



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
July 19, 2022  
7:00 PM**

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.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: [commission@greatfallsmt.net](mailto:commission@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 City 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.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**COMMUNITY INITIATIVES**

1. Community Health Update from City County Health Officer – Abigail Hill.

**PETITIONS AND COMMUNICATIONS**

2. Miscellaneous reports and announcements.

*(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 either your address or whether you are a city resident for the record.)*

**NEIGHBORHOOD COUNCILS**

3. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

- [4.](#) Reappointments to the Housing Authority Board of Commissioners.
- [5.](#) Reappointment to the Library Board.
- [6.](#) Resolution 10470, Declaring that the Advisory Commission on International Relationships member terms be tolled for the period of December 7, 2019 to May 25, 2022; and appoint new members to the Advisory Commission on International Relationships. *Action: Adopt or deny Resolution 10470 and appoint or not appoint new members.*

7. Miscellaneous reports and announcements from Boards and Commissions.

## **CITY MANAGER**

8. Miscellaneous reports and announcements from 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.*

9. Minutes, July 5, 2022, City Commission Meeting.
10. Total Expenditures of \$5,090,035 for the period of June 16, 2022 through July 6, 2022, to include claims over \$25,000, in the amount of \$4,448,632.
11. Contracts List.
12. Set a public hearing for August 2, 2022 on Resolution 10471, Referring Ordinance No. 3246, an Ordinance amending the Official Code of the City of Great Falls to specifically prohibit any Marijuana Businesses from operating in the City of Great Falls, to a vote of the people at an election to be held on November 8, 2022.
13. Set a public hearing for August 2, 2022 on Resolution 10473, Referring Ordinance 3245, An Ordinance providing that the Charter of the City of Great Falls be amended to allow for one or more Elected Municipal Court Judges to a vote of the people at an election to be held on November 8, 2022.
14. Set a public hearing for August 2, 2022 on Resolution 10474, Amending Planning and Community Development Engineering Fees.
15. Approve annual water meter equipment purchases for Fiscal Year 2023 from Ferguson Enterprises, Inc in an amount not to exceed \$230,000.

**Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member.**

## **PUBLIC HEARINGS**

16. Carter Commons Affordable Housing Proposal Public Hearing. *Action: Conduct a public hearing on community housing needs. (Presented by Alex Burkhalter)*
17. Business Improvement District (BID) FY 2023 Budget and Work Plan. *Action: Conduct a public hearing and accept or reject the Budget and Work Plan. (Presented by Joan Redeen)*
18. Tourism Business Improvement District (TBID) 2022/2023 Budget and Work Plan. *Action: Conduct a public hearing and accept or reject the Budget and Work Plan. (Presented by Rebecca Engum)*
19. Resolution 10469, Intent to Increase Property Tax. *Action: Conduct a public hearing and adopt or deny Res. 10469. (Presented by Melissa Kinzler)*
20. Resolution 10460, Annual Budget Resolution. *Action: Conduct a public hearing and adopt or deny Res. 10460. (Presented by Melissa Kinzler)*

21. Ordinance 3245, Providing that the Charter of the City of Great Falls be amended to allow for one or more Elected Municipal Court Judges and submitting such Charter Amendment to the electors of the City of Great Falls. *Action: Conduct a public hearing and adopt or deny Ord. 3245. (Presented by Jeff Hindoién)*

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ORDINANCES / RESOLUTIONS**

22. Downtown Urban Renewal Plan for the Downtown Urban Renewal District. *(Presented by Craig Raymond)*
- I. Resolution 10472, Resolution of Intention, to amend and restate the Downtown Urban Renewal Plan and to approve two storm drainage projects as urban renewal projects. *Action: Adopt or deny Res. of Intention 10472.*
  - II. Ordinance 3247, to approve the amended and restated urban renewal plan for the Downtown Urban Renewal District and to approve two storm drainage projects as urban renewal projects. *Action: Accept or not accept Ord. 3247 on first reading and set or not set the public hearing for August 16, 2022.*

## **CITY COMMISSION**

23. Miscellaneous reports and announcements from the City Commission.
24. Commission Initiatives.

## **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.*

*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.*



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Reappointments to the Housing Authority Board of Commissioners

**From:** City Manager's Office

**Initiated By:** Great Falls Housing Authority

**Presented By:** City Commission

**Action Requested:** Reappoint Rodney Blake to the Great Falls Housing Authority Board of Commissioners for a five-year term through June 30, 2027 and reappoint Lyle LaPree as a Tenant Member for a two-year term through June 30, 2024.

**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (reappoint/not reappoint) Rodney Blake for a five-year term through June 30, 2027 and (reappoint/not reappoint) Lyle LaPree as a Tenant Member for a two-year term through June 30, 2024 to the Great Falls Housing Authority Board of Commissioners."

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

**Board Recommendation:** It is recommended that the City Commission reappoint Mr. Blake for a five-year term and Mr. LaPree for a two-year term to the Great Falls Housing Authority Board of Commissioners.

**Summary:** Mr. Blake was appointed to the board in April 2021 to fill the remainder of a five-year term through June 30, 2022 and Mr. LaPree was appointed in March 2021 for the remainder of a two-year term. Their terms expired on June 30, 2022. Both gentlemen are interested in remaining on the Board.

During their meeting on June 23, 2022, the Board of Commissioners recommended reappointing Mr. Blake for his first full five-year term and Mr. LaPree for his first full two-year term.

Terri Sullivan was appointed as one of the Tenant Members on July 5, 2017 and has served several terms with her most recent term expiring on June 30, 2022. Ms. Sullivan is stepping down from the Board as of that date. Staff has been advertising to fill this vacancy.

**Background:**

The Great Falls Housing Authority Board consists of seven commissioners appointed by the City Commission. Two commissioners must be residents of the Housing Authority properties. The Board is an independent authority responsible for setting policy for the operation and management of public



housing properties, HUD Section 8 program and other affordable housing programs. The Board also serves as the loan committee for the City's Housing Rehabilitation Program. The Board is also responsible for providing safe, decent, sanitary, and affordable housing for the community's low-income residents. Tenant terms are two years and regular members are five years.

Continuing Commissioners of this board are:

David Fink	7/17/18 – 6/30/23
Megan Bailly	7/16/19 – 6/30/24
Rosalie Kiernan	5/19/20 – 6/30/25
Doug Spence	5/19/20 – 6/30/26

Commissioners seeking reappointment:

Rodney Blake	4/6/21 – 6/30/22
Lyle. W. LaPree	3/16/21 – 6/30/22 (Tenant Member)

Commissioner stepping down from the Board

Terri Sullivan	7/5/17 – 6/30/22 (Tenant Member)
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**Alternatives:** The City Commission could direct staff to advertise for other citizen interest.

**Concurrences:** Great Falls Housing Authority Board of Commissioners met on June 23, 2022 and recommended reappointments.

**Attachments/Exhibits:**

Applications



**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: <b>Housing Authority Advisory Board</b>		Date of Application: <b>5/8/20</b>
Name: <b>Rodney Blake</b>		
Home Address: <b>8 Gopher Dr., G.F. 59404</b>		Email address: <b>rodney.blake@tdhengineering.com</b>
Home Phone: <b>406-268-1921</b>	Work Phone: <b>406-761-3010</b>	Cell Phone: <b>406-564-3200</b>
Occupation: <b>Structural Engineer</b>		Employer: <b>TD+H Engineering</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>20+ years working at TD+H designing buildings, providing structural improvements to existing buildings and managing multiple discipline projects. Additionally, I was involved with structural renovation work at Austin Hall 18 years ago.</b>		
Educational Background: <b>B.S. = Civil Engineering @ BYU</b> <b>M.S. = " " (with structural Emphasis) = BYU</b>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <b>Church volunteer leadership positions</b> <b>Youth leader</b> <b>Boy Scout Leader</b>		
Previous and current public experience (elective or appointive): <b>None</b>		
Membership in other community organizations: <b>N/A</b>		

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?

Board of Directors for T D & H Engineering

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

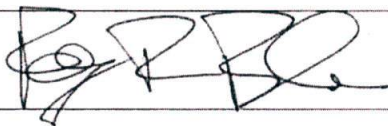
I've been meaning to be involved in the community more than I have in the past and feel my experience can help with infrastructure questions for GFHA if I could serve on the Board.

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

As a structural Engineer I've provided hundreds of investigation reports on various structures throughout Montana. I've also been involved in the construction industry which can be valuable to GFDA.

Additional comments:

Signature



Date:

5/8/20

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






**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>Tenant Commissioner</i>		Date of Application: <i>1-4-21</i>
Name: <i>Hyle W. LaFree</i>		
Home Address: <i>11006 7th. AVE. S.</i>		Email address: <i>Uiperwayne1000@gmail.com</i>
Home Phone:	Work Phone:	Cell Phone: <i>928) 303-5128</i> <i>IF NO ANSWER please leave voice mail</i>
Occupation: <i>BRC Coordinator</i>	Employer: <i>TJ MAXX</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <i>as long as I have notice in advance is all.</i>		
Related experiences or background: <i>n/a</i>		
Educational Background: <i>12+</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <i>Done Volunteer for a local Food Bank of another state. Volunteered at a Animal Rescue of another state. Try to Volunteer or donate things for others locally...</i>		
Previous and current public experience (elective or appointive): <i>n/a I'm still trying to get those Experience if know where to help out.</i>		
Membership in other community organizations: <i>Donate to our 2 favorite charities...</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 love to learn the experience and be able to help and represent other tenants...</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>Truthfully, I have NO experience and am willing to learn something new and get the experience...</i>	
Additional comments: <i>I would love to fill this position and be able to give back to my community and get the experience in return.</i>	
Signature 	Date: <i>1-4-21</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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Email:  
kartis@greatfallsmt.net



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Reappointment to the Library Board

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint one member to the Library Board for a five-year term through June 30, 2027.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (reappoint/not reappoint) Whitney Olson to the Library Board for a five-year term through June 30, 2027.”

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

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**Library Trustee Recommendation:** It is recommended that the City Commission reappoint Whitney Olson to the Library Board for a five-year term through June 30, 2027.

**Background:** Ms. Olson was appointed to the Library Board on July 18, 2017 to a five-year term from July 18, 2017 through June 30, 2022. Ms. Olson is interested and eligible for an additional term.

The Library Board met on June 28, 2022 and recommended reappointing Ms. Olson.

Purpose

The Library Board is comprised of five members who are appointed by the City Commission. The Board oversees the Library policies and operations including book policies and service to the City, County, and Pathfinder Federation of Libraries. Members serve for five-year terms, but no more than two full terms in succession, exclusive of time served on any unexpired term.

Continuing members of this board are:

Samantha DeForest	5/15/18 – 6/30/26
Anne Bulger	7/17/18 – 6/30/23
Jessica Crist	1/6/21 – 6/30/25
Jay Bradley Eatherly	4/5/22 – 6/30/24

Member interested in another term:

Whitney Olson	7/18/17 – 6/30/22
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**Attachments/Exhibits:**  
Application





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

**RECEIVED**

MAY 25 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: <b>Library Advisory Board</b>		Date of Application: <b>5.24.17</b>	
Name: <b>Whitney Olson</b>			
Home Address: <b>74 Gannon Dr GF MT 59404</b>		Email address: <b>whitneyolson@gmail.com</b>	
Home Phone: <b>788.6776</b>	Work Phone: <b>731.5240</b>	Cell Phone: <b>788.6776</b>	
Occupation: <b>Auto dealer</b>		Employer: <b>Bigon Ford</b>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <b>Although I am occasionally out of town.</b>			
Related experiences or background: <b>I manage the day to day operations of the oldest Great Falls auto dealership and oversee a staff of 54 employees.</b>			
Educational Background: <b>B.A. Religion, Reed College CMR class of 1997</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>Board member of the following: Animal Foundation of Great Falls, Paris Gibson square Museum, Voices of Hope, Montana Automobile Dealers Association</b>			
Previous and current public experience (elective or appointive): <b>None</b>			
Membership in other community organizations: <b>The dealership is a Pace Setter Company for United Way. The company or myself personally supports many community organizations.</b>			

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?

*I am the Chairman of the Montana Automobile Dealers' Association.*

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

*I absolutely love the Public Library. I support it financially and I'm an active patron. I think it's a great institution and I would love to give back.*

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

*I have board experience. I can read financial statements. I have fundraising experience. I'm fairly well versed in employment law.*

Additional comments:

*Thanks for the opportunity!*

Signature

*WLE*

Date:

*5.24.17*

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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Email:  
kartis@greatfallsmt.net



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Resolution 10470 – A Resolution declaring that the Advisory Commission on International Relationships member terms be tolled for the period of December 7, 2019 to May 25, 2022; and appoint new members to the Advisory Commission on International Relationships

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Adopt Resolution 10470, and appoint new members to the Advisory Commission on International Relationships.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10470, tolling the period of December 7, 2019 to May 25, 2022 and extending the terms for existing members of the Advisory Commission on International Relationships for a period of 30 months.”

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

3. Commissioner moves:

“I move that the City Commission (appoint/not appoint) Sandra Erickson, Kay Silk, Dr. Paul Eidson, and Susan Supolas to the Advisory Commission on International Relationships for three-year terms through March 31, 2025.”

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

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**Staff Recommendation:** Staff recommends that the City Commission adopt Resolution 10470 and appoint new members to the Advisory Commission on International Relationships. The ACIR Commission accepted responsibility of a hosting September 9-17, 2022 for a delegation of senior judges and attorneys from North Macedonia so it is crucial to have a full Commission appointed as soon as possible.

**Background:** Due to the COVID 19 pandemic, meetings along with other activities for the Advisory Commission on International Relations were placed on hold. Their last meeting was held on December



6, 2019 and since that time several member terms expired. Resolution 10470 is being proposed to extend the terms of the current members by 30 months to account for the break in meetings due to the pandemic. This would change the end date for terms from March 31<sup>st</sup> to September 30<sup>th</sup> for all members.

The ACIR Commission consists of nine (9) to eleven (11) members appointed by the City Commission. Except as provided by state law of City Commission Resolution, members must be qualified electors and residents of the City. Each member shall be appointed to hold office for a period of three years and until a successor is appointed and qualified. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. All members serve without compensation, and are subject to removal by the City Commission for cause upon written charges and after a public hearing.

During the ACIR's meetings on May 26, 2022 and July 7, 2022, appointed members were polled to determine interest in continuing with the Commission and applications from potential new members were reviewed. Below is a chart listing the current appointed members, their term dates and their status in continuing to serve.

Member	Term Start Date	Term End Date	New Proposed Term End Date	Status
Katheryn Craig	11/19/2014	3/31/2021	9/30/2023	Interested
Lana Kadoshnikov	4/18/2017	3/31/2023	9/30/2025	Interested
Charity Jacobson	4/18/2017	3/31/2023	9/30/2025	Interested
Sylvia Lindinger-Sternart	10/15/2019	3/31/2022	9/30/2024	Interested
Anna Schendel	12/19/2017	3/31/2023	9/30/2025	Interested
Sachin Jain	10/15/2019	3/31/2022	9/30/2024	Interested
Max Mauch	8/01/2017	3/31/2022	N/A	Resigned
Brian Nosich	4/18/2017	3/31/2020	N/A	Resigned
Jeanne Myers	5/21/2019	3/31/2022	N/A	Resigned

The City received several applications from citizen's to serve on the Commission including two past members.

Citizen	Proposed Term Start	Proposed Term End	Notes:
Sandra Erickson	6/21/2022	9/30/2025	Served from 4/16/13-3/31/19
Kay Silk	6/21/2022	9/30/2025	Served from 7/6/10-6/30/17
Dr. Paul Eidson	6/21/2022	9/30/2025	
Susan Supolas	6/21/2022	9/30/2025	
Rhian Prince	6/21/2022	9/30/2025	Unable to reach via phone provided
David Mariani	6/21/2022	9/30/2025	Will be moving soon

### Purpose

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. Duties as defined in the Official Code of the City of Great Falls OCCGF 2.7.040:

It shall be the duty of the Advisory Commission to:

- A. Provide support for the Sister Cities program in consultation and cooperation with its Board of Directors;
- B. Serve as a sounding board and a resource of advice and support for international exchange programs, including, but not limited to, city-to-city programs. The Advisory Commission is charged with identifying funding sources for these programs;
- C. Develop resources for and help facilitate educational exchanges particularly at the higher education level;
- D. Facilitate the community wide exchange of information among international programs;
- E. Develop community resources to support international programs; and
- F. Review and submit proposals and make recommendations to the City Commission regarding international programs and relationships.

#### Evaluation and Selection Process

Advertising has been done through the local media and on the City's website. The ACIR Commission met and reviewed the current applications during their meeting on May 26<sup>th</sup> and again on July 6<sup>th</sup>.

#### **Attachments:**

Resolution 10470

Applications from existing members looking to extend their terms

Applications from potential new members

**RESOLUTION NO. 10470****A RESOLUTION DECLARING THAT THE ADVISORY COMMISSION ON INTERNATIONAL RELATIONSHIPS MEMBER TERMS BE TOLLED FOR THE PERIOD OF DECEMBER 7, 2019 TO MAY 25, 2022.**

\*\*\*\*\*

**WHEREAS**, the Great Falls City Commission adopted Resolution 10341, on March 23, 2020, affirming a local emergency and acknowledging and defining the City Manager's power to declare an emergency and authorized the City Manager to exercise that authority; and

**WHEREAS**, Section 3e. of Resolution 10341 provided for the City Manager, using all available information from Federal/State/Local authorities, to possess and exercise the power to cancel meetings of City advisory boards that perform valuable advisory functions but are not legally required to act before final City action; and

**WHEREAS**, the Advisory Commission on International Relationships suspended meetings and all related functions from the period of December 7, 2019 to May 25, 2022; and

**WHEREAS**, the City Commission wishes to toll the expiration of the Advisory Commission on International Relationships members terms during the period of the pandemic and the suspension time frame; and

**WHEREAS**, at its meeting on May 26, 2022, the Advisory Commission on International Relationships voted to recommend that the City Commission adopt Resolution 10470.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:**

- 1) The Advisory Commission on International Relationships member terms are hereby tolled by 30 months for the period of December 7, 2019 to May 25, 2022; and
- 2) This Resolution is effective upon adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, July 19, 2022.

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 Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

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Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

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Jeffrey Hindoien, City Attorney





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

**RECEIVED**

OCT 03 2014

*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: 10/2/2014	
Name: Katheryn Craig			
Home Address: 2801 Acacia Way Great Falls, MT 59404		Email address: bondadosa57@gmail.com	
Home Phone: 406-952-1774	Work Phone: 406-771-4335	Cell Phone: 406-781-7995	
Occupation: Office Manager		Employer: MSU Fire Services Training School	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <i>No, I work 8-5 M-F</i>			
Are you a registered voter in Cascade County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Related experiences or background: I am an international adoptive parent and have traveled to South Korea twice to receive my children. I read a lot about international travel and issues.			
Educational Background: BS in Business Administration University of Great Falls, 1997			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: Garden manager of Salvation Army garden for past 5 years, Member of River Harvest board, member of Master Gardener steering committee. Previously, when I lived in Chouteau County I was a 4H leader for 9 years.			
Previous and current public experience (elective or appointive): election judge in Chouteau County and Cascade County, jury member several times			

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?

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

I am very interested in international relationships and want to serve my community. I found International Business one of the most fascinating of my college courses.

I would enjoy the opportunity to meet and interact with people from other countries and in some small way enhance our country's relationships with the rest of the world.

As an international adoptive parent I think this is of utmost importance.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I read Spanish well though my conversation skills are lacking. Last year I took a Spanish for Business course through MSU.

Additional comments: In 1991 I wrote an article which was published in a Russian farm magazine and I received in response over 20 letters from families around Russia who had read it. I had to have them translated but I treasured each one and answered each one.

Signature

*Katheryn Craig*

Date:

*10-2-2014*

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:  
jthares@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:		Relations	Date of Application:
Advisory Commission on International			1/24/17
Name: Lana Kadoshnikov			
Home Address:		Email address:	
154 Sunflower Ln, Great Falls MT		LANA.KADOSHNIKOV@JCCSCPA.COM	
Home Phone: 406	Work Phone: 406-	Cell Phone: 406-	
727-2914	761-2820	788-7478	
Occupation:		Employer:	
Accountant			
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: Hosted ACIR guests during the last 10 yrs.			
Educational Background: MBA from Fresno State (CA)			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: Previous Board member: Childrens Museum of Montana United Way of Cascade County Great Falls Community Food Bank			
Previous and current public experience (elective or appointive): none			
Membership in other community organizations: Treasurer for Boy Scout Troop 1028			

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 lost experience with ACIR.</i>	
Additional comments:	
Signature <i>S Kadoshnik</i>	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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Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



RECEIVED

Agenda #6.



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

JAN 26 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: 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 ☐ 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?  
A.C.I.R.

Are you currently serving on a Board? Yes ☐ No ☒ 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

*C. Jacobson*

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  
(PLEASE PRINT OR TYPE)**

Agenda #6.

*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: 08/21/2019	
Name: Sylvia Lindinger-Sternart, PhD			
Home Address: 113 17th Street N, Great Falls, MT-59405		Email address: Sylvia.LindingerSternart@uprovidence.edu	
Home Phone:	Work Phone: 406 791 5353	Cell Phone: 517 755 8147	
Occupation: Assistant Professor Counseling		Employer: University of Providence	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)  No			
Related experiences or background: As an international faculty from Austria, it is my passion to provide my professional and personal experience for the benefit of the community of Great Falls. Please see my attached CV for your review.			
Educational Background: Degree in Mechanical Engineering, BA in Psychology, MS in Clinical Psychology, MA in Counseling, PhD in Counseling. Please see my CV for your review.			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: I served as the director of the Counseling program from 2016 to 2019 at the University of Providence. As an assistant professor I have taught many different graduate courses and I shepherded the CACREP accreditation process successfully within the last years of my service. I am a member of the Cascade County Mental Health Local Advisory Council serving for the Suicide Prevention Committee since 2016 until present.			
Previous and current public experience (elective or appointive): I serve as a member of the Cascade County Mental Health Local Advisory Council from 2016 until present (Suicide Prevention Committee).			
Membership in other community organizations: Cascade County Mental Health Local Advisory Council (Suicide Prevention Committee) Great Falls Counseling Association			



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?

I serve as a member of the Cascade County Mental Health Local Advisory Council from 2016 until present (Suicide Prevention Committee).

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

I serve as a member of the Cascade County Mental Health Local Advisory Council from 2016 until present (Suicide Prevention Committee).

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

As I am an international faculty from Austria, Europe, I would like to share some of my gained expertise regarding cultural competencies as well as expand my knowledge related to international relationships in any capacity - either in provision of mental health or other business.

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

I am passionate about international affairs and relationships and believe I could contribute to the Advisory Commission on International Relationships of Great Falls in Montana. I have earned a Doctor of Philosophy in Counselor Education & Supervision at the University of Toledo. In addition, I hold a Master of Science in Clinical Psychology from University of Salzburg, Austria and a Master of Arts in Counseling from Bowling Green State University. I am licensed as a Professional Counselor in Ohio and have earned a Nationwide Certificate in Rehabilitation Counseling. During the past years in the mental health field, I have gained clinical experience in individual and group counseling at various settings in different countries. I have served in a Psychosomatic Clinic, Psychiatric Clinics, and Inpatient Clinic for Women with Substance Use Disorders, a College Counseling Center and in a Private Practice. My particular passion is to work with diverse populations across the globe in various areas. I have presented and published nationally and internationally. I bring also experience from my previous profession as a project manager for significant engineering projects in my native country of Austria. I transitioned from engineering to counselor education by completing a MS degree in Psychology at the University of Salzburg, Austria where I majored in clinical psychology and minored in organizational and health psychology. I served as an Assistant Professor at Penn State University before she started her position in the University of Providence in fall 2015.

Additional comments:

I hope you consider my interest and application to serve on the ADVISORY COMMISSION ON INTERNATIONAL RELATIONSHIPS of Great Falls. Please contact me via email if you have any further questions.

Signature

*Sylvia Lindenberg-Mernast, PhD*

Date:

08/26/2019

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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Email:  
kartis@greatfallsmt.net

**SYLVIA LINDINGER-STERNART, PhD**

Doctor of Philosophy in Counselor Education  
 M.S., M.A, CRC, LPC (Ohio - C.1000.466), LCPC (Montana - LCPC-LIC-17425)  
 (CACREP accredited doctoral program)

113 17<sup>th</sup> Street North  
 Great Falls, MT 59401  
 Cell: 517-755-8147

Email: [Sylvia.Lindingersternart@uprovidence.edu](mailto:Sylvia.Lindingersternart@uprovidence.edu)  
 Email: [SLS\\_PhD@outlook.com](mailto:SLS_PhD@outlook.com)

**EDUCATION**


---

2014	Ph.D., Counselor Education & Supervision (CACREP accredited doctoral program) Dissertation: A career-counseling needs assessment of mothers in the criminal justice system: A test of Levinson's theory	University of Toledo, U.S.
2011	MRC Master of Rehabilitation Counseling	Bowling Green State University, U.S.
2007	M.S., Master of Science in Psychology Major: Clinical Psychology Minors: Organizational & Industrial Psychology And Health Psychology Thesis: Life review. How is reflecting life and consequences in older individuals?	University of Salzburg, Austria
2005	Exchange Student Study abroad program: Psychology (fall 2005 and spring 2006)	Bowling Green State University, U.S.
2003	B.S., Bachelor of Science in Psychology	University of Salzburg, Austria
1980	B.S., Bachelor of Arts in Mechanical Engineering	College Technology, Linz, Austria

**LICENSES / CERTIFICATES**


---

2016	State License LCPC (Montana) (LCPC-LIC-17425)	Counselor, Social Worker, and
2012	State License LPC (Ohio) (C.1000.466)	Marriage & Family Therapist Board
2011	National Certificate in Rehabilitation Counseling (00114867)	Commission on Rehabilitation Counseling Certification
2008	Certificate in Psychotherapy (50 Credit hours) Theoretical & Practical Training with Distinction	University of Salzburg, Austria
1995	Certificate in Computer Aided Design (AutoCAD)	WIFI, Linz, Austria



**REFEREED JOURNALS**

- 2018 Patel, A. K., Tiwari, S. K., Singh, S., & Lindinger-Sternart, S. (2018). Self-esteem and life satisfaction among university students of Eastern Uttar Pradesh of India: A demographical perspective. *Indian Journal of Positive Psychology*, 48, 1-17.
- 2017 Lindinger-Sternart, S., Laux, M. J., Jain, S., Kakkar, S. (2017). Testing Levinson's Theory using a sample of mothers in the criminal justice system. *Vistas*, 48, 1-17.
- 2016 Laux, M. J., DuFresne, R., Arnekrans, A. K., Lindinger-Sternart, S., Roseman, C. J., Wertenberger, A., Calmes, S., Love, D., Schultz, J. & Burck, A. (2016). Assessing the accuracy of the substance abuse subtle screening inventory-3 using DSM-5 criteria. *The Professional Counselor*, 6(2), 121-133. doi:10.15241/jl.6.2.121
- 2014 Lindinger-Sternart, S. (2015). Help- behaviors of men for mental health and the impact of diverse cultural backgrounds. *International Journal of Social Science Studies*, 3(1), 1-5. doi: 10.11114/ijsss.v3i1.519
- 2014 Lindinger-Sternart, S., & Piazza, N. (2015). Major ethical considerations and technological challenges related to distance professional services. *International Journal of Social Science Studies*, 3(1), 104-110. doi: 10.11114/ijsss.v3i1.620
- 2012 Lindinger-Sternart, S., & Laux, J. (2013). The life reflection and consequences of elderly persons' relationships: An empirical study. *Adultspan Journal*, 12(2), 80-90.

**NON-REFEREED JOURNALS**

- 2014 Lindinger-Sternart, S. (2014). Globalization of counseling: Increasing mental health throughout the world. *Chi Sigma Iota The Ram Report*, 3, 3.

**BOOK CHAPTER**

- 2019 Romedinger, R., Lindinger-Sternart, S., Kaur, V. (2019). Interacting Factors Between Physical Health, Mental Health, and A Long Quality Life. Chapter Mindfulness. (Research Monograph).

**IN PREPARATION**

- 2018 Lindinger-Sternart, S. (2014). Self-care and test-taking success in male college students: The impact of positive psychology intervention and the mindfulness intervention of diaphragmatic breathing on anxiety and test-taking success., The University of Providence, Great Falls, MT, (Manuscript in progress)
- 2017 Lindinger-Sternart, S. (2014). Attitudes toward virtual professional counseling: Examining the roles of cultural backgrounds, gender, personality factors, and estimated problems toward face-to-face and synchronous distance professional counseling via the Internet in college students. (Manuscript in progress)

## SYLVIA LINDINGER-STERNART, PhD

## RESEARCH PROJECTS

- 2017 Lindinger-Sternart, S., Altschwager, S., Rowe-Watson, R. (2016). *Sensory processing patterns in children diagnosed with Autism Spectrum Disorder: The impact of Equine Facilitated Counseling and Brain Balance Program on overall severity of Autism symptoms.*, The University of Great Falls, Great Falls, MT, (IRB-Approval submitted August 14, 2016)
- 2017 Lindinger-Sternart, S., & Dollar, C. (2016). *Self-care and Test-taking Success in Male College Students: The Impact of Positive Psychology Intervention and the Mindfulness Intervention of Diaphragmatic Breathing on Anxiety and Test-taking Success.*, The University of Great Falls, Great Falls, MT, (IRB-Approval April 26, 2016)
- 2015 Lindinger-Sternart, S. (2015). *Attitudes toward virtual professional counseling: Examining the roles of cultural backgrounds, gender, personality factors, and estimated problems toward face-to-face and synchronous distance professional counseling via the Internet in college students*, The Pennsylvania State University, University Park, PA, (IRB-00001369)
- 2014 Lindinger-Sternart, S. (2014). *A career-counseling needs assessment of mothers in the criminal justice system: A test of Levinson's theory.* (Dissertation). Advisor: Prof. John Laux. University of Toledo, Ohio, U.S.
- 2012 Garrett-Ruffin, S., & Lindinger-Sternart, S. (2011, March). *Using inoculation theory to explore the effects of a You-Tube video on body image among women aged 18-25 years old.* Bowling Green State University, Bowling Green, Ohio.
- 2007 Lindinger-Sternart, S. (2007). *Life review: Reflecting life and consequences in older individuals.* (Master's thesis). Advisor: Prof. Urs Bauman. University of Salzburg, Salzburg, Austria.
- 2005 Yugo, J. E., McInroe, J., Lindinger-Sternart, S., & Fritz, C. (2006). *Understanding teaching: Determining age-related differences in stressors and resources.* Education and Research Center's grant funded research project at Bowling Green State University, Bowling Green, Ohio.

## GRANT APPLICATIONS

- 2018 Lindinger-Sternart, S. (2018). Applied to Cross Charitable Foundations (\$ 35,000). *Short-term Study Abroad for Graduate Students in Clinical Mental Health Counseling.* University of Providence, Great Falls, MT (Not funded).
- 2014 Lindinger-Sternart, S., & Piazza, N. (2014). Applied with co-PI to OHIO HUMANITIES COUNCIL (\$ 4,800). *Enhancement of Cultural Sensitivity in Society.* University of Toledo, Toledo, OH (Not funded).



## SYLVIA LINDINGER-STERNART, PhD

## ACADEMIC PRESENTATIONS

- 2018 Lindinger-Sternart, S., Dollar, C., Wingerter, C., & Pence, M. (2018, September). *Effects of Addiction on Infants and Children*. Presentation at the Great Falls Counseling Association Conference, University of Providence, Great Falls, MT.
- 2018 Lindinger-Sternart, S. (2016, March). *Supervision and Counseling of Challenging Clients: Psychosis and Serious Mental Health Disorders*. Presentation and training for supervisors in the community (Approved by the Montana Board of Behavioral Health) presented at the University of Providence, Montana.
- 2017 Lindinger-Sternart, S. (2016, March). *Prevention of Burnout in Clinical Supervisors*. Presentation and training for supervisors in the community (Approved by the Montana Board of Behavioral Health) presented at the University of Providence, Montana.
- 2018 Lindinger-Sternart, S. (2018, May). *Domestic Violence*. Presentation and training for coordinators and employees for mental health services in the Indian Reservation Rocky Boy (presented at the Indian Reservation Rocky Boy, Montana).
- 2017 Lindinger-Sternart, S. (2016, March). *Prevention of Burnout in Clinical Supervisors*. Presentation and training for supervisors in the community (Approved by the Montana Board of Behavioral Health) presented at the University of Providence, Montana.
- 2016 Lindinger-Sternart, S., Jain, S., & Therthani, S. (2016). *Examining Attitudes Toward Virtual Professional Counseling in College Students*. Study presented at the 8<sup>th</sup> EAI International Conference on e-Infrastructure and e-Services for Developing Countries, Ouagadougou, Burkina Faso.
- 2016 Lindinger-Sternart, S. (2016). *Prevention of Suicide: Community Project with Applied Logic Model*. Presentation and consultation for the implementation of a suicide community project in Great Falls, Montana.
- 2016 Lindinger-Sternart, S. (2016, June). *Motivational Interviewing: Theory and Application*. Presentation and training for coordinators for homeless veterans in the state of Montana (presented in Great Falls, Montana).
- 2016 Lindinger-Sternart, S. (2016, March). *Supervisory Training: Supervision models and application*. Presentation and training for supervisors in the community (Approved by the Montana Board of Behavioral Health) presented at the University of Great Falls, Montana.
- 2014 Jain, S., & Lindinger-Sternart, S. (2014, March). *Emotional intelligence: Imperative for the organizationally relevant outcomes for school counselors*. Poster presented at the American Counseling Association (ACA) conference in Honolulu, Hawaii.
- 2014 Lindinger-Sternart, S. (2014, February). *Alcohol and Substance Use Disorders and Cognitive-Behavioral Interventions*. Presentation at the National Seminar on Emerging Trends in Applied Psychology, VBS Purvanchal University, Jaunpur, India.
- 2013 Lindinger-Sternart, S., Chakaryan, H., Dong, Y-F., & Kuzubova, K. (2013, April). *Experiences and perceptions of international students who pursue a counseling degree in the United States*. Moderated a roundtable discussion at the Spring Conference of Ohio Association for Counselor Education and Supervision, Columbus, Ohio.
- 2013 Lindinger-Sternart, S. (2014, March). *Eating disorders: Diagnosis and Treatment*. Presentation for clinicians at the College Counseling Center at the University of Toledo, Ohio.



## SYLVIA LINDINGER-STERNART, PhD

- 2012 Lindinger-Sternart, S. (2012, April). *Life review in elderly: An empirical study*. Poster presented at the 19<sup>th</sup> Annual Symposium on Research in Psychiatry, Psychology, & Behavioral Sciences, Toledo, Ohio.
- 2012 Garrett-Ruffin, S., & Lindinger-Sternart, S. (2011, March). *Using inoculation theory to explore the effects of a You-Tube video on body image among women aged 18-25 years old*. Poster presented at the American Counseling Association's Annual Conference, New Orleans, Louisiana.

## TEACHING EXPERIENCE

## ASSISTANT PROFESSOR (Tenure-track)

2018	MSC 606: Multicultural Competence in Counseling	University of Providence, U.S.
2018	MSC 527: Evidence Based Practice & Outcome Ev.	University of Providence, U.S.
2018	MSC 517: Techniques of Counseling	University of Providence, U.S.
2018	MSC 607: Group Counseling	University of Great Falls, U.S.
2018	MSC 516: Research and Statistics in Counseling	University of Great Falls, U.S.
2018	MSC 553: The Addicted Client	University of Great Falls, U.S.
2017	MSC 606: Multicultural Competence in Counseling	University of Providence, U.S.
2017	MSC 527: Evidence Based Practice & Outcome Ev.	University of Providence, U.S.
2017	MSC 517: Techniques of Counseling	University of Providence, U.S.
2017	MSC 607: Group Counseling	University of Great Falls, U.S.
2017	MSC 516: Research and Statistics in Counseling	University of Great Falls, U.S.
2017	MSC 553: The Addicted Client	University of Great Falls, U.S.
2016	MSC 606: Multicultural Competence in Counseling	University of Great Falls, U.S.
2016	MSC 597: Advanced Internship Counseling (Concentration on REBT Counseling)	University of Great Falls, U.S.
2016	MSC 500: Professional Orientation and Ethics	University of Great Falls, U.S.
2016	MSC 617: Advanced Techniques in Counseling	University of Great Falls, U.S.
2016	MSC 597: Advanced Internship Counseling (Concentration on Child Counseling)	University of Great Falls, U.S.
2016	PSY 241: Theories of Helping	University of Great Falls, U.S.
2015	MSC 512: Theories in Counseling	University of Great Falls, U.S.
2015	MSC 596: Advanced Internship Counseling (Concentration on REBT Counseling)	
2015	MSC 500: Professional Orientation and Ethics	University of Great Falls, U.S.
2015	MSC 512: Theories in Counseling	University of Great Falls, U.S.

## ASSISTANT PROFESSOR (Visiting Professor)

2015	CNED 525: Assessment & Testing in Counseling	Penn State University, U.S.
2015	CNED 595A: Practicum, Section 3	Penn State University, U.S.
2015	CNED 595G: Internship, Section 2	Penn State University, U.S.
2015	RHS 302: Client Assessment Rehabilitation & Human Services	Penn State University, U.S.

## SYLVIA LINDINGER-STERNART, PhD

2014	CNED 501: Theories in Counseling, Section 2	Penn State University, U.S.
2014	CNED 526: Research in Counseling	Penn State University, U.S.
2014	RHS 302: Client Assessment Rehabilitation & Human Services	Penn State University, U.S.

## GRADUATE ASSISTANT (Instructor of Record)

2014	COUN 4240: Alcohol & Subst. Abuse Techniques	University of Toledo, U.S.
2013/14	COUN 3140: Prevention of Alcohol and Substance Abuse	University of Toledo, U.S.
2012/13	COUN 4240: Alcohol and Substance Abuse Treatment	University of Toledo, U.S.
2011/12	COUN 3220: Theories in Mental Health	University of Toledo, U.S.

## GRADUATE ASSISTANT (Supervision of Masters' Students)

2012/13	COUN 5190: Counseling Practicum	University of Toledo, U.S.
2011-13	COUN 7140: Counseling Theories and Advanced Techniques	University of Toledo, U.S.

## ACADEMIC ADVISING/SUPERVISION EXPERIENCE

## ASSISTANT PROFESSOR (Tenure-track)

2018	Master of Science in Counseling: Graduates (Academic Individual Supervision)	University of Providence, U.S.
2017	Master of Science in Counseling: Graduates (Group supervision & Individual Supervision)	University of Great Falls, U.S.
2016	Master of Science in Counseling: Graduates (Group supervision)	University of Great Falls, U.S.
2016	Psychology: Undergraduate students	University of Great Falls, U.S.
2015	Psychology: Undergraduate students	University of Great Falls, U.S.
2015	Counselor Education: Supervision doctorates (Individual supervision)	Penn State University, U.S.
2015	Counselor Education: Supervision graduates	Penn State University, U.S.
2014	Master of Arts in Counseling: Graduates (Triadic supervision)	University of Toledo, U.S.
2013	Master of Arts in Counseling: Graduates	University of Toledo, U.S.

## CLINICAL EXPERIENCE (Service and Internships)

2017 – present	<b>Rocky Front Counseling</b> , Counseling Agency Duties: Diagnostic, treatment planning, Individual counseling, couple counseling, psychological assessments	Great Falls, Montana, U.S.
2015 – 2016	<b>Center for Mental Health</b> , Community Agency Duties: Diagnostic, treatment planning, Individual counseling, psychological assessments	Great Falls, Montana, U.S.



