

Memo

To: Design Review Board
From: Wendy Thomas, Deputy Director P&CD
CC: Michael Haynes, Director P&CD
Date: February 11, 2013
Re: Applications for DRB Opening

Attached please find the applications that were submitted by community members interested in serving on the Design Review Board. Customarily, when multiple applications are received, the Board makes a recommendation to the City Commission on the applicant that the Board has determined would be the best qualified candidate. The recommendation will be placed on the agenda for your next meeting.





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

RECEIVED

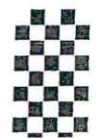
JAN 31 2013

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. Applicants must be qualified electors of Cascade County. This application subject to Montana Right to Know Law.

CITY MANAGER

Board/Commission Applying For: Design Review Board		Date of Application: 1/31/2013	
Name: Nikole Hinton Duke			
Home Address: 3433 14th AVE South Great Falls, MT 59405		Email address: nikole.hinton@yahoo.com	
Home Phone:	Work Phone: 406.454.0222	Cell Phone: 360.852.2035	
Occupation: Real Estate Agent and Project Manager/Estimator		Employer: By Owner of Great Falls and Duke Construction	
Would your work schedule conflict with meeting dates? Yes <input type="radio"/> No <input checked="" type="radio"/> (If yes, please explain)			
Are you a registered voter in Cascade County? Yes <input checked="" type="radio"/> No <input type="radio"/>			
Related experiences or background: I graduated with a degree in Construction Engineering Technology from MSU Bozeman, have grown up and worked in the construction industry around development, residential and commercial construction. Currently I am in the process of starting my own business in the residential and multifamily construction fields. I grew up in Vancouver, WA allowing me to have a background from different areas than just Great Falls.			
Educational Background: Bachelors Degree in Construction Engineering Technology from Montana State University Bozeman Minor in Business Administration for Montana State University Bozeman			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Volunteered with Eagle Mount Equestrian Program, Volunteered with Eagle Mount Ski Program, Volunteered with Journey Church Child Care, Active Member of Great Falls Association of Realtors Young Professional Group			
Previous and current public experience (elective or appointive): N/A			

COPY



Membership in other community organizations:
Great Falls Association of Realtors

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

Are you currently serving on a Board? Yes No If yes, which board?

Please describe your interest in serving on this board/commission?
I feel like Great Falls has a lot to offer but may be lacking what it takes to get there. I have always loved construction and development and the potential to turn an ordinary not so pretty picture into something beautiful. That is why I went into the construction field in the first place. With a career in real estate I am also interested in helping make this town into somewhere people want to live and stay and a place the kids want to come back to. Development is a large part of that and the design of what gets developed is what keeps this town moving forward and bringing new residents to the city and further development is what keeps them here.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?
Although I do not have much experience with an appointed position I believe that I have a lot to offer for this position. Being from out of state and from out of town when I first moved up here I believe that I can bring some diversity to the board. Also with a construction and real estate background I see two points of view. Obviously everyone wants to keep this community growing and developing as we move forward into the future, this board is a good way for me to help Great Falls do that.

Additional comments:
I am really trying to get myself plugged into organizations and boards around town where I feel like I may be able to help and make a difference. I have only lived in Great Falls for a year and a half and for the first year I was too busy at James Alcott Construction, planning a wedding and getting used to a new family to do any extra activities. Now that I am here to stay I am trying to get involved in the community. My plans are to join the rotary club, the Builders Association, the commerce and start volunteering again with eagle mount. I believe I can be an asset to this team and this town and want to do my best to make a positive difference while I am here.

Signature

Ikole H Duke

Date:

1/31/13

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Return this form to:

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P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
jthares@greatfallsmt.net

Nikole H. Duke, AC

3433 14th Ave South Great Falls, MT 59405

Nikole.Hinton@yahoo.com

360-852-2035

This is an out of date resume but I wanted to attach it to give you some of my background. I am currently working at By Owner of Great Falls as a real estate agent and in the process of starting my own company in the residential and multifamily construction industry.

