

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Bob Jones, Bill Bronson, Tracy Houck and Fred Burow. Also present were City Manager Greg Doyon; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Park and Recreation Director Joe Petrella; Fiscal Services Director Melissa Kinzler; Housing Authority Executive Director Kevin Hager; City Attorney Sara Sexe; and, Police Captain Jeff Newton.

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

**PROCLAMATION:** Commissioner Houck read a proclamation for Small Business Saturday.

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

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

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, 1006 36<sup>th</sup> Avenue NE, announced that today is America Recycles Day. He quoted from recent *Tribune* articles about recycling. In addition to the many businesses that accept recycling products, he pointed out that Staples takes technical devices and does not charge a fee. Mr. Gessaman quoted a portion of the Cascade County September 6, 2016, meeting minutes regarding County Commissioner Briggs' comments about the City's authority to grant ADF an exemption from a TIF District and to waive the beneficial use tax.

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

There were no miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS & COMMISSIONS****3. REGIONAL AIRPORT AUTHORITY BOARD, BOARD MEMBER INTRODUCTIONS AND BOARD REPORT.**

Great Falls Airport Authority Board Chairman Brad Talcott reported that the Board is made up of seven members, four appointed by the City and three appointed by the County. The Board meets on the last Tuesday of every month. He discussed the official Board functions from approving the annual operating budget to hiring/managing the Airport Director.

Great Falls Airport Authority Vice Chairperson Debra Evans commented that she helps with recruiting. The Board is looking for applicants.

Great Falls International Airport Director John Faulkner reported that the airport has a sustainable growth of 40%. Since 2010, Great Falls airfares have gone down 15%. He reported that Allegiant will be going through a fleet modernization in the first six months of 2017 that will result in a reduction of 25 flights, or 3,500 seats, from Great Falls. However, Alaska Airlines is trying to increase its schedule starting in March. Great Falls to Seattle will have 3,200 extra seats from June to September, and excess seats and cheap California flights from March to June. Additionally, United Airlines will be adding a Wednesday to weekend schedule in the summer, and will have Chicago flights with 2,500 more seats until Labor Day. Director Faulker further reviewed passenger profiles of Allegiant versus Alaska/United Airlines, and 2017 marketing strategies. He discussed recent and upcoming Airport capital projects to create a better travel experience.

**4. REAPPOINTMENT, REGIONAL AIRPORT AUTHORITY BOARD.**

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission reappoint Sean Hoven to a three year term through December 31, 2019, to the Regional Airport Authority Board.**

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

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, opposes reappointments to Boards and Commissions without readvertising. He noted that a condition of Resolution 10059 is approval of the Board or Commission the person will serve on. In this case, the Regional Airport Authority Board chose not to make a recommendation regarding the reappointment.

Airport Director Faulkner explained that about six years ago the Regional Airport Authority Board at the time had some appointments that they contested and determined it really didn't benefit anyone to have that kind of dissention amongst the governing bodies involved. From that point on, it's been the Board's direction to not comment on the appointments and to just state facts.

Commissioner Burow noted that applicants for the Airport Authority Board are accepted from the region or county, rather than only City residents.

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

Motion carried 5-0.

**5. REAPPOINTMENT, BOARD OF ADJUSTMENT/APPEALS.**

**Commissioner Jones moved, seconded by Commissioner Houck, that the City Commission reappoint Krista Smith to the Board of Adjustment/Appeals for a full three year term through September 30, 2019.**

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

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, opposes reappointments to Boards and Commissions without readvertising, and noted that the Agenda Report doesn't set forth whether or not the Board of Adjustments/Appeals recommends Ms. Smith for reappointment.

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

Motion carried 5-0.

6. **REAPPOINTMENT AND APPOINTMENT TO THE COMMUNITY DEVELOPMENT COUNCIL.**

**Commissioner Jones moved, seconded by Commissioner Burow, that the City Commission reappoint Jennifer Fines and appoint Craig Nowak to fill three year terms through October 31, 2019, to the Community Development Council.**

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 4-0-1 (Commissioner Houck abstaining).

