



**City Commission Meeting Agenda
Civic Center, 2 Park Drive South, Great Falls, MT
Commission Chambers, Room 206
February 05, 2019
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

1. Scouting Anniversary Week
Career & Technical Education Month for Great Falls Public Schools
Black History Month

SWEARING IN

2. Swearing In - Neighborhood Council #1 Member - Laura Dever.

PETITIONS AND COMMUNICATIONS

(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 address for the record.)

3. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

4. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

5. Appointments, Park and Recreation Board.
6. Appointment, Parking Advisory Commission.
7. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

8. Miscellaneous reports and announcements from the 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, January 15, 2019, Commission Meeting.
10. Total Expenditures of \$3,431,984 for the period of December 29, 2018 through January 23, 2019, to include claims over \$5000, in the amount of \$3,065,704.

- [11.](#) Contracts List.
- [12.](#) Declare Equipment as Surplus and Authorize Sale Thereof.
- [13.](#) Award a Construction Contract for the Encino Drive / Grande Vista 2 Street Repairs Phase 1 project in the amount of \$557,289 to United Materials of Great Falls, Inc. and authorize the City Manager to execute the construction contract documents.
- [14.](#) Approve a final payment for Miscellaneous Drainage Improvements NW Side Alleys Phase 2 Project in the amount of \$6,257.96 to Geranios Enterprises, Inc. and \$63.21 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.
- [15.](#) Approve a final payment for the North East Interceptor Rehabilitation project in the amount of \$67,694.71 to Planned and Engineered Construction (PEC) and \$683.79 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.

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

PUBLIC HEARINGS

- [16.](#) Resolution 10282, Establishing Sanitation Service Collection Rates Effective March 1, 2019. *Action: Conduct public hearing and adopt or deny Res. 10282. (Presented by Melissa Kinzler and Jim Rearden)*

OLD BUSINESS

NEW BUSINESS

- [17.](#) Memorandum of Understanding between IAFF Local #8 and the City of Great Falls, pertaining to Employment Commitment – Paramedic Training Program. *Action: Approve or deny Memorandum of Understanding. (Presented by Steve Hester)*

ORDINANCES / RESOLUTIONS

- [18.](#) Ordinance 3185, Amending Title 2, Chapter 9, Establishing Sections 010-040 of the Official Code of the City of Great Falls, Pertaining to the Board of Appeals. *Action: Accept or not accept Ord. 3185 on first reading and set or not set second reading for February 19, 2019. (Presented by Joseph Cik)*
- [19.](#) Ordinance 3199, Amending Title 6, Chapter 1, Section 090, of The Official Code of The City of Great Falls, Pertaining to Multi-Animal Permit/Multiple Animal Hobby Breeder Permit. *Action: Accept or not accept Ord. 3199 on first reading and set second reading for February 19, 2019. (Presented by Joseph Cik)*

CITY COMMISSION

20. Miscellaneous reports and announcements from the City Commission.
21. Commission Initiatives.
22. Legislative Initiatives.

ADJOURNMENT

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

Commission meetings are televised on cable channel 190. If a video recording is available it will be posted on the City's website at <https://greatfallsmt.net> after the meeting. 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.



Item: Appointments, Park and Recreation Board.
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint three members the Park and Recreation Board.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint _____, _____ and _____ for three-year terms through December 31, 2021, to the Park and Recreation Board.”

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

Board Recommendation: The Park and Recreation Board reviewed all applications during its meeting on January 14, 2019 and recommended appointing Jen Creed, Dan Manella, and Brianne Laurin to three-year terms.

Summary: Erin Madison Granger, Shirley Davis, and George Geise have terms that expired on December 31, 2018. Ms. Granger and Mr. Geise are not interested in serving another term. Ms. Davis has served two full terms and, therefore, is not eligible for reappointment. Advertising for the vacancies began in October, 2018 through the City's website and local media.

Background:

The Park and Recreation Board consists of seven members who act in an advisory capacity to the City Commission and the City Manager on all matters related to the Park and Recreation program in the City of Great Falls. Pursuant City Ordinance, members must reside within the City.

Nine applications were received.

Citizens interested in serving on this board are:

Jim Sargent
Dan Manella
Patrick Carroll
Jen Creed
Laramie Smovir

Cameron Carpenter (has since withdrawn his application)
Brienne Laurin
Joshua Granger
Dylan Champagne

Continuing members:

Kathryn Kotynski	2/6/2016 – 12/31/2020
June Sprout	1/5/2015 – 12/31/2020
Lynn Ulmer Oatman	1/1/2015 – 12/31/2020
Lonnie Hill	1/1/2016 – 12/31/2021

Departing Members:

Erin Madison Granger	1/1/2016 – 12/31/2018
Shirley Davis	1/2/2013 – 12/31/2018
George Geise	1/1/2016 – 12/31/2018

Alternatives:

Commission could choose to appoint members not recommended by the Board or ask staff to continue advertising for other interested citizens.

Attachments/Exhibits:


Applications from Interested Citizens



**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:	
Park and Rec Board		11/1/18	
Name:			
Jim Sargent			
Home Address:		Email address:	
2521 9th Ave So		sarge1150@msn.com	
Home Phone:	Work Phone:	Cell Phone:	
N/A	761-2800	406-450-1147	
Occupation:		Employer:	
Ag / Sports Director STARadio		STARadio	
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: Worked at the Liberty County Road Department, Maintenance at the Liberty County Cemetery, Acting Chairman of the Cascade County Fair Advisory Board.			
Educational Background: High School Graduate, College at MSU Northern, Numerous class / work shops invarious fields			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Chairman of the Cascade County Fair Board Advisory Board, Member of the MOA for 35 years, Member of the Coaches Association, Vice President of the Cascade County Farm Bureau, Membership Director of the MFU			
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 <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? Fair Board	
Are you currently serving on a Board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? Great Falls is our community, the park & recreation departments help keep this community growing stronger and I believe it brings much need revenue to the town, we need to keep moving in a positive direction.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?	
Additional comments:	
Signature 	Date: 11/1/18

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



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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>Park and Rec Board</i>		Date of Application: <i>12/3/2018</i>
Name: <i>Dan Manella</i>		
Home Address: <i>515 Fox Court</i>		Email address: <i>dmanella@cherrycreekmedia.com</i>
Home Phone: <i>0</i>	Work Phone: <i>406-761-7600</i>	Cell Phone: <i>312-237-1694</i>
Occupation: <i>Broadcaster</i>	Employer: <i>Cherry Creek Media</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>Many years experience and involvement with the recreational communities in the area. I've lived in Great Falls, have been an advocate for local recreation as well as the Great Falls Park and Rec Department.</i>		
Educational Background: <i>High School Education: Loyola Academy, Wilmette, Illinois College Education: Southern Illinois University, Carbondale</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>Current involvement with Great Falls Public Schools including the Early Childhood Coalition, Great Falls Iceplex, and Lewis and Clark Interpretive Center Foundation and many previous civic and non-profit groups</i>		
Previous and current public experience (elective or appointive): <i>No elected offices however very active in local political groups.</i>		
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 interested in becoming more involved in our community in an advising or official role. I've been a big supporter of D. F. Patrick Lee since first meeting some of the staff. I've also seen first hand, the role that D. F. Patrick Lee has with the ~~members~~ of the community and I want to help subside those expenses for all.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?
I am an active and enthusiastic member of the community who, as a citizen and as a businessman, know I can make significant contributions. My unique role as a broadcaster allows me to do a great amount of good for Patrick Lee and the community at large.

Additional comments:

Signature *[Handwritten Signature]* Date: *12/3/18*

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**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM**
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RECEIVED

NOV 26 2018

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>Park + Rec</i>		Date of Application: <i>11-21-18</i>
Name: <i>PATRICK T. CARROLL</i>		
Home Address: <i>1717 11th Ave So, 6E</i>		Email address: <i>PTCARROLL42@yahoo.com</i>
Home Phone: <i>771-1306</i>	Work Phone: <i>—</i>	Cell Phone: <i>—</i>
Occupation: <i>CCHD SANITARIAN - Ret</i>	Employer: <i>CCHD</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>2 previous terms on PR BOARD. one term as CHAIRMAN P+R BOARD</i>		
Educational Background: <i>M.S. Environmental Health</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>2 previous terms P+R BOARD, one as CHAIRMAN</i>		
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 <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? P+R BOARD 2013-2017	
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? Experience in Environmental situations, Subdivision. Keeps me on BOARD of whats going on in G.F.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Two terms P+R BOARD	
Additional comments: I enjoyed my previous appointments!	
Signature 	Date: 11-21-18

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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: Park and Recreation Advisory Board		Date of Application: 11/30/18
Name: Jen Creed		
Home Address: 2009 4 th Ave. N. Great Falls, MT, 59401		Email address: jencreed.ot@gmail.com
Home Phone: (605) 490-2476	Work Phone: (406) 268-6668	Cell Phone: (605) 490-2476
Occupation: Occupational Therapist	Employer: Great Falls Public Schools	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) No. My scheduled work hours are from 8:00 am to 4:00 pm. However, I have built-up time from working during the summer months that would allow me to take off time on Mondays to attend these meetings. My boss has pre-approved my attendance to the Park and Recreation board meetings, in the event I am selected and with use of earned time off.		
Related experiences or background: I worked as a recreational therapist aide at long-term care facility in college. Following college graduation, I worked in a group home as a direct support professional, which included coordinating group activities to local parks and community programs. As an occupational therapist, I have led a number of individual and group activities that promote participation in recreation, leisure, and play-based activities across community settings. I have also collaborated with community centers and YMCAs to develop programming for stroke survivors.		
Educational Background: Bachelor of Science (B.S.), Public Recreation, South Dakota State University Master of Science (M.S.), Occupational Therapy, University of South Dakota		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: I am currently a member of the Rotary Club of Great Falls and Action for Healthy Kids.		
Previous and current public experience (elective or appointive): N/A		

Membership in other community organizations:

American Occupational Therapy Association (AOTA)

Montana School OT/PT Organization

Rehabilitation Engineering & Assistive Technology Society of North America (RESNA)

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?

My education and work experiences are largely tied to a passion for public recreation for individuals of all ages and abilities. I believe park and recreation departments are integral in every community because they are leaders in promoting health and well-being, fostering community engagement, and improving the quality of life for their residents. Access to public recreation programs and parks also helps new residents transition to a new community more efficiently. When I was a new resident to Great Falls in 2014, I remember how thankful I was to have access to nearly 60 miles of a trail system. Initially, I spent a lot of time on these trails alone. However, within a few months, I began occupying these trails with new friends and locals from the area.

I now consider Great Falls “home” and much of this is due to our park system because it gave me a place to meet new people and participate in meaningful recreation. I am interested in serving on the Park and Recreation Advisory board because I want to promote recreational opportunities for individuals of all ages and abilities in my community. It would be an honor to serve on this board and invest my time and expertise in a community that has done so much for me.

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

I am an occupational therapist and help individuals of varying abilities and ages in achieving improved functional independence and quality of life. Prior to moving to Montana in 2014, I was the director of programs and outreach for a non-profit organization in the Kansas City area that provided community-based services (e.g., health/wellness, communication skills, life skills, recreation and leisure) for stroke survivors and their families. Currently, I provide school-based occupational therapy services at Great Falls Public Schools. As an occupational therapist in the schools, my primary role is to improve participation in the school environment for children with disabilities. I address a variety of needs in the school setting, which has included collaborating with teachers, administration, and other medically related professionals in developing strategies and/or obtaining adaptive equipment to promote meaningful participation in play and recess for children with disabilities.

Additional comments:

Thank you for taking the time to consider my application.

Signature

A black rectangular box redacting the signature of the applicant.

Date:

11/30/18

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**BOARDS AND COMMISSIONS
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(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: Park & Recreation Board		Date of Application: 12/04/2018	
Name: Laramie Smovir			
Home Address: 620 Skyline Drive Northeast, Great Falls, MT 59404		Email address: laramie.smovir@gfcmsu.edu	
Home Phone:	Work Phone: 406-771-5132	Cell Phone: 406-239-9446	
Occupation: Enrollment Specialist		Employer: Great Falls College Montana State University	
Would your work schedule conflict with meeting dates? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, please explain) I work Monday - Friday 8-5, however, I can make arrangements to attend the meetings once a month.			
Related experiences or background: I have the opportunity to assist with several Park and Recreation events in a volunteer capacity including the Ice Breaker and city easter egg hunt.			
Educational Background: I have completed an Associate of Arts degree and am currently working on a Bachelors in Marketing and Management.			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Great Falls College Staff Senate Association - founding member and current president			
Previous and current public experience (elective or appointive): none			
Membership in other community organizations: none			

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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, who, which department, and relationship? Arthur Smovir, Park & Rec, husband	
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? After reviewing the master plan for the park and recreation department, I am excited for the proposed changes and improvements. On the other hand, I see that we are a bit behind on the proposed schedule and I would like to help work towards completion of the proposed plan. Additionally, I feel that we have amazing parks that are under-utilized and would like to help find ways to make them a more integral part of our community.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? none	
Additional comments:	
Signature 	Date: 12/04/2018

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Board/Commission Applying For: PARKS BOARD		Date of Application: 4 DECEMBER 2018	
Name: CAMERON M CARPENTER			
Home Address: 3639 6TH AVE S		Email address: C.M.-carpenter@live.com	
Home Phone: N/A	Work Phone: 406.836.1979	Cell Phone: 406.788.4293	
Occupation: PROJECT ENGINEER		Employer: CALUMET MONTANA REFINING	
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: Experience w/ budgeting, estimating, project planning & execution, feasibility studies. Have been involved with several clubs/organizations in the past.			
Educational Background: BS Petroleum Engineering Montana Tech 2014			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: VP of Society of Petroleum Engineers - MT Tech Chapter (2014-2015) • President of church council (current) • Volunteered at several Lion's Club events in the past			
Previous and current public experience (elective or appointive): None			
Membership in other community organizations: None			

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 grew up in Great Falls, utilizing many of the parks and pools in the area and have lived places that don't have the multitude of parks available; so I feel strongly about utilizing the parks & spaces to the best possible uses for the public.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I develop projects based on feasibility studies in my day-to-day occupation as well as planning and estimating for costs and maintenance requirements. I am familiar with many of the parks & amenities in the Great Falls area and am very good at thinking and executing objectively based on expenditures, required maintenance, or necessity; depending on the objective.	
Additional comments:	
Signature 	Date: 4 DECEMBER 2018

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Board/Commission Applying For: <i>Park & Recreation / Golf Advisory</i>		Date of Application: <i>12/4/2018</i>
Name: <i>Brianne Laurin</i>		
Home Address: <i>1375 13th Ave SW #17</i>		Email address: <i>brianne.laurin@gmail</i>
Home Phone: <i>n/a</i>	Work Phone: <i>727-8787 ext 355</i>	Cell Phone: <i>406-781-7071</i>
Occupation: <i>Development Director</i>	Employer: <i>C.M. Russell Museum</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <i>yes & no because I can plan for the meetings but may have travel or other work-related conflicts occasionally</i>		
Related experiences or background: <i>my background has primarily been in fundraising for higher education institutions occasionally</i>		
Educational Background: <i>University of Montana, Psychology 1999-2003 Fordham University, various audited classes 2008-2011</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>volunteer @ Senior Center (Mrs. Claus) Rotary member former animal shelter volunteer (in GA)</i>		
Previous and current public experience (elective or appointive): <i>n/a</i>		
Membership in other community organizations: <i>Board Member, Great Falls Rising</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 checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board? Great Falls Rising (a 501(c)4) & People's Buddies (a 501(c)3)	
Please describe your interest in serving on this board/commission? I love great falls and playing outside and taking advantage of our parks so I'd be interested in learning how to be an advocate for other citizens while also an ambassador for the city of great falls!	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I'm born and raised in Great Falls and am proud to have returned after 11+ years out of state. I am great with people, patient, a problem-solver, and would love to be more involved with the city so I think I would be a great fit!	
Additional comments: As a young (relatively) member of the community, I think I would offer an important perspective and voice to the park and recreation board. Hope to be considered!	
Signature 	Date: 04 dec 2018

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Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net

Great Falls Park and Recreation Board

December 10th, 2018

Name: Joshua Granger

Home Address: 3305 Coyote Lane

Great Falls, MT 59404

Email Address: joshuagranger@yahoo.com

Cell Phone: 406-422-9664

Work Phone: 406-791-4370

Occupation: Financial Advisor

Employer: Waddell and Reed

Meeting dates will not conflict with my work schedule.

