



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
January 02, 2024
7:00 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

MILITARY UPDATES

1. Miscellaneous Reports and announcements from Malmstrom Air Force Base.

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

2. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

- [4.](#) Appointment to the City-County Board of Health.
- [5.](#) Appointment/Reappointment to the Regional Airport Authority Board.
6. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

7. Miscellaneous reports and announcements from City Manager.

CONSENT AGENDA

The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.

- [8.](#) Minutes, December 19, 2023, City Commission Meeting.
- [9.](#) Total Expenditures of \$2,989,580 for the period of December 7, 2023 through December 20, 2023, to include claims over \$25,000, in the amount of \$2,409,868.
- [10.](#) Contracts List.
- [11.](#) Grants List.
- [12.](#) Approve Final Payment for the Valeria Way Storm Drain Lining to SJ Louis Construction, Inc. in the amount of \$23,581.10, and \$238.19 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. After motion is made, Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

PUBLIC HEARINGS

- [13.](#) Resolution 10534, Establishing Fees for the Mansfield Center for the Performing Arts (MCPA) at the Civic Center. *Action: Conduct a public hearing and adopt or deny Res. 10534. (Presented by Chuck Anderson)*

OLD BUSINESS

NEW BUSINESS

ORDINANCES / RESOLUTIONS

CITY COMMISSION

- [14.](#) Appointment, Mayor Pro-Tempore.
- [15.](#) Appointments, Great Falls Citizen's Council.
16. Miscellaneous reports and announcements from the City Commission.
17. Commission Initiatives.

ADJOURNMENT

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

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

Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.



Commission Meeting Date: January 2, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointment to the City-County Board of Health

From: City Commission

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint new Mayor's representative to the City-County Board of Health

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission appoint _____ to the City-County Board of Health as the Mayor's representative, effective January 2, 2024."

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

Summary: The City-County Board of Health was created through an *Agreement* entered into between Cascade County and the City of Great Falls in 1975 to establish a board of health as contemplated by the provisions of Montana law relating to local boards of health, specifically § 50-2-106, MCA. Under the terms of the 1975 *Agreement*, the City-County Board of Health consists of seven members:

- A member of the Cascade County Board of Commissioners or his/her representative;
- The Mayor of the City of Great Falls or his/her representative;
- The District Superintendent for Great Falls Public Schools;
- A licensed clinician representing the Cascade County Medical Association appointed jointly by the City and County;
- A licensed dentist representing the Cascade County Dental Association appointed jointly by the City and County; and
- Two or more interested citizens, with the number being equal from within the City of Great Falls and from the area of Cascade County outside of the City of Great Falls.

Mayor Kelly served as the representative on the Board of Health since January of 2022 and his term of office as Mayor has now expired. This appointment will be to replace Mayor Kelly as the City of Great Falls' elected official representative on the Board of Health and the position can be filled by either the Mayor or his/her representative.

Ms. Amanda Ball was appointed by the City Commission as the City's Citizen Representative in April of 2019. Her current term continues to December 31, 2024.



Commission Meeting Date: January 2, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointment/Reappointment to the Regional Airport Authority Board.

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint two members to the Regional Airport Authority Board for three-year terms through December 31, 2026.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (reappoint/not reappoint) Terry Thompson and (appoint/not appoint) _____ to the Great Falls Regional Airport Authority Board for three-year terms through December 31, 2026."

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

Summary: On March 7, 2023, the City Commission appointed Terry Thompson to replace Anthony Aretz who was appointed by the County Commission to serve as one of their board representatives as he lives outside the City limits. Ms. Thompson completed the term through December 31, 2023 and is interested in serving her first full three-year term. Todd Timboe was appointed to the Board in 2018 and has served two full terms making him ineligible to serve another term. City staff began advertising for citizen interest. The City received applications from Alan Scanlon, Todd "Cameron" Swathwood Jr. and Atreyi Pramanik.

The Airport Authority and the Airport Authority Board has decided not to make recommendations on appointing or reappointing Board Members.

Members of this board are:	Term end dates:
Todd Timboe (City)	12/31/2023 - termed
Terry Thompson (City)	12/31/2023
Richard Gibbs (City)	12/31/2025
Jordan Husted (City)	12/31/2025
Sean Hoven (County)	12/31/2024
Anthony Aretz (County)	12/31/2026
Casey LaLonde (County)	12/31/2024

Background:

The Regional Airport Authority consists of seven members, four appointed by the City Commission and three appointed by the Cascade County Commission. It is the City Commission's consensus that City appointed members be City Residents. The Authority serves as the governing and policy setting body for the operation and management of the Great Falls International Airport. Its duties include employing the Airport Director, who hires staff and oversees the day-to-day operations of the Great Falls International Airport.

Alternatives: The City Commission could chose not to reappoint or appoint and direct staff to advertise for other interested candidates. The Commission could also request that staff schedule a special meeting and conduct interviews of the applicants.

Attachments:

Applications from:

Current Board member Terry Thompson

Alan Scanlon

Todd "Cameron" Swathwood Jr.

Atreyi Pramanik.



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

Agenda #5.

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>Regional Airport Authority Board</i>		Date of Application: <i>2/8/23</i>
Name: <i>Terry Thompson</i>		
Home Address: <i>317 34th Ave NE, Great Falls</i>		Email address: <i>myneighborterry@gmail.com</i>
Home Phone: <i>406.799.0014</i>	Work Phone: <i>406.453.2752</i>	Cell Phone: <i>406.799.0014</i>
Occupation: <i>CEO</i>		Employer: <i>Great Falls Assoc of Realtors</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>See attached for experience & background</i>		
Educational Background: <i>See attached for education background</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>See attached list</i>		
Previous and current public experience (elective or appointive): <i>City Commission Candidate 2019</i> <i>City of Great Falls Neighborhood Council 3 - two terms</i> <i>2014-2017 Secretary & Chair</i>		
Membership in other community organizations: <i>UM Grizzly Scholarship Assn, Great Falls Chapter, Board member</i> <i>Current Treasurer</i> <i>Big Sky Pro Rodeo Member, Elk's Great Falls #214 Member</i>		

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

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

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

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

Are you a Qualified Elector? Yes ☒ No ☐

(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

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

I have 16 years experience as a CEO working with a board of directors at my current position. I can be an asset to the Airport Director and employees as well as the board. I would like to gain knowledge in an industry I only know as a consumer.

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

High level critical thinker and business professional
See attached for other qualifications

Additional comments:

Thank you for your consideration!

Signature

Cheryl Thompson

Date:

2/8/23

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:

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

Hand Deliver: City Manager's Office
Civic Center, Room 201
2 Park Drive South

Email:
kartis@greatfallsmt.net

TERRY THOMPSON

317 34th Ave NE, Great Falls, MT 59404 | 406-799-0014 | myneighborterry@gmail.com

February 8, 2023

Attn: Great Falls City Commissioners

RE: Regional Airport Authority Board Position

RECEIVED

FEB 8 2023

CITY MANAGER

Dear Commissioners:

Please find attached a completed Citizen Interest Form and my resume outlining my professional experience for your review and consideration for the open board position with the Regional Airport Authority.

I am the current local board CEO for the Great Falls Association of REALTORS® (GFAR) a membership-based organization in Great Falls, Montana. I have held this position since February of 2007 and will be retiring from the position on March 31, 2023. While I'll be taking on new adventures, I will now have the time to serve the community in different capacities.

I believe my background, experience and skills make me an outstanding candidate for the open board position. I am known and have worked with various business and government leaders in different capacities within our community. I was an elected official serving two terms on Neighborhood Council 3 as chairperson so I understand the requirements of serving at a level that represents the best interests of all parties involved with the Regional Airport Authority.

I possess proven leadership skills to include vision, strategic, conceptual, analytical, risk taking, change management, decision-making, relationship/network building, conflict management, effective meeting management and consensus building. Therefore, I feel I can be an asset to the Airport Director, employees and the board of the Regional Airport Authority.

My motivation to serve on this board comes from my passion for the citizens of Great Falls to enjoy a great quality of life. I've been an advocate for Great Falls in many ways but specifically to grow economically. My children were, and my grandchildren are, being raised and schooled in this community...Great Falls is my home.

Thank you for your consideration.

Sincerely,



Terry Thompson

Enclosures

TERRY THOMPSON

317 34th Ave NE, Great Falls, MT 59404 | 406-799-0014 | myneighborterry@gmail.com

RESUME**Professional Attributes**

Over thirty-five years of experience in Business Management/Operations/Administration/Support with demonstrated strengths in Leadership, Advocacy, Training, Analysis, Accounting and Customer Service. In addition, a "Results Oriented" Leader laser focused on company vision and mission statements. A business professional, who is high level critical thinker and problem solver with a successful track record.

Experience**Great Falls Association of REALTORS®, Great Falls, MT****2007 - Current**

(Non-profit Membership Organization - Real Estate Industry)

Chief Executive Officer - Responsible to and works closely with the board of directors for the effective conduct of association affairs. Works closely with the association president and elected leaders to ensure that the association's goals, mission and vision are achieved as outlined in the strategic plan. Administers and safeguards all funds, physical assets and other association property and ensures that the association operates within the approved budget. Executes all decisions and implements all policies of the board of directors.

Plans, organizes, coordinates, and directs the staff, programs and activities of the association, including committees and task force activities, serves as liaison to all committees and/or assigns a staff liaison to committees and/or task forces. Responsibilities include hiring, training and supervision of the Member Services Director, Accounting Director, Administrative Assistant and any additional staff as deemed necessary by the board. All staff report directly to the CEO.

Serve a dual role as the Government Affairs Director. Based on issue priorities, leads advocacy efforts on behalf of the association on a local level. Work directly with lawmakers and regulators to monitor issues, and educate them on association positions. Collaborate with the state association on both state and local candidates and issues. Support Calls for Action, writes grants to utilize Realtor Party initiatives. Encourages participation in the Broker Involvement program, and uses the Land Use Initiative to review local ordinances. Staff liaison to the local RPAC Committee. Develops a plan for reaching RPAC investment goals. Executes plan and ensures compliance with state and federal law. Works with the RPAC Committee to identify candidates for support and funding. Builds local relationships to assist in furthering issue priorities. Write articles for the newsletter, and uses other communication vehicles to educate the association membership about advocacy efforts and supported candidates. Build positive relationships with local media contacts.

Also manages the daily operations of the Great Falls REALTORS® Flag Project, Inc. a 501 (c) (3) which is the organization responsible for the Flag that flies at Overlook Park in Great Falls. Manages operations for the Robert E. Manning Foundation a 501 (c) (6), which is an education foundation for the local Realtor® members.

Professional Standards Administrator - responsible for administration of all ethics and arbitration complaints against and between Realtors®. This is a certified position that requires continuing education, and in turn, provides training to the Grievance and Professional Standards committees of the association.

Achievements in this position

- In 2021, assisted the Great Falls Development Authority with selection of a housing study consultant and attained a grant to assist with funding the study.
- Worked with the City of Great Falls and the River's Edge Trail Foundation to create the Circle of Giving along the West Bank Landing which included attaining a grant to fund the materials.
- Created a high-tech office, meeting/training facility that includes two zoom rooms. Allows for a hybrid learning and meeting environment.
- Led the association in successful negotiations to consolidate five (5) local MLS's in 2018 - 2019.
- Founded the Stand Up for Students program in 2015 which assists homeless and disadvantaged youth in the Great Falls community. Includes annual fundraising events and toiletry drives.

- Lead the advocacy and lobbying efforts of the association on a local level. In 2011, instrumental in coordinating the Development Process Task Force which is a coalition of industry related stakeholders from the community to address real estate development issues in the City/County.
- Instructor and curriculum writer for the Council of Multiple Listing Services (CMLS) CEO training program. Achieved CMLX2 certification. Former member of the Administration and Governance Best Practices Committees.
- Successfully lobbied the MT Legislative Audit Committee in 2014 to audit the Board of Realty Regulation (BRR) to address concerns and issues with the BRR and the Department of Labor and Industry Business & Standards Division.
- Served three (3) terms as the local Realtor® association executives committee chair.
- Organized a successful Work Force Housing Summit in 2014 that sparked housing opportunities and continually gives the association a seat at the table for all related meetings and events. In conjunction with the Summit, provided an Employer Assisted Housing class for local employers to create housing programs for their employees.