7. **REMOVAL OF A MEMBER, GREAT FALLS TRANSIT DISTRICT BOARD.**

City Attorney Sara Sexe reported that before the Commission for consideration is removal of Tim Braulick as a member of the Great Falls Transit District Board pursuant to the Official Code of the City of Great Falls (OCCGF) § 2.56.020. The Transit District Board notified the City that Mr. Braulick had not attended regularly scheduled board meetings since April 27, 2016. Since that time, the Board has conducted six regularly scheduled meetings.

Pursuant to the process set forth in the OCCGF, a notice letter was sent to Mr. Braulick notifying him of what the process would be and providing him the opportunity to explain the absences. No response was received. A subsequent letter was sent to Mr. Braulick notifying him that a hearing would be held this evening and that City staff would be recommending his removal as a member of the Transit District Board.

**Commissioner Houck moved, seconded by Commissioner Bronson, that the City Commission remove Timothy Braulick as a member of the Great Falls Transit District Board.**

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

Commissioner Bronson commented that the Transit District Board is much like the Airport Authority Board in that it makes decisions about an extensive budget and important decisions

with regard to mass transit in this community. He suggested the Commission consider in the future that anyone that applies for a City appointment to this Board be interviewed, such as the Commission does with the Airport Authority Board.

Mayor Kelly noted that things happen in life. This is not considered a condemnation of Mr. Braulick, his character or commitment to the City.

Commissioner Burow noted that he had a conversation with Mr. Braulick two days ago. His job had changed since his appointment. Commissioner Burow was disappointed in the non-response to phone calls and the letter. He suggested Mr. Braulick resigning would have been the better route to go. Commissioner Burow agreed with Commissioner Bronson regarding interviewing applicants for this Board in the future.

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

Motion carried 5-0.

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

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

**CITY MANAGER**

9. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon announced that he attended the Cameron Family Center grand opening and encouraged everyone to check it out. It's a great resource and will help many families in need of temporary shelter.

Manager Doyon congratulated recent Citizens Academy graduates. People appreciate the program in that they learn more about what law enforcement does in the community and the challenges that they face.

There was a recent State training session at the 911 Center that demonstrated how the Emergency Operation Center (EOC) and Incident Command System (ICS) complement each other.

Great Falls Fire Rescue conducted a joint exercise and water shuttle training with regional Volunteer Fire Departments.

Deputy City Manager interviews are set up for December 8 – 9, 2016. He appreciates that two Commission members will be participating in that interview process.

Last Monday he represented the City with the Montana Defense Alliance on a trip to Helena to meet with General Quinn to get an update and exchange information prior to a trip to Washington D.C. for some representatives of the Montana Defense Alliance going there for military

advocacy.

Manager Doyon expressed appreciation to Kevin Miller for donating a tree and to the Downtown Association for facilitating the process to maintain the tradition of a Christmas tree in front of the Civic Center.

Public Works Director Jim Rearden recognized Water Treatment Plant electrician Luke Zuelke for placing first out of 50 contestants in a local contest hosted by Glacier State Electric through Ideal Industries, a company that makes electrical tools. He then went on to win the regional competition for Montana and Idaho, and won a trip to Disney World in Orlando to compete there last weekend.

Manager Doyon read a letter of appreciation from retired U.S. Army Col. Robert Ronish regarding the conduct and professionalism of Chris Calvert from the Public Works Department who responded in a time of need when his basement was being flooded.

### **CONSENT AGENDA.**

10. Minutes, November 1, 2016, Commission meeting.
11. Total Expenditures of \$2,364,309 for the period of October 19, 2016 through November 2, 2016 to include claims over \$5,000, in the amount of \$2,113,624.
12. Contracts list.
13. Approve Community Based Policing Agreement with the Great Falls Housing Authority with an effective date of January 1, 2017, and authorize the City Manager to sign the Agreement.
14. Approve final payment for Clara Park/Ella Tank 16-Inch Water Main Re-Route in the amount of \$2,570.07 to Phillips Construction, LLC and \$25.96 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1692**
15. Approve Addendum 2 to Professional Services Agreement with DOWL for engineering services for the South Great Falls Storm Drainage Improvements for a fee not to exceed \$38,095 and authorize the City Manager to execute the Agreement. **OF 1554**

**Commissioner Burow moved, seconded by Commissioner Jones, that the City Commission approve the Consent Agenda as submitted, and for additional discussion of Item 12F.**

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

With regard to Item 12F, Commissioner Burow inquired about the use of a Quit Claim Deed rather than a Warranty Deed.

