law enforcement to arrest minors that are out after curfew, and allowing the City Manager, after consultation with the Fire Chief, to ban fireworks in emergency circumstances.

Mayor Kelly declared the public hearing open.

No one spoke in support of Ordinance 3158.

Speaking in opposition to Ordinance 3158 was:

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, opined that age 10 and 10 feet were unrealistic numbers with regard to discharging fireworks. Mr. Gessaman expressed opposition with regard to the City Manager receiving more power. He further commented that it's the City Commissions job to decide issues.

There being no one further to address the Commission, Mayor Kelly closed the public hearing and asked if there was any discussion amongst the Commissioner.

Commissioner Houck expressed appreciation with regard to the legal language that was incorporated into Ordinance 3158. Responding to a comment Mr. Gessaman made, Commissioner Houck commented that the Commission and Staff deserve the public's civil respect.

With regard to the authority granted to the City Manager, Commissioner Bronson explained that it was appropriate to update the OCCGF and that granting the authority to the City Manager goes with the form of government that we have. Commissioner Bronson further pointed out that if the Commission feels that the City Manager is abusing the authority, under the charter, the Commission could counter act the decision. The City has the obligation to respond to an emergency as quickly as possible and the Fire Chief has the initial authority to contact the City Manager to have him make the decision. Commissioner Bronson summarized that is a responsible form of government.

There being no further discussion, Mayor Kelly asked the will of the Commission.

**Commissioner Houck moved, seconded by Commissioner Bronson, that the City Commission adopt Ordinance 3158.**

Mayor Kelly called for the vote.

Motion carried 5-0.

**13. RESOLUTION 10180 TO ANNEX, ORDINANCE 3159 ASSIGNING PLI-PUBLIC LANDS AND INSTITUTIONAL ZONING, AND RESOLUTION 10181 FOR A CONDITIONAL USE PERMIT TO CONSTRUCT A WATER TOWER UPON THE**

**PROPERTY DESCRIBED AS TRACT 1A OF TRACT 1 OF COS 3347 LOCATED IN THE NE ¼ AND SE ¼ SECTION 21, TOWNSHIP 20 NORTH, RANGE 3 EAST, PMM, CASCADE COUNTY, MONTANA, IN THE VICINITY OF THE AIRPORT INTERCHANGE.**

Planning and Community Development Director Craig Raymond reported that there are three related items related to Ordinance 3159. The purpose of the public hearing is to receive testimony on Ordinance 3159 which assigns "PLI-Public Lands Institutional" zoning to the property upon annexation, as well as to consider Resolution 10180 annexing the subject property, and Resolution 10181 approving of a Conditional Use Permit to construct a city water tower.

The Public Works Department is requesting annexation of ±2.07 acres, described as "Tract 1A of Tract 1 of COS 3347 located in the NE ¼ and SE ¼ Section 21, Township 20 North, Range 3 East" into the City of Great Falls to construct what is known as the "Gore Hill Water Tower" on the Subject Property.

Montana Code Annotated (MCA) 7-2-4211 requires annexation of adjoining rights-of-way. Therefore, the annexation would include portions of I-15 and 31<sup>st</sup> St SW, shown on the attached Exhibit A to the agenda report, and generally described in the "Description of Rights-of-Way", also attached to the report. This inclusion of I-15 into the City limits will not increase city responsibilities or maintenance costs for roadways. MDT will continue to control and maintain the entire system.

A Conditional Use Permit is also being requested to allow for the construction of the 140 foot high water tower, which is needed to continue reliable water service to the citizens of the city.

At the conclusion of a public hearing held on February 14, 2017, the Planning Advisory Board/Zoning Commission recommended the City Commission approve the annexation, assign a PLI – Public Lands and Institutional zoning classification upon annexation, and approve a Conditional Use Permit for the construction of a water tower on the property, legally described above, subject to certain conditions as listed in the agenda report.

Mayor Kelly declared the public hearing open.

No one spoke in support of Resolution 10180, Ordinance 3159 and Resolution 10181.

Speaking in opposition to Resolution 10180, Ordinance 3159 and Resolution 10181 was:

**John Hubbard**, 615 7<sup>th</sup> Avenue South, inquired if the old water tower could be fixed instead of building a new one. Mr. Hubbard expressed concern with regard to the amount of money needed to build a new water tower.

Mayor Kelly responded that the old water tower is worn out and that it is inefficient.



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

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10180 to Annex Tract 1A of Tract 1 of Certificate of Survey 3347.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**Commissioner Jones moved, seconded by Commissioner Bronson, that the City Commission adopt Ordinance 3159 to assign a City zoning classification of PLI-Public Lands and Institutional to Tract 1A of Tract 1 of Certificate of Survey 3347.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**Commissioner Jones moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10181 for a Conditional Use Permit to construct a water tower on Tract 1A of Tract 1 of Certificate of Survey 3347.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**OLD BUSINESS**

**NEW BUSINESS**

**ORDINANCES/RESOLUTIONS**

**14. ORDINANCE 3152. AN ORDINANCE TO REZONE THE PROPERTIES LEGALLY DESCRIBED AS: MARKS 2, 3, 5, 11, BLOC 3, COUNTRY CLUB ADDITION AND LOTS 1B, 1, 1A-1, BLOCK 1, TIETJEN TRIANGLE ADDITION AND LOT 1, BLOCK 1, MONTANA ADDITION FROM C-1 NEIGHBORHOOD COMMERCIAL TO C-2 GENERAL COMMERCIAL.**

Planning and Community Development Director Craig Raymond reported that on March 7, 2017, after the conclusion of a public hearing, action on Ordinance 3152 was tabled until April 4th and remanded back to staff with specific instructions to staff to consider amendments to the ordinance.

After that time a representative of the applicants requested additional time so that the applicants could dig deeper into possible solutions to the instructions that the Commission gave.

The City has been working with the applicants to explore these options, and provide the Commission with a complete and thoughtful proposal. Additional time was needed to fully vet all options.

Commissioner Bronson explained that the motion to remove Ordinance 3152 from the table for discussion purposes and further action was a procedural matter only. The motion to set a public hearing for consideration of Ordinance 3152 for May 2, 2017 was to obtain substantive comments; however May 2<sup>nd</sup> would be the time that the Commission would consider all of the changes and recommendations made by staff.

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission remove Ordinance 3152 from the table for discussion purposes and further action.**

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

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, referred to the motion that was made on the March 7<sup>th</sup> Minutes not having a date and expressed concern that there was no motion to remove Ordinance 3152 from the table.

Commissioner Bronson responded that the motion is still alive and has not died.

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

Motion carried 5-0.

**Commissioner Bronson moved, seconded by Commissioner Jones, that the City Commission set a public hearing for consideration of Ordinance 3152 for May 2, 2017.**

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

Mayor Kelly referred to electronic correspondence that was received by the Commissioner and explained that there was no stalling motion going on. Mayor Kelly further explained that they want to get this decision right and that it is a big decision.

Referring to correspondence that alluded to the fact that the City was allowing the excavation to take place, Commissioner Burow clarified that an excavation permit is different from a permit to build.

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

**Dan Oakland**, 1730 Alder Drive, commented that Alder Drive is a dangerous street since there are no sidewalks and the increased number of vehicles and pedestrians. Mr. Oakland expressed opposition with regard to the zone change and noted that adding a four story hotel would create a dangerous situation. He requested that the Commission not approve the current four story hotel unless the traffic issues could be handled.

**Roy Volk**, 1700 Fox Farm Road, reported that traffic is horrendous and needs to be addressed. Mr. Volk commented that growth is important for the City, but that it needs to be done right. Mr. Volk further expressed concern with regard to spot zoning.

**Bruce Cusker**, 2220 Beach Drive, thanked Commissioner Burow for clarifying the difference between an excavating and building permit.

**Russ Kendall**, 2801 Bonita Drive, Inquired why there is a need of a C2 zoning from Dahlquist Realty, Beef O'Bradys, Dairy Queen and Holiday gas station. Mr. Kendall commented that the traffic is an impossible problem. He concluded that the study should not go any further until the Montana Department of Highways has rendered an opinion with regard to providing safe access and egress to the hotel.