Nelson American Marketing d.b.a. Nelson American Homes, Great Falls, MT
(Manufacturer of Panelized Homes)

2006 – 2007

Director of Business Operations – Managed all aspects of the business which included Accounting, Financial Reporting, Human Resources, Payroll, Purchasing, Sales Support, Facility Management. Coordinated/managed a major company move to a new location as well as set up of a new manufacturing facility. Responsible for creating company business plan used to secure an operating loan and investors. Developed an employee handbook and trained the management team on policies and procedures.

Achievements in this position

- Successfully oversaw the application process with the Cascade County Commissioners on rezoning company owned real estate from Agriculture to Light Industrial.
- Coordinated/conducted meeting at Great Falls Development Authority which included representation from various Federal and State agencies to announce the companies growth plans which would increase the community's and State's economic growth by creating jobs.

Western Wireless Corp. d.b.a. Cellular One, Great Falls, MT
(Wireless Telecommunications Provider)

1995 - 2006

Business Operations Analyst (BOA) – Oversaw sales operations for retail stores and kiosks in Montana, Idaho, Wyoming, and North Dakota Region which required regular travel. Created, distributed and trained on all information relating to Corporate Sales Operations policies and procedures including audits and documentation retention requirements in support of SOX Act. Managed a team of 20 Customer Service Representatives. Trained employees to process sales and analyze reports in the POS system. Provided daily support over the phone for POS issues. Interacted with Management Team to ensure stores followed all POS processes such as bank deposits, cash handling security, cash over/short documentation, inventory counts and adjustments, purchasing equipment, days on hand goals for all equipment, loaner phone program management. Managed a regional million-dollar equipment budget. Interacted with the Distribution Group to ensure accurate stocking levels were maintained for equipment in the Region. Interacted with IT Department to order or retire POS computer equipment and participate in monthly connectivity issues call. Interacted with Sales Accounting to ensure financial reporting was accurate, accompanied corporate auditor on internal audits, assisted stores with preparation of audit documentation. Interacted with outside vendors regarding equipment warranty and return procedures. Interacted with Accounts Payable/Receivable regarding issues with equipment refunds, DOA credits, and billing corrections. Responsible for issuing and monitoring employee/demo equipment.

Achievements in this position

- 2005 Six Sigma Certified Green Belt
- 1999 Peak Achievement Winner
- Represented BOA's on Company Policy and Procedure Task Force, Company Audit Task Force, Loaner Program Task Force, in RFP process of selecting a POS system

Terry Thompson

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Achievements in this position

- Lead BOA on implementation of Trunk Stock Tool Company Wide
- Created and implemented Training/Reference Manuals for help/instructional purposes
- Twice nominated for Peak Achievement Award
- Recognized by senior management for outstanding A/R management

Pacific Data Products, Inc., San Diego, CA
(Printer Enhancement Manufacturer)

1993 – 1994

Office Administrator – Assistant to Sales Director and International Sales Manager with general secretarial duties, sales support, customer service, special project coordination and warranty data base administration. Management of sales report analysis.

Creative Learning Systems, Inc., San Diego, CA
(Technology Education Company)

1989 – 1993

Operations Manager/Assistant to Controller - Facilities management that included planning and facilitating a corporate move. Manager of Mail Order Education Catalog Department which included design, purchasing, inventory control, supervision of Data Entry, Customer Service and Shipping Departments. Budget and report analysis. Recruited, trained and supervised the staff to assist Accounting Department.

Fujitsu Business Communication Systems, San Diego, CA
(Manufacturer of PBX Telephone System)

1985 – 1989

Office Manager/Sales Support and Administration/Customer Service Rep – Overall management of office policies and procedures, liaison for outside services/vendors. Administrative support to the Sales and Operations Departments. Computer generated sales packages and proposals. Managed office PBX system and call processing. Customer Service Rep and Trainer for new system applications. Dispatched service calls in addition to adds, moves and changes.

Education/Training/Certification/Designations

National Association of REALTORS® At Home with Diversity (AHWD) Designation 2021
National Association of REALTORS® - 2020 Leadership Action Plan: Executing Your Leadership Vision! Course
National Association of REALTORS® - 2008 - 2022 Association Executive Institute CEO Management Program
Council of Multiple Listing Services - 2013 - 2015 Certified MLS Executive (CMLX1, CMLX2); Instructor, Curriculum & Administration
The Seminar Group – 2018 Land Use Law Course
Montana Association of REALTORS® Leadership Development
National Association of REALTORS® - 2011 Leadership 300 Enhancing Leadership Skills Course
National Association of REALTORS® - 2011 Leadership 200 Becoming a Leader Course
National Association of REALTORS® - 2008 - 2022 Certified Professional Standards Administrator
University of Chicago, Increasing Board Effectiveness Course (NAR) - 2008
University of Chicago, Essential Tools for Nonprofit Managers Course (NAR) - 2007
Six Sigma Training, Western Wireless Corp., Bellevue, WA – 2005 Certified Green Belt
Western Wireless Corporation, Bellevue, WA – 1995 thru 2005 company provided training on: new hires & terminations, managing employees, training the trainer, customer service & sales.
Bank Teller Training Institute, San Diego, CA – 1985 Certified Bank Teller
Dahl's College of Beauty, Great Falls, MT – 1984 Licensed Cosmetologist
Hobson High School, Hobson, MT – 1983 Graduate

Community Involvement

UM Grizzly Scholarship Association, Great Falls Chapter – Board Member, Treasurer 2022 - current
Big Sky Pro Rodeo – Gold Buckle Member 2020 – current

Terry Thompson

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Elks Great Falls #214 – Member 2020 - current

Candidate for Great Falls City Commission – May thru November 2019

Alliance for Youth – Advisory Board Member 2019

Great Falls Area Chamber of Commerce – Board Member 2017 – 2018, Business Advocacy Committee 2015 - 2018

City of Great Falls, Great Falls, MT - Neighborhood Council, Elected Official 2014 – 2017. Served two terms.

American Red Cross - Blood & Plasma Donor 2007 - 2023

Habitat for Humanity – Volunteer 2015 - 2019

Great Falls REALTORS® Flag Project - Committee Member 2007-2023

Yukon Mine Inc., Hobson, MT - Board of Directors President 2004 - 2007

Campfire Boys & Girls Club – Board of Directors, Swim Program Instructor, Golf Tournament Committee 2002 - 2006

Emerald Greens Golf Course, Great Falls, MT – Ladies League Tournament Co-Director 2006

Solid Rock Bible Church, Great Falls, MT – Youth Leader, Ladies Service Group

Heisey Youth Center, Great Falls, MT - Soccer and Basketball Coach



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

RECEIVED
SEP 27 2023
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: Airport		Date of Application: 9/27/23	
Name: ALAN SCANLON			
Home Address: 333 34th Ave NE Great Falls, MT 59404		Email address: rec59404@gmail.com	
Home Phone:	Work Phone: 406-455-9321	Cell Phone:	406-402-7805
Occupation: Executive Director		Employer: Great Falls Pre-Release Center	
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 have worked with, or served on various boards for almost 30 years.			
Educational Background: B.S. degree in Human Services.			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Crimestoppers Board of Directors, Great Falls Chamber of Commerce, United Way, Montana High School Association, Montana Officials Association			
Previous and current public experience (elective or appointive): North Central Montana football officials past president			
Membership in other community organizations: Crimestoppers, Chamber of Commerce			

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? CrimesXoppers	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? I would like to help the airport to grow and expand services.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Almost 30 years experience working with local on Boards. frequent Great Falls airport passenger.	
Additional comments:	
Signature CT 2L	Date: 9/27/23

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:

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

Hand Deliver: City Manager's Office
Civic Center, Room 201
2 Park Drive South

Email:
kartis@greatfallsmt.net




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



Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: Regional Airport Authority Board		Date of Application: October 20, 2023	
Name: Todd "Cameron" Swathwood, Jr			
Home Address: 405 29th Ave NE Great Falls, MT 59404		Email address: cameron.swathwood@gmail.com	
Home Phone:	Work Phone:		Cell Phone: 864-556-4256
Occupation: Contract Administrator		Employer: Malmstrom Air Force Base (civilian employee)	
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: Six years as US Air Force officer, separated from active duty as a Captain, served in Nuclear & Missile Operations and Contracting.			
Educational Background: Liberty University, May 2016 - Bachelor of Arts in International Relations, minor in Strategic Intelligence Studies, minor in Government			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Citizen's Academy, Great Falls Fire Rescue (2023) Citizen's Academy, Great Falls Police Department (2022) Citizen's Academy, Cascade County Sheriff-Coroner's Office (2022)			
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 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?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? I believe the Great Falls International Airport is an invaluable local and regional asset that can contribute to community wellbeing and growth in ways no other institution can. Affordable, accessible air travel opportunities delivered from an airport on a solid business footing is crucial anywhere, and north-central Montana is no exception. I would welcome the chance to help make GTF even better and keep it available to our population for years to come.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I have a lifelong passion for and interest in all things aviation. Additionally, I have leadership experience as a military officer, financial and business experience as a contract administrator; good communication and interpersonal skills, and a strong desire to serve my community. I believe that hard work, attention to detail, and an uncompromising ethical code are key in any endeavor, and I would bring this approach to the RAAB as well.	
Additional comments: I have lived in Great Falls for over six years and am raising my family here. This is home, and I appreciate the opportunity to invest my time and effort in making it better. I bring an avid interest in aviation and a passion for supporting my community to this position, and I appreciate the opportunity to serve.	
Signature 	Date: 20Oct2023

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:

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

Hand Deliver: City Manager's Office
Civic Center, Room 201
2 Park Drive South

Email:
kartis@greatfallsmt.net



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

RECEIVED

OCT 20 2023

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:		Date of Application:	
The Regional Airport Authority Board		10/17/2023	
Name:			
Atreyi Pramanik			
Home Address:		Email address:	
412 36th Ave NE, Great Falls, Montana		maiti.atreyi@gmail.com	
Home Phone:	Work Phone:	Cell Phone:	
	502-892-1417	502-892-1417	
Occupation:		Employer:	
Former State Director of Research of Kentucky		KHEAA & KHESLC	
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:			
State document research and policy setting for the state, executive management, staff management, handling directors, attendending board of director's meeting & hiring. Almost 18 years ago career began after graduated from Master degree. Also have experience in policy making and bill making for the state,			
Educational Background:			
B.Sc., M.Sc., MBA, EdD (Pursuing)			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities:			
Answer provided in the seperate sheet			
Previous and current public experience (elective or appointive):			
Answer provided in the seperate sheet			
Membership in other community organizations:			
Former research agenga committee member of KYSTAT(Gov.) for policy research & presented to board & former program committee member of KHEAA & KHESLC (Gov.)			

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?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? Answer provided in the seperate sheet	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Answer provided in the seperate sheet	
Additional comments: I always served the given post with utmost skills, hardwork and honesty.	
Signature Atreyi Pramanik	Date: 10/17/2023

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:

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

Hand Deliver: City Manager's Office
Civic Center, Room 201
2 Park Drive South

Email:
kartis@greatfallsmt.net

Previous and current service activities:

Served as a Director of Research (senior director role) in the state Government organization KHEAA & KHSLC of the Finance & Administration Cabinet, supervised the departmental directors, monitored, and helped in conflict resolution, oversaw the administration & finance, had visionary leadership skills to achieve the organization's goal, provided primary support to the executive branch of the Kentucky state government, vice presidents, and the CEO of the organization.

Experienced in executive management, high-level confidential collaborative work with vice presidents, presidents, directors, controllers, COO, and board members elected by the governor (board of directors), attended meetings with the Vice-President of Government Relations regarding legislative sessions, discussed bills, researched bills, and provided necessary financial information to the Board of Directors and committee members for professional development and provided information to congressmen, the Senate, Kentucky House of Representatives & USA Representatives.

Forecasted the KEES scholarship for the legislative session to pass the bill. Experienced in public speaking and handling clients' satisfaction by handling their queries and concerns. Participated in the discussion of executive meetings of different governmental agencies like CPE & KYSTATS's CEO and research directors. Experienced in guiding, supervising, discussing, and providing financial research reports to other directors for publishing state-wide. Experienced in handling press and media queries.

Served as a former scientist in the Commonwealth of Kentucky, Cabinet for Health and Family Services, Department of Public Health, Kentucky. Managed several projects in a team-based environment to reach organizational goals. Experienced in working collaboratively with stakeholders, internal partners, and other groups for performing clinical operations (genetic and molecular screening), providing information about the defective patient, and responding to a question from health institutes, Mayo Clinic, hospitals, physicians, directors, and others.