City Attorney Sexe responded it depends on the facts and circumstances of each situation. Item 12F deals with a strip of land that is adjacent to the 911 Center. In order for the City to appropriately install a fence, it was the property owner's suggestion to enter into a Quit Claim

Deed and provide title to the property rather than entering into an easement agreement.

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

Motion carried 5-0.

## **PUBLIC HEARINGS**

### **OLD BUSINESS**

#### **16. PARK AND RECREATION MASTER PLAN.**

Park and Recreation Director Joe Petrella referred to the “concurrences” section on page 3 of the agenda report and noted the last sentence should read: “Both board meetings were held on Tuesday, October 25, 2016.” Director Petrella introduced Michael Svetz with Pros Consulting and Jana Cooper with TD&H Engineering.

Consultant Svetz reported he would present an abbreviated PowerPoint of what has been shown to the Park and Recreation Board, the Planning Advisory Board, the public, and presented to the Commission at a work session two weeks ago. He reviewed and discussed facility assessments, needs analysis, capital improvements, staffing recommendations, funding and strategic approach.

The needs analysis was based on information from the statistically valid survey and is a combination of what the community identified as their highest and most important priorities as well as where they are at in terms of unmet needs. He noted that even though there are things on the lower priority list it doesn’t mean the City shouldn’t invest in them, it just means the City doesn’t have as much of those amenities available to the public. The whole idea of a park and recreation system is to make sure it is utilized as maximally as it possible can be and, therefore, would get the best return on investment. It will give City staff an opportunity to manage and maintain those assets adequately through a maintenance management program.

Consultant Svetz discussed the summary of critical projects, sustainable projects and visionary projects. He noted that the last master plan was done in 1995 and is 21 years old. The idea behind a master plan is to try to identify the highest and greatest implementable recommendations for the next seven to 10 years, and that is why Pros Consulting recommended the capital improvements that it did, and in the fashion that it recommended them.

The grand total of the full capital improvement plan (critical, sustainable and visionary projects) is estimated to be \$34 million.

With regard to funding recommendations, Consultant Svetz reported that the City does have the authority to create a Park Maintenance District. A Park Maintenance District is not just for capital investment, the City has the opportunity to invest through operations as well. One thing identified in the Park Master Plan is that the City is very short on staff. If a Park Maintenance District is created, he suggested also creating staffing positions that would give the City the ability to maintain the system in such a way that the life cycle replacement investment that is

made, that return on the investment, is as long as it should be. He reviewed a number of positions that could be added with a Park Maintenance District.

He reported that this was a community driven Master Plan and the results of the community are set forth in the recommended recreation programs.

Pros Consultant will develop an implementation plan matrix for the City upon adoption of the Master Plan. The key strategies are community mandates to reinvest in the system, making sure the standards are operationally sustainable, having a program plan that meets the needs of the community, developing business practices that are in line with the business practices of the City as a whole and financial goals and policies, and being able to engage the community from a partnership standpoint. He concluded that it is time to look at getting the private sector engaged in developing and investing in the park system.

**Commissioner Bronson moved, seconded by Commissioner Burow, that the City Commission adopt the Park and Recreation Master Plan.**

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

**Shyla Patera**, 1013 7<sup>th</sup> Avenue NW, commented that she has attended many of the planning meetings on the Park and Recreation Master Plan. She supports the Commission's adoption of the Master Plan, but offered the services of her agency, North Central Independent Living, to deal with some of the questions regarding accessibility and community needs. She further commented that she would like this Master Plan to sync with other City Master Plans to enhance economic growth.

**Keith Ochs**, 1507 3<sup>rd</sup> West Hill Drive, commented that the presentation should have been based on regional, rather than national, benchmarks. He commented that he is a golfer and is opposed to the City shutting down one golf course or raising golf fees. He doesn't believe people use the new segment of trail or the parks very much. The only thing he wants is golf. He doesn't use the parks. He suggested that the City consider not getting rid of one golf course.