**Steve Gillespie**, 9 12<sup>th</sup> Street North, commented that if a Planned Unit Development (PUD) is considered for the proposed zoning it should go back through the same process to include a new public hearing, and Neighborhood Council and Zoning Commission meetings to review the PUD request. Mr. Gillespie noted that if there is an increase to the intensity of the zoning or allowing any commercial activity on the lot, there would need to be a traffic flow which would accommodate the additional traffic.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, referred to the Fox Farm intersection and concurred with previous speakers that it is a disaster area. Mr. Gessaman expressed concern with regard to parking issues. Referring to the Westgate Mall, Mr. Gessaman expressed concern with regard to this parcel not going back to the Planning Board Zoning Commission.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, discussed tax revenue and water rate increases.

Commissioner Bronson commented that the City is trying to get it right and that it's disheartening that citizens think that the City is stalling the process to achieve a particular outcome. Commissioner Bronson further noted that City staff deserves credit for addressing such a difficult problem.

Commissioner Burow explained that Town Pump has the right to ask for rezoning and that the casino issue is regulated by the state.

Commissioner Houck commended the public for reaching out to the Commission with regard to emails and for being active.

Mayor Kelly requested that a visual of a map be available at the May 2 Commission meeting.

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

Motion carried 5-0.

### **CITY COMMISSION**

#### **15. Miscellaneous reports and announcements from the City Commission.**

Mayor Kelly read a letter from the Montana Food Bank Network congratulating the Great Falls School District and the community for its efforts with regard to the school breakfast program.

Referring to correspondence from the Cascade Conservation District, Mayor Kelly reported that there is an Aquatic Invasive Species Readiness and Response Summit April 26<sup>th</sup> and 27<sup>th</sup> with regard to mussel alert.

Commissioner Bronson reported that the Business Improvement District (BID) in conjunction with the Montana Main Street Program recently published their annual statistics with regard to what is happening downtown. Commissioner Bronson thanked all of the individuals who have volunteered their time making downtown a better place to live, work and play.

Commissioner Burow extended an invitation to the public to attend an auction for Paris Gibson Square on Saturday, an estate auction on Sunday and a farm auction on April 22nd.

Commissioner Houck reported that there are 10 active museums in Great Falls and encouraged the public to check them out.

Commissioner Houck further announced that she recently attended a Judicial Committees Hearing in Helena with regard to mail in ballots for the upcoming elections. She further explained that there is a cost to the counties and noted the cost could be put towards other infrastructure in their own communities.

Commissioner Jones announced that he will be attending the Aquatic Invasive Species Readiness and Response Summit on April 26<sup>th</sup> and 27<sup>th</sup>. Commissioner Jones concluded that on April 29<sup>th</sup> he would be at the Heritage Inn picking the Mayor's choice on a taxidermy mount.

#### **16. Legislative Initiatives.**

There were no Legislative initiatives.

**17. Commission Initiatives.**

There were no Commission initiatives.

**ADJOURNMENT**

There being no further business to come before the Commission, Mayor Kelly moved, seconded by Commissioner Jones, to adjourn the regular meeting of April 4, 2017, at 8:39 p.m.

Motion carried 5-0.

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

\_\_\_\_\_  
Deputy City Clerk Darcy Dea

Minutes Approved: April 18, 2017



**Item:** Total Expenditures of \$2,392,269 for the period of March 16, 2017 through April 5, 2017, to include claims over \$5,000, in the amount of \$2,113,451.

**From:** Fiscal Services

**Initiated By:** City Commission

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

**Action Requested:**

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ATTACHMENTS:

- ▣ 5000 Report, April 18, 2017



**ITEM:** \$5,000 Report  
 Invoices and Claims in Excess of \$5,000

**PRESENTED BY:** Fiscal Services Director

**ACTION REQUESTED:** Approval with Consent Agenda

**LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT**  
**[www.greatfallsmt.net/fiscalservices/check-register-fund](http://www.greatfallsmt.net/fiscalservices/check-register-fund)**

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

ACCOUNTS PAYABLE CHECK RUNS FROM MARCH 23, 2017 - APRIL 5, 2017	2,345,679.93
MUNICIPAL COURT ACCOUNT CHECK RUN FOR MARCH 16, 2017 - MARCH 31, 2017	46,589.18
<b>TOTAL: \$</b>	<b><u>2,392,269.11</u></b>

**GENERAL FUND**

**CITY COMMISSION**

NOVUSOLUTIONS	AGENDA SOFTWARE INITIAL SETUP AND FIRST YEAR 2/15/17 - 02/14/18	7,950.00
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**SPECIAL REVENUE FUND**

**STREET DISTRICT**

STATE OF MONTANA	OF 1641 S CENTRAL ARTERIAL MDT CITIES PORTION (SPLIT AMONG FUNDS)	4,552.76
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**PLANNING & COMMUNITY DEVELOPMENT**

NORTH PARK INVESTMENTS LLC	REIMBURSEMENT FROM SUSPENSE PER IMPROVEMENT AGREEMENT	18,497.75
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**FEDERAL BLOCK GRANTS**

B R CONSTRUCTION	DUNN-BROWN 316 CENTRAL AVE 5 APARTMENT REMODELS	44,685.11
NEIGHBORWORKS GREAT FALLS	LOAN AGREEMENT DRAW #1 17TH ST S MARTHA APARTMENTS	11,656.02
HABITAT FOR HUMANITY INTERNATIONAL INC	CDBG LOT DEVELOPMENT & LAND ACQUISITION	42,490.00

**ENTERPRISE FUNDS**

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**WATER**

BLACK & VEATCH CORP	OF 1519.6 WTP IMP PH 1 CONSTRUCTION PORTION	97,709.17
STATE OF MONTANA	OF 1641 S CENTRAL ARTERIAL MDT CITIES PORTION (SPLIT AMONG FUNDS)	4,552.75
ADVANCED ENGINEERING & ENVIRONMENTAL SERVICES INC	OF 1625 WATER STORAGE TANK EVALUATION PHASE 1	32,080.85

**SEWER**

VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	224,637.16
VEOLIA WATER NORTH AMERICA	MONTHLY CONTRACTED CAPITAL IMPROVEMENTS	12,500.00
HDR ENGINEERING INC	OF 1633.0 WWTP PERMIT REQUIRED UPGRADES	6,121.54
STATE OF MONTANA DEQ	OUTFALL CHARGE PERMIT	29,064.75
PLANNED AND ENGINEERED CONSTRUCTION	OF 1674.2 SS TRENCH REHAB PH 19	5,749.47

**STORM DRAIN**

WATER & ENVIRONMENTAL TECHNOLOGIES	OF 1361.2 MS4 COMPLIANCE - PERMIT	8,352.54
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**911 DISPATCH CENTER**

CENTURYLINK	DISPATCH MONTHLY LINE CHARGE	5,839.27
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**GOLF COURSES**

GRANITE PEAK PUMP SERVICE INC	PUMP STATION - EAGLE FALLS RETROFIT	10,375.00
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**INTERNAL SERVICES FUND**

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**HEALTH & BENEFITS**

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	HEALTH INSURANCE PREMIUM FOR APRIL 2017	694,354.45
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**CENTRAL GARAGE**

MOTOR POWER GREAT FALLS INC	2017 KENWORTH T370 TANDEM AXLE DUMP TRUCK	105,965.00
FLAWLESS AUTO BODY, INC	HAIL DAMAGE REPAIR 2016 FORD ESCAPE	11,291.82
MOUNTAIN VIEW CO-OP	FUEL	26,940.20



**TRUST AND AGENCY**

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**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS FINES & FORFEITURES COLLECTIONS 38,710.00

**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	42,953.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	50,295.31
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	62,565.08
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	121,387.83
US BANK	FEDERAL TAXES, FICA & MEDICARE	201,486.59
AFLAC	EMPLOYEE CONTRIBUTIONS	11,376.47
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	22,080.87
WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	15,243.83
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	23,467.73
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	12,766.70
STATE OF MONTANA	UNEMPLOYMENT INSURANCE 1ST QTR	25,594.50

**UTILITY BILLS**

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NORTHWESTERN ENERGY MARCH 2017 SLD CHARGES 80,157.95

**CLAIMS OVER \$5000 TOTAL:** \$ 2,113,451.47



*Agenda # 10.*  
*Commission Meeting Date: April 18, 2017*  
**City of Great Falls**  
**Commission Agenda Report**

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**Item:** Contracts List  
**From:** Lisa Kunz, City Clerk  
**Initiated By:** Various Departments  
**Presented By:**  
**Action Requested:**

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ATTACHMENTS:

- ▣ Contracts List

COMMUNICATION TO THE CITY COMMISSION

DATE: April 18, 2017

**ITEM:** CONTRACTS LIST  
 Itemizing contracts not otherwise approved or ratified by City Commission Action  
 (Listed contracts are available for inspection in the City Clerk’s Office.)