Previous and current public experience (elective or appointive)

Attended board meetings and committee meetings and gave a presentation on the DEI (Diversity, Equity & Inclusion) topic that all students should get equal opportunity for getting federal education loans. Worked on Commonwealth of Kentucky's education system and training programs, education, college attainment, type of postsecondary institution students attended, socioeconomic status of the student's family, geographical location, college-going rates, student's affordability, job openings, earnings, and home values, etc.

Experienced in a senior leadership role in a higher education finance research setting and supervising the departmental directors. Experienced in keeping and verifying student enrollment records including student's confidential information like full name, GPA, address, SSN, awards details, when enrolled, how many courses completed, when courses taken, which universities/colleges they enrolled, how much funds borrowed from FAFSA, KHEAA, KHESLC and other higher education student financial aid per year, how much they returned, how the business running, investment amount each year, the number of borrowers increasing or

decreasing each year, etc. Experienced in working with the finance programs of grad students like KEES, CAP and KTG programs (student-centric) in colleges & universities. Have an understanding of investment practices. Experienced in strategic leadership, knowledge of the University, academic, research and outreach programs, and student body. Experienced in working with 5 different government organizations (partnership) like KHEAA & KHSCLC, CPE (Kentucky Council on Postsecondary Education), KYSTATS, US Census Bureau & AIKCU (Association of Independent Kentucky Colleges and Universities) in Kentucky state, especially with CEO/president, leadership team, vice presidents & director of research for discussing the confidential topic, critical issues, economic reports, financial forecasting of financial aid (FAFSA), strategic vision & financial health of the organization. Dealt with finance program of grad, undergrad (Science & Arts). Experienced in building good relationships with University stakeholders, University presidents, vice presidents, and donors.

Experienced in using AS400 Macro software for verifying students' demographic profiles and scholarship information. Experienced in preparing other annual reports like Work Ready Kentucky Scholarship (WRKS) annual report, Dual Credit Scholarship (DCS) annual report, WKDC annual report for work ready dual credit scholarship, etc. Experienced in generating KHEAA & KHSCLC annual reports like outreach survey annual reports. This report contains details about the FAFSA completion rates of students each year, what students think about going to college, their financial issues, continuing education, and reasons for not joining the college (no funds, family issues, low GPA scores, no interest, etc.). This report is published for Kentucky statewide every year. Prepared annual reports for the projected number of high school graduates for external clients like college coaches, college principals, university presidents, etc. Researched the ISIR raw confidential finance data via software programming and provided a financial forecasting report on tuition discounting (KEES financial aid & FAFSA) for 4 years grad program to a member of the Kentucky House of Representatives. Attended Pre-state-wide FAFSA meetings for FAFSA discussion where vice presidents, CEOs, and directors from all states participated to discuss FAFSA completion rates throughout the USA. Attended KYSTATS research agenda committee meetings with CEO and 2022 post-secondary Education Trusteeship conference with CPE vice-president and president. Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Kentucky General Assembly, Frankfort, Kentucky. Prepared research report for legislator queries on scholarship extension up to 10 years and others. Prepared research data for forecasting the KEES scholarship for the legislative session. Experienced with executives networking, direct reporting to the CEO, budget analysis, bill analysis, etc.

Served as a scientist under the Cabinet for Health and Family Services (CHFS). Experienced in working collaboratively with stakeholders, internal partners, and other groups to perform clinical operations.

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

Have knowledge of visionary leadership to achieve the organization's goal. Experienced in executive management. Provided primary support to the executive branch of the Kentucky state government, vice presidents, and the CEO of the organization. Hence, willing to provide similar management expertise or whatever is required to provide.

Experienced with presenting internal reports, financial reports, strategic plans, business results, research results, communications, annual funds' information, and other data to the committee meeting. Hence, have the ability to understand business operations, and dispute resolutions. Also handled critical issues and legislator queries.

Expertise in developing and monitoring plans, monitoring employees' contributions and performances. Also managed partnerships with various govt agencies, external clients, universities, colleges, etc. Took senior leadership role and maintained relationships with local, state, and national partner organizations. As a whole can monitor business operations and resolve disputes. Have the ability to think of innovative ideas to expand the business.

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

Experience in researching bills for legislators and the House of Representatives, experienced in policy settings, familiar with how the board works, experienced in attending several boards and committee meetings, and have experience in working in the political environment. Experienced in working with public education, governmental operations, and legal operations. Hence, I can contribute my experiences and expertise to the allotted post with utmost sincerity.

ATREYI PRAMANIK, B.Sc., M.Sc., MBA.

412 36th Ave NE, Great Falls, Montana, USA, 59404. Cell: 502-892-1417, maiti.atreyi@gmail.com

Status: American Citizen

Education

Doctor of Higher Education Administration Sep2021 - Current
South College, TN, USA

Master of Business Administration (MBA)- Data Analytics / Statistics Jan.2017-Dec.2019
Louisiana State University Shreveport, LA

Master of Sciences (M. Sc.) - Biotechnology Jun.2003 – Jul.2005
Bangalore University, IN

Bachelor of Sciences (B. Sc.) - Biotechnology Apr.2000 – Apr.2003
Bangalore University, IN

Research Grant Support Experience

1. I have successfully formatted, submitted, and received a research grant of Rs.70,00000 for raising research funds (research & development program). The fund was released from DBT (Department of Biotechnology, Ministry of Science and Technology, Govt. of INDIA) to the Department of Bio-Medical Science & Management, Vidyasagar University, IN. Experienced in fundraising & academic advancement through research projects.
2. I have keenly observed how our CEO received a \$ 6000,000 grant for fundraising.
3. I have participated in the research of outreach counseling in different universities and colleges that increase the number of students receiving student loans. Indirectly helping our business to grow and make profits.

Professional Experiences

Director of Research

KHEAA & KHSLC

06/01/22 – 05/31/2023

Finance and Administration Cabinet

Frankfort,

KY, USA.

Experiences:

- Served as a Director of Research (senior director role) in the state Government organization KHEAA & KHSLC of the Finance & Administration Cabinet.
- Provided primary support to the executive branch of the Kentucky state government, vice presidents & the CEO of the organization. Experienced in executive management.
- Have knowledge of visionary leadership to achieve our organization's goal.
- Served as the primary advisor to the KHEAA & KHESLC CEO & Vice presidents on economic issues and provided important information regarding higher education and student financial aid.
- Conducted professional-level economic research, planning and analysis for KHEAA & KHESLC.
- Experienced in overseeing the Govt. organization's research, funding, advancement and development.
- Experienced in a senior leadership role in a higher education finance research setting and supervising the departmental directors.
- Experienced in keeping & verifying student enrollment records including student's confidential information like full name, GPA, address, SSN, awards details, when enrolled, how many courses completed, when courses taken, which universities/colleges they enrolled, how much funds borrowed from FAFSA, KHEAA, KHESLC and other higher education student financial aid per year, how much

they returned, how the business running, investment amount each year, the number of borrowers increasing or decreasing each year, etc.

- Experienced in working with the finance programs of grad students like KEES, CAP and KTG programs (student-centric) in colleges & universities.
- Have an understanding of investment practices.
- Expertise in high-level confidential collaborative work with vice presidents, presidents, directors, CIO, controllers, COO, CFO, and higher education board members elected by the governor (board of directors) for the progress of higher education.
- Experienced in strategic leadership, knowledge of the University, academic, research and outreach programs, and student body.
- Experienced in working with 5 different government organizations (partnership) like KHEAA & KHSCLC, CPE (Kentucky Council on Postsecondary Education), KYSTATS, US Census Bureau & AIKCU (Association of Independent Kentucky Colleges and Universities) in Kentucky state, especially with CEO/president, leadership team, vice presidents & director of research for discussing the confidential topic, critical issues, economic reports, financial forecasting of financial aid (FAFSA), strategic vision & financial health of the organization.
- Experienced in executive management.
- Experienced with reporting internal reports, financial reports, strategic plans, business results, research results, business operations, communications, annual funds' information, other data & information, meeting agendas, clarifying critical issues and legislator queries to the Board of Directors & Board Chair, CEO, Vice Presidents, in the executing Board meetings and committee meetings.
- Dealt with finance program of grad, undergrad (Science & Arts).
- Experienced in building good relationships with University stakeholders, University presidents & vice presidents and donors.
- Provided annual report that contains financial information about professional colleges, Public 4-year Universities, Kentucky 4-year Private Colleges & Universities, Kentucky 2 & 4-year Proprietary Colleges & Universities, Out-of-State Colleges & Universities and various funded scholarship programs like optometry, veterinary scholarship, KEES, dual credit scholarship, Osteopathic Medicine Scholarship, Veterinary Contract Spaces, Optometry Scholarship program, governor's Scholarship program, etc.
- Generated SFA report (student financial aid information) by counties for the congressmen, generated SFA annual report for Senate, Kentucky House of Representatives & USA Representatives and provided information about the number of funds disbursed to the students under that Legislators and Senators in that county.
- Experienced in preparing other annual reports like Work Ready Kentucky Scholarship (WRKS) annual report, Dual Credit Scholarship (DCS) annual report, WKDC annual report for work ready dual credit scholarship, etc.
- Experienced in generating KHEAA & KHSCLC annual reports like outreach survey annual reports. This report contains details about the FAFSA completion rates of students each year, what students think about going to college, their financial issues, continuing education and reason for not joining the college (no funds, family issues, low GPA scores, no interest, etc.) This report is published for Kentucky statewide every year.
- Coordinated with internal departmental directors to produce annual reports.
- Prepared annual reports for the projected number of high school graduates for external clients like college coaches, college principals, university presidents, etc.
- Prepared Annual FAFSA report of Internal Audit for internal clients.
- Provided Annual report to AIKCU (Association of Independent Kentucky Colleges and Universities) for quantifying the impact of KHEAA's scholarship program on their students and lottery-funded program details for keeping the records of fund disbursements.
- Expert in handling internal clients and external clients providing the annual report and answering their queries, answering legislator's queries, handling press & media queries, answering high school coaches' queries, etc. and providing the statistical research report.
- Experienced in preparing reports for presentation to the Board of directors.

and giving presentations to the Board meetings like the DEI project presentation for Equal opportunities and benefits to all races, all ages and all gender students.

- Experienced in giving research presentations to the KHEAA and KHSLC Executive Committee meetings, and Board of Directors meetings & for professional development.
- Attended and presented research presentations in the DEI (diversity equity and inclusion) meeting.
- Attended executives' meetings, Leadership team meetings with the CEO, Vice presidents, and departmental directors and provided presentations in virtual & in-person meetings.
- Participated in the discussion of executive meetings with the CEO of different governmental agencies like CPE & KYSTATS.
- Estimated existing financial programs, prepared finance reports after data analysis and presented to the Vice President & CEO/the President, discuss with controller and the director of human resources.
- Provided executive leadership and guidance for all financial programs.
- Researched the ISIR raw confidential finance data from the software programming and provided financial forecasting report on tuition (KEES financial aid & FAFSA) discounting for 4 years grad program for the member of the Kentucky House of Representatives.
- Maintained professional connections with other economists in Kentucky, state agencies and other educational groups for joint studies and generating financial reports.
- Performed duties like analysis, interpretation, and presented economic data outcomes, etc.
- Expert in data research, big data analysis, managing large data sets, SAS programming, documentation & preparing reports.
- Conducted computerized econometric models for collecting information on student financial aid.
- Experienced in using AS400 Macro software for verifying students' demographic profiles and scholarship information.
- Experienced in SAS (Statistical Analysis System) programming for data research, updating statistical values using statistical formulas.
- Served as a primary advisor on financial concerns in higher education and student financial aid.
- Experienced in providing financial information & annual report to KYSTATS (Kentucky Center for Statistics).
- Experienced in programming, researching, generating annual reports, and distributing them to different governmental organizations every year.
- Guiding, supervising, and providing statistical research reports to other Directors for publishing state-wide.
- Experienced in doing meetings with the Vice-President of Government Relations regarding legislative sessions, discussed bills, researched bills, and provided necessary (student-related financial) information.
- Attended meetings with the administrative director, outreach service director, student aid director, director of communications, CFO (Chief financial officer) & CIO (Chief Information Officer).
- Attended Pre-state-wide FAFSA meetings from all states for FAFSA discussion, FAFSA completion and outreach strategies meetings, KYSTATS research agenda committee meetings with CEO, 2022 post-secondary Education Trusteeship conference with CPE vice-president & president.
- Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Frankfort, Kentucky.
- Prepared research report for legislator queries on scholarship extension up to 10 years and others.
- Prepared research data for forecasting the KEES scholarship for the legislative session and the governor's signing to pass the bill in Kentucky General Assembly.
- Experienced with academic research, developing research proposals, overseeing data collection and research plan analysis, etc.
- Experienced with executives networking, direct reporting to the CEO, budget analysis and bill analysis, etc.
- Experienced in setting research goals that aligned with the company's vision.
- Expertise in developing and monitoring research plans, maintaining a useful innovative data set, and managing research partnerships with various govt agencies, external clients, universities, colleges, etc.