Related Background:

I previously served as the committee chair for Business Networking Group #1 with the Great Falls Chamber of Commerce. I currently serve as a member of the Task Force for this year's Leadership Great Falls class through the Great Falls Chamber of Commerce. I also volunteer with Special Olympics in a volunteer coordination capacity to put on the summer games in Great Falls.

Educational Background:

I graduated with a degree in Business with concentrations in Marketing and Management from Carroll College in 2010. I currently hold a FINRA Series 7 and Series 66 licenses, Montana Life and Health Insurance Licenses as well as a Chartered Retirement Planning Counselor (CRPC) professional designation.

Previous and Current Service Activities:

Gore Hill Volunteer Fire Department approximately 2013-2016

Great Falls Chamber BNG Chair 2017-2018

Great Falls Leadership Great Falls Task Force 2018-2019

Special Olympics Montana Volunteer Coordination 2017-2020

I have not nor do I currently work for the City of Great Falls.

My wife, Erin Granger, currently serves on the Great Falls Park and Recreation Board.

I have not previously served on a City or County board.

I am not currently serving on any other boards.

I believe that I can benefit my community by serving on the Great Falls Park and Recreation Board. I think that the extensive access to recreational activities in Great Falls serves to attract and retain citizens to the community. I hope that my service on this board can further this interest and continue to build a vibrant and sustainable community for the future.

My previous work in a variety of service positions listed above qualify me to serve on the Park and Recreation Board. I understand the value of listening to sometimes differing opinions and working together to accomplish organizational goals.



**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: Park & Recreation board		Date of Application: 1/8/19
Name: Dylan Champagne		
Home Address: 500 39a st N		Email address: dylan.jamesebly@yahoo.com
Home Phone: _____	Work Phone: 406-452-9747	Cell Phone: 406-564-7492
Occupation: Housing development coordinator	Employer: American Horizon Property Management	
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: Over see maintenance projects work closely with contractors Maintain positive relations with owners and tenants Review Real Estate and all construction and remodel jobs		
Educational Background:		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: Kiwanis Club — Public service Key club Montana State board March of dimes — previous public service		
Previous and current public experience (elective or appointive): key club — State board — elective		
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?

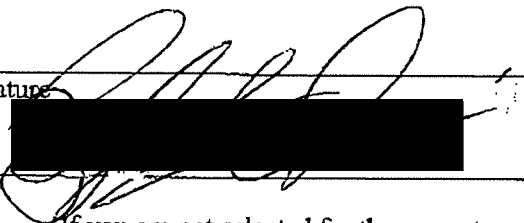
I feel that the experience would be very beneficial to me and feel that I will learn more about our local government while serving in this position

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

I have extensive experience in budgets and I work closely with contractors and I have team I manage as well!

Additional comments:

Signature



Date:

1/8/19

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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Item: Appointment, Parking Advisory Commission.
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint one member to the Parking Advisory Commission.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission appoint _____ to the Parking Advisory Commission for a partial term through April 30, 2019."

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

Board Recommendation:

The Parking Advisory Commission reviewed the applications during their meeting on January 17, 2019 and recommended appointing Thaddeus J. Reiste to fill the remainder of a three-year term.

Summary:

Lee Wiegand has served on the Parking Advisory Commission since August of 2017. Mr. Wiegand tendered his resignation from the Commission effective October 9, 2018. Staff began advertising for the vacancy on the City's Website and through the local media. Two applications have been received.

Background:

The Parking Advisory Commission is comprised of five members appointed by the City Commission. The Commission advises the City Commission, City Manager, and Planning and Community Development Staff on matters related to parking issues within the Parking Districts.

Interested Citizens:

Ryan J. Villines
Thaddeus J. Reiste

Current Members:

Jeff Patterson 11/7/2017 – 4/30/2020
William Mintsiveris 2/2/2016 – 4/30/2020
Kellie Pierce 10/9/2017 – 4/30/2019

Katie Hanning

8/15/2017 – 4/30/2019

Alternatives:

Commission could ask staff to continue advertising for other citizen interest.

Attachments/Exhibits:

Applications for Parking Advisory Commission



CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)

RECEIVED

JAN - 2 2018

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: PARKING		Date of Application: DEC 31, 2018	
Name: THADDEUS J. REISTE			
Home Address: 904 CARLOS DRIVE		Email address: ELECTRICCITY/COFFEE@GMAIL.COM	
Home Phone:	Work Phone: 406 4524529	Cell Phone: 406 781 1743	
Occupation: CO-OWNER ELECTRIC CITY COFFEE		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: - MULTIPLE BOARDS / WORKING GROUPS U.S. AIR FORCE CAREER - RAISED IN LOCAL GREAT FALLS SMALL BUSINESS			
Educational Background: AA BUSINESS ADMIN, UNIVERSITY OF MARYLAND BA BUSINESS MGMT, UNIVERSITY OF MARYLAND			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: - LED / SERVED ON MULTIPLE FUND RAISING GROUPS FOR VARIOUS NON-PROFITS - SPONSOR LOCAL CHILDRENS SPORTS EVENTS / TEAMS - SERVED ON SEN TESTER VETERAN OWNED SMALL BUSINESS BOARD - SPOKE AT MULTIPLE ENTREPRENEUR EVENTS LOCAL / MILITARY			
Previous and current public experience (elective or appointive): NONE			
Membership in other community organizations: NONE			

HAVE YOU EVER WORKED 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 HAVE A DESIRE AND WILLINGNESS TO PUT FORTH MY EFFORT AND TIME TO HELP THE CITY ARRIVE AT A SOLUTION TO CITY PARKING WHICH WILL BENEFIT THE CITY OF GF BUSINESSES AND CUSTOMERS/COMMUNITY.

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

DURING 23 YEARS OF US AIR FORCE SERVICE I SERVED ON SEVERAL BOARDS AND WORKING GROUPS WHICH HAD TO DECIDE/GUIDE SIMILAR PROJECTS IN TERMS OF SCOPE AND BUDGET. ADDITIONALLY, I SERVED 2 YEARS AS A TEAM MEMBER OF THE U.S. AIR FORCES IN EUROPE INSPECTOR GENERAL.

Additional comments:

I AM ALSO INTERESTED IN OTHER BOARD OPPORTUNITIES WHICH I CAN EFFECT POSITIVE CHANGE AND GROWTH FOR THE CITY OF GREAT FALLS.

Signature

Date:

Dec 31, 2018

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


RECEIVED

DEC 10 2018

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: PARKING ADVISORY COMMISSION		Date of Application: December 10th, 2018	
Name: Ryan J. Villines			
Home Address: 3024 5th Ave South, Great Falls MT 59405		Email address: rvillines@hotmail.com	
Home Phone: 406-564-6535	Work Phone: N/A	Cell Phone: N/A	
Occupation: Engineering - Water & Fuel Systems		Employer: Federal Government - Military	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) No. I typically work a traditional schedule, with flexibility to attend meetings.			
Related experiences or background: I have participated in a local development and community improvement think-tank supporting a 2.1 Million resident metropolitan area for over 13 years. Many of the issues that we've addressed have been parking and revenue related, within the city's CBD. I have also led successful efforts to redesign parking areas on MAFB.			
Educational Background: A.A.S Mechanical & Electrical Technology, B.S Geography (In Progress), J.D. (Prospective) 1998 Hope Award Finalist, 2006 Distinguished LPS 53 Graduate, 2016 USAF ALS Graduate.			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: I volunteer extensively throughout the community, and participate in numerous local organizations, but I have not yet participated in any local government sponsored service activities.. Apart from attending the occasional county and city commission meeting, and providing feedback when and where possible.			
Previous and current public experience (elective or appointive): None			
Membership in other community organizations: Society of American Military Engineers - Secretary / PDH Committee Chairman Airmen 4 Airmen - Founder / Director			

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 have a lot of great ideas with regards to parking, increasing revenue, increasing efficiency, and making our downtown a more desirable area. I would like to contribute to improving our CBD, and serving on an advisory board such as this seems like a great way to start. I am also looking forward to hearing other opinions and viewpoints on the many topics that this board addresses, while using our combined brainpower to find solutions to problems.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I've been an active member of the engineering, development, and community improvement community for many years now, both within and outside of Great Falls. I have accumulated a wealth of knowledge through that will be extremely useful on the parking commission, especially with regards to seeing firsthand how parking is structured and maintained in a wide variety of communities.. from small, quiet towns, to growing suburbs, to bustling cities!	
Additional comments:	
Signature 	Date: <i>10 December 18</i>

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JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

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, Tracy Houck, Owen Robinson, Bill Bronson, and Mary Sheehy Moe. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Fire Chief Steve Hester; Finance Director Melissa Kinzler; and, Police Chief Dave Bowen.

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

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: Commissioner Bronson noted that he and the City Attorney have been involved in communications with an interested party regarding Item 12, and there has been a request to consider an alternative motion for postponement.

1. **PROCLAMATIONS**

Commissioner Moe read a proclamation proclaiming January 27 through February 2, 2019, as National Catholic Schools Week in the City of Great Falls.

PETITIONS AND COMMUNICATIONS

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Richard Liebert, 289 Boston Coulee Road, commented that Central Catholic School kids sang at the Veterans Day Ceremony and they are very active in science fairs. He encouraged the Great Falls Public Schools to also participate in the Region II science fair. As a cattle rancher, he is excited to hear about the new butcher shop coming to downtown. He encouraged everyone to help those that are furloughed during the government shutdown. He also commented that Great Falls' economy includes healthcare, agriculture, and Malmstrom Air Force Base.

Jeni Dodd, 3245 8th Avenue North, commented there are no forms or contact information for the Ethics Committee on the City's website to initiate a complaint. She has an issue of concern with Commissioner Houck posting the Women's March on her Commission Facebook page. She feels Commissioner Houck is in violation of Mont. Code Ann. Rules of Conduct for Public Officials and the City of Great Falls Code of Ethics. She believes it is wrong to support a political organization on an official Commission Facebook page. Also, the founder of the Women's March is an Anti-Semite.

Mayor Kelly suggested Ms. Dodd submit her concerns in writing to the City Attorney.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

Brett Doney, Great Falls Development Authority, 405 3rd Street NW, Suite 203, commented that there were 17 presentations at Ignite Great Falls about new things happening in town; two members of GFDA are in San Francisco attending the first ever Alternative Protein Show; the Brownfield Advisory Committee approved six Brownfield assessment projects to kick off a recently received grant; the Chamber's relocation website has a new digital logo to pitch Great Falls for talent: Choose Great Falls, Montana, Live • Play • Create; and, that nominations are open for the Fire Within awards.

John Hubbard, 615 7th Avenue South, discussed a conversation he had with the Water Department regarding the City's drinking water and water system. With regard to the government shutdown, he suggested contacting President Trump to utilize drug money being held as evidence in every Police Station across the country to build the wall.

NEIGHBORHOOD COUNCILS

3. Mayor Kelly reported that this item is an appointment of two Commission members to serve on the Great Falls Citizen's Council, also known as Council of Councils, for a one-year term ending on December 31, 2019, or appoint two members to serve the January 29, May 29, and October 29, 2019, meetings.

For discussion purposes, Mayor Kelly moved, seconded by Commissioner Robinson, that the City Commission appoint Mayor Kelly and a person to be named to serve on the Great Falls Citizen's Council, also known as the Council of Councils, for the January 29, 2019 meeting, and then appoint two others to serve on the Council for the May 29 meeting, and two others to serve on the Council for the October 29 meeting.

Mayor Kelly commented that he hasn't discussed this matter with his colleagues, and that there are some out of town issues with some people traveling during these particular dates.

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

Mayor Kelly and Commissioner Robinson noted they are available on January 29th to serve on the Council. The May and October meeting dates were too far out to determine calendaring conflicts.

Mayor Kelly moved, seconded by Commissioner Moe, that the City Commission appoint Mayor Kelly and Commissioner Robinson to serve on the Great Falls Citizen's Council, also known as the Council of Councils, for the January 29, 2019, meeting, and that appointments to the May and October meetings be made at later dates.

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

Motion carried 5-0.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

There were no miscellaneous reports and announcements from Neighborhood Council representatives.

BOARDS & COMMISSIONS

5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.

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

CITY MANAGER

6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon announced:

- The City received a Montana Main Street Program grant award in the amount of \$20,000 for a downtown block revitalization study.
- Great Falls Fire Rescue participated in a tabletop exercise with Calumet that was required by the EPA that modeled a ruptured pipeline outside of the refinery. Calumet appreciated Battalion Chief Bob Shupe's participation.
- Staff attorney Mark Dunn attended a prosecution boot camp provided by the Montana Office of the Attorney General, County Attorney's Association, and the Department of Transportation.
- Interviews for the Library Director position are being coordinated with five finalists for the end of the month.
- Great Falls Fire Rescue participated in a mutual aid request from Vaughn on January 11th and were the first vehicles on scene to a mobile home fire.
- Steel Etc. provided a significant donation for Park and Recreation's Electric City Winter Classic basketball event. There were 104 participating teams, 80 of which were from out of the City.
- Pool use at the Montana School for the Deaf and Blind has been postponed for a week due to a leaky seal issue. Program participants were notified.
- Manager Doyon and Deputy Manager Anderson attended leadership training with author Ronnie Doss of the book "Leading Lions" at Malmstrom Air Force Base.
- The Great Falls Police Department held a ceremony today for promotion of six Senior Police Officers to the positions of Master Police Officer: Joseph Dusatko, Scott Bambenek, Rick Brinka, Jesse Rosteck, Phil Wilberding, and Josh Garner.