## SYLVIA LINDINGER-STERNART, PhD

2013 - 2012	<b>College Counseling Center</b> , University Duties: Diagnostic, treatment planning, Individual counseling, psychological assessments Group counseling: Trauma, Eating disorders	University of Toledo, U.S.
2011	<b>Allies for Mental Health</b> , Private Practice Duties: Diagnostic, treatment planning, Individual counseling, psychological assessments Couple counseling, family counseling	Great Falls, Montana, U.S.
2010	<b>Devlac Hall</b> , Inpatient Clinic Substance Abuse Duties: Diagnostic, treatment planning, Individual counseling for comorbid disorders Group counseling: Trauma, relapse prevention	Bowling Green, Ohio, U.S.
2009	<b>Psychiatric Clinic</b> , Klinikum Wels, Psychiatry In-patient Psychiatry – Acute and intensive Psychia Duties: Diagnostic, psychological testing, Rorschach Test, individual psychotherapeutic interventions	Wels, Austria
2007	<b>Psychiatric Clinic</b> , Wagner-Jauregg, Psychiatry, Neurology, & Neurosurgery. Neurology Department Duties: Diagnostic, neuro-psychological assessment cognitive training, psychotherapeutic interventions	Linz, Austria
2004	<b>Psychosomatic Clinic</b> , Adula Clinic for Psychosomatic and Psychotherapy. Inpatient Department, Intense Psychotherapy; Duties: Diagnostic, crisis interventions, therapy; Applied psychotherapeutic treatments: Bonding Therapy– Intense trauma treatment; Psychodynamic therapy, CBT, systemic therapy; Settings: individual, group, and family therapy	Obersdorf, Germany

### ADDITIONAL CAREER EXPERIENCE

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#### INDUSTRY/BUSINESS TECHNOLOGY

1997- 2004	Job title: <b>Leading project manager</b> in electrical engineering/technology Accomplishments: Profitable projects	VA Tech Elin EBG, Linz, Austria
1980- 1997	Job title: <b>Technical engineer</b> Accomplishments: 3-D designing of technological equipment with Computer Aided Design (AutoCAD), programming (AutoLISP)	VA Tech Elin EBG, Linz, Austria

## SYLVIA LINDINGER-STERNART, PhD

**SIGNIFICANT LEADERSHIP EXPERIENCE**


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2016-2019	<b>Program Director M.S. in Clinical Mental Health Counseling (MSC)</b> Accomplishments: CACREP Accreditation Liaison - Submission of Self-study within 12 months of service Received CACREP Accreditation 07.31.17	University of Providence, MT, U.S.
1997- 2004	<b>Leading Project Manager</b> Accomplishments: Profitable projects Annual Revenue: 3 Million Euros	VA Tech Elin EBG, Linz, Austria

**SIGNIFICANT ACCOMPLISHMENTS**

## ACCREDITATION

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2016- Present	(CACREP) <b>Accreditation Liaison</b> Established a Counselor Education <b>Advisory Council</b> , Provision of <b>Supervisory Training</b> <b>Self-Study submitted</b> on July 6 <sup>th</sup> , 2016 <b>Received CACREP Accreditation 07/2017</b> <b>Received Full CACREP until 2025 07.2019</b>	University of Great Falls, MT, U.S.
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2016	Initiation <b>Taskstream</b> / Implementation In the MSC program - Electronic Assessment For Student Performances and ePortfolios	University of Great Falls, MT, U.S.
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## INVITED KEY NOTE SPEAKER

2016	Presentation for Mental Health Professionals <b>Prevention of Bullying</b>	Benjamarsin University, Borneo Indonesia
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## CONSULTATION

2014	Proposal for development of a <b>College Counseling Center (CCC)</b>	Ashoka University, New Delhi, India
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## HUMANITY/COMMUNITY

2009	<b>Launched Private Initiative Donations</b> to support flood victims in India	Ennsdorf, Upper Austria, Austria
2007	Launched a program for <b>Healthy Communities</b> (physical and mental health)	Micheldorf, Upper Austria, Austria

## SYLVIA LINDINGER-STERNART, PhD

## INDUSTRY/BUSINESS TECHNOLOGY

- 1997-2004 **Profitable project management** and VA Tech Elin EBG, Linz, Austria  
 Excellent key account management in  
 Electrical Engineering/Technology:  
 (Electricity for 150 trains); annual revenue  
 of 3 million Euros.
- 2003 **Led Team of International Business Partners** VA Tech Elin EBG, Linz, Austria  
 at leadership development training to set future  
 goals for collaborations
- 1998 **Evaluation and Analysis of job satisfaction** Quelle GmbH, Linz, Austria  
 through developed surveys in two  
 administrative departments.  
**Launching workshops successfully** to  
 challenge the reported problems in employees.  
 Title: *Communication competences and  
 enhancement of self-esteem.*

## PROFESSIONAL DEVELOPMENT

## SERVICE TO THE COUNSELING PROFESSION

- 2018 Symposium Indian Family Health Clinic, Great Falls, Montana, U.S.  
 Addiction and Suicide Prevention
- 2017 CACREP Accreditation of M.S. Program Great Falls, Montana, U.S.
- 2016 Community Health Improvement Symposium Great Falls, Montana, U.S.
- 2015 Proposal Global Competence to Foster Diversity State College, PA, U.S.
- 2015 Proposal International Committee ACA  
 (Vision, Mission, Values)
- 2014 Inauguration Function CACREP President Jaunpur, India
- 2014 OACES - Program Reviewer Kansas City, Kansas, U.S.
- 2012 North Central ACES - Program Reviewer Columbus, Ohio, U.S.
- 2009 ORA Conference - Volunteer Columbus, Ohio, U.S.

## TRAININGS &amp; WORKSHOPS ATTENDED

- 2018 Art Therapy and Counseling Pre-Conference, ACA, Atlanta, U.S.
- 2018 Effective Couple Counseling Techniques Pre-Conference, ACA, Atlanta, U.S.
- 2016 CBT for Children - Trauma Focused Center for Mental Health, MT, U.S.
- 2015 Certificate DDC Distance Counseling Training Renewed Vision Couns. Services, U.S.
- 2015 Introduction to Telemental Health Institute for Research, Training, & Ec
- 2015 Educational Equity Strategic Planning to Penn State University, PA, U.S.  
 Foster Diversity
- 2015 Foundation Grants: A Systematic Approach to Social Science Research Institute, U.S.  
 Private Foundation



**SYLVIA LINDINGER-STERNART, PhD**

2015	The Grant-Writing & Review Process at NIH	Social Science Research Institute, U.S
2015	Advice from Hiring Committees - Plenary	Penn State University, PA, U.S.
2015	Working Effectively with a Co-Teacher	Schreyer Instit. Teaching Excellence
2015	Building Your Teaching Confidence	Schreyer Instit. Teaching Excellence
2015	Certificate DDC Distance Counseling Training	Renewed Vision Counseling Serv., U.S.
2014	Using Item Analysis to Improve Multiple Choice Tests	Penn State University, PA, U.S.
2014	Assessments to Improve Teaching & Learning	Penn State University, PA, U.S.
2014	Recognizing and Reporting Child Abuse	Penn State University, PA, U.S.
2013	Mindfulness Therapy – Individual/Group	Cincinnati, Christian University, U.S.
2012	Cognitive Process Therapy – Individual/Group	Cincinnati, VA Hospital, Ohio, U.S.
2010	Understanding Needs of Military Service Members and Their Families	Bowling Green, Ohio, U.S.
2005	Creative Methods for Psychotherapy	Munich, Germany
2004	Bonding - Psychotherapy – George Rick (NYC)	Oberstdorf, Germany
2001	Communication for Female Leaders	WIFI, Linz, Austria
2000	Project Management Training (50 clock hours)	Vienna, Austria
1999	Leadership in Industry & Business	Vienna, Austria
1998	Economy and Pedagogies (2 semesters)	College of Education, Linz, Austria
1996	Play and Pedagogies (4 semesters)	College of Education, Linz, Austria

**CONFERENCES ATTENDED**

2017	American Counseling Association (ACA)	San Francisco, CA
2016	American Counseling Association (ACA)	Montreal, Canada
2015	American Counseling Association (ACA)	Orlando, Florida
2014	American Counseling Association (ACA)	Honolulu, Hawaii
2014	National Seminar on Emerging Trends in Applied Psychology	Jaunpur, India
2013	American Counseling Association	Cincinnati, Ohio
2012	All Ohio Counseling Association	Columbus, Ohio
2012	Symposium Psychiatry, Psychology, and Behavioral Sciences	Toledo, Ohio
2011	American Counseling Association (ACA)	New Orleans, Louisiana
2009	Ohio Rehabilitation Association (ORA)	Columbus, Ohio
2008	Congress of Gerontology	Linz, Austria
2007	Congress of Psychology and Spirituality	Salzburg, Austria
2005	Congress of Clinical Psychology	Dresden, Germany
2004	Congress of Prenatal Psychology	Salzburg, Austria

**ADDITIONAL SKILLS & QUALIFICATIONS**

Computer Skills	Microsoft Office, Access, Statistical Package for Social Sciences (SPSS)
Language Skills	German (native), English (advanced), French (basic)
System Analysis	Determining how an organizational system should work and how Changes in functions and environment will affect outcomes.
Online Education Tools	Blackboard, Angel, Moodle
Assessment Tool	Taskstream

**SYLVIA LINDINGER-STERNART, PhD****AWARDS AND HONORS**

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- 2010 Award – Fritz-Freyschlag for Solidarity and Humanity, Linz, Austria  
 2009 Award – Excellent Assistance of International Students, BGSU, Bowling Green, Ohio, U.S.  
 2004 Award - Winner of International Creative Competition, Painting, Linz, Austria  
 2003 Award - Winner of International Creative Competition, Painting, Linz, Austria  
 2001 Award - Leonardo - Process Oriented Improvements in Organizations, Linz, Austria

**PROFESSIONAL AFFILIATIONS**

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American Counseling Association (ACA)  
 Association for Multicultural Counseling and Development (AMCD)  
 American Rehabilitation Counseling Association (ARCA)  
 Association for Counselor and Education and Supervision (ACES)  
 Ohio Counseling Association (OCA)  
 Chi Sigma Iota (CSI)

**PROFESSIONAL SERVICE**

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Present Leader of Research Team (Suicide Prevention Project)	Local Advisory Board
Present Committee for Student Appeals	University of Providence
Present Graduate Council for Graduate Programs	University of Providence
Present Council for Accreditation of Counseling & Related Educational Programs (CACREP) Accreditation Liaison (UGF)	University of Great Falls
Present Committee Member for Curriculum Development (3. Year)	University of Providence
2015 Judge for Speech Competition – Undergraduate Students	University of Great Falls
2015 Judge for Graduate Research Symposium,	Penn State University
2015 Volunteer Student Discussion - Social Justice, Race, & Racism	Penn State University
2015 Affiliate Member Commission on Racial/Ethnic Diversity	Penn State University
2014 – Volunteer (CORED) Spring Symposium – Diversity	Penn State University
2015 Volunteer Workshop Enhancing Diversity & Cultural Sensitivity	Penn State University
2015 Affiliate Member Diversity & Community Enhancement	Penn State University
2014 – Committee (DCED) College of Higher Education	

**ADDITIONAL INTERESTS**

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Painting	First exhibition painting, Linz, Austria, Europe, 2004
Physical activities	Yoga, jogging, hiking
Mindfulness meditation	Eastern Philosophies & Western Philosophies
Cooking	Preference to cook healthy and international meals
Environment protection	Volunteering - environment protection projects, Austria
Travel experience	33 European countries, Africa, Singapore, Malaysia, Borneo, United States, India, Brazil, Canada, Japan, Indonesia

**Publication - Signature of Montana**

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<https://www.signaturemontana.com/features/summer-2017/>





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

**RECEIVED**

NOV 29 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: <i>Advisory Commission on International Relationships</i>		Date of Application: <i>November 28, 2017</i>
Name: <i>Anna Schendel</i>		
Home Address: <i>2507 12th Ave S Apt. 110 Great Falls, MT 59405</i>		Email address: <i>anichka.cheb@gmail.com</i>
Home Phone:	Work Phone:	Cell Phone: <i>406-380-0641</i>
Occupation: <i>full-time student - Pre-Nursing</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>2 years of experience in Volunteer Coordinator work with international students (through cultural exchange program in Russia)</i>		
Educational Background: <i>Foreign Languages (English, German) and Linguistics - Chuvash State University, Russia.</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities:		
Previous and current public experience (elective or appointive):		
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?

Please describe your interest in serving on this board/commission? *As an individual who is passionate about investing in this community, I seek to utilize my background and experience being born and raised in Russia, to provide insight and understanding to this advisory board, which I feel has the ability to make great positive change locally as well as internationally*

Please describe your experience and/or background which you believe qualifies you for service on this board/commission? *Despite the lack of experience in serving on a Board, I have a great international perspective to offer, as I have a degree in Foreign Languages and Linguistics from Russian University.*

Additional comments:

Signature

*Anna Schendel*

Date:

*4/28/2017*

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.

**Return this form to:**

City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net

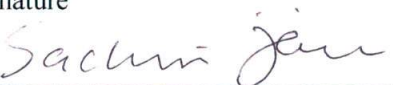




**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

*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:		Date of Application:	
ADVISORY COMMISSION ON INTERNATIONAL RELATIONSHIPS		08/16/2019	
Name:			
Sachin Jain			
Home Address:		Email address:	
113 17th Street North, Great Falls MT 59401		sachin.jain@uprovidence.edu	
Home Phone:	Work Phone:	Cell Phone:	
208-779-0323		208-779-0323	
Occupation:		Employer:	
Director & Associate Professor Counseling		University of Providence	
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 was born in India moved to USA 15 years ago. I completed Ph.D in Counselor Education and Supervision at the University of Wyoming and have provided services in over 30 countries. I am licensed professional counselor and certified K-12 Mathematics & Physics teacher.			
Educational Background: Bachelors of Commerce, CSJM Kanpur University, Kanpur, India. M.A., Applied Psychology (Clinical Psychology), V.B.S. Purvanchal University, Jaunpur, India. PhD, University of Wyoming, Laramie, WY.			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: I have published two books, 35 articles in peer-reviewed journals and numerous presentations and book chapters. Some of the awards include the "Outstanding Dissertation in Counseling" from the American Educational Research Association; "Outstanding contribution to scholarship" awarded by the University of Idaho; "Advocacy Award" from Association for Multicultural Counseling and Development.			
Previous and current public experience (elective or appointive): I was the past President of Indian Association of Mental Health counselors, member of the American Counseling Association's International committee & Council for Accreditation of Counseling & Related Educational Programs' international steering committee. In past I had taught in counselor education programs at the Oakland University, University of Texas-Pan American, University of Idaho and served in the Michigan Army National Guard. He has received 30 grants including from Humanities councils at Michigan, Texas, Idaho and Wyoming.			
Membership in other community organizations: American Counseling Association- Member Association for Counselor Education and Supervision- Member Association for Multicultural Counseling and Development- Member Great Falls Counseling Association- Treasurer (2019-Present)			

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? Growing up as a minority in a country where I was denied access to opportunities just by my last name, have led to the development of a passion in me to see all humans on the same level regardless of race, sex, cultural background or socioeconomic status. The counselor and the educator parts of me always deal with cultural diversity in my counseling sessions with clients, in each meeting with my colleagues and students, and every such moment is a moment of spiritual growth for me. These moments help me to feel the common thread among individuals, to break from my shell, and to feel the beauty of the world outside my own beliefs. I believe participating on the Advisory Commission on International Relationships will give me a platform to provide community-engaged service.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? As an international graduate student during my doctoral program, I was greatly impacted by a white racial identity workshop during the 2004 American Counseling Association convention. The statement within that workshop that prompted my journey on social justice was "Anyone who is non-White is a Black". Following my experience in that workshop, I felt compelled to develop workshops that provided a more global and culturally inclusive discussion of multicultural issues. In the past fifteen years, I have had 35 refereed publications, 40 funded research projects, and more than 50 paper presentations at the international, national and regional level. I believe my experience will help ACIR for facilitating international programs in Great Falls.	
Additional comments:	
Signature 	Date: 08/26/2019

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:**

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Email:  
kartis@greatfallsmt.net





**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.  
Applicants must be qualified electors of Cascade County. This application subject to Montana Right to Know laws.*

Board/Commission Applying For: Advisory Commission on International Relationships		Date of Application: April 2, 2013	
Name: Sandra C. Erickson		APR 04 2013	
Home Address: 2313 4th Ave SW, Great Falls, MT 59404		Email address: K7LUH@yahoo.com	
Home Phone: 406-452-0961	Work Phone:	Cell Phone: 406-868-3050	
Occupation: Retired University Professor		Employer: N/A	
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: past member of ACIR; professor of international business at 3 different universities; world traveler; international conference presenter re: economics; cross cultural adaptation; citizens' diplomacy,			
Educational Background: Bachelor of Science in Finance Masters of Business Administration Doctorate in International Business			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: Served on ACIR for two three-year terms; served as community volunteer for ACIR for additional three years Served on Crimestoppers Board for two terms Served on Crimestoppers Board International for one term			
Previous and current public experience (elective or appointive): no elective nor appointive experience			



**Membership in other community organizations:**

Current President of Quality Life Concepts ( a non profit organization for physical developmentally challenged adults, autistic children...an organization that employees 250 people and provides services in nine counties)

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?

I have served on ACIR for two three year terms in the decade of 2000-2010

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

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

My doctoral research was centered on cross-cultural adaptation and my life has demonstrated a strong interest in citizens' diplomacy. My husband and I have worked, studied and taught in many countries of the world. Specific to this commission, my husband and I have kept contact with the past Russian delegations that have visited Great Falls and have reciprocated by teaching and traveling in several of the republics of the Russian federation, South America and Asia.

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

Please see the comments above. In addition, I have been an adjunct professor in community volunteerism, non-profit management, and have written six or seven grants that secured the funding for the Open World Leadership Program from the US congress for delegations to visit Great Falls, MT.

**Additional comments:**

I see this commission as an excellent vehicle to bring the world to Montanans and Montanans to the world. My husband and I have been honored to present programs of our travels to community service organizations, the public library and at various universities. We travel not as tourists but as ambassadors from Great Falls. We study, teach, do research into countries' systems such as education, health, economic and life. I would value being re-appointed to this advisory commission.

Signature



Date:

4/2/2013

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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jthares@greatfallsmt.net



**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:		Date of Application:	
ACIR		1-21-2022	
Name:			
Kay Silk			
Home Address:		Email address:	
1822 13th Avenue South		klis.kv20@yahoo.com	
Home Phone:	Work Phone:	Cell Phone:	
406-453-0545			
Occupation:		Employer:	
retired			
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: previous ACIR involvement approximately 6 years or more			
Educational Background: RN Bachelors in English/reading Masters human services			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: Upper Missouri Breaks Audubon Arts Association of Montana RSVP-Great Falls			
Previous and current public experience (elective or appointive): Assist with ACIR delegation x 4 Greeted new US citizens at Great Falls District Court Represented Great Falls at sister city visit in Lethbridge Alberta Canada			
Membership in other community organizations: Volunteer usher at Great Falls civic center			



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? ACIR for 6 years or more	
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? Law/ legal delegation from Armenia expected in July 2022	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? ACIR membership with 4 previous delegations	
Additional comments:	
Signature  Kay Silk	Date:  1-21-2022

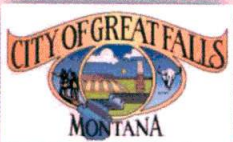
If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest 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  
(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: <b>International</b>		Date of Application: <b>26 March 2021</b>	
Name: <b>Paul Eidson</b>			
Home Address: <b>1200 32nd ST S, Great Falls, MT 59405</b>		Email address: <b>dreidson@apollos.edu</b>	
Home Phone: <b>406-799-1515</b>	Work Phone: <b>406-799-1616</b>	Cell Phone: <b>406-7991515</b>	
Occupation: <b>CEO</b>		Employer: <b>Apollos University</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>Foreign Program Manager for countries approved by the Federal Government. President and CEO of international distance education University</b>			
Educational Background: <b>PhD in Business/Organizational Management, PhD in Business/International Business, MBA, and BSBA/Production and Operations</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>I have served as board members for numerous non-profit national associations and local organizations. I have also been elected to many boards and executive positions to help lead non-profit organizations. I have also served on church music committees and was the choir director for a number of churches.</b>			
Previous and current public experience (elective or appointive): <b>Board Member for University Accreditation Body Board of Directors Member for Union University of California Elected as a member of the Distance Education Accrediting Commission's Election Committee Elected President for the Brevard Community Choral Group Elected President Home Owner's Association; National Director &amp; President National Contract Mgt Association; ETC.</b>			
Membership in other community organizations: <b>Lifetime member of National Association of Purchasing Management (NAPM)</b>			



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?

## Union University of California and the Madison Education Group Boards

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

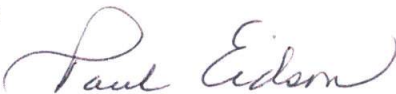
I have many years of experience working with international organizations. My family has sponsored foreign students and my work has taken me to various parts of the world. I enjoy having the opportunity to interface with foreign cultures and believe my experience can be used effectively.

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

During the 23 years I served in the USAF, I traveled extensively overseas and was a Foreign Military Sales Director for the Air Force. Today, I am the CEO of Apollos University which is an international university located in downtown Great Falls. In this capacity I interface with many distinguished foreign entrepreneurs and government officials. It would be a boost to Great Falls if we can work together with people from other cultures.

Additional comments:

Signature



Date:

26 March 2021

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  
(PLEASE PRINT OR TYPE)

RECEIVED

JUN 15 2022

CITY MANAGER

Agenda #6.

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 Relationships for the City of Great Falls</i>		Date of Application: <i>6/14/22</i>
Name: <i>Susan Supola</i>		
Home Address: <i>2805 3rd. Ave. N.</i>		Email address: <i>supolas@gmail.com</i>
Home Phone: <i>406-871-7982</i>	Work Phone: <i>NA</i>	Cell Phone: <i>406-871-7982</i>
Occupation: <i>Retired Teacher</i>	Employer: <i>(former) Kalispell School District #5</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>I served on The Sister City Commission for the City of Longview, Washington for 3 years. (see attached for describing my background)</i>		
Educational Background: <i>1965 - Graduated from Columbia Falls High School, Montana 1989 - BA Secondary Ed., English and Art, Whitworth University, Spokane WA.</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>see attached page</i>		
Previous and current public experience (elective or appointive): <i>see attached page</i>		
Membership in other community organizations: <i>see attached page</i>		



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?

Not in Great Falls, Montana

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

Please describe your interest in serving on this board/commission? I am very interested in other cultures and how other people live, I believe we will prevent wars only through education and knowledge of other cultures and countries

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

Please see attached page

Additional comments:

Sandra Erickson made me feel very welcome at the Commission's meeting on ~~June~~ May 26th. I look forward to working with her and other members.

Signature

Susan Jupola

Date:

June 14, 2022

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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Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



Susan Supola application – attached page

### Previous and current service activities:

2015-2021 – Board of Trustees, Longview City Library, Longview WA

2015-2018 – Sister City Commission, City of Longview WA

2020-2021 – Downtown Advisory Board, City of Longview WA

2051-2017 – Confluence, volunteer

2013-2014—Sparrow's Nest Board (homeless teens) Kalispell MT

2004-2005 – Sudanese refugee tutor, Cairo, Egypt

1995-2004 – Montana Art Education Association, member, v.p., president, 2004 Art Educator of the Year

1993-2014 – Volunteered at Flathead High School, Kalispell: Indian Ed. For All, Faculty Senate president, Transitional Management Team, Adopt an Elder Club advisor, Alpine Club advisor, Chaperoned art students on various art treks, supervised six student teachers.

### Membership in Community Organizations

Sparrow's Nest, Crown of the Continent Choir, Kalispell. Confluence, Longview WA, Various book clubs in Kalispell, Longview and Great Falls.

### Previous and Current public experience, Appointed:

Sparrow's Nest Board

Sister City Commission, Longview WA

Board of Trustees, Longview Library, Longview WA

Downtown Advisory Committee, Longview WA

### Please describe your experience and background which you believe qualifies you

1998, 2000, 2002 – led FHS art students on tours of Italy and Greece

2003 – Fulbright-Hayes Summer Seminar Award for *The Heart of Europe*, a five-week study seminar in the Czech Republic and Slovakia.

2004-2005 – resided in Maadi, Cairo, Egypt and taught art at Narmer American College

1997-present – I've traveled extensively and spent time in the following countries:

Italy, Greece, Czech Republic, Slovakia, Egypt, Jordan, Panama, Costa Rica, Mexico, Thailand, Myanmar (formerly Burma), Romania, Hungary, Morocco, Japan, and Ireland.



**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: <b>ADVISORY COMMISSION ON INTERNATIONAL RELATIONSHIPS</b>		Date of Application: <b>05/06/21</b>	
Name: <b>RHIAN PRINCE</b>			
Home Address: <b>2106 26TH ST S APT 306, GREAT FALLS, MT 59405</b>		Email address: <b>rhianprince5@gmail.com</b>	
Home Phone: <b>Same as cell</b>	Work Phone: <b>—</b>	Cell Phone: <b>406 402 9961</b>	
Occupation: <b>Payroll Practitioner</b>		Employer: <b>Easterdeals - Goodwill NRM</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>Please see attached</b>			
Educational Background: <b>Please see attached</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>Please see attached</b>			
Previous and current public experience (elective or appointive): <b>N/A</b>			
Membership in other community organizations: <b>Please see attached</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? <i>Please see attached</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>Please see attached</i>	
Additional comments: <i>N/A</i>	
Signature <i>R Prince</i>	Date: <i>05/06/21</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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**Related experiences or background:**

I would be able to aid in most things related to the visa process as I have been through it myself, and in my opinion, that's the hardest part about being here! I am from the UK so I can act as an opinion from that of a foreign national. I feel this would create better and more effective outcomes of the problems ACIR face as it would take into account how 'the other side' feels about it.

I have also created many relationships in a short period of time as a payroll practitioner at Easterseals-Goodwill NRM. Within this job, I am able to assist disabled individuals and older employees within their career after retirement. This has given me a broad understanding of many different types of people within Great Falls and I would use this experience within this role. This job also comes with many challenges, such as learning the laws surrounding payroll in the US. However, I have been able to fully absorb this information, so I can complete my job to the fullest extent. I would love to bring these qualities to ACIR.

**Educational Background:**

Business Administration Level 2 Apprenticeship – *Passed*

A-levels (Equivalent of AP Examinations) -

English Language and Literature – *B*

Media Studies – *B*

Applied Business – *B*

**Previous and current service activities:**

Whilst living in the UK, I worked with the *Young Apprentice Ambassador Network* to promote apprenticeship visibility around multiple schools in the UK. I would present to assemblies of 13-18 year olds to help them along their career journey when they leave school. During my time, I was awarded as a highly commended apprentice in the UK due to my efforts and impact within the network.

**Membership in other community organizations:**

I have applied and am waiting for orientation to volunteer at the Great Falls Animal Shelter.

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

The four topics of culture, medicine, education and business really appeal to me and I would love to create a positive impact on the Great Falls community within these areas. I have a vast understanding of how it feels to be new in the USA, therefore being relatable and supportive to the members you are trying to reach a helping hand to. I think I can bring my ambition to improve a few things within these areas as well, such as bettering climate change, community health and equal rights within Great Falls. I would love to be immersed in American culture as well, and I feel this is the perfect way to do it.

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

With my background as an international individual, aiding students in their career journey, and my role at Easterseals-Goodwill, I believe I would be a perfect fit for this role due to the qualities I have gained from each of these sectors. I would also be able to provide exceptional support, coordination and exchange of information for the international programs in the community by using my interpersonal and organizational skills.



**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:		Date of Application:	
Advisory Commission on International Relationships		03/30/2021	
Name:			
David Mariani			
Home Address:		Email address:	
1400 20th St S Unit 4		mariani@mtcompact.org	
Home Phone:	Work Phone:	Cell Phone:	
	(406) 771-4302	(406) 231-4952	
Occupation:		Employer:	
AmeriCorps Volunteer		Montana Campus Compact	
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 currently serve as the Montana Campus Compact AmeriCorps Leader at Great Falls College MSU. Campus Compact advances the public purposes of colleges and universities by deepening their ability to improve community life and to educate students for civic and social responsibility. AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges through national service and volunteering.			
Educational Background: BA University of Providence AA Great Falls College MSU AA Great Falls College MSU			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities:  MTCC AmeriCorps C.M. Russell Museum Planned Parenthood			
Previous and current public experience (elective or appointive): N/A			
Membership in other community organizations: N/A			



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? Great Falls is home to a growing diverse population. Our community is greater for its cultural richness. We must promote the growth of these groups--and the greater Great Falls community through them--by welcoming new residents. Facilitating exchanges of information will benefit all residents by creating educational opportunities to teach Montanans how to better participate in a global economy.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Great Falls has been my home since arriving here from the Philippines as a child when my father was stationed at Malmstrom AFB. Much of my family consists of naturalized citizens and/or foreign national community members. I have been through the United States immigration and naturalization processes and understand how to communicate with and appeal to a broad international coalition of individuals residing in Great Falls.	
Additional comments:	
Signature <i>David Mariani, Jr.</i>	Date: 03/30/2021

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**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 5, 2022**

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, Joe McKenney, Rick Tryon and Susan Wolff. Eric Hinebauch was excused. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Public Works Director Paul Skubinna; Planning and Community Development Director Craig Raymond and Deputy Director Tom Micuda; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herrig; City Attorney Jeff Hindoien and Deputy City Attorney David Dennis; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

**AGENDA APPROVAL:** There were no proposed changes to the agenda by the City Manager or City Commission. The agenda was approved as presented.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:** None.

**MILITARY UPDATES**

**1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MALMSTROM AIR FORCE BASE (MAFB).**

Colonel Anita Fuegate Opperman provided the following updates:

- The Ground Based Strategic Deterrent (GBSD) recently designated the Sentinel missile to replace the Minuteman III (MMIII) Intercontinental Ballistic Missile (ICBM). A Draft Environmental Impact Statements (EIS) for the Sentinel missile was released on July 1, 2022 and is available at [www.gbsdeis.com](http://www.gbsdeis.com). Public Hearings will be on July 26, 2022 at 5:30 p.m. in Great Falls and July 28, 2022 in Lewistown. Participation is available via Zoom on August 8 and 9, 2022.
- There are four changes of command at MAFB, including herself. She extended appreciation to the City for its support of MAFB.
- The Malmstrom Airman and Family Readiness Center was identified as the Airman and Family Readiness Flight of the Year for the Air Force.
- The Montana Air National Guard (MANG) and MAFB will host Montana's Military Open House on July 23 and 24, 2022.

Mayor Kelly thanked Col. Opperman for her service and extended her best wishes in her change of command.

**PETITIONS AND COMMUNICATIONS**

# JOURNAL OF COMMISSION PROCEEDINGS

July 5, 2022

2. **Karl Spitzmacher**, Park Manor Retirement Apartments, expressed concern with regard to the quality of trees in the City. He suggested planting young, affluent trees for aesthetic value, as well as a natural rock park.

Mayor Kelly responded that the Downtown Business Improvement District and Park and Recreation are responsible for trees in the City.

**Judith Mortensen**, 326 10<sup>th</sup> Avenue Southwest, commented that she thought the First United Methodist Church “Emergency Shelter” Conditional Use Permit (CUP) proposal was on the Commission agenda for tonight. She inquired how the Commission plans to solve the problem

Mayor Kelly responded that the First United Methodist Church withdrew its application for a Conditional Use Permit (CUP) and there are ongoing conversations between representation for the City and the church.

## NEIGHBORHOOD COUNCILS

3. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

## BOARDS AND COMMISSIONS

4. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

## CITY MANAGER

5. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Deputy City Manager Chuck Anderson reported on the following items:

- Phase 1 of the website redesign was completed on June 30, 2022 and contains a new search and scrolling feature. Phase 2 will include a new ticketing system and easier operation and selection of choices. He expressed appreciation to IT App/Web Development Specialist Rachel Arms, Communication Specialist Lanni Klasner, Park and Recreation Administrative Assistant Sarah Griffin, Planning and Community Development Planner Lonnie Hill and Administration Executive Assistant Krista Artis for their efforts with regard to the website redesign. He noted that the City’s website address has not changed.
- The Planning and Community Development Department reported that the January through June 2022 building valuation has exceeded the 2021 value for the same time period by a multiple of 2.3 times. As of this date, for January to June 2022, the valuation has exceeded all of 2021 by 25 percent.
- The American Rescue Plan Act (ARPA) application deadline is July 15, 2022. The Commission budgeted \$3 million to be issued to community partners through the competitive grant program. Finance Grant Administrator Tom Hazen created a webpage

# JOURNAL OF COMMISSION PROCEEDINGS

July 5, 2022

at [greatfallsmt.net/arpa](http://greatfallsmt.net/arpa) that includes Q&A Sessions, projects and other informational items.

- He expressed appreciation to Lola Galloway, the Fourth of July Parade Committee, Seth Swingley, Mike Hallahan and the People's Park and Rec Foundation for their efforts with regard to a great parade, free concert and fireworks display.
- He announced that Public Works Director Paul Skubinna's last Commission Meeting is tonight.

Public Works Director Skubinna expressed appreciation to the Commission, City staff and public for the opportunity, honor and privilege to serve the City. He commented that there are great things happening in the City. He wished the community well, to be prosperous and continue to move in a positive direction.

Commissioner Wolff thanked Director Skubinna for the impressive tour of the Public Works Department last December, his wonderful staff, and keeping the City moving, healthy and prosperous.

## CONSENT AGENDA.

6. Minutes, June 21, 2022, Special City Commission Meeting.
7. Minutes, June 21, 2022, City Commission Meeting.
8. Total Expenditures of \$5,239,585 for the period of June 1, 2022 through June 22, 2022, to include claims over \$25,000, in the amount of \$4,554,219.
9. Contracts List.
10. Approve a Professional Services Agreement in the amount not to exceed \$115,669 to Advanced Engineering and Environmental Services, Inc. (AE2S), for engineering services for the City water distribution system model project, and authorize the City Manager to execute the agreement documents. **OF 1796.0**
11. Approve the CDBG Funding Agreement in the amount of \$200,000 to the City of Great Falls, Park and Recreation for the conversion of the baby pool at the Electric City Water Park into a splash pad.
12. Award the base bid of \$216,661.80 plus the additive bid number 1 of \$19,500.00 for a total amount of \$236,161.80 to Capcon, LLC for the Elk's Riverside Park Force Main Replacement, and authorize the City Manager to execute the contract documents. **OF 1695.3**
13. Approve the Cartegraph Solutions Master Agreement MA-22-04760 for Asset Management Software Subscription and Support Service for a 3 year term in total amount of \$210,378.79, and authorize the City Manager to execute the Agreement documents.



**JOURNAL OF COMMISSION PROCEEDINGS****July 5, 2022**

14. Approve the Final Payment for the Central Montana Agriculture and Technology Park (CMATP) TIF Phase IV Storm Drain, in the amount of \$32,678.64 to Shumaker Trucking & Excavating Contractors, Inc., and \$330.09 to the State Miscellaneous Tax Fund and authorize making the payments. **OF 1658.1**
15. Set the Annual Budget Hearing on Resolution 10460, Annual Budget Resolution, for July 19, 2022.
16. Set a public hearing for Resolution 10464, to levy and assess the General Boulevard District, for August 2, 2022.
17. Set a public hearing for Resolution 10465, to levy and assess Great Falls Park District No. 1, for August 2, 2022.
18. Set a public hearing for Resolution 10466, to levy and assess properties within Special Improvement Lighting Districts, for August 2, 2022.
19. Set a public hearing for Resolution 10467, to levy and assess the Portage Meadows Maintenance District, for August 2, 2022.
20. Set a public hearing for Resolution 10468, to levy and assess the Street Maintenance District, for August 2, 2022.
21. Set a public hearing on Resolution 10469, Intent to Increase Property Tax, for July 19, 2022.
22. Set a public hearing for the Business Improvement District (BID) FY 2023 Budget and Work Plan for July 19, 2022.
23. Set Public Hearing for the Tourism Business Improvement District (TBID) 2022/2023 Budget and Work Plan for July 19, 2022.

**Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission approve the Consent Agenda as presented.**

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

Motion carried 4-0.

**PUBLIC HEARINGS**

**JOURNAL OF COMMISSION PROCEEDINGS****July 5, 2022****24. TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) 2021/2022 BUDGET AMENDMENT.**

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

Great Falls Tourism Director Rebecca Engum reported that the Commission approved the 2021/2022 TBID Budget and Work Plan on July 20, 2021. The actual amount of assessments levied was larger than projected. Inflation caused pricing for the renovation of 15 Overlook Drive to be higher than anticipated. Additionally, rising costs of living prompted adjustments in staffing costs to retain talent.

The TBID has had increases in income and changes across the board in expenses. This amendment is a combination of additional income and making strategic investment in 15 Overlook Drive, Tourism staff, and marketing.

In a previous audit of the Great Falls Tourism Business Improvement District, the auditor delivered one finding related to increased expenses over the approved budget. This finding noted that an amendment to the budget was not submitted to the City of Great Falls, even though presented, and approved by the TBID Board.

There is no fiscal impact to the City of Great Falls. The increased budget funds are coming from previously received TBID Assessment that have been placed in reserves. The budget amendment reflects a 6% increase in both revenues and expenses increasing the total budget from \$800,411 to \$852,199.

Mayor Kelly asked if the Commission members had any questions of staff. Hearing none, Mayor Kelly asked if there were any comments from the public in favor of or in opposition to the TBID's 2021/2022 budget amendment.

Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Wolff moved, seconded by Commissioner McKenney, that the City Commission accept the 2021/2022 Tourism Business Improvement District Budget Amendment.**

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

Motion carried 4-0.

**25. RESOLUTION 10458, CONDITIONAL USE PERMIT FOR A "TWO-FAMILY RESIDENCE" LAND USE UPON THE PROPERTY ADDRESSED AS 3125 8<sup>TH</sup> AVENUE NORTH.**

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

**JOURNAL OF COMMISSION PROCEEDINGS****July 5, 2022**

Planning and Community Development Director Craig Raymond reported that the applicant, Joe McMillen, has submitted an application to request a Conditional Use Permit (CUP) to allow for the construction of a “two-family residence” land use upon the property addressed as 3125 8<sup>th</sup> Avenue North. The subject property is zoned R-3 Single-family high density, wherein a “two family residence” land use is permitted upon receiving approval of a CUP and fulfillment of any required conditions.

The subject property is a vacant lot that went through the same CUP process in 2018 for a two-family residence, but the previous owner never developed the property. The property is larger than a typical lot, which allows it to better accommodate the two family residence.

The Subject Property is a corner lot, bounded to the west and across the street to the east by single-family homes. Across the avenue to the south is a single-family home. A 4-plex is located across the street to the northeast, and a mobile home sits across the alley to the north. This is an area of mixed residential uses, making the proposed two-family residence a compatible use.

On May 19, 2022, Neighborhood Council #8 voted unanimously to support the proposed land use. Staff was contacted by a member of the public who pointed out that the proposed area of the detached garage and attached garages slightly exceeded the City’s allowable square footage of 1,400 square feet. Although the applicant could have opted to keep the proposal the same and incorporate the request into the Conditional Use, he has committed to reducing the square footage to comply with the City’s code requirement. The basis for a decision for a CUP is listed in OCCGF §17.16.36.040. The Zoning Commission voted to recommend approval to the City Commission.

Applicant Joe McMillen expressed appreciation to the Planning and Community Development Department staff and Planner Brad Eatherly for their assistance with regard to the project. He pointed out five things about the project including:

- This project is a similar structure to the CUP request that expired in 2018.
- The proposed structure will be aesthetically pleasing to the surrounding neighborhood.
- The City needs more housing to accommodate growth.
- There are similar multi-structures in the area.
- The proposed project makes sense.

Mayor Kelly asked if the Commission members had any questions of Staff. Hearing none, Mayor Kelly asked if there were any comments from the public in support of or in opposition to Resolution 10458.

Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

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

**Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10458 subject to the applicant fulfilling the listed Conditions of Approval.**



**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 5, 2022**

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

Commissioner McKenney commented that the proposed project is small; however, with the shortage of housing, any additional housing is welcome.