- Taken a leadership role in work with partner organizations, provided leading resources and maintained relationships with local, state, and national partner organizations and maintained a meaningful partnership with analysts and other staff.
- Expertise in analyzing, documenting data to make comparisons and draw conclusions, identifying cause and effect to solve complex problems.
- Experienced in working in the political environment and executive & corporate culture.
- Knowledge of tracking bills for law (proposed by legislators) via software.

Senior Technologist

PerkinElmer, Inc.

11/01/20 – 12/31/2020

Genomics Department, Valencia, CA, USA.

Experiences:

- Completed the training in managing large data sets, documentation & reporting test results.
- Completed training in good documentation practices.
- Completed training in retention & disposition of records, reports & samples.
- Completed training with HIPPA compliance procedure.

Scientist

Commonwealth of Kentucky (KY.GOV),
Cabinet for Health and Family Services,
Department of Public Health,
Frankfort, KY, USA.

1/01/20 – 12/31/20

Experiences:

- Expert in hematology/haemoglobinopathies, molecular biology, drug development, biotech, and genetics, genetic screening of health diseases, data analysis, biostatistics & data visualization.
- Gained experience as a tenured scientist, managed several projects in a team-based environment, monitored several experiments, documented daily performance, provided reproducible and reliable results on time.
- Experienced in working collaboratively with stakeholders, internal partners, other groups for performing clinical operations, providing information about the defective child & respond to a question from health institutes, Mayo Clinic, hospitals, physicians, directors & others.
- Experienced in preparing internal audits, have knowledge of regulatory affairs (according to CLIA & GLP standards), and experienced with standard clinical regulatory documentation.
- Expertise in developing, modifying & updating protocols, QA, Validation, Regulatory and monitoring for smooth operation.
- Expertise in quality management, safety management, data management, investigating failure, resolving deviations & troubleshooting.
- Ability to plan, conduct experiments, generate reliable data, record experiments, analyze reports and provides interpretation of human genetic data.
- Expert in compiling data, drafting, reviewing, method validation protocols, preparing reports and presentations.

Pharmacy Associate

Giant Pharmacy,
1250 Cocoa Avenue, Hershey,
17033, PA, USA.

7/01/2016 - 9/30/2016

Experiences: (Part-time)

- Proficient in patient data entry, maintaining inventory records, handling cash & billing.
- Excellent verbal and writing skills & experience in writing reports with minute details.
- Helped patients with medication and advice.
- HIPPA trained for maintaining patient confidentiality.

- Have teamwork experience, ability to take initiative, ability to work under pressure.
- Experienced in public speaking & handling clients' satisfaction by handling their queries and concerns.

Associate

4/01/2016 – 9/30/2016

CVS Health,
Hershey, PA, USA

Experiences:

- Experienced in direct dealing with clients, recording banking information, billing & cash handling.
- Experienced in public speaking & handling clients' satisfaction by handling their queries and concerns.

Researcher (Research Project)

Department of Bio-Medical Science & Management,
Vidyasagar University-Midnapur, IN.

8/01/2009 - 5/31/2010

Experiences:

- While working as a researcher, I learned how to lead a research team and how to guide graduate students to do their research and complete their projects, supervise them and monitor their performance, provided instructions, and train them to enhance their performance.
- Expertise in working in team-based roles/teamwork skills, quality control, quality monitoring, regulatory, QA, process development, maintaining projects, process monitoring, monitoring product, issue resolution, investigations, and troubleshooting.
- Experienced in developing plans and strategies for research in the therapeutic area (diabetes), herbal drug development, bio-active molecule extraction, purification & anti-diabetic molecule isolation, phyto-ingredients testing in animal models, drug dosing and testing on animals, design & modify protocols as per the demand of the research, performed in vivo and invitro studies.
- Experienced in writing research grants to provide financial support. Experienced in fundraising through receiving research grants from the Department of Biotechnology, Ministry of Science and Technology, Govt. of INDIA.

Researcher (Research Project)

Department of Biotechnology, Indian Institute of Technology (IIT)
Kharagpur, IN.

07/01/2006 - 11/30/2008

Experiences:

- As a researcher, I learned how to lead a research team and guide graduate students to do their research and complete their projects.
- Experienced in writing experimental reports, writing scientific publications, gathering data from pilot experiments & assisting in writing grants.
- Experienced in developing plans and strategies for research, designing, developing & modifying protocols as per the demand of the research.
- Experienced in vivo and in vitro studies & research on animal models & transgene expression.
- Proficient in molecular biology research, especially in drug and protein development.
- Expertise in research skill, excellent skill in interpreting the laboratory results after investigating the experiments, excellent skill in research data analysis, statistical data analysis, generating research data through experiments, interpreting research data, data analysis & managing data set.

Associate

Transworks Information Services Ltd.
Bangalore, IN

1/01/2006 - 6/30/2006

Experiences:

- Experienced in executing software programming related to finance (American credit card accounts).
- Handled back-office job.
- Handled bankruptcy accounts and closing bank accounts.
- Experienced in teamwork.

Summary of Skills and Expertise

Guiding/Advising Experiences:

- Experienced in presenting seminars in protein biology.
- Experienced in guiding and advising master's degree research programs (Biotechnology & Biomedical Laboratory research work) and guiding them with research projects.
- As a Scientist, I managed teamwork (biochemistry, hematology molecular biology).
- Experienced as an MBA project leader (guide & instruct a group using online techniques).
- Experienced with Learning Management Systems (LMS/Strut learning), operating online course modules, Canvas and LMS.
- As a director of research, I supervised all the directors & provided financial information to the vice presidents & the CEO.

Computer Skill: Proficient knowledge of Microsoft Office, Macro AS400, EXCEL, Windows, PowerPoint, Outlook, internet applications, Adobe Photoshop, literature search (PubMed, MEDLINE, Google Scholar, Science Direct), maintaining the database via SAS, ANOVA & EXCEL, basic statistical analyses, data entry, a basic understanding of statistical data, ability to interpret basic statistics.

Other Skill: Excellent in executing high-load tasks by teamwork due to hit the target in time, maintaining & balance the work pressure with good understanding. Ability to learn new techniques very easily & quickly. Excellent in planning and executing the work efficiently & ability to handle multiple projects at a time.

Professional development

- Expertise in giving presentations to the Board of Directors and the Board meetings like DEI project presentations for Equal opportunities and benefits to all races, all ages, and all gender students.
- Experienced in giving research presentations to the KHEAA and KHSCLC Executive Committee meetings and Board of Directors meetings.
- Experienced in doing meetings for professional development.
- Attended and gave presentations in executives' meetings and Leadership team meetings with CEOs, Vice presidents and directors.
- Participated in the discussion of executive meetings of different governmental agencies like CPE & KYSTATS's CEO and research directors.
- Guiding, supervising, discussing, and providing statistical research reports to other Directors for publishing state-wide.
- Experienced in doing meetings with the Vice-President of the Governor's relation regarding legislative sessions.
- Attended Pre-state-wide FAFSA meetings from all states for FAFSA discussion, FAFSA completion and outreach strategies meetings, KYSTATS research agenda committee meetings with CEO, 2022 post-secondary Education Trusteeship conference with CPE vice-president & president.
- Attended executive events and meetings.
- Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Frankfort, Kentucky.
- Preparing research data for forecasting the KEES scholarship for the legislative session and the governor's signing to pass the bill in the Kentucky General Assembly.
- Attended seminar.

Leadership experience

- As a director of research, I supervised all the directors under my leadership.
- As a scientist, I manage several projects in a team-based environment.
- As a researcher, I trained several groups of graduate students in research lab settings.
- Experienced in leading the research scholar team, research assistant, and students in university settings.
- Experienced in floor management while working at Transworks Information Services Ltd, IN.
- In my MBA program, I lead a team successfully to complete a critical project.

JOURNAL OF COMMISSION PROCEEDINGS
December 19, 2023

Regular City Commission Meeting

Mayor Kelly presiding
 Commission Chambers Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were Deputy City Manager Chuck Anderson; Planning and Community Development Director Brock Cherry; Finance Director Melissa Kinzler; Fire Chief Jeremy Jones; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Police Chief Jeff Newton; and City Clerk Lisa Kunz.

AGENDA APPROVAL: Deputy City Manager Chuck Anderson pulled Agenda Item 15, noting the contractor requested additional time to evaluate the scope and quote for the project. There were no proposed changes to the agenda by the City Commission. The agenda was approved as amended.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

COMMUNITY INITIATIVES

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM CITY COUNTY HEALTH DEPARTMENT.

Erin Rollins, Prevention Services Division Manager, reported some of the services provided from her division include immunizations, flu and Covid shots, disease surveillance, testing and investigations, and tobacco use/cancer prevention. It is respiratory illness season, including flu and Covid, and hospitalizations are on the rise. Vaccines are available. The Norovirus is also on the rise. She encouraged everyone to take precautions and to stay home if feeling sick so as not to infect others.

2. PETITIONS AND COMMUNICATIONS

Cory Reeves, City resident, expressed gratitude to Mayor Bob Kelly for his eight years of dedicated service. Mayor Kelly has been a guiding light for our community, steering us through challenges and victories alike. His passion, commitment and tireless efforts have left a mark on Great Falls and it is a privilege to follow in his footsteps. During this transition, Mayor Kelly has been an invaluable mentor, sharing his wisdom and insights to ensure a seamless handover. His selfless dedication to the well-being of our town is a testament to his love for Great Falls and its residents.

Brad Talcott, 2801 4th Avenue North, expressed appreciation to Police Chief Newton for how his officers recently handled a situation. It made him proud to be from Great Falls.

NEIGHBORHOOD COUNCILS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

JOURNAL OF COMMISSION PROCEEDINGS
December 19, 2023

None.

BOARDS AND COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

5. APPOINTMENTS/REAPPOINTMENTS TO THE GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION.

Mayor Kelly reported that Tory Mills was appointed to the Planning Advisory Board/Zoning Commission on March 6, 2018 for a partial term through December 31, 2020 and reappointed for his first three-year term on March 2, 2021 with an ending date of December 31, 2023. Mr. Mills is interested and eligible to serve an additional three-year term. Ms. Gray (Bullock) was appointed to a three-year term on March 2, 2021 with an end date of December 31, 2023. She is interested and eligible for a second three-year term.

The City advertised for citizen interest in accordance to Resolution 10524 and received two applications. At its November 14, 2023 meeting, the Planning Advisory Board recommended reappointing Mr. Mills and Ms. Gray to three-year terms through December 31, 2026.

Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission reappoint Tory Mills and Lindsey Gray to the Great Falls Planning Advisory Board/Zoning Commission for three-year terms through December 31, 2026.

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

Commissioner Tryon noted that, because the Planning Board is not a governing board, but is an advisory board, he intends to vote in favor of the motion based on the recommendation and vote of the Planning Advisory Board/Zoning Commission. The other two applications received are very impressive. He hopes those applicants consider applying again or for other positions.

Mayor Kelly called for the vote.

Motion carried 5-0.

CITY MANAGER

6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Deputy City Manager Chuck Anderson announced that, in observance of the Christmas and New Year's holidays, City offices will be closed on Monday, December 25, and Monday, January 1, and will close at 3 pm on Friday, December 22, and Friday, December 29, with the following exceptions:

- The Great Falls Public Library will be closed on Monday, December 25 and Monday, January 1, and will close at 3 pm on Saturday, December 23 and Saturday, December 30.

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December 19, 2023

- The Animal Shelter and the Community Recreation Center will be closed on Monday, December 25, and Monday, January 1.

City Manager Greg Doyon will be announcing tomorrow the appointment of Todd Feist as the City's Information Technology (IT) Director. The IT Director is a senior executive who provides leadership, direction, and oversight of the City's vast network system and technology services.

On behalf of the City Manager and City staff, Deputy City Manager Chuck Anderson expressed appreciation to Mayor Kelly and Commissioner Hinebauch for their service, leadership, collaborative efforts and decisiveness when needed.