CONSENT AGENDA.

- 7. Minutes, January 2, 2019, Commission meeting.**

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

8. Total expenditures of \$4,413,564 for the period of November 30, 2018 through January 2, 2019, to include claims over \$5,000 in the amount of \$4,225,686.
9. Contracts list.
10. Set public hearing for Resolution 10282 Establishing Sanitation Service Collection Rates for February 5, 2019.

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission approve the Consent Agenda as presented.

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

PUBLIC HEARINGS

11. **RESOLUTION 10276, VACATING (A PORTION OF) 1ST ALLEY SOUTH BETWEEN 14TH STREET SOUTH AND 15TH STREET SOUTH.**

Planning and Community Development Director Craig Raymond reported that this agenda item is a request to conduct a public hearing and to consider the vacation of approximately 76 feet of city rights-of-way, known as first alley south located just west of 15th Street South.

The applicant, Montana Federal Credit Union, owns property on both sides of the alley and will be the sole beneficiary of obtaining these rights-of-way. The primary motivation for requesting this small alley vacation is related to an expansion which the bank building is currently undergoing. Through the course of performing a plan review on the permit application, staff and the applicant became aware that a vacation of the alley would provide some flexibility of how the addition is to be constructed. It was at that point that staff and the applicant began discussions about vacating this small portion of rights-of-way.

Due to existing above and below ground utilities, a utility easement will be maintained in order to support the maintenance of the City infrastructure.

Mayor Kelly declared the public hearing open.

No one spoke in opposition to or in support of Resolution 10276.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10276.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

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

Mayor Kelly congratulated Montana Federal Credit Union for its expansion and \$6 million dollar investment.

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

Motion carried 5-0.

12. RESOLUTION 10280, TO ANNEX A PORTION OF A TRACT OF LAND EQUALING ± 6.254 ACRES ADDRESSED AS 4415 RIVER DRIVE NORTH CURRENTLY OWNED BY TALCOTT HOLDINGS, INC., AND ORDINANCE 3195 TO ESTABLISH I-2 HEAVY INDUSTRIAL ZONING.

Planning and Community Development Director Craig Raymond reported that this agenda item was a request to conduct a public hearing and to consider Resolution 10280, Ordinance 3195, the associated Findings of Fact, and the Annexation Agreement.

The applicant, Talcott Holdings, LLC, filed a formal request today to postpone tonight's public hearing and any action on the annexation until February 19, 2019, while they work through some pending issues on the property. Staff requests that the City Commission move to postpone the public hearing to a date certain and staff will re-notice the public hearing as appropriate.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission vacate the public hearing and reset the same for February 19, 2019, for consideration of Resolution 10280, Ordinance 3195, Annexation Agreement and Findings of Fact/Basis of Decision.

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

13. RESOLUTION 10268, TO ANNEX A 21.10 ACRE TRACT IDENTIFIED AS PARCEL 1 ON CERTIFICATE OF SURVEY #5162, ORDINANCE 3180 TO ESTABLISH PLANNED UIT DEVELOPMENT ZONING, AND PRELIMINARY PLAT FOR A MAJOR SUBDIVISION TO CREATE 40 LOTS FOR WHEAT RIDGE ESTATES, PHASE I.

Planning and Community Development Director Craig Raymond reported that this agenda item is a request to postpone action on Resolution 10268, Ordinance 3180, and the Preliminary Plat for a Major Subdivision all related to the project commonly known as Wheatridge Estates Phase I.

For background, the applicant, KYSO Corporation, is requesting annexation, zoning, and subdivision of a 21.10 acre parcel located south of the East Great Falls Retail Center anchored by the Walmart Superstore. Currently, these tracts are zoned Agricultural, which restricts development outside of farming, to single family detached units or two-unit dwellings on parcels that must be at least 20 acres in size. Because the 21.10 acre parcel is contiguous to the City limits as a result of the East Great Falls Retail Center annexation, it is eligible to be considered for annexation.

On September 18, 2018, the City Commission held a public hearing on the proposed annexation and subdivision. The Commission postponed action on the applicant's request until January 15, 2019. The purpose of tabling the request until January 15, 2019, was to allow the applicant the opportunity to provide the City with a new alternative storm water drainage concept for the proposed development. The alternative storm water drainage concept had not been previously submitted to City staff and, therefore, staff could not provide input about the new alternative. Additionally, the Commission requested additional information regarding an emergency access to the proposed subdivision.

On January 2, 2019, the applicant requested that the City postpone the decision on the application and set another public hearing for March 5, 2019. Upon staff's request for additional clarification regarding the requested extension, a second letter was provided on January 8, 2018.

It is staff's understanding at this point that the applicant is not necessarily vetting a new proposal for consideration. Rather, it's understood that the applicant desires to provide additional detailed information to support the original storm water proposal.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission remove from the table Resolution 10268, Ordinance 3180, and the Preliminary Plat for Major Subdivision for discussion.

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

Motion carried 5-0.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission postpone action on Resolution 10268, Ordinance 3180, and the Preliminary Plat for Major Subdivision and set a new public hearing date of March 5, 2019, to reconsider the Resolution, Ordinance, and Preliminary Plat.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

Mayor Kelly asked if there were any comments from the public regarding postponing this matter until March 5, 2019. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson noted that nearly 120 days have passed since the September hearing. He requested additional explanation why it has taken applicant four months to come forward to request additional time to present to the Commission.

Spencer Woith, C&W Development, 1725 41st Street South, commented that at the last hearing the Commission requested additional information. Since that time there has been a lot of turnover in his firm. He is lacking employees that has resulted in putting him behind on a number of different jobs. He is at the point of requesting additional time and has subcontracted the storm water design to a separate engineering firm to help him. By hiring a separate engineering firm he is hoping the matter will be expedited. In addition, the request for the March 5th meeting date was to allow City staff time to vet their submittals.

Commissioner Bronson asked if it was correct that Mr. Woith would have his proposal ready in about a week.

Mr. Woith responded affirmatively that the proposal will be before City staff to review and vet.

In response to Commissioner Bronson's inquiry, Mr. Woith reported that he subcontracted this work to Big Sky Civil Engineering.

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

Motion carried 4-1 (Commissioner Bronson dissenting).

OLD BUSINESS

NEW BUSINESS

14. MINOR SUBDIVISION – HOLIDAY VILLAGE MALL, ADDRESSED AS 1200 10TH AVENUE SOUTH.

Planning and Community Development Director Craig Raymond reported that this agenda item is a request to approve a Minor Subdivision of property legally described as Lot A-1 of the Amended Plat of portions of Block 3, Fifteenth Addition, and Blocks 1, 2 and 3, Hillcrest First Addition, located in the NE1/4 of Section 13, Township 20 North, Range 3 East, PMM, City of Great Falls, Cascade County, Montana. This plat amendment is unique, but not completely unheard of. An agreement, as required in this action, already exists between the Holiday Village Mall and other spaces adjoining the building such as the former Herberger's site.

The owners of Holiday Village Mall have requested a minor subdivision of their property to split off certain portions of the mall building.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

The proposed newly created lots conform to the C-2 General Commercial zoning district development standards outlined in the Land Development Code. The proposed subdivision will create lots where buildings have no setback from property lines. Typically, a zero lot line configuration would require fire separation per the 2012 International Building Code. However, after review of the subdivision by the City Building Division, approval is recommended based on conformance with the 2018 International Building Code. Per this code requirement, a Reciprocal Easement Agreement (REA) has been submitted for review.

Due to the configuration of the lots, parking and access are proposed to be shared between the owners of the five lots. Also, maintenance of the parking lot, drive aisles, landscaping and utilities would be shared between owners. As a recommended condition of approval of the minor subdivision, a Declaration of Covenants, Conditions, and Restrictions is required to be filed with the Amended Plat. This can be completed as a stand-alone document or added into the Reciprocal Easement Agreement document. Also, staff will work with the applicant to ensure that the Agreement addresses all City code requirements for future development or alterations to the site and existing buildings.

The basis for a decision to approve, conditionally approve, or deny a proposed subdivision is whether it is demonstrated that development of the proposed subdivision meets the requirements of the Montana Code Annotated. Staff has developed Findings of Fact for the proposed subdivision, and Staff concludes the subdivision meets the basic requirements provided by Mont. Code Ann. § 76-3-608(3). The full Findings of Fact are included in the attachments of this report.

The Planning Advisory Board, during a meeting held on December 11, 2018, passed a motion recommending the City Commission approve the minor subdivision of the subject property. Staff recommends approval of the proposed minor subdivision request with the following conditions:

1. The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. The applicant shall provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff.
3. The applicant shall provide a Reciprocal Easement Agreement for the subject property which shall incorporate corrections of any errors or omissions noted by Staff. In addition, a Declaration of Covenants, Conditions and Restrictions is required to be provided that addresses shared parking, access, landscaping, and maintenance. This information can also be submitted as a portion of the Reciprocal Easement Agreement document.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission approve the Amended Plat of the Minor Subdivision as legally described in the staff report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the Applicant.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

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

Commissioner Bronson commended the developer for this innovative approach for sustaining the Holiday Village Mall.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

15. RESOLUTION 10278, INTENT TO RE-CREATE A BUSINESS IMPROVEMENT DISTRICT (BID) WITHIN THE CITY OF GREAT FALLS.

Finance Director Melissa Kinzler reported that the City is authorized by state law to create a business improvement district for the purpose of promoting the health, safety, prosperity, security and general welfare of the inhabitants of the district and to provide special benefit to the property owners located within the boundaries of said district. The goal of the BID is to maintain, beautify, and stimulate development in Great Falls' historic downtown district.

The BID in the City of Great Falls was originally created in May 1989, re-created in July 1999, and again in July, 2009. Mont. Code Ann. § 7-12-1141 specifies that BID's shall not be for a period longer than ten (10) years unless the duration of the district is extended in compliance with the provisions for the creation of the district.

The City of Great Falls has been presented with petitions/ballots signed by 82.75% of the property owners within the district as shown on Exhibit "A" of the Resolution and on file in the City Clerk's Office. The petitions/ballots more than exceed the statutorily required percentage of 60% of the area of the property owners asking for the re-creation of the BID.

The boundary lines of the District are outlined on Exhibit "B" of the Resolution. The boundary lines have not changed since the BID's initial creation in 1989.

Property owners as listed on Exhibit "C" of the Resolution have fifteen days after the date of the first publication of the Legal Notice as shown on Exhibit "D" of the Resolution, to make a written protest to the City Clerk of the City of Great Falls against the proposed re-creation of the BID.

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10278, and set a public hearing to Re-Create the Business Improvement District (BID) for February 19, 2019.

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

Brett Doney, Great Falls Development Authority, 405 3rd Street NW, Suite 203, commented that the BID has been a tremendous leader in downtown revitalization. GFDA considers the BID to be a valuable partner.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

Sheila Rice, 913 3rd Avenue North, member of the Business Improvement District Board of Directors, commented that the BID was started by the Commercial Task Force in 1988 that was a project of NeighborWorks Great Falls. The BID catalyzes a lot of activity.

Shane Etzweiler, President/CEO Great Falls Area Chamber of Commerce, 100 1st Avenue North, commented that the over 80% vote in favor of the BID continuing says enough. He believes that expresses confidence in what is happening in Great Falls, as well as confidence in Joan Redeen's leadership in continuing to do a great job downtown.

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

Commissioner Houck thought it incredible that 80% affirmatively voted for renewal. It exhibits confidence in the growth, and maintaining the projects in place.

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

Motion carried 5-0.

CITY COMMISSION

16. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

In response to Ms. Dodd's previous comments, Commissioner Houck responded that she does often post many things that are happening within the City and the community on her Facebook page. There is a women's march that is being organized in Great Falls by an independent group. It is not listed as an affiliate march. She is not aware that this group is acting under any political or action group whatsoever. She was asked to emcee this year's event as she did last year.

Commissioner Moe commented that she and Mayor Kelly were part of a community group this morning that was asked to sit in on the final interviews for the candidates for the School Superintendent position. She added that Great Falls is fortunate to have attracted candidates of such high quality. It was inspiring to see the 14 community members that gave up their time, asking good questions, and making a heartfelt effort to choose the best person to lead our public schools.

Commissioner Houck commented that Longfellow School kids have been relocated to the Roosevelt School. She reminded people to slow down on 2nd Avenue North, and to watch out for the kids being bused. There is also a crossing guard on 1st Avenue North to remind everyone that children are passing to get to the new Giant Springs School.

17. COMMISSION INITIATIVES.

There were no Commission initiatives.