Education-

Degree CONSTRUCTION ENGINEERING TECHNOLOGY with minor in BUSINESS ADMINISTRATION, Montana State University, Bozeman, MT.

Graduation Date: May 2011

Relative Courses:

Financial Accounting, Managerial Accounting, Business Management, Basics in Excel, Heavy Equipment, Surveying, Engineering Mechanics, Fluid Mechanics, Structures, Introduction to Concrete, Scheduling, Estimating, Construction Practice, Electrical, HVAC.

Experience and Qualifications-

-PROJECT MANAGER ASSISTANT/ESTIMATOR ASSISTANT - James Talcott Construction - August 2011 to August 2012

Work with QCS preparing daily reports, Assist with Quality Control, Put together and manage punch lists, Manage deficiency items, Put together Operation and Maintenance manuals, Record and distribute meeting minutes, Collect and input data for projects quality control during three phase construction, Find qualified subcontractors for all divisions of work when bidding a project, Manage bid schedule, Update project information on FTP site for plan access, Assist with bid day, Procurement of materials, Assist with quantity takeoffs, Plot plans and specification for up coming jobs, Record Meeting Minutes, Work side by side with COE to complete projects, assist with Three Phase Construction.

-FRONT DESK ASSISTANT -Main Street Gym-August 2010 to May 2011

Greet customers, assist clients if they have questions or concerns, schedule appointments, clean gym daily as well as heavy cleaning when needed, take full responsibility of opening and closing facility when on duty.

PROJECT ENGINEER INTERN -BN BUILDERS-MARCH TO SEPTEMBER 2008

Maintained and filed RFI's, submittals, and transmittals. Posted RFI's to plans. Revised plans and specifications when addendums were presented. Worked with bidders and subcontractors. Made calculations for material needed and made sure that material was bought and present to be installed during project. Assembled and submitted O&M Manuals to owners. Organized and maintained jobsite progress photos, kept office neat by vacuuming and cleaning kitchen.

-PROJECT ENGINEER -Hinton Industrial Contractors - May to August 2007

Managed multiple projects at one time, assisted with contract documents, change orders, worked with planning centers, put out bids and selected top bidder, conducted takeoffs, worked with and maintained schedules in Microsoft Project, quantified and purchased building materials, worked with Primavera scheduling program.

-Experience with Word, Excel, Entourage, PowerPoint, Publisher, Expedition, Primavera, Microsoft Project, Timberline, Microsoft Outlook, SureTrak, and QCS

-Self-starter and complete tasks quickly and accurately and to the best standards possible.

-Work well with others, good at being delegated to and delegating work.

-Customer Service and awareness of client needs: Have worked at Macy's in sales and at Spanish Peaks as a Valet Parker/Guest Assistant.

Additional Background-

-Passed the level 1 of the Certified Professional Constructor Exam: Associate Constructor

-Have CORP of Engineers "Construction Quality Management for Contractors" Certification

- In the process of becoming a Certified Realtor
- In the Process of Become a LEED Green Associate
- OSHA 10 hour Course Certified through Corp of Engineers



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CITIZEN INTEREST FORM
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CITY MANAGER

COPY

Board/Commission Applying For: Design Review		Date of Application: 1/25/2013
Name: Pat M. Goodover II		
Home Address: 803 Forest Avenue, Great Falls, MT 59404		Email address: sbp@centric.net
Home Phone: 406-761-1970	Work Phone: 406-727-8222	Cell Phone: 406-799-2030
Occupation: Realtor	Employer: Self	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Related experiences or background: Real estate development of strip mall, house renovations, manage the 2-J's shopping complex, Past and current President of Great Falls Association of Realtors, Realtor for over 32 years, lived in Great Falls since 1956 other than schooling and initial jobs.		
Educational Background: Graduate of Great Falls High School, Graduated with BS in Microbiology from Montana State University, several real-estate related classes since 1978.		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: Uptown Optimists, Civil Air Patrol, Elks Club, Lions Club		
Previous and current public experience (elective or appointive): Board of Realty Regulation, appointment by the Governor, in my 2nd 4-year term.		

Membership in other community organizations:

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

Are you currently serving on a Board? Yes No If yes, which board?