CONSENT AGENDA.

7. Minutes, December 5, 2023, City Commission Meeting.
8. Total Expenditures of \$5,238,481 for the period of November 23, 2023 through December 6, 2023, to include claims over \$25,000, in the amount of \$4,596,445.
9. Contracts List.
10. Approve the Final Payment for the Civic Center HR Remodel Project in the amount of \$41,071.63 to Wadsworth Builders, and \$414.87 to the State Miscellaneous Tax Fund, and authorize the City Manager to make the payments. **OF 1750.1**
11. Set a public hearing on Resolution 10534, Establishing Fees for the Mansfield Center for the Performing Arts (MCPA) at the Civic Center for January 2, 2024.

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

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

Commissioner Wolff referred to Item 10 and was excited to see project conclusion and final payment.

There being no further comments, Mayor Kelly Called for the vote.

Motion carried 5-0.

PUBLIC HEARINGS

JOURNAL OF COMMISSION PROCEEDINGS**December 19, 2023**

12. RESOLUTION 10532, A REQUEST FROM TALCOTT PROPERTIES, WHICH WOULD REPEAL RESOLUTION 10486, AND INCREASE THE AMOUNT OF AWARDED WEST BANK TAX INFREMENT FINANCING (TIF) FUNDS TO DESIGN AND CONSTRUCT PUBLIC INFRASTRUCTURE TO SERVE DEVELOPMENT OF WEST BANK LANDING NORTH PHASE, LOTS 4B, 5, AND 6B (OF 1488.5).

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

Planning and Community Development Director Brock Cherry reported that this item is a request for West Bank TIF funding for Lots 4B, 5 and 6B initiated by Talcott Properties. Earlier this year the Commission awarded TIF funds in the amount of \$972,373 to Talcott Properties. The applicant then solicited bids for the work. To both the applicant and staff's surprise, the bids came in significantly higher than what was anticipated.

Thereafter, applicant, staff and legal counsel met multiple times and were able to find a suitable compromised resolution for the applicant to procure sufficient funds in order to complete the desired projects while also allowing some monies to remain within the West Bank TIF fund.

Adoption of Resolution 10532, will repeal Resolution 10486 and the initial \$972,373 TIF funding, and approve the amended TIF application in the approximate amount of \$1.9 million dollars. He noted the extensive work being done includes public water and sewer mains, private storm mains, and environmental remediation, which is required in order for that site to be developable.

The City has invested substantial TIF funds within this area and, in particular, to this applicant. Adoption of Resolution 10532 will bring the investment amount to approximately \$6.5 million dollars. This applicant time and time again has been able to deliver and certainly completes their projects.

Mayor Kelly asked if the Applicant wanted to add anything to Director Cherry's presentation.

Brad Talcott, Applicant, 2801 4th Avenue North, commented that it has been a good partnership. People think it is money that is just given to them. He clarified that these funds are additional tax revenues that would not have been there in the first place if someone were not crazy enough to take on a contaminated site that was the first redevelopment project in the City of Great Falls for probably 20 years. This project is the poster child for how TIF's are supposed to work. When people testify at the State Legislature, this is one of the lead projects that is brought up at meetings. As many years as he has been at this, it is rewarding to look at the major difference of West Bank. The TIF District has worked as it is supposed to.

Mayor Kelly asked if the Commissioners had any questions of staff or the applicant.

Mayor Kelly noted that this is reimbursement monies for public infrastructure work that is already done. He inquired if the TIF funds previously approved for another applicant reverted back into this TIF fund to create the current balance, due to that applicant not getting work done within a specific timeline.

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Finance Director Melissa Kinzler responded in the affirmative. The approval of the other project was about \$350,600. The agreement expired before work completion and before any TIF funds were used.

Mayor Kelly asked Director Cherry to explain the disbursement process since the TIF balance does not have a balance of \$1.9 million.

Director Cherry explained that the TIF district produces a certain amount of increment on an annual basis. Completed projects produce more increment. The Development Agreement included with this request breaks the payments out over time significantly enough that it does not exhaust the total annual increment. There will be monies in the TIF fund for other potential parties that may want to invest within West Bank.

Commissioner Tryon requested Director Cherry to expand on how the parties reached a compromise.

Director Cherry commented that, in the spirit of what TIF is supposed to be, he did not want there ever to be the perception that it is exclusively for use by a sole owner or single user. The applicant understood that the City needed to create availability because it is a public fund, and that the larger lump sum disbursement to him was not something the City would be able to do. The parties were able to meet in the middle and the applicant understands the City still wants this fund to be robust and still wants it to be a tool in the future for other potential projects.

Commissioner Tryon inquired what Mr. Talcott attributed the huge bid increases to.

Mr. Talcott responded (1) inflation and a lot more work going on in Great Falls than there has been in a long time, (2) road work to allow access to lots, and (3) he doesn't want to come back with a request a third time. He added that, although Talcott is the biggest user of the West Bank TIF, the second biggest user is the City of Great Falls at about \$2 million committed for access to the courthouse project and improvements to West Bank Park.

Mayor Kelly asked if there were any comments from the public in support of Resolution 10532.

Brett Doney, Great Falls Development Alliance (GFDA), commented that West Bank is a model TIF District. A lot has happened over there, and there is a lot more in the works. GFDA has done bridge loans for City tax districts, which works out well and is how the initial development in West Bank One was done when there was no tax increment. The developer submits actual invoices, which are reviewed by the City, and reimbursement is made for the actual costs. Tens of millions of dollars have been invested, and the leverage for West Bank One and West Bank Landing is over 10 to 1. He has been pleased with the partnership with the City, County, MDT, BNSF, NorthWestern Energy and DEQ on the complicated site. GFDA has made over \$12,262,000 in loans into West Bank One and West Bank Landing and could not be more excited about the results. GFDA has not given up on more development on the other side of Central Avenue West.

Mayor Kelly asked if there were any comments from the public in opposition to Resolution 10532.

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

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Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10532 to allow Talcott Properties to receive reimbursement in the amount of \$1,931,000 of West Bank TIF funds for infrastructure buildout at West Bank Landing.

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

Commissioner Tryon expressed appreciation to Mr. Talcott for all the work done at West Bank. The main things he looks for are public infrastructure, economic stimulus and tax generation, and elimination of blight, which were all met.

Commissioner McKenney inquired the dollar amount of increment and projected growth of that number.

Finance Director Kinzler responded that the projected estimate is about \$900,000 this year, and there has been projected growth in the actual revenue as projects are completed. There is debt service against this fund, so they look at that for cash flow purposes.

Commissioner McKenney inquired the timeline for reimbursement.

Finance Director Kinzler responded multiple years. She is estimating the reimbursements by June 30, 2025. It depends on cash flow and collections in the TIF District.

Commissioner McKenney inquired the amount of money held back for future applicants.

Finance Director Kinzler responded there is a current cash balance in the fund so there will be available increment in the future to be used for other projects.

Commissioner Wolff thanked Mr. Talcott for all the growth in West Bank. She hopes someday the City can figure out a way to connect a walkable route from the historic downtown to West Bank over the bridge.

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

Motion carried 5-0.

OLD BUSINESS

13. CHANGE ORDER #2 – CIVIC CENTER FACADE PROJECT (OF 1525.2).

Planning and Community Development Director Brock Cherry reported that this item is the last change order for the Civic Center facade project in the amount of \$88,148.16. At an earlier juncture, the City Commission allocated \$400,000 of Downtown TIF District funds to this project. The amount of \$300,000 has already been allocated.

The items proposed within the Change Order are:

- Radiant piping to provide heat for the front stairs

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- Column washing to protect the historic look of the front columns
- Access door for radiant piping
- Flute filler units
- Topping for stairs

The City's building official is going through the final punch list with the contractor.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve Change Order #2 in the amount of \$88,148.16.

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

Commissioner Tryon inquired if the items in Change Order #2 items were after thoughts, not included in the original plans.

Director Cherry commented that it is common to overlook certain items for a project of this size, but certain items were discovered while refurbishing the building that needed to be repaired.

Commissioner Tryon commented that it appears to him radiant piping to provide heat for the front stairs to be an afterthought.

Deputy City Manager Anderson clarified that, after this project went out for bid the City hired a facility manager for this building. With regard to the radiant piping, the facility manager considered the snowmelt where the handicap ramp is and suggested that the front stairs be included. Due to the usage of the front stairs, it would be much safer.

The column washing had something to do with checking the integrity of the columns. Load bearing testing conducted on the front columns found that, for the age of the concrete, the columns were sustainable. They wanted to put protector over the columns so that there would be no further degradation.

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

Motion carried 5-0.

NEW BUSINESS

14. ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND AUDIT REPORT, FISCAL YEAR 2023.

Finance Director Melissa Kinzler reported that the City's Audit Committee met on December 7, 2023, and approved the FY 2023 Great Falls Annual Comprehensive Financial Report. There were no current year audit findings and no prior year audit findings. The ACFR document is a 200+ page bounded document available in the Finance Department and is on the City's website.

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This is the second year of a three-year audit contract with Pinion, LLC, formerly known as Anderson ZurMuehlen & Co., P.C. The audit contract is between Pinion, the City of Great Falls, and the Montana Department of Administration, Local Government Services Bureau.

Sarah Stanger, Anderson ZurMuehlen & Co., P.C., reported that the audit engagement has two parts: audit of the City's financial statements and a separate agreed upon procedures engagement over the City's building code program. Ms. Stanger reported that the ACFR is necessary to obtain the Government Finance Officers Association's (GFOA) Certificate of Achievement, and she noted that the City has been awarded the Certificate of Achievement for Excellence in Financial Reporting every year since 1994.

She discussed the four sections of the ACFR: Introductory, Financial, Statistical, and Single Audit.

Ms. Stanger concluded that Pinion issued a clean audit opinion, and there were no findings, comments or recommendations made. There was one new governmental accounting standard board statement that had an effect this year, GASB 91, pertaining to conduit debt. The federal programs that were tested were the Aim High Big Sky Aquatic and Recreation Center and ARPA funds.

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission accept the Fiscal Year 2023 Annual Comprehensive Financial Report (ACFR), and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.

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 expressed appreciation to the Audit Committee, Pinion and Finance staff.

Commissioner McKenney noted the Audit Committee members review the ACFR to the best of their abilities. The outside auditor looks at the ACFR with a fresh set of eyes, and are looking for red flags and human error that may cause the City difficulty down the road. For the past 29 years, the City has had the "cleanest bill of health that it could have." He expressed appreciation to everyone that participated.

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

15. Motion carried 5-0.

CONSTRUCTION CONTRACT: ELECTRIC CITY WATER PARK SPLASH PAD INSTALLATION (OF 1810.0).

This item was pulled from the agenda.

16. **AMBULANCE SERVICE PERFORMANCE CONTRACT FOR 911 AMBULANCE TRANSPORT SERVICES.**

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Fire Chief Jeremy Jones reported that this item is a culmination of approximately six-months of work within Great Falls Fire Rescue (GFFR), Legal Department and the City Manager's office. Public safety has been in the forefront within this community for the past couple of years. With the contract ending in May of 2024, it was time to re-evaluate the City's ordinances and performance contract to make sure that the City is in the best position moving forward.

In September 2023, the Ordinance changes were presented at a work session, and adopted by the Commission at its October 17, 2023 meeting. In November 2023, proposed changes to the performance contract were presented at a work session to reflect the new ordinance language and, again, to make sure the City was in the best position moving forward.

Since November 1, 2008, Great Falls Emergency Services (GFES) has been the private contractor providing 911 EMS ambulance transport services for the City of Great Falls. Throughout this contract, substantial changes have been made to jurisdictional authority, allowing for a multi-tiered EMS response within the community, and identifying the roles and responsibilities for those agencies.

Taking into consideration the history with the current contract provider and amendments made to the ordinance and performance contract, the requested action is that the City Commission approve the Ambulance Service Performance Contract for 911 Ambulance Transport Services to take effect May 21, 2024 through May 20, 2028.

Commissioner Tryon moved, seconded by Commissioner Hinebauch, that the City Commission approve the Ambulance Service Performance Contract for 911 Ambulance Transport Services with Great Falls Emergency Services for the period of May 21, 2024 through May 20, 2028.

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

Justin Grohs, Great Falls Emergency Services (GFES), 514 9th Avenue South, expressed appreciation for the work done on this agreement. GFES finds the agreement acceptable and appreciates the opportunity to continue to serve the community for the next several years.