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

Motion carried 4-0.

**26. CDBG & HOME GRANT ANNUAL ACTION PLAN AND AMENDED CONSOLIDATED PLAN.**

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

Planning and Community Development Director Craig Raymond reported that the City's CDBG/HOME program is funded by the federal government to help fund local community development. The primary goal is to assist the low to moderate income individuals in the community.

Because of its size and demographic profile, Great Falls is considered an entitlement city and is eligible to receive funding on an annual basis. Every year the amount changes slightly. This year the City will receive approximately \$764,295 in CDBG funds, and \$319,759 in HOME funds. These amounts do not take into account the specific COVID funds that the City has been allocated, in which staff is still actively seeking to put to beneficial use. In this year's CDBG Annual Action Plan, staff will be placing a higher interest and priority on homelessness services through the "Public Services" category.

Last year, the City Commission adopted the Program's 2020-2024 Consolidated Plan that provides policy guidance for funding priorities that are required to be incorporated into each year's Annual Action Plan. The proposed amendment to the 5-year Consolidate Plan is the addition of activities specifically intended to target affordable housing opportunities and elimination of blight in the community.

Mayor Kelly asked if the Commission members had any questions of Staff.

Commissioner Tryon inquired if there are any funds specifically targeted towards emergency homeless shelters.

Director Raymond responded that there are not any funds specifically targeted towards emergency homeless shelters in the CDBG & HOME Annual Action Plan; however, transitional or supportive housing has been identified to receive HOME ARPA funds.

Mayor Kelly asked if there were any comments from the public in favor of the CDBG & HOME Annual Action Plan and Amended Consolidated Plan.

**JOURNAL OF COMMISSION PROCEEDINGS****July 5, 2022**

Hearing none, Mayor Kelly asked if there were any comments from the public in opposition to the CDBG & HOME Annual Action Plan and Amended Consolidated Plan.

**Judith Mortensen**, 326 10<sup>th</sup> Avenue Southwest, inquired how the housing proposal would solve the homelessness issue. She expressed concern that the proposal would allow people to benefit at the hands of the taxpayers.

Director Raymond responded that CDBG and HOME programs identify homelessness through support services to assist those who are homeless or to help get them out of being homeless.

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

**Commissioner McKenney moved, seconded by Commissioner Wolff, that the City Commission adopt the 2022 Annual Action Plan and the Amended 2020-2024 Consolidated Plan.**

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

Commissioner Tryon commented that he would support the Plans; however, the City missed an opportunity to utilize some of the HOME ARPA funds for emergency homeless shelters. He encourage citizens who want to see the City do more for the homelessness issue to apply for the ARPA funds and to have a plan to address the issue.

Commissioner Wolff inquired about the zero amount for Rental Assistance and Special-Needs on page 30 of the Annual Action Plan.

Planning and Community Development Deputy Director Tom Micuda responded that Great Falls is one of several communities that does not offer a Tenant Based Rental Assistance Program for rental assistance. He further responded that grants through federal funding programs are put forward to agencies, as recipients, for special needs tenants and residents. The City does not have any targeted grants for that; however, it provides grants for agencies that are renting and providing ownership opportunities for individuals with special needs.

City Manager Doyon explained that the Housing Authority offers portable vouchers and fixed units and are venturing out to a projects-based voucher system and will open up additional opportunities for citizens trying to find a home that fits those qualifications. He further explained that the emergency shelter issue downtown is pending before State District Court through a zoning violation.

Mayor Kelly commented that the church downtown is trying to do good things; however, it does not have the skill set, infrastructure or IRS status to obtain grants for emergency shelters. He commented that community partners have requested ARPA funds for a variety of projects that address homelessness.

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

**JOURNAL OF COMMISSION PROCEEDINGS****July 5, 2022**

Motion carried 4-0.

**OLD BUSINESS****27. INDOOR AQUATICS AND RECREATION CENTER – CHANGE ORDER NO. 2.**

Park and Recreation Director Steve Herrig reviewed and discussed PowerPoint slides depicting the project's progress. He reported that on March 1, 2022, the City Commission approved deductive Change Order No. 1 for Swank Construction for a savings of \$244,655 from the original awarded contract price. The change order did not affect any of the amenities of the facility; changes affected materials used to accomplish a cost savings without jeopardizing the quality of amenities or facility.

Change Order No. 2 includes the following:

1. Plan Review Fee, City's Responsibility	\$45,516.32
2. Permit Review, Civil Changes	\$10,069.00
3. Structural & Plumbing Revisions per City Plan Review	\$16,010.29
4. Architectural, Plumbing & Mechanical Changes per City Request	(\$2,247.05)
5. Steel Joist Changes at Gym	\$ 1,837.15
6. Increase 2 <sup>nd</sup> Floor Beam Size	\$ 8,548.64
7. Replace 659 Cubic Yards of Structural Fill with ¾" Washed Gravel under the Pools	<u>\$11,295.23</u>
Total	\$91,029.58

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve Change Order No. 2 to Swank Enterprises in the amount of \$91,029.58 for the Indoor Aquatics and Recreation Center, and authorize the City Manager to execute the Change Order documents.**

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

Commissioner McKenney received clarification that the budget has not increased due to inflationary factor on materials for the project.

Commissioner Tryon commented that the fiscal impact of Change Order No. 2 is not included in the original \$20 million and would be paid for with fundraising or supplemental funds from the Park District or other Park and Recreation funds. He received clarification that if Change Order No. 2 was not approved, construction would discontinue.

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

Motion carried 3-1 (Commissioner Tryon dissenting).

**28. INDOOR AQUATICS AND RECREATION CENTER – AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH LPW ARCHITECTS (OF 1770.0).**



# JOURNAL OF COMMISSION PROCEEDINGS

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Park and Recreation Director Steve Herrig reported that after the project was bid, the design team, contractor, and owner value engineered a few items to save money for the project. One of the items was a redesign of the stormwater drainage and treatment, which saved the project roughly \$40,000, and was credited to the project in the first change order. This increased cost covers TD&H's extra design services to make the changes to the drawings.

TD&H's original project design fees covered testing materials in the building, but not the site work. It was originally thought that site testing would be the Contractor's responsibility, but during bidding it was decided that it would be best to keep testing as part of the owner's responsibility to avoid any conflict of interest. These additional testing categories will cover testing earth compaction, concrete, and asphalt testing on site.

Staff recommends the Commission approve Amendment No. 1 that includes:

1. Civil Stormwater Redesign	\$ 7,000.00
2. Compaction Testing – Up to 50 Trips	\$15,000.00
3. Concrete Testing – Up to 50 Tests	\$15,000.00
4. Asphalt Laboratory Testing	\$ 2,000.00
5. Asphalt Field Compaction Testing	\$ 6,000.00
6. Asphalt Mix Verification & Cores	\$ 5,000.00
7. 15% Contingency	<u>\$ 6,450.00</u>

Total	\$56,450.00
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Amendment No. 1 is not included in the original \$20 million. Changes will be paid for with money raised through the formal fundraising campaign with the possibility of supplemental funds from the Park District or other Park and Recreation Funds.

**Commissioner Wolff moved, seconded by Commissioner McKenney, that the City Commission approve Amendment No. 1 to Professional Services Agreement with LPW Architects in the amount of \$56,450 for additional work items relating to storm water management and certain compaction and material testing services for the Indoor Aquatics and Recreation Center project, and authorize the City Manager to execute the amendment documents.**

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

Commissioner Wolff received clarification that LPW is the consultant and TD&H is a subcontractor that would be doing the inspection.

Commissioner Tryon received clarification that the redesign was \$7,000, the remaining balance was for inspection fees and that the City would have had to pay inspection fees regardless of who did the inspection. The 15 percent contingency fee is for time and travel to do inspections.

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

**JOURNAL OF COMMISSION PROCEEDINGS**  
**July 5, 2022**

Motion carried 4-0.

**NEW BUSINESS**

**29. HUMAN RESOURCES OFFICE REMODEL (OF 1750.1).**

Planning and Community Development Director Craig Raymond reported that the Human Resources Department (HR) has added staff in recent years both in new FTE's but also because of the transfer of certain duties from other departments such as the relocation of a payroll clerk from the Finance Department. Staff are located in different areas of the building making collaboration and supervision more difficult. Currently, none of the offices in the HR area are sound-proof, creating difficulty in conducting sensitive conversations in an appropriately, discreet manner. The remodeled space will account for privacy needs while still maintaining access to employees and the public and improve supervisory capability. The project includes new energy efficient Roof Top Units, which will provide a higher level of comfort, control and efficiency in the Human Resources, City Clerk and City Manager's office areas. In conjunction with the new heating and cooling system, a new ceiling grid and LED lighting system will also be installed. The existing, old window blinds will also be replaced.

The project invitation to bid was first published on May 22, 2022, with an original closing date of June 15, 2022. Staff extended the bid due date to June 21 to allow for more time for bid responses. Although more contractors attended the pre-bid walk through on June 7, 2022, only one bid was received by the bid closing date/time.

New furniture for the remodeled area will be an additional cost to be determined upon completion of the final selection of a vendor. HR will be required to develop a plan for relocating staff for the duration of the remodel. HR staff will coordinate with I.T. staff for phone and data connections, as well as ensuring that HR functionality will be maintained.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission award a construction contract in the amount of \$626,500, to be paid with an allocation of American Rescue Plan Act (ARPA) funds, to Wadsworth Builders Company, Inc. and authorize the City Manager to execute the construction contract documents.**

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

Commissioner McKenney inquired if the bid was close to what the estimate was, as well as the timeframe of the project.

Director Raymond responded that the bid was approximately \$125,000 over what was anticipated; however, the bid was not out of line, given the rate of inflation and construction pressures. He will meet with the contractor on July 11, 2022 to set a schedule.

Commissioner Tryon inquired about the furniture purchase.

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Director Raymond responded that the furniture purchases could have been included in the contract; however, it is cheaper to have the ability to purchase direct through cooperative purchasing groups or through a state bid. He added that the furniture purchases would be funded through the City's ARPA allocation.

Commissioner Tryon commented that the remodel is needed; however, he suggested referring to it as a "functional upgrade to increase productivity for the benefit of the taxpayers" rather than a remodel.

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

Motion carried 4-0.

## ORDINANCES/RESOLUTIONS

### 30. **ORDINANCE 3245, PROVIDING THAT THE CHARTER OF THE CITY OF GREAT FALLS BE AMENDED TO ALLOW FOR ONE OR MORE ELECTED MUNICIPAL COURT JUDGES AND SUBMITTING SUCH CHARTER AMENDMENT TO THE ELECTORS OF THE CITY OF GREAT FALLS.**

City Attorney Jeff Hindoen reported that the Charter of the City of Great Falls establishes a judicial branch consisting of a Municipal Court in which all misdemeanor criminal, traffic and municipal code infractions are prosecuted. The Great Falls Municipal Court serves as a court of record under Montana law and has, even in its prior form as a City Court, which was not a court of record, consisted of a single elected judge.

The City Commission has previously recognized the need for additional judicial branch staffing and in the past approved budget authority for the sitting Municipal Court Judge to hire an assistant part-time Municipal Court Judge under provisions in Montana law that allowed for that gesture. The 2021 Legislature, however, took steps to repeal that "hiring" authority in SB 127 and enacted a new requirement that all Municipal Court Judges serve in positions that are subject to election.

Montana law provides that the City Commission "shall determine by ordinance the number of judges required to operate the municipal court." § 3-6-201(1), MCA. The City's current Charter language, however, provides that "there shall be a municipal court and an elected municipal court judge as provided by Montana law". Given the Commission's prior recognition of the need for additional judicial resources, including but not limited to the recent Crime Task Force Recommendations, and its present intention to allocate resources towards that additional judicial staffing as part of the FY 2022-23 budget, and the legislative change effected through SB 127, it is necessary to amend the Charter to remove that "singular" limitation on the number of elected municipal court judges to allow for the creation of a new and additional elected judge position.

Given the Commission's prior recognition of the need for additional judicial resources, including but not limited to the recent Crime Task Force Recommendations, and its present intention to allocate resources towards that additional judicial staffing as part of the FY 2022-23 budget, and the legislative change effected through SB 127, it is necessary to amend the Charter to remove



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that “singular” limitation on the number of elected municipal court judges to allow for the creation of a new and additional elected judge position.

Under Montana law, an amendment to a self-government charter may only be made by submitting the question of the amendment to the electors of the local government. § 7-3-103, MCA. In this type of situation where the local government is itself proposing the charter amendment, the amendment must be proposed by ordinance. The Ordinance being recommended to the Commission for approval here will serve as the procedural vehicle for submitting the proposed Charter amendment to the electors of the City of Great Falls this upcoming November.

**Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission accept Ordinance 3245 on first reading and set a second reading for July 19, 2022.**

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

Motion carried 4-0.

**CITY COMMISSION****31. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Commissioner Wolff expressed appreciation to the Police and Fire Departments for its involvement with the Great Falls Safety Town hosted by the Great Falls College MSU, Life Long Learning Center, Public Schools and National Safety Towns Center, as well as a public safety training at East Middle School. She further expressed appreciation to the Fire Department for working with eight different fire entities for an inter-agency training.

**32. COMMISSION INITIATIVES.**

None.

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**ADJOURNMENT**

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Tryon, to adjourn the regular meeting of July 5, 2022, at 8:25 p.m.**

Motion carried 4-0.

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Mayor Bob Kelly

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Deputy City Clerk Darcy Dea

**Minutes Approved: July 19, 2022**

Commission Meeting Date: July 19, 2022
**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**ITEM:** \$25,000 Report  
Invoices and Claims in Excess of \$25,000

**PRESENTED BY:** Finance Director

**ACTION REQUESTED:** Approval with Consent Agenda

**LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT**  
<http://greatfallsmt.net/finance/checkregister>

**TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN  
ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$25,000:**

ACCOUNTS PAYABLE CHECK RUNS FROM NEW WORLD	JUNE 30, 2022 - JULY 6, 2022	607,337.84
ACCOUNTS PAYABLE CHECK RUNS FROM MUNIS	JUNE 23, 2022 - JULY 6, 2022	4,422,429.04
MUNICIPAL COURT ACCOUNT CHECK RUN FOR	JUNE 16, 2022 - JUNE 30, 2022	60,267.96
<b>TOTAL: \$</b>		<u><u>5,090,034.84</u></u>

**SPECIAL REVENUE FUND**

<b>EAST INDUSTRIAL AG TECH PARK TID</b>		
GREAT FALLS AGRITECH PARK LLC	SEMI ANNUAL PAYMENTS JAN 1- JULY 1 2022	152,319.43

<b>PARK DISTRICT</b>		
SWANK ENTERPRISES	INDOOR AQUATIC & REC CENTER CONST.	406,042.42

<b>SUPPORT &amp; INNOVATION</b>		
GREAT FALLS TOURISM BID	TBID FOR JUNE 1ST HALF PAYMENT	94,123.00

<b>LIBRARY</b>		
MMW ARCHITECTS PC	MASTER PLAN ARCHITECTURAL SERVICES	26,248.30

<b>CENTRAL MONTANA AG TECH PARK TID</b>		
US BANK	DEBT SERVICES	48,876.23

**DEBT SERVICE**

<b>SOCCER PARK GO BONDS</b>		
US BANK	DEBT SERVICE	160,624.38

<b>GENERAL OBLIGATION TAXABLE BONDS</b>		
US BANK	DEBT SERVICE	142,520.00

<b>WEST BANK TID BONDS</b>		
US BANK	DEBT SERVICE	50,017.50



US BANK	DEBT SERVICE	145,437.50
<b>DOWNTOWN TID BONDS</b>		
US BANK	DEBT SERVICE	331,837.50
<b>ENTERPRISE FUNDS</b>		
<b>WATER</b>		
US BANK	DEBT SERVICES	274,050.00
US BANK	DEBT SERVICES	319,012.50
US BANK	DEBT SERVICES	319,900.00
US BANK	DEBT SERVICES	86,023.67
US BANK	DEBT SERVICES	131,010.00
THATCHER CO OF MONTANA	ALUMINUM SULFATE - LIQUID	49,895.18
JACKSON GROUP PETERBUILT	2022 PETERBUILT 548 DUMP TRUCK	44,221.00
<b>SEWER</b>		
US BANK	DEBT SERVICES	236,640.00
US BANK	DEBT SERVICES	213,080.00
US BANK	DEBT SERVICES	116,890.00
<b>STORM DRAIN</b>		
US BANK	DEBT SERVICES	104,250.00
US BANK	DEBT SERVICES	150,237.50
US BANK	DEBT SERVICES	143,277.50
<b>PARKING</b>		
FIRE PROTECTION SERVICE CORP	PARKING GARAGE NORTH & SOUTH CAMERAS	29,488.43
<b>CIVIC CENTER EVENTS</b>		
MT EAST WEST SHRINE GAME	CASH OUT FOR SHRINE GAME TICKET SALES	26,978.90
<b>INTERNAL SERVICES FUND</b>		
<b>CENTRAL GARAGE</b>		
MOUNTAIN VIEW CO OP	DIESEL/GAS	41,423.56
<b>TRUST AND AGENCY</b>		
<b>COURT TRUST MUNICIPAL COURT</b>		
CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	49,718.25
<b>PAYROLL CLEARING</b>		
STATE TREASURER	MONTANA TAXES	50,156.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	51,055.25
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	137,277.87
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	68,381.63
US BANK	FEDERAL TAXES, FICA & MEDICARE	220,499.37
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	27,118.98
<b>CLAIMS OVER \$25000 TOTAL:</b>		\$ <u>4,448,631.85</u>



**CITY OF GREAT FALLS, MONTANA  
COMMUNICATION TO THE CITY COMMISSION**

**DATE: July 19, 2022**

**ITEM:** CONTRACTS LIST  
Itemized listing of administratively approved contracts.  
(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>	Great Falls Police Department (GFPD)	Axient, LLC	07/01/2022 – 06/30/2023	\$68.84/hr	Ratification of Police Security Agreement to provide GFPD police officers to perform law enforcement and security activities for events in order to foster a safe environment for Ground Based Strategic Deterrent Public Hearings as required by agreement between Axient and the US Air Force
<b>B</b>	Planning & Community Development	YWCA Great Falls	07/01/2022 – 06/30/2023	\$53,000	2022/2023 CDBG-CV Funding Agreement to provide a public service of one-on-one counseling to 100 low-to-moderate income individuals that have been affected by the Coronavirus pandemic





Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set Public Hearing for Resolution No. 10471: A Resolution Referring Ordinance No. 3246, an Ordinance Amending the Official Code of the City of Great Falls to Specifically Prohibit Any Marijuana Businesses from Operating in the City of Great Falls, to a Vote of the People at an Election to be Held on November 8, 2022

**From:** City Attorney

**Initiated By:** City Commission

**Presented By:** City Attorney

**Action Requested:** Set a Public Hearing on August 2, 2022 to Consider Resolution No. 10471

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set / not set) a public hearing to consider Resolution No. 10471 for August 2, 2022.”

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

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**Staff Recommendation:** Staff recommends that the Commission set a public hearing date for August 2, 2022 for consideration of Resolution No. 10471.

**Background:** In response to the legalization of medical marijuana in Montana in the mid-2000’s, the City Commission considered the issue of whether to allow such activities in the City or not back in 2010. After extensive public comment and consideration, the Commission ultimately took action in June of 2010 to enact Ordinance 3054 as a specific gesture to prohibit medical marijuana activities in the City by both (1) amending Official Code of the City of Great Falls (OCCGF) 17.4.070 and (2) enacting the following provision at OCCGF 17.20.3.070:

**17.20.3.070 – Prohibited land uses.** No use of land shall be permitted by right or conditionally permitted within the City of Great Falls that is in violation of federal, state or local law.

Both Ordinance 3054 and the City’s prohibition of medical marijuana activities have remained in effect and unchallenged for over a decade now.

In November of 2020, however, Montana voters approved Initiative 190 (I-190) to legalize a range of adult-use marijuana activities on a statewide basis. The language of I-190 as enacted by the voters

contained a provision that would have expressly prevented the City of Great Falls (or any other self-governing municipality) from completely prohibiting commercial adult-use marijuana activities (*see I-190, Section 37*). However, the 2021 Legislature convened after the enactment of I-190 and took action to **repeal** that specific restriction as part of its passage of a revised statutory framework that now governs both medical and adult-use marijuana activities, i.e., HB 701 (*see HB 701, Section 106*).

As a self-governing municipality, the City is allowed to exercise any power not specifically prohibited and any limitation on its authority has to be express, not implied. The actions of the 2021 Legislature in very specifically removing the express limitation on charter municipality authority from the I-190-enacted law means that there can be no “implied” restriction on the City’s authority to prohibit adult-use marijuana activities.

In April of 2022, the City Commission conducted a public hearing to consider an appeal of City staff’s decision to not process or issue a Safety Inspection Certificate (SIC) to individuals seeking to operate an adult-use marijuana dispensary in the City. The staff’s decision to not process or issue the SIC was based on (1) the City’s long-standing ordinance relating to land use in violation of federal law; (2) the absence of any federal law changes regarding marijuana; and (3) the removal by the Legislature of the I-190 restriction on charter municipality authority to completely prohibit adult-use marijuana activities within the City.

After consideration of the presentation by the SIC appellant and public comment concerning the subject, the Commission took action to deny the SIC appeal but also directed staff to bring forward a proposed referendum package to refer an ordinance specifically prohibiting adult-use and medical marijuana-related activities to the voters of the City of Great Falls in November of 2022. Resolution 10471 contains that referendum package and is now being presented to the Commission for consideration and action.

Under Montana law (§ 7-5-132, MCA), the Commission may refer a proposed amendment to a City ordinance to a vote of the people. The proposed amendment in this case would amend the current OCCGF 17.4.070 and 17.20.3.070 provisions to include a specific reference to the adult-use and medical marijuana business categories now recognized by Montana law:

**17.4.070 – Relationship of this Title to other regulations.** In addition to meeting the regulations contained in this Title, development shall comply with all applicable regulations of Federal and State agencies. In all cases, the strictest of the applicable provisions shall apply. No use of land shall be permitted by right or conditionally permitted within the incorporated City limits that is in violation of federal, state or local law. **This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Mont. Code Ann. Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. § § 42.39.401 et seq.**

**17.20.3.070 – Prohibited land uses.** No use of land shall be permitted by right or conditionally permitted within the City of Great Falls that is in violation of federal, state or local law. **This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Mont. Code Ann. Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. § § 42.39.401 et seq.**

If a majority of voters **approve** the proposed amendment to the OCCGF, the OCCGF will contain an elector-enacted prohibition specifically directed against any commercial marijuana business activities occurring within the City of Great Falls.

In the event that a majority of voters **do not approve** the proposed amendment, however, the City Commission will be considering an alternative regulatory framework under which those various commercial marijuana business categories would be allowed to operate within the City of Great Falls.

The individuals who advanced the above-referenced SIC appeal back in April (Mr. and Ms. Yatsko) have very recently filed a lawsuit against the City, with that lawsuit seeking a declaration from the Court that:

- the cultivation and sale of adult-use marijuana is authorized by State law within the City of Great Falls;
- the City's current Ordinance 3054 is preempted to the extent it conflicts with State law; and
- the City is required to process the Yatsko's SIC appeal.

Although the Commission was already planning on the development and adoption of a "conditional" regulatory framework tied to the outcome of the proposed referendum process, this new litigation matter may impact the timeline for that development and adoption process.

**Commission Action / Alternatives:** The Commission could choose not to set a public hearing for August 2, 2022 to consider Resolution 10471. Not doing so, however, would adversely impact the timeline for advancing the proposed referendum to the voters of the City in November. If the proposed ordinance amendment is not referred to the voters, that would simply leave the current OCCGF provisions intact and the City would be relying solely on the combination of those provisions and the City's status as a charter municipality as the grounds for prohibiting any commercial marijuana activities within the City.

The City's legal authority to prohibit commercial marijuana activities has now been placed at issue through the recently-filed lawsuit, however, so that question could ultimately be resolved in the judicial forum. Further, a decision to not set a public hearing on Resolution 10471 would be inconsistent with the stated intentions of the Commission at its April 19, 2022 Special Meeting at which it considered the Yatsko's SIC appeal.

#### **Attachments/Exhibits:**

Exhibit "A": Resolution 10471 and Attachments



**RESOLUTION NO. 10471****A RESOLUTION REFERRING ORDINANCE NO. 3246, AN ORDINANCE AMENDING THE OFFICIAL CODE OF THE CITY OF GREAT FALLS TO SPECIFICALLY PROHIBIT ANY MARIJUANA BUSINESSES FROM OPERATING IN THE CITY OF GREAT FALLS, TO A VOTE OF THE PEOPLE AT AN ELECTION TO BE HELD ON NOVEMBER 8, 2022**

**WHEREAS**, the City of Great Falls, Montana, established a charter form of government in 1986 with self-governing powers in accordance with Article XI, Section 5, of the Constitution of Montana; and

**WHEREAS**, the City of Great Falls is authorized by its Charter and Montana law to establish laws to protect the health, safety and welfare of the citizens of Great Falls; and

**WHEREAS**, the City Commission took action in June of 2010, in furtherance of those powers, to adopt Ordinance 3054 with the intention of prohibiting any medical marijuana activities in the City of Great Falls; and

**WHEREAS**, in November of 2020, a majority of the voters of the State of Montana, including a majority of the voters of Cascade County and the City of Great Falls, voted to approve Initiative Measure 190 (“I-190”), which legalized possession and use of limited amounts of marijuana for adults over the age of 21 and approved various categories of commercial marijuana business activities; and

**WHEREAS**, I-190, as passed by the voters, contained express limitations on the ability of a charter municipality like the City of Great Falls to completely prohibit certain adult-use marijuana providers and dispensaries from being located in the City; and

**WHEREAS**, the 2021 Montana Legislature took action to enact House Bill 701, which amended I-190 and created a different comprehensive structure to allow for and regulate commercial marijuana business activities in Montana; and

**WHEREAS**, one of the specific changes the Montana Legislature made to I-190 through HB 701 was to remove I-190’s express limitation on the ability of a charter municipality like the City of Great Falls to completely prohibit certain commercial marijuana business activities; and

**WHEREAS**, § 7-5-132, MCA allows the City Commission to refer a proposed ordinance specifically prohibiting all types of commercial marijuana business categories from operating within the City of Great Falls to a vote of the electors of the City; and

**WHEREAS**, the City Commission now wishes to submit the question of whether to specifically prohibit all types of commercial marijuana business categories from operating within the City of Great Falls to a vote of the electors of the City to be conducted on November 8, 2022.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA**, that:

1. **REFERENCE:** The City Commission of the City of Great Falls has proposed an ordinance amending Sections 17.4.070 and 17.20.3.070 of the Official Code of the City of Great Falls to include a specific prohibition on all types of commercial marijuana business categories from operating within the City of Great Falls and hereby refers the proposed ordinance to a vote of the people at a municipal election to be held on November 8, 2022. A full copy of the proposed ordinance is attached hereto, marked as Attachment “1”, and by this reference made a part hereof.

2. **FORM OF BALLOT:** The form of the ballot shall be as provided by law and as follows:

**Summary:** Initiative Measure I-190 (I-190) was approved by the electors of the State of Montana (including the electors of Cascade County and the City of Great Falls) in the November 2020 General Election, legalizing possession and use of limited amounts of marijuana by adults over the age of 21 and legalizing certain commercial marijuana business categories. The Montana Legislature subsequently modified and repealed various portions of I-190 to create a different legal structure to allow for and regulate marijuana business activities relating to adult-use and medical marijuana. This ballot measure asks voters to approve or disapprove an amendment to the Official Code of the City of Great Falls that would specifically prohibit all of the forms of marijuana business categories otherwise authorized under Montana law from operating within the City of Great Falls. The use and possession of marijuana by adults over the age of 21 as now authorized by Montana law will not be impacted by this vote.

**Proposal:** The City Commission of the City of Great Falls has proposed an amendment to the Official Code of the City of Great Falls to specifically prohibit all types of marijuana business categories from operating within the City of Great Falls. These business categories include marijuana dispensaries (adult-use and medical), combined use, cultivation and manufacturing activities, testing laboratories and marijuana transportation facilities.

[ ] **FOR** amending the Official Code of the City of Great Falls to specifically prohibit all types of commercial marijuana business categories from operating within the City of Great Falls.

[ ] **AGAINST** amending the Official Code of the City of Great Falls to specifically prohibit all types of commercial marijuana business categories from operating within the City of Great Falls.

3. **CERTIFICATION:** The City Clerk shall certify this Resolution and attached proposed Ordinance amendment to the Cascade County Election Official as provided by law.
4. **EFFECTIVE DATE:** This Resolution shall be effective upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of August, 2022.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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Jeff Hindoien, City Attorney



# ATTACHMENT “1”

## ORDINANCE 3246

### AN ORDINANCE AMENDING TITLE 17, CHAPTER 4 AND CHAPTER 20, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO USE OF LAND WITHIN THE CITY OF GREAT FALLS FOR COMMERCIAL MARIJUANA BUSINESS ACTIVITIES

\* \* \* \* \*

**WHEREAS**, the City of Great Falls is authorized by its Charter and Montana law to establish laws to protect the health, safety and welfare of the citizens of Great Falls; and

**WHEREAS**, the City Commission has, in the exercise of those powers, previously established Title 17 of the Official Code of the City of Great Falls (OCCGF), which establishes a comprehensive structure for development and land use within the City of Great Falls; and

**WHEREAS**, the City Commission took action in June of 2010 to adopt Ordinance 3054, as a component of the Title 17, Chapter 4 and Chapter 20, provisions regarding land use, to prohibit any medical marijuana activities in the City of Great Falls;

**WHEREAS**, in November of 2020, a majority of the voters of the State of Montana, including a majority of the voters of Cascade County and the City of Great Falls, voted to approve Initiative Measure 190 (“I-190”), which legalized both the adult use of marijuana under certain limitations and various categories of commercial marijuana business activities; and

**WHEREAS**, I-190, as passed by the voters, contained express limitations on the ability of a charter municipality like the City of Great Falls to completely prohibit certain adult-use marijuana providers and dispensaries from being located in the City; and

**WHEREAS**, the 2021 Montana Legislature took action to enact House Bill 701, which amended I-190 and created a different comprehensive structure to allow for and regulate commercial marijuana business activities in Montana; and

**WHEREAS**, one of the specific changes the Montana Legislature made to I-190 through HB 701 was to remove I-190’s express limitation on the ability of a charter municipality like the City of Great Falls to completely prohibit certain commercial marijuana business activities; and

**WHEREAS**, § 7-5-132, MCA allows the City Commission to refer a proposed ordinance specifically prohibiting all types of commercial marijuana business categories from operating within the City of Great Falls to a vote of the electors of the City; and

**WHEREAS**, the City Commission now wishes to submit the question of whether to amend OCCGF Title 17 to specifically prohibit all types of commercial marijuana business categories

from operating within the City of Great Falls to a vote of the electors of the City to be conducted on November 8, 2022.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, CONDITIONED UPON APPROVAL BY A VOTE OF THE ELECTORS OF THE CITY:**

Section 1. The provisions of OCCGF Title 17, Chapter 4 and Chapter 20, are hereby proposed to be amended as depicted by Exhibit “A” attached hereto and by reference incorporated herein with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 2. This proposed ordinance shall be in full force and effect immediately upon certification by the Cascade County Election Administrator of an election result showing that a majority of the electors of the City of Great Falls voting in the election to be conducted on November 8, 2022 have voted in favor of this proposed ordinance. In the event that the Cascade County Election Administrator certifies an election result showing that a majority of the electors of the City of Great Falls voting in that election have voted against this proposed ordinance, this ordinance shall be null, void and of no legal force or effect.

REFERRED TO THE VOTERS via Resolution 10471 by the City Commission of the City of Great Falls, Montana, this 2nd day of August, 2022.

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

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Jeff Hindoien, City Attorney



**Ordinance 3246 Exhibit "A"**

## Title 17 – LAND DEVELOPMENT CODE

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**Sections:****17.4.070 Relationship of this Title to other regulations.**

In addition to meeting the regulations contained in this Title, development shall comply with all applicable regulations of Federal and State agencies. In all cases, the strictest of the applicable provisions shall apply. No use of land shall be permitted by right or conditionally permitted within the incorporated City limits that is in violation of federal, state or local law. **This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Mont. Code Ann., Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. §§ 42.39.401 et seq.**

(Ord. No. 3246 (2022); Ord. 3194 (2019))

**17.20.3.070 Prohibited land uses.**

No use of land shall be permitted by right or conditionally permitted within the City of Great Falls that is in violation of federal, state or local law. **This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Mont. Code Ann., Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. §§ 42.39.401 et seq.**

(Ord. No 3246 (2022); Ord. No. 3054, § 1, 6-1-2010)



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set Public Hearing for Resolution No. 10473, A Resolution Referring Ordinance 3245, An Ordinance Providing that the Charter of the City of Great Falls be Amended to Allow for One or More Elected Municipal Court Judges” to a Vote of the People At An Election to Be Held on November 8, 2022

**From:** Legal Department

**Initiated By:** Legal Department

**Presented By:** Jeff Hindoien, City Attorney

**Action Requested:** Set Public Hearing on August 2, 2022 to Consider Resolution No. 10473

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**Suggested Motion:**

1. Commissioner moves:  
  
“I move that the City Commission (set / not set) a public hearing to consider Resolution No. 10473 for August 2, 2022.”
  2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:** Staff recommends that the Commission set a public hearing date for August 2, 2022 for consideration of Resolution 10473.

**Background:** The Charter of the City of Great Falls establishes a judicial branch consisting of a Municipal Court in which all misdemeanor criminal, traffic and municipal code infractions are prosecuted. The Great Falls Municipal Court serves as a court of record under Montana law and has, even in its prior form as a City Court (which was not a court of record), consisted of a single elected judge.

The City Commission has previously recognized the need for additional judicial branch staffing and in the past approved budget authority for the sitting Municipal Court Judge to hire an assistant part-time Municipal Court Judge under provisions in Montana law that allowed for that gesture. The 2021 Legislature, however, took steps to repeal that “hiring” authority in SB 127 and enacted a new requirement that all Municipal Court Judges serve in positions that are subject to election.

Montana law provides that the City Commission “shall determine by ordinance the number of judges required to operate the municipal court.” § 3-6-201(1), MCA. The City’s current Charter language, however, provides that “[t]here shall be a municipal court and an elected municipal court judge as provided by Montana law”. (Emph. supplied). Given the Commission’s prior recognition of the need for

additional judicial resources (including but not limited to the recent Crime Task Force Recommendations) and its present intention to allocate resources towards that additional judicial staffing as part of the FY 2022-23 budget, and the legislative change effected through SB 127, it is necessary to amend the Charter to remove that “singular” limitation on the number of elected municipal court judges to allow for the creation of a new and additional elected judge position.

Under Montana law, an amendment to a self-government charter may only be made by submitting the question of the amendment to the electors of the local government. § 7-3-103, MCA. In this type of situation where the local government is itself proposing the charter amendment, the amendment must be proposed by ordinance. The Commission has taken action to accept Ordinance 3245 on 1<sup>st</sup> Reading at its Regular Meeting on July 5, 2022 and is conducting a public hearing on the Ordinance in connection with its 2<sup>nd</sup> Reading consideration at its July 19, 2022 Regular Meeting.

If adopted by the Commission after 2<sup>nd</sup> Reading, Ordinance 3245 will serve as the procedural vehicle for submitting the proposed Charter amendment to the electors of the City of Great Falls this upcoming November. This Resolution is simply the mechanism through which (1) the actual ballot language is established and (2) the formal referral of the Ordinance to the Cascade County Election Administrator is accomplished. The action requested of the Commission at this time is to set a public hearing for August 2, 2022 for consideration of the Resolution.

**Fiscal Impact:** The fiscal impact of the proposed Resolution is no different than the fiscal impact of the adoption of the underlying Ordinance to be placed before the electors for approval or rejection. If the electors approve the proposed Charter amendment, the City can move forward with operating a Municipal Court with two (2) elected Municipal Court judges. Consistent with its past recognition of the need for additional judicial resources and the Crime Task Force recommendations, the budget currently proposed for approval by the Commission for FY 22-23 includes funding for the second elected judge position if the Charter amendment is approved by the electors.

**Alternatives:** If the Commission takes action to adopt the proposed Ordinance 3245 and refer the proposed Charter change to the voters, adoption of the proposed Resolution is required to complete that process and advance it to the Cascade County Election Administrator. If the Commission chooses to not adopt proposed Ordinance 3245 after 2<sup>nd</sup> Reading consideration, there will be no need for the Commission to take action on this Resolution.

**Concurrences:**

City Manager's Office  
Municipal Court

**Attachments/Exhibits:**

Resolution 10473

## RESOLUTION NO. 10473

### A RESOLUTION REFERRING ORDINANCE NO. 3245, AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF GREAT FALLS TO ALLOW FOR ONE OR MORE ELECTED MUNICIPAL COURT JUDGES AND SUBMITTING SUCH CHARTER AMENDMENT TO A VOTE OF THE ELECTORS OF THE CITY OF GREAT FALLS TO BE CONDUCTED AT AN ELECTION TO BE HELD ON NOVEMBER 8, 2022

**WHEREAS**, the electors of the City of Great Falls, Montana, established a charter form of government in 1986 with self-governing powers in accordance with Article XI, Section 5, of the Constitution of Montana, with that charter form of government including a judicial branch consisting of a City Court; and

**WHEREAS**, the electors of the City of Great Falls subsequently approved various amendments to the Charter in November of 2017, including an amendment to Article V to reflect that the City's judicial branch is now a Municipal Court of record; and

**WHEREAS**, Article V of the Charter of the City of Great Falls currently provides that "[t]here shall be a municipal court and an elected municipal court judge as provided by Montana law" and both the Municipal Court and its predecessor City Court have historically operated with a single elected judge; and

**WHEREAS**, the City Commission wishes to amend the Charter to remove the singular reference to "an elected municipal court judge" so as to allow the Municipal Court to operate with one or more elected judges; and

**WHEREAS**, § 7-3-103, MCA requires that any amendment to the Charter of the City of Great Falls be submitted and approved by the city electors during a regular election.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA**, that:

1. **REFERENCE:** Ordinance No. 3245, being an Ordinance Amending Article V of the Charter of the City of Great Falls to Allow for One or More Elected Municipal Court Judges, is hereby referred to a vote of the people at the general election to be held November 8, 2022. A full copy of Ordinance 3245 is attached hereto, marked Attachment "1," and by this reference is made a part hereof.
2. **FORM OF BALLOT:** The form of the ballot shall be as provided by law and similar to the following:

**PROPOSAL:** The City Commission of the City of Great Falls has proposed an amendment to the Charter of the City of Great Falls to allow the Great Falls Municipal Court to consist of more than one elected Municipal Court Judge by amending the current Charter language



as follows: “There shall be a municipal court ~~and an elected municipal judge~~ as provided by Montana law.”

- [ ] **FOR** amending the Charter of the City of Great Falls to allow for an additional elected Municipal Court Judge as provided for in Ordinance No. 3245.
  - [ ] **AGAINST** amending the Charter of the City of Great Falls to allow for an additional elected Municipal Court Judge, as provided for in Ordinance No. 3245.
3. CERTIFICATION: The City Clerk shall certify this Resolution and Ordinance No. 3245 to the Cascade County Election Official as provided by law.
  4. EFFECTIVE DATE: This Resolution shall be effective upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2<sup>nd</sup> day of August, 2022.