At the state level, Board of Realty Regulation.

Please describe your interest in serving on this board/commission?

I am interested in the development of Great Falls and of the business involvement in Great Falls. The Design and Review Board has been criticized in the past. I would like the opportunity to serve on this board and get the real story, both for me and for the critics.

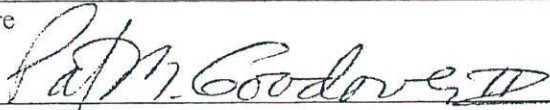
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

Developed the strip mall on the West side of town where Subway, The UPS Store, and H&R Block are. It was a run-down radio station building before. I have purchased, fixed-up, and sold run down residential houses.

Additional comments:

I believe I would be an asset both to the City and to this particular Board. I know many of the city staff in this department. Please give me consideration.

Signature



Date:

1/25/2013

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Board/Commission Applying For: Design Review Board		Date of Application: 1/30/13
Name: David Grosse		
Home Address: 905 4th Ave N		Email address: Davog2000@yahoo.com
Home Phone: (406) 452-4351	Work Phone: (406) 453-5478	Cell Phone:
Occupation: Engineer	Employer: NCI Engineering	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Related experiences or background: Architectural Drafter		
Educational Background: MSU Northern MSU - COT Great Falls		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: none		
Previous and current public experience (elective or appointive): none		

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JAN 31 2013
CITY MANAGER

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>I would like to contribute to my community and I think that this board would be a good place to start</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>I have worked in the design field for 10 years. I have gotten away from that in my current occupation</i>	
Additional comments:	
Signature <i>David [unclear]</i>	Date: <i>11/30/13</i>

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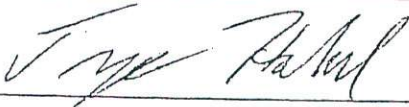
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Board/Commission Applying For: DESIGN REVIEW BOARD		Date of Application: 11/23/13
Name: TYL HABEL		
Home Address: 2700 ALDER DR 59404		Email address: tye@teglassinc.com
Home Phone: 452-2252	Work Phone: 453-2421	Cell Phone: 799-2350
Occupation: BUSINESS OWNER		Employer: —
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Related experiences or background: DESIGN & CONSTRUCTION OF BUILDING ENVELOPES		
Educational Background: U OF M BACHELOR OF SCIENCE BUSS. ADMIN & MARKETING		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: MEMBER OF VARIOUS CONSTRUCTION ORGANIZATIONS		
Previous and current public experience (elective or appointive): NONE		
Membership in other community organizations: MLCC		
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? - INTEREST IN COMMUNITY - INTEREST IN BUILDING DESIGN - INTEREST IN CITY OF GF	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? - EXPERTISE IN EXTERIOR COMPONENTS OF BUILDING FACADES	
Additional comments: - BORN & RAISED IN THE COMMUNITY & FEEL MY SERVICE ON THE BOARD WOULD BRING RELATIVE INPUT IN RELATION TO MY EXPERIENCE & GENERATION	
Signature 	Date: 1/23/13

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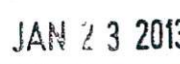
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Board/Commission Applying For: <i>Design Review Board</i>		Date of Application: <i>1-23-13</i>	
Name: <i>Jason Lehmann</i>		<div style="text-align: center;">   </div>	
Home Address: <i>2800 4th Ave S.</i>		Email address: <i>Jakester@bresnan.net</i>	
Home Phone: <i>406-952-4502</i>	Work Phone: <i>(blank)</i>	Cell Phone: <i>406-781-5928</i>	
Occupation: <i>Construction</i>		Employer: <i>Self</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please explain)			
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Related experiences or background: <i>- Construction Management</i>			
Educational Background: <i>- Competent Persons Training (ca, Co, AZ, Mt) - MSHA (Mt)</i> <i>- Breakthrough Training (Co) - Master Traders (Mt)</i>			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: <i>- NC #9</i> <i>- Member on Police Advisory Board</i> <i>- Local non-profit organizations</i>			
Previous and current public experience (elective or appointive): <i>- Neighborhood Council #9 member</i> <i>- Member of the Police Advisory Board</i>			

Membership in other community organizations:

- Several Non-Profit Organizations

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when? As a sub contractor for Public Works Projects in various locations throughout the city.