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

Commissioner Wolff thanked GFFR and GFES for the time spent on this contract, and including Basic Life Services and Advanced Life Services in the contract so that citizens are well taken care of by all.

Commissioner McKenney inquired if he was correct in his interpretation that the contract requires GFES to have three ambulances, one for basic life support and two for advanced life support.

Fire Chief Jones responded in the affirmative, with the understanding that those units are at work every day and not dedicated to 911 only work.

Commissioner McKenney inquired if GFES would be fined if one of their ambulances was not available.

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Fire Chief Jones commented that the core central service provided by the City for EMS pre-hospital 911 services, pertains to 911 generated calls only and get dispatched out. Those ambulances will report in at 7:30 a.m. every morning and are available to work that day. The understanding is that in private industry EMS there is 911, which is hard to generate the bills to cover the costs, and then private industry work, which the City has no purview or say over. It is a culmination of what comes in. The redundancies built into place within this contract and that are within the EMS Ordinance is the ability for GFFR to step in and help when there is not an available needed ambulance. Safety mechanisms have been built in to try to provide uninterrupted quality care to our citizens without trying to be overbearing to the private contractor.

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

Motion carried 5-0.

17. GROWTH POLICY UPDATE REQUEST FOR PROPOSALS (RFP).

Planning and Community Development Director Brock Cherry reported that staff conducted substantial information gathering with City partners and community partners to make sure that the RFP was drafted correctly to achieve the outcomes that we hope to achieve. The partners developed a nice, initial framework that is going to be required long after this RFP is published. If approved, the RFP will be published on December 22, 2023 through March 15, 2024.

Commissioner Hinebauch moved, seconded by Commissioner Tryon, that the City Commission approve the proposed Growth Policy Update Request for Proposals and authorize the Planning and Community Development Department to publish said Request for Proposals beginning December 22, 2023 to March 15, 2024.

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

Brett Doney, Great Falls Development Alliance, commented that he enjoyed working with City staff on this project. It is a well-written RFP. It is a lot of money because it is important for the consultants to spend a lot of time on the ground. Great Falls needs a realistic plan that can be implemented and not sit on a shelf.

He brought to the Commission's attention GFDA's concern and number one priority right now is housing production of every price level and every type. GFDA commissioned a market assessment a couple of years ago and we are not even coming close to what that study said we needed. The worst thing that could happen is that we continue to strengthen our economy, but we lose our affordability. Growth policies are very important from a city budget perspective because a lot of cities have grown outward and, have either gone broke in the process or have had to charge hefty impact fees and things like that. GFDA has been promoting infill development. GFDA has provided bridge loans to several current housing projects and developments and does not have a dime right now to put into a housing project. He is not confident of any housing project pulling a building permit of any scale in 2024, which is very concerning.

He is hoping to work together through this growth policy to try to figure out ways to make infill development, which is more affordable from a City standpoint and provides great quality of life.

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There being no one further to address the Commission, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner McKenney commented that he did not see primary sector industries being a priority or even talked about in the scope of work.

Director Cherry explained the RFP process. Consultants would do research about our community and submit proposals relating to all that they could bring to the process. Interviews will be conducted and the scope of work discussed to gauge their capacity to provide more specifics.

He wants ample consideration given during this process of a very clear definition of certain growth strategies when it comes to the property taxes that the City is able to collect or when it comes to the capital improvements to maintain. It is a new tune that many other municipalities are currently listening to because they are experiencing the same difficulties that we are where we have inflation going up on everything and we seem to be coming up short on an annual basis. Primary sector industries are something that he wants to investigate further. It is not written down that explicitly within this RFP. Nor does he think it is necessarily needed.

Commissioner McKenney inquired why Cascade County was not listed as one of the other governmental entities to work with.

Director Cherry assured Commissioner McKenney that Cascade County was not left out. He has met with their Planning Director and visited with the County Commission. Planning and Community Development Department staff meet monthly with County staff to discuss their public engagement within this process.

Commissioner McKenney asked Director Cherry to discuss the land use value economic analysis.

Director Cherry explained that one part of this process would be to educate residents who are participating that there is a cost with certain land development patterns. In a healthy built environment, we need to have a plan for all of those uses. He has been working heavily with Director Gaub about capital improvements so that we understand the economics that come with certain land use so that we can provide the Commission the best information to make a decision. We need to be cognizant of certain development patterns and have a holistic view of development within our community.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

18. RESOLUTION 10531, DIRECTING THE PLANNING ADVISORY BOARD AND THE CITY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO UPDATE THE CITY'S GROWTH POLICY.

Planning and Community Development Director Brock Cherry reported that adoption of Resolution 10531 directs Planning and Community Development staff and the Planning Advisory Board

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authorization to officially initiate the City's Growth Policy process and to access those monies that have been made available for the update.

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission adopt Resolution 10531.

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

Commissioner Tryon inquired if \$300,000 was sufficient to complete the policy update.

Director Cherry responded he is confident with the amount allocated.

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

Motion carried 5-0.

CITY COMMISSION

19. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Wolff presented Mayor Kelly with a Resolution of Commendation and Appreciation for 11-years of service to the community, a plaque in honor of his achievements as mayor for the betterment of our city, and an outgoing present.

Mayor Kelly presented Commissioner Hinebauch with a plaque in honor of his service to our community and achievements during his term.

Commissioner Tryon thanked Mayor Kelly for everything that he has done for Great Falls, and noted that it has been a privilege serving with him. He also thanked Commissioner Hinebauch for his service and everything he has done for our community.

Commissioner McKenney added that Mayor Kelly is an honorable person. He also thanked Commissioner Hinebauch for his leadership in getting the public safety levy to the ballot.

Commissioner Wolff wished Commissioner Hinebauch nothing but the best.

Commissioner Hinebauch thanked Mayor Kelly for his impressive leadership in this community. It has been a privilege being his colleague. He enjoyed his time on the Commission and it has been a great experience.

Mayor Kelly thanked his family and friends, current and past colleagues, City staff, citizen participants, and the public.

Mayor Kelly also reflected on the many partnerships and accomplishments during his tenure.

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20. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of December 19, 2023, at 8:51 p.m.**

Motion carried 5-0.

Mayor Cory Reeves

City Clerk Lisa Kunz

Minutes Approved: January 2, 2024



Commission Meeting Date: January 2nd, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

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

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT

<https://greatfallsmt.net/finance/checkregister>

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

ACCOUNTS PAYABLE CHECKS FROM NEW WORLD	12/07/2023-12/20/2023	726,121.83
ACCOUNTS PAYABLE CHECKS FROM MUNIS	12/07/2023-12/20/2023	2,251,190.44
MUNICIPAL COURT CHECKS	12/07/2023-12/20/2023	9,171.99
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	12/07/2023-12/20/2023	3,095.72

TOTAL: \$ 2,989,579.98

GENERAL FUND

FIRE OPERATIONS

LOCALITY MEDIA INC	GFFR EMS SOFTWARE RENEWAL (SPLIT AMONG FUNDS)	2,435.00
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SPECIAL REVENUE FUNDS

STREET DISTRICT

TD&H ENGINEERING	1806.1 -TH AVE NW ADA UPGRADES/PMT 2	30,311.00
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SUPPORT & INNOVATION

GF TOURISM BUSINESS IMPROVEMENT	TBID MONTHLY REIMBURSEMENT NOV 2023	200,149.50
GF BUSINESS IMPROVEMENT DISTRICT	BID MONTHLY REIMBURSEMENT NOV 2023	123,853.70

FEDERAL BLOCK GRANTS

BOYS & GIRLS CLUBS OF CASCADE	BOYS & GIRL SUMMER CAMP SCHOLARSHIPS	25,162.00
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DEBT SERVICE FUNDS

DOWNTOWN TID BONDS

PASSION & GRIT LLC	DOWNTOWN URBAN RENEWAL TIF REQUEST	25,000.00
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CAPITAL PROJECT FUNDS

DOWNTOWN TID

TALISMAN CONSTRUCTION SERVICES	CIVIC CENTER FACADE	145,678.75
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ENTERPRISE FUNDS

WATER

ADVANCED ENGINEERING ENVIRO.	PRO ENG SERVICES WTP SOLID MIT/PMT26 (SPLIT AMONG FUNDS)	15,829.87
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SEWER

TD&H ENGINEERING	LIFT STATION #1 REPAIRS & SUP FO/PMT22	29,069.50
ADVANCED ENGINEERING ENVIRO.	PRO ENG SERVICES WTP SOLID MIT/PMT26 (SPLIT AMONG FUNDS)	15,829.87

INTERNAL SERVICE FUNDS**INFORMATION TECHNOLOGY**

ZUERCHER TECHNOLOGIES LLC	ANNUAL SOFTWARE MAINTENANCE	89,509.42
LOCALITY MEDIA INC	GFFR EMS SOFTWARE RENEWAL (SPLIT AMONG FUNDS)	48,700.00

HEALTH & BENEFITS

HEALTH CARE SERVICE CORPORATION	BCBS HEALTH INSURANCE NOV 2023	934,351.65
SUN LIFE FINANCIAL	SUN LIFE DENTAL AND VISION	48,701.45

TRUST AND AGENCY FUNDS**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS
CASCADE COUNTY TREASURER	FINES & FORFEITURES COLLECTIONS

PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	54,231.00
	EMPLOYER CONTRIBUTIONS	56,519.37
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	74,592.74
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	146,678.39
US BANK	FEDERAL TAXES, FICA & MEDICARE	238,388.79
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	29,461.62

UTILITY BILLS

NORTHWESTERN ENERGY	ELECTRIC SUPPLY NOVEMBER 2023	75,414.25
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CLAIMS OVER \$25,000 TOTAL:

\$	<u>2,409,867.87</u>
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**CITY OF GREAT FALLS, MONTANA
COMMUNICATION TO THE CITY COMMISSION**

DATE: January 2, 2024

ITEM: CONTRACTS LIST
Itemized listing of administratively approved contracts.
(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	Park and Recreation	Community Early Education Center LLC (CEEC)	01/02/2024- 12/31/2025	\$850/Month Kitchen \$812/Month Dining Room	Addendum #2 to Lease Agreement with Community Early Education Center LLC for Child Care Services at the Community Recreation Center, 801 2 nd Avenue North, adds lease space on the main floor; all other conditions and covenants of the Community Early Education Center LLC Assumption of Lease Agreement approved by the Commission on October 3, 2023 [agenda item 12.D] remain in full force and effect. [CR: 060623.10B; 010323.14;]

B	Planning and Community Development	Talcott Properties, LLC	12/20/2023-12/31/2024	\$1,931,000	Ratification of Amendment No. 1 to Development Agreement for additional tax increment financing assistance for increased costs of the construction and installation of the Original Infrastructure Improvements for West Bank Landing North Phase, Lots 4B, 5, and 6B per adoption of Resolution 10532 [CR: 121923.12 - ; 011723.16] OF 1488.5
C	Finance	Montana Department of Natural Resources and Conservation (DNRC)	12/29/2023-12/31/2025	\$3,729,200.00	Ratification of Amendment No. 1 to Montana Department of Natural Resources and Conservation America Rescue Plan Act Grant Agreement for additional time for the Great Falls Central Avenue and 3 rd Street Drainage Improvements project [CR: 050223.13; 010422.9A; 092022.9G] OF 1779.0
D	Events	Doctor Lawn Landscape Management	01/02/2024-12/31/2025	Per the 2023 Contract Summary for the public works set forth in the Scope of Services – TBD FY-23 was approx. \$44,000	Public Works Non-Construction Services Agreement for snow plowing/shoveling/de-icing services of parking lot, driveway and sidewalks at the Civic Center, #2 Park Drive South
E	Park & Recreation	Rocky Mountain Hardscapes	01/03/2024 – 04/05/2024	\$56,480	Public Works Construction Agreement to install concrete flatwork and steel pavilion at Kranz Park, 1605 4 th Avenue South OF 1379.2

CITY OF GREAT FALLS, MONTANA

COMMUNICATION TO THE CITY COMMISSION

DATE: January 2, 2024

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

PRESENTED BY: Darcy Dea, Deputy City Clerk

ACTION REQUESTED: Ratification of Grants through the Consent Agenda

MAYOR’S SIGNATURE: _____

GRANTS

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	GRANT AMOUNT REQUESTED	MATCH	PURPOSE
A	Planning and Community Development	Foundation for Montana History	April 2024- June 2025	\$3,620	In-Kind Labor	2024 The Foundation for Montana History Grant Program Application for installation of interpretive signs at St. Peter’s Mission north of Cascade



Commission Meeting Date: January 2, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Construction Final Pay: Valeria Way Storm Drain Lining OF 1463.2

From: Engineering Division

Initiated By: Public Works Department

Presented By: Christoff T. Gaub, Public Works Director

Action Requested: Consider and Approve Final Pay Request

Suggested Motion:

1. Commissioner moves:

"I move the City Commission (approve/not approve) Final Payment for the Valeria Way Storm Drain Lining to SJ Louis Construction, Inc. in the amount of \$23,581.10, and \$238.19 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: City Staff recommends approving final payment request.