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

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Jeffrey M. Hindoien, City Attorney

# **ATTACHMENT “1”**

## ORDINANCE NO. 3245

### AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF GREAT FALLS PROVIDING THAT THE CHARTER OF THE CITY OF GREAT FALLS BE AMENDED TO ALLOW FOR ONE OR MORE ELECTED MUNICIPAL COURT JUDGES AND SUBMITTING SUCH CHARTER AMENDMENT TO THE ELECTORS OF THE CITY OF GREAT FALLS

**WHEREAS**, the electors of the City of Great Falls, Montana, established a charter form of government in 1986 with self-governing powers in accordance with Article XI, Section 5, of the Constitution of Montana; and

**WHEREAS**, Article V of that Charter included a designated judicial branch consisting of a City Court and an elected City Court Judge; and

**WHEREAS**, the electors of the City of Great Falls subsequently approved various amendments to the Charter in November of 2017, including an amendment to Article V to reflect that the City's judicial branch is now a Municipal Court of record; and

**WHEREAS**, Article V of the Charter of the City of Great Falls now provides that "[t]here shall be a municipal court and an elected municipal court judge as provided by Montana law" and both the Municipal Court and its predecessor City Court have historically operated with a single elected judge; and

**WHEREAS**, prior to the 2021 Legislative Session, the Municipal Court Judge had authority under Montana law to hire an Assistant Part-Time Municipal Court Judge if additional judicial resources became necessary, with that position not being subject to election; and

**WHEREAS**, the 2021 Legislature removed that legal authority for the Municipal Court Judge to expand judicial resources through the hiring of an Assistant and enacted a new requirement that all Municipal Court Judges be elected;

**WHEREAS**, the City Commission now wishes to amend the charter to both (1) recognize the new Montana law that requires that all Municipal Court Judges serve in elected positions and (2) remove the limitation that the City's Municipal Court consist of only one elected judge; and

**WHEREAS**, Mont. Code Ann. § 7-3-103 requires that any amendment to the Charter of the City of Great Falls be submitted and approved by the city electors during a regular election.

**NOW, THEREFORE**, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1: That Article V of the Charter of the City of Great Falls be amended as depicted in Exhibit "A" attached hereto, removing the language indicated by ~~strikeout~~, and that such amendment be subject to a separate vote by the electors of the City of Great Falls;

Section 2: REFERRAL TO ELECTORS. This Ordinance shall be referred to the electors of the City of Great Falls at the General Election to be conducted in November of 2022.

Section 4: EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law, but the amendment to the Charter of the City of Great Falls reflected in said Ordinance shall be effective only if certified as approved by the electors as provided by law and then, if so approved, shall become effective on January 1, 2023.

APPROVED by the City Commission on first reading July 5, 2022.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading July 19, 2022.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Jeffrey M. Hindoien, City Attorney



## Ordinance Exhibit "A"

### Charter of the City of Great Falls Article V Municipal Court

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## **ARTICLE V – MUNICIPAL COURT**

There shall be a municipal court and an elected municipal court judge as provided by Montana law.



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Resolution 10474, A Resolution By The City Commission Of The City Of Great Falls, Montana, To Amend Planning and Community Development Engineering Fees In The City Of Great Falls

**From:** Craig Raymond, Director, Planning & Community Development

**Initiated By:** Craig Raymond, Director, Planning & Community Development

**Presented By:** Craig Raymond, Director, Planning & Community Development

**Action Requested:** Set a Public Hearing for Resolution 10474 On August 2, 2022

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a Public Hearing for Resolution 10474 on August 2, 2022.”

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

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**Staff Recommendation:** Staff requests that the City Commission set a public hearing for August 2, 2022 to receive testimony related to a proposal to amend fees for land development engineering review and other miscellaneous work as performed by Planning & Community Development Department Engineers or 3<sup>rd</sup> party consulting engineers.

**Summary:** Nearly a year ago, the City Commission adopted fees to cover costs associated with the review of civil engineering plans and construction oversight for new development projects as well as providing project management of capital projects for other city departments. Since that time, the city has hired a 3<sup>rd</sup> party consulting engineer to assist with the review of said projects and provide construction oversight while the city continues to recruit engineering staff. Resolution 10474 enables the pass-through of the fees that will be incurred by the city related to those development projects that are assigned to the consultant.

**Background:** As early as November 2019, the City was preparing to transfer plan review, construction oversight and project management duties from the Engineering Division of Public Works to Planning & Community Development. As part of the transfer of duties, a different funding strategy and budget was developed to finance the staff FTE's along with related operational costs. Once the revenue source and budget parameters were known, staff then relied on feedback from the development community which informed the ultimate fee proposal that was adopted by the City Commission on September 21, 2021. Due to engineer position vacancies since that time, staff has determined that it is in the best interest of the city as well as the development community that we engage with a 3<sup>rd</sup> party engineering firm to help review

and process development proposals that include infrastructure construction and/or on-site storm water improvements. The City Commission ratified the agreement with Sanderson Stewart on June 21, 2022. Due to the change in how projects will be processed during the interim period, the approved fee structure may not be most appropriate. The proposed fee resolution amendment simply allows staff to directly pass along those costs the city receives from our 3<sup>rd</sup> party consultant to the project applicant/developer. It may also prove to be beneficial to maintain the relationship long term in order to have the ability to increase capacity and efficiency during seasonal spikes in development activity or community growth surges. PCD has found it very beneficial to have that tool in our bag in the Building Safety Division for building permit review. The development community has been very appreciative of the increase in responsiveness and quicker service the increased capacity affords.

**Fiscal Impact:** The proposed fee amendment will ensure that costs associated with development review will not negatively impact the Planning and Community Development Building fund or the general fund.

**Alternatives:** The City Commission may vote to reject Resolution 10474. Such action may have a detrimental effect on PCD fund balances and or put increased pressure on continued general fund investment.

**Concurrences:** Public Works and the City Manager's Office have been advised of the proposed fee resolution. No negative comments have been received.

**Attachments/Exhibits:**  
Resolution 10474

## RESOLUTION NO. 10474

### A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO AMEND PLANNING AND COMMUNITY DEVELOPMENT ENGINEERING FEES IN THE CITY OF GREAT FALLS

**WHEREAS**, Title 12 of the Official Code of the City of Great Falls (OCCGF) includes provisions for processing of permit applications for construction of or within city boulevards, sidewalks and streets; and

**WHEREAS**, Title 12 OCCGF includes a provision that the City Commission may, at its discretion, set and revise application fees by resolution; and

**WHEREAS**, Title 13 of the Official Code of the City of Great Falls (OCCGF) includes provisions for processing of permit applications for construction or modification of Water, Sewer and Storm Drainage Systems; and

**WHEREAS**, The City of Great Falls may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities; and

**WHEREAS**, Title 13 OCCGF includes a provision that the City Commission may, at its discretion, set and revise application fees by resolution; and

**WHEREAS**, Title 17 of the Official Code of the City of Great Falls (OCCGF) includes provisions for processing of applications for land use and development projects; and

**WHEREAS**, Title 17 OCCGF includes a provision that the City Commission may, at its discretion, set and revise application fees by resolution; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:**

1. Fees for plan review and engineer construction oversight shall be;  

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$
2. Engineer construction management and miscellaneous services shall be \$108.00 per hour
3. Direct costs associated with third party processing, review, oversight and/or consulting services shall be billed by the City to the project applicant
4. Resolution 10427 is hereby repealed



5. That this Resolution shall become effective upon adoption

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana,  
August 2, 2022.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Jeff Hindoien, City Attorney



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Water Meter Equipment Purchases for Fiscal Year 2023

**From:** Mike Judge, Utilities System Manager

**Initiated By:** Public Works Department

**Presented By:** Public Works Department

**Action Requested:** Approve Purchases

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the purchase of water meter equipment for the 2023 Fiscal Year from Ferguson Enterprises, Inc. in an amount not to exceed \$230,000.”

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

---

**Staff Recommendation:** Staff recommends that the City Commission approve the purchase of water meter equipment.

**Background:**

Significant Impacts

There are approximately 22,000 water meters within the City Water Distribution System. We have replaced the majority of our smaller meters that were not compatible with our radio read system. We are now working on replacing our larger meters (2” to 8”) and installing MXUs (radio read equipment) on the remaining meters. Currently, there are approximately 8,420 radio reads installed in the city.

Purpose

The purpose of this annual purchase is to continue replacing manual read meters with the MXU system to make meter reading safer, more accurate, more efficient, and to comply with Lead Free regulatory standards.

Project Work Scope

In Fiscal Year 2022, staff purchased \$190,000 worth of radio read equipment, new meters, meter parts and installation equipment from Ferguson Enterprises, Inc.

In Fiscal Year 2023, staff proposes to purchase radio read equipment, new meters, meter parts and installation equipment from Ferguson Enterprises, Inc. totaling approximately \$230,000.

Our plan for the upcoming 2 to 3 years is to replace the approximately fifty 2" and larger meters in our system that are incompatible with our remote read system. Currently, to read each of the manual read meters, City staff must enter every property and manually read the numbers off the meter. Manually reading the meter introduces an opportunity for inaccurate readings, and entering private property is a potential safety hazard and a time consuming process, as well as inconvenient for the property owner.

Finally, EPA has changed the definition of "Lead Free" from 8.0% to 0.25% of lead in brass. The majority of our meters are brass, which means when they need maintenance (stuck, broken, etc.), we are not allowed to rebuild them. We must install a new 0.25% "Lead Free" meter or an "I-Perl" meter (composite/plastic material).

#### Evaluation and Selection Process

Ferguson Enterprises, Inc. is the sole distributor of compatible parts and equipment for the City's metering system. Due to compatibility issues with different equipment, supplies and suppliers, staff proposes to continue to purchase equipment from Ferguson.

**Fiscal Impact:** Water meter equipment and supply purchases are programmed and budgeted on an annual basis in the Public Works Water Distribution Division fund.

**Alternatives:** The City Commission could vote to deny the purchases.



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Carter Commons Affordable Housing Proposal Public Hearing

**From:** Housing Solutions, LLC

**Initiated By:** Tyler Currence, Housing Solutions, LLC

**Presented By:** Tyler Currence, Housing Solutions, LLC

**Action Requested:** Conduct Public Hearing

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**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing.
- 

**Suggested Motion:**

No action is required by the City Commission. A record of the public hearing will be forwarded to the Department of Commerce, Board of Housing.

---

**Staff Recommendation:** Staff recommends the City Commission conduct the public hearing on whether Carter Commons meets a community housing need. Housing Solutions, LLC ran the notice of the public hearing before the City Commission in the Great Falls Tribune on July 5, 2022 and July 19, 2022.

**Summary:** As part of its application for the Low-Income Housing Tax Credits (“LIHTCs”) which will finance Carter Commons, Housing Solutions, LLC is required to solicit public comment on whether the proposed qualifying low-income rental housing property meets a community housing need. This is the public’s opportunity to comment on the proposal.

**Background:** LIHTCs are a federal tax credit which serve as a financing source for rent and income restricted housing. They are the main financing source for affordable multifamily homes in the United States. Receiving these tax credits is a competitive process. Carter Commons will be competing with other projects from around the state for this limited resource.

**Attachments/Exhibits:**

See attached flyer and public comments.





**HOUSING  
SOLUTIONS, LLC**

*"Unless the Lord builds the house,  
its builders labor in vain"*

May 27, 2022

Mr. Craig Raymond  
Director  
Planning and Community Development  
City of Great Falls  
#2 Park Drive S., Room 112  
Great Falls, MT 59401

RE: Carter Commons Public Hearing

Dear Director Raymond:

We are pleased to once again share with you that we are currently in the process of submitting our proposed senior affordable housing project, Carter Commons, to the Montana Board of Housing for tax credit funding. As you may recall, we submitted this proposal last year to Montana Board of Housing, however it was not funded due to the limited supply of the tax credit resource. As we've learned over the years, persistence is a key part of receiving this funding resource and in May of this year, the project was once again invited forward to submit a full application. As part of our application materials, we have been asked to include a hearing soliciting the need for the housing in the community before the local city commission. We will include the minutes from this hearing in our tax credit application.

By way of background, tax credit properties, such as our proposed Carter Commons, serve residents earning 30 to 60% of Area Median Income with below market rents. Each state has an agency that awards these credits to the projects they deem most worthy based on a variety of factors. In Montana, it's the Montana Board of Housing (a division of the Department of Commerce) that awards these credits.

Our proposed project, Carter Commons, would be a senior project (age 55+) with 19 one-bedroom and 6 two-bedroom units. There will be secured entrances with interior apartment access. An elevator in the building also means all units will be zero step entry and fully accessible. The project will be located at roughly 500 3rd St. S. just across the street from Carter Park. Additional information about the project is included in the attached flier.

The principal of Housing Solutions, Alex Burkhalter, has been involved in the development, construction, and management of affordable housing for more than 15 years. Eighteen projects totaling 765 units in Montana, Wyoming and North Dakota have been completed during Alex' career. The construction team, Howard Construction, also has over 15 years of experience with Housing Tax Credit properties.

Thank you in advance for hearing our presentation and providing your feedback on this proposal.

Sincerely,

Tyler Currence



## Affordable Senior Living

# Carter Commons

GREAT FALLS, MONTANA

### Unit Mix:

- 19: 1 Bedroom – 600 sq ft
- 6: 2 Bedroom – 782 sq ft

### Monthly Rental Rates:

- 1 Bedroom - \$595 - \$850
- 2 Bedroom - \$715 - \$950
- Monthly rent includes all utilities!

### Household Income Range:

- 1 Person - \$22,240 - \$33,360
- 2 Person - \$25,440 - \$38,160

### Unit Amenities:

- Frost Free Refrigerator
- Range – Stove/Oven
- Dishwasher
- In Sink Disposal
- Microwave
- Washer & Dryer in Unit
- Air Conditioning
- Large Closets
- Blinds
- Bedroom and Living Ceiling Fan
- Neutral Paint colors
- Hardwood Cabinets

### Building Amenities

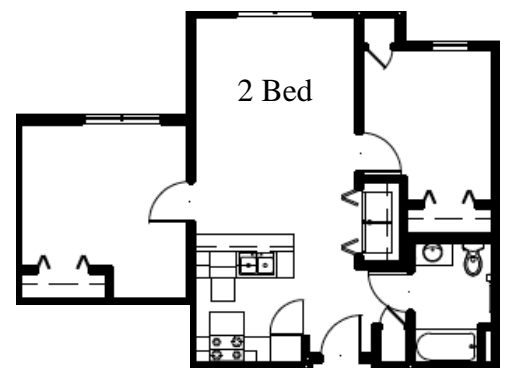
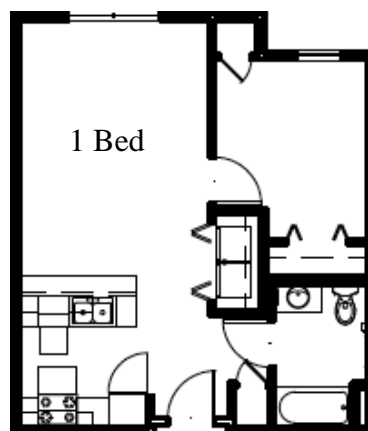
- Manager's Office
- Community Room
- Patio
- Elevator
- Secure Entry

Location Map on Reverse

Carter Commons is designed with convenience, community and safety for today's active senior citizens at an affordable price. Our age 55 and older residents will find Carter Commons to be in a great location. Located off of 3<sup>rd</sup> St. just across from Carter Park, Carter Commons provides easy access to downtown Great Falls as well as the many amenities off of 10<sup>th</sup> Ave. just to the south. The Great Falls Transit District Southcentral route runs directly by the property and the transfer station is located less than a half mile away and will take residents to their desired location.

Carter Commons will be a mix of 25 one- and two-bedroom apartment homes. The large community room and patio can be enjoyed with both old and new friends. In addition to all essential appliances, each apartment home will include a washer/dryer, the convenience of an elevator and the security of a controlled entry building.

### Floor Plans:



### Would you like to help?

Housing Solutions, LLC is currently pursuing Housing Tax Credits from the Montana Board of Housing to make this low rent and income project a reality. If you would like any further information about the project or would like to express your support, please contact us.





# Affordable Senior Living

# Carter Commons

GREAT FALLS, MONTANA



# CARTER COMMONS

Affordable Senior Living



**HOUSING**  
SOLUTIONS

Great Falls, Montana

## Introduction

- Housing Solutions LLC
  - Formed in 2012
    - 9 Properties Completed & 1 Underway
    - 4 States
      - Idaho – Pocatello
      - Montana - Kalispell, Missoula, Glendive, Polson
      - North Dakota – Dickinson
      - Wyoming – Casper, Cody, Evanston
- Alex Burkhalter
  - 18 Years Experience
    - 22 Properties
    - 850 Apartment Homes
    - Idaho, Montana, North Dakota, Wyoming



**HOUSING**  
SOLUTIONS

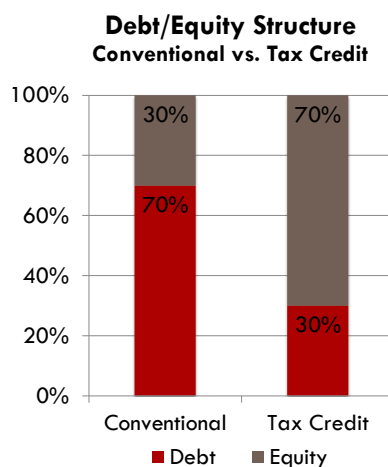


## Senior Projects



## Housing Tax Credits

- Federal Program, enacted 1986
- 90% of New Affordable Rental Housing created with HTC
- Administered by Individual States
- Success comes from Public/Private Partnership
- Assistance with Construction and Development Costs
  - ▣ By creating tax incentive for investors, equity is increased, and debt is lowered.
  - ▣ Lower debt servicing allows lower rents.
  - ▣ No rental or operating assistance



## HTC's – Who Do They Serve?

- For Households at or below 60% AMI - Figures Published by HUD Annually

- ▣ Cascade County Income Limit @ 60% AMI 4 people - \$47,640

- ▣ Cascade County Income 100% AMI 4 People \$72,700

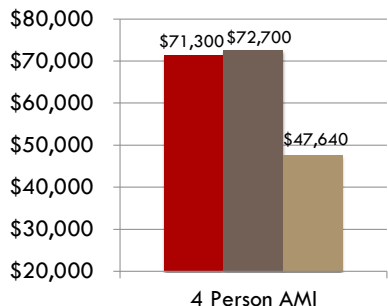
- Some units targeted deeper

- ▣ 40% and 50%

- Typical resident is in entry level position

- ▣ Retailers, Hotel's, Quick Service Food

- Elderly on fixed income



■ National Non Metro Median Income

■ Cascade County

■ HTC Property - 60% AMI

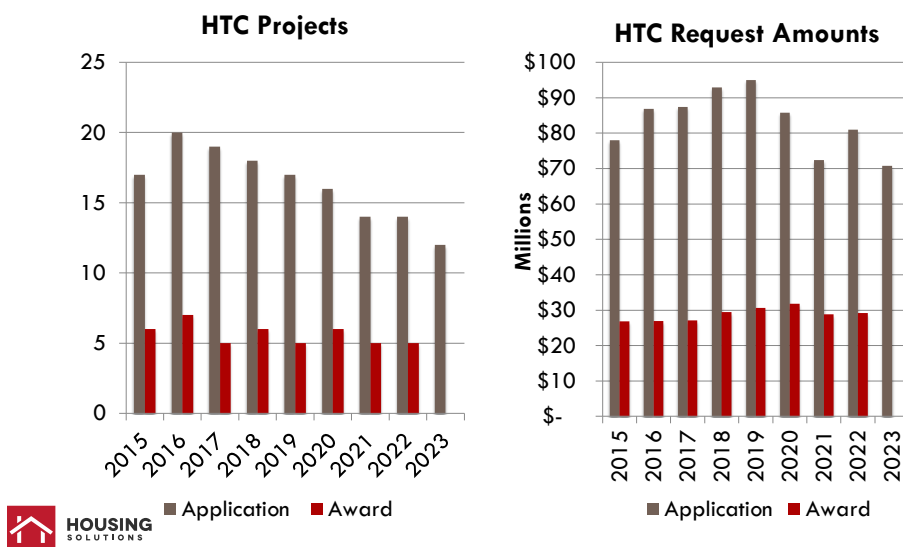


## Montana Housing

- State Agency (a division of the Department of Commerce) designated by the IRS to administer the the program
- 7-person board – appointed by Governor
- Monitors projects under development and throughout operations
- Enforcement of remedies against non-compliant projects
- Tasked with awarding the Housing Tax Credits annually
- Publish the Qualified Allocation Plan
- **Very strong demand for this valuable resource**



## Housing Tax Credits in Montana



## 2023 Round Letter's of Intent

Name	City	Units	Request
ANHA LIHTC #2	Crow Agency	37	\$6,435,000
Valley Court Apts	Glasgow	12	\$3,490,000
Bigfork Senior Housing	Bigfork	24	\$3,594,600
Cherry Orchard	Kalispell	24	\$6,180,000
Cabinet Aff Housing	Libby	24	\$6,500,000
Meadowlark	Butte	30	\$6,500,000
Creekside Apts 9%	Missoula	40	\$5,750,000
Sage Grouse Homes	Miles City	26	\$6,500,000
Yellowstone Plaza 9%	Belgrade	30	\$6,400,000
Centennial Village	Great Falls	48	\$6,500,000
Valley View Village	Helena	31	\$6,500,000
Carter Commons	Great Falls	25	\$6,400,000
Total Requested			\$70,749,600

## 2023 Round Letter's of Intent

Name	City	Units	Request
ANHA LIHTC #2	Crow Agency	37	\$6,435,000
Cabinet Aff Housing	Libby	24	\$6,500,000
Meadowlark	Butte	30	\$6,500,000
Creekside Apts 9%	Missoula	40	\$5,750,000
Sage Grouse Homes	Miles City	26	\$6,500,000
Yellowstone Plaza 9%	Belgrade	30	\$6,400,000
Valley View Village	Helena	31	\$6,500,000
Carter Commons	Great Falls	25	\$6,400,000
Total Requested			\$50,985,000



## A PROJECT FOR GREAT FALLS?

Affordable Senior Living



Great Falls, Montana



## Project Highlights

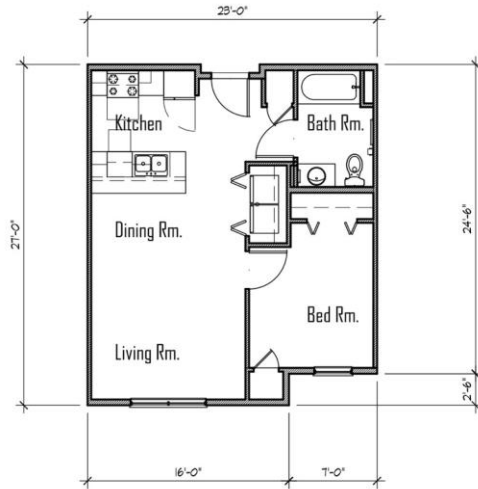
- 25 Homes
  - ▣ For age 55+
  - ▣ 1 & 2 bed homes
  - ▣ New construction
  - ▣ Rents from \$595-\$950
- Community
  - ▣ Onsite Manager's Office
  - ▣ Community Room with Kitchen
  - ▣ Outdoor Patio
  - ▣ Crafting/multipurpose space
  - ▣ Card and Billiards room
  - ▣ Elevator Service
  - ▣ Secured Building Entry
- Energy & Green
  - ▣ LED Exterior Lighting
  - ▣ Motion sensing, dimmable switches
  - ▣ Energy Star Appliances
  - ▣ Low VOC paints and adhesives
  - ▣ Formaldehyde free laminates
  - ▣ Water efficient Landscaping
  - ▣ Smoke Free Policy
  - ▣ Project Location, walkable!
  - ▣ Redevelopment site



## Building Concept

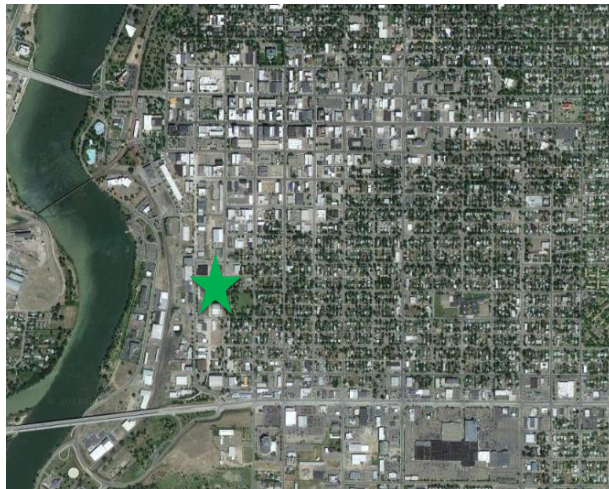


## Unit Floor Plan



## Location

14



# Location

15



# Affordability

**Rental Rates**  
65% of the homes are here

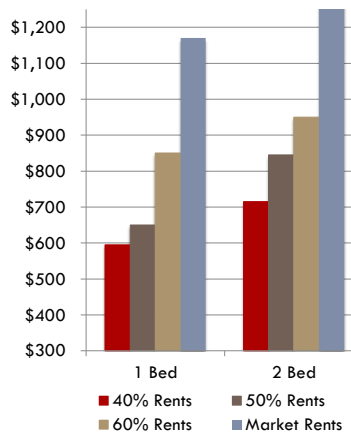
AMI	40%	50%	60%	Market Rents
1 Bed	\$595	\$650	\$850	\$1,090
2 Bed	\$715	\$845	\$950	\$1,220

Carter Commons rents include all utilities!

**Resident Income Limits**

Size	40%	50%	60%
1 Person	\$22,240	\$27,800	\$33,360
2 Person	\$25,440	\$31,800	\$38,160

**Monthly Rental Rates**



## Preliminary Market Study

- Senior Homes Needed!
  - ▣ 297 new **SENIOR** homes needed!
  - ▣ Low capture rate of 8.1%
  - ▣ Last year's market study found 0.1% vacancy rate in community across all rental types
  - ▣ 3rd largest city in Montana
    - Last senior development, Cascade Ridge, was funded in 2015!



## Development Timeline

- Application and Award
  - ▣ Letter of Intent – April 11<sup>th</sup>
  - ▣ Invitation to Apply – May 17<sup>th</sup>
  - July 19<sup>th</sup>
  - ▣ Complete Application Due – August 1<sup>st</sup>
  - ▣ Projects Selected for Awards – October 17<sup>th</sup>
- Development
  - ▣ Complete Plans & Construction Start – June 2023
  - ▣ Construction Complete – June 2024





# CARTER COMMONS

Affordable Senior Living



**HOUSING**  
SOLUTIONS

Great Falls, Montana



1801 Benefis Court Great Falls, MT 59405  
Toll Free - 1.800.551.3191 Phone - 406.454.6990 Fax - 406.454.6991

June 9, 2022

City Commission  
2 Park Drive South  
Great Falls, MT 59401

RE: Public Comment for Carter Commons

Dear City Commissioners:

As the Director of Cascade County Aging Services, I would like to take this opportunity to express support for the Carter Commons project. We provide a number of services to older adults including meals on wheels, homemaker services, the state health insurance program (Medicare/open enrollment counseling), respite care services and transportation as well as information and referral services to anyone who has questions regarding elder care or service issues. Allowing the elderly to age in place, safely, and with independence and dignity is the goal of Aging Services.

The Carter Commons project addresses a critical need in Great Falls for additional affordable housing for seniors as well as the need to ensure that their housing is safe, well maintained, and provides for their independence. The location of this project between downtown and 10<sup>th</sup> Avenue South provides accessibility to City-County Health, Alluvion, the Great Falls Transit Hub, other government services and businesses that provide goods and services to seniors. Currently most affordable housing has wait lists, rents are on the rise and the supply of safe homes is low. Carter Commons will bring much needed homes to Great Falls. It will offer accessible features and design elements that support safety, independence and dignity for the seniors of Great Falls.

We are prepared to provide services to the residents of Carter Commons and support Housing Solutions proposed project. This project is urgently needed, and we look forward to helping support its future residents.

Sincerely,

Kimberliegh L. Thiel-Schaaf, Director  
Area VIII Agency on Aging – Cascade County



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Business Improvement District (BID) FY 2023 Budget and Work Plan

**From:** Melissa Kinzler, Finance Director

**Initiated By:** Business Improvement District Board of Directors

**Presented By:** Joan Redeen, BID

**Action Requested:** Conduct Public Hearing and Accept the Business Improvement District FY 2023 Budget and Work Plan

---

**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:  
  
 "I move that the City Commission (accept/reject) the FY 2023 Business Improvement District Budget and Work Plan."
  2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:** The BID recommends that the City Commission accept the FY 2023 BID Budget and Work Plan.

**Background:** The initial creation of the BID was in 1989. It was renewed in 1999, 2009, and 2019 each for periods of ten years by petition of the property owners within the District. The district successfully completed an expansion in 2022, and this budget is the first year of the newly expanded district.

The Business Improvement District's overall purpose is to utilize assessment dollars through the BID to improve and revitalize the downtown area. If there are any material increases or decreases in the actual assessment from the approved budget, the BID's Board will either request a budget amendment from the City Commission or the Board will include the amount of revenue whether it be an increase, or decrease, in their Budget and Work Plan for the coming fiscal year. The BID has not changed the areas of the district boundaries since its origination date.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

A separate resolution to levy and assess the properties within the district will be brought to the City Commission after Certified Market Values are received from the DOR.

**Fiscal Impact:** The BID is projecting annual revenue for Fiscal Year 2023 of approximately \$264,000 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional projects for streetscapes, and economic growth.

The assessment will be according to the formula approved by the BID Board and the City Commission:

1. a flat fee of \$200.00 for each lot or parcel without Land Use Code of 125;
2. a flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a Residential Condominium;
3. an assessment of \$.00165 times the market valuation as provided for by the Montana State Legislature;
4. and an assessment of \$.015 times the square footage of the land area.

**Alternatives:** The City Commission could request the BID Board make changes to either the Budget or Work Plan.

**Concurrences:** The BID partners with several organizations to provide results and follow the overall purpose for the BID. Finance staff is responsible for assessing and collecting the revenues.

**Attachments/Exhibits:**

Work Plan 2022-2023

BID Final Budget

Map of BID Boundaries





# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2022-2023

Agenda #17.



The Great Falls Business Improvement District (BID) is authorized by Montana Code Annotated, Title 7, Chapter 12, Part 11.

The map of the Great Falls Business Improvement District boundaries is attached as a part of this document. As of July 1, 2023, the BID has expanded to include twenty (20) additional parcels. This is the first time the BID has changed its boundaries since its original creation. As of July 1, the BID will have 212 parcels within its boundaries.

The BID was first created in 1989, we serve as the second oldest BID in the State of Montana, working with the smallest budget. We have successfully been recreated every ten (10) years since 1989. We exist until we work toward recreation next in 2029. BID services are designed to supplement existing City services and will be in addition to City services that are currently provided in Downtown Great Falls.

The mission of the Great Falls Business Improvement District (BID) is to represent the unique interests of the business and property owners located within the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long-range planning, grant program administration, and physical and environmental improvement programs.

This is an ambitious work plan outlined by the BID Board and Executive Director.

The plan will be fluid as funding, conditions and priorities evolve. In no particular order, the plan includes and may not be limited to the following:

## **The BID will provide the following services within the designated boundaries over the next fiscal year:**

### **➤ Downtown Property Investments**

- Invest in downtown properties through our grant programs.
  - Grant programs may include, but are not limited to:
    - Interior Grant
    - Business Incentive Grant
- Utilize additional grant programs to supplement BID grant monies
  - Tax Increment Financing (TIF)
    - The BID will continue to support the Downtown Development Partnership (DDP) in administering the Downtown TIF
    - The BID may pursue TIF Funds for extraordinary projects
  - Community Block Development Grants (CDBG)
  - American Rescue Plan Act funds (ARPA)
  - Seek additional revenue streams, as deemed appropriate
- Continue efforts to expand the boundaries of the BID to provide our services to additional property owners as our work continues to improve Downtown Great Falls
- Streetscape Improvements

### **➤ Downtown Safety & Security**

- Continue to take a lead role in organization and promoting Downtown Safety & Education
  - Working with partner organizations of the Downtown Safety Alliance
  - Organization of the Downtown Safety Alliance
  - Support the BRIC Officer from the Great Falls Police Department
  - Support the Great Falls Police Department's Volunteer Program
  - Management of the Coins for a Cause Program



# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2022-2023

Agenda #17.



## ➤ Unifying Entities

- Communication
  - Provide our property & business owners information on the BID and our programs
    - BID insert in the Downtown Association's eblast at a minimum of once a month
    - Regular Press Releases in regard to BID activities/events
  - Bring more awareness to the Community about the work of the BID
- Volunteers
  - Continue support of the Downtown Chicks, an established pool of volunteers that can be utilized as a resource for events & special projects
  - Continue support of the Building Active Communities Initiative (BACI)
  - Support the annual Serve Day, NWGF Community Clean-Up and other volunteer led events when focused on Downtown
  - Work with organizations to coordinate improvement efforts of our downtown
- Downtown Partnerships
  - The BID will be an active participant in the Downtown Development Partnership (DDP), working to implement the Downtown Master Plan
    - The BID representative will be available to serve in an officer capacity on the Board of the DDP
    - The BID will take the lead on citywide Wayfinding Implementation
    - Support the pursuit of a Downtown Revitalization Plan
  - The BID will support the Downtown Great Falls Association (DGFA)
  - The BID will support the Downtown Business Development Officer, an employee of the Great Falls Development Authority
  - The BID will support the following organizations, the Great Falls Area Chamber of Commerce and Montana Tourism via Convention Visitors Bureau membership
- Advocacy
  - Relay and support a unified voice for Downtown
  - Advance policies
  - Increased partnerships and opportunities to promote the heart of the City
- City Boards
  - Serve as ex-officio on the Parking Commission
  - Serve as ex-officio on the Historic Preservation Advisory Commission

## ➤ Beautification

- Downtown Public Art Projects
  - The BID will serve as the lead in the organization of ArtsFest MONTANA
    - Pursue lighting the existing murals
  - Continue support of the Urban Art Project
  - The BID will continue creation of additional Traffic Signal Box artwork within the Downtown Master Plan boundaries, utilizing DDP funding, as that funding permits
- Trash Removal
- Graffiti Removal
- Snow Removal
- Flower Maintenance
- Tree Maintenance
  - Utilizing funding for tree maintenance from the Downtown TIF through FY 2026
- Holiday Décor
- Banners/Flags
- Sound System



# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2022-2023

Agenda #17.



## ➤ Administration

- Day to day matters
- Reporting
- Staffing & support
- Continued educational opportunities for staff
- Attendance at regional and national conferences for growth and education opportunities

## Assessment Formula:

The assessment of the BID consists of the following:

- A flat fee of \$200.00 for each lot or parcel without a Land Use Code of 125,
- A flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a residential condominium,
- An assessment of \$.00165 times the market valuation as provided by the Montana Department of Revenue, and
- An assessment of \$.015 times the square footage of the land area.

## BID Governance:

As per MCA 7.12.11 the Board shall consist of not less than five or more than seven owners of property within the district or their assignees. The Great Falls BID has consisted of seven property owners, or their representatives since its inception in 1989. These property owners volunteer to serve and are appointed by the City Commission.

## Program Structure:

The BID delivers programs and services for the area of the district that pays into the BID. The BID has its own board, work plan and staff to support programming. The BID follows the principles of the National Main Street Program, having worked to succeed the highest level of membership in this program as an Accredited Program. The National Main Street program has four pillars; Design (BID), Economic Vitality (GFDA), Promotion (DGFA) and Organization which is largely led by the BID.

**BID  
BUDGET  
FY 2023**

**Revenues**

Assessments	\$ 264,000
Assessment Receivable	\$ 15,000
Business Watch	\$ 500
Coins for a Cause	\$ 500
Downtown Art - Sponsorships	\$ 25,000
Interest Income	\$ 150
TIF Funds - Tree Work	\$ 25,000
TIF Funds - Wayfinding	\$ 50,000
Prior Year Carryover - Cash	\$ 100,000
<b>Total Revenues</b>	<b>\$ 480,150</b>

**Expenses**

Advertising	\$ 100
Web Design	\$ 250
Beautification	\$ 2,500
Art Downtown	\$ 40,000
Flowers	\$ 15,000
Sound System	\$ 5,000
Snow Removal	\$ 10,000
Trash Removal	\$ 10,000
Tree Program	\$ 25,000
Holiday Décor	\$ 10,000
Business Grants Approved	\$ 20,000
Business Grants - Interior	\$ 50,000
Business Grants - Business Incentive Grant	\$ 25,000
Business Watch	\$ 500
Coins for a Cause	\$ 500
Contract Services	\$ 15,000
Donations	\$ 7,000
Dues & Subscriptions	\$ 3,350
Employee Benefits	\$ 300
Insurance	\$ 5,000
Miscellaneous	\$ -
Office Equipment	\$ 1,500
Office expense	\$ 1,500
Payroll taxes	\$ 25,000
Professional Services	\$ 4,900
Rent	\$ 5,196
Salaries	\$ 120,000
Special Projects	\$ 15,219
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 35
Telephone/Internet	\$ 1,000
Travel & Education	\$ 3,000
Main Street Conference	\$ 4,000
Utilities	\$ 300
Wayfinding	\$ 50,000
<b>Total Expenses</b>	<b>\$ 480,150</b>

**Net Revenue/Loss**

<b>\$ -</b>
-------------





*Agenda #17.*



- 2/16/2022



Map exhibit is for reference only and is not  
survey grade. For questions, please contact  
City of Great Falls Mapping & Aerial Imagery  
119



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Tourism Business Improvement District (TBID) 2022/2023 Budget and Work Plan

**From:** Melissa Kinzler, Finance Director

**Initiated By:** Tourism Business Improvement District Board of Directors

**Presented By:** Rebecca Engum, TBID

**Action Requested:** Conduct Public Hearing and Accept the Tourism Business Improvement District 2022/2023 Budget and Work Plan

**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
2. Mayor closes public hearing and asks the will of the Commission.

**Suggested Motion:**

1. Commissioner moves:  
  
 "I move that the City Commission (accept/reject) the 2022/2023 Tourism Business Improvement District Budget and Work Plan."
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

**Staff Recommendation:** The TBID recommends that the City Commission accept the 2022/2023 TBID Budget and Work Plan.

**Background:** The initial creation of the TBID was in 2008. On February 6, 2018, the City Commission approved Resolution 10222 re-creating said TBID for a duration of ten (10) years. The TBID's overall purpose is to promote tourism, conventions, trade shows, and travel to the City of Great Falls through the use of assessment revenue. If there are any material increases or decreases in the actual assessment from the approved budget, the TBID's Board will either request a budget amendment from the City Commission, or the Board will include the amount of revenue whether it is an increase or decrease in their Work Plan and Budget for the coming Fiscal Year.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve

the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

**Fiscal Impact:** The TBID is projecting annual revenue for Fiscal Year 2022/2023 of approximately \$772,693 in assessment dollars.

The assessment will be according to the formula approved with the re-creation of the district:

The assessment will be a flat fee of two dollars (\$2.00) per occupied room night for establishments with 31 or more rooms and a flat fee of one dollar (\$1.00) per occupied room night for establishments with 1-30 as prescribed in Mont. Code Ann. Section 7-12-1133(f). The new assessment method began on July 1, 2018.

**Alternatives:** The City Commission could request the TBID Board make changes to either the Budget or Work Plan.

**Concurrences:** The TBID partners with several organizations to provide results and follow the overall purpose for the TBID. Finance staff is responsible for assessing and collecting the revenues.