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

- NC #9

Are you currently serving on a Board? Yes No If yes, which board?

- Neighborhood Council #9 - Police Advisory Board

Please describe your interest in serving on this board/commission?

- See Attached Page 1

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

- See Attached Page 1

Additional comments:

- See Attached Page 1

Signature



Date:

1-23-13

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Attached Page 1

Please describe your interest in serving on this board/commission?

I have a sense of obligation and duty to give back to the community in which I have chosen to reside with my family and raise my three children in. I believe that my skills and leadership abilities can be utilized for the greater good of the community.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

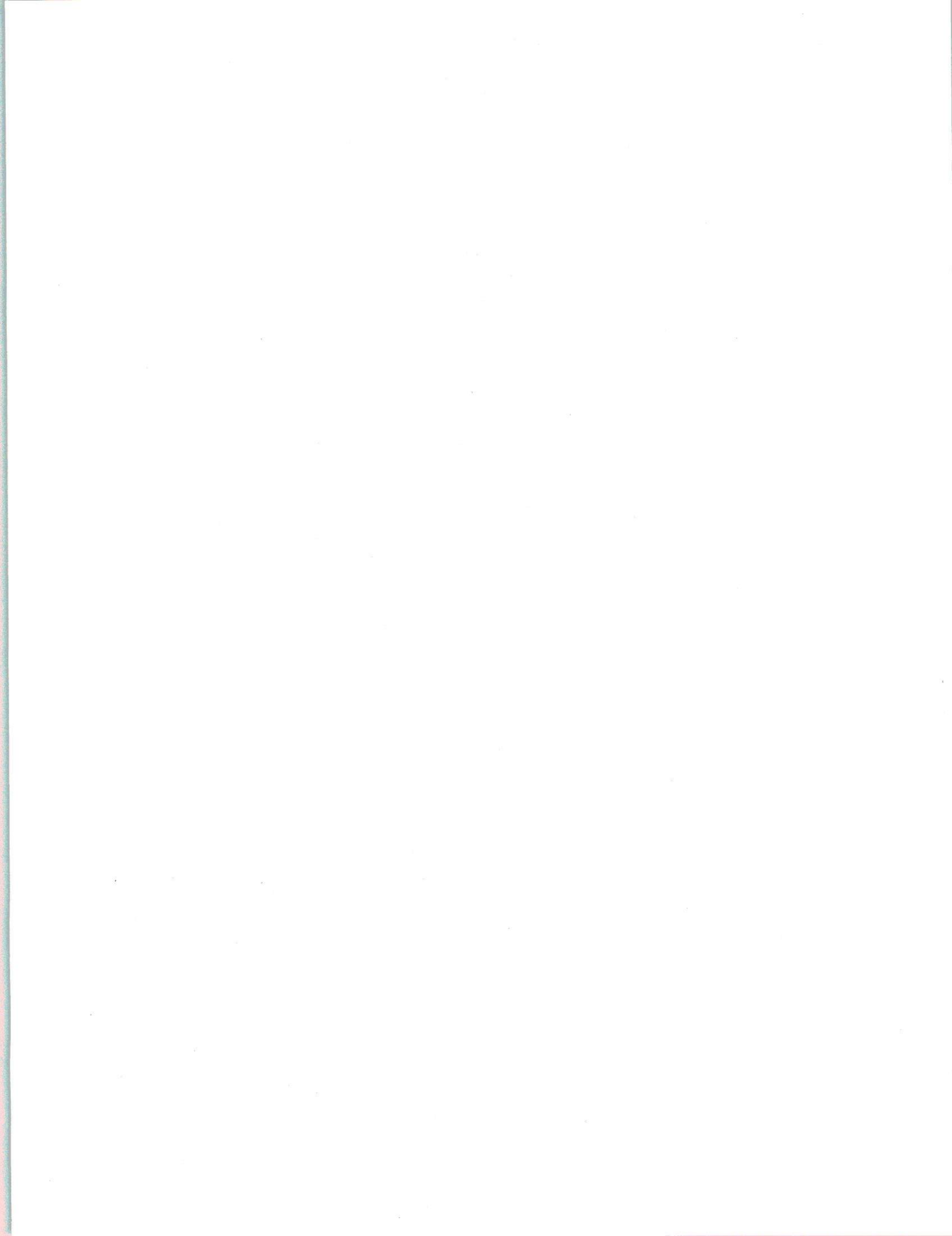
For the last ten years I have held a position in construction management for several companies both local and out of state. Most recently completing three separate contract phases of base housing projects which were done for MAFB with the COE. These projects totaling over 100 million dollars of contracts. In all three of these projects Falls Construction was awarded the utility contracts to install water, sanitary sewer, storm drain and gas mains and services. I was hired as the general superintendent to manage all three projects. My job detail and responsibilities included Progress Meetings, Yield Projections, Cost Reports, Change Order Negotiations, Sub Contracts, Submittals, Safety Meetings, Daily Logs, Utility Locates, Sub Contractor Coordination, and Field Management.