Summary: The project had utilized cured-in-place pipe (CIPP) to line the storm main that runs along the historic Valeria Way. The Valeria Way storm drain runs diagonally from 26th Street North and 6th Avenue North to 20th Street North and 1st Ave North. The project was scheduled to begin no later than October 23, 2023, and to be completed by December 22, 2023. The storm main had been nearly 100-years old and had been in poor condition with an increased risk of collapsing. CIPP had been chosen for this project because of its relatively low cost and non-intrusive method.

Background:

Citizen Participation

Intermittent impacts were experienced by the public during October and November of 2023. These impacts comprised work within the traveled way, single lane closures, and sidewalk closures.

Workload Impacts

The design phase engineering, planning, and specifications had been finished by the Engineering Division, with support from the Utilities Division. The Engineering Division offered construction phase project management and inspection services.

Purpose

The original Valeria Way storm drain was built in the 1920's along a historic Montana railroad line. In the 1920's and 50's residential housing was constructed over the storm drain. The Valeria Way storm drain still runs underneath residential homes today. Location of the storm drain is represented in the attached Exhibit A.

The pipe had been in poor condition with an increased risk of collapsing. The city is liable for damages to homes from a pipe collapsing underneath. Initial discussions included abandoning and backfilling Valeria Way storm drain. However, there is a risk of air pockets forming when backfilling. There is also a significantly increased cost associated with abandoning and backfilling the pipe. The City determined the increased storm water capacity from Valeria Way storm drain after 2016 flood is necessary. Therefore, CIPP was selected for its ability to uphold structural integrity, preserve capacity, and offer a more cost-effective solution compared to traditional trench replacement methods.

Project Work Scope

This project involved the installation of 3,084 linear feet of 18-inch, 24-inch, and 30-inch CIPP, along with cleaning and video recording of the host pipe. Additionally, 2 service connections were internally reinstated.

Final Payment:

This contract was originally awarded on March 21, 2023 in the amount of \$559,386.31. The final project cost is \$476,385.81 which is \$83,000.50 less than the total contract amount. The Contractor and City Staff partnered to deliver a high quality project early and under budget.

Conclusion:

City staff recommends making final payment. We have verified that SJ Louis Construction, 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 December 1, 2023

Fiscal Impact: This project was programmed and prioritized by the Public Works Capital Improvements Plan and funded through the Improvements Other Than Buildings account.

Alternatives: The City Commission could vote to deny final pay and direct staff to continue discussing project close out with Contractor.

Attachments/Exhibits:

Final Pay App

Vicinity Map

Project Summary

PARTIAL PAYMENT ESTIMATE				PARTIAL PAYMENT ESTIMATE 1		Agenda #12.	
				2			
OWNER: City of Great Falls, MT		CONTRACTOR: S.J. Louis Construction, Inc.		PERIOD OF ESTIMATE:			
				FROM 12/1/2023		TO 12/6/2023	
CONTRACT CHANGE ORDER SUMMARY				ESTIMATE			
CHANGE ORDER		AMOUNT					
NO.	DATE	ADDITIONS	DEDUCTIONS				
TOTALS		\$0.00	\$0.00				
NET CHANGE		\$0.00		*Detailed Breakdown Attached			
				1. Original Contract \$ 559,386.31			
				2. Change Orders \$ -			
				3. Revised Contract (1+2) \$ 559,386.31			
				4. Work Completed* \$ 476,385.81			
				5. Stored Materials* \$ -			
				6. Subtotal (4+5) \$ 476,385.81			
				7. Retainage 0% \$ -			
				8. MT GR Tax 1% \$ 4,763.86			
				9. Previous Payments \$ 447,802.66			
				10. Amount Due (6-7-8) \$ 23,819.29			
CONTRACT TIME							
Original (days)		On Schedule		<input checked="" type="checkbox"/> Yes		Starting Date 11/1/2023	
Revised				<input type="checkbox"/> No		Final Completion: 11/30/2023	
Remaining							
CONTRACTOR'S CERTIFICATION:						ENGINEER'S CERTIFICATION:	
The undersigned Contractor certifies that to the best of their knowledge, information, and belief, the work covered by this payment estimate has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous payments estimates was issued and payments received from the owner, and that current payment shown herein is now due.						I hereby certify that I have inspected the work or have reviewed the reports of the Owner's Resident Inspectors who have inspected the work and as a result of Inspection and review of said Inspectors Reports and to the best of my knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the Contract Documents.	
Contractor:		S.J. Louis Construction, Inc.				Inspector:	
By:						By:	
Date:						Date:	
APPROVED BY OWNER:						APPROVED BY ENGINEER:	
Owner:						Engineer:	
By:						By:	
Date:						Date:	

Ryan Shaneybrook

From: Ryan Shaneybrook
Sent: Wednesday, December 6, 2023 4:19 PM
To: 'Jennifer Meyers'
Subject: RE: Great Falls, MT - Valeria Way - Pay App 2

Jennifer,

I also want to touch base with you regarding the amount do for Payments 1 and 2. For tax purposes, I need to split out the payment to the MT Department of Revenue. So you will be getting \$238.19 more on the first payment and \$238.19 less on the second payment.

First payment = \$448,040.85
 Second payment = \$23,581.10
 Sub-Total = \$471,621.95

First payment tax = \$4,525.67
 Second payment tax = \$238.19
 Sub-Total = \$4,763.86

Total Work Completed = \$471,621.95 + \$4,763.86 = \$476,385.81

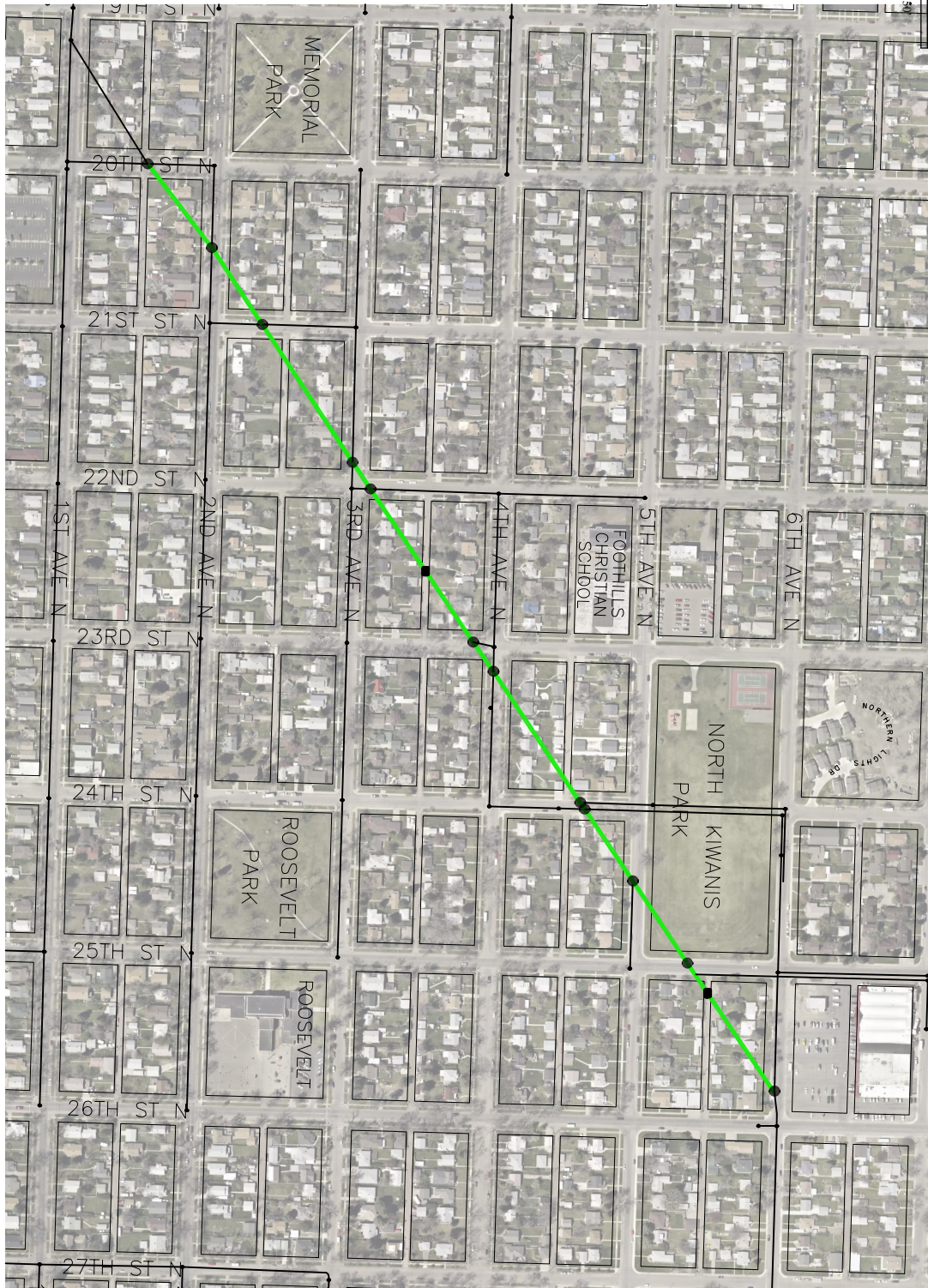
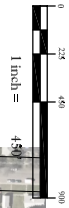
Please let me know if you have any questions or concerns.

Thanks,

Ryan Shaneybrook, PE
 Civil Engineer
 City of Great Falls – Public Works
 1025 25th Ave NE
 Great Falls, MT 59404
 406-771-1258
rshaneybrook@greatfallsmt.net



From: Jennifer Meyers <JMeyers@SJLtrenchless.com>
Sent: Wednesday, December 6, 2023 3:03 PM
To: Ryan Shaneybrook <rshaneybrook@greatfallsmt.net>
Subject: RE: Great Falls, MT - Valeria Way - Pay App 2



VALERIA WAY STORM DRAIN
LINING

VICINITY
MAP

OF 1463.2

12/7/2023

PROJECT SUMMARY SHEET:
Valeria Way Storm Drain Lining, OF 1463.2
Capital Improvement Plan: FY24
Current as of: December 7, 2023

Description: This project lines clay and concrete storm sewer drain from corner of 21st St N and 2nd Ave N.

Justification: Pipe in poor condition with increased risk of collapsing. Pipe is necessary to convey water away from known flooding areas.

Scope: This project involved the installation of 3,084 linear feet of 18-inch, 24-inch, and 30-inch CIPP, along with cleaning and video recording of the host pipe. Additionally, 2 service connections were internally reinstated.

Added to CIP: FY23

CIP Timeline: On Track

Cost:

- Programmed cost: \$ 600,000/FY24
- Preliminary Engineer's Estimate: \$ 880,000
- Awarded Cost: \$ 559,386.31
- Final Cost: \$ 476,580.35

Funding Source(s): 100% Utilities (Storm)

Planned Execution Method: Design-build

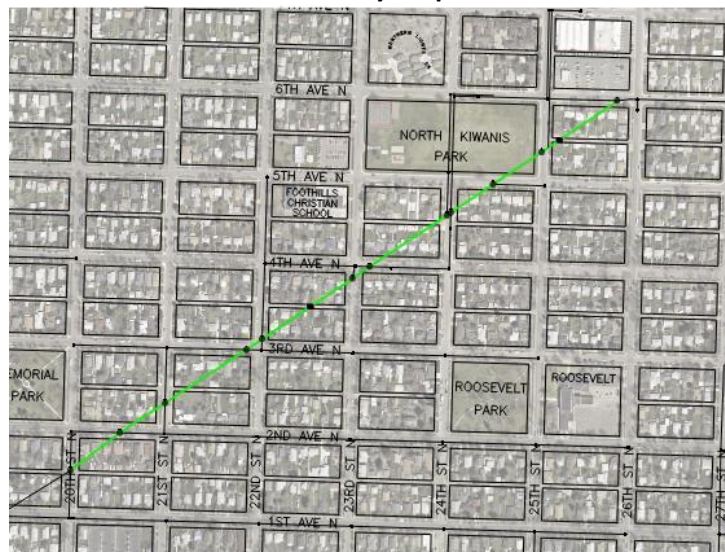
Planned Construction CY: Fall 2023

Current Project Stage (Estimated Completion Date): Completed – Warranty. The two year warranty period started at the time of substantial completion which was December 1, 2023

- Design Method: In-House
- Construction Contractor: SJ Louis Construction, Inc.