JOURNAL OF COMMISSION PROCEEDINGS
January 15, 2019

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Robinson moved, seconded by Commissioner Houck, to adjourn the regular meeting of January 15, 2019, at 7:56 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: February 5, 2019

DRAFT



**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

ITEM: \$5,000 Report
Invoices and Claims in Excess of \$5,000

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 \$5000:**

ACCOUNTS PAYABLE CHECK RUNS FROM JANUARY 3, 2019 - JANUARY 23, 2019	3,399,445.26
MUNICIPAL COURT ACCOUNT CHECK RUN FOR DECEMBER 29, 2018 - JANUARY 15, 2019	32,538.70

TOTAL: \$ 3,431,983.96

GENERAL FUND

OTHER ADMIN

CASCADE CITY COUNTY HEALTH DEPT	2019 FIRST HALF ANNUAL CONTRIBUTION	125,000.00
CTA ARCHITECTS ENGINEERS	PHASE I CC EXTERIOR ENVELOPE REHAB	6,048.22

POLICE

FARO TECHNOLOGIES INC	FARO SCANNER WARRANTY RENEWAL 12/8/18 -12/07/19	8,147.20
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FIRE

BENEFIS HOSPITALS INC	OCCUPATIONAL PHYSICALS	9,243.92
L N CURTIS & SONS	WILD LAND FIREFIGHTING GEAR (SPLIT AMONG FUNDS)	14,128.60

SPECIAL REVENUE FUND

LIGHTING DISTRICT

TYLER TECHNOLOGIES	MAINTENANCE AGREEMENT 02/01/19 1/31/2020	7,582.41
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SUPPORT & INNOVATION

GREAT FALLS BUSINESS IMPROVEMENT DISTRICT	DECEMBER 2018 TAX DISTRIBUTION	29,574.80
GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT	DECEMBER 2018 TBID DISTRIBUTION	63,854.82

SPECIAL REVENUE FUND (CONTINUED)

FIRE SPECIAL REVENUE

HEIMAN INC	BREATHING AIR COMPRESSOR	48,627.00
L N CURTIS & SONS	WILD LAND FIREFIGHTING GEAR (SPLIT AMONG FUNDS)	5,000.00

FEDERAL BLOCK GRANTS

YWCA OF GREAT FALLS	CONTRACT SEALING & REPLACING ASBESTOS FLOORING	19,937.00
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PERMITS

COLORADO CODE CONSULTING, LLC	CONTRACTED PLAN REVIEW FEE	56,448.33
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ENTERPRISE FUNDS

WATER

MIDCO DIVING & MARINE SERVICES	INTAKE PIPE INSPECTION	7,223.00
EMICC INC	LS 7 CONTRACTOR RETROFIT	8,935.00
FERGUSON ENTERPRISES INC	METER SUPPLIES	8,370.00
TD & H ENGINEERING	OF 1494.6 PROF SERVICE WM CROSSINGS	25,000.00
CARBONITE FILTER CORP	500 CUBIC FT ANTHRACITE FILTER MEDIA	7,325.00
STATE OF MONTANA DEQ	PUBLIC WATER SUPPLY FEE	42,514.00

SEWER

CENTRAL EXCAVATION	OF 1722.2 LIFT STATION #8 REMOVAL	11,135.15
PLANNED AND ENGINEERED CONSTRUCTION INC	OF 1674.3 NE INTERCEPTOR REHAB	643,471.28
HDR ENGINEERING INC	OF 1731.1 SEPTAGE RECEIVING STATION & DEWATERING PUMP REPLACEMENT	11,376.02

PARKING

STANDARD PARKING CORPORATION	CONTRACT SERVICES FOR OPERATING DOWNTOWN PARKING PROGRAM	27,756.93
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INTERNAL SERVICES FUND

INFORMATION TECHNOLOGY

HIGH POINT NETWORKS, LLC	SWITCH REPLACEMENTS PUBLIC WORKS	5,248.41
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CENTRAL GARAGE

MOUNTAIN VIEW CO-OP	FUEL	31,315.98
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CC FACILITY SERVICES

A T KLEMENS	EMERGENCY MANSFIELD THEATER ROOF REPAIR	13,814.66
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TRUST AND AGENCY

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	26,709.70
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PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	94,270.00
ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	16,665.59
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	108,485.20
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	131,677.42
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	256,789.16
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	11,867.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	398,363.16
AFLAC	EMPLOYEE CONTRIBUTIONS	19,637.61
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	28,377.57
WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	17,232.55
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	25,809.38
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	29,433.70
MONTANA VEBA HRA	EMPLOYEE CONTRIBUTIONS	116,528.84
PPNPF PLUMBERS & PIPEFITTERS	EMPLOYEE CONTRIBUTIONS	6,073.55
MONTANA MUNICIPAL INTERLOCAL AUTHORITY	4TH QUARTER WORKERS COMPENSATION	253,035.83
STATE OF MONTANA	4TH QUARTER UNEMPLOYMENT TAX	46,167.21

UTILITY BILLS

ENERGY WEST RESOURCES INC	DECEMBER 2018 MONTHLY CHARGES	31,695.40
ENERGY KEEPERS INC	ELECTRICITY CHARGES FOR DEC 2018	65,286.00
NORTHWESTERN ENERGY	DECEMBER 2018 SLD CHARGES	79,129.73
NORTHWESTERN ENERGY	DECEMBER 2018 WATER PLANT CHARGE	6,385.05
HIGH PLAINS LANDFILL	DECEMBER 2018 CHARGES	59,007.09

CLAIMS OVER \$5000 TOTAL: \$ 3,065,704.47

COMMUNICATION TO THE CITY COMMISSION

DATE: February 5, 2019

ITEM: CONTRACTS LIST
 Itemizing contracts not otherwise approved or ratified by City Commission Action
 (Listed contracts are available for inspection in the City Clerk’s Office.)

PRESENTED BY: Darcy Dea, Deputy 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
A	Planning and Community Development	AT Klemens	01/14/2019-12/31/2019	\$72,600	Ratification of Public Works Construction Agreement for HVAC system upgrade for Planning and Community Development Room 112, Civic Center Bldg
B	Public Works – Engineering	Laurie A. O’Leary	Temporary	\$0	Temporary Access Easement for the purpose of re-constructing portions of Encino Drive located on Tract 15A of COS #427 (Rancho Grande Vista No. 1) in the NE ¼ of Section 22, T20N, R3E, P.M.M. OF 1679.7

C	Public Works - Engineering	Outrigger Consultants LLC.	05/01/2018-12/31/2020	\$12,017.50	Change Order No. 1 to Professional Services Agreement to negotiate and prepare two additional easement documents; additional topographic survey for revised storm drainage corridor, retaining wall and slope grading design, coordination of exploratory excavations, 24 th Avenue South street reconstruction design, coordination with NorthWestern Energy for relocation of transformer; and four additional geotechnical borings and logs (CR 050118.9C) OF 1722.2
D	Planning and Community Development	Colorado Code Consulting LLC	02/05/2018- Written 30 day notice.	80% of plan review fee. Plan review fee is 65% of the Building Permit fee. Additional review, if necessary, will be billed at \$135/hr.	Professional Services Agreement to continue to provide consulting services and continued commercial plan review services. (CR 120616.8M)
E	Great Falls Police Department	Tiger Springs Properties	4/1/2019 – 3/31/2020	\$3,050.02/mo	Lease Renewal Agreement (office lease) for High Intensity Drug Task Force (HIDTA) (CR: 100212.9C, 052014.4D, 022117.8B, and 022018.8B)
F	Park and Recreation	EnMotive	04/28/2019-04/25/2021	\$11,049.20 per year	Timing services for 4/28/2019, 4/26/2020 & 4/25/2021 Ice Breaker Road Race



Item: Sale of Surplus Equipment
From: Doug Alm, Vehicle Maintenance Manager
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Declare Equipment Surplus and Authorize Sale Thereof.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the declaration of the attached list of equipment as surplus and authorize sale thereof.”

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 declare the attached list of equipment as surplus and authorize sale thereof.

Background:

Purpose

City Code Section 3.04.070 requires that any property with an estimated value of \$1,000 or more be formally declared surplus by the City Commission before the property may be sold.

Fiscal Impact:

The City is no longer holding public auctions for the sale of surplus equipment. A sealed bid process is now used. In 2018, the City sold 28 pieces of equipment for a total amount of \$83,193.31.

This year the City has 47 pieces of equipment to sell and will start that process as soon as time and weather permits.

Alternatives:

The City Commission could vote to not approve the declaration of the equipment as surplus.

Attachments/Exhibits:

Attachment A – 2019 Surplus Equipment

**City of Great Falls
Public Works Department
RE: City Equipment to be sold in 2018-2019**

ATTACHMENT "A"

CITY EQUIPMENT PROPOSED FOR SURPLUS DECLARATION

Unit #	Dept.	Year	Make	Model	Vin#	License
075-19	Information Technology	2002	Oldsmobile	Van	1GHDX03E02D135148	2 2404
107-19	Fire Prevention	2004	Dodge	Dakota	1D7GL12K94S720536	2 2226
204-19	Community Development Building	2008	Ford	Ranger	1FTYR14U68PA57916	2 2420
306-19	Forestry	1997	Freightliner	FL70	1FV6HLBA7WH899822	2 1796
325-19	Park Areas	2002	Dodge	2500	3B6KC26Z72M246758	2 2059
329-19	Forestry	1997	Freightliner	FL70	1FV6HLBA9WH899823	2 1795
426-19	Engineers	2008	Ford	Ranger	1FTYR14U48PA57915	2 2421
454-19	Central Garage	2009	Chevrolet	Impala	2G1WS57M491291932	2 2514
609-19	Utilities	2010	Ford	Ranger	1FTKR1EE5APA44187	2 2579
622-19	Utilities	2002	Chevrolet	Savanna	1GDJG31G421196353	2 2105
630-19	Utilities	1998	Chevrolet	C7500	1GBM7H1C1XJ101139	2 1854
679-19	Utilities		Seco Bucket Machine		LB-18-79107	
692-19	Utilities	2009	Ford	Ranger	1FTYR14E59PA45301	2 2505
693-19	Utilities	2011	Ford	Ranger	1FTKR4EEXBPA67922	2 30128A
694-19	Utilities	2009	Ford	Ranger	1FTYR14E79PA45302	2 2507
695-19	Utilities	2008	Ford	Ranger	1FTYR14U88PA57917	2 2422
696-19	Utilities	2010	Ford	Ranger	1FTKR1EE3APA44186	2 2578
713-19	Traffic	1981	Man Lift		3800787	
703-19	Traffic	2003	Ford	F550 Superduty	1FDAX56F23EB00497	2 2137
805-19	Street	2005	Dodge	Dakota	1D7HE22K055194822	2 2268
905-19	Sanitation - Residential	2003	Sterling	Condor	49HHBVCY13RM01776	2 2049
907-19	Sanitation - Residential	2004	Freightliner	Condor	1FVHCY34RN41371	2 2262
AC-2-19	Anaconda Golf Course	1997	Kawasaki	Mule	JK1AFBA14MB503640	
MSC-5-19	Multi-Sports Complex	2004	Hustler	Super Z	4080718	
PD-2-19	Police Patrol Services	2014	Chevrolet	Impala	2G1WD5E33E1140157	2 56106A
PD-6-19	Police Patrol Services	2014	Chevrolet	Impala	2G1WD5E31E1139654	2 56103A
PD-8-19	Police Patrol Services	2013	Chevrolet	Impala	2G1WD5E32D1200721	2 50498A
PD-15-19	Police Patrol Services	2014	Chevrolet	Impala	2G1WD5E30E1140391	2 56107A
PD-10-19	Police Support Services	2009	Chevrolet	Impala	3G1WS57M491291493	2 2515
PD-18-19	Police Patrol Services	2013	Chevrolet	Impala	2G1WD5E37D1200360	2 50495A
PD-22-19	Police Investigations	2002	Dodge	Stratus	1B3EL36R52N203199	BGX245
PD-23-19	Police Investigations	2006	Chevrolet	Colorado	1GCDT136268155500	BBY508
PD-28-19	Police Patrol Services	2008	Chevrolet	Impala	2G1WS583981266643	2 2496
PD-29-19	Police Patrol Services	2010	Chevrolet	Impala	2G1WD5EM7A1221410	2 2586
PD-33-19	Police Patrol Services	2012	Chevrolet	Impala	2G1WD5E38C1205856	2 33858A
PD-35-19	Police Patrol Services	2003	Buick	Century	2G4WS52J731187538	2 2122
PD-38-19	Police Narcotics	1992	Dodge	Van	2B7GB11YXNK148973	2 58993A
PD-39-19	Police Narcotics	2001	Dodge	Durango	1B4H528N81F561017	2 78862A
PD-40-19	Police Investigations	1999	Chevrolet	Blazer	1GNDDT13ZVXX2138035	2 04505A
PD-43-19	Police Patrol Services	2011	Chevrolet	Impala	2G1WD5EM8B1260752	2 21401A
PD-44-19	Police Patrol Services	2014	Chevrolet	Impala	2G1WD5E31E1139251	2 56105A
PD-47-19	Police Patrol Services	2011	Chevrolet	Impala	2G1WD5EMXB1266133	2 21414A
PD-51-19	Police Court Support	2012	Chevrolet	Impala	2G1WD5E37C1207498	2 33859A
PD-53-19	Police Court Support	2010	Chevrolet	Impala	2G1WD5EM0A1221927	2 2588
PD-54-19	Police Investigations	2002	Dodge	Stratus	1B3EL36R32N203198	2 2066
PD-55-19	Police Patrol Services	2012	Chevrolet	Impala	2G1WD5E31C1206721	2 33860A



Item: Construction Contract Award: Encino Drive / Grande Vista 2 Street Repairs Phase 1, OF 1679.7.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider Bids and Approve Contract.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (award/not award) a contract in the amount of \$557,289.00 to United Materials of Great Falls, Inc., for the Encino Drive / Grande Vista 2 Street Repairs Phase 1 project, and authorize the City Manager to execute the construction contract documents."

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

Staff Recommendation: Approve construction contract award.

Summary:

The project extends from a point approximately 150-feet south of the intersection of Madera Drive and Encino Drive south to the end of the cul-de-sac. The project consists of reconstructing approximately 600 feet of road way, installing curb and gutter, sidewalk, storm drain, strip drains, and ADA compliant curb ramps.

Background:

Citizen Participation

City Public Works Staff attended two Neighborhood Council #1 meetings in April and May of 2017 and one in April of 2018. This was done to address community concerns regarding the poor condition of Encino Drive and the proposed reconstruction project. City Public Works Staff then held a community informational meeting May 18, 2018 to discuss in detail the proposed project and address citizen concerns during the construction process.

City Public Works staff will hold another community informational meeting with the citizens, prior to construction, to address construction scheduling and review questions and concerns with the selected contractor present.

Workload Impacts:

The geotechnical subsurface investigation was completed by Terracon Consultants, Inc. Design phase engineering and plans and specifications were completed by the City Engineering staff with assistance from City Street Division and Utilities. City Engineering staff will provide construction phase engineering services and project inspection.

Purpose:

Phase 1 of the proposed project is located in City of Great Falls, along Encino Drive extending from Madera Drive south to the cul-de-sac.

Since construction was completed in 1996, the paved surface along Encino Drive has required extensive maintenance and pavement patching to maintain drainage and an adequate driving surface. The initial investigation into these issues indicated that poor quality of the original construction is the primary cause for the continual need for repairs. This suspicion was confirmed by the subsequent geotechnical investigation.

The results of a geotechnical investigation indicated that neither the subgrade nor the gravel base course materials were properly compacted in accordance to the existing standards for road construction. The geotechnical investigation also indicated that the subgrade along Encino Drive is possibly inundated, on a seasonal basis, from one or more uphill drainages west of Flood Road, to the west of Encino Drive.

Due to numerous resident complaints and recurring maintenance issues, this project was initiated to complete the reconstruction of Encino Drive from the intersection of Park Garden Road to the cul-de-sac. The proposed reconstruction will include removal of the existing pavement and base course, proper compaction of the clay subgrade soils, installation of drainage elements, installation of a separation and subgrade support fabric, and installation and compaction of new base course and asphaltic concrete pavement.

Due to the length and extensive nature of the required fix for the street, the project has been split into phases.