**Ron Gessaman**, 1006 36<sup>th</sup> Avenue NE, commented he is in favor of the park system being the best it can be. It is one of the few things that almost everybody uses. He agreed with the prior speaker's comments regarding golf fees.

**Jana Cooper**, TD&H Engineering, 1800 River Drive North, thanked the City Commission and staff for allowing TD&H to work with Pros Consulting on this Master Plan. She learned a lot about the community and the park system. She believes it is a good Master Plan. It's important to note that the Master Plan was based on the community's requests. It represents the community as a whole, and not just special interests.

There being no one further to address the Commission, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Houck requested clarification with regard to Kranz Park having its own Master Plan, and also being included in the Park and Recreation Master Plan.

Director Petrella responded that a landscaping architecture firm provided pro bono services to create a Master Plan for Kranz Park. The irrigation component of that Plan was included in the Park and Recreation Master Plan.

Commissioner Houck encouraged citizens to review the Park and Recreation Master Plan posted on the City's website. She referred to the capital improvement program and the \$600,000 figure listed as critical for the Natatorium and inquired if that amount was to fix the existing building or envisioning a new facility.

Consultant Svetz commented that the 2011 assessment amount was included to demonstrate if the City plans on keeping the Natatorium open while having a discussion with regard to what its long term future is, the \$600,000 improvements would need to be made while that parallel discussion was going on.

Commissioner Houck concluded that this Commission has the opportunity to adopt this Master Plan, but making it a fluid document that is being constantly evaluated and referring back to with regard to needs in the community at the time and taking into account sponsorship and grant opportunities. At times this Master Plan may shift slightly.

Director Petrella responded that this Master Plan is a guiding document and recommendations for the next five to 15 years. Upon adoption, they will be talking more in depth with the community about certain projects. At this point he will be meeting with Consultant Svetz in a couple of weeks to discuss how to implement some of the strategies. The focus will be on those critical components, which are irrigation, ADA compliance, and park structures.

Commissioner Houck commented she was impressed with the entire process. She further commented that she believes there is potential to not only develop Anaconda Hills but Wadsworth Park as well.

Commissioner Bronson commented that nothing in this Master Plan says the City is going to close Anaconda Hills Golf Course or the Natatorium, or make any particular decision with regard to any amenity now offered as part of Park and Recreation services. He was impressed with the inventory of data and public opinion. This Master Plan process had extensive public involvement and sets forth what the community as a whole wants to see happen with the Park and Recreation system over the next few years. He is satisfied that in adopting this Master Plan the City now has a very comprehensive database as to how this community feels, and more importantly, a base line upon which the City can continue to measure the community's attitude if there are changes down the road. Because of this public process, private individuals have indicated a desire to provide the kind of support, financial and otherwise, for a lot of the activities that they feel are important.

Commissioner Burow commented that the Master Plan includes a Park Maintenance District for consideration. The Master Plan had a lot of community involvement and he believes it is a plan the Commission should support. He further believes there should be conversations with the community on how to support and pay for what is proposed therein.

Mayor Kelly thanked everyone involved in the Master Plan process.



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

Motion carried 5-0.

**NEW BUSINESS**

**ORDINANCES/RESOLUTIONS**

**CITY COMMISSION**

**17. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Commissioner Jones showed the shirt he was wearing in honor of Great Falls Fireman Jason Baker in support of his treatment for cancer.

Commissioner Burow noted an article in the paper from a teenager in support of the Commission's recent action on the cell phone ordinance.

Commissioner Houck encouraged community members to submit applications for consideration to volunteer for openings on boards or commissions that are posted on the City's webpage.

Mayor Kelly commented that what we all seen this evening was the caring we have in this community, the consideration that our young people have for being here tonight and writing about it, the participation and involvement of the community being here tonight, and with the Park and Recreation Master Plan, the professionalism of the Airport, and the ability for the people to contribute in a variety of ways.

**18. COMMISSION INITIATIVES.**

There were no Commission initiatives.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Jones moved, seconded by Commissioner Burow, to adjourn the regular meeting of November 15, 2016, at 8:55 p.m.**

Motion carried 5-0.

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Mayor Bob Kelly

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City Clerk Lisa Kunz

Minutes Approved: December 6, 2016