**PRESENTED BY:** Lisa Kunz, City Clerk

**ACTION REQUESTED:** Ratification of Contracts through the Consent Agenda

**MAYOR’ S SIGNATURE:** \_\_\_\_\_

**CONTRACTS LIST**

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
<b>A</b>	Public Works – Engineering	Montana Department of Transportation (MDT)	Summer 2017	N/A	Construction Agreement for Federal Aid Project No. CMDO 5299(129), also known as UPN 9205000, Great Falls ADA upgrades – ADA sidewalk improvements on sections of 14 <sup>th</sup> Street N, 15 <sup>th</sup> Street N, Central Avenue West, 6 <sup>th</sup> Street SW, and 25 <sup>th</sup> Avenue NE <b>OF 1641</b>
<b>B</b>	Public Works – Engineering	Montana Department of Transportation (MDT)	Summer 2017	N/A	Utility Agreement STPU 5220(7)I/C, Fox Farm Rd – Great Falls, Control No. 8193000 – utility adjustment agreement for Fox Farm Road Improvement Project beginning near the southern City limit <b>OF 1641</b>

<b>C</b>	Planning & Community Development	Great Falls Business Improvement District (BID)		\$8,000 - Grant Funds	Memorandum of Understanding to carry out the terms of the Montana Main Street pedlet project, Contract #MT-17-MMS-60-004 previously approved by the Commission (CR: 081616.10 (grant); 010317.7 (contracts list))
<b>D</b>	Public Works – Engineering	Kenco Security and Technology	04/18/2017 – 06/30/2017	\$12,161.56	Agreement to update security cameras and add additional cameras at Public Works Complex
<b>E</b>	Fiscal Services Department	Leif Associates, Inc.	04/18/2017 – 12/31/2019	FY 2017 \$6,500 FY 2018 \$7,500 FY 2019 \$1,500	Professional Services Agreement to perform actuarial services related to Governmental Accounting Standards Board (GASB) 45 or 75 as applicable for 2017 – 2019 valuations
<b>F</b>	Park and Recreation	KaBoom, Inc.	04/2017 – 08/2019	Up to: \$76,500 -KaBoom Grant \$8,500 - Park Trust or Community Partner	Community Partner Playground Agreement for natural playground to be installed in West Bank Park (CR: 022117.9B)
<b>G</b>	Great Falls Police Department	Faast Fire Extinguishers, Inc.	04/18/2017 – 06/31/2021	Services as needed range from \$4 to \$12; \$27.50 to \$108 per replacement fire extinguisher depending on size	Fire Extinguisher Maintenance Agreement and services for the Great Falls Police Department and 911 Center
<b>H</b>	Great Falls Police Department	Ron Smith and Associates, Inc.	05/22/2017 – 05/26/2017	\$2,400	Professional Services Agreement for Fundamentals of Crime Scene Examination and Evidence Collection Training



**Item:** Construction Contract Award: 8th Avenue North Water Main Replacement - 18th Street to 24th Street and 32nd Street to 34th Street, O. F. 1716  
**From:** Engineering Division  
**Initiated By:** Public Works Department  
**Presented By:** Jim Rearden, Public Works Director  
**Action Requested:** Consider Bids and Approve Contract for Office File 1716

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**Suggested Motion:**

1. Commissioner Moves:

"I move the City Commission (award/not award) a contract in the amount of \$923,135 to United Materials of Great Falls, Inc. for the 8th Avenue North Water Main Replacement Project - 18th Street to 24th Street and 32nd Street to 34th Street, and authorize the City Manager to execute the construction contract documents."

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

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**Staff Recommendation:**

Approve construction contract award.

**Background:**

This project will replace water main located along 8th Avenue North as well as 7th Avenue North, by Morningside School. These water mains have been failing with increasing frequency, causing damage to property, roadways and disrupting water service to local residents and businesses.

This project is being completed in cooperation with the Montana Department

of Environmental Quality (DEQ) and Montana Department of Transportation (MDT).

City Engineering staff designed the project and will perform construction inspection and contract administration duties.

MDT has an overlay project scheduled to start this summer on 8th Avenue North from 15th Street to 26th Street. This water main replacement project is needed to prevent any future damage to the roadway once MDT's overlay project has been completed.

The water main breaks are primarily due to corrosive soils, age and type of pipe material used. The water mains along 8th Avenue North were installed between 1903 and 1950 and the mains around Morningside School were installed in 1960.

This project will replace approximately 6,175 lineal feet of 6-inch, 8-inch and 12-inch cast iron water main with 8-inch and 12-inch PVC water main; replace 12 fire hydrants; 140 water service connections; 1- 4-inch domestic water service connection; 5,500 square yards of gravel; and 6,500 square yards of asphalt pavement. The project locations include:

- 8th Avenue North from 18th Street to 24th Street.
- 21st Street from 7th Avenue North to 8th Avenue North.
- 8th Avenue North from 32nd Street to 34th Street.
- 32nd Street from 7th Avenue North to 8th Avenue North.
- Big Spur Road from 7th Avenue North to approximately 400 feet North.
- 7th Avenue North from Big Spur Road to 42nd Street.
- 42nd Street from 7th Avenue North to 6th Alley North.

This project is scheduled to begin May 3, 2017.

There were six bids received and opened for this project on April 5, 2017. The bids for this project ranged from \$923,135.00 to \$1,750,375.00. United Materials submitted the low bid. United Materials is an established responsible contractor and has done a number of projects within the City.

City Staff recommends awarding the contract to United Materials in the amount of \$923,135.00. United Materials has executed all the necessary documents.

**Fiscal Impact:**

Replacement of the water main will save on maintenance due to man hours and resources necessary to repair water main breaks, street repairs, and save on damage to surrounding buildings and property.

This project is being funded through the Water Capital Improvement Fund.

The attached bid tabulation summarizes bids that were received.

**Alternatives:**

The City Commission could vote to deny award of the construction contract and re-bid the project or do nothing and repair future water main breaks as they occur.

**Concurrences:**

DEQ has reviewed and approved the plans and specifications for this project.

ATTACHMENTS:

- Bid Tab Summary 8th Avenue North Water Main Replacement - 18th Street to 24th Street and 32nd Street to 34th Street

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

BID TABULATION SUMMARY

OFFICE FILE 1716  
 8TH AVE N WMR 18 - 24TH / 32 - 34TH STREETS

BIDS TAKEN AT CIVIC CENTER

DATE: 5-APR-17  
 TABULATED BY: KARI WAMBACH

	NAME & ADDRESS OF BIDDER	ACKNOWLEDGE ADD. #1	ACKNOWLEDGE ADD. #2	10% BID SECURITY	CERTIFICATE OF NON-SEGREGATED FACILITIES	CERTIFICATE OF COMPLIANCE WITH INSURANCE REQ.	TOTAL BID
1	PHILLIPS CONSTRUCTION 2607 9TH AVENUE NW GREAT FALLS, MT 59404	√	√	√	√	√	\$1,114,874.00
2	UNITED MATERIALS, INC. P.O. BOX 1690 GREAT FALLS, MT 59403	√	√	√	√	√	\$923,135.00
3	FALLS CONSTRUCTION 1001 RIVER DRIVE GREAT FALLS, MT 59401	√	√	√	√	√	\$1,396,700.00
4	WESTERN MUNICIPAL 5855 ELYSIAN ROAD BILLINGS, MT 59101	√	√	√	√	√	\$1,750,375.00
5	WILLIAMS CIVIL CONST PO BOX 1152 BOZEMAN, MT 59771	√	√	√	√	√	\$1,177,888.00
6	M&D CONSTRUCTION PO BOX 2728 GREAT FALLS, MT 59403	√	√	√	√	√	\$1,217,000.00
7							
8							
9							
10							





**Item:** Set Public Hearing for the Lease of the Visitor Center located at 15 Overlook Drive.

**From:** Greg Doyon, City Manager

**Initiated By:** Great Falls Convention and Visitors Bureau (CVB)

**Presented By:** Greg Doyon, City Manager

**Action Requested:** Set Public Hearing for May 16, 2017 for the Lease of city owned property located at 15 Overlook Drive for the purpose of a Visitor Center.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public a hearing for May 16, 2017 to consider a month to month lease of city-owned property, the Visitor Center (15 Overlook Drive), to the Convention and Visitors Bureau (CVB).”