- Phase 1 will extend from Station 9+50, approximately 150-feet south of the intersection of Madera Drive and Encino Drive, south to the cul-de-sac at Station 15+50. The project consists of reconstructing approximately 600 feet of road way; installing curb and gutter, sidewalk, storm drain, strip drains and ADA curb ramps.
- Phases 2/3 will extend from Station 1+00, at the intersection of Park Garden Road and Encino Drive to Station 9+50. The preliminary schedule for this project is summer 2021.

Project Work Scope:

Work to be performed under this contract includes the following: approximately 3,000 Square Yards of 4-inch asphaltic concrete pavement; approximately 1,260 Lineal Feet of integral concrete curb and gutter; 1,260 Lineal Feet of prefabricated geocomposite strip drain; 4,500 Square Feet of 4-inch concrete sidewalk; 5,500 Square Feet of 6-inch reinforced concrete; 8 truncated domes; 6 Type I Curb Inlets with concrete apron; and 300- Lineal Feet of 12-inch SDR 35 storm drain pipe; and 10,000 Square Feet of sod placement.

Evaluation and Selection Process:

Previously the specifications were advertised with no bids being received on June 20, 2018. The recommendation at the time was to re-advertise the project for bid in December of 2018 or January of 2019.

The specifications were re-advertised three times in the Great Falls Tribune. Two bids were received on January 16, 2019 ranging from \$557,289.00 to \$672,580.00. United Materials, submitted the low bid.

Conclusion:

City staff recommends awarding the contract to United Materials of Great Falls Inc., in the amount of \$557,289.00.

Fiscal Impact:

The attached bid tabulation summarizes bids that were received. City Improvements other than Buildings and BaRSAA Fuel Tax revenues are programmed to fund this project.

Alternatives:

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project.

Concurrences:

City Engineering staff, City Street Division and Utilities recommends award of the bid.

Attachments/Exhibits:

1. Bid tabulation is attached.

CITY OF GREAT FALLS
 P.O. BOX 5021
 GREAT FALLS, MT 59403

BID TABULATION SUMMARY
 Encino Drive / Grande Vista 2 Street Repairs Phase 1
 O.F. 1679.7

Project Number 1697.7
 Bids Taken at Civic Center
 Date: January 16, 2019
 Tabulated By: Russell Brewer

	Name & Address of Bidder	Acknowledge Addendum #1	Acknowledge Addendum #2	10% Bid Security	Affidavit of Non-Collusion	Certificate of Non-Segregated Facilities	Certificate of Compliance with Insurance Req.	Total Bid
1	United Materials, Inc. P.O. Box 1690 Great Falls, MT 59403	Yes	N/A	Yes		Yes	Yes	\$557,289.00
2	MRTE,INC. P.O. Box 538 Black Eagle MT, 59414	Yes	N/A	Yes		Yes	Yes	\$672,580.00
3								
4								
5								
6								
7								
8								
9								
10	Engineer's Estimate							\$817,210.53



Item: Construction Final Payment: Miscellaneous Drainage Improvements NW Side Alleys Phase 2 Project, Office File 1666.8.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Approve Final Pay Request.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (approve/not approve) Final Payment for the Miscellaneous Drainage Improvements NW Side Alleys Phase 2, in the amount of \$6,257.96 to Geranios Enterprises, Inc., and \$63.21 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments."

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

Staff Recommendation: Approve Final Payment.

Summary:

City staff has verified that Geranios Enterprises, Inc., has completed the construction for the Miscellaneous Drainage Improvements NW Side Alleys Phase 2 project in accordance with the plans and contract documents. The contractor has completed the punch list items and is requesting final payment. The project was completed within the approved contract time of forty-five (45) calendar days.

Background:

Workload Impacts:

Design phase engineering and plans and specifications were completed by the City Engineering staff with assistance from City Street Division and Utilities. City Engineering staff provided construction phase engineering services and project inspection.

Purpose:

This project was initiated to reduce storm water ponding issues along 3rd Alley Northwest and 5th Alley Northwest between Vaughn Road and 15th Street Northwest. Flat grades and low areas in the alley created ponding issues throughout the alley.

Project Work Scope:

Work performed under this contract included the following items; approximately 550-feet of 12-inch SDR 35 PVC storm pipe; 114 lineal feet of integral concrete curb and gutter; three 24-inch storm drain riser inlets; Type I Curb Inlet with concrete apron; two 5 foot diameter manholes; 200 square feet of 6-inch reinforced concrete; 1,100 square yards of separation geotextile; and 1,100 square feet of sod.

Final Payment:

The original contract was awarded on August 7, 2018 in the amount of \$132,658.80. The final project cost is \$126,422.99 which is \$6,235.81 less than the amount that was originally awarded and approved.

Conclusion:

City staff recommends making the Final Payment. City staff has verified that Geranios Enterprises, Inc. has completed all work and punch list items in accordance with the plans and contract. The two year warranty period started at the time of substantial completion which was November 30, 2018.

Fiscal Impact:

City Storm Drain funding and City Street funding were used to fund this project.

Concurrences:

City Engineering staff, City Street Division, and Utilities recommend approval of the final payment

Attachments/Exhibits:

1. Final Payment Documents.

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1666.8, Misc. Drainage Improvements NW Side Alleys Phase 2

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 01/24/2018

CONTRACTOR:	PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE		
			NO. 1	NO. 2	NO. 3	NO. 4	NO. 5					
Geranios Enterprises	<i>Improvements other than Buildings</i>	2520-31-531-49310		\$16,092.76	\$10,793.85				\$29,700.00	\$26,886.61	\$2,813.39	
			<i>Storm Drain</i>	5315-31-575-49310	\$55,068.80	\$36,945.42	\$6,257.96	\$0.00	\$0.00	\$101,632.21	\$98,272.18	\$3,360.03
			DATE	11/15/2018	\$71,161.56	\$47,739.27	\$6,257.96	\$0.00	\$0.00	\$131,332.21	\$125,158.79	\$6,173.42

CONTRACTOR:	PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE		
			NO. 1	NO. 2	NO. 3	NO. 4	NO. 5					
MT. DEPT. OF REV. 1%	<i>Improvements other than Buildings</i>	2520-31-531-49310		\$162.55	\$109.02				\$300.00	\$271.57	\$28.43	
			<i>Storm Drain</i>	5315-31-575-49310	\$556.25	\$373.19	\$63.21	\$0.00	\$0.00	\$1,026.59	\$992.65	\$33.94
			DATE	11/15/2018	\$718.80	\$482.21	\$63.21	\$0.00	\$0.00	\$1,326.59	\$1,264.22	\$62.37

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE			
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5						
MISCELLANEOUS	<i>Improvements other than Buildings</i>	2520-31-531-43590						\$0.00	\$0.00	\$0.00		
			<i>Storm Drain</i>	5315-31-575-49310	\$99.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$99.50	\$4,900.50
			DATE	08/01/18	\$99.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$99.50	\$4,900.50
	VENDOR		Tribune									

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW391804					
	2520-31-531-49310	<i>Improvements other</i>	\$30,000.00	\$27,158.19	\$2,841.81
	5315-31-575-49310	<i>Storm Drain</i>	\$102,658.80	\$99,264.83	\$3,393.97
	5315-31-575-49310	<i>Storm Drain</i>	\$5,000.00	\$99.50	\$4,900.50
	TOTALS		\$137,658.80	\$126,522.51	\$11,136.29

Project Totals \$137,658.80 \$126,522.51 \$11,136.29



Geranios Enterprises, Inc.

P.O. Box 2543, Great Falls, MT 59403
Phone 406-727-3430 Fax 406-727-3435

Construction • Design • Management An 8(a) - Minority Woman Owned DBE Corporation

Invoice

Invoice#: Retention
Date: 12/31/2018

Billed To: City of Great Falls
PO Box 5021
Great Falls MT 59403-5021

Project Number: 18-044-00
Project Name: MISC DRAINAGE NW SIC

Contract Number: O.F. 1666.8

Accounting Document Number:

Due Upon Receipt

Description	Amount
-------------	--------

Inv 12-30-18 Retention Due

6,321.17

63.21

STATE OF MONTANA 190

TOTAL TO CONTRACTOR

A service charge of 1.5% per month will be charged on all amounts overdue on regular statement dates.

Amount Due 6,321.17

If you are paying by credit card, a 4.5% Administration Fee will be added to the amount due.

6,257.96

Thank you for your prompt payment!

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1666.8, Misc. Drainage Improvements NW Side Alleys Phase 2

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 01/24/2018

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: Geranios Enterprises	Improvements other than Buildings 2520-31-531-49310								
			\$16,092.76	\$10,793.85			\$29,700.00	\$26,886.61	\$2,813.39
Storm Drain 5315-31-575-49310	Storm Drain		\$55,068.80	\$36,945.42	\$6,257.96		\$101,632.21	\$98,272.18	\$3,360.03
			\$71,161.56	\$47,739.27	\$6,257.96	\$0.00	\$131,332.21	\$125,158.79	\$6,173.42
			DATE 11/15/2018						

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE	
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5				
MT. DEPT. OF REV. 1%	Improvements other than Buildings 2520-31-531-49310			\$162.55	\$109.02			\$300.00	\$271.57	\$28.43
Storm Drain 5315-31-575-49310	Storm Drain		\$556.25	\$373.19	\$63.21		\$1,026.59	\$992.65	\$33.94	
			\$718.80	\$482.71	\$63.21	\$0.00	\$1,326.59	\$1,264.22	\$62.37	
			DATE 11/15/2018							

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE	
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5				
MISCELLANEOUS	Improvements other than Buildings 2520-31-531-43590							\$0.00	\$0.00	\$0.00
Storm Drain 5315-31-575-49310	Storm Drain		\$99.50	\$0.00	\$0.00	\$0.00	\$5,000.00	\$99.50	\$4,900.50	
			\$99.50	\$0.00	\$0.00	\$0.00	\$5,000.00	\$99.50	\$4,900.50	
			DATE 08/01/18							
	VENDOR		Tribune							

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW391804	2520-31-531-49310	Improvements other	\$30,000.00	\$27,158.19	\$2,841.81
	5315-31-575-49310	Storm Drain	\$102,658.80	\$99,264.83	\$3,393.97
	5315-31-575-49310	Storm Drain	\$5,000.00	\$99.50	\$4,900.50
	TOTALS		\$137,658.80	\$126,522.51	\$11,136.29

Project Totals \$137,658.80 \$126,522.51 \$11,136.29



Geranios Enterprises, Inc.

P.O. Box 2543, Great Falls, MT 59403
Phone 406-727-3430 Fax 406-727-3435

Construction • Design • Management • Air • Pollution • Minority Woman Owned • DBE Corporation

Invoice

Invoice#: Retention
Date: 12/31/2018

Billed To: City of Great Falls
PO Box 5021
Great Falls MT 59403-5021

Project Number: 18-044-00
Project Name: MISC DRAINAGE NW SIL

Contract Number: O.F. 1666.8

Accounting Document Number:

Due Upon Receipt

Description

Amount

Inv 12-30-18 Retention Due

6,321.17

63.21

STATE OF MONTANA 196

TOTAL TO CONTRACTOR

A service charge of 1.5% per month will be charged on all amounts overdue on regular statement dates.

Amount Due

6,321.17

If you are paying by credit card, a 4.5% Administration Fee will be added to the amount due.

6,257.96

Thank you for your prompt payment!



Item: Final Payment: North East Interceptor Rehabilitation, Office File 1674.3.
From: Engineering Division
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Approve Final Pay Request.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Final Payment for the North East Interceptor Rehabilitation project in the amount of \$67,694.71 to Planned and Engineered Construction (PEC) and \$683.79 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

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

Staff Recommendation:

Approve Final Payment Request.

Summary:

This project is a continuation of an ongoing program to rehabilitate sanitary sewer mains, using trenchless technologies to repair badly deteriorated mains. This phase restored 10,225 linear feet of large diameter sewer main. To put the size of the rehabilitation in perspective, it should be noted that this length is the equivalent of 25 city blocks. The rehabilitated main serves Malmstrom Air Force Base (MAFB) and residential areas on the East side of the City.

Background:

Citizen Participation:

The construction activity had little impact on the citizens of Great Falls. The contractor was required to keep the sewer mains functioning by utilizing bypass pumping. Traffic interruptions were very limited since the majority of main was located along non residential city streets and BNSF owned property.

Workload Impacts:

The Utilities and Engineering Divisions of the City’s Public Works Department completed sewer main inspections that were used to identify and prioritize the mains which needed rehabilitation. The City

Engineering staff designed the project and performed construction inspection and contract administration duties.

Purpose:

This project rehabilitated a large section of the North East Interceptor sewer main. Due to the large volume and velocity of flows experienced in this main, routine inspection was difficult. In 2015-2016 the east end of the main along 10th Avenue North from 38th Street to MAFB was lined to protect/arrest deterioration in the main and manholes caused by the presence of corrosive sewer gases. This project is a continuation of the previous project to rehabilitate the main and prevent further deterioration. Although the sewer mains were functioning, the aged/corroded lines had developed pits, cracks, and holes. These defects can lead to raw sewage leaking into ground water and can also make routine maintenance difficult. In 2016, a section of the North East Interceptor sewer main near Columbia Grain collapsed. This prompted further investigation of the entire North East Interceptor and the scope of rehabilitation was addressed in this project.

By using Cured-in-Place-Pipe (CIPP), the project extended service life and alleviated the issues stated above. Trenchless technology provides the City with a low cost solution that greatly reduces disruption and eliminates utility conflicts.

Project Work Scope:

This project rehabilitated 10,225 linear feet of 18, 24, and 30-inch diameter sewer mains along 12th Avenue North from 15th to 19th Street North. Beginning at 19th Street North, the main continues east on BNSF property paralleling River Drive North and then onto City property paralleling Eagle Falls Golf Course to 38th street. The 36-inch diameter main in 10th Avenue SW at 6th Street SW was also lined.

Evaluation and Selection Process:

Two bids were received for this project, one from Planned and Engineered Construction, Inc. (PEC), and the other from Ric-Man Construction. The bids were opened on January 17, 2018. The two bids provided were \$1,437,010.00 and \$2,359,445.70. PEC submitted the low bid and executed all the necessary bid documents. The City Commission awarded the contract on February 6, 2018.

Final Payment:

The final project cost is \$1,450,070.00. This is \$69,440.00 less than the project amount that was awarded plus Change Order No. 1, which allowed for repair of the 10th Avenue SW Segment. Change Order No.1 for the amount of \$82,500.00 was approved by the City Commission on October 16, 2018 and it brought the total contract amount to \$1,519,510.00. The original project scope was completed under budget by \$69,440.00 due to uncertainty associated with spot repairs, infiltration, and main sizes and lengths. We did not encounter as many of these problems during the project as was expected during design and at the time of bidding.

Conclusion:

City Staff recommends making the final payment. Staff verified that PEC has completed all work and punch list items in accordance with the plans and the contract. The two year warranty period started at the same time as substantial completion which was January 10, 2019.

