



**Planning Advisory Board/Zoning Commission  
January 13, 2026 Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
3:00 PM**

In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), the City of Great Falls and Planning Advisory Board/Zoning Commission are making every effort to meet the requirements of open meeting laws: • The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>. • Public participation is welcome in the following ways: • Attend in person. Please refrain from attending in person if you are not feeling well. • Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, January 13, 2026 to: [jnygard@greatfallsmt.net](mailto:jnygard@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the Planning Advisory Board/Zoning Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

**OPENING MEETING**

1. Call to Order - 3:00 P.M.
2. Roll Call - Board Introductions

**Michael Bicsak**

**David Cantley**

**Michael Gorecki**

**Joe McMillen**

**Jim Wingerter**

3. Staff Recognition
4. Approval of Meeting Minutes - November 25, 2025

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**BOARD ACTIONS REQUIRING PUBLIC HEARING**

**BOARD ACTIONS NOT REQUIRING PUBLIC HEARING**

5. Election of Officers for 2026
6. Section 5303 Federal Transit Administration Funding Contract Amendment with the Montana Department of Transportation
7. Growth Policy Update

## **COMMUNICATIONS**

### **PUBLIC COMMENT**

*Public Comment on any matter and that is within the jurisdiction of the Planning Advisory Board/Zoning Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and address for the record.*

### **ADJOURNMENT**

*(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)*

*Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451. Wi-Fi is available during the meetings for viewing of the online meeting documents.*

*Planning Advisory Board/Zoning Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Meetings are re-aired on cable channel 190 the following Thursday at 7 p.m.*

**MINUTES OF THE MEETING  
GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION  
November 26, 2025**

**CALL TO ORDER**

Chair Mills called the regular meeting of the Great Falls Planning Advisory Board/Zoning Commission to order at 3:00 p.m. in the Commission Chambers at the Civic Center.

**ROLL CALL & ATTENDANCE**

**Planning Board Members present:**

Tory Mills, Chair

Julie Essex, Vice Chair

Michael Bicsak

Michael Gorecki

Joe McMillen

**Planning Board Members absent:**

David Cantley

Jim Wingerter

**Planning Staff Members present:**

Lonnie Hill, Deputy Director of Planning and Community Development

Andrew Finch, Sr. Transportation Planner

Alaina Mattimiro, Associate Planner

Jamie Nygard, Sr. Administrative Assistant

**Other Staff present:**

Rachel Taylor, Deputy City Attorney

Mr. Hill affirmed a quorum of the Board was present.

**MINUTES**

Chair Mills asked whether there were any comments or corrections to the October 14, 2025, meeting minutes. Seeing none, Mr. McMillen motioned to approve the minutes as written, seconded by Mr. Gorecki. All in favor, the minutes were approved.

**Conflict Disclosure/Ex Parte Communications**

None.

**BOARD ACTIONS NOT REQUIRING A PUBLIC HEARING****Section 5303 Federal Transit Administration Funding Contracts with the Montana Department of Transportation and the Great Falls Transit District**

Mr. Finch presented to the Board. He stated that the Planning Advisory Board acts as the administrative body for the Great Falls Metropolitan Planning Organization and has the authority to enter into agreements. He stated that Great Falls receives Federal Transit Administration Planning funds on behalf of the Great Falls Transit District. A pass-through agreement is necessary to ensure Federal compliance by the sub-recipient.

**BOARD DISCUSSION AND ACTION**

Mr. Gorecki asked whether there was a specific project targeted with the funds. Mr. Finch responded that projects are listed within the UPWP. The Montana Department of Transportation (MDT) will provide up to \$122,192 in Federal Transit Administration (FTA) Section 5303 funds for local transit planning activities, to collect data, evaluate, select, and monitor technical study projects and transportation planning projects.

MOTION: That the Planning Advisory Board approve the Section 5303 Transit Planning Contracts with the Montana Department of Transportation and the Great Falls Transit District.

Made by: Mr. Gorecki

Second by: Mr. McMillen

VOTE: All in favor, the motion passed 5-0

**PUBLIC COMMENTS**

None.

**COMMUNICATIONS**

Mr. Hill stated that Chair Mills and Commissioner Essex would be leaving at the end of the year, so he thanked them both for their contributions to the Planning Advisory Board/Zoning Commission. He mentioned that the vacancies had been posted, and two new members will join in 2026.

Mr. Mills expressed gratitude for the opportunity, was happy to be part of the city government, and appreciated City staff for helping him understand how City policies work.

Ms. Essex said it was a very enlightening experience and thanked everyone. She noted that she would strongly recommend anyone sit on Advisory Boards, as it's a great way to get involved in the community.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business, Chair Mills adjourned the meeting at 3:10 p.m.