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

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**Background:**

The Visitor Center was built by the City of Great Falls in 1993. Originally it was operated in partnership with the Great Falls Area Chamber of Commerce (Chamber). The Chamber proposed that if the City built a new Visitor Center, the Chamber would operate it. The City entered into an operating agreement/contract with the Great Falls Area Chamber of Commerce on December 21, 1993. For 11 years, the City and Chamber shared the costs of the Visitor Center.

The Chamber’s operating contract expired on September 1, 2004. In 2005 the Park and Recreation Department continued operating the Visitor Center due to a lack of interest by the Chamber to continue to fund operations. In July 2014, the CVB and Tourism Business

Improvement District (TBID) as well as Great Falls Development Authority (GFDA) began operating the Visitors Center. The CVB is the lead agency.

The CVB recently decided to relocate the Visitor Center operations from 15 Overlook Dr, to the downtown tourism office location beginning October 1st. Since the current lease expires in on June 30, 2017, the CVB seeks a month to month lease until they relocate the Visitors Center by October 1, 2017. Staff will explore other potential uses and lease options in the coming months. Unfortunately, visitations at the facility have significantly dropped.

City Code 3.04.030 states: Before final consideration by the City Commission of the sale, trade or lease of City property, the City Commission shall hold a public hearing thereon and allow at least fifteen (15) days' notice of the time and place of such hearing to be published in a paper of general circulation in the City.

**Fiscal Impact:**

Current lease is \$1.00 annually or .08 per month.

**Alternatives:**

- Terminate lease at expiration date of June 30, 2017.
- Waive .08 Monthly Lease Amount.

**Concurrences:**

CVB Board of Directors.

ATTACHMENTS:

- ▣ Lease Agreement
- ▣ Visitor Center Statistics

**VISITOR CENTER LEASE AGREEMENT**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the CITY OF GREAT FALLS, a municipal corporation, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter called "City" and GREAT FALLS CONVENTION AND VISITORS BUREAU, \_\_\_\_\_, hereinafter called "Lessee."

**WHEREAS**, Lessee desires to enter into a lease a portion of City property (hereafter Visitor Center) for the purpose of providing an information center for citizens and visitors to the City of Great Falls, a public purpose, and;

**WHEREAS**, the City deems it to be in the public interest and serving a public purpose to lease the Visitor Center under the conditions as hereinafter set forth, and;

**WHEREAS**, the parties do hereby covenant and agree as follows:

**WITNESSETH:**

The City, for and in consideration of the lease amounts to be paid and the agreement to be performed by lessee, does hereby lease, and let unto the Lessee the building, contents and parking lot, (commonly identified herein as the Visitor Center), on property located at 15 Overlook Drive, Great Falls, Cascade County, Montana, Parcel Number 1896510. Other than the property identified herein to which this Agreement applies, the City shall retain the exclusive use of the remainder of the property identified above, without interference from Lessee.

**TERM OF LEASE**

The Lease will start on July 1, 2017 and will continue as a month-to-month tenancy. To terminate tenancy the City or Lessee must give the other party a written 30 day notice of Lease non-renewal. The Lessee may only terminate their Lease on the last day of any month and the City must receive a written notification of non-renewal at least 15 days prior to the last day of that month.

Notwithstanding the above term of lease, this lease is terminated if the Lessee's use of the Visitor Center ceases to be for a public purpose, in such event, the use of the Visitor Center immediately reverts to the City of Great Falls.

**RENTAL**

In consideration therefore, the Lessee agrees to pay to the City the sum of eight cents per month and other valuable consideration, commencing on the effective date of this agreement, payable on or before the 1st day of each month during the term of the lease. If an extension to this agreement is granted, the City has the right to increase the monthly rental amount for the period of the extension by an amount based upon the Consumers Price Index-Urban for the immediate previous calendar year.

## **ACCEPTANCE OF CONDITION**

Lessee acknowledges familiarity with the condition of said Visitor Center states that no representation, statement or warranty, expressed or implied, has been made by or on behalf of the City as to such condition. In no event shall the City be liable for any defect in such property or for any limitation on its use. The taking of possession of the Visitor Center shall be conclusive evidence that Lessee accepts the same “as is” and that the Visitor Center was in good condition at the time possession took place. Lessee agrees to accept the Visitor Center in the condition in which it exists at the date of taking possession, without representation or warranty, express or implied, in fact or by law, by the City, and without recourse to the City as to the nature, condition or unsuitability thereof, or as to the uses to which the premises may be put.

## **COVENANTS OF THE LESSEE**

The Lessee hereby covenants and agrees that the Lessee will:

1. Use and occupy said Visitor Center in a careful and proper manner and not commit any waste therein;
2. Not use or occupy said Visitor Center for any unlawful purpose, and will conform to and obey all present and future laws, ordinances, and all rules and regulations of all governmental authorities or agencies, respecting the use and occupation of the premises;
3. Not use the Visitor Center for any purpose other than for providing a visitor’s center and other Convention and Visitors Bureau purposes for the Great Falls area and for vehicle parking, without written consent of Landlord;
4. Provide routine maintenance of the flower pots near the entry of the building;
5. Not assign the lease, nor sublet said Visitor Center, nor any part thereof, without the written consent of the City;
6. Not use or occupy said Visitor Center, or permit the same to be used or occupied, for any purpose deemed extra hazardous on account of fire or otherwise;
7. To not make any alterations, changes, remodeling or capital improvements to the Visitor Center, without prior written permission signed by the City Manager, and in addition thereto, shall make such changes in compliance with the law and shall obtain all permits required for such work under City ordinance. Approval for such proposed work shall not be unreasonably withheld. Any such alterations or additions shall be the sole responsibility of the Lessee, inclusive of any and all financial, material, or labor considerations and will become the property of the City upon termination of this or any subsequent lease with the exception of trade fixtures not affixed to the building, which shall remain the property of the Lessee;
8. Permit the City to enter upon the said premises at all reasonable times and with 24-hour notice (except in case of emergent or safety reasons) to examine the condition of same;
9. Ensure that routine janitorial, trash removal, and cleaning is effectively accomplished;
10. Pay all utilities, including electricity, water, gas, or other utilities servicing the Visitor Center in a timely manner;
11. Provide the Lessor the opportunity to reclaim any and all personal property which is in the building at the time of the initiation of the lease term, if Lessee intends to discard or not use such property;

12. Independently arrange with the Retired Senior Volunteer Program, any continuation of assignment of volunteer workers in the Visitor's Center building;
13. Be responsible for all damage to property, public or private, that may be caused by this operation in the performance of this agreement; and
14. Leave Visitor Center at the expiration or prior to termination of this lease and any extension thereof in as good condition as received, except for reasonable wear and tear.

## **REPAIRS AND MAINTENANCE**

1. **Lessee Maintenance of Leased Premises.** Subject to a limitation of \$1,000.00 per occurrence in actual costs with a \$3,000.00 per year maximum, Lessee shall, throughout the term of this Lease Agreement, and at its own cost and without any expense to Lessor, keep and maintain the leased premises, including the building and improvements, and all appurtenances thereto, excepting sidewalks adjacent thereto and parking lots, in good condition and repair by conducting ordinary day-to-day maintenance and repair, including but not limited to, timely removal of rubbish and trash. Lessee shall maintain the Visitor Center in a functional condition, inspect premises on a regular basis to determine any hazardous conditions which may exist, and take immediate action to correct such conditions if they exist.