Fiscal Impact:

Funding for this project is from the Sewer Collection Fund.

Alternatives:

The City Commission could vote to deny Final Payment.

Concurrences:

City Engineering Staff and the City Utilities Division recommend approval of Final Payment.

Attachments/Exhibits:

- Final Invoice-PEC
- Claim Form/ Pay Tracking

PROJECT FUNDING/EXPENDITURE SUMMARY

O.F. 1674.3 - NE Interceptor Rehab

PREPARED BY THE CITY ENGINEERS OFFICE: MLS

DATE:01/10/2019

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: P.E.C	5310-31-565-49310	\$81,675.00					\$81,675.00	\$81,675.00	\$0.00
	5310-31-565-49310		\$642,728.30	\$476,598.37	\$166,872.91	\$67,694.71	\$1,422,639.90	\$1,353,894.29	\$68,745.61
		\$81,675.00	\$642,728.30	\$476,598.37	\$166,872.91	\$67,694.71	\$1,504,314.90	\$1,435,569.29	\$68,745.61
	DATE	10/24/2018	12/4/2018	1/10/2019	1/10/2019	1/10/2019			
									Sub Totals

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
State of MT 1%	5310-31-565-49310	\$825.00					\$825.00	\$825.00	\$0.00
	5310-31-565-49310		\$6,492.21	\$4,814.13	\$1,685.59	\$683.79	\$14,370.10	\$13,675.72	\$694.38
		\$825.00	\$6,492.21	\$4,814.13	\$1,685.59	\$683.79	\$15,195.10	\$14,500.72	\$694.38
	DATE	10/24/2018	12/4/2018	1/10/2019	1/10/2019	1/10/2019			
									Sub Totals

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS								\$0.00	\$0.00
								\$0.00	\$0.00
	DATE								
	VENDOR						\$0.00	\$0.00	\$0.00
									Sub Totals

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW341705					
	5310-31-565-49310		\$1,519,510.00	\$1,450,070.01	\$69,439.99
		TOTALS	\$1,519,510.00	\$1,450,070.01	\$69,439.99

PEC, Inc.

Planned and Engineered Construction, Inc
3400 Centennial Drive
Helena, MT 59601

Telephone 406/447-5050
Fax 406/443-8583
www.pechelena.com

APPLICATION FOR PAYMENT SUMMARY SHEET

Owner: City of Great Falls, MT
 PO Box 5021
 Great Falls, MT 59403


Bill To: City of Great Falls, MT
 PO Box 5021
 Great Falls, MT 59403

Invoice Number: 005
 Invoice Date: 10-Jan-19
 Project Name: NE Interceptor Project
 Contract No:
 Engineer:

Period - From: 10-Jan-19
 Period - To: 10-Jan-19
 PEC Project # C1802
 Contract Completion Date: 10-Jan-19

ITEM	DESCRIPTION	UOM	BID EST.	BID	TOTAL	CURRENT PAY REQUEST		PREVIOUS PAY REQUEST		TOTAL PAY REQUESTS	
			QTY	PRICE	BID EST.	QTY	PRICE	QTY	PRICE	QTY	PRICE
Schedule A											
101	Clean and TV Pipe	LF	5,438	\$10.00	\$54,380.00		\$0.00	5,453.0	\$54,530.00	5,453.0	\$54,530.00
102	Install 24" CIPP	LF	4,720	\$110.00	\$519,200.00		\$0.00	4,735.0	\$520,850.00	4,735.0	\$520,850.00
103	Install 30" CIPP	LF	698	\$130.00	\$90,740.00		\$0.00	696.0	\$90,480.00	696.0	\$90,480.00
104	Install 18" CIPP	LF	20	\$300.00	\$6,000.00		\$0.00	22.0	\$6,600.00	22.0	\$6,600.00
105	Internally Reinstale Laterals	EA	13	\$250.00	\$3,250.00		\$0.00	11.0	\$2,750.00	11.0	\$2,750.00
106	Misc. Work	Unit	1	\$45,000.00	\$45,000.00		\$0.00		\$0.00		\$0.00
107	Mobilization	LS	1	\$37,500.00	\$37,500.00		\$0.00	1.0	\$37,500.00	1.0	\$37,500.00
Schedule B											
201	Clean and TV Pipe	LF	2,455	\$10.00	\$24,550.00		\$0.00	2,457.0	\$24,570.00	2,457.0	\$24,570.00
202	Install 30" CIPP	LF	2,455	\$120.00	\$294,600.00		\$0.00	2,457.0	\$294,840.00	2,457.0	\$294,840.00
203	Internally Reinstale Laterals	EA	5	\$250.00	\$1,250.00		\$0.00	3.0	\$750.00	3.0	\$750.00
204	Misc. Work	Unit	1	\$15,000.00	\$15,000.00		\$0.00		\$0.00		\$0.00
205	Mobilization	LS	1	\$17,500.00	\$17,500.00		\$0.00	1.0	\$17,500.00	1.0	\$17,500.00
Schedule C											
101	Clean and TV Pipe	LF	2,283	\$10.00	\$22,830.00		\$0.00	2,315.0	\$23,150.00	2,315.0	\$23,150.00
103	Install 24" CIPP	LF	390	\$120.00	\$46,800.00		\$0.00	1,883.0	\$225,960.00	1,883.0	\$225,960.00
103	Install 30" CIPP	LF	1,893	\$120.00	\$227,160.00		\$0.00	432.0	\$51,840.00	432.0	\$51,840.00
106	Misc. Work	Unit	1	\$15,000.00	\$15,000.00		\$0.00		\$0.00		\$0.00
107	Mobilization	LS	1	\$16,250.00	\$16,250.00		\$0.00	1.0	\$16,250.00	1.0	\$16,250.00
CO	36" CIPP	LS	1	\$82,500.00	\$82,500.00		\$0.00	1.0	\$82,500.00	1.0	\$82,500.00

		TOTAL INVOICE CLAIM:	\$	-	\$	1,450,070.00	\$	1,450,070.00
		5% LIEN FUNDS RETAINED:	\$	-	\$	68,378.50	\$	68,378.50
		LIEN FUNDS RELEASED:	\$	68,378.50	\$	-	\$	68,378.50
		0% LOCAL STATE TAX:	\$	-	\$	-	\$	-
		LESS PREVIOUS PAYMENTS:	\$	-	\$	1,367,874.58	\$	1,367,874.58
		NET PAYMENT AMOUNT:	\$	68,378.50	\$	13,816.92	\$	82,195.42
		1% MT RECEIPTS TAX (GRT):	\$	683.79	\$	13,816.92	\$	14,500.71
		AMOUNT DUE THIS INVOICE:	\$	67,694.71	\$	0.00	\$	67,694.71
				Total Outstanding Balance		\$	67,694.71	

SUMMARY OF LIEN FUND				APPROVED BY: 	
TOTAL LIEN FUNDS RETAINED:	\$	68,378.50		TITLE	President
TOTAL LIEN FUNDS RELEASED:	\$	68,378.50		DATE	9-Jan-19
LIEN FUNDS REMAINING RETAINED	\$	-			

COMMENTS:



Item: Resolution 10282 Establishing Sanitation Service Collection Rates Effective March 1, 2019.

From: Laura Lynch, Utilities Operations Supervisor

Initiated By: Public Works and Finance

Presented By: Melissa Kinzler, Finance Director & Jim Rearden, Director of Public Works

Action Requested: Conduct Public Hearing on February 5, 2019 to consider increasing residential and commercial service collection rates by 5% as well as creating new rates for duplexes, triplexes, vacant businesses, and dry runs.

Public Hearing:

1. Mayor conducts public hearing, calling three times each for opponents and proponents.
 2. Mayor closes public hearing and asks the will of the Commission.
-

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (adopt/deny) Resolution 10282 Establishing Sanitation Service Collection Rates effective March 1, 2019.”
 2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Summary: In an effort to provide necessary collection and disposal services, as well as fund capital improvements, the Public Works Department Sanitation Division, is seeking a rate increase effective March 1, 2019.

Background: Each year, staff reviews and analyzes the financing needs of the sanitation fund to ensure the City has adequate funding necessary for day to day operations, capital improvements, and emergencies. OCCGF §8.32.350 requires the Commission to adopt a resolution establishing rates to defray the costs of sanitation services for the fiscal year.

Staff proposes adjusting the sanitation rates to adequately provide service while covering the expenses largely due to the increase in operations and equipment costs. It is recommended to increase residential

and commercial service collection rates by 5%. A single family home would increase \$.61 or 5%, from \$12.09 to \$12.70 per month.

Upon review and analysis, staff has observed that the Sanitation Division loses customers to a competitor due to non-competitive rates for duplexes and triplexes and therefore recommends the establishment of rates consistent with single family homes per unit. A duplex would be billed \$25.40 per month, or \$12.70 per unit. A triplex would be billed \$38.10 per month, or \$12.70 per unit.

Staff recommends the establishment of a vacant business rate whereby commercial collection services will be offered once per month at a rate of \$5. Finally, staff recommends establishing a dry run fee for commercial accounts to recoup fees for time and equipment. It incorporates a fee for unsuccessful attempts for container pick-ups or drop-offs due to cars or any other items or materials blocking access to pick-up or drop-off containers, any obstructions out of our control, containers that are too heavy to be removed, locked gates or fences, inaccessible driveways or parking lots, or for any other reasons out of our control which prevent successful pick-ups or drop-offs. This fee covers the driver's pay, fuel, and time for re-routing the driver's planned schedule.

The last residential increase was in December 2017, and the last commercial rate increase was in October 2015.

Fiscal Impact: The increases are necessary to continue to provide required pickup and disposal services as well as fund capital improvements, specifically the replacement and maintenance of the fleet. Moreover, the landfill rate will be \$27.35 in 2019, which represents an increase of 2.65%. Therefore, the rate increase is somewhat in part to help defray landfill costs. Comparisons of current versus proposed rates are attached.

Alternatives: The City Commission could choose to deny Resolution 10282. Doing so will result in reduced funds available to maintain the equipment necessary to operate the sanitation service efficiently.

Attachments/Exhibits:

1. Resolution 10282
2. Current versus proposed service rates
2. Public Notice

RESOLUTION 10282
A RESOLUTION ESTABLISHING RESIDENTIAL AND COMMERCIAL
SANITATION SERVICE COLLECTION RATES EFFECTIVE MARCH 1, 2019

WHEREAS, an annual review is performed of the cost of service for the collection and disposal of solid waste from customers of the City of Great Falls, in accordance with Title 8, Chapter 32, of the Official Code of the City of Great Falls; and

WHEREAS, pursuant to Title 8, Chapter 32, of the Official Code of the City of Great Falls, the City of Great Falls is authorized to regulate the City's sanitation services and to establish all rates, fees and charges; and

WHEREAS, the rate and fee schedules prepared to generate sufficient revenue to pay all costs of the operation and maintenance of existing and proposed services and equipment for providing sanitation services to inhabitants of the City of Great Falls; and

WHEREAS, it is essential to the public health, welfare and safety of the inhabitants of the City of Great Falls to provide an adequate sanitation program and to provide sufficient funding to meet the cost of operation and maintenance; and

WHEREAS, notice having been provided as required by law, the City Commission of the City of Great Falls, conducted a public hearing on Tuesday, February 5, 2019, at the Civic Center, 2 Park Drive South, Commission Chambers Room 206, Great Falls, Montana, at 7:00 p.m., and did consider the cost of operation, maintenance, equipment, facilities and capital improvements for the solid waste collection and disposal system.

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

Basic monthly Sanitation Service Collection Rates are hereby established as follows:

<u>RESIDENTIAL</u>	<u>PROPOSED</u>
Single Family Home	\$12.70
Duplex (\$12.70 per unit)	\$25.40
Triplex (\$12.70 per unit)	\$38.10
Additional 96 Gallon	\$7.20
Senior Citizen	\$8.90
Extra Pickup	
96 Gallon	\$10.00
300 Gallon	\$15.00
plus extra's - per minute	\$5.00

Charges for other commercial pick-up frequencies per week shall be the rate times the number of pickups per week. Large accumulation of material placed for collection may be charged to the customer @ \$5.00 per minute if it takes longer than 2 minutes to load the material.

Special Pickup

Large appliances	\$15.00
Large appliances with Freon	\$50.00 (includes \$35 to remove Freon)

COMMERCIAL

96 Gallon	\$21.25
1.5 yard	\$35.90
2 yard	\$42.90
3 yard	\$61.60
4 yard	\$82.00
6 yard	\$122.00
8 yard	\$162.00
Card Board Recycling	\$15.00
Vacant business **once a month pick-up	\$5.00

DROP BOX (per pick-up)

3 yard construction dumpster (plus rental fees)	\$50.00
20 yard construction dumpster (plus rental fees)	\$285.00
30 yard construction dumpster (plus rental fees)	\$321.00
40 yard construction dumpster (plus rental fees)	\$352.00
30 yard compacted (plus disposal charge)	\$203.00
40 yard compacted (plus disposal charge)	\$203.00
Flat Rate Surcharge (over weight containers)	\$105.00
Dry Run Fee	\$50.00

Per Day Rental Fees \$2.00

Rates do not include the disposal fee as set forth in the Solid Waste Disposal Agreement between the City of Great Falls and Montana Waste Systems. Disposal costs will be assessed by actual weight and volumes in accordance with the agreement.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 5th day of February, 2019.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

RESOLUTION 10282
RESIDENTIAL AND COMMERCIAL SANITATION COLLECTION RATES
CURRENT VS PROPOSED RATES

<u>RESIDENTIAL</u>	<u>CURRENT</u>	<u>PROPOSED</u>	
per month			
Single Family Home	12.09	12.70	
Duplex (\$12.70 per unit)		25.40	<i>New Rate</i>
Tri-plex (\$12.70 per unit)		38.10	<i>New Rate</i>
Additional 96 Gallon	6.86	7.20	
Senior Citizen	8.41	8.90	
Extra Pickup			
96 Gallon	6.86	10.00	
300 Gallon	9.82	15.00	
plus extra's - per minute	5.00	5.00	<i>no change</i>
<i>Charges for other commercial pick-up frequencies per week shall be the rate times the number of pick-ups per week. Large accumulation of material placed for collection may be charged to the customer @ \$5.00 per minute if it takes longer than 2 minutes to load the material.</i>			
Special Pickup			
Large appliances	10.00	15.00	
Large appliances-with Freon (**\$35.00 to remove freon)	45.00	50.00	
COMMERCIAL			
per month			
96 Gallon	21.25	21.25	<i>no change</i>
1.5 yard	34.19	35.90	
2 yard	40.89	42.90	
3 yard	58.67	61.60	
4 yard	78.08	82.00	
6 yard	116.22	122.00	
8 yard	154.35	162.00	
Card Board Recycling	15.00	15.00	<i>no change</i>
Vacant business **once a month pick-up		5.00	<i>New Rate</i>
DROP BOX			
per pick-up			
3 yard construction dumpster (plus rental fees)	48.00	50.00	
20 yard construction dumpster (plus rental fees)	285.00	285.00	<i>no change</i>
30 yard construction dumpster (plus rental fees)	321.00	321.00	<i>no change</i>
40 yard construction dumpster (plus rental fees)	352.00	352.00	<i>no change</i>
30 yard compacted (plus disposal charge)	203.00	203.00	<i>no change</i>
40 yard compacted (plus disposal charge)	203.00	203.00	<i>no change</i>
Flat Rate Surcharge (over weight containers)	105.00	105.00	<i>no change</i>
Dry Run Fee		50.00	<i>NEW RATE</i>
Per Day Rental Fees	2.00	2.00	<i>no change</i>

Rates do not include the disposal fee as set forth in the Solid Waste Disposal Agreement between the City of Great Falls and Montana Waste Systems. Disposal costs will be assessed by actual weight and volumes in accordance with the agreement.

