

Minutes

Neighborhood Council District 4
Thursday, February 25, 2021
Heritage Baptist Church, 900 52nd Street North
630 p.m.

Council members present: Sandra Guynn, Sue Ashley, Gregg Matsko, Richard Ashley, and Stephen Louks

Other present: Heather Rohlf, City of Great Falls Code Enforcement

Chair Sandra opened the meeting at 630p.m.

New Business:

Heather Rohlf is Great Falls only code enforcer. She has been in the position for 16 years. Heather explained the process of how citizen complaints are processed. She stressed that complaints are anonymous. The steps are listed in Appendix 1. Heather explained that common city codes are on the GF website under code enforcement. She also explained NC could file a complaint on a citizen's behalf. She went on to say the code enforcer could not act without completed citizen's complaint form and that she could not complete them herself. She discussed her close relationship with the city police department and reviewed passed complaints to showcase with types of situations she has encountered.

Petitions and Comments: NA

Other Business:

Sandra read allowed the questions she developed for the Police Chief interview. Sandra will be one of the interviewers during the process. Her questions are listed in Appendix 2.

Committee Reports: NA

Old Business:

January minutes were revised to reflect who nominated whom for the NC4 elections. They were approved with this revision.

Neighborhood Council:

NeighborWorks will be hosting the May clean-up and recycle panel May 5-8. Steve Louks recommended an agenda item be added to discuss forming a committee to participate.

Adjourn:

A Library representative will be speaking next month to discuss funding for the Little Libraries around town.

Next meeting to be held March 25, 2021.

Meeting adjourned at 730pm

Minutes submitted by Stephen Louks, NC 4 secretary

Example - Code Enforcement Process.
CODE ENFORCEMENT REPORT

1st Phase, Complaint

Initial Complaint Date:

Initial Complainant:

Report of Initial Complaint (list details of complaint, including address; if incomplete contact complainant to gather further information):

Suspect Name (attach any documents used to verify/discover):

Initial Suspected Code Violation:

Report of any other Actions Taken before Inspection:

History of prior offenses at suspect address and/or with suspect (attach any documentation concerning prior offenses):

2nd Phase, Inspection

Inspection Date:

Code(s) Violated:

Detailed Report of Inspection (must include description of observations that establish every element of violation(s)):

List Physical Evidence Collected (attach physical evidence):

3rd Phase, Suspect Contact

Date of Contact:

How Contacted (preferably in person):

How Suspect Identified:

Detailed Report of Contact (include any statements made by suspect):

Issue Resolved:

4th Phase, Violation Letters

Date Sent (attach copy of letter):

5th Phase, Follow-up Inspection

Inspection Date:

Code(s) Violated:

Detailed Report of Inspection (must include description of observations that establish every element of violation(s)):

List Physical Evidence Collected (attach physical evidence):

6th Phase, Suspect Re-Contact

Date of Contact:

How Contacted (preferably in person):

How Suspect Identified:

Detailed Report of Contact (include any statements made by suspect):

Issue Resolved:

7th Phase, Recommendations

Code Enforcement Officers Recommendations:

Detailed Report of Reasons for Recommendations:

Potential Witness List (include name and contact information for each potential witness):

Proposed Citation (attach):

Proposed Probable Cause Affidavit (attach):

Date Code Enforcement Report delivered to City Attorney:

Signed,

Signature of Code Enforcement Officer

Printed Name

Date

Appendix 2

25 February 2021

Police Chief interview questions submitted by NC4:

1. What is one thing you would like the citizens to know about crime in Great Falls?
2. It seems to be a juxtaposition to say GF has a crime problem and then suspend community policing. Are you willing to consider bringing back this program which was very popular with NCs?
3. Do you agree with Commissioner Tyron that the crime problem in Great Falls is so serious as to warrant a crime task force? If yes, what should this task force look like? If no, how do you explain then the difference in opinion between the police and the City Commission about the level of crime in GF?
4. Given that there is very little crime reporting by local media, do you have ideas about how the PD can help 'get the word out' about crime and public safety in general?
5. Many residents are reluctant to contact the police, because they say 'they are too busy', or they are afraid of retaliation. Simply telling residents that the police do not share ID details or that it is the job of the police to respond to traffic problems and suspicious behavior, are not enough. Do you have other suggestions about how NC members can help persuade residents to call dispatch when the matter involves police intervention?