Map & Site Pictures:

Vicinity Map



PROJECT SUMMARY SHEET:
Valeria Way Storm Drain Lining, OF 1463.2
Capital Improvement Plan: FY24
Current as of: December 7, 2023

Pre-Liner



Post-Liner





Commission Meeting Date: January 2, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10534, Establishing Fees for the Mansfield Center for the Performing Arts (MCPA) at the Civic Center

From: Owen Grubenhoff, Mansfield Events Manager

Initiated By: Owen Grubenhoff, Mansfield Events Manager

Presented By: Chuck Anderson, Deputy City Manager

Action Requested: Conduct a Public Hearing and adopt Resolution 10534.

Public Hearing:

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

Suggested Motion:

1. Commissioner moves:
 "I move that the City Commission (adopt/deny) Resolution 10534."
 2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Staff Recommendation: Conduct a public hearing on Resolution 10534, to consider establishing the Mansfield Center for Performing Arts (MCPA) fees to provide a new component of a business model and to reflect the impact of competing venues and adopt the Resolution.

Summary: Resolution 10534 sets forth the same fees approved in Resolution 10426, adopted August 17, 2021, which reflects the fees charged by the MCPA for usage of the rooms and services associated within the Civic Center, and reflects updated verbiage that allows the introduction of a component of a new business model to be enacted for the MCPA.

Background: The Civic Center Events division operates the MCPA, whose charge is to promote, coordinate, and provide affordable public event space and box office services. The 52,000 square feet of meeting space includes the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Commission Chambers, and several other meeting rooms in the Great Falls Civic Center. The landscape of the event space industry has changed, with more competing venues opening and providing services within our community. To compete with, and to keep partnerships intact the MCPA recently embarked on developing a new business model that allows for variations in how business had been previously conducted. Recently, the Great Falls Symphony was allowed a 1-year test to continue to use

the Mansfield Theater to host shows and events without the requirement to use the MCPA box office. This had not been done before, but in order to keep the Symphony as an active partner and facility patron, both parties agreed to test this business model component for a year. By allowing this change, the Symphony is able to increase their brand marketing and directly interface with their customer base through the ability to solely sell tickets for their shows.

The next component of the new business model is the introduction of the ability for fee negotiation and adjustment of the current fees as established in Resolution 10426. Specifically, the ability to negotiate fees will be handled on a case-by-case basis with final approval authority residing in the City Manager's office. The Mansfield Events Manager will not have the ability to change fees. This component of the new business model will enable the MCPA to better compete with other community venues by being able to obtain multi-room, multi-year or multi-event commitments and expanding the adjustment criteria to include current and former employees, military and veterans and a preferred or partner user.

Concurrences: Fees were discussed at the FY24 budget process and are supported by the City Manager and Finance Department.

Fiscal Impact: The proposed fee change will not result in a loss of revenue on any scheduled/booked event, as the wording in the fee resolution includes that all costs associated with the service must be covered for each event. At this time, the impact of this new concept is not fully known, but will be reviewed on an annual basis prior to each budget.

Alternatives: The Commission could choose not to adopt Resolution 10534, and keep the current fees the same. This is not advised due to the increasing competition from new event venues, changes in industry practices, and the impending loss of revenue from the Missouri Room being converted to court space.

Attachments: Resolution 10534 and Exhibit "A".

RESOLUTION NO. 10534

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, ESTABLISHING FEES FOR THE MANSFIELD CENTER FOR THE PERFORMING ARTS AT THE CIVIC CENTER

WHEREAS, the City Commission adopted Resolution 10426, “A Resolution Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center,” on August 17, 2021; and

WHEREAS, the Mansfield Center for the Performing Arts serves as a cultural, social and entertainment center for the Great Falls community and north central Montana; and

WHEREAS, the Mansfield Center for the Performing Arts consists of the Mansfield Theater, Mansfield Convention Center and meeting rooms. The venue provides services from staffing for setup and teardown as well as equipment and box office services for an event. Other services provided include professional backstage crew, box office staff, ushers, and staff to sell merchandise as well as high speed internet access and concessions; and

WHEREAS, the Theater seats 1,782 and is adaptable for concerts, ballet, grand opera, road shows, off-Broadway stage productions, travelogues, conventions and lectures. The Convention Center is 15,300 square feet in size and is a venue for conventions, trade shows, meetings, concerts, fundraisers, banquets and wedding receptions; and

WHEREAS, having considered that many venues offer fees that go directly to the promoter, known as “rebates” in the industry, the Mansfield Advisory Board deemed it appropriate to incentivize promoters that meet certain requirements to bring more high quality shows to the Mansfield Center for the Performing Arts; and

WHEREAS, due to the loss of the Missouri Room, a major asset to the portfolio of the Mansfield Center, and the increasing industry competition that has arisen, a need for a new business model must be created to maintain competitiveness and sustained viability; and

WHEREAS, similarly, having considered that more venues currently exist in Great Falls, it is deemed appropriate as part of the new business model, to allow the Manager of the Mansfield Center for the Performing Arts, with the approval of the Deputy City Manager, discretion on a case-by-case basis to negotiate and adjust fees, in certain circumstances, to remain competitive in the market and guarantee future bookings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that the fees set forth in Exhibit A are hereby adopted.

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that Resolution 10426 is hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of January, 2024.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

Exhibit "A" To Resolution 10534

Mansfield Convention Center*	<u>Current Fees</u>
Attendance over 500	\$1,995
Attendance 500 and under	\$1,795
Non-alcohol event	\$1,495
Backstage	\$895
Set-up or tear-down day	\$100/hr minimum \$200
(Must be consecutive hrs)	No Maximum
Walk-in cooler for set-up day	\$250
	(Included w/\$400 or more)
Merchandising fee	20% of gross

* Maximum of 16 hrs that must be consecutive and between 7am and 1:30am. Additional hours are \$100/hour

Box Office Services and Convention Center

Use of Mansfield Box Office	5% of gross. Optional except concerts and sporting events
Minimum/Cap	\$300/\$2,300
Plus additional per ticket fee	\$2/ticket

Missouri Room*	<u>Current Fees</u>
Event day	\$600
Set-up/tear-down day	\$300

* Maximum of 14 hrs that must be consecutive and between 7am and 12:30am. Additional hours are \$50/hour

* Rent is \$500 when used in conjunction with the theater as a dressing room.

Rainbow or Ryan Room	<u>Current Fees</u>
Week day	\$75
Weekend day	\$160

Gibson Room *	<u>Current Fees</u>
Event day	\$250

* Maximum of 12 hrs that must be consecutive and between 7am and 1:30am. Additional hours are \$50/hour

Commission Chambers	<u>Current Fees</u>
Event day	\$250

*Rent is \$125 when used in conjunction with the theater as a dressing room.

Holiday rates \$385 additional charge

Discount: A 15% discount may apply to multiple-room or multiple-day rentals. Discount may only be applied to full room rental rates.

Mansfield Theater	<u>Current Fees</u>
Performance	8% of gross
Box Office Fee	\$1.50
Facility Surcharge	\$0.50/ticket
Convenience Fee	\$4.00
Minimum/Cap	\$950/\$4335

Event w/out ticketing	\$1,195
Wedding	\$500 plus hourly rate and labor (2hr min)
Setup/Tear Down Day	\$495
Credit Card Fee	4% or as allowed by law
Promoter Rebate	A maximum of \$8.00 per ticket to be paid directly to the promoter as long as the cap of \$4335.00 is met. If the cap is not met then the Mansfield will retain funds sufficient to reach the cap and all remaining funds from this fee will be paid to the promoter. To be eligible a promoter must be presenting 4 or more shows in a fiscal year.

The Manager of the Mansfield Center for the Performing Arts, with the approval of the Deputy City Manager, has discretion to negotiate and adjust the fees set forth herein, in certain circumstances, to remain competitive in the market and guarantee future bookings. Fee adjustments will be considered on a case-by-case basis and can be obtained depending on submitted documentation and factors such as competing venue rates, frequency and/or multiple room event bookings, multi-year commitments, and box office usage. Finally, any reduction in fees will be required to cover the costs associated with the service, and at no time will the fees be set below that threshold.

Mansfield Box Office Ticketing Services

The use of the Mansfield Box Office is required for all events held in the Mansfield Theater. The use of the Mansfield Box Office is required for all concerts and sporting events held in the Convention Center. Promoters located outside the State of Montana, are required to use the Mansfield Box Office for all publicly ticketed events held at the Mansfield Center for the Performing Arts. The Mansfield Box Office retains exclusive rights to all internet sales for events held in the Mansfield Theater. The use of the Mansfield Box Office is not required for events being held in the Commission Chambers, Gibson Room, Missouri Room or any of the smaller meeting rooms. Ticketing fees are in addition to room rental fees.

** The City reserves the right to require the sponsoring organization to use the Mansfield Box Office if a competing ticket outlet or location is used for ticket sales.*

Staff from the Mansfield Center for the Performing Arts, in conjunction with the City Manager's Office, shall continue to evaluate these fees on an annual basis, but no later than April 1 of each successive year, and may implement an annual inflationary increase in these fees using the Consumer Price Index, U.S. City average, all urban consumers, as published by the Bureau of Labor Statistics of the United States Department of Labor. Nothing in this Resolution shall prevent staff from making recommendations at any time to the City Commission for fee changes based upon other considerations.



Commission Meeting Date: January 2, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointment, Mayor Pro-Tempore

From: Lisa Kunz, City Clerk

Initiated By: Charter of the City of Great Falls

Presented By: Great Falls City Commission

Action Requested: Appoint Mayor Pro-Tempore for a two-year term

1. Commissioner moves:

“I move that the City Commission appoint _____ to serve as Mayor Pro-Tempore, effective immediately, for a two-year term or until the City Commission has held an election.”

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

Background: Article III, Section 3, of the City Charter sets forth that “The Mayor Pro-Tempore shall serve in the absence of the elected mayor. The City Commissioners shall elect from among themselves a Mayor Pro-Tempore no later than one month after taking office. The Mayor Pro-Tempore shall serve a term of two years, or until the City Commission has held an election. Any vacancy in this office shall be filled by a special election among the remaining City Commissioners. Any person elected to fill such a vacancy shall serve the remaining portion of the term in which the vacancy occurred.”

Current City Commissioners are:

Joe McKenney
Rick Tryon
Shannon Wilson
Susan Wolff



Commission Meeting Date: January 2, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointments, Great Falls Citizen's Council

From: City Commission

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint two members of the City Commission to serve on the Great Falls Citizen's Council for January 23, 2024.

Suggested Motion:

1. Mayor moves:

"I move that the City Commission appoint _____ and _____ to serve on the Great Falls Citizen's Council also known as Council of Councils for the January 23, 2024 meeting."

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

Staff Recommendation: It is recommended that the Mayor appoint two members from the City Commission to serve as the Commission's representatives for the Great Falls Citizen's Council in accordance with Title 2, Chapter 19, Section 090 the Official Code of the City of Great Falls (OCCGF).

Summary: Pursuant to the Charter of the City of Great Falls, the Neighborhood Council program was established by Ordinance 2727 in 1997. There are nine separate Council districts throughout Great Falls.

Background: The Great Falls Citizen's Council was created to act as a forum to address issues of community wide concern and resolve disputes among the individual neighborhood councils. The members are comprised of one member from each neighborhood council and two members of the City Commission who shall be appointed by the Mayor. The council meets three times a year, usually in January, May and October. Last year, the Commission appointed Bob Kelly and Susan Wolff as their representatives for the January meeting; Rick Tryon and Joe McKenney for the May meeting; and Eric Hinebauch and Susan Wolff for the October meeting.

This year's meetings are scheduled for January 23, May 28 and October 22, 2024 at 7:00 pm in the Gibson Room of the Civic Center.