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution 10282 – A Resolution to Establish Rates in Accordance with Title 8, Chapter 32 of the Official Code of the City of Great Falls (OCCGF), for the Collection and Disposal of Solid Waste Collected from Customers of the City of Great Falls effective March 1, 2019 - will be brought before the Great Falls City Commission for Public Hearing in the Commission Chambers Room 206, Civic Center, 2 Park Drive South, Great Falls, Montana, on Tuesday, February 5, 2019, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10282 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication dates: 1/27/19 and 2/3/19



Item: Memorandum of Understanding between IAFF Local #8 and the City of Great Falls, pertaining to Employment Commitment – Paramedic Training Program.

From: Greg Doyon - City Manager

Initiated By: City Manager's Office/IAFF Local #8

Presented By: Steve Hester, Fire Chief

Action Requested: Approval of Memorandum of Understanding (MOU) – Employee Commitment-Paramedic Training Program.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) the MOU “Employee Commitment-Paramedic Training Program” between the City of Great Falls and the IAFF Local #8, and authorize the City Manager to execute the agreement.”

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 Memorandum of Understanding between the City of Great Falls and the IAFF Local #8.

Summary: Each GFFR Paramedic Student signed a commitment letter to provide at least 60 months of service to the Citizens of Great Falls upon completion of the MSU-College of Technology condensed Paramedic course.

Background: The MSU-College of Great Falls has established an accredited course for the purpose of attaining the level of Paramedic with the National Registry of Emergency Medical Technicians. This condensed course was developed to address the shortage of Paramedics employed by the City of Great Falls Fire Department. The City of Great Falls will pay the tuition of all employees that have been selected for enrollment. Since there were more GFFR staff interested in participating than the course could handle, an interview process was conducted to select staff for the course. When the City Fire Department began providing advanced life support the City had offered 3 separate condensed courses.

The City would like to enter into an employment arrangement with the GFFR students to secure future employment as a paramedic with the City of Great Falls. The City is requesting the Employee commit to 60 months of employment after successful completion of the course. If the Employee does not fulfill

the required 60 months of employment, the Employee must reimburse the City based on payment structure set forth in the Employment Contract. The amount due to the Employer under the terms of the agreement is intended to recoup Employer's monetary loss because of the premature separation of the Employee's employment and takes into account the derived benefit to the Community.

Fiscal Impact:

There is no fiscal impact to the City of Great Falls a result of accepting the student contract MOU.

Alternatives:

Reject and have no financial reimbursement to the City of Great Falls if employee leaves prior to 60 months of service as a Paramedic in service to the community.

Concurrences:

IAFF Local #8 members voted to accept the MOU. Collective Bargaining Agreement ratified by the Commission on August 15, 2017 (Item 14), and Addendum #1 ratified by the Commission on November 20, 2018 (Item 12).

Attachments/Exhibits: Memorandum of Understanding between IAFF and City

**Memorandum of Understanding
between
IAFF, Local 8 and the City of Great Falls**

Employment Commitment – Paramedic Training Program

Purpose:

To have employees that have obtained enrollment in the Employer sponsored National Registry of Emergency Medical Technicians’ Paramedic License enter an employment contract with the City of Great Falls.

Background:

The City of Great Falls has established a National Registry of Emergency Medical Technicians’ Paramedic License course and will be paying full tuition to all employees that have obtained enrollment of the course. This is the fourth class that the City has offered to the Employees of the Fire Department. The City would like to enter into an employment arrangement with the students to secure future employment as a paramedic with the City of Great Falls. The City is requesting the Employee commit to 60 months of employment after successful completion of the course. If the Employee does not fulfill the required 60 months of employment the Employee must reimburse the City based on payment structure set forth in the Employment Contract. The amount due to the Employer under the terms of the Agreement is intended to recoup Employer’s loss as a result of the premature termination of the Employee’s employment and takes into account the derived benefit to the Employer.

Language:

**Great Falls Fire Rescue
Paramedic Training Program**

This Agreement is dated ___ December 2018 and is made between:

(Name of Employee), Great Falls Fire Rescue Employee

And

City of Great Falls, Employer

Whereas:

- A. The Employee is employed by the Employer as a Great Falls Firefighter; and
- B. The Employee has obtained enrollment in a course of study leading to the award of a National Registry of Emergency Medical Technicians' Paramedic License.

It is hereby agreed and declared that:

- 1) In consideration of the Employer agreeing to pay the tuition and costs of the subject course which are set out in Great Falls College M.S.U. Paramedic Certification totaling \$10,000, the Employee agrees to reimburse Employer said tuition and costs, upon Employer's written request, if:
 - i) Employee separates from employment voluntarily either prior to completion of the subject course or within sixty (60) months after completion of the subject course.
- 2) The repayment obligations set forth in this Agreement will not apply if:
 - i) the Employee becomes medically retired as a result of a line of duty cause, or
 - ii) the Employee successfully appeals to the Department Head and City Manager and obtains a waiver of the repayment based upon unforeseen hardships.
- 3) Pursuant to § 1(i) of this agreement, the amount which would otherwise be due to the Employer shall be reduced by 1.6% per month or approximately 20% annually as shown below:
 - i) After twelve (12) months of service, \$8000 shall be owed to Employer;
 - ii) After twenty-four (24) months of service, \$6000 shall be owed to Employer;
 - iii) After thirty-six (36) months of service, \$4000 shall be owed to Employer; or
 - iv) After forty-eight (48) months of service, \$2000 shall owed to Employer.
- 4) The amount due to the Employer under the terms of this Agreement is intended to recoup Employer's loss as a result of the premature termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his employment.
- 5) The Employee agrees that the amounts owed to the Employer under the terms of this Agreement may be recouped by the following methods:
 - i) Withholding the balance from the Employee's final pay check, unless such withholding would result in the Employee's compensation falling below the federal minimum wage rate for any given work week in the final pay period;
 - ii) Employee providing cash or certified check payment in satisfaction of the outstanding balance;
 - iii) Employee providing payments pursuant to a written payment plan; or
 - iv) Any mutually agreed upon combination of the above listed methods.
- 6) Employee acknowledges that failure to fully reimburse Employer pursuant to the provisions of this agreement may result in Employer assigning any outstanding balance for collection purposes, or the Employer may seek judgement for the outstanding balance.

SIGNED:

.....

[Employee Name]

SIGNED:

.....

[Fire Chief / GFFR]

This Agreement must be signed by both parties prior to the commencement of the Course.

Signed: _____ Date: _____

Printed Name: _____

The remainder of the Collective Bargaining Agreement is not affected by this changed language and remains in effect.

AGREED TO AND DATED THIS ___ DAY OF December, 2018.

FOR THE CITY OF GREAT FALLS:

FOR THE UNION, IAFF, LOCAL 8:

Gregory T. Doyon, City Manager

David Van Son, IAFF Local 8 Union President



Item: Ordinance 3185, “An Ordinance Amending Title 2, Chapter 9, Establishing Sections 010-040 of the Official Code of the City of Great Falls (OCCGF), Pertaining to The Board of Appeals.”

From: Legal Department

Initiated By: Legal Department

Presented By: Joseph Cik, Assistant City Attorney

Action Requested: Accept Ordinance 3185 on first reading and set second reading for February 19, 2019.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission accept/not accept Ordinance 3185 on first reading, and set/not set second reading for February 19, 2019.”

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

Staff Recommendation:

Staff recommends that the Commission accept Ordinance 3185 on first reading and set second reading for February 19, 2019.

Background:

City Staff is continuing a comprehensive Official Code of the City of Great Falls (OCCGF) revision process. Additionally, Staff has begun several policy updates including land development policy and finance.

As part of that process the City Commission adopted the City of Great Falls Community Development Block Grant (CDBG) Policies on April 17, 2018. One of the purposes of that policy was to remove the City Commission from the appeal process for CDBG allocations. Allocations are now made administratively based on Staff evaluation.

The Ordinance under consideration would amend OCCGF Title 2, Chapter 9, adding Sections 010-040 to reestablish the Great Falls Board of Appeals. Historically, the Board of Adjustment has been also identified as the Board of Appeals, OCCGF 1.2.010.A. If Ordinance 3185 is approved, the Board of Appeals membership would be that of the Board of Adjustment. If the Ordinance is adopted, the Board of Appeals would be the deciding body for administrative decision appeals specifically identified by

City Ordinance, Commission resolution, or the OCCGF. Appeals from the Board of Appeals, would be filed with a court of competent jurisdiction under Title 17, Chapter 16, Article 34, like Title 17 appeals from the Board of Adjustment.

Resolution 10283, which will later be presented for Commission consideration, if adopted will designate the Board of Appeals as the deciding body for CDBG allocations. This update will be consistent with the Commission's CDBG policies and would help eliminate any potential conflicts of interest in the future.

The Ordinance under consideration was presented to the Great Falls Board of Adjustment on January 10, 2019 for recommendation. The Board of Adjustment voted unanimously recommending that the Commission adopt Ord. 3185

Ord. 3185 Exhibit "A" is a document illustrating the provisions that will replace the current OCCGF Title 2 with added language in **bold** and deleted language in strikethrough. Exhibit "B", attached to this agenda report, illustrates the proposed Code in clean format.

Alternatives:

The Commission may choose not to accept Ordinance 3185 and not set second reading. The Commission may also table action on the item to a date certain to provide additional suggested revisions.

Concurrences:

City Manager's Office
Planning and Community Development

Attachments/Exhibits:

Ordinance 3185, Ord. 3185 Exhibit "A", and Ord. 3185 Exhibit "B".

ORDINANCE 3185

AN ORDINANCE AMENDING TITLE 2, CHAPTER 9, ESTABLISHING SECTIONS 010-040, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO THE BOARD OF APPEALS

* * * * *

WHEREAS, the City Commission established Title 2 of the OCCGF outlining provisions pertaining to Administration and Personnel; and

WHEREAS, OCCGF Title 2, Chapter 9 pertaining to the Great Falls Board of Adjustment had previously been repealed; and

WHEREAS, the City Commission wishes to establish a Board of Appeals consisting of the membership of the Great Falls Board of Adjustment; and

WHEREAS, the City Commission wishes to establish the Board of Appeals to hear and decide appeals where it is the specifically identified body to do so by City Ordinance, Commission resolution, or the OCCGF; and

WHEREAS, the Great Falls Board of Adjustment recommended that the City Commission adopt Ordinance 3185 at its annual meeting on January 10, 2019.

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

Section 1. OCCGF Title 2, Chapter 9, is hereby 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 ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading February 5, 2019.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading February 19, 2019.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Darcy Dea, Deputy City Clerk

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Darcy Dea, Deputy City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3185 on the Great Falls Civic Center posting board and the Great Falls City website.

Darcy Dea, Deputy City Clerk

(CITY SEAL)

Exhibit "A"

Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 9 BOARD OF ADJUSTMENT APPEALS

Chapter 9 BOARD OF ADJUSTMENT APPEALS

Sections:

~~Repealed.~~

~~(Ord. 3169, 2017). See Title 17. Board of Adjustment.~~

2.9.010 Creation.

2.9.020 Membership.

2.9.030 Purpose and Duties.

2.9.040 Meetings, Authority, Powers and Procedures.

2.9.010 Creation.

There is created a Board of Appeals, which may be referred to in the Official Code of the City of Great Falls (OCCGF), as the Board of Appeals or Board of Adjustment/Appeals.

2.9.020 Composition and Appointment of Members.

The membership, terms of appointment, officers, and other membership conditions of the Board of Appeals shall be those applicable to the Board of Adjustment, as identified in OCCGF Title 17.

2.9.030 Purpose and Duties.

- A. The Board of Appeals shall hear and decide appeals where it is specifically identified as the body to hear and decide appeals by:
 - 1. City Ordinance;
 - 2. Commission resolution; or
 - 3. the OCCGF.

2.9.040 Meetings, Authority, Powers and Procedures.

All provisions of Title 17, Chapter 12, Article 5, except as may be set forth in OCCGF Title 17, shall apply to the meetings, authority, general powers, and procedures of the Board of Appeals.

(Ord. 3185, 2019)

Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 9 BOARD OF APPEALS

Chapter 9 BOARD OF APPEALS

Sections:

2.9.010 Creation.

2.9.020 Membership.

2.9.030 Purpose and Duties.

2.9.040 Meetings, Authority, Powers and Procedures.

2.9.010 Creation.

There is created a Board of Appeals, which may be referred to in the Official Code of the City of Great Falls (OCCGF), as the Board of Appeals or Board of Adjustment/Appeals.

2.9.020 Composition and Appointment of Members.

The membership, terms of appointment, officers, and other membership conditions of the Board of Appeals shall be those applicable to the Board of Adjustment, as identified in OCCGF Title 17.

2.9.030 Purpose and Duties.

- A. The Board of Appeals shall hear and decide appeals where it is specifically identified as the body to hear and decide appeals by:
 - 1. City Ordinance;
 - 2. Commission resolution; or
 - 3. the OCCGF.

2.9.040 Meetings, Authority, Powers and Procedures.

All provisions of Title 17, Chapter 12, Article 5, except as may be set forth in OCCGF Title 17, shall apply to the meetings, authority, general powers, and procedures of the Board of Appeals.



Item: Ordinance 3199, “An Ordinance Amending Title 6, Chapter 1, Section 090, of The Official Code of The City of Great Falls (OCCGF), Pertaining to Multi-Animal Permit/Multiple Animal Hobby Breeder Permit.

From: Legal Department

Initiated By: Legal Department

Presented By: Joseph Cik, Assistant City Attorney

Action Requested: Accept Ordinance 3199 on first reading and set second reading February 19, 2019.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission accept/not accept Ordinance 3199 on first reading and set/not set second reading for February 19, 2019.”