For items less than \$1,000.00 per occurrence in which the \$3,000.00 per year maximum has not been met, Lessor shall not be obligated to make any repairs, replacements or renewals of any kind, nature or description whatsoever to the leased premises or any improvements thereon; PROVIDED further that Lessor shall not be responsible for repairs or maintenance resulting from the negligence of Lessee, its employees, agents, or invitees, which shall be the sole responsibility of Lessee.

For items more than \$1,000.00 per occurrence or after the \$3,000.00 maximum maintenance amount by Lessee has been reached, Lessor shall be obligated to make reasonable repairs, replacements or renewals of any kind, nature or description whatsoever to the leased premises or any improvements thereon; PROVIDED further that Lessor shall not be responsible for repairs or maintenance resulting from the negligence of Lessee, its employees, agents, or invitees, nor will Lessor be responsible for remodeling costs or expenses undertaken by Lessee, which shall be the sole responsibility of Lessee.

2. **Maintenance by Lessor.** Notwithstanding the paragraph above, Lessor agrees to maintain the foundation of the building, all structural components, concrete slabs, exterior walls and façade, roof, ceiling and all utility lines serving the premises regardless of the cost of repairs. Lessor also agrees to provide maintenance, repair and snow removal of the parking lot, sidewalks, and remaining parkland surrounding the leased premises.
3. **Entry by Lessor for Maintenance.** Should Lessee at any time fail, neglect or refuse to fulfill this obligation to repair and maintain after receiving written notice of such default and a minimum of 30 days to correct such default,

Lessor may, but need not, enter the leased premises and make such repairs or alternations as in its opinion it may deem necessary, and may charge the costs of the same to Lessee to be paid upon the first day of the following month as part of the rental, and should said costs not be so paid, this Lease Agreement shall be considered in default.

### **MUTUAL COVENANTS:**

It is mutually agreed by and between the City and Lessee that:

1. If the Lessee pays the rental as herein provided, and keeps, observes and performs all of the other covenants of this lease, the Lessee may, peaceably and quietly, have, hold and enjoy the said premises for the term aforesaid;
2. That all merchandise stored or displayed in the Visitor Center at the Lease initiation date shall become the property of Lessee;
3. This lease and all the covenants and provisions herein contained shall inure to the benefit of and be binding upon the successors and assigns of the parties and the public hereto; provided, however, that no assignment by, from, through or under the Lessee in violation of any of the provisions hereof shall vest in the assigns any right, title or interest whatsoever;
4. The City is not and never shall be liable to any creditor of Lessee or any claimant against the estate or property of Lessee for any debt, loss, contract or other obligation of Lessee. The relationship between the City and Lessee is solely that of landlord and tenant, and does not and never shall be deemed a partnership or joint venture.
5. Lessor's interest in and to said leased premises shall not be subject to or permitted to become subject to any lien or claims from or arising out of the use and occupation of the leased premises by Lessee. If and in the event such liens or claims arise or occur, Lessee shall promptly and forthwith cause the same to be released or discharged to the extent that the interest of the City is encumbered thereby.

### **INSURANCE REQUIREMENTS**

During the term of the Lease and its extensions the Lessee agrees to carry Commercial General Liability insurance in at least the following amounts: \$1,000,000 per occurrence; \$2,000,000 annual aggregate.

The insurance policy or policies must be issued by a company licensed to do business in the State of Montana and having at least an "A" rating in the current A.M. Best's Manual. All such policies will be written on an occurrence basis. The policy must include the City as a named insured and primary with no right of subrogation against the City. The Lessee shall furnish to the Parks and Recreation Director on or before possession and thereafter on or before July 1 of each year, the certificate of insurance including a copy of the Additional Insured Endorsement. Claims-made policies are not acceptable and do not constitute compliance with the Lessee's obligation under this paragraph.

Lessee shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71,

MCA. Lessee shall maintain workers' compensation coverage for all members, employees and volunteers of Lessee's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

Lessee shall furnish Lessor with a certificate of insurance for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana.

Should the Lessee fail to maintain this coverage or to provide such certificate(s) or make other arrangements as required by this Lease, this failure constitutes a breach of this Lease.

### **INDEMNIFICATION**

The Lessee agrees to defend, indemnify, and hold the City harmless against claims, demands, suits, damages, losses, and expenses connected therewith that may be asserted or claimed against, recovered from or suffered by the City by reason of any injury or loss, including but not limited to, personal injury, including bodily injury or death, property damage, occasioned by, growing out of, or in any way arising or resulting from Lessee's use of the premises, including use by his agents, assigns, renters, employees and others using the Visitor Center.

### **NONDISCRIMINATION**

Lessee agrees that in the use of this Visitor Center Lessee will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin, or any other classification protected under the law.

### **DEFAULT AND TERMINATION**

If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within thirty (30) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

### **ENFORCEMENT**

In the event either party resorts to judicial proceedings to enforce any rights under this Lease or to obtain relief for the breach of any covenant hereof, the party ultimately prevailing in such proceedings shall be entitled to recover from the defaulting party the costs of such proceedings, including reasonable attorneys' (including city attorneys') fees and costs.

## **INVALIDITY**

The invalidity or ineffectiveness, for any reason, of any portion of this Lease Agreement shall in no way affect the validity or enforceability of the remaining portion thereof and any invalid or unenforceable provisions shall be deemed severed from the remainder of the Lease Agreement.

## **WAIVER**

The waiver by the City of, or the failure of the City to take action with respect to, any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition, or subsequent breach of same, or any other term, covenant or condition herein contained.

## **EFFECT OF LESSEE'S HOLDING OVER**

Any holding over after the expiration of the term of this Lease Agreement with the consent of the City shall be construed to be a tenancy from month to month, at the same monthly rental as required pursuant to the terms of this Lease Agreement, and shall otherwise be on the terms and conditions herein specified so far as applicable.

## **BINDING EFFECT**

It is mutually understood and agreed that each and every provision of this Lease Agreement shall bind and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto. Masculine pronouns shall be construed as feminine or neuter pronouns and singular pronouns and verbs shall be construed as plural in any place in which the context may require such construction.

## **NOTICE**

Any notice required to be given under this lease shall be in writing and may be served on either of the parties by mailing same in a sealed, postpaid envelope addressed to the City Manager at the Civic Center, Great Falls, Montana, and to the Lessee at address above stated, and by depositing such notice in any United States Post Office or letter receptacle, and which notice shall be deemed to have been made upon the date of mailing.

## **ENTIRE AGREEMENT**

There are no conditions to the lease, either subsequent or precedent, except as set forth herein. This Lease constitutes the entire agreement between the parties and no representations or warranties have been made by the City to the Lessee save those contained herein.



**APPLICABILITY**

This Lease and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

**CITY OF GREAT FALLS, Lessor**

\_\_\_\_\_  
(printed name)

Its: \_\_\_\_\_  
Title or Office

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

By: \_\_\_\_\_  
(signature)

ATTEST:

\_\_\_\_\_  
(printed name)

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

Its: \_\_\_\_\_  
Title or Office

(SEAL OF THE CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara R. Sexe, City Attorney

**CONVENTION AND VISITORS  
BUREAU, Lessee**

By: \_\_\_\_\_  
(signature)

**Great Falls Montana Visitors\***

Source: <http://www.itrr.umt.edu/interactive-data/default.php>

	Spent at Least One Night					Drove Through					% who stayed
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
2012	76,202	161,091	335,326	127,216	699,835	222,483	349,218	993,076	283,273	1,848,050	38%
2013	76,567	186,173	411,143	151,455	825,338	143,520	328,927	865,813	300,659	1,638,919	50%
2014	87,864	237,539	388,504	158,002	871,909	193,390	499,698	960,881	320,761	1,974,730	44%
2015	90,218	276,622	349,866	150,751	867,457	154,072	664,226	772,680	335,920	1,926,898	45%
2016	101,397	351,780	504,184	155,819	1,113,180	224,983	810,200	1,289,154	316,886	2,641,223	42%
2017					0					0	
2018					0					0	
2019					0					0	
2020					0					0	