**Attachments/Exhibits:**

TBID Budget and Work Plan

Map of TBID Boundaries

## Great Falls Montana Tourism Budget

July 1, 2022 - June 30, 2023

Adopted 4-21-2022

	CVB	General	TBID	Total	Nat	Avg
Income						
1 Bed Tax	\$176,000	\$0	\$0	\$176,000		
2 TBID Assessment	\$0	\$0	\$772,693	\$772,693		
3 Reserves			\$170,000	\$170,000		
4 Membership	\$0	\$15,000	\$0	\$15,000		
5 Grant	\$0	\$0	\$0	\$0		
6 Advertising	\$0	\$0	\$0	\$0		
Total Income	<u>\$176,000</u>	<u>\$15,000</u>	<u>\$942,693</u>	<u>\$1,133,693</u>		
Expenses						
7 Personnel	\$30,391	\$0	\$239,443	\$269,834	24%	42%
Administration						
8 Rent	\$0	\$0	\$4,500	\$4,500		
9 Utilities	\$0	\$0	\$9,200	\$9,200		
10 Memberships	\$0	\$0	\$13,000	\$13,000		
11 Subscriptions	\$0	\$0	\$16,000	\$16,000		
12 Maintenance	\$0	\$0	\$6,000	\$6,000		
13 Supplies	\$0	\$0	\$12,000	\$12,000		
14 Postage	\$0	\$0	\$1,000	\$1,000		
15 Insurance	\$1,459	\$0	\$3,200	\$4,659		
16 Professional Fees	\$1,850	\$0	\$18,200	\$20,050		
17 TAC	\$1,500	\$0	\$0	\$1,500		
18 Professional Development	\$0	\$0	\$5,000	\$5,000		
Total Admin	<u>\$4,809</u>	<u>\$0</u>	<u>\$88,100</u>	<u>\$92,909</u>	8%	11%
19 Leisure Traveler Marketing						
19a Media Placement	\$87,000	\$0	\$140,000	\$227,000		
19b Management & Production	\$27,800	\$0	\$45,150	\$72,950		
20 Conventions Meetings & Groups	\$0	\$0	\$40,000	\$40,000		
21 Destination Development	\$0	\$0	\$185,000	\$185,000		
22 Opportunity	\$1,000	\$0	\$25,000	\$26,000		
23 Photo & Video Library	\$0	\$0	\$10,000	\$10,000		
24 Visitor Guide	\$20,000	\$6,500	\$0	\$26,500		
25 Joint Venture	\$5,000	\$0	\$0	\$5,000		
26 Trade Shows	\$0	\$0	\$5,000	\$5,000		
27 Website	\$0	\$0	\$20,000	\$20,000		
28 Events	\$0	\$3,500	\$145,000	\$148,500		
29 Reserves	\$0	\$5,000	\$0	\$5,000		
Total Program	<u>\$140,800</u>	<u>\$15,000</u>	<u>\$615,150</u>	<u>\$770,950</u>	68%	47%
Total Expenses	<u>\$176,000</u>	<u>\$15,000</u>	<u>\$942,693</u>	<u>\$1,133,693</u>		
Net Profit	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		





## 2023 Plan

Strategies, Objectives, and Tactics for

July 1, 2022 to June 30, 2023

Adopted 4-21-2022



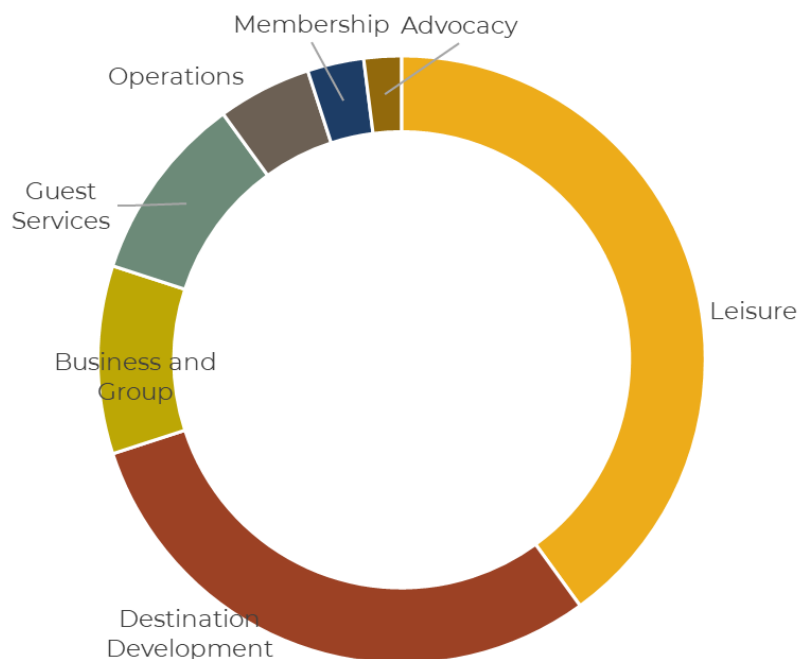
[www.VisitGreatFallsMontana.org](http://www.VisitGreatFallsMontana.org)

## EXECUTIVE SUMMARY

Great Falls Montana Tourism is the destination management organization for Great Falls, Montana. There are 466 incorporated places that have a population of between 50,000 to 99,999, Great Falls is 1 of them. There are 741 places with 25,000 to 49,999. That is 1,206 options other than Great Falls that offer meeting and leisure travel opportunities. Our job is to get Great Falls known and then make people fall in love with our unique opportunities.

Our strategies this fiscal year will be:

1. Promote Great Falls to potential leisure travelers.
2. Develop the Destination by supporting tourism infrastructure assets and investing in new and growing events.
3. Recruit meetings, conventions, and group gatherings to Great Falls.
4. Assist guests with having an only in Great Falls experience.
5. Manage Organization Operations.
6. Recruit members.
7. Advocate for the Tourism industry.



### Leisure

The objective is to increase overnight visitors and stays at Great Falls lodging properties by placing paid media in our targeted markets and developing content that is distributed through our owned media, such as Facebook, Instagram, and YouTube, that will inspire travelers. In 2021, Great Falls hosted 1.4 million overnight visitors, room demand was 462,593, our website saw 191,928 users, and our paid media generated over 26 million impressions and a click through rate of 0.45%. Our Facebook followers grew 26% to 11,173, Instagram grew 43% to 5,056, and YouTube grew 77% to 154. Success will be measured by growth in overnight visitors, room demand, website users, paid media click through rate, and social followers.

### Destination Development

Great Falls Montana Tourism's objective is to make Great Falls a more competitive destination to visit by recruiting and developing events; supporting new air service at Great Falls International Airport; advocating for development and improvement of new venues to host events, meetings, and groups; encouraging new services to support the tourism industry. In 2021, Great Falls Montana Tourism invested in a group who launched Big River Ruckus, a multi-day music festival that had an estimated 1,200 people in attendance. Great Falls saw a 7% increase in room demand the weekend of the Ruckus. Success will be measured by the number of competitive improvements, people connected, and estimated room demand impact.

### Business and Group

With this effort, Great Falls Montana Tourism's objective is to market Great Falls as a location to host conventions, meetings, trade shows, bus tours, reunions, weddings, sporting events, and festivals. This segment has been slow to return since COVID-19. In 2021, we did host the BMW Motorcycle Owners Association National Rally with about 5,000 attendees and an increase in room demand of 19% over the same time in 2019. Success will be measured by the number of projects landed, the number of attendees, and growth in room demand.

### Guest Services

The objective of this effort is to assist guests daily July 1 - September 30; May-June; and Monday-Friday October through April who call, walk-in, and email by answering their questions, sharing stories that excite them about Great Falls, and get them out experiencing Great Falls. The goal of this effort is to get guests to stay the night in Great Falls, extend their stay in Great Falls, and/or plan a return trip to Great Falls. Between 2011 and 2017 there was a 56% decline in walk-in guests. Over 80% of walk-in traffic occurs between May and September, 25% occurred on weekends, and walk-in traffic accounts for about 0.05% of all the overnight visitors to Great Falls. Success will be measured by number of guests assisted, the percentage of guests that are not residents or campers, the percentage of guests visiting on the weekends, and percentage of guests visiting May-September.

### Operations

This effort's objective is to maintain efficient and effective operations for the organization. Beyond paying bills, filing reports, leading Board and Executive Committee meetings, tracking progress towards goals, assisting with audits, specific objectives include recruiting, developing and retaining staff and volunteers, advocating for the Future of Montana ExpoPark, and communicating with stakeholders. Success will be measured by clean audits, retention rate, number and open rate of stakeholder communications, and County secured funding to build a multipurpose event center at Montana ExpoPark.

### Membership

The objective of this effort is to increase the number of businesses knowing about, supporting, and providing input on Tourism's collective efforts. Success will be measured by growth and retention of members.

### Advocacy

Great Falls Montana Tourism's objective in this effort is to educate Tourism's impact on the local economy, oppose efforts that hinder tourism, and support efforts that make Great

Falls more appealing to securing more overnight visitation. Great Falls Montana Tourism will be more involved with local projects supported by TBID assessments. Success will be measured by the percentage of efforts that are successful in Tourism's favor and the percentage of projects supported by TBID assessments that Great Falls Montana Tourism's staff are involved in.

### Staffing

Great Falls Montana Tourism's tactics to achieve the objectives of our efforts are performed by 3 full-time staff and 1 seasonal part-time staff. Efforts are led by the Executive Director and supported by a Sales Director, a Content Director, and a Guest Services Manager. Great Falls Montana Tourism is developing a volunteer program and is working to secure guest service volunteers to aid in our efforts. The staff are very diligent to stay focused on top priority efforts and efficient in managing time to achieve results.

### Creative Strategy

To stand out in a saturated destination marketing environment, Great Falls, Montana requires a bold and innovative approach. Great Falls is marketed as Montana's greatest dam town that is a basecamp to unspoiled nature, breathtaking diverse landscapes, and friendly, relaxed hospitality. Our tone is conversational, punny (yes, pun-ny), simple, and confident. The use of the word dam is used in marketing headlines when images are of dams, and sparingly in other efforts. We use a double exposed image of our visitors' top activities over a landscape in our promotion to juxtapose the outdoors and illustrate the art in Great Falls that differentiates us from other Montana communities and from the 1,520 other communities vying for traveler attention.

### Competitive Set

We compare our efforts against benchmark communities as well as our own historic performance. Those benchmarks include:

- Kalispell, MT
- Casper, WY
- Grand Forks, ND
- Billings, MT
- Missoula, MT
- Spokane, WA
- Boise, ID
- Sioux Falls, SD

### STRATEGY 1 | PROMOTE GREAT FALLS TO POTENTIAL LEISURE TRAVELERS TACTICS

In calendar year 2021, Great Falls, Montana had 1,487,559 overnight visitors, a 47% increase over 2019. During the same calendar year Great Falls market saw a 2.36% decline in room demand over 2019, and a 1.76% decline in gross lodging tax collection. Fiscal year data is still projected, however, is expected to paint a much different picture. The reason is that the first quarter of 2021 still was being impacted by COVID-19.

### Market

In 2021, the overnight visitor to Great Falls, as shown in research conducted by ITRR, can be characterized as:

- A couple, 55-64 years old
- With \$100,000 to \$150,000 in household income
- Who has previously been to Great Falls
- Driving their personal vehicle

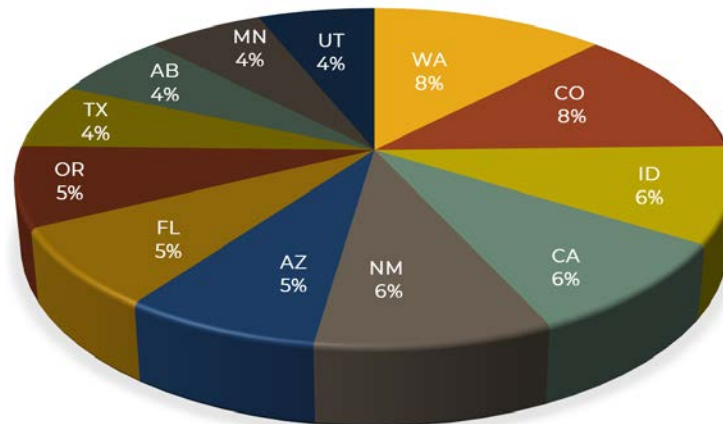
### Arriving from:

- Washington
- Colorado



- Idaho
- California
- New Mexico
- Arizona
- Florida

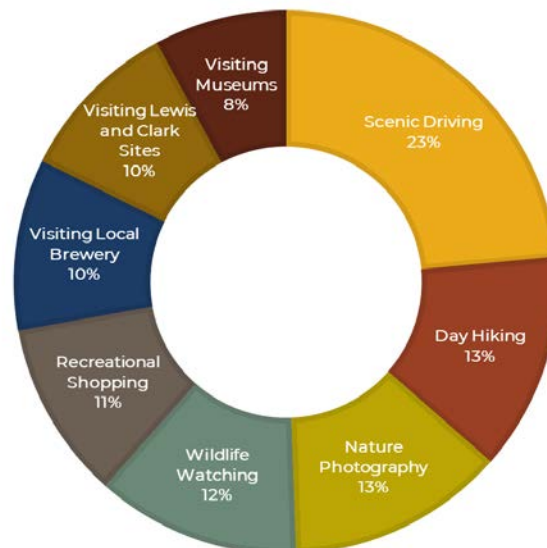
- Oregon
- Texas
- Alberta
- Minnesota
- Utah



Engaging in these activities while in Great Falls:

- Scenic Driving
- Day Hiking
- Nature Photography
- Wildlife Watching

- Recreational Shopping
- Visiting Local Brewery
- Visiting Lewis & Clark Sites
- Visiting Museums



Targeted Geographic and Psychographic Markets

- Active Independent Adventure Couples 35-65 years old in
  - Drive Markets
    - Spokane
    - Coeur d'Alene
    - Boise
  - Direct Fly Markets
    - Denver
    - Seattle
  - Originating Flight Markets
    - Los Angeles

- Bismarck
- Lethbridge
- Calgary
- Chicago
- Dallas

- Emerging Markets
    - Nashville
- Culture and History Buffs aged 50-65 in
  - Drive Markets
    - Spokane
    - Coeur d'Alene
    - Boise
  - Direct Fly Markets
    - Denver
    - Seattle
  - Originating Flight Markets
    - Los Angeles
  - Emerging Markets
    - Nashville
- Event Experiencers aged 25-45 in
  - Local Drive markets
    - Billings
    - Butte
  - Drive Markets
    - Spokane
    - Coeur d'Alene
    - Bismarck
- Shop & Diners aged 25-65 in
  - Drive Markets
    - Lethbridge
    - Calgary

- Bismarck
- Lethbridge
- Calgary
- Chicago
- Dallas
- Missoula
- Kalispell
- Lethbridge
- Calgary
- Medicine Hat
- Medicine Hat

#### Traditional Paid Media

- Provide outdoor recreation, cultural amenities, event, and itinerary messaging through paid ads on Facebook, Instagram, SnapChat and YouTube.
- Market Great Falls' outdoor recreation and cultural amenities through articles published on digital and print platforms.
- Place ads in niche print publications.
- Take advantage of media opportunities that leverage video assets.
- Take advantage of media opportunities that retarget audiences engaging with a first Great Falls message.
- Take advantage of media opportunities that leverage Glacier and Yellowstone National Park trip planners and visitors.
- Create custom landing pages to support all paid media placement for better tracking.

#### Non-Traditional Paid Efforts

- Find opportunities to leverage influencers that will produce a strong return on investment.
- Be open to local product production partnerships: Pasta Montana, JJ Johnson, Mighty Mo, Mountain Wave Distilling, and others.
- Consider opportunities to promote Great Falls through Great Falls Sporting Venues: Electric City Speedway, Great Falls Trap and Skeet Club, Centene Stadium, Montana ExpoPark, Great Falls Ice Plex, and McLaughlin Center.

- Lead a targeted innovative “It’s Greater in Great Falls” guerilla marketing effort in Texas, if new direct flight announced.

#### Established Events

- Support Western Art Week show organizers by listing their shows and events at WesternArtWeek.com.
- Support Western Art Week shows by producing a comprehensive guide to all activities during the week and making them available to all guests.
- Promote Western Art Week to Event Experiencers, Shop & Diners, and History Buffs as a supplement to the show organizers promotion to art buyers.
- Coordinate “The Greatest Dam Mimosa Showdown” the weekend of National Mimosa Day, to include a brunch the day after, leveraging technology assets to determine value.

#### Joint Ventures

- Participate in State of Montana Department of Tourism and Business Development opportunities that offer video or content placements.
- Participate in strategically aligned opportunities provided by partners.
- Provide opportunities to partners to capitalize on consumer awareness built by Great Falls Montana Tourism to increase interest for the member’s business by sharing our media plan.

#### Public Relations

- Subscribe to media request service and respond to appropriate leads to generate interest for Great Falls, Montana.
- Establish relationships with writers and offer familiarization tours in exchange for media coverage.

#### Facebook

- Be the leader in producing original content about Great Falls by posting Glimpse of Great Falls videos, Did you Know/Check this Out posts, podcast new episode announcement posts, new blog announcement posts.
- Members who create Facebook Events will have those events added to our page’s event section.
- Launch member developed “Show Me” video segments where members will provide Great Falls Montana Tourism short videos that provide insider tips and behind the scene developed about their business.
- Share posts of positive news highlighting the Great Falls’ community, current non-political events, and exciting opportunities with the primary objective to make Great Falls, Montana the destination for a leisure traveler.
- Invite people who engage with our content to Like our page.
- Respond to comments and messages, both positive and negative, as appropriate.

#### Instagram

- Post breathtaking, emotion invoking user generated photos.
- Secure rights and leverage user-generated content that showcases our diverse landscapes and seasonal experiences in and around the basecamp; an approximate 60-mile radius from Great Falls.

- Include simple conversational toned captions, a location, and the minimum following hashtags: #VisitGreatFalls #GreatFallsMontana #GreatFallsMT #GreatFalls #Montana on all posts. Additional trending experience, season, and image specific hashtags will be included to leverage larger feeds.
- Post videos sparingly as we want the market to engage within seconds.
- Include shared stories that highlight outdoor adventure in Great Falls and the surrounding area that Great Falls Montana is tagged in, or with similar original content, as stories.

#### Twitter

- Post in real time as events occur, conversational confident toned tweets and attempt to engage, as appropriate, people of notoriety with our tweets.

#### YouTube

- Maintain a library of Great Falls Montana Tourism videos that currently includes Montana People of Great Falls series, Introduction to Great Falls series, and our podcast, We're No Dam Experts, episodes.
- Develop a strategy to better leverage YouTube.

#### We're No Dam Experts Podcast

- Create, produce and deliver a weekly episode on a topic about Great Falls, Montana and publish to podcast libraries.
- Create a landing page for each episode and link that page to the show landing page.

#### Website

- Launch a redesigned website with dedicated content for wedding and sport segments.
- Develop and source, from partners and industry experts, blogs for [www.VisitGreatFallsMontana.org](http://www.VisitGreatFallsMontana.org) that will share first person experiences for other's to engage with.
- Create evergreen itineraries to inspire leisure travelers next trip to Great Falls.
- Develop custom content, as appropriate, to orient leisure travelers with Great Falls.
- Research opportunities to create digital passes that reduces the need for paper and will offer virtual guided engagement through Great Falls.

#### Direct Communication

- Create and deliver a seasonal "Get to Know Great Falls" email to all new inquiries on the following Tuesday after they are received.
- Create and deliver a monthly "Adventure Awaits" email to our entire leisure traveler database.
- Create and deliver special edition focused email communications to targeted interests as the need arises.

#### Photos and Videos

- Secure new photos for owned and paid media utilizing hired photographers for staged shoots, call for submission to amateur photographers, and photo contests.
- Develop new video content to promote Great Falls with connected to outdoors, art, food and shopping.



- Capture new Western Art Week video content for new promotional video of Western Art Week

#### Printed Support Materials

- Distribute printed visitor guides through Certified Folder for Yellowstone and Glacier Routes.
- Maintain supply of Visitor Guides for distribution through Great Falls partners and Tourism's Basecamp.
- Provide printed guides to those who request one.
- Update design of City of Great Falls map and print map into pads.
- Update design of The Falls of the Missouri map and print map into pads.

### STRATEGY 2 | DEVELOP THE DESTINATION BY SUPPORTING TOURISM INFRASTRUCTURE ASSETS AND INVESTING IN NEW AND GROWING EVENTS TACTICS

- Continue to create alliances with willing partners to further the efforts of Great Falls Montana Tourism.
- Provide education on the details and the economic value of improving Montana ExpoPark to civic groups, organizations, and resident groups.
- Invest in and support the efforts through the Small Community Air Service Development grant, led by Great Falls International Airport Authority.
- Invest in and support the efforts of the Low-Cost Air Initiative that looks to bring cost competitive new flights into Great Falls, led by Great Falls area Chamber of Commerce Foundation.
- Provide data and insight to efforts that will enhance Great Falls' competitiveness for overnight visitation.
- Create and deliver "Let's Partner" Marketing Series Workshops to cover how to leverage Great Falls Montana Tourism's efforts and develop an event mini-marketing plan to attract overnight visitors.
- Conduct research to invest in recruiting or developing new signature events for Great Falls, Montana.
- Accept proposals to partner with Great Falls champions to grow tourism in Great Falls.

### STRATEGY 3 | RECRUIT MEETINGS, CONVENTIONS, AND GROUP GATHERINGS TO GREAT FALLS TACTICS

The meeting industry is divided. According to Meeting Planners International (MPI), 75% of planners anticipate favorable live attendance to meetings. The challenge within this segment is staffing at both the planner and supplier levels as well as vaccine requirements for attendance by both suppliers and attendees. Reports indicate that 44% of in-person events are back to the length they were in 2019, however, 50% report having shorter events than in 2019. Coming out of a variety of social and work isolation scenarios, planners are changing the construct of meetings to include more time to engage and network, with a lot of that being done as part of tours and outdoor activities in smaller groups. While 33% of planners expect business as usual by the end of 2022, 42% say it will be until 2023 sometime for a return to normal.

#### Target Market

- Associations west of Mississippi River who host meetings and conventions with 350+ attendees within the following industries:
  - Agriculture

- Arts
- Culture
- Outdoor Recreation
- Montana Associations who are open to considering new locations.
- Montana regional sporting events.

#### Leverage Competitive Advantages

- Accessibility of Great Falls by direct flights from Seattle on Alaska, Salt Lake City and Minneapolis on Delta, Denver and seasonally Chicago on United, Las Vegas and Phoenix on Allegiant.
- Montana's 3<sup>rd</sup> Largest City with 60,000 residents.
- 2,300 available lodging rooms.
- Emotional connection to Montana.
- Variety of budget conscious options.
- Outdoor space options.

#### Develop the Pipeline

- Search MINT+ database for new meeting and convention opportunities by industry and location.
- Deliver Bring it to the Basecamp presentations to local civic organizations and ask for referrals of meeting and convention opportunities.
- Network with local leaders to find industry associations, passion projects, reunions, and sporting events connected to and ask for referral to bring opportunity to Great Falls.
- Attend Hosted Buyer Shows to pitch Great Falls 1:1 with targeted meetings planners.
- Work with local venues to develop a comprehensive calendar of projects and leverage for national opportunities connected to already secured business.
- Search like communities for booked business and research prospect.
- Prospect through LinkedIn to connect with meeting planners.
- Research options for how to leverage travel trade, bus tours, weddings, festivals, trade shows, and sporting events.

#### Engage Organizers

- Communicate directly by telephone, video, email and 1:1 meetings.
- Provide letters of interest highlighting Great Falls' competitive advantage.
- Incentivize communication with small, Great Falls specific, door openers.
- Host Familiarization Tours.
- Utilize LinkedIn to highlight activities, space, unique opportunities, and successes.
- Create and deliver relevant content through "Bring it to the Basecamp" email communication.
- Create and deliver content that demonstrates how Great Falls successfully hosts a variety of projects through direct email communication and LinkedIn.
- Maintain Memberships in
  - Destinations International
  - DMA West
  - Montana Society of Association Executives

#### Respond to Requests for Proposals

- Request room rates & availability from all lodging properties via email for leads.

- Provide information on applicable resources, such as catering, live music, networking events, transportation, and family itineraries.
- Provide incentives and leverage incentive requirements for member benefit.
- Develop and deliver custom pre/post conference itineraries for attendees.
- Highlight unique industry opportunities available for keynote addresses or on-site tours.
- Pitch unique attendee experience opportunities to increase attendee interest.

#### Provide Convention Services

- Provide members opportunities to provide discounts and special offers for attendees.
- Aid meeting planners in building attendance by attending preceding event, providing social media posts about Great Falls, and/or distribute communications about Great Falls to potential attendees.
- Provide Family/Partner itineraries to increase add-on attendance.
- Develop pre/post conference itineraries for distribution to meeting attendees.
- Provide connections to community and industry leaders, local service providers, and community engagement opportunities.
- Survey meeting planners after event to obtain feedback on services and secure testimonials to use in future marketing.
- Offer Welcome Booth at event with Great Falls resources to provide attendees information about things to do after conference.
- Deliver sponsorship opportunities for landed projects to members.

#### **STRATEGY 4 | ASSIST GUESTS WITH HAVING AN ONLY IN GREAT FALLS EXPERIENCE TACTICS**

- Greet all in-market guests with a smile, answer questions, and add value by over sharing about Great Falls, Montana.
- Be available to in-market guests daily from July 1 - September 30 and May-June
- Greet all callers with a smile, answer questions, and add value by over sharing about Great Falls, Montana.
- Provide printed materials as requested, while encouraging electronic delivery.
- Work with partners to bring additional opportunities to Overlook Park, such as food trucks, bike rentals, and disc golf equipment rentals.
- Develop displays for in-market guests to engage with throughout 15 Overlook Drive.

#### **STRATEGY 5 | MANAGE ORGANIZATION OPERATIONS TACTICS**

- Conduct weekly Pipeline Meetings to prioritize leads, discuss what it will take to land projects, and strategize next steps for landed business.
- Conduct weekly Team Meetings to prioritize for the week, discuss hurdles, and strategize owned and paid media efforts.
- Create and deliver meeting progress reports as needed to venues and lodging properties regarding leads lost and secured and known business occurring in Great Falls.
- Create and deliver quarterly Basecamp Briefs for members, lodging properties and community leaders.
- Create and deliver weekly, Tourism Tuesday emails for interested parties and Board of Directors that highlights the team's results and pertinent items that affect Tourism, from the previous week.

- Create and deliver weekly Operations Update emails for the Board of Directors that provides insight to the pipeline, team's efforts, and paid media results.
- Create and deliver weekly, The Eventory, an inventory listing of events occurring in Great Falls for our event industry partners, interested parties, and lodging properties to aid in itinerary fillers for in-market guests and strategic planning or collaborating on established and new events.
- Provide staff opportunities for continuous education within the industry and their area of professional purpose.
- Oversee annual audit of assessment and tax funds. Coordinate 990 preparation for Great Falls Convention and Visitors Bureau. Submit annual reports for both Great Falls Tourism Business Improvement District and Great Falls Convention and Visitors Bureau. Deliver quarterly financial reports for Great Falls Convention and Visitors Bureau. Complete annual marketing evaluation report for Great Falls Convention and Visitors Bureau.
- If funding secured, conduct Destination Next assessment, strategic planning, and market analysis.
- Track all activity for inquiries, leads, projects, and partners through iDSS customer relationship management system.
- Track organizational goal progress, owned and paid media, visitation, lodging tax collection, and TBID assessment collection in Performance Dashboard and deliver report monthly to Board of Directors.
- Conduct monthly Board of Directors Meetings and Executive Committee meetings to monitor financials, review progress towards goals, review strategy, and adopt changes in strategic efforts.
- Provide live and recorded Director orientation.
- Retain a high performing, professional staff.
- Review and update policies; add new policies as needed.

## STRATEGY 6 | RECRUIT MEMBERS TACTICS

- Recruit businesses and organizations for a \$100 investment that will receive value from and help support Tourism's efforts and provide them the following benefits:
  - Opportunity to participate in Joint Venture Opportunities from Montana Office of Tourism and Business Development:  
<https://marketmt.com/JointVenture>.
  - Facebook events created by member shared to Visit Great Falls Montana Facebook page.
  - First right of refusal to model for photo and video shoots as appropriate.
  - Photo image and link description for all DBA's in appropriate categories on Great Falls Montana Tourism website, within the context of Great Falls Montana Tourism's strategic plan, brand platform, marketing plan, and creative strategy.
  - Member developed content will be shared as appropriate for Great Falls Montana Tourism to fulfill its mission.
  - Opportunity to leverage event sponsorships and conference welcome services with specials, as available.
  - Opportunity to leverage Great Falls Montana Tourism led trade show attendance with donations.
  - Opportunity to buy-in to collaborative advertising as available and appropriate.
  - Discounts on sponsorships offered for incentive-based strategic opportunities.

- First right of refusal for photo and video venue shoots.
- Provided materials displayed in membership section of reception area.
- Basecamp Brief with current Tourism market data and strategic priority updates.
- Notice of upcoming conventions/events.
- Current Great Falls Montana Tourism Paid Media Schedule.
- Access to Paid Research.
- Use of Tourism Images and Video content.
- \$25 Credit for NEW Member Recruitment.
- Track and report to members results of media-based benefits that feature their business.
- Offer Members the opportunity to engage with Great Falls Montana Tourism through an Annual Meeting in June and Marketing Roundtable in December.
- Provide “Let Us Welcome You” retargeted offers/discount email and Visitor Magazine QR Code where members and lodging properties provide a discount to be delivered to travelers using a digital pass. Provided on a first come, first served basis.
- Provide 12 “We Want You Here” retargeted email opportunities where the member buys-in for a 100% of voice sponsored content retargeted email served as part of an automated series to a list of people who engaged in an initial Adventure Awaits email. The content will be approved and placed by Great Falls Montana Tourism. \$200 for members, \$600 for non-members. Provided on a first come, first served basis.
- Provide 21 “Friday Basecamp Sponsor” opportunities beginning on National Tourism Day (May 6, 2022) until the last Friday in September. Members will work with Tourism Staff to design a value-added sponsorship at 15 Overlook Drive on Fridays. Put your t-shirts on our team, provide samples of your food for guests, do a giveaway, provide a special coupon. It's only good for one day – so make the most of it. \$25 for members, \$250 for non-members. Provided on a first come, first served basis. (Attachment 8)
- Provide 1 per week “Give us a Minute” sixty-second sponsored content spot on Montana's #1 Podcast, We're No Dam Experts. The scripted spot will be approved and produced by Great Falls Montana Tourism, in podcast style, and aired at the beginning of the weekly podcast episode as well as listed in the library as its own mini episode. \$100 for members, \$400 for non-members.

## STRATEGY 7 | ADVOCATE FOR THE TOURISM INDUSTRY TACTICS

- Increase awareness of Tourism efforts through civic group presentations.
- Oppose any attempts to reduce or reallocate funds generated through current Tourism Business Improvement District laws.
- Oppose any attempts to change the lodging facility use tax that would negatively impact its ability to be used for tourism promotion and tourism infrastructure.
- Oppose efforts that reduce Great Falls' competitiveness to attract overnight visitors.
- Be involved with TBID supported projects locally.

## RESULTS

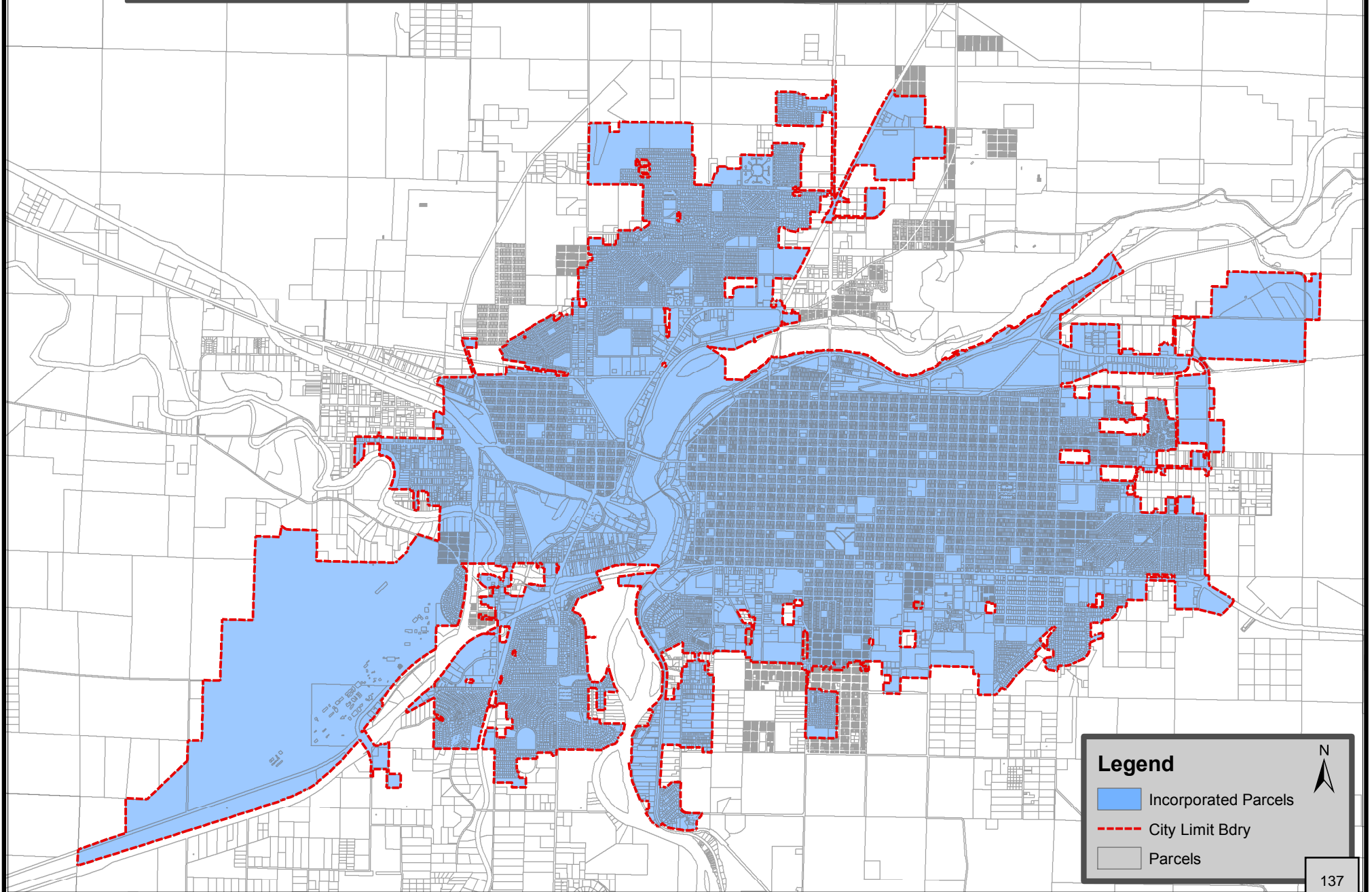
- Secure 4 new meetings.
- Secure 200 members.
- Retain 90% of current members.
- Grow Facebook Followers by 25%.
- Grow Instagram Followers by 40%.
- Grow YouTube Audience by 60%.



- Generate combined Click Through Rate on Paid Media of 0.5%.
- Grow Fiscal Year Room Demand by 2%.
- Recruit volunteers to fill 14 guest service shifts between July – September; May-June.
- Retain 60% of volunteers.

# ***Tourism Business Improvement District No. 1307***

## ***Map of District Boundaries***





Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Public Hearing on Resolution 10469 – Intent to Increase Property Tax

**From:** Gregory T. Doyon, City Manager

**Initiated By:** Statutory Budget Requirements

**Presented By:** Melissa Kinzler, Finance Director

**Action Requested:** Conduct Public Hearing on Resolution 10469 – Intent to Increase Property Tax

**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
2. Mayor closes public hearing and asks the will of the Commission.

**Suggested Motion:**

1. Commissioner moves:  
  
 “I move that the City Commission (adopt/deny) Resolution 10469 – Intent to Increase Property Tax.”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

**Staff Recommendation:** Staff recommends the City Commission conduct the public budget hearing on the intent to increase property taxes and adopt Resolution 10469.

**Background:** Prior to the adoption of the City’s annual budget, the City is required to hold public hearings on 1) the intent to increase revenue from property taxation, and 2) the proposed annual budget. This action holds the public hearing on the intent to increase revenue from property taxation.

The City of Great Falls has a limited ability to increase property tax revenue because of a statewide property tax cap. Under Section 15-10-420, MCA, the City is authorized to increase property tax revenue by “one-half of the average rate of inflation for the prior 3 years.”

The City has not raised the inflationary factor since Fiscal Year 2020 due to the COVID-19 pandemic and aiding in economic recovery for taxpayers. The City is unable to provide the same level of service while not utilizing the inflationary factor for a third fiscal year and is therefore recommending the full use of the inflationary factor in Fiscal Year 2023, which includes carryover mills from the prior two years.

For Fiscal Year 2023 (Tax Year 2022) as provided by the Montana Department of Administration, the allowable inflationary adjustment is 1.77%. This amounts to \$306,901 of additional revenue for the General Fund.

For Fiscal Year 2022 (Tax Year 2021), the allowable inflationary adjustment was 0.93%. This amounts to \$157,843 of additional revenue for the General Fund.

For Fiscal Year 2021 (Tax Year 2020), the allowable inflationary adjustment was 1.05%. This amounts to \$176,947 of additional revenue for the General Fund.

The three years combined equals a total of \$641,691 in additional revenue to balance General Fund services.

Sections 15-10-420 and 2-9-212(2)(a), MCA, also allow property tax levy increases for premium contributions for group benefits. The City is proposing an additional 1.43% property tax levy increase for health insurance premiums. This would provide \$248,305 in additional revenue to help offset the health insurance increases in the General Fund. Health insurance premiums increased 3% for Fiscal Year 2023.

The total proposed allowable property tax levy increase is 5.18%.

The hearing on Resolution 10469 is the Intent to Increase Property Tax, whereas additional action by the City Commission will be needed in the future to set the increased mill levy. This will occur after the City receives its certified taxable value from the Montana Department of Revenue in August.

**Fiscal Impact:** The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$8.36 for Fiscal Year 2023. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$3.23. The total impact on a residential home with a taxable market value of \$100,000 would be \$11.59 for the year. The amount is doubled for a \$200,000 home, which is \$23.18. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$889,996 for the proposed budget.

**Alternatives:** If the Intent to Increase Property Taxes is denied, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$889,996 or using General Fund fund balance of \$889,996. The City could also allocate monies received from the CARES Act. To balance the General Fund, \$1,205,000 from the CARES Act has already been used to offset the use of undesignated fund balance. The General Fund balance is projected to be \$7,885,396 million (20.83% of expenditures) at the end of Fiscal Year 2023 without any additional use of General Fund balance. The City of Great Falls fund balance policy set in the Annual Budget Resolution is a minimum of 22%. The FY2023 budget is projected to be below the recommended policy.

#### **Attachments/Exhibits:**

Resolution 10469

**RESOLUTION NO. 10469**  
**RESOLUTION OF INTENT TO INCREASE PROPERTY TAX**  
**FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

**WHEREAS,** Mont. Code Ann. § 2-9-212(2)(b) requires the City to hold a public hearing and subsequently adopt a resolution of its intent to increase property tax revenue, prior to budgeting for any increase in property tax revenue from existing property; and

**WHEREAS,** Mont. Code Ann. §15-10-420(1)(a) allows the City to increase its annual property tax levy by "one-half of the average rate of inflation for the prior 3 years"; and

**WHEREAS,** Mont. Code Ann. § 15-10-420(1)(c) provides for the average rate of inflation to be calculated "using the consumer price index, U.S. City average, all urban consumers, using the 1982-1984 base of 100, as published by the Bureau of Labor Statistics of the United States Department of Labor"; and

**WHEREAS,** the applicable consumer price indexes had a three year average of 2.10% and an allowed tax levy increase of **1.05%** for Tax Year 2020; and

**WHEREAS,** the applicable consumer price indexes had a three year average of 1.86% and an allowed tax levy increase of **.93%** for Tax Year 2021; and

**WHEREAS,** the applicable consumer price indexes had a three year average of 3.54% and an allowed tax levy increase of **1.77%** for Tax Year 2022; and

**WHEREAS,** Mont. Code Ann. § 2-9-212(2)(a) excludes a portion of a governmental entity's property tax levy for premium contributions for group benefits from the mill levy calculation limitation provided for in Mont. Code Ann. §15-10-420; and

**WHEREAS,** Mont. Code Ann. § 2-9-212(2)(a) allows additional mill levies for premium contributions for group benefits beyond the amount of contributions in effect; and

**WHEREAS,** the applicable contributions increase allows the City to levy additional mills under Mont. Code Ann. § 2-9-212(2)(a), an allowed tax levy increase of **1.43%**; and

**WHEREAS,** the notice of public hearing on the City's intent to budget an increase in revenue from property taxation by **5.18%** was published in accordance with Mont. Code Ann. § 7-1-4127, as required by Mont. Code Ann. § 2-9-212(2)(b); and

**WHEREAS,** the hearing on the City's intent to budget an increase in revenue from property taxation was held in accordance with Mont. Code Ann. § 7-1-4131.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:**

Intent to budget additional property tax revenue



The City Commission intends to budget the **5.18 percent** increase in property tax revenue allowed by Mont. Code Ann. §15-10-420.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
July 19, 2022.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Jeff Hindoien, City Attorney



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Annual Budget Hearing on Resolution 10460 – Annual Budget Resolution

**From:** Gregory T. Doyon, City Manager

**Initiated By:** Statutory Budget Requirements

**Presented By:** Melissa Kinzler, Finance Director

**Action Requested:** Conduct Annual Budget Hearing

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**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:  

“I move that the City Commission (adopt/deny) Resolution 10460 - Annual Budget Resolution.”
  2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:** Staff recommends the City Commission conduct the budget hearing, and adopt Resolution 10460.