I also have done several large scale projects for the City of Great Falls for the installation of water, sanitary sewer and storm drains.

Additional Comments:

Through my life long career of construction I have obtained strong attributes in the areas of integrity, competency, work ethic, time and personnel management. I have also spent a great deal time working with city engineers and inspectors on public works projects.

Objective- To assist in retaining a high standard of applicant information to assure that all applicants are abiding by the standard procedures as it is written in the municode.





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CITY MANAGER

Board/Commission Applying For: Design Review Board		Date of Application: 1/31/2013
Name: Christine L. Phelps		
Home Address: 205 38th Avenue NE, Great Falls, MT 59404		Email address: clp@uazh.com
Home Phone: 406-452-4763	Work Phone: 406-771-0007	Cell Phone: 406-750-0521
Occupation: Full Charge Bookkeeper	Employer: Ugrin, Alexander, Zadick & Higgins Law Firm	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Related experiences or background: Please see 'experience/background' below.		
Educational Background: BS: Business Administration, : Major: Marketing; Minor: Communications from San Jose University in 1992. Various Seminars including MBA Essentials Certification, NAWG Leadership Development Program.		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: Current Treasurer and Board Member of New Hope Christian Church (8 years) Current Fur Ball Bank Committee Chair - Animal Foundation of Great Falls (9 years) Past Board Member of Great Falls Original Farmers Market Past Finance Committee Co-Chair of Charlie Russell Auction, GFAF		
Previous and current public experience (elective or appointive): None		

<p>Membership in other community organizations: None.</p>	
<p>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?</p>	
<p>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?</p>	
<p>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?</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>	
<p>Please describe your interest in serving on this board/commission? I want to be more involved and 'give back' to my community. I am blessed with a wonderful marriage, a beautiful 2-1/2 year old son, a great home, and a fantastic full-time job with benefits. I have worked hard to be where I am today, but I feel lucky as well. When looking around our community and state, there are so many people that are not as fortunate. Volunteering for the Design Review Board is my opportunity to give back.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission? My husband and I had our house built in 2008 right before we were married. We were told that if our relationship could survive that large of a project - we could survive anything. Well, to the shock of a lot of people, we TRUELY enjoyed the process of picking out everything from the roof color to the wall color, tile, fixtures, cabinets, carpet and everything in between. It made our relationship stronger and we both enjoy every aspect of our home. See Additional Comments...</p>	
<p>Additional comments: We also did all of our own landscaping from the sprinkler system to planting the trees to the water feature in the backyard. This experience has given me a small amount of experience on what it takes to see a piece of land become a useful and beautiful addition to a neighborhood. I will bring to this Board the 'average citizen' face. One who is aware of her surroundings, loves our city and likes to see growth and use of our land.</p>	
<p>Signature</p>	<p>Date:</p>
<p><i>Christine Phelps</i></p>	<p><i>1/31/13</i></p>

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