\*Sample Size Small on Quarterly Data. Use Data with Caution. Totals of Quarterly Data will differ from Annual Totals

**Visitors Who Spent at Least One Night**

Source: <http://www.itrr.umt.edu/interactive-data/default.php>

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Great Falls	744,518	589,027	706,200	822,069	898,730	861,685	1,107,690				
Helena	469,385	518,702	477,263	552,641	487,364	610,719	758,968				
Kalispell	525,569	512,740	464,393	681,766	792,098	719,456	803,645				
Bozeman	1,015,259	1,244,073	1,433,478	1,316,837	1,282,396	1,515,520	1,724,621				
Billings	1,542,640	1,700,218	1,652,112	1,273,241	1,218,146	1,258,530	1,291,669				
Missoula	1,150,093	1,303,847	1,487,481	1,163,602	1,393,901	1,402,949	1,456,409				
Whitefish	474,220	322,001	411,948	558,105	613,243	604,238	620,420				
Glacier National Park	375,167	467,732	342,583	315,593	384,271	386,585	2,963,844				
Yellowstone National Park	271,934	310,097	383,510	361,910	297,125	401,478	4,085,517				
Cheyenne WY											
Bismark ND											
Montana						11,729,000	12,334,000				

**Glacier National Park Visitation**

Source: <http://www.itrr.umt.edu/interactive-data/default.php>

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
7/1/2012 - 6/30/2013	FY13	630,092	601,339	355,254	54,127	16,158	9,862	10,836	11,388	15,758	20,922	108,998	343,560	2,178,294
7/1/2013 - 6/30/2014	FY14	645,514	626,556	355,471	25,965	14,924	10,482	12,111	10,242	13,214	28,667	112,187	334,074	2,189,407
7/1/2014 - 6/30/2015	FY15	699,650	675,119	353,497	72,694	15,706	11,367	12,087	14,530	18,139	48,270	134,741	414,671	2,470,471
7/1/2015 - 6/30/2016	FY16	689,064	579,007	337,005	71,297	19,505	13,357	15,674	13,500	21,257	39,947	178,218	429,909	2,407,740
7/1/2016 - 6/30/2017	FY17	818,481	736,868	468,802	75,797	30,823	12,877							2,143,648
7/1/2017 - 6/30/2018	FY18													0
7/1/2018 - 6/30/2019	FY19													0
7/1/2019 - 6/30/2020	FY20													0

**Yellowstone National Park Visitation**

Source: <http://www.itrr.umt.edu/interactive-data/default.php>

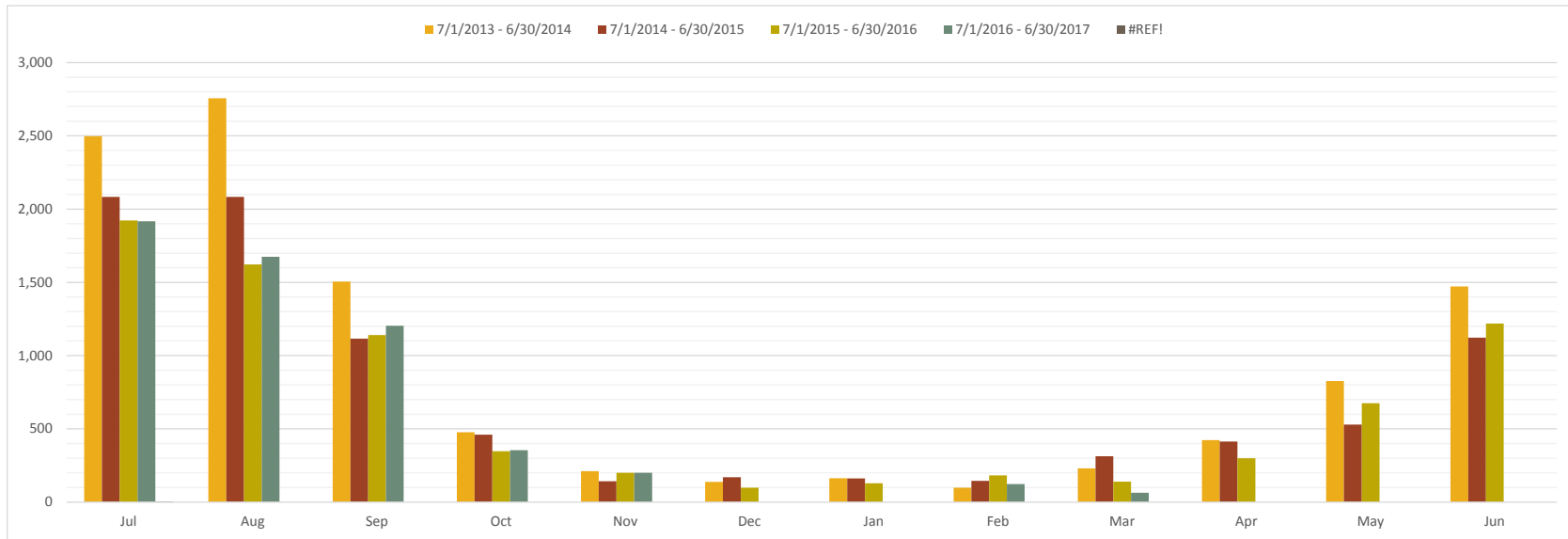
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
7/1/2012 - 6/30/2013	FY13	886,335	780,286	527,610	177,069	14,058	18,471	24,699	31,053	18,613	24,606	293,250	624,429	3,420,479
7/1/2013 - 6/30/2014	FY14	812,212	725,136	557,925	47,560	11,169	17,378	26,778	28,233	18,788	31,356	310,039	669,642	3,256,216
7/1/2014 - 6/30/2015	FY15	858,856	773,357	571,764	194,804	11,537	18,340	28,091	34,389	22,989	46,600	386,064	780,768	3,727,559
7/1/2015 - 6/30/2016	FY16	980,702	854,409	680,213	252,013	11,049	20,470	30,621	36,327	22,924	59,253	444,630	838,316	4,230,927
7/1/2016 - 6/30/2017	FY17	1,070,371	701,754	701,754	242,004	24,710	19,685							2,760,278
7/1/2017 - 6/30/2018	FY18													0
7/1/2018 - 6/30/2019	FY19													0
7/1/2019 - 6/30/2020	FY20													0

### Visitor Center Monthly Guest Numbers

Source: Visitor Center Guest Book

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Growth
7/1/2013 - 6/30/2014	FY14	2,497	2,757	1,505	477	211	138	164	99	231	424	827	1,472	10,802	
7/1/2014 - 6/30/2015	FY15	2,084	2,084	1,116	461	143	170	162	145	313	414	529	1,123	8,744	-19%
7/1/2015 - 6/30/2016	FY16	1,922	1,622	1,141	348	200	99	129	182	140	300	676	1,219	7,978	-9%
7/1/2016 - 6/30/2017	FY17	1,917	1,674	1,204	354	200	0	0	123	64	0	0	0	5,536	-31%
7/1/2017 - 6/30/2018	FY18														
7/1/2018 - 6/30/2019	FY19														
7/1/2019 - 6/30/2020	FY20														

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Growth
2014	164	99	231	424	827	1,472	2,084	2,084	1,116	461	143	170	9,275	
2015	162	145	313	414	529	1,123	1,922	1,622	1,141	348	200	99	8,018	-14%
2016	129	182	140	300	676	1,219	1,917	1,674	1,204	354	200	2	7,997	0%
2017	0	123	64	0	0	0								
2018														
2019														
2020														





**Item:** One 2016 Enforcer Pumper Fire Truck  
**From:** Doug Alm, Vehicle Maintenance Supervisor  
**Initiated By:** Public Works Department  
**Presented By:** Jim Rearden, Public Works Director  
**Action Requested:** Approve Purchase

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (approve/reject) the purchase of one 2016 Enforcer Pumper Fire Truck to Hughes Fire Equipment of Spokane, Washington; through H-GAC (Houston-Galveston Area Council) for \$411,375."