**Background:** Prior to the adoption of the City’s annual budget, the City is required to hold public hearings on the proposed annual budget.

The City started the Fiscal Year 2023 budget process in January with departmental “State of the City” presentations. Then the City Commission held a retreat in February to develop Commission Priorities. From there, the City Departments developed their requested budgets, and the City Manager developed his proposed budget.

The final proposed budget was presented to the City Commission in its entirety at a Commission Work Session on June 21, 2022. Additional Special Work Sessions were held on June 28th and 29th. This agenda item is to hold the annual public hearing on the budget.

The budget strategy in the past two years has been one of economic recovery from COVID-19. Therefore, the budget in those years was developed without utilizing any increases to property taxes,

property assessments, or utility rates. The City is unable to maintain the same level of service while not utilizing increases to property taxes for a third year.

The proposed budget for FY2023 includes raising the full inflationary factor available. This amounts to a total of 3.75% or \$641,691 (1.05% for FY21, 0.93% for FY22, and 1.77% for FY23). The proposed budget also includes utilizing the full amount available for the Permissive Medical Levy. This amount is \$248,305 in additional General Fund revenue. In total, the additional General Fund revenue from increasing property taxes is \$889,996.

The City anticipates \$400,000 from newly taxable property, which will be known for certain after receipt of Certified Taxable Values from the DOR. The last source of increased General Fund revenue is from the House Bill 124 Entitlement Share from the State of Montana. For FY2023, this amount increased \$294,004.

The General Fund budget is presented using \$1,205,000 from money received from the CARES Act to offset using fund balance. The projected ending fund balance of the General Fund is 20.83%. The recommended minimum policy of the City is 22%.

Section 7-6-4024, MCA, requires that a hearing be held on the preliminary budget prior to its adoption. The budget must be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Montana Department of Revenue. The budget is not considered finalized until the setting of tax levies. The setting of the tax levies will be scheduled when the Montana Department of Revenue has certified taxable values for the City of Great Falls, usually in August.

**Fiscal Impact:** The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$8.36 for Fiscal Year 2023. The fiscal impact of the proposed increase for the Permissive Medical Levy is \$3.23. The total impact on a residential home with a taxable market value of \$100,000 would be \$11.59 for the year. The amount is doubled for a \$200,000 house, which is \$23.18.

**Alternatives:** If the hearing on the budget is not held, the City would not be able to adopt the Annual Budget Resolution required by state statute. The City could choose to not utilize the inflationary factor or increase for the permissive medical levy. Likewise, the City could reduce General Fund expenditures by \$889,996 or use undesignated fund balance. Additional money from the CARES Act could also be allocated to balance the General Fund.

**Concurrences:** The proposed Fiscal Year 2023 Budget was presented by the City Manager on June 21, 2022 at a Commission Work Session.

**Attachments/Exhibits:**

Resolution 10460

Resolution 10460 Appendix A

**RESOLUTION NO. 10460**  
**ANNUAL BUDGET RESOLUTION**  
**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL**  
**APPROPRIATIONS FOR THE FISCAL YEAR**  
**BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

**WHEREAS,** Montana Code Annotated (MCA), 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Department of Revenue, and

**WHEREAS,** the notice of hearing on preliminary budget was published in accordance with Section 7-1-4127, MCA, as required by Section 7-6-4021, MCA, and

**WHEREAS,** the hearing on preliminary budget from property taxes was held in accordance with Section 7-1-4131, MCA, and Section 7-6-4024, MCA, and,

**WHEREAS,** the Official City Code of the City of Great Falls, Title 2, Chapter 3, Section 2.3.040 states the Municipal Court Clerk salary set by Commission resolution, and,

**WHEREAS,** the Government Finance Officers Association recommends an unreserved fund balance in the General Fund of “no less than two months of regular general operating revenues or regular general fund operating expenditures”,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:**

Section 1. - Legal Spending Limits

The legal spending limits of the City of Great Falls are established at the fund level. Appendix A establishes each fund’s level. (7-6-4030, MCA)

Section 2. - Implementation Authority

2.1 The City Manager is hereby delegated appropriation authority for the expenditure of funds from any or all of the following:

- a. debt service funds for obligations related to debt approved by the governing body;
- b. trust funds for obligations authorized by trust covenants;
- c. any fund for federal, state, local or private grants and shared revenue accepted and approved by the governing body;
- d. any fund for special assessments approved by the governing body;
- e. the proceeds from the sale of land;
- f. any fund for gifts or donations; and,
- g. money borrowed during the fiscal year. (7-6-4006, MCA)

- 2.2 The City Manager is hereby delegated authority to adjust appropriations funded by fees throughout the fiscal year in any or all of the following:
- a. proprietary fund appropriations (enterprise and internal service funds);
  - b. general fund for fee supported services;
  - c. information technology fund for fee supported mapping services;
  - d. natural resources fund for fee supported forestry services; and,
  - e. permits fund. (7-6-4012, MCA)
- 2.3 The authority to make transfers of appropriations between funds is retained by the City Commission.
- 2.4 The City Manager is hereby delegated the authority to make transfers or revisions within appropriations of any fund.
- 2.5 The City Manager may delegate to his department directors the authority to make transfers or revisions within or among appropriations of specific operations within a fund, limited to the division level of accountability.
- 2.6 Joint operating agreements approved by the governing body; insurance recoveries or dividends; hazardous material recoveries, and refunds or reimbursements of expenditures shall automatically amend the annual appropriations or reduce recorded expenditures whichever is correct in accordance with Generally Accepted Accounting Principles (GAAP).

### Section 3. - Appropriation Carryovers

Generally Accepted Accounting Principles (GAAP) require expenditures to be recognized in the fiscal year in which the goods or services are received.

- 3.1 Previous fiscal year appropriations for incomplete improvements in progress of construction, or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
  - b. the appropriations were not obligated by year end;
  - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
  - d. the City Manager determines the appropriation is still needed.
- 3.2 Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred". They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
  - b. the appropriations were not otherwise obligated by year end;



- c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
- d. the City Manager determines the appropriation is still needed.

#### Section 4. - Appropriated Reserves

Reserves which have been established for specific purposes, such as Equipment Revolving Scheduled (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.

#### Section 5. Contingency Account

- 5.1 Contingency account appropriations are provided by the City Commission as flexible appropriations. They are intended to provide the City Manager with an effective management tool for adjusting to changing circumstances throughout the budgetary year.
- 5.2 The City Manager is delegated the authority to transfer part or all of any contingency appropriation and related financing. Use of contingency appropriations is restricted to transfers of that appropriation authority to specific operating budgets. Proper classification of expenditures to specific operations is required. Accordingly, charging of expenditures directly to Contingency accounts is prohibited.
- 5.3 The Contingency appropriation is a two part authorization, determined on whether cash funding has been allocated in the General Fund during budget development:
  - a. General Fund financed; and,
  - b. Unfunded - a specific fund cash balance, additional revenue, or other funding source must be identified before the "unfunded" contingency appropriation may be used.

#### Section 6. - Classification and Pay Plan

- 6.1 The objective of the City's Classification and Pay Plan is to enable the City to retain, and when necessary, recruit competent employees. Therefore, the Plan must be a dynamic tool which is continuously updated.
- 6.2 The City Manager is authorized to administratively change the Classification and Pay Plan. Annual pay surveys, continual or periodic review of positions with changed duties or responsibilities, and additions to the classification plan of changed and new classes of work will assure that the Classification and Pay Plan remains current and equitably meets the needs of the City and its employees.

### Section 7. - Budgetary Authority

References to statutes, or to consistency with statutory authority, are for information purposes only. Nothing in this resolution shall be considered to mitigate or compromise the City's self-governing authority.

### Section 8. - Accounting Structure

Staff is hereby directed to establish and maintain City accounting structure in accordance with Generally Accepted Accounting Principles (GAAP). Statutes, ordinances, resolutions or other authoritative sources shall be implemented according to their intent and GAAP. Staff shall provide for conformance with the Commission's limits for financing and appropriation under authorized budgets whenever making proper modifications to accounting structure.

### Section 9. – Municipal Court Clerk Salary

The City Manager is authorized to administratively set the salary of the Municipal Court Clerk using the following salary range:

Municipal Court Clerk            \$61,796 to \$83,607

### Section 10. – Fund Balance

As permitted by Mont. Code Ann. § 7-6-4034, the General Fund unreserved fund balance shall be considered adequate at 22% of annual appropriations. All other tax levy supported funds shall be considered adequate at 17% of annual appropriations. An unreserved fund balance for other operating funds of the City shall be considered adequate at a range of 8% to 17% of annual appropriations for seasonal operations, and 8% to 17% of annual appropriations for all other operating funds.

Such unreserved fund balances shall be used to meet extended revenue cycles, meet short term economic difficulties, respond to unique opportunities, provide for one-time expenditures, and respond to emergency and disaster situations. The balances should not be available to meet recurring operating expenses.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
July 19, 2022.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Jeff Hindoien, City Attorney

# Resolution No. 10460 Annual Budget Resolution: Appendix A

Funds	+ Working Capital Sources				- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
General	12,470,226	36,656,746	0	36,656,746	36,242,414	1,619,332	37,861,746	11,265,226	3,379,830	7,885,396
<b>Special Revenue Funds</b>										
Covid Recovery Fund	23,945,495	0	0	0	5,752,134	472,000	6,224,134	17,721,361	0	17,721,361
Park & Rec Special Revenue	660,159	50,800	0	50,800	18,429	0	18,429	692,530	405,777	286,753
Parkland Trust	134,560	0	0	0	0	0	0	134,560	134,560	0
Library	453,555	1,160,150	350,000	1,510,150	1,570,119	0	1,570,119	393,586	0	393,586
Library Foundation	399,797	248,380	0	248,380	239,730	0	239,730	408,447	408,447	0
Planning & Comm Dev	(297,514)	1,343,691	674,432	2,018,123	1,720,609	0	1,720,609	0	0	0
Central MT Ag Tech TID	1,662,019	353,517	0	353,517	122,615	0	122,615	1,892,921	1,892,921	0
Airport TID	285,970	100,023	0	100,023	8,062	0	8,062	377,931	377,931	0
Downtown TID	0	0	0	0	0	0	0	0	0	0
East Industrial Ag Tech TID	150,641	380,000	0	380,000	351,855	0	351,855	178,786	178,786	0
Economic Revolving	20,434	0	0	0	0	0	0	20,434	20,434	0
Permits	576,082	1,318,776	0	1,318,776	1,552,102	0	1,552,102	342,756	0	342,756
Natural Resources	365,199	501,824	256,277	758,101	878,304	0	878,304	244,996	31,886	213,110
Portage Meadows	103,941	68,515	0	68,515	70,772	0	70,772	101,684	0	101,684
Park Maintenance District	6,317,233	1,500,000	0	1,500,000	1,490,609	0	1,490,609	6,326,624	0	6,326,624
Street District	4,092,164	6,177,890	0	6,177,890	8,346,296	60,399	8,406,695	1,863,359	0	1,863,359
Support & Innovation	68,163	775,216	0	775,216	775,216	0	775,216	68,163	0	68,163
Gas Tax BaRSAA	2,434,267	1,207,970	60,399	1,268,369	1,268,369	0	1,268,369	2,434,267	0	2,434,267
911 Special Revenue	1,011,328	612,447	0	612,447	0	346,674	346,674	1,277,101	1,277,101	0
Police Special Revenue	260,505	37,761	0	37,761	900	0	900	297,366	297,366	0
HIDTA Special Revenue	83,669	216,975	0	216,975	73,060	0	73,060	227,584	227,584	0
Fire Special Revenue	17,756	6,600	0	6,600	0	0	0	24,356	24,356	0
Federal Block Grant	1,187,798	1,239,810	0	1,239,810	1,239,810	0	1,239,810	1,187,798	1,187,798	0
HOME Grant	75,341	319,759	0	319,759	288,251	0	288,251	106,849	106,849	0
Housing Authority	0	1,626,349	0	1,626,349	1,626,349	0	1,626,349	0	0	0
Street Lighting Districts	1,346,520	1,161,507	0	1,161,507	1,411,606	0	1,411,606	1,096,421	0	1,096,421
<b>Special Revenue Funds Total</b>	<b>45,355,085</b>	<b>20,407,960</b>	<b>1,341,108</b>	<b>21,749,068</b>	<b>28,805,197</b>	<b>879,073</b>	<b>29,684,270</b>	<b>37,419,883</b>	<b>6,571,795</b>	<b>30,848,087</b>
<b>Debt Service Funds</b>										
Soccer Park Bond	55,801	164,500	0	164,500	167,851	0	167,851	52,450	52,450	0
West Bank TID	1,136,248	865,684	0	865,684	328,773	0	328,773	1,673,159	1,673,159	0
Downtown TID Bonds	4,322,670	1,550,000	0	1,550,000	530,368	0	530,368	5,342,302	5,342,302	0
Improvement District Revolving	45,843	0	0	0	1,359	0	1,359	44,484	44,484	0
Master Debt SILD	55,383	15,984	0	15,984	3,272	0	3,272	68,095	68,095	0
General Obligation Taxable Bond	8,873	0	0	0	0	0	0	8,873	8,873	0
<b>Debt Service Funds Total</b>	<b>5,624,818</b>	<b>2,596,168</b>	<b>0</b>	<b>2,596,168</b>	<b>1,031,623</b>	<b>0</b>	<b>1,031,623</b>	<b>7,189,363</b>	<b>7,189,363</b>	<b>0</b>
<b>Capital Projects Funds</b>										
General Capital Projects	395,501	0	0	0	0	0	0	395,501	395,501	0
Improvement Districts Projects	5,825	0	0	0	0	0	0	5,825	5,825	0
Downtown TID Capital Projects	2,982,090	0	0	0	0	0	0	2,982,090	2,982,090	0
Hazard Removal	20,920	0	0	0	0	0	0	20,920	20,920	0
<b>Capital Projects Funds Total</b>	<b>3,404,335</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,404,335</b>	<b>3,404,335</b>	<b>0</b>
<b>Enterprise Funds</b>										
Golf Courses	(795,753)	1,731,395	0	1,731,395	1,581,865	0	1,581,865	(646,223)	0	(646,223)
Water	13,267,558	14,792,827	0	14,792,827	20,487,102	0	20,487,102	7,573,283	3,725,231	3,848,052
Sewer	16,630,607	11,525,340	0	11,525,340	17,311,840	0	17,311,840	10,844,107	3,772,352	7,071,755
Storm Drain	5,121,625	3,192,493	0	3,192,493	5,663,329	0	5,663,329	2,650,789	946,308	1,704,481
Sanitation	851,210	4,646,874	0	4,646,874	4,850,123	0	4,850,123	647,961	0	647,961
Swimming Pools	389,372	432,450	267,861	700,311	716,705	0	716,705	372,978	0	372,978
911 Dispatch Center	2,519,262	1,892,035	346,674	2,238,709	2,407,930	0	2,407,930	2,350,041	2,350,041	0
Parking	93,441	593,350	0	593,350	684,294	0	684,294	2,497	0	2,497
Recreation	8,007	347,780	179,206	526,986	526,986	0	526,986	8,007	0	8,007
Multisports	40,049	93,366	34,500	127,866	127,866	0	127,866	40,049	0	40,049
Ice Breaker Run	19,879	73,900	0	73,900	70,803	0	70,803	22,976	0	22,976
Civic Center Events	275,329	379,325	265,913	645,238	696,604	0	696,604	223,963	29,263	194,700
Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Port Authority	485,712	0	0	0	0	0	0	485,712	127,453	358,259
<b>Enterprise Funds Total</b>	<b>38,906,297</b>	<b>40,084,537</b>	<b>1,094,154</b>	<b>41,178,691</b>	<b>55,508,849</b>	<b>0</b>	<b>55,508,849</b>	<b>24,576,139</b>	<b>10,950,647</b>	<b>13,625,492</b>
<b>Internal Service Funds</b>										
Central Garage	3,199,763	3,608,844	0	3,608,844	3,376,937	0	3,376,937	3,431,670	1,557,899	1,873,771
Information Tech	419,914	1,780,865	0	1,780,865	1,903,096	0	1,903,096	297,683	133,953	163,730
Insurance & Safety	324,698	1,773,982	0	1,773,982	1,773,983	0	1,773,983	324,697	0	324,697
Health & Benefits	348,328	10,532,187	0	10,532,187	10,796,108	0	10,796,108	84,407	0	84,407
Human Resources	115,851	1,013,440	0	1,013,440	1,067,906	0	1,067,906	61,385	0	61,385
City Telephone	42,588	90,364	0	90,364	78,580	0	78,580	54,372	0	54,372
Finance	300,126	1,993,091	0	1,993,091	2,010,298	0	2,010,298	282,919	0	282,919
Engineering	622,480	1,978,400	63,143	2,041,543	2,341,857	0	2,341,857	322,166	36,922	285,244
Public Works Admin	275,662	737,707	0	737,707	751,896	0	751,896	261,473	5,271	256,202
Civic Center Facility Services	258,014	631,244	0	631,244	632,777	0	632,777	256,481	97,116	159,365
<b>Internal Service Funds Total</b>	<b>5,907,423</b>	<b>24,140,124</b>	<b>63,143</b>	<b>24,203,267</b>	<b>24,733,438</b>	<b>0</b>	<b>24,733,438</b>	<b>5,377,252</b>	<b>1,831,161</b>	<b>3,546,091</b>
<b>Total</b>	<b>111,668,184</b>	<b>123,885,535</b>	<b>2,498,405</b>	<b>126,383,940</b>	<b>146,321,521</b>	<b>2,498,405</b>	<b>148,819,926</b>	<b>89,232,198</b>	<b>33,327,131</b>	<b>55,905,067</b>



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Ordinance 3245, “An Ordinance Providing that the Charter of the City of Great Falls be Amended to Allow for One or More Elected Municipal Court Judges and Submitting Such Charter Amendment to the Electors of the City of Great Falls.”

**From:** Legal Department

**Initiated By:** Legal Department

**Presented By:** Jeff Hindoen, City Attorney

**Action Requested:** Conduct Public Hearing and Adopt Ordinance 3245 on Second Reading

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**Public Hearing:**

1. Mayor conducts public hearing pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:  
 “I move that the City Commission (adopt / not adopt) Ordinance 3245.
  2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:** Staff recommends that the Commission adopt Ordinance 3245.

**Background:** The Charter of the City of Great Falls establishes a judicial branch consisting of a Municipal Court in which all misdemeanor criminal, traffic and municipal code infractions are prosecuted. The Great Falls Municipal Court serves as a court of record under Montana law and has, even in its prior form as a City Court (which was not a court of record), consisted of a single elected judge.

The City Commission has previously recognized the need for additional judicial branch staffing and in the past approved budget authority for the sitting Municipal Court Judge to hire an assistant part-time Municipal Court Judge under provisions in Montana law that allowed for that gesture. The 2021 Legislature, however, took steps to repeal that “hiring” authority in SB 127 and enacted a new requirement that all Municipal Court Judges serve in positions that are subject to election.



Montana law provides that the City Commission “shall determine by ordinance the number of judges required to operate the municipal court.” § 3-6-201(1), MCA. The City’s current Charter language, however, provides that “[t]here shall be a municipal court and an elected municipal court judge as provided by Montana law”. (Emph. supplied). Given the Commission’s prior recognition of the need for additional judicial resources (including but not limited to the recent Crime Task Force Recommendations) and its present intention to allocate resources towards that additional judicial staffing as part of the FY 2022-23 budget, and the legislative change effected through SB 127, it is necessary to amend the Charter to remove that “singular” limitation on the number of elected municipal court judges to allow for the creation of a new and additional elected judge position.

Under Montana law, an amendment to a self-government charter may only be made by submitting the question of the amendment to the electors of the local government. § 7-3-103, MCA. In this type of situation where the local government is itself proposing the charter amendment, the amendment must be proposed by ordinance. The Ordinance being recommended to the Commission for approval here will serve as the procedural vehicle for submitting the proposed Charter amendment to the electors of the City of Great Falls this upcoming November. The Commission accepted Ordinance 3245 on 1<sup>st</sup> Reading at its Regular Meeting on July 5, 2022 and set a public hearing to be held in conjunction with its 2<sup>nd</sup> Reading consideration of the Ordinance at the Commission’s Regular Meeting on July 19, 2022.

**Fiscal Impact:** The adoption of the proposed Ordinance will refer an amendment to the City’s Charter to the electors for approval or rejection. If the electors approve the proposed amendment, the City can move forward with operating a Municipal Court with two (2) elected Municipal Court judges. Consistent with its past recognition of the need for additional judicial resources and the Crime Task Force recommendations, the budget currently proposed for approval by the Commission for FY 22-23 includes funding for the second elected judge position if the Charter amendment is approved by the electors.

**Alternatives:** The Commission could choose to not adopt the proposed Ordinance and preserve the status quo. This would leave the “singular” restriction in the Charter and restrict the Municipal Court from operating with more than one elected judge. The Commission could also choose to table the item to a date certain to allow for possible amendments to the proposed Ordinance.

**Concurrences:**

City Manager’s Office  
Municipal Court

**Attachments/Exhibits:**

Ordinance 3245  
Ord. 3245 Exhibit “A”

## ORDINANCE NO. 3245

### AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF GREAT FALLS PROVIDING THAT THE CHARTER OF THE CITY OF GREAT FALLS BE AMENDED TO ALLOW FOR ONE OR MORE ELECTED MUNICIPAL COURT JUDGES AND SUBMITTING SUCH CHARTER AMENDMENT TO THE ELECTORS OF THE CITY OF GREAT FALLS

**WHEREAS**, the electors of the City of Great Falls, Montana, established a charter form of government in 1986 with self-governing powers in accordance with Article XI, Section 5, of the Constitution of Montana; and

**WHEREAS**, Article V of that Charter included a designated judicial branch consisting of a City Court and an elected City Court Judge; and

**WHEREAS**, the electors of the City of Great Falls subsequently approved various amendments to the Charter in November of 2017, including an amendment to Article V to reflect that the City's judicial branch is now a Municipal Court of record; and

**WHEREAS**, Article V of the Charter of the City of Great Falls now provides that "[t]here shall be a municipal court and an elected municipal court judge as provided by Montana law" and both the Municipal Court and its predecessor City Court have historically operated with a single elected judge; and

**WHEREAS**, prior to the 2021 Legislative Session, the Municipal Court Judge had authority under Montana law to hire an Assistant Part-Time Municipal Court Judge if additional judicial resources became necessary, with that position not being subject to election; and

**WHEREAS**, the 2021 Legislature removed that legal authority for the Municipal Court Judge to expand judicial resources through the hiring of an Assistant and enacted a new requirement that all Municipal Court Judges be elected;

**WHEREAS**, the City Commission now wishes to amend the charter to both (1) recognize the new Montana law that requires that all Municipal Court Judges serve in elected positions and (2) remove the limitation that the City's Municipal Court consist of only one elected judge; and

**WHEREAS**, Mont. Code Ann. § 7-3-103 requires that any amendment to the Charter of the City of Great Falls be submitted and approved by the city electors during a regular election.

**NOW, THEREFORE**, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1: That Article V of the Charter of the City of Great Falls be amended as depicted in Exhibit "A" attached hereto, removing the language indicated by ~~strikeout~~, and that such amendment be subject to a separate vote by the electors of the City of Great Falls;

Section 2: REFERRAL TO ELECTORS. This Ordinance shall be referred to the electors of the City of Great Falls at the General Election to be conducted in November of 2022.

Section 4: EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law, but the amendment to the Charter of the City of Great Falls reflected in said Ordinance shall be effective only if certified as approved by the electors as provided by law and then, if so approved, shall become effective on January 1, 2023.

APPROVED by the City Commission on first reading July 5, 2022.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading July 19, 2022.

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

ATTEST:

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

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Jeffrey M. Hindoien, City Attorney

## **Ordinance Exhibit “A”**

Charter of the City of Great Falls  
Article V Municipal Court

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### **ARTICLE V – MUNICIPAL COURT**

There shall be a municipal court and an elected municipal court judge as provided by Montana law.



Commission Meeting Date: July 19, 2022

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Resolution 10472 – Resolution of Intention to amend and restate the Downtown Urban Renewal Plan and to approve two storm drainage projects as urban renewal projects

Ordinance 3247 – Ordinance approving the amended and restated urban renewal plan for the Downtown Urban Renewal District and to approve two storm drainage projects as urban renewal projects

**From:** Tom Micuda, Deputy Director, Planning and Community Development

**Initiated By:** Planning and Community Development and Public Works

**Presented By:** Craig Raymond, Director, Planning and Community Development

**Action Requested:** City Commission adopt Resolution 10472, conduct first reading of Ordinance 3247 and set a public hearing for August 16, 2022.

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**Suggested Motion:**

Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution of Intention 10472.”

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

And

Commissioner moves:

“I move that the City Commission (accept/not accept) Ordinance 3247 on first reading and (set/not set) the public hearing for August 16, 2022.”

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

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**Staff Recommendation:** Staff recommends that City Commission adopt Resolution 10472, a resolution of intention to approve the Amended and Restated Downtown Urban Renewal Plan, and approve two storm drainage projects as an urban renewal projects, accept Ordinance 3247 on first reading, and set the public hearing for August 16, 2022.

**Background:** In 2012, the City Commission adopted the Downtown Urban Renewal Plan (DURP). The creation of the DURP was the result of the development and adoption of the Downtown Master Plan. The Downtown Master Plan (DMP) provides a blueprint for the revitalization and redevelopment of



Downtown, and recommended the creation of an Urban Renewal District that utilizes Tax Increment Financing to help fund public improvements called out within the DMP and the City's Growth Policy.

**Summary of Projects Triggering the Need to Amend the Plan:** The City's Public Works Department is moving forward with two capital projects designed to address drainage issues within the Urban Renewal Plan Area. The first project is designed to resolve flooding and ice buildup problems currently taking place within the alley behind the Celtic Cowboy and Hotel Arvon. This alley section, known as 2<sup>nd</sup> Avenue Alley, is located between Park Drive and 2<sup>nd</sup> Street South. Because there is almost no slope in the alley and buildings on either side block out sunlight, water has a tendency to pond in the alley and then turn to ice in wintertime conditions. Pedestrians regularly traverse the alley because there is a parking garage on the south side of the alley that hotel guests use.

The proposed project will install drainage inlets and a conveyance pipe to drain the water more effectively to an existing storm drain system in 2<sup>nd</sup> Street South. The Public Works Department has requested \$90,000 of Downtown TIF funds and would like to bid the project in August with a completion during the fall of this year.

The second project is a much larger project designed to upgrade the capacity of the storm drainage network downtown. The proposed project area encompasses the streets and avenues bordered by 2<sup>nd</sup> Avenue North, 2<sup>nd</sup> Street, 4<sup>th</sup> Avenue South, and 5<sup>th</sup> Street. Additionally, the proposed project would include work from the intersection of 4<sup>th</sup> Avenue South and 2<sup>nd</sup> Street South to the east bank of the Missouri River. The project will involve adding storm drain inlets, increasing underground pipe capacity, and better conveying storm water to the Missouri River. The project is expected to take place between 2022 and 2027 and be divided up into four distinct phases.

The total cost of the project is estimated to be slightly over \$6.3 million. Funding for the project will come from three sources: ARPA Grant funds and City storm drain funds (\$3.8 million), and Downtown TIF funds (\$2.5 million). In order to reduce the financial impact on the TIF District's cash balance, the request will be done in \$500,000 increments over the five year project period. The current balance in the District is \$4.1 million.

**Need for the Proposed Urban Renewal Plan Amendment:** Investments in public infrastructure are clearly authorized by Montana law governing TIF Districts. However, when the City developed its DURP in 2012, it did not address the need for public investments in drainage facilities, water and sewer upgrades, and general upgrades to streets and alleys. This was clearly an oversight related to the issues that were points of emphasis during the Downtown Master Plan development process that occurred in 2011.

To provide policy guidance for the two proposed drainage projects as well as create policies to support future infrastructure investments, the following amendments to the DURP are being proposed on page 8 of the attached Plan:

8. Improve transportation and utility infrastructure in the Downtown.			
a. Upgrade the capacity of the City's existing storm water infrastructure network to address flooding and the impact of large storm events.	COGF	Immediate	Capital Improvements
b. Maintain and upgrade, when necessary, the City's water and wastewater utility network.	COGF	On-going	Capital Improvements

c. Identify deficiencies in the condition and functionality of the Downtown street and alley network , and undertake improvements to address those deficiencies.	COGF	On-going	Capital Improvements
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**Conformance with 2013 Growth Policy:** The Planning Advisory Board is required to provide the City Commission with a recommendation on whether the amended DURP language is consistent with the City’s 2013 Growth Policy. To this end, staff notes the following policies in the Growth Policy document that provide support for infrastructure investments in the downtown.

- **Eco3.7.3** - Manage the City's Tax Increment Finance Districts (TIFs) toward the creation of long-term improvements, with special emphasis on applying funds to capture, retain and reinvest dollars within the designated TIF boundaries.
- **Eco3.7.10** - Invest, spend and manage public dollars in a fiscally prudent manner.
- **Eco3.7.11** - Consider and pursue, where economically sound, catalyst projects and partnerships such as:
  - b. Projects that represent sound investment of Tax Increment Finance Tax revenues
- **Phy4.3.2** - Plan for the provision of appropriate infrastructure improvements, where needed, to support development.

**Concurrences:**

The Planning and Community Development Department has coordinated with the Public Works Department, Finance Department, and the City’s outside legal counsel from Dorsey & Whitney LLP throughout the process. At its June 22 monthly meeting, the Downtown Development Partnership voted to recommend support for both the Public Works drainage projects as well as amended DURP document. At its June 28 meeting, the Planning Advisory Board determined that the proposed amended DURP was consistent with the City’s 2013 Growth Policy.

**Fiscal Impact:**

While there is no direct fiscal impact with the adoption of the amendment of the Downtown Urban Renewal Plan, the amendment will provide a critical opportunity to utilize Downtown Tax Increment Funds to support needed drainage improvements in the downtown area.

**Alternatives:**

The City Commission could choose not to approve Resolution of Intention 10472 or set the public hearing on Ordinance 3247. In such case, the City’s Public Works Department would need to seek an additional \$2.5 million to initiate construction of the larger drainage project as well as well as \$90,000 to construct the alley drainage project.

**Attachments/Exhibits:**

2022 Amended and Restated Downtown Urban Renewal Plan  
 Downtown Urban Renewal/TIF District Map  
 Resolution of Intention 10472  
 Ordinance 3247  
 Public Works TIF Applications

# CITY OF GREAT FALLS

## Amended and Restated Downtown Urban Renewal Plan



~~October 2020~~ August 2022

## **Introduction:**

The City of Great Falls has embarked on an ambitious program to revitalize downtown Great Falls. In October 2011 the Great Falls City Commission unanimously adopted the Downtown Master Plan (DMP). Referenced throughout the 2013 Growth Policy Update, the DMP serves as the guiding policy document for downtown. The DMP provides a strategically focused, goal driven “blueprint” for the future growth and development of downtown. The DMP creates a vision and outlines strategies, actions, partnerships and timeframes that will facilitate the redevelopment of a regional destination.

The 82 strategies within the DMP are each designed to capitalize on downtown’s assets and proactively address downtown’s issues. The strategies all seek to create a downtown that has a balance of amenities, housing and transportation options, goods and services and cultural, entertainment and educational opportunities.

The DMP recommends the creation of an Urban Renewal District that utilizes Tax Increment Financing (TIF) to fund public improvements recommended in the DMP in an effort to revitalize Downtown Great Falls. The proposed Downtown Urban Renewal District (DURP) will be the third urban renewal district established in the City of Great Falls. The Central Place Revitalization Urban Renewal Program, established in 1977, has since expired while the West Bank Urban Renewal District, established in 2006 is currently operational.

The Downtown Urban Renewal District and TIF funds generated through the improvements to property in the district are anticipated to be the primary funding sources to implement the recommendations of the DMP. Previous urban renewal districts in the City have been successful in redevelopment and revitalization efforts. It is the hope of the City of Great Falls and the Downtown stakeholders that this urban renewal district will yield the same positive results.



# Amended and Restated Downtown Urban Renewal District Plan

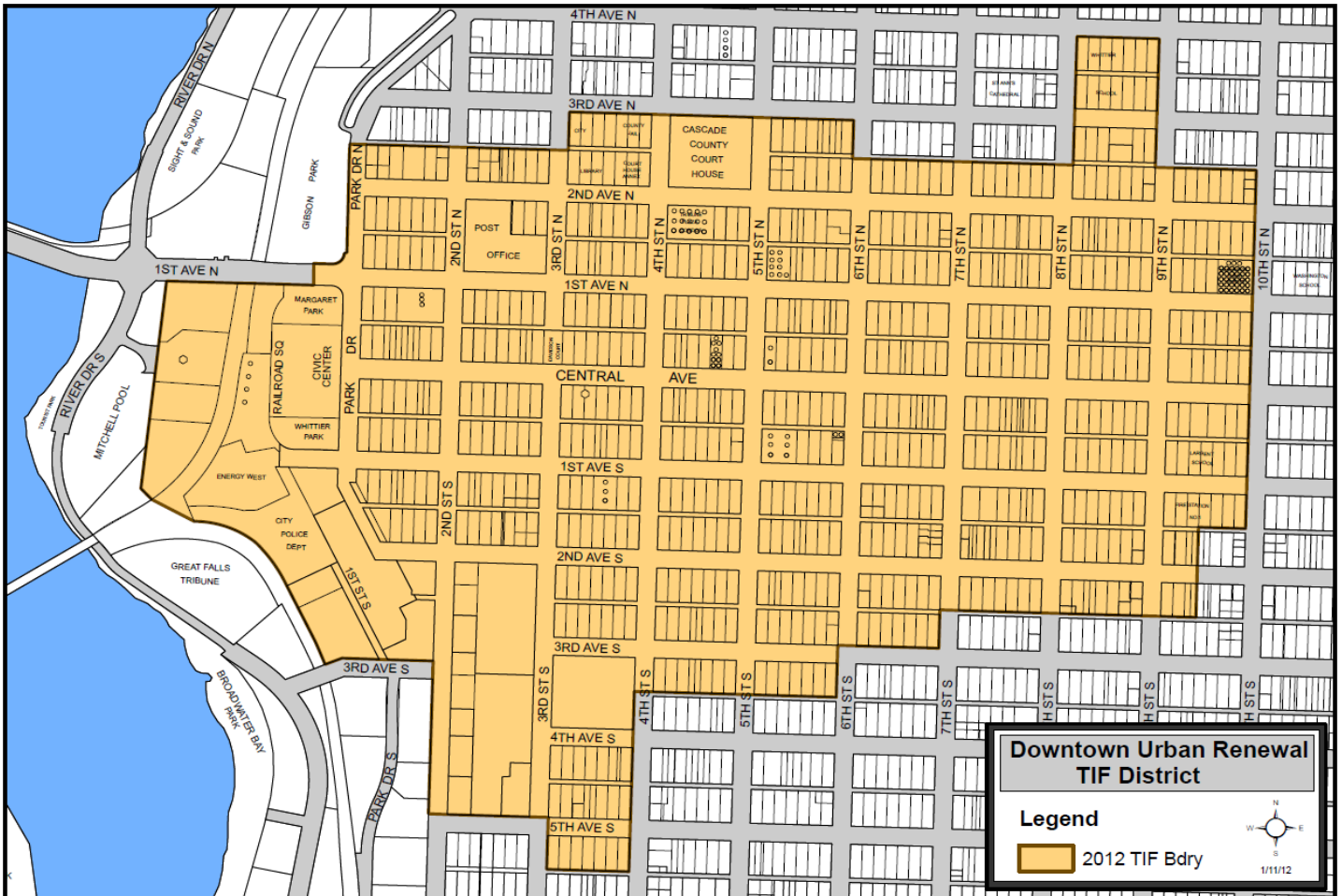
## Legal Description of the District:

Beginning at a point that is the southeast corner of Lot 1, Block 11, of the Broadwater Bay Business Park; thence south across 3rd Ave So to the northeast corner of Lot 6, Block 9, of the Broadwater Bay Business Park; thence south along the west right of way line of 2nd St So to a point that is directly west of the southwest corner of Lot 8, of the Amended Plat of Block 453, of the Great Falls Original Townsite (GFOT); Thence east across 2nd St So to the southwest corner of Lot 8, of the Amended Plat of Block 453, of the GFOT; thence east to the southwest corner of Lot 14, Block 452, of the GFOT; thence south to the southwest corner of Lot 1, Block 455, of the GFOT; thence east to the southeast corner of Lot 7, Block 455, of the GFOT; thence north along the west right of line of 4th St S to a point directly west from the southwest corner of Lot 1, Block 420, of the GFOT; thence east across 4th St So to the southwest corner of Lot 1, Block 420, of the GFOT; thence east to the southeast corner of Lot 7, Block 421, of the GFOT; thence north to the southeast corner of Lot 8, Block 413, of the GFOT; thence east across 6th St So to the southwest corner of Lot 14, Block 412, of the GFOT; thence east to the southeast corner of Lot 8, Block 412, of the GFOT; thence north to the southeast corner of Lot 7, Block 412, of the GFOT; thence east to the southwest corner of Lot 1, Block 411, of the GFOT; thence east to the southeast corner of Lot 3, Block 409, of the GFOT; thence north to the southeast corner of Lot 3, Block 376, of the GFOT; thence east to the southeast corner of Lot 7, Block 376, of the GFOT; thence north along the west right of way line of 10th St N to the northeast corner of Lot 8, Block 258, of the GFOT; thence west to the northeast corner of Lot 8, Block 257, of the GFOT; thence north to the northeast corner of Lot 7, Block 242, of the GFOT; thence west to the northwest corner of Lot 1, Blk 242, of the GFOT; thence south to the northwest corner of Lot 14, Blk 257, of the GFOT; thence west to the northeast corner of Lot 8, Blk 254, of the GFOT; thence north to the northeast corner of Lot 7, Blk 254, of the GFOT: thence west to the northwest corner of Lot 1, Blk 252, of the GFOT; thence south to the northwest corner of Lot 14, Blk 252, of the GFOT; thence west to the northwest corner of Lot 13, Blk 250, of the GFOT; thence continuing west to a point that is located on the west right of way of Park Dr N; thence south along the west right of way of Park Dr N to the corner of Park Dr N and 1st Ave N; thence around a curve to the left to a point of tangent thence continuing west eighty feet along the north right of way of 1st Ave N; thence south on a perpendicular line to the south right of way line of 1st Ave N; thence west along the south right of way line of 1st Ave N to the northwest corner of Lot 5, Blk 13, of the Broadwater Bay Business Park Addition (BBBP); thence southwesterly to the southwest corner of Lot 2, Blk 13, of the BBBP; thence southeasterly to the southeast corner of Lot 2, Blk 13, of the BBBP; thence continuing southeasterly to a point that is the intersection of the north railroad right of way line and the westerly boundary of Mark 22A (City of Great Falls Police Department); thence southeasterly along a curve to the right also being the north railroad right of way line to the southwest corner of Lot 1, Blk 12, of the BBBP; thence easterly along the north right of way line of 3rd Ave S to the point of beginning.