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

Staff Recommendation:

Accept Ordinance 3199 on first reading and set second reading for February 19, 2019.

Background:

In 2017, the Commission adopted Ordinance 3160 which repealed and replaced OCCGF Title 6, the Great Falls Animal Code, in its entirety. Ordinance 3160 established OCCGF §6.1.090 which provides criteria for the issuance of multi-animal permits. Recently, staff realized an error exists with the language of OCCGF §6.1.090(A). The language should require all animals subject to a multi-animal permit to be licensed and collared or microchipped.

The Ordinance under consideration will correct this error to be consistent with policy and the intent of the subject code provision. If adopted, the Ordinance under consideration will amend the code provisions to read, “All dogs and cats must be registered and collared or Microchipped.” Ord. 3199 Exhibit “A” is a document illustrating the proposed amendments with added language in **bold** and deleted language in ~~striketrough~~.

Alternatives:

The Commission could not accept the Ordinance on first reading and not set second reading. The Commission could also table the item to a date certain to provide additional suggested amendments.

Concurrences:

City Clerk's Office
Great Falls Animal Shelter

Attachments/Exhibits:

Ord. 3199
Ord. 3199 Exhibit "A"

ORDINANCE 3199

AN ORDINANCE AMENDING TITLE 6, CHAPTER 1, SECTION 090, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO MULTI-ANIMAL PERMIT/ MULTIPLE ANIMAL HOBBY BREEDER PERMIT.

* * * * *

WHEREAS, the City Commission established Title 6, Chapter 1, of the OCCGF outlining provisions pertaining to Animals; and

WHEREAS, the City Commission established the criteria for the issuance of Multi-animal and multiple animal hobby breeder permits in Section 090; and

WHEREAS, a correction is required to clarify that all animals subject to the issuance of such a permit must be registered with the Great Falls Animal Shelter; and

WHEREAS, the City Commission wishes to make said correction to clarify said criteria.

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

Section 1. OCCGF Title 1, Chapter 6, Section 090 shall be amended as depicted in Exhibit "A" attached hereto, with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 2. This Ordinance will become effective thirty (30) days after adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading February 5, 2019.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading February 19, 2019.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Darcy Dea, Deputy City Clerk

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Darcy Dea, Deputy City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3199 on the Great Falls Civic Center posting board and the Great Falls City website.

Darcy Dea, Deputy City Clerk

(CITY SEAL)

Exhibit "A"

Title 6 - ANIMALS

Chapter 1 ANIMALS

Chapter 1 ANIMALS

6.1.090 Multiple-animal permit/multiple animal hobby breeder permit.

A Multiple Animal Permit is required for any person, family, or household owning or harboring any more than the number of domestic dogs and cats permitted by Section 6.1.060 for more than thirty (30) days. A Multiple Animal Hobby Breeder Permit is required for any person, family, or household owning or harboring any more than the number of dogs and cats permitted by Section 6.1.060 who intends to breed their animals. The holder of a regular Multiple Animal Permit or a person holding no Multiple Animal Permit must apply for a Multiple Animal Hobby Breeder Permit within ten (10) days of the birth of a litter. Application for these permits shall be made with the Animal Shelter. The intended facilities are subject to inspection by an Animal Control Officer. The permit shall be issued upon the following conditions:

- A. All dogs and cats must be registered, **and** collared, or Microchipped;
- B. There must be adequate shelter and secure enclosure for animals on the premises;
- C. The owner uses suitable means of cleaning and/or disposing of animal excrement so that it does not become a nuisance or a health hazard;
- D. That in the investigating Animal Control Officer's opinion, the animals receive proper care, food, water, shelter, and humane treatment;
- E. Cat Hobby Breeders are allowed to have a maximum of four (4) litters per year. Other than any animals intended to be kept as pets by the breeder, kittens must be sold or given away within four (4) months of birth. Dog Hobby Breeders are allowed to have maximum of two (2) litters per year, and other than any animals intended to be kept as pets by the breeder, puppies must be removed within four (4) months.
- F. For a Hobby Breeder Permit, the puppies and kittens can only be sold, given as a gift or other transfer or conveyance from the location listed on the Hobby Breeder Permit.
- G. The Hobby Breeder Permit shall list the maximum number of animals over the age of four (4) months allowed on the premises and if the holder of the permit exceeds that number, it shall be grounds for revocation of all permits for that location.
- H. Animal Control Officers shall contact the persons residing in the adjoining premises to inquire their opinion regarding the application. The investigating Animal Control Officer shall consider this information in making their recommendation regarding the application; however, this information is not dispositive, only a factor in consideration of approval.
- I. The Animal Shelter shall approve or deny the application based on the information submitted by the applicant and on the recommendation of the investigating officer. The Animal Shelter may issue a conditional permit, but must state the permit conditions on the document and ensure that the applicant is advised of the conditions;
- J. After receiving notification of the Animal Control Officer's approval, the applicant must pay the Animal Shelter an application fee which shall be established by resolution of the City Commission;
- K. All premises for which a multiple animal permit is issued may be subject to annual inspections by the Animal Control Officer. The inspections may also be instigated if a complaint is filed. The

Exhibit "A"

Title 6 - ANIMALS

Chapter 1 ANIMALS

Animal Control Officer, on determining that such premises are not being maintained or the conditions of the permit are not met, may recommend a revocation or denial of the permit, if it is deemed necessary. The permittee shall be given a thirty-day written notice of the Animal Control Officer's recommendation, revocation, or denial;

- L. A permit authorized by the Animal Shelter must contain the following information:
 - 1. Name and address of the person to whom the permit is granted;
 - 2. The number of domestic dogs or cats for which the permit is granted;
 - 3. Any special conditions required by the Animal Control Officer;
 - 4. A Hobby Breeder Permit must state whether it is for dogs or cats or both; and
 - 5. Identifying information for the domestic dogs or cats for which the permit is granted.
- M. If the holder of a Multiple-Animal permit or a Multiple Animal Hobby Breeder permit moves, he or she must provide written notice of their new address if it is within the city limits of Great Falls within thirty (30) days of moving. The Animal Shelter will then conduct an inspection and take appropriate action under this section based on any changes at the permit holder's new residence, including but not limited to amending or revoking the Multiple Animal Permit.
- N. Upon denial, amendment, or revocation of a Multiple Animal Permit, the applicant/permittee shall be given written notice of the Animal Control Officer's recommendation and the appeal procedure.
- O. The applicant or permittee may appeal the denial or revocation of a permit by filing a written request for reconsideration with the Deputy City Manager. The written appeal must state the applicant's name and address and should clearly outline the applicant's rebuttal to the reason(s) stated for denial and should include any additional information which may be pertinent to the applicant's request for a permit. The appeal shall be heard by the Deputy City Manager. The applicant or permittee may appeal an affirmation of the denial of a permit to the City Manager in the same manner as the appeal to the Deputy City Manager. Finally, the applicant or permittee may appeal an affirmation of denial by the City Manager to the City Commission by filing an appropriate written request, which shall review the application in a public meeting and uphold, reverse, or revise the decision on the application. The applicant or permittee shall have the burden of proving by clear and convincing evidence he or she is entitled to a permit.

(Ord. 3199, 2019; Ord. 3160, 2017).

ORO 3199
020519.19

25 January 2019

Sara Williams
206 14th Ave S
Great Falls, MT 59405

RECEIVED

JAN 28 2019

CITY CLERK

Mayor Bob Kelly
P.O. Box 5021
Great Falls, MT 59403

Dear Mayor Kelly,

I am writing concerning the city's animal ordinance regarding dangerous and/or vicious dog(s) and nuisance barking. My family's puppy was killed by a neighbor's dog last fall. Over these past four months I have reached out to the Great Falls Police Department and the City Attorney's Office for assistance. Lt Malhum has assured me this case will be used as a training opportunity and Mr. Anthon has offered that the government cannot solve everyone's problems. I believe a dog who has attacked two dogs prior to killing our family pet should at the very least have a hearing for determination of being a potentially dangerous, dangerous, or vicious dog. Instead, despite the ongoing loud harking and fence fighting, the irresponsible dog owners were granted a multiple animal permit to get up to six animals (they already have 3 dogs). I am sharing my experience and ask you to please strengthen the animal ordinance to improve public safety and to show how the current animal ordinance impacts the citizens of Great Falls, MT.

My puppy was killed by a neighbor's dog on 24 September 2018. I was home and a neighbor witnessed my next door neighbor's dog pull my puppy under the chain link fence. By the time I got outside the neighbor's two German Shepard mix dogs pulled and played tug of war with my puppy as it cried and it died as a result of this act. I filed a complaint with Animal Control (Case #PD-18-13647). On this same day, the animal control officer was informed by the witness this same dog had jumped over their shared fence and bitten her sheepdog about a year ago. On this same day, the animal control officer was also informed by this witness she saw this same dog attack the owner's small dog viciously and it required immediate vet treatment (this attack occurred years prior). The animal control officer did not believe the witness saw the German Shepherd pull my puppy under the fence due to the distancc, but did not take a picture to support her position. I was informed there was no probable cause and two previous attacks would not be used against the dog or it's owners because it was not reported at the time. I hope you can appreciate the frustration felt by myself and the witness how this dog can be allowed to continue it's dangerous behavior with no restrictions or citation for the owners. As a result, I purchased security

cameras that capture sound to show how loudly these dogs bark next to my child's and my bedrooms, I explained the fear and impact this had on my child, and how we cannot enjoy our backyard. The animal control officer and supervisor did not contact me to explain the decision, to address my written nuisance barking complaints or the dog trying to jump over the shared fence to get at me and my remaining two dogs. I asked for help loading the videos to submit for evidence, I was told if I couldn't figure it out to submit written logs. Once I figured out how to record the information to a drive I submitted it to the GFPD, but animal control did not contact me. I repeatedly tried to contact the supervisor, he did not contact me. I contacted KRTV Shannon Newth and they spoke to her, but not to me. I finally wrote the City Attorney's office again asking for help and answers. The case was reopened, but the decisions that were made by the animal control officer were upheld and no relief was provided. I filed a complaint against the animal control officer and the supervisor. Lt Mahlum explained the case was reopened which is not something they normally do and the animal control officer would write a follow up report. During this time I realized animal control wasn't going to respond to my complaints and we didn't feel safe anymore so I made the difficult decision to put our home up for sale. I hope you can understand what a difficult decision it is to move because we weren't getting relief, being ignored, feeling unsafe and it has taken a large toll on my family both financially and emotionally.

As a result of my complaint, I received answers from the animal control officer in a follow up report three months later. In this report the officer included how the attacking dog's owners confirmed their dog had attacked two dogs prior before killing my puppy. The officer explained the owners did not purposely or knowingly leave their dogs outside with the intent of this happening. The officer left out negligently. Why would you leave a dog outside all day with no one being home if your dog has attacked two times prior? The dog owners never warned me their dogs were dog aggressive and have attacked. Dogs dig, jump, bark and leaving them outside shows no responsibility for the safety of the dogs or the public especially if one has repeatedly attacked. If I would have known of the danger, I would have put the lumber and rebar at the base of my fence as a preventive measure not a reactionary one. Also, now that this dog has attacked three dogs and the owners still don't even bother to put up a Beware of Dog sign nor does the City require them to.

To add insult, the animal control officer described in the follow up report how on the day my puppy was killed, the attacking dog owner was comforted and reassured everything was going to be okay by her coworker/friend police officer all the while I was grieving the death of my puppy at the vet's office. The animal control officer also puts in the report the attacking dog owner described me as mentally unbalanced. My dog was killed by their negligence and their opinion of my mental faculties is put in a official report? I hope you can understand how insulting and one sided this seems. The animal control officer reviewed over 100 security camera videos of barking and said it did not meet the 30 minute continuous barking nor did she believe it was fence fighting nor did she think the dog jumping and barking and snapping at me was an attempt for the dog to climb over the fence. Instead, the videos were described as "edited". I renamed the videos to a name describing what was happening like "dogs trying

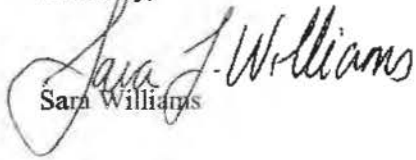
to attack disabled woman's dog while walking dog on sidewalk in front of house" and also if I captured a video and it recorded a long amount of time I shortened the video to show the barking time which is what I was told to do, capture the barking. I felt again my credibility was in question. If I would have gotten any instructions or help explaining how to transfer data for evidence and explained not rename the video or shorten the video it would have made it clear. The follow up report explains there is not a decibel threshold for a dog's bark that breaks any ordinance, it also doesn't matter what time of day it occurs.

I hope you will consider adding a provision in the ordinance that if a dog attacks more than twice in a 24 month period of time and those attacks can be verified by vet records then a mandatory hearing must be held to determine restrictions or humanely euthanized. I hope you would agree that if a irresponsible dog owner has a pet who attacks their own pet the owner is unlikely to report themselves to the authorities. In my case I repeatedly asked for the vet to be contacted and was told it wasn't protocol. Eventually it was proven and even admitted by the attacking dog owners yet still allowed to get a multiple animal permit. Based on my experience of trying prove the excessive, loud, ongoing barking the officer denies all and says the time isn't enough. I ask that a provision to the ordinance is made to either include a decibel level with means for the animal control to capture just like the regular police have for noise complaints and a quiet time be added from 10 pm to 7 am. I am asking a provision in the ordinance that if a dog has attacked multiple times and the dog is being evaluated for a aggression that a similar method is used to detect this aggression. The animal control officer states in her follow up report while conducting the multiple animal permit she found the dogs to be friendly. She was invited in by the owners on their property. I believe if she would have been on the opposite side of the fence and had a dog with her the determination would be different such as the history of attacks. I do not feel these are unreasonable suggestions and hope you would agree.

If the City would have helped in this incident, I wouldn't have had to incur the \$45 to obtain police reports, they also would have brought the owners to court and fought on my behalf so that I wouldn't/won't have to take the owners to small claims to recoup money for the death of my dog, I wouldn't have had to take my daughter to counseling for the months of dog barking and aggression that scares her so much, I wouldn't have had to move because I feel unsafe for my family. My credibility wouldn't have been attacked. I am angry that I repeatedly thanked the animal control officer for her help and find out she was doing the opposite. I have shared this loss with many citizens and like me, no one can understand the reasoning of this outcome. I lost a lot of respect for the GFPD, but maybe it is because of the way the ordinance is written that they have to follow. I am sharing to show the impact and how the current animal ordinance is interpreted by the authorities.

Thank you for taking the time to read my letter and I hope you can see this through my eyes and would agree no one would want to live next door to a dog with these past tendencies and that has no restrictions and no signage warning the public or confinement from fence fighting or having to hear continuous loud barking.

Sincerely,


Sara Williams