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 approve the purchase of one 2016 Enforcer Pumper Fire Truck from Hughes Fire Equipment of Spokane, Washington for a total of \$411,375.

**Background:**

Purpose

This unit would be used by the Fire Department to respond to fire calls. It would replace the last "yellow engine" or the 1989 Ford L-9000, Unit #108. This vehicle has been identified by both the department and the vehicle maintenance supervisor to be replaced as soon as possible and has a number of functional issues.

Evaluation and Selection Process

On November 3, 2015 the City Commission approved a Cooperative Purchasing Agreement with H-GAC. The H-GAC Cooperative Purchasing Group is over 30 years old and has over

58 members in the Pacific Northwest alone. The group has significant group purchasing capability to negotiate favorable pricing. The H-GAC Cooperative utilizes a competitive bidding process that meets Montana State MCA section 7-5-2301 procurement standards and requirements.

Participation in the program allows the City to get the best price on equipment based on the buying power of H-GAC. The purchasing group is better able to negotiate lower prices than any single member based on economies of scale and up front pricing discounts. The City also receives the exact equipment as specified from a manufacturer of their choice. Utilizing this program reduces the workload of City staff in the time and effort associated with the bid/proposal process.

### Conclusion

The bid specifications from H-GAC meet specifications for the pumper fire truck.

### **Fiscal Impact:**

The 2016 Enforcer 1500 GPM Engine is a company demonstrator model. The price for this demonstrator apparatus is \$411,375. There will be other demo models available in late July but the price of those models will be around \$510,000. If this unit was purchased brand new the cost would be about \$650,000.

Funds for this unscheduled purchase would come from the ERS (Equipment Revolving Schedule) Reserves. Through Resolution 10151, Annual Budget Resolution, Section 4 - Appropriated Reserves:

Reserves which have been established for specific purposes, such as Equipment Revolving Schedule (ERS) reserves, are hereby declared to be appropriations available for expenditure according to the reserve purpose. They shall be acknowledged as current appropriations upon the determination by the City Manager that they are currently needed to serve their intended purpose. Unexpended reserves shall be carried forward to meet future needs in accordance with their purpose.

The Central Garage Fund would pay for the fire truck in FY 2017 using ERS Reserves. As part of the budget process in FY 2018, the General Fund would pay back Central Garage for the purchase of the fire truck. Unit #108 will be declared surplus and sold at a later date.

### **Alternatives:**

The City Commission could vote to reject the purchase of one 2016 Enforcer Pumper Fire Truck and purchase one elsewhere, although at a significantly higher price.

### ATTACHMENTS:

- ▣ H-GAC Contract Pricing Worksheet
- ▣ Pierce Stock Recap



**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract No.:

FS12-15

Date Prepared:

4/4/2017

*This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.*

Buying Agency:	City of Great Falls, MT	Contractor:	Pierce Manufacturing, Inc.
Contact Person:	Doug Alm	Prepared By:	Shelby Sebright
Phone:	406-727-8070	Phone:	541-747-0072
Fax:		Fax:	541-747-0073
Email:	<a href="mailto:dalm@greatfallsmt.net">dalm@greatfallsmt.net</a>	Email:	<a href="mailto:ssebright@hughesfire.com">ssebright@hughesfire.com</a>
Product Code:	TC06	Description:	Pierce Enforcer, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper

**A. Product Item Base Unit Price Per Contractor's H-GAC Contract:** 396,540.00

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**  
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
<b>Subtotal From Additional Sheet(s):</b>			\$ 16,741.00
<b>Subtotal B:</b>			16,741.00

**C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.**  
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
<b>Subtotal From Additional Sheet(s):</b>			\$ 2,944.00
<b>Subtotal C:</b>			2,944.00

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 0.71%

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

Quantity Ordered: <b>1</b>	X Subtotal of A + B + C: <b>416,225.00</b>	=	<b>Subtotal D:</b> 416,225.00
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**E. H-GAC Order Processing Charge (Amount Per Current Policy)** **Subtotal E:** 2,000.00

**F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation**

Description	Cost	Description	Cost
Delivery	(4,500.00)		
Payment Discounts	(4,200.00)		
Additional Inspection Trip for One (1) Person	1,850.00		
<b>Subtotal F:</b>			(6,850.00)

**Delivery Date:** **Jul-17** **G. Total Purchase Price (D+E+F):** 411,375.00



March 31, 2017

City of Great Falls, MT  
One (1) Enforcer Pumper, AS663 Stock 28969  
Build Location: Appleton, Wisconsin

Proposal Price	420,075.00
Less payment upon completion @ factory discount	(4,200.00)
<b>Subtotal including all pre-pay discounts</b>	<b>415,875.00</b>
Less customer drive-out discount	(4,500.00)

If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.

<b>Proposal price including discounts</b>	<b>411,375.00</b>
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Terms:

This unit is currently in the field. Upon contract execution the unit will be transported to the Pierce facility in Appleton, Wisconsin for changes and will be available for delivery 60 to 120 days after contract execution.

The above quote is subject to change.

A performance bond is not included in the above pricing.

If payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the unit leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

The proposal price is based on the unit being purchased through HGAC. This pricing is only valid for an HGAC purchase on contract FS12-15.

This stock unit is available on a first come / first serve basis.

This stock unit is sold on an As is basis with a Pierce (1) year bumper to bumper warranty and any remaining vendor warranties.

Transportation of the unit to be driven from the factory is included in the pricing. However, if we are unable to obtain necessary permits, due to the weight of the unit, and the unit must be transported on a flat bed, additional transportation charges will be the responsibility of the purchaser. We will provide pricing at that time if necessary.

One (1) factory inspection trip for three (3) fire department customer representative is included in the above pricing. The inspection trip will be scheduled at a time mutually agreed upon between the manufacture's representative and the customer. Airfare, lodging and meals while at the factory are included. If the Department elects to forgo an inspection trip \$1,850.00 per traveler (per trip) will be deducted from the final invoice.





**Item:** CDBG Program Proposed Use of Funds and Public Hearing Date for 2017/2018 Annual Action Plan  
**From:** Craig Raymond, Director, Planning and Community Development  
**Initiated By:** Maria Porter, CDBG/HOME Administrator, Planning and Community Development  
**Presented By:** Craig Raymond, Director, Planning and Community Development  
**Action Requested:** Accept proposed use of CDBG funds and Set Public Hearing for the 2017/2018 Annual Action Plan for May 16, 2017.

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (accept/deny) the proposed use of CDBG Funds, as submitted, for the Public Facilities, Public Services, and Affordable Housing Projects, for the 2017/2018 Community Development Block Grant Program (CDBG) for inclusion in the 2017/2018 Annual Action Plan."

and

"I move that the City Commission (accept/deny) the proposed use of CDBG Funds, as submitted, for the Economic Development Project, for the 2017/2018 Community Development Block Grant Program (CDBG) for inclusion in the 2017/2018 Annual Action Plan"

and

"I move that the City Commission (set/not set) a public hearing for May 16, 2017."

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

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**Staff Recommendation:**

Staff recommends the City Commission: (1) accept recommendations for funding the 2017/2018 Community Development Block Grant projects; and (2) set May 16, 2017, as the public hearing date for the 2017/2018 Annual Action Plan.

**Summary:**

The Community Development Council (CDC) has reviewed the 2017/2018 CDBG Grant applications and, using the funding priorities as a guide, recommends the identified projects to be funded with the 2017/2018 CDBG funding allocations. As part of the CDBG process the City Commission is asked to review and accept or modify the CDC's recommendations. Also, as part of the CDBG process, the City Commission is asked to set the Annual Action Plan Public Hearing Date.

**Background:**

CDBG and HOME programs are federal programs administered by HUD to help fund local community development programs including affordable housing, anti-poverty, public service, and community infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in their respective communities. State and local governments receive funding from HUD based on a formula derived from population statistics.

Citizen Participation

The Proposed Annual Action Plan will be made available to the citizens of Great Falls for review and comment for a 30-day period beginning April 28, 2017, continuing through May 30, 2017. The public hearing on May 16, 2017, is a forum to allow the citizens of Great Falls the opportunity to express their views on the proposed Annual Action Plan, the proposed use of federal CDBG dollars, as well as each program's policies and performance.