# City of Great Falls

## District Boundary



# Amended and Restated Downtown Urban Renewal District Plan

## Determination of Blight:

To establish an Urban Renewal District in Montana, it must be found that conditions of blight are present in the area. Section 7-15-4206 (2) MCA defines blight as “an area that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime, that substantially impairs or arrests the sound growth of the city or its environs, that retards the provision of housing accommodations, or that constitutes an economic or social liability or is detrimental or constitutes a menace to the public health, safety, welfare, and morals in its present condition and use, by reason of:

- the substantial physical dilapidation, deterioration, age obsolescence, or defective construction, material, and arrangement of buildings or improvements, whether residential or nonresidential;
- inadequate provision for ventilation, light, proper sanitary facilities, or open spaces as determined by competent appraisers on the basis of an examination of the building standards of the municipality;
- inappropriate or mixed uses of land or buildings;
- high density of population and overcrowding;
- defective or inadequate street layout;
- faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
- excessive land coverage;
- unsanitary or unsafe conditions;
- deterioration of site;
- diversity of ownership;
- tax or special assessment delinquency exceeding the fair value of the land;
- defective or unusual conditions of title;
- improper subdivision or obsolete platting;
- the existence of conditions that endanger life or property by fire or other causes; or
- any combination of the factors listed in this subsection (2).



# City of Great Falls

With the adoption of Resolution 9961, the Great Falls City Commission found that the following conditions of blight are present in the District:

**The substantial physical dilapidation, deterioration, age obsolescence, or defective construction, material, and arrangement of buildings or improvements, whether residential or nonresidential.**

Vacancy, underutilization and a lack of maintenance has led to the substantial physical dilapidation and deterioration of a number of buildings within the district. Not only does this affect the aesthetic character of these buildings, and the district it also produces conditions that are unsafe, unsanitary and not conducive to economic development.



**Inappropriate or mixed uses of land or buildings.**

A large amount of land within the District is currently used as surface parking for automobiles. While a certain amount of parking is necessary to support other uses within the District, surface parking lots are an inefficient use of land in the City's commercial core. This land could potentially be redeveloped as commercial, office, residential or mixed use activities that would improve the vitality of the downtown and increase the taxable value of the District.



The heavy industrial nature of the southwest area of the District is incompatible with the adjacent commercial and retail and residential uses of the area. This area has the potential to be redeveloped in a mixed-use or transitional fashion to provide a key entry corridor into the District.

**Defective or inadequate street layout.**

Three one-way couplets currently traverse through the district. Multiple studies and analyses conducted across the U.S. indicate that downtown access and circulation, customer parking and property values increase when downtown one-ways are restored to two-way streets. The City of Great Falls conducted and completed a study in April 2013, which resulted in the *Downtown Access, Circulation, and Streetscape Plan*. Although it was never adopted, the study is used as a resource and guide for city staff.

A primary intersection within the district - Park Drive and 1st Avenue N - is unsafe and difficult to navigate for pedestrians. Additionally, the configuration of the intersection produces inefficient conditions for automobiles, especially those making turns at high volume portions of the day.

# Amended and Restated Downtown Urban Renewal District Plan

## Deterioration of site.

Vacant, underutilized or unmaintained buildings and parcels concentrated within specific areas of the district have created pockets of site deterioration throughout the district. The deterioration of sites has often led private investment and development to move to outlying areas of the City and has also slowed redevelopment and infill efforts downtown. If site deterioration is not addressed, the exodus of commercial and residential development will continue and ultimately lead to further deterioration.

## The existence of conditions that endanger life or property by fire or other causes.

A number of buildings in the district are in conditions that could potentially endanger life of property. Multiple factors have contributed to these conditions including fire damage, the use of hazardous construction materials, negligence on behalf of a property owner and extended vacancy among others. Buildings that have reached this condition are often the target of graffiti and other forms of vandalism, leading to further deterioration in the district.

## Urban Renewal Plan

The DMP will guide the urban renewal and revitalization efforts within the district. The overall vision of the DMP and the goals, objectives and strategies of the Plan provide a comprehensive framework for the redevelopment of the downtown core. The following table displays the 90 strategies of the DMP and additional project priorities, with associated timelines, categories and partner organizations.



## City of Great Falls

Strategy	Partners	Timeframe	Category
<b>1. CONNECTED:</b>			
<b>1. Improve pedestrian connectivity and safety Downtown.</b>			
a. Ensure streetscape improvements are designed to enhance pedestrian safety and pleasure by providing sufficient space for pedestrian needs and uses.	CofGF (P&CD, PW)	Short	Regulatory Framework
b. Develop public/private partnerships to ensure Downtown is safe, clean and accessible for all users.	CofGF, DAA (Safety team)	Immediate	Program
c. Identify, prioritize and correct accessibility barriers to sidewalks, curbs, pedestrian signals and other pedestrian facilities.	CofGF (P&CD, PW) Accessibility group	Short	Program
<b>2. Develop a comprehensive Downtown bicycle network to connect into a city-wide system.</b>			
a. Prepare a complete streets policy to guide roadway construction and rehabilitation.	CofGF, GFGF, GFBC	Immediate	Regulatory Framework
b. Update the bikeway chapter of the Long Range Transportation Plan, including prioritization of improvements and routes for implementation.	CofGF (P&CD, P&R), GFBC, RTI, TWG	Short	Regulatory Framework
c. Improve and expand bicycle connections to the River's Edge Trail through signage and routes.	CofGF (P&CD, P&R), GFBC, RTI, TWG	Short	Capital Improvement
d. Ensure that bike routes link and connect neighborhoods, employment centers, amenities and destinations.	CofGF (P&CD), GFBC, RTI	Short	Regulatory Framework
e. Develop public education and marketing programs to maximize the use of the bicycle network.	RTI, GFBC	Short	Program
<b>3. Reduce or eliminate Downtown one-ways.</b>			
a. Conduct a one-way conversion plan to help facilitate an environment that is pedestrian and retail friendly, improves local circulation, and increase access to Downtown businesses.	CofGF (P&CD, PW), MDT	Medium	Program
b. Effectively communicate the costs and benefits of one-way conversions to all stakeholders.	CofGF, DAA (BID, DGFA)	Medium	Program
c. Develop roadway and streetscape design standards to further the intended benefits of one-way conversions for all users.	CofGF	Medium	Regulatory Framework
<b>4. Improve connectivity to the Missouri River, River's Edge Trail, and Gibson Park for bicycles and pedestrians.</b>			
a. Improve the attractiveness and enhance the visibility of railroad crossings and underpass tunnels that connect Downtown to the Missouri River, River's Edge Trail and Gibson Park.	CofGF (P&CD, PW, P&R), RTI	Medium	Capital Improvement
b. Identify locations and develop design options to develop an additional separated grade bike and pedestrian crossing of railroad tracks.	CofGF (P&CD, PW, P&R), RTI	Long	Capital Improvement
c. Utilize signage, pathways and striping to provide pedestrians and bicyclists with safe and efficient connections between Downtown and the surrounding neighborhoods.	CofGF (P&CD, PW), RTI, TWG	Short	Capital Improvement
<b>5. Develop a comprehensive Downtown wayfinding system.</b>			
a. Develop a comprehensive wayfinding program.	CofGF, DAA (GFDA), Private Business	Short	Capital Improvement



# Amended and Restated Downtown Urban Renewal District Plan

b. Supplement proposed wayfinding program with printed maps and brochures, digital and audio tours and websites and apps to guide visitors throughout Downtown.	CofGF (P&CD), HPAC, CVB, TBID	Medium	Program
c. Incorporate a series of named or themed pathways that connect Downtown amenities and destinations.	CofGF (P&CD), HPAC, CVB, TBID	Long	Capital Improvement
<b>6. Optimize Downtown parking for all stakeholders.</b>			
a. Conduct a comprehensive parking study to guide Downtown parking program.	CofGF (P&CD)	Short	Regulatory Framework
b. Improve bicycle parking facilities Downtown.	CofGF (P&CD, PW), GFBC, BID, private business	Short	Capital Improvement
<b>7. Expand the use of public transit Downtown.</b>			
a. Promote the use of transit for Downtown specific events.	GFTD, DGFA	Short	Program
b. Encourage expanded partnership between the Great Falls Transit District and Great Falls Public Schools to promote transit usage to reach Downtown events and activities.	GFTD, GFPS, DAA (DGFA)	Short	Program
c. Encourage Downtown businesses to work with the Great Falls Transit District to provide subsidized bus passes for employees as an alternative to Downtown parking.	DGFA, BID, GFTD, Private Business	Short	Program
<b>8. Improve transportation and utility infrastructure in the Downtown.</b>			
a. Upgrade the capacity of the City's existing storm water infrastructure network to address flooding and the impact of large storm events.	COGF	Immediate	Capital Improvements
b. Maintain and upgrade, when necessary, the City's water and wastewater utility network.	COGF	On-going	Capital Improvements
c. Identify deficiencies in the condition and functionality of the Downtown street and alley network, and undertake improvements to address those deficiencies.	COGF	On-going	Capital Improvements
<b>DESTINATION:</b>			
<b>1. Market Downtown's entertainment, culture, shopping and dining.</b>			
a. Continue to actively cross-promote and package Downtown's entertainment, culture, shopping and dining facilities with Downtown events.	MT, MEC, DGFA	On-going	Program
b. Work with various groups and organizations including the Convention and Visitors Bureau, Tourism BID, Montana Expo Park and Airport Authority to promote Downtown as a tourism and convention destination to the region and Canada.	DAA (CVB, TBID), MTEP, GFIA	Short	Program
c. Develop a comprehensive and coordinated Downtown marketing campaign utilizing print, radio, television and social media.	DAA (all), TA	Immediate	Program
<b>2. Promote a broad range of family friendly entertainment and recreational opportunities and activities Downtown.</b>			
a. Review existing Downtown events and add free or low cost activities that engage a variety of age groups including: families, teens, young adults and older adults.	CofGF (P&R), DGFA	Short	Program
b. Promote new and exciting events in Downtown's parks, pools and recreational facilities that attract families with young children.	CofGF (P&R), DGFA	Short	Program
c. Encourage Downtown organizations and facilities to establish programs for parents to drop children off while they utilize Downtown's shopping and amenities.	Private Business, DGFA, Museum Group	Short	Program

## City of Great Falls

<b>3. Ensure Downtown is active and vibrant during the evenings and weekends.</b>			
a. Actively pursue the development of a Downtown boutique hotel to provide quality lodging and amenities for Downtown visitors.	DAA (GFDA, CofGF), Private Business	Medium	Site Specific
b. Develop programs and events that provide opportunities for people to remain in and visit Downtown in the evening and on the weekend.	DAA (DGFA), CofGF (P&R)	Short	Program
c. Actively recruit an already successful restaurant to relocate or expand into Downtown.	GFDA, BID, DGFA	Short	Program
d. Work with existing restaurant and bar/tavern owners to identify, develop and promote a Downtown Dining District.	DGFA, TA, DAA (all)	Medium	Program
e. Market Downtown's amenities and activities to current employers and employees to encourage the workforce to stay Downtown after business hours.	DAA (DGFA), TA, Restaurant owners	Immediate	Program
f. Create a year-round public market / food and arts incubator that would cater to residents, employees and visitors.	GFDA, DGFA, CofGF	Medium	Site Specific
<b>4. Increase the utilization of the Convention Center and Mansfield Center for the Performing Arts (Mansfield).</b>			
a. Develop public/private partnerships to package the facilities at the Civic Center and Mansfield with catering and dining services and lodging facilities to enhance the attractiveness of Downtown as a convention destination.	CVB, TBID, MCPA	Medium	Program
b. Enhance partnerships with entertainment promoters to utilize the Mansfield as a concert venue.	MCPA	Short	Program
c. Educate potential users of the Civic Center and Mansfield about the opportunities available at the facility, policies and prices.	MCPA	Immediate	Program
<b>FLOURISHING:</b>			
<b>1. Identify and support an organization to lead and champion Downtown revitalization.</b>			
a. Establish a formal Downtown Development Agency within the City of Great Falls, in partnership with public and private entities, to foster new development and redevelopment Downtown and implement the goals, objectives and strategies identified in the Plan.	CofGF, DAA (all), Private Business	Immediate	Regulatory Framework
b. Establish a Downtown TIF and associated Urban Renewal Plan district to fund Downtown projects, improvements and organizational management.	CofGF, GFPS, CC	Immediate	Regulatory Framework
c. Update zoning and land use regulations to support recommendations of the Plan.	CofGF (P&CD)	Short	Regulatory Framework
<b>2. Improve the public realm to provide a safe, attractive and welcoming environment.</b>			
a. Encourage a partnership between Downtown organizations and stakeholders and the City Police Department to ensure a clean and safe environment.	DAA (W&S), GFPD	Short	Program
b. Establish a volunteer based Downtown clean-up day and/or program.	DAA (W&S)	Short	Program
c. Increase street level vitality by encouraging the active use of ground floor space in the Downtown core.	CofGF (P&CD), BID, DGFA	Short	Regulatory Framework
<b>3. Identify and attract high paying employers and jobs to Downtown.</b>			
a. Develop a comprehensive Downtown business retention and development plan that focuses on successful and emerging business clusters Downtown.	GFDA, CofGF	Short	Program
b. Utilize GFDA's business attraction and retention resources to leverage Downtown business investment.	GFDA	Immediate	Program

# Amended and Restated Downtown Urban Renewal District Plan

## 4. Support existing and attract new commercial and retail business Downtown.

a. Establish a mentor program to pair new entrepreneurs with successful Downtown business owners.	DGFA, BID, GFDA	Short	Program
b. Utilize national research and trends to identify and attract “Downtown friendly” retailers.	GFDA, BID, NW	Short	Program
c. Conduct a Downtown market analysis to guide commercial and retail development.	GFDA, BID, DGFA	Medium	Program
d. Provide existing business owners with market research and technical and financial assistance.	CofGF, GFDA, DGFA, BID	Medium	Program
e. Conduct a Downtown business and building inventory to establish and maintain an accurate database of what is currently located Downtown and what opportunities exist for business expansion, attraction and relocation.	CofGF (P&CD), BID, DGFA	Immediate	Program

## 5. Attract a diverse mix of visual and performing artists to live and work Downtown.

a. Revive and support the Great Falls Arts Council to develop and promote arts programs, events and education.	CofGF, DAA (all)	Short	Regulatory Framework
b. Encourage the development of lofts, studios and live/work spaces in vacant or underutilized buildings to attract artists to Downtown and increase arts and culture activity.	CofGF (P&CD), DAA (GFCC, GFDA)	Medium	Program
c. Develop a roster of visual and performing artists and craftspeople's living in and around Great Falls to utilize for Downtown programs and events.	DGFA	Short	Program
d. Capitalize on the success of Western Art Week by drawing visitors to Downtown galleries, shops and restaurants.	DAA (GFCC)	Immediate	Program
e. Continue to promote Downtown art galleries and artists through events such as the First Friday Art Walk.	DAA (DGFA)	Immediate	Program

## LIVING:

### 1. Promote a wide range of housing choices throughout Downtown.

a. Ensure that the proposed City of Great Falls Downtown Development Agency is a champion of Downtown housing development.	NW, CofGF (P&CD)	Short	Regulatory Framework
b. Evaluate zoning and land use regulations to ensure policies allow for and encourage Downtown housing in the form of rehabilitation and preservation of existing buildings, infill development and new construction.	CofGF (P&CD)	Short	Regulatory Framework
c. Conduct a Downtown housing inventory to establish and maintain an accurate database of housing and property available for rent, ownership, and/or rehab.	NW, W&S, CofGF (P&CD)	Short	Program

### 2. Ensure existing housing is safe and attractive.

a. Actively monitor the condition of existing housing and enforce the City's Property Maintenance Code.	CofGF (P&CD), W&S	On-going	Program
b. Promote and utilize the City of Great Falls Housing Rehab Loan program and Neighborworks Great Falls programs to enhance existing homes and rental properties.	CofGF, NWGF	On-going	Program
c. Develop a volunteer based residential improvement plan to ensure Downtown neighborhoods are clean and safe.	W&S, NC	Short	Program

## City of Great Falls

**3. Attract private investment and financing for Downtown housing.**

a. Create new and promote existing incentive programs to encourage residential development.	NW, CofGF	Short	Program
b. Prepare a housing market study to assist developers, lending institutions and private property owners in developing Downtown housing.	Realtors, HBA, NW, GFDA	Short	Program
c. Establish a clearinghouse and/or database of residential financing options and incentives.	Realtors, HBA, NW, GFDA	Short	Program

**4. Attract retailers and neighborhood services that cater to Downtown residents.**

a. Survey Downtown residents and utilize national research to identify neighborhood based commercial, retail and services that are missing Downtown.	NW, NC	Immediate	Program
b. Encourage mixed-use development that places residents within close proximity to commercial activities.	CofGF (P&CD)	Short	Regulatory Framework

**AESTHETICS:****1. Preserve, restore, and reuse Downtown's historic buildings and sites.**

a. Market Downtown's historical resources to facilitate improvements and restoration of properties through tax incentives and preservation grants.	CofGF, HPAC	Immediate	Program
b. Educate current property owners and developers of the funding programs available to make improvements to the Downtown buildings.	HPAC, DAA (BID)	Immediate	Program
c. Establish a technical assistance and incentive program to encourage the adaptive re-use, rehabilitation and preservation of historic buildings and sites.	CofGF, HPAC	On-going	Program

**2. Increase the number and diversity of public spaces Downtown.**

a. Actively pursue the development of an indoor/outdoor community gathering space to host activities and events and attract residents, employees and visitors throughout the year.	CofGF, Private Business	Short	Site Specific
b. Encourage diversity in the form and function of Downtown parks, plazas and gathering spaces.	CofGF (P&CD, P&R)	Medium	Regulatory Framework
c. Explore the feasibility of developing rooftop green spaces.	CofGF (P&CD, PW), Private business	Medium	Regulatory Framework

**3. Promote quality design and construction in Downtown's built environment.**

a. Develop design guidelines to enhance the character of Downtown through the quality design and construction of Downtown's built environment.	CofGF, DAA (all)	Short	Regulatory Framework
b. Evaluate the function, authority and scope of the City's Design Review Board to ensure aesthetic goals of the Plan are achieved.	CofGF	Short	Regulatory Framework

**4. Create attractive gateway design features that welcome residents and visitors to downtown.**

a. Identify priority entrances into Downtown to construct gateway design features.	CofGF (P&CD, P&R), GFDA	Short	Capital Improvements
b. Establish a program to encourage community and/or service groups, private businesses and other stakeholders to "sponsor" the construction of gateway features.	DAA (all)	Short	Capital Improvements

# Amended and Restated Downtown Urban Renewal District Plan

## 5. Expand and enhance the existing downtown streetscape.

a. Develop a comprehensive Downtown streetscape plan that prioritizes future improvements and builds upon the existing streetscape.	CofGF (P&CD, PW)	Short	Regulatory Framework
b. Ensure streetscape improvements are implemented in coordination with the construction of gateway design features.	CofGF (P&CD)	Short	Regulatory Framework
c. Work with the City Forester to establish tree planting programs throughout Downtown.	DAA (BID), NC	Short	Program

## 6. Actively pursue the preservation and rehabilitation of the Rocky Mountain Building.

a. Identify an organization or partnership to lead restoration efforts including assisting in permitting process and requirements, identifying funding options, leading fundraising efforts and recruiting a mix of building tenants.	CofGF (P&CD), DAA (all)	On-going	Program
b. Encourage the current building owners to move forward with restoration improvements before weathering and damage continue to a point where rehabilitation is no longer feasible.	CofGF (P&CD), DAA (all)	On-going	Program

## 7. Actively pursue the preservation and rehabilitation of the Civic Center.

a. Fund and complete the Civic Center façade renovation project.	CofGF	Immediate	Capital Improvement
b. Identify and complete rehabilitation projects within the Civic Center property including, but not limited to, landscape and asphalt restoration.	CofGF	On-going	Capital Improvement
c. Determine and complete preservation projects within the Mansfield Center for the Performing Arts including, but not limited to, seat and architectural feature renovations.	CofGF	On-going	Capital Improvement
d. Identify and complete rehabilitation projects within the Convention Center including, but not limited to, upgrading lighting and architectural feature renovations.	CofGF	On-going	Capital Improvement



## **Funding and Administration:**

Tax Increment Financing (TIF) is necessary to encourage private reinvestment within the District, create employment opportunities, implement the goals set forth in this plan and increase the tax base of the District. The Downtown Urban Renewal District is hereby established as a tax increment financing urban renewal area in accordance with 7-15-4282-4292 and 4301-4324 (MCA).

For the purpose of calculating the incremental taxable value each year for the life of the district, the base taxable value shall be calculated as current base taxable value of the district as of January 1, 2012.

### **Administration**

The District will be administered in accordance with 7-15-4232 (MCA). The Great Falls City Commission has the authority to administer and manage the District and the implementation of the DURP. Under 7-15-4232 (MCA) the City Commission may authorize a City Department to manage the program and implement the recommendation of the DURP. It is envisioned that the Commission will receive recommendations and input from the Planning and Community Development Department in partnership with the Downtown Partnership of Great Falls (the Partnership).

Planning and Community Development Staff will work with the Partnership to prepare an annual District work plan and budget, which the Partnership will submit to the City Commission for consideration and adoption. The work plan will list the activities and cost of activities for the coming fiscal years and a method of financing those activities. The Partnership will enter into an Memorandum of Understanding (MOU) or other form of agreement that outlines the roles and responsibilities of this group in relation to the District.

The Planning and Community Development Department will provide initial staffing to assist the Partnership in preparing the annual District work plan and budget, preparing and presenting annual reports to the City Commission, and coordinating the review of proposed projects and development requesting TIF funding. It is anticipated that TIF moneys will be used in the future to fund a permanent staff position.

Planning and Community Development Staff will provide to the City Commission and the public an annual program evaluation as part of the annual report.

# Amended and Restated Downtown Urban Renewal District Plan

## **Conformity with the Growth Policy**

The establishment of the Partnership and the Downtown TIF are both direct recommendations of the Downtown Master Plan. Additionally, specific themes, goals and policies of the City's Growth Policy (displayed below) are supported by recommendations contained within the DURP.

- Encourage livable, walkable, visually and functionally cohesive neighborhoods that incorporate traditional design concepts (Land Use pg. 20).
- Formulate and adopt modern, flexible land development regulations in order to preserve and enhance the scale, quality, and character of existing neighborhoods (Land Use pg. 21).
- Encourage mixed land uses in new and redeveloping areas to achieve a high degree of self-containment, reduce auto dependence, and foster a strong live-work-play pattern of activity within neighborhoods (Land Use pg. 22).
- Encourage preservation of corridors of land for non-motorized transportation routes/trails and provide public investment for non-motorized transportation facilities (Land Use pg. 22).
- Review existing zoning to ensure it is consistent with neighborhood objectives, and pursue rezoning of areas where conflicts are found (Land Use pg. 23).
- Increase code enforcement activity in order to help protect neighborhoods from decay, decline and disinvestment (Land Use pg. 23).
- Allow for compatible, small-scale commercial uses that support existing neighborhoods and reduce dependence on automobile travel (Land Use pg. 24).
- Encourage public investment in parks and schools that are neighborhood focal points, consistent with the Comprehensive Park and Recreation Master Plan (Land Use pg. 25).
- Proactively direct development through public investment in infrastructure (Land Use pg. 28).

## **Amendment of the DURP**

The DURP may be modified at any time by the City Commission as necessary to eliminate and prevent the development or spread of blight and to encourage urban rehabilitation. The process for plan amendment shall be consistent with the procedures outlined in 7-15-4212 - 4219 (MCA).

**Conclusion:**

The City of Great Falls Downtown Master Plan recommends the establishment of an Urban Renewal District that utilizes TIF funding to revitalize and rehab downtown. The Plan provides an ambitious yet obtainable framework of goals, objectives and strategies that are intended to transition this area from its current condition to a vibrant and thriving destination. The Downtown Urban Renewal District has tremendous potential to re-emerge as the commercial, cultural and entertainment center of Great Falls.

# Amended and Restated Downtown Urban Renewal District Plan



CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Great Falls, Montana (the “City”), hereby certify that the attached resolution is a true copy of Resolution No. 10472, entitled: “RESOLUTION OF INTENTION TO AMEND AND RESTATE THE DOWNTOWN URBAN RENEWAL PLAN FOR THE DOWNTOWN URBAN RENEWAL DISTRICT AND TO APPROVE TWO STORM DRAINAGE PROJECTS AS URBAN RENEWAL PROJECTS; AND CALLING FOR A PUBLIC HEARING THEREON” (the “Resolution”), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Commission of the City of Great Falls at a regular meeting on July 19, 2022 and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Commission Members voted in favor thereof: \_\_\_\_\_; voted against the same: \_\_\_\_\_; abstained from voting thereon: \_\_\_\_\_; or were absent: \_\_\_\_\_.

WITNESS my hand officially this 16<sup>th</sup> day of August 16, 2022.

(SEAL)

\_\_\_\_\_  
City Clerk



## RESOLUTION 10472

RESOLUTION OF INTENTION TO AMEND AND RESTATE  
THE DOWNTOWN URBAN RENEWAL PLAN FOR THE  
DOWNTOWN URBAN RENEWAL DISTRICT AND TO  
APPROVE TWO STORM DRAINAGE PROJECTS AS URBAN  
RENEWAL PROJECTS; AND CALLING FOR A PUBLIC  
HEARING THEREON

BE IT RESOLVED by the City Commission (the “Commission”) of the City of Great Falls, Montana (the “City”), as follows:

Section 1. Recitals.

1.01. Pursuant to Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended (the “Act”), and Ordinance 3088, adopted by the Commission on May 15, 2012 (the “Ordinance”), the City has created the Downtown Urban Renewal District (the “District”) as an urban renewal area and approved the Downtown Urban Renewal Plan (the “Plan”) as an urban renewal plan for the District. The Plan provides for the segregation and collection of tax increment revenues with respect to the District in accordance with the provisions of the Act.

1.02. The City proposes to amend and restate the Plan in the form attached as Exhibit A hereto (the “Amended Plan”). The Amended Plan contains new three new additional strategies that provide policy guidance to allow for transportation and utility infrastructure improvements to take place within the Downtown Urban Renewal Area.

1.03. The City’s Directors of Finance and Planning and Community Development (the “City Staff”) have jointly reviewed and evaluated the Amended Plan and made a report and recommendation (the “City Staff Report”) that the Amended Plan be approved, that two Storm Drainage Projects be designated as urban renewal projects for the District and that tax increment revenues of the District be used to finance costs of the Storm Drainage Projects.

1.04. On June 28, 2022, the City Planning Board (the “Planning Board”) received, reviewed and considered the City Staff Report and has made recommendation to the Commission to the effect that the Amended Plan conforms to the City’s Growth Policy adopted in accordance with Title 76, Chapter 1, that the Amended Plan be approved, that the Storm Drainage Projects should be designated as urban renewal projects for the District and that tax increment revenues of the District be used to finance costs of the Storm Drainage Projects.

1.05. The Act provides that a municipality may amend an urban renewal plan by ordinance pursuant to the procedures set forth in Sections 7-15-4212 through 7-15-4219 of the Act. Prior to the approval of an urban renewal project, the Commission is required to conduct a public hearing and make certain findings set forth in the Act.

Section 2. Preliminary Findings. Based on the foregoing representations and subject to the public hearing called for herein, the Commission hereby finds as follows:

- (a) no persons will be displaced from their housing by the Storm Drainage Projects;

- (b) the Amended Plan, including the Storm Drainage Projects, conforms to the City's Growth Policy adopted in accordance with Title 76, Chapter 1;
- (c) the Amended Plan, including the Storm Drainage Projects, will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the District by private enterprise; and
- (d) a sound and adequate financial program exists for the financing of the costs of the Storm Drainage Projects using tax increment revenue of the District.

Section 3. Conditional Approval. The findings and representations in this Resolution are preliminary and subject to testimony presented at the public hearing. In adopting the Resolution and making the preliminary findings contained herein, the City in no way assumes any liability or responsibility for the construction and financing of the Storm Drainage Projects.

Section 5. Public Hearing. A public hearing is hereby called and shall be held on August 16, 2022, at 7:00 p.m. in the Commission Chambers at 2 Park Drive South, Great Falls, Montana regarding the Amended Plan, including the designation of the Storm Drainage Projects as urban renewal projects and the use of tax increment revenues of the District to finance costs of the Storm Drainage Projects.

Section 6. Notice. Notice of the public hearing shall be published in the *Great Falls Tribune* on August 7, 2022 and August 14, 2022, in substantially the form attached as Exhibit B hereto (which is incorporated by reference and made a part hereof).

Section 7. Reading of Ordinance. The first reading of the Ordinance substantially in the form attached as Exhibit C hereto (the "Ordinance") shall occur at the Commission's regular meeting on July 19, 2022, and the second reading of the Ordinance shall occur at the Commission's regular meeting on August 16, 2022, and it is the Commission's intention that the Ordinance will be voted upon at the conclusion of the second reading.

Passed and adopted by the City Commission of the City of Great Falls, Montana, on this 19th day of July, 2022.

---

Bob Kelly, Mayor

Attest:

---

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

---

Jeff Hindoien, City Attorney

EXHIBIT A

AMENDED PLAN

## EXHIBIT B

NOTICE OF PUBLIC HEARING ON  
AMENDMENT AND RESTATEMENT OF  
CITY OF GREAT FALLS  
DOWNTOWN URBAN RENEWAL PLAN AND  
APPROVAL OF TWO STORM DRAINAGE PROJECTS  
AS URBAN RENEWAL PROJECTS

NOTICE IS HEREBY GIVEN that Ordinance 3247 titled “Ordinance Approving the Amended and Restated Urban Renewal Plan for the Downtown Urban Renewal District and Approving two Storm Drainage Projects as Urban Renewal Projects” will be brought before the Great Falls City Commission for a public hearing on August 16, 2022 at 7:00 p.m. in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana. Any interested person may appear and speak for or against said Ordinance 3247 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

The Amended Plan adds strategies that will provide policy guidance for transportation and utility infrastructure projects in the Downtown Urban Renewal Area and more specifically provide policy support for two City of Great Falls Storm Drainage Projects proposed for the Renewal Area. The Commission has preliminarily determined that tax increment revenues of the District may be used to finance costs of these Storm Drainage Projects.

/s/ Lisa Kunz, City Clerk

Publication Dates:   August 7, 2022  
                                  August 14, 2022



EXHIBIT C

ORDINANCE

# CERTIFICATE AS TO ORDINANCE AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Great Falls, Montana (the “City”), hereby certify that the attached ordinance is a true copy of an ordinance entitled: “ORDINANCE APPROVING THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE DOWNTOWN URBAN RENEWAL DISTRICT AND APPROVING TWO STORM DRAINAGE PROJECTS AS URBAN RENEWAL PROJECTS” (the “Ordinance”), on file in the original records of the City in my legal custody; that the Ordinance was duly presented for first reading by the City Commission of the City at a regular meeting on July 19, 2022, and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Ordinance has not as of the date hereof been amended or repealed.

WITNESS my hand and seal officially this 19<sup>th</sup> day of July 2022.

(SEAL)

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

I further certify that the Ordinance was duly adopted on second reading by the City Commission of the City at a regular meeting on August 16, 2022, and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Ordinance has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Ordinance at said meeting, the following Commissioner members voted in favor thereof: \_\_\_\_\_; voted against the same: \_\_\_\_\_; abstained from voting thereon: \_\_\_\_\_; or were absent: \_\_\_\_\_.

WITNESS my hand and seal officially this 16th day of August, 2022.

(SEAL)

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

## ORDINANCE 3247

### ORDINANCE APPROVING THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE DOWNTOWN URBAN RENEWAL DISTRICT AND APPROVING TWO STORM DRAINAGE PROJECTS AS URBAN RENEWAL PROJECTS

BE IT ORDAINED by the City Commission (the “Commission”) of the City of Great Falls, Montana (the “City”), as follows:

#### Section 1. Recitals.

1.01. Pursuant to Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended (the “Act”), and Ordinance 3088, adopted by the Commission on May 15, 2012 (the “Ordinance”), the City has created the Downtown Urban Renewal District (the “District”) as an urban renewal area and approved the Downtown Urban Renewal Plan (the “Plan”) as an urban renewal plan for the District. The Plan provides for the segregation and collection of tax increment revenues with respect to the District in accordance with the provisions of the Act.

1.02. The Act provides that a municipality may amend an urban renewal plan by ordinance pursuant to the procedures set forth in Sections 7-15-4212 through 7-15-4219 of the Act. On July 19, 2022, the Commission declared its intention to amend and restate the Plan in the form attached hereto (the “Amended Plan”). The Amended Plan contains new three new additional strategies that provide policy guidance to allow for transportation and utility infrastructure improvements to take place within the Downtown Urban Renewal Area.

#### Section 2. Findings. The Commission hereby finds as follows:

- (a) no persons will be displaced from their housing by these Storm Drainage Projects;
- (b) the Amended Plan, including the Storm Drainage Projects, conforms to the City’s Growth Policy adopted in accordance with Title 76, Chapter 1;
- (c) the Amended Plan, including the Storm Drainage Projects, will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the District by private enterprise; and
- (d) a sound and adequate financial program exists for the financing of the costs of the Storm Drainage Projects using tax increment revenue of the District.

Section 3. Modification of Plan. This Commission hereby approves, ratifies and confirms the Amended Plan, including the designation of the Storm Drainage Projects as urban renewal projects for the District as set forth therein. All actions of this Commission heretofore taken with respect to the Storm Drainage Projects, to the extent not inconsistent herewith, are hereby ratified and confirmed.

Section 4. Modification of Storm Drainage Projects. The Storm Drainage Projects may be modified by the Commission if it determines by Resolution that an adjustment to the Storm Drainage Projects are required and in the best interest of the City.

Section 5. Effect. This Ordinance shall take effect from and after 30 days of its passage by the Commission.

Passed and adopted by the City Commission of the City of Great Falls, Montana, on this 16th day of August, 2022.

---

Bob Kelly, Mayor

Attest:

---

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

---

Jeff Hindoien, City Attorney

**City of Great Falls**  
**Public Works/Engineering**

**DATE:** April 20, 2022  
**TO:** Great Falls City Planning Board  
**FROM:** Jesse Patton, P.E., Interim City Engineer  
**RE:** Central Ave / 3rd St Drainage Improvements, O.F. 1779.0

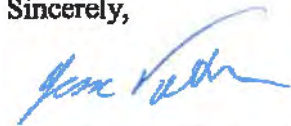
Enclosed is an Application for Tax Increment Funding to fund the engineering design, permit documentation, and construction of public storm drainage improvement costs associated with the referenced project.

There has been an increasing number of short duration high intensity rainfall events that have resulted in flooding within the City in recent years. One area that has been problematic from a flooding perspective is the Downtown Business District. The increase in flooding frequency triggered multiple complaints from downtown businesses. Business and building owners expressed concerns with damage caused by water flooding the basements and lower levels of their facilities.

The City has been working with Great West Engineering to complete the final design and contract documents for public storm drainage improvements that will serve the Downtown Urban Renewal District and other surrounding areas.

The next step of the project includes finalization of the plans, specifications, and bid documents. That will be immediately followed by the public bidding process. City Engineering Division will perform administrative duties and continue to coordinate the consultant's activities. The estimated cost for the project is \$6,322,200.

Sincerely,



Jesse Patton, PE, Interim City Engineer (406) 771-1258

Attachments: TIF Application  
Great West Figure 16  
Phased Improvement Map  
Project Budget  
Attachment A



## **CITY OF GREAT FALLS**



### **TAX INCREMENT FINANCING (TIF)**

### **APPLICATION FOR FUNDS**

**CITY OF GREAT FALLS  
TAX INCREMENT FINANCING (TIF)  
APPLICATION FOR FUNDS**

Project Name: Central Ave / 3<sup>rd</sup> St Drainage Improvements

Date Submitted: 4/20/2022

Name of TIF District: Downtown Urban Renewal District

**APPLICANT INFORMATION**

Name: City of Great Falls Public Works Department

Address: 1025 25<sup>th</sup> Avenue North East, P.O. Box 5021, Great Falls, MT 59403

Telephone: 406-771-1258 (Jesse Patton, P.E., Interim City Engineer)

**DEVELOPMENT INFORMATION**

1. Building Address: \_\_\_\_\_
2. Legal Description: The proposed project area encompasses the streets and avenues bordered by 2<sup>nd</sup> Avenue North, 2<sup>nd</sup> Street, 4<sup>th</sup> Avenue South, and 5<sup>th</sup> Street. Additionally, the proposed project would include work from the intersection of 4<sup>th</sup> Avenue South and 2<sup>nd</sup> Street South to the east bank of the Missouri River.

3. Ownership: : \_\_\_\_\_  
Address: \_\_\_\_\_

4. If property is not owned by the Applicant, list leasehold interest: *(Attach evidentiary materials).*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

5. Existing/Proposed Businesses: \_\_\_\_\_

Business Description: \_\_\_\_\_

6. Employment: Existing FTE Jobs: \_\_\_\_\_

New Permanent FTE Jobs created by project: \_\_\_\_\_ Construction FTE jobs: \_\_\_\_\_

7. Architectural/Engineering Firm: City Public Works Engineering Division will manage the project. Great West has been retained to complete the design and develop the construction plans.

Address: 1025 25<sup>th</sup> Avenue North East, P.O. Box 5021, Great Falls, Montana 59403

Representative: 406-771-1258 (Jesse Patton, P.E., Interim City Engineer)

**CITY OF GREAT FALLS  
TAX INCREMENT FINANCING (TIF)  
APPLICATION FOR FUNDS**

8. Please provide a description of the Total Project Development (attach a narrative explanation).

There has been an increasing number of short duration high intensity rainfall events that have resulted in flooding within the City in recent years. One area that has been problematic from a flooding perspective is the Downtown Business District. The increase in flooding frequency triggered multiple complaints from downtown businesses. Business and building owners expressed concerns with damage caused by water flooding the basements and lower levels of their facilities.

The City retained Great West Engineering to perform a basin study for the project area. The study included assessments of the existing storm drainage piping but only included limited inlet capacity at several key intersections where past flooding has been prevalent. The study helped to identify system deficiencies and make recommendations for improvements to the storm drainage network that will help reduce the duration and amount of future flooding.

The purpose of this project is to implement the improvements recommended in the zone identified as "Area 1" in the December 2020 9<sup>th</sup> Ave S and Central Ave/4<sup>th</sup> St Drainage Basin Study prepared by Great West Engineering. (See Attached Great West Figure 16). Area 1 is defined by 2<sup>nd</sup> Avenue North, Park Drive, the block between 6<sup>th</sup> and 7<sup>th</sup> Street, and the block between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue South. Just outside of Area 1, the project would also include drainage improvements at the 4<sup>th</sup> Avenue South and 2<sup>nd</sup> Street South intersection as well as a storm drain conveyance to the east bank of the Missouri River. The recommended improvements will involve selective conveyance pipe upsizing to reduce flooding of manholes and inlets above the grate/rim elevations. Increased capacity will be achieved through a combination of trunk line upsizing and the addition of more catch basins/inlets. In addition, a hydrodynamic separator will be installed at the intersection of 3<sup>rd</sup> Street S and 4<sup>th</sup> Avenue S to provide for removal of suspended solids and trash for the first ½ inch of rainfall. Surface patching of concrete and asphalt pavements is also included for the storm drain trenching areas. Roof drains from commercial buildings that currently connect to the sanitary sewer system will also be disconnected and reconnected to the storm drain system where they are encountered in areas where storm drains are being replaced under the project.