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CHAIRMAN TORY MILLS

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SECRETARY BROCK CHERRY



Board Meeting Date: January 13, 2026

## CITY OF GREAT FALLS

### PLANNING ADVISORY BOARD / ZONING COMMISSION AGENDA REPORT

**Item:** Section 5303 Federal Transit Administration Funding Contract Amendment with the Montana Department of Transportation

**Initiated By:** Montana Department of Transportation

**Presented By:** Andrew Finch, Senior Planner

**Action Requested:** Approve funding contract amendment

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#### Suggested Motion:

1. Board Member moves:

“I move that the Planning Advisory Board approve the Section 5303 Contract Amendment 1 with the Montana Department of Transportation.”

2. Chair calls for a second, public comment, Board discussion, and calls for the vote.

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#### Overview

Annually, the Planning Advisory Board enters into contracts with the Montana Department of Transportation (MDT) and the Great Falls Transit District to receive and pass on Federal transit planning funds, referred to as “Section 5303 Contracts” (referencing the source of federal funding). These Contracts were approved by the Planning Advisory Board on November 25, 2025. Subsequently, the Montana Department of Transportation adjusted their Disadvantaged Business Enterprise (DBE) reporting requirement (reduced from 0.7% to 0%) and requested this Amendment #1 to be executed to acknowledge that change. The subject contract amendment is attached to this report for consideration by the Board.

#### Background

As part of its responsibilities as staff for the Great Falls Metropolitan Planning Organization (MPO), the Planning & Community Development Department annually prepares a Unified Planning Work Program (UPWP) to identify planning-related work activities to be undertaken by the Department and the Great Falls Transit District for the current Federal Fiscal Year (FFY).

The FFY 2026 Unified Planning Work Program (UPWP) identifies work activities to be performed by the Planning & Community Development Department and the Great Falls Transit District, as well as funding sources and the funding levels proposed for each work activity. This includes funding that gets “passed through” from MDT to the Transit District for transit-related planning.

Because the MPO is the entity that will “receive” the funds, the Planning & Community Development Department will receive and then “pass through” the FTA funds to the Great Falls Transit District for its planning activities. In accordance with the UPWP, the Transit District will use these funds to prepare

transit related planning reports, programs and documentation to support its transit operations and to address Federal transit planning needs and requirements.

At its November 25, 2025 meeting the Planning Advisory Board approved two Section 5303 Contracts - one between MDT and the Planning Advisory Board, and the other between the Planning Advisory Board and the Transit District. Due to a subsequent adjustment to MDT's DBE rate, this Amendment #1 is requested for execution between MDT and the Planning Advisory Board. No adjustment to the contract agreement with the Transit District is necessary.

**Staff Recommendation:**

It is recommended that the Planning Advisory Board approve the Section 5303 Planning Contract Amendment 1 for the current fiscal year.

**Attachment:**

- 1) Section 5303 Planning Contract Amendment 1

**SECTION 5303  
PLANNING CONTRACT #114068  
AMENDMENT #1**

**Catalog of Federal Domestic Assistance CFDA #20.505  
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and  
Research**

This amendment is entered into between the State of Montana, Department of Transportation, Transportation Rail, Transit, & Planning Division, 2701 Prospect Avenue, PO Box 201001, Helena, Montana (State) and City of Great Falls, Great Falls Planning Board, P.O. Box 5021, Great Falls, MT 59403-5021, and Unique Entity ID (UEI) MD9MA122F25 (Sub-recipient). This Amendment #1 serves as a modification to the original Section 5303 Planning Contract #114068 (Contract).

Section 2.12 of the Contract (Participation by Disadvantaged Business Enterprises) is removed and replaced with the following:

(1) SUB-RECIPIENT and all Third Party Participants (at every tier) must comply with applicable federal and state laws regarding DBEs, including but not limited to 49 CFR Part 26. SUB-RECIPIENT agrees to comply with and require all Third Party Participants (at every tier) to comply with all MDT DBE Program requirements. SUB-RECIPIENT agrees to comply with the DBE language in Attachment A and include it in all agreements and contracts with Third Party Participants.

(2) MDT's agency-wide FTA approved DBE-neutral goal (DBE goal) is 0.0%. The Subrecipient and all Third-Party Participants agree to make a good faith effort to contribute to meeting the most current FTA-approved DBE goal set forth on the MDT OCR website.

(3) Montana's DBE directory is located at the following website: <https://mdt.mt.gov/business/contracting/civil/dbe.aspx>. SUB-RECIPIENT and Third Party Participants can request quotes from DBE-certified companies by using the online form located at the following website: <https://app.mdt.mt.gov/dbeqt>. The information in the online request is transmitted to DBE-certified companies the same day it is submitted by SUB-RECIPIENT or a Third Party Participant. SUB-RECIPIENT agrees to report expenses through MDT's online program quarterly to MDT.

The remaining terms and conditions of the Contract not explicitly modified by this amendment remain in full force and effect and are incorporated fully herein.

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**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed.

**STATE OF MONTANA  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Doug McBroom Operations Manager

MDT-Statewide Planning & Modal Operations

Dated: \_\_\_\_\_

**GREAT FALLS PLANNING BOARD**

By: \_\_\_\_\_

Printed Name: Tory Mills

Title: Planning Board

Dated: \_\_\_\_\_

Copy: MDT Office of Civil Rights (DocuSign Notification)