Workload Impacts

In accordance with federal regulations, administrative responsibilities will result from the acceptance and use of the CDBG and HOME funds. The CDBG/HOME Administrator will be responsible for the environmental reviews, contract development, project monitoring, invoice processing, federal reporting, and other HUD requirements.

Purpose

HUD requires that a public hearing be held regarding the proposed use of CDBG and HOME funds presented in the 2017/2018 Annual Action Plan for the upcoming funding year.

Evaluation and Selection Process

The 2017/2018 Annual Action Plan, as part of the 2015-2019 Consolidated Plan, will contain the proposed use of CDBG and HOME funds for the coming Fiscal Year. Community Development Block Grant project proposals were received on January 17, 2017. The Community Development Council, a 10-member citizen advisory board appointed by the City Commission to review applications for CDBG funds and develop funding

recommendations to the City Commission, met on 2/8/17, 2/17/17, 2/21/17, 2/22/17, 2/23/17, and 4/3/2017. The CDC reviewed 23 CDBG applications totaling \$1,265,996, viewed 23 presentations, and participated in the discussion to score the 23 proposed CDBG projects. On February 23, 2017, the Community Development Council formulated its recommendations for the annual allocation of CDBG funds, and presented its funding recommendations to the City Commission during a work session held on March 7th, 2017. Due to a procedural issue in the CDC process, the CDC reconvened on April 3, 2017, reviewed the Public Facility presentations a second time, and formulated its Public Facility recommendations for the annual allocation of CDBG funds.

### Conclusion

The public hearing provides the citizens of Great Falls an important opportunity to comment on the proposed HUD 2017/2018 Annual Action Plan, including projects recommended for funding during the 2017/2018 program year.

### ATTACHMENTS:

- 2017/2018 CDBG Proposed Funding Allocations

**2017/2018 USE OF FEDERAL GRANT FUNDS  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**Affordable Housing**

	<u>Requested</u>	<u>Recommended</u>
<p><b>GREAT FALLS CITY PLANNING &amp; COMMUNITY DEVELOPMENT- CODE ENFORCEMENT</b> Provide services to preserve and enhance public health and safety and reduce slums and blight by enforcing international and city codes related to maintenance of property and buildings.</p>	\$25,097	\$25,097
<p><b>GREAT FALLS CITY PLANNING &amp; COMMUNITY DEVELOPMENT- REVOLVING LOAN FUND SERVICING</b> Provide servicing for rehab counseling, loan processing, inspections and construction monitoring for all CDBG-funded City revolving loan housing programs for low income people.</p>	\$50,000	\$40,000
<p><b>HABITAT FOR HUMANITY</b> Infrastructure improvements for two including concrete work, sidewalks, site excavation, and water/sewer connections Habitat for Humanity homes located within the city limits and remainder to towards the purchase of lots to build future homes.</p>	\$124,400	\$65,000
<p><b>NEIGHBORHOOD HOUSING SERVICES, INC.</b> Construct high school homes with Great Falls HS and CM Russell HS - New construction/purchase, demolition, and/or rehabilitation of houses to address neighborhood revitalization activities in their CBDO-designated neighborhoods.</p>	\$150,000	\$82,903

**Economic Development**

<p><b>GREAT FALLS DEVLEOPMENT AUTHORITY</b> Expand revolving loan fund to provide gap financing to existing and start-up businesses to create new jobs for persons from LMI households, agency located at 300 Central Avenue</p>	\$200,000	\$40,000
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**Public Facility Improvements**

<p><b>Opportunities Inc.</b> For repair and replacement of the roof at the Opportunities, Inc. Head Start Prenatal to 5 Annex Building</p>	\$95,870	\$86,177
<p><b>Paris Gibson Square</b> ADA restroom renovation for LMI intergenerational students</p>	\$38,000	\$27,927

April 4, 2017

	<u>Requested</u>	<u>Recommended</u>
<b>YWCA</b> Seal and replace the asbestos flooring located on the 2 <sup>nd</sup> floor of the YWCA, which houses the Emergency Housing Shelter	\$38,307	\$19,937
<b>Family Promise</b> Purchase supplies, equipment, and furniture, including portable AC's, for homeless families participating in the Family Promise program	\$11,276	\$0
<b>Quality Life Concepts</b> Seal and replace the asbestos flooring of South Park Group Home	\$32,653	\$20,877
<b>GREAT FALLS CITY PUBLIC WORKS</b> Grant program to provide assistance to low income homeowners to remove and replace hazardous sidewalks within the city limits and replacement of existing intersections with ADA accessible ramps	\$118,200	\$29,177
<b>GREAT FALLS CITY PARK &amp; RECREATION – COMMUNITY RECREATION CENTER – ADA BATHROOM and LOCKER ROOM</b> Update the basement bathroom and locker room to be ADA accessible for the community recreation center located at 801 2 <sup>nd</sup> Avenue North	\$81,100	\$27,177
<b>GREAT FALLS CITY PARK &amp; RECREATION – GIBSON PARK</b> Purchase and install handicap accessible play structure and play area border at Gibson Park	\$80,000	\$0
<b>GREAT FALLS CITY PARK &amp; RECREATION – PARK SIDEWALKS</b> Install ADA compliant sidewalks to play structures at multiple City Parks: Rhodes, Elks Riverside	\$41,470	\$14,978
<b>CENTER FOR MENTAL HEALTH</b> Provide external repairs, including exterior paint, for Passages Group Home located at 704 5 <sup>th</sup> Ave N	\$40,249	\$10,000
<b><u>Public Service Activities</u></b>		
<b>FAMILY CONNECTIONS MT</b> Ready, Set, Read to Succeed Program; to give books and a developmentally appropriate activity to LMI Families.	\$11,174	\$0
<b>INGENIUM</b> Purchase gaming equipment, training materials, and scholarships for LMI youth to participate in Game Development and	\$21,950	\$0

April 4, 2017

Technology Curriculum

<b>RURAL DYNAMICS, INC.</b>	\$11,250	\$11,250
Rent Reporting Program, provide grants to assist renters in raising their credit scores through rent reporting, financial coaching, and education		
<b>GREAT FALLS SENIOR CITIZENS CENTER</b>	\$10,000	\$0
Purchase food and supplies for on-site meal program for the elderly administered in elderly facility located at 1004 Central Avenue		
<b>GREAT FALLS CITY PARK &amp; RECREATION— MORONY NATATORIUM &amp; COMMUNITY RECREATION CENTER</b>	\$10,000	\$10,000
Provide scholarships for disabled adults to participate in special needs water activities at community indoor pool facility located at 111 12 <sup>th</sup> Street North; provide scholarships for children from low income families for after school programs and summer camp programs at community center located at 801 2 <sup>nd</sup> Avenue North		
<b>AREA VIII AGENCY ON AGING-MEALS ON WHEELS</b>	\$25,000	\$25,000
Purchase food for Meals on Wheels, a citywide home delivery meal program for low/moderate income elderly who are handicapped or unable to prepare meals		
<b>YOUNG PARENTS EDUCATION CENTER</b>	\$20,000	\$10,000
Provide day care scholarships for very low to low income teen or young adult parents completing high school or GED programs, programs		
<b>BOYS &amp; GIRLS CLUB OF CASCADE COUNTY</b>	\$30,000	\$22,500
Provide scholarships for summer day camps for children from low income families, programs located at Great Falls Housing Authority (1722 Chowen Springs Loop) and Boys & Girls Club (600 1 <sup>st</sup> Avenue Southwest)		

***Administration***

	<u>Requested</u>	<u>Recommended</u>
<b>CDBG PROGRAM ADMINISTRATION</b>	\$142,110	\$142,110
General oversight, promotion, financial accountability, monitoring, reporting, and coordination of the CDBG program including activities to further fair housing and the Continuum of Care for Homelessness		
<b>TOTAL 2017/2018 CDBG FUNDING REQUESTED</b>	<b>\$1,265,996</b>	
<b>2017/2018 CDBG ALLOCATION</b>		<b>\$710,110</b>
<b>TOTAL AVAILABLE CDBG GRANT FUNDS</b>		<b>\$710,110</b>

April 4, 2017