9. Please provide rehabilitation/construction plans (attach schematics, site and landscaping plans).

See Attached map for the proposed project phasing.

10. What is the development schedule or estimated completion date for the Total Project Development?  
The Total Project Development is best defined as the entire development, not just the TIF improvements (please include project phasing if appropriate).

The City plans to split the overall project into four manageable phases over the next five years. The City has already initiated design for the first phase in 2021. Bidding for the first phase will be completed in spring 2022 and construction will be performed in summer/fall 2022. All of the proposed improvements within Area 1 are within the Downtown TIF District boundary. The improvements slated for Phase 4 at the intersection of 4<sup>th</sup> Avenue South and 2<sup>nd</sup> Street South are within the TIF as well. The proposed conveyance pipe will start within the TIF area and outfall outside the TIF boundary. See proposed schedule below:

Phase	Design	Bld	Construction
1	Spring 2022	Spring 2022	Summer /Fall 2022
2	Fall 2022	Spring 2023	Summer /Fall 2023
3	Fall 2023	Spring 2024	Summer /Fall 2024
4	Fall 2024	Spring 2026	Summer /Fall 2027

11. Do you plan on asking for any other tax abatements, grants, tax credits or other forms of relief? If so, what type?

**The City has submitted an application for a competitive ARPA grant. The submitted application is currently ranked 20<sup>th</sup> out of 174 qualified applications. The City has requested \$1,864,600.00 in funding. The City is to provide an equivalent match in funds applied to the project.**

12. Please describe your funding needs and the anticipated timing schedule for your identified Eligible TIF Activities (example: *I will be fronting the costs of all identified TIF improvements and would like to be reimbursed incrementally as TIF funds become available; I am interested in utilizing bond financing to complete the identified project improvements and would like to be reimbursed with TIF funds as they become available, I need TIF funds immediately to complete the identified TIF improvements, etc.*)

**The City has fronted the costs for the engineering analysis and design utilizing Storm Sewer Funds. The City will continue to front the costs for Engineering and construction costs submitting requests for bi-annual reimbursement through the TIF.**

13. Please indicate the amount of Public Infrastructure Need and the amount of Public Infrastructure being requested to be financed by the TIF District.

**We are requesting that 2.5 million dollars in TIF funds be made available through 10 bi-annual payments. This application for tax increment funding requests approval to withdraw \$250,000.00 bi-annually on December 31<sup>st</sup> and June 30<sup>th</sup> of each year beginning December 31<sup>st</sup>, 2022 and continuing for 5 years ending on June 30<sup>th</sup>, 2027.**

### TOTAL PROJECT DEVELOPMENT COSTS

*The total project development cost is the cost to develop the entire project/site, and should include the cost of the TIF improvements.*

#### Land and Site Preparation Improvements (Itemized)

1. Value of Land	\$	
2. _____	\$	
3. _____	\$	
4. _____	\$	
5. _____	\$	
<b>Subtotal</b>		<b>\$ _____</b>

#### Construction/Rehabilitation Costs (Use general construction trade divisions) (Total value of improvements)

1. Storm Drain	\$ 6,322,200 (See Attached Budget)	
2. _____	\$	
3. _____	\$	
4. _____	\$	
5. _____	\$	
6. _____	\$	
7. _____	\$	
<b>Subtotal</b>		<b>\$ _____</b>

#### Equipment Costs (Total value of equipment)

1. _____	\$	
2. _____	\$	
3. _____	\$	
4. _____	\$	
5. _____	\$	
<b>Subtotal</b>		<b>\$ _____</b>

<b>Total Project Development Costs</b>	<b>\$ 6,322,200</b>
--	---------------------



## ELIGIBLE TIF ACTIVITIES

### Land Acquisition

	Total	Amount Requested from TIF	Timing for Funds
1.	_____	_____	_____

### Demolition & Removal of Structures

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____

### Relocation of Occupants

1.	_____	_____	_____
----	-------	-------	-------

### Public Improvements

*(acquisitions, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, etc.)*

1.	<u>Storm Drain</u>	<u>\$2,500,000</u>	<u>December 2027</u>
2.	_____	_____	_____
3.	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____

### Fees (associated with eligible activities)

*(A&E design/supervision, permits & other fees)*

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

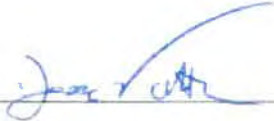
## CERTIFICATION

I (we), **Paul Skubinna and Jesse Patton** (please print),  
certify that the statements and estimates within this Application as well as any and all documentation  
submitted as attachments to this Application or under separate cover are true and correct to the best of  
my (our) knowledge and belief.

Signature

Title **Director of Public Works**Address **City of Great Falls, P.O. Box 5021, Great Falls, MT 59403-5021**Date **April 20, 2022**

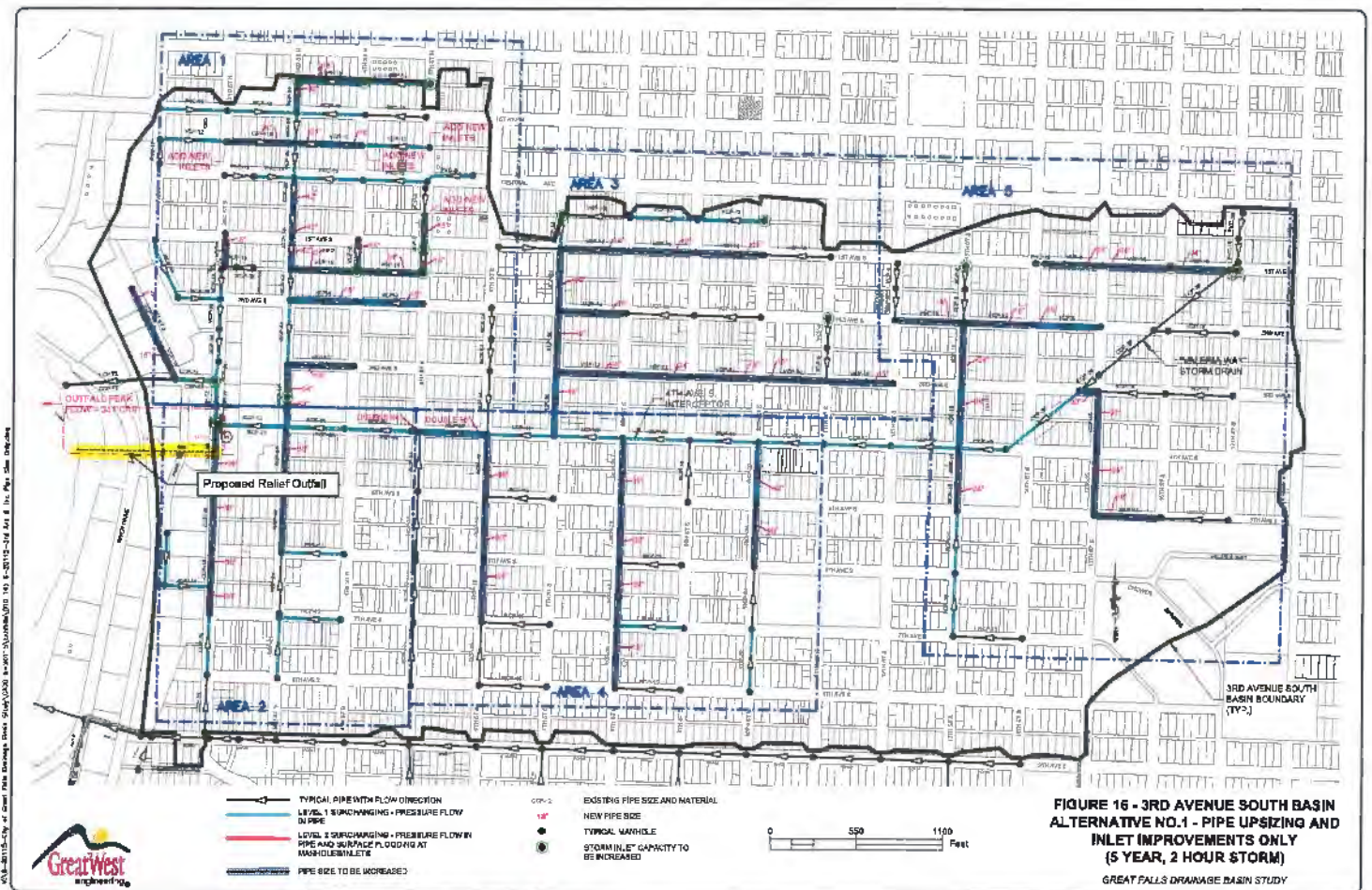
Signature

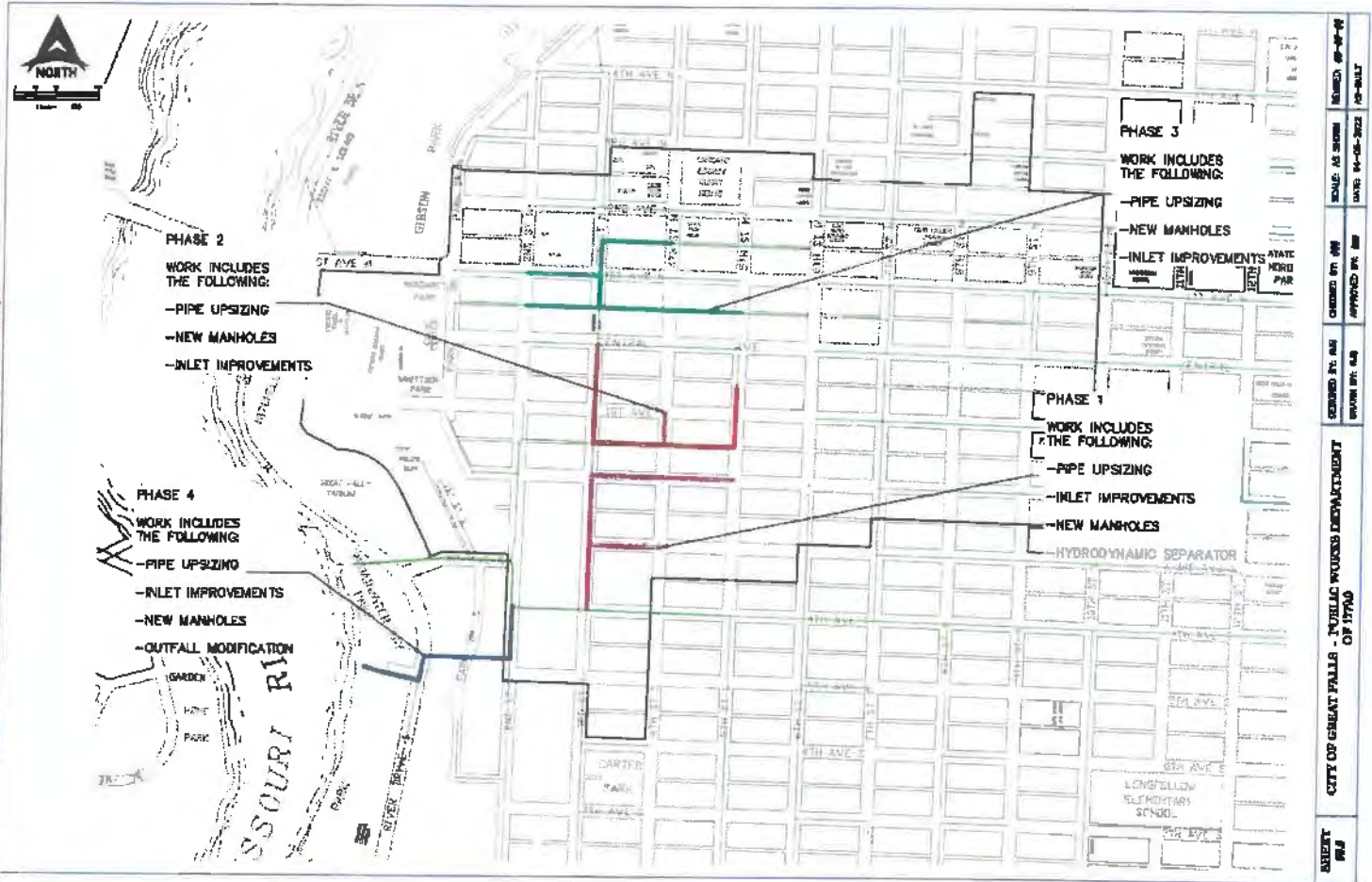
Title **Interim City Engineer**Address **City of Great Falls, P.O. Box 5021, Great Falls, MT 59403-5021**Date **April 20, 2022**

Prepared by the City Engineers Office

Russell Brewer

<b>1779.0 Central Ave / 3rd St Drainage Improvments</b>	
<b>Administrative and Financial</b>	
Personnel	
Office Costs	
Professional Services	\$10,000.00
Legal Costs	\$3,000.00
Audit Fees	
Travel and Training	
Loan Fees	
Loan Reserves	
Interim Interest	
Bond and Council Related Costs	
<b>Total Administrative Costs</b>	<b>\$13,000.00</b>
<b>Activity Costs</b>	
Easement Acquisition and Permitting	\$10,000.00
Engineering Design and Plan Preparation	\$370,000.00
Engineering Plan Review and Contract Administration	\$75,000.00
Construction Engineering and Inspection	\$125,000.00
Project Construction	\$5,729,200.00
<b>Total Activity Costs</b>	<b>\$6,309,200.00</b>
<b>Total Project Cost</b>	<b>\$6,322,200.00</b>







## **ATTACHMENT A – FLOOD DOCUMENTATION**

## **FLOODING PHOTOS**



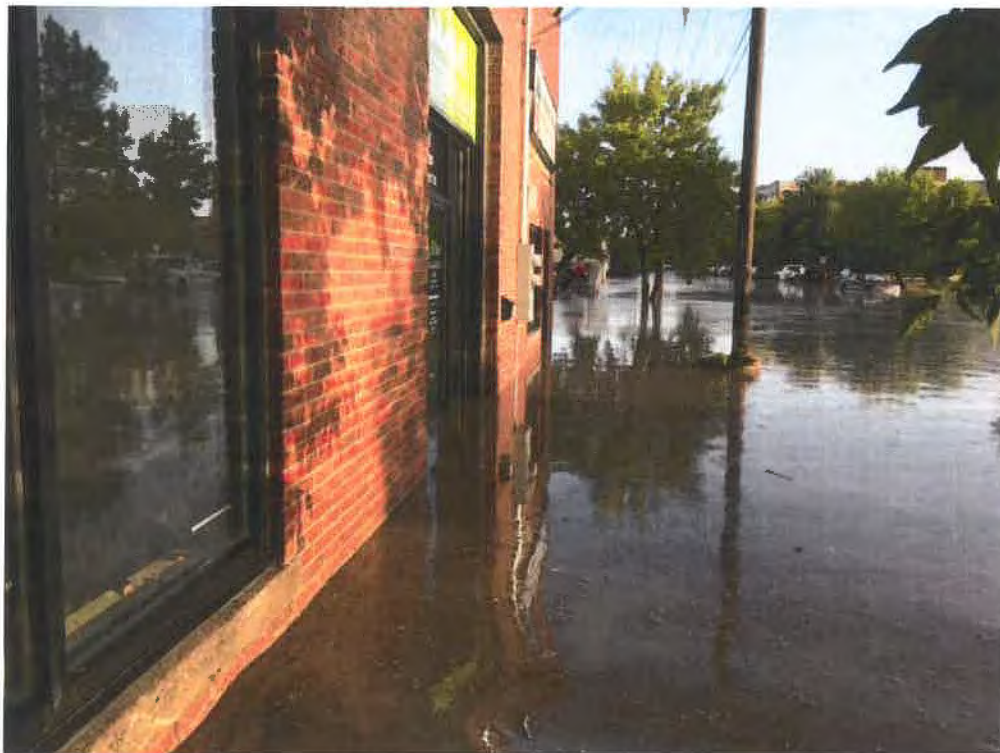
**Central Ave Flooding (8-9-16)**



**Builders Exchange Flooding (8-9-16)**



Flooding Inside Builders Exchange (8-9-16)



Looking South from Builders Exchange Entry (8-9-16)

**Russell Brewer**

---

**From:** Krista Smith <krista@greatfallsplans.com>  
**Sent:** Friday, September 2, 2016 11:04 AM  
**To:** Russell Brewer; Jim Rearden; Greg Doyon; David Dobbs  
**Subject:** Re: Flash Flood 8-9-2016. Information  
**Attachments:** IMG\_5866.JPG; IMG\_5871.JPG; IMG\_5876.JPG; IMG\_5880.JPG; IMG\_5894.JPG; IMG\_5897.JPG; IMG\_6156.JPG; IMG\_6157.JPG; IMG\_6158.JPG; IMG\_6161.mov; Resized\_20160810\_080529.jpg

All-

I know some of you were requesting this information regarding our recent water damage. Hopefully this will give you a better idea of what we were dealing with after the storm subsided.

I am attaching some of the photos/video that were taken on the evening of August 9th at the Great Falls Builders Exchange (or as we are calling it- "Ground Zero"). I will send a another video in a separate email.

For reference, the round planter in front of our building stands at 24" tall.

I do have some additional video and photos that you may be interested in as well, but I felt that these were the ones that reflected what you were looking for most.

Please be sure to note, in the photo called "Resized\_20160810\_080529", the photo was taken the following morning. The water is actually flowing UP and out of that drain. We had just shy of 9 feet of water in our basement (yes, that is 9 FEET, like a swimming pool, deep), around 14,000 gallons. It was actually possible for someone to have drowned in our office.

I hope that you are able to put this information to good use. We literally cannot afford another incident like this. Our total financial loss to the building and contents, once we are all said and done, will likely exceed a value of over \$100,000. Our insurance is only covering \$5,000 of that. Insurance companies now exclude water damage from their policies, and while some people find this shocking, this incident would also not have qualified for a claim on flood insurance. There is nothing more that we could have done to protect ourselves.

The Great Falls Builders Exchange has been a part of our community for almost 60 years, we run on a budget that if you saw it would make you wonder how we keep our doors open. It will take us at least 5-10 years to recover from this financial blow. Another incident will not only put myself and my 3 employees out of jobs, but all of the contractors in our community will be left without a resource that I honestly don't know how they will find work without. Please, find a way to get this fixed!

Let me know if you have questions.

Thank you,

Krista

Krista Smith, Manager

Great Falls Builders Exchange  
Great Falls Society of Architects  
325 2nd St. S.  
Great Falls, MT 59405  
(406)453-2513  
(406)899-3030 cell



## CITY FLOODING NOTES (8-9-16)

### Bob

- 16<sup>th</sup> Ave So & Verde Dr. - It was drained down when I got there, lots of debris on the inlets.
- 2<sup>nd</sup> & 3<sup>rd</sup> from 3<sup>rd</sup> to 4<sup>th</sup> Ave So. - Debris on inlets, system took the water once the inlets were cleared,
- Meadowgold had water in their building.

### Don

- 821 1<sup>st</sup> Ave N.W. System full/ no surcharging
- 1524 5<sup>th</sup> Ave N.W. System full/ no surcharging
- 10<sup>th</sup> St & 8<sup>th</sup> Ave N.W. System full/ no surcharging
- R.R. under pass & 6<sup>th</sup> Ave No. System full/ no surcharging
- 14<sup>th</sup> St & 20<sup>th</sup> Ave So. Gravel covered/ plugged the inlet

### Jake

- Bison Ford - When I got there all the water was coming out of the stage/ grass area behind the Sting, the streets were drained down so I could not tell where the water was coming from.

### Bruce

- 3<sup>rd</sup> St & N.W. Bypass – Manholes surcharging, ponding behind Johnson Distributing
- Chowen Springs
- 9<sup>th</sup> Ave So.
- 44<sup>th</sup> St N and 4<sup>th</sup> Ave N – Water backs up into street.

### Builders Exchange

- Water 15" deep inside building
- Water 2-feet deep outside building. Estimated WSE 3308.21
- Inlets plugged with Debris.

### Courtney L

- 2-3 inches of rain in 45 minutes
- 13<sup>th</sup> Ave. So. 20<sup>th</sup> St. So. Intersection Flooded
- 20<sup>th</sup> St. So. Lids blown off manholes.
-



Posted: Aug. 10, 2016 10:11 PM MDT  
 Updated: Aug. 10, 2016 2:30 PM MDT

## Great Falls assessing the impact of flash-flooding

By: David Sherman - MTN News

GREAT FALLS - Flash-flooding hit Great Falls and some surrounding areas on Tuesday evening, and the National Weather Service has provided some details about how much rain fell.

The storm moved through the Great Falls area just after 6 p.m., and lasted less than an hour.

The NWS says that more than three inches of rain fell in some areas of Great Falls, and up to 1.25 inches of hail were reported in some places.

What triggered the flash-flooding is that so much rain fell in such a short period of time.

The NWS notes that rainfall rates in Great Falls "were on the order of 2.5 to 3.5 inches per hour, causing short-term flooding."

The agency also noted that the greatest one-hour amount of rain ever recorded in Great Falls was 1.13 inches; that happened on June 20, 1991. The greatest 24-hour rainfall recorded in Great Falls was 3.42 inches, in May 1980.

The NWS says that on an hourly basis, Tuesday's rainfall exceeded both of those records.

The NWS also says that: "For other periods, the record highest amount in 30 minutes was 1.04 inches on July 14, 2012. On this date, 0.66" fell in a 15 minute period. This is likely the last occurrence of rainfall rates of the intensity seen on Aug 9 at Great Falls."

The flash-flooding affected many parts of Great Falls, including 10th Avenue South, particularly near 5th Street; the Parkdale neighborhood near 15th Street South; and the underpass along 1st Avenue North between Park Drive and River Drive.

Dozens of cars stalled during the downpour, and several people had to be rescued from the flooded vehicles.

Kathryn Elizabeth Dawson posted on Facebook: "I just wanted to thank the Dairy Queen crew at Fox Farm again for rescuing my 5 kids during the flash flood. My car was literally stuck in the water the water was coming in the car. The crew at DQ came running out, grabbed kids, and got us and eventually the car safely. It seriously meant everything to us. Thank you thank you for your selfless acts."

There have been reports of homes and buildings damaged due to the storms, primarily roofs and siding, as well as some flooding of basements and ground-level floors.

The C.M. Russell Museum is temporarily closed due to flooding from the storm. A spokesperson says that the artwork, buildings, and grounds were kept safe after the museum's storm drain system experienced a failure and caused portions of the museum's public spaces to flood. The museum will remain closed until the building undergoes humidity reduction.

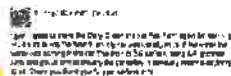
Another fast-moving powerful storm moved through the area just before midnight, bringing more brief heavy rain, lots of lightning, gusty winds, and hail.

We will have more information on the flooding and the impact during this evening's newscast.

**RELATED:** [Viewer photos and videos of flash flooding in Great Falls](#)



PHOTO CREDIT - AMBER RUNEE THUMM



Kathryn Elizabeth Dawson shared this on Facebook

GF Tribune 8-11-2016:

A storm of the magnitude of Tuesday's intense rain event, which caused flash flooding in the city, is extremely rare, according to the National Weather Service in Great Falls. Roger Martin, a meteorologist with the National Weather Service in Great Falls, said a 2 ½-inch rainfall over six hours in northcentral Montana has a 100-year return period, meaning it occurs about once a century on average, at least on paper.

Between 1 and 3 inches of rain fell in an hour over central and west Great Falls. That said, no records were set, at least officially.

Official climate data is collected at the Great Falls International Airport, and the airport falls outside of the areas with the heaviest rainfall. Officially, the record one-hour rainfall amount in Great Falls is 1.13 inches. It was set June 20, 1991. At the airport Tuesday, .78 inches was recorded. However, rainfall rates in some locations in Great Falls were on the order of 2.5 to 3.5 inches per hour, causing short-term flooding. And those locations exceeded the 100-year return rate for rainfall in a six-hour period in northcentral Montana, Martin said.

GF Tribune 8-18-2016:

The C.M. Russell Museum will reopen Tuesday, Aug. 23, after being closed to the public since Aug. 10 after the damaging storms and flooding in Great Falls, according to a news release. After the storm on Aug. 9 that dropped 3 inches of rain in parts of Great Falls in one hour, the museum's storm drain system experienced a failure that caused portions of the public spaces to flood. The museum has been closed to the public as the building underwent humidity reduction. The collections were kept safe from the flooding thanks to the quick response from museum staff and the community.

The galleries containing the "The Bison: American Icon, Heart of Plains Indian Culture" will remain closed as repair work is continued. The remaining 10 galleries will be open to the public, in addition to the sculpture garden and Russell home.

The museum is preparing to upgrade its climate control systems this year and will work to combine any remaining building repairs with the temperature and humidity upgrades in an effort to minimize disruptions for members and guests.

To support the C.M. Russell Museum, the community is encouraged to visit the Going-to-the-Sun exhibition, become a member, shop the museum gift store, or make a donation.

<http://www.greatfallstribune.com/story/news/local/2016/08/10/inches-fell-hour-great-falls-locations/88516328/>

*Central Ave District  
of Downtown*

## Jim Rearden

**From:** Joan Redeen <info@greatfallsbid.com>  
**Sent:** Friday, September 13, 2019 3:10 PM  
**To:** Jim Rearden  
**Subject:** RE: Downtown

Hi Jim,

The Board asked me to follow up on the storm drain topic...to see if the City had any plans to make any changes/additions at 4<sup>th</sup> and Central. If you can keep me posted as time progresses on this topic, I'd appreciate it and I'll relay as you share. Thank you.

Thank you,

Joan Redeen

Community Director

Great Falls Business Improvement District

318 Central Avenue

Great Falls MT 59401

(406) 727-5430

(406) 727-5431 FAX

[www.GreatFallsBID.com](http://www.GreatFallsBID.com)

Facebook: Destination Downtown Great Falls

Twitter: DowntownGF

Become our fan on Facebook and receive updates!

The Business Improvement District (BID) is the focal point of regional commerce for social, cultural, governmental, business and residential activity in downtown Great Falls. The goal of the BID is to maintain, beautify, and stimulate development in Great Falls' historic downtown district.



*As a Main Street America™ Accredited program, Great Falls is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.*

**From:** Jim Rearden <jrearden@greatfallsmt.net>  
**Sent:** Tuesday, July 16, 2019 9:35 AM  
**To:** 'Joan Redeen' <info@greatfallsbid.com>  
**Subject:** RE: Downtown

Joan,

We would be happy to. We are looking for some additional info about which areas were affected by the July 6<sup>th</sup> storm. If you have some more info, that would be helpful.



Jim

**From:** Joan Redeen <[info@greatfallsbid.com](mailto:info@greatfallsbid.com)>  
**Sent:** Sunday, July 14, 2019 5:35 PM  
**To:** Jim Rearden <[jrearden@greatfallsmt.net](mailto:jrearden@greatfallsmt.net)>; Jesse Patton <[jpatton@greatfallsmt.net](mailto:jpatton@greatfallsmt.net)>  
**Subject:** Downtown

Jim & Jesse,

Would either of you be available to join the BID board at our next board meeting on Thursday, August 8<sup>th</sup> at 9am to bring the BID board up to date on the storm drain project? The board discussed the fact that downtown had extreme flooding in 2016, when the storm drain project commenced. Downtown, again, experience flooding last week and the Board would like to know what the status is with the storm drains, both those completed and those yet to be done. Would either, or both, of you be available for 15 to 20 minutes (or so) to bring the board up to date at our August board meeting?

Thank you,

Joan Redeen

Community Director

Great Falls Business Improvement District

318 Central Avenue

Great Falls MT 59401

(406) 727-5430

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[www.GreatFallsBID.com](http://www.GreatFallsBID.com)

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City of Great Falls e-mails may be subject to Montana's Right To Know law (Article II Sec 9, Montana Constitution) and may be a Public Record (2-6-1002, M.C.A.) and available for public inspection.

Photo - Google Photos

Page 1 of 1

# CENTRAL AVE FLOODING - JULY 6, 2019





















**City of Great Falls**  
**Public Works/Engineering**

**DATE:** June 8, 2022  
**TO:** Great Falls City Planning Board  
**FROM:** Jesse Patton, P.E., Interim City Engineer  
**RE:** 2022 – Misc. Storm Drain Improvements – 2<sup>nd</sup> Alley S., O.F. 1793.0

Enclosed is an Application for Tax Increment Financing (TIF) to fund the construction of public storm drainage improvements associated with the referenced project.

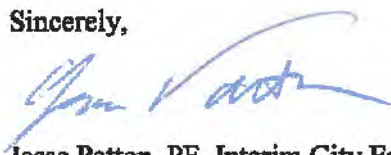
There have been complaints about the poor drainage of 2<sup>nd</sup> Alley S. between Park Dr. and 2<sup>nd</sup> St. S. The lack of proper drainage in the alley results in numerous puddles after rain events along with ice buildup that occurs throughout the winter, causing problems for pedestrians, customers (such as hotel guests), and delivery vehicles.

The alley currently drains stormwater from Park Dr. S. east to 2<sup>nd</sup> St. S. There are many issues that contribute to poor drainage including: minimal grade throughout the alley, existing buildings and alley parking spaces that hinder proper alley drainage, lack of sunlight to melt ice buildup, and lack of any storm drain inlets in the alley. Business owners adjacent to the alley would like to see storm drainage improvements that include storm drain inlets and complete regrading and repaving of the alley to help alleviate the unique drainage issues of this alley.

This construction project is expected to take a total of 4 weeks and start as soon as September 2022. The project will be broken into 2 construction phases. The 1<sup>st</sup> phase will consist of a private contractor installing approximately 220' of 8" PVC storm drain pipe, 3 new storm drain inlets, and replacement of the existing valley gutter in the alley. The 2<sup>nd</sup> phase will consist of the City Street Division regrading and repaving the alley utilizing the new storm drain inlets and valley gutter.

The City Engineering Division is currently finalizing the plans and contract documents in order to put this storm drainage improvements project out to bid. The estimated cost for both phases of construction is \$90,225. This is the amount of TIF eligible funding being requested. The City also estimates that it will spend \$8,000 in the design and bidding phase that is currently on-going. This amount is not eligible for TIF funding as it is being done before any TIF application approvals.

Sincerely,



Jesse Patton, PE, Interim City Engineer (406) 771-1258

Attachments: TIF Application

## **CITY OF GREAT FALLS**



### **TAX INCREMENT FINANCING (TIF)**

### **APPLICATION FOR FUNDS**

**CITY OF GREAT FALLS  
TAX INCREMENT FINANCING (TIF)  
APPLICATION FOR FUNDS**

Project Name: 2022 Misc. Storm Drain Improvements - 2nd Alley S.

Date Submitted: 6/8/2022

Name of TIF District: Downtown Urban Renewal District

**APPLICANT INFORMATION**

Name: City of Great Falls Public Works Department - Engineering

Address: 1025 25th Ave NE, P.O. Box 5021, Great Falls, MT 59403

Telephone: 406-771-1258 (Jesse Patton, P.E., Interim Cit. Engineer)

**DEVELOPMENT INFORMATION**

1. Building Address: N/A

2. Legal Description: The proposed project is located in 2nd alley S. between  
Park Dr. S. and 2nd St. S

3. Ownership: City owns public right of way in alley

Address: Public Works Department 1025 25th Ave NE Great Falls, MT 59403

4. If property is not owned by the Applicant, list leasehold interest: *(Attach evidentiary materials).*

Name: N/A

Address: \_\_\_\_\_

5. Existing/Proposed Businesses: N/A

Business Description: N/A

6. Employment: Existing FTE Jobs: N/A

New Permanent FTE Jobs created by project: N/A Construction FTE jobs: N/A

7. Architectural/Engineering Firm: City of Great Falls Public Works Engineering Division

Address: 1025 25th Ave NE, PO Box 5021, Great Falls, MT 59403

Representative: Jesse Patton, P.E., Interim City Engineer

**CITY OF GREAT FALLS  
TAX INCREMENT FINANCING (TIF)  
APPLICATION FOR FUNDS**

8. Please provide a description of the Total Project Development (attach a narrative explanation).

See Appendix A

9. Please provide rehabilitation/construction plans (attach schematics, site and landscaping plans).

See Appendix B for storm drain plans. Note that grading and paving of the alley will be constructed by the City Street Division.

10. What is the development schedule or estimated completion date for the Total Project Development? The Total Project Development is best defined as the entire development, not just the TIF improvements (please include project phasing if appropriate).

The project is planned to be done in September and October 2022. The project will be done in 2 phases. The first phase will be done by a private contractor to extend the storm drain system down the alley installing approx. 220 ft of storm main, 3 storm inlets, and a valley gutter. This phase is expected to take 2 weeks. Once the 1st phase is complete, the City Street Division will complete phase 2 of the project. Phase 2 consists of regrading and repaving the alley. This 2nd and final phase is expected to take 2 weeks. The entire project including phase 1 and 2 is expected to take 4 weeks.

11. Do you plan on asking for any other tax abatements, grants, tax credits or other forms of relief? If so, what type?

N/A

12. Please describe your funding needs and the anticipated timing schedule for your identified Eligible TIF Activities (example: *I will be fronting the costs of all identified TIF improvements and would like to be reimbursed incrementally as TIF funds become available; I am interested in utilizing bond financing to complete the identified project improvements and would like to be reimbursed with TIF funds as they become available, I need TIF funds immediately to complete the identified TIF improvements, etc.*)

The City Public Works Department will be fronting the costs of all identified TIF improvements and would like to be reimbursed in a lump sum as TIF funds become available.

13. Please indicate the amount of Public Infrastructure Need and the amount of Public Infrastructure being requested to be financed by the TIF District.

The total cost of the project is projected to be \$98,225. Of this \$98,225, \$8,000 is projected to be spent on the design prior to any approval and thus is not eligible for reimbursement. The City is therefore requesting \$90,225 be financed by the TIF district.

## TOTAL PROJECT DEVELOPMENT COSTS

*The total project development cost is the cost to develop the entire project/site,  
and should include the cost of the TIF improvements.*

### Land and Site Preparation Improvements (Itemized)

1. <u>Value of Land</u>	\$	
2. _____	\$	
3. _____	\$	
4. _____	\$	
5. _____	\$	
<b>Subtotal</b>	\$	-

### Construction/Rehabilitation Costs (Use general construction trade divisions)

*(Total value of improvements)*

Storm Drain Design and		
1. <u>Bidding by City Eng. Div.</u>	\$	8,000
Storm Drain Construction		
2. <u>b. Private Contractor</u>	\$	60,225
Alley Regrade & Repave.		
3. <u>Construction b/ Cit Street Div.</u>	\$	30,000
4. _____	\$	
5. _____	\$	
6. _____	\$	
7. _____	\$	
<b>Subtotal</b>	\$	98,225

### Equipment Costs

*(Total value of equipment)*

1. <u>N/A</u>	\$	
2. _____	\$	
3. _____	\$	
4. _____	\$	
5. _____	\$	
<b>Subtotal</b>	\$	-

**Total Project Development Costs** \$ 98,225

**ELIGIBLE TIF ACTIVITIES****Land Acquisition**

	<b>Total</b>	<b>Amount Requested from TIF</b>	<b>Timing for Funds</b>
1.	<u>N/A</u>	<u></u>	<u></u>

**Demolition & Removal of Structures**

1.	<u>N/A</u>	<u></u>	<u></u>
2.	<u></u>	<u></u>	<u></u>
3.	<u></u>	<u></u>	<u></u>
<b>Subtotal</b>	<u></u>	<u></u>	<u></u>

**Relocation of Occupants**

1.	<u>N/A</u>	<u></u>	<u></u>
----	------------	---------	---------

**Public Improvements**

*(acquisitions, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, etc.)*

1.	<u>\$60,225 Storm Drain (Construction Only)</u>	<u>\$60,225 Storm Drain (Construction Only)</u>	<u>Oct. 2022 or as available</u>
2.	<u>\$30,000 Regrade &amp; Repave (Construction)</u>	<u>\$30,000 Regrade &amp; Repave (Construction)</u>	<u>Oct. 2022 or as available</u>
3.	<u></u>	<u></u>	<u></u>
<b>Subtotal</b>	<u>\$90,225</u>	<u>\$90,225</u>	<u>Oct. 2022 or as available</u>

**Fees (associated with eligible activities)**

*(A&E design/supervision, permits & other fees)*

1.	<u>N/A</u>	<u></u>	<u></u>
2.	<u></u>	<u></u>	<u></u>
3.	<u></u>	<u></u>	<u></u>



**CERTIFICATION**

I (we), Paul Skubinna and Jesse Patton (please print),  
certify that the statements and estimates within this Application as well as any and all documentation  
submitted as attachments to this Application or under separate cover are true and correct to the best of  
my (our) knowledge and belief.

Signature Paul Skubinna

Title Director of Public Works

Address City of Great Falls, P.O. Box 5021 Great Falls, MT 59403-5021

Date 6/10/22

Signature Jesse Patton

Title Interim City Engineer

Address City of Great Falls, P.O. Box 5021 Great Falls, MT 59403-5021

Date 6-9-2022

# Appendix A

## **8. Please provide a description of the Total Project Development (attach a narrative explanation).**

The alley between 1<sup>st</sup> Ave S. and 2<sup>nd</sup> Ave S. herein referred to as 2<sup>nd</sup> Alley S. has experienced drainage issues between Park Drive S. and 2<sup>nd</sup> St. S. This section of alley has two large low spots that don't drain storm water. These low spots are located approximately 220 ft and 270 ft west of 2<sup>nd</sup> St. S. These low spots hold water and also hold ice in the winter time causing problems for pedestrians, customers, and delivery vehicles. See attached picture on page 2 of this Appendix. In addition to these large low spots, the entire alley has many small depressions that cause water to puddle and winter ice to build up.

The purpose of this project is to reduce standing water and ice buildup in the alley. The City Engineering office developed plans included in Appendix B. These plans show how the City's storm drain system will be extended down the alley to the two large low spots where a storm drain inlet will be installed along with a new valley gutter to drain this area of the alley. This new and extended storm drain system will also have 2 other inlets installed within the alley to address the multiple small depressions causing puddles. A private contractor will be hired to install this new storm drain and valley gutter through a bidding process by the City Engineering office. Once this first construction phase is complete, the City Street Division will regrade and repave the alley utilizing the newly installed storm drain inlets as part of a 2<sup>nd</sup> and final phase.

The City is requesting reimbursement for both the storm drain construction phase of this project and the alley regrading/repaving phase. The total request for reimbursement is \$90,225.

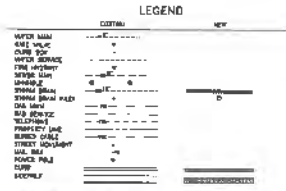
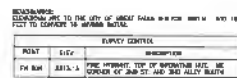
The storm drain phase of this work is estimated to cost \$60,225. This includes \$54,225 to a private contractor for construction, \$5,000 to City Engineering for construction inspection, and \$1,000 to City Engineering for construction administration. The City is not requesting reimbursement for the \$8,000 spent on designing and bidding the project.

The regrading/repaving phase of this work is estimated to be \$30,000. This includes the complete cost for the City Street Division to regrade and repave the alley.

This alley has had drainage and ice issues for many reasons including; lack of adequate grades, lack of sunlight reaching the alley, existing buildings and parking spaces that hinder drainage, and lack of storm drain inlets. This project will greatly improve the drainage of the alley and limit the excessive ice that builds up in the winter months.

## Appendix A





- [illegible]

- CONSTRUCTION NOTES:**
- 1) CONTRACTOR TO VERIFY THE EXISTING AND PROPOSED MANHOLE LOCATIONS AT EXISTING EXITS, INSTALLING STAMP PIP.
  - 2) REMOVE AND REPLACE MANHOLE AND GROUND WHERE SPECIFIED. PATCHES TO SET ZIRCONIUM.
  - 3) NO-PAVING TRENCH WITHIN ALLEN LOT IN CONJUNCTION, CUT TO PEAKING ALLIES AFTER PROJECT COMPLETION.
  - 4) CONTRACTOR TO SURVEIL ACTIVITY AND COMMENTS IN STATIONARY HOLE LOGS.

