



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
July 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](mailto:commission@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

**Meeting Decorum Statement**

1. Members of the public shall address their comments to the presiding officer and the Commission as a body and not to any individual member of the Commission or City staff.
2. Speakers shall keep their comments germane to the subject item on the agenda or, during petitions and communications, matters of significant public interest which are within the jurisdiction of the Commission.
3. Be respectful and do not engage in disorderly or boisterous conduct, including but not limited to applause, booing, or making any remarks that are, threatening, profane, abusive, personal, or slanderous that disturbs, disrupts, or otherwise impedes the orderly conduct of our meeting.
4. Signs, placards, banners, or other similar items shall not be permitted in the audience during our City Commission meeting.
5. Remain seated, unless addressing the body at the podium or entering or leaving the meeting. Private or informal conversations may occur outside of the Chambers. Obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.
6. A complete copy of Rule 10 pertaining to the public participation is available on the table in the Commission Chambers and is included with the Meeting posting on the City's Website.

**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.](#) Reappointments to the Housing Authority Board of Commissioners.
- [5.](#) Reappointment/appointment to the Tourism Business Improvement District Board.
- [6.](#) Appointment to the City-County Board of Health - Medical Representative.
7. Miscellaneous reports and announcements from Boards and Commissions.

## **CITY MANAGER**

8. Miscellaneous reports and announcements from City Manager.

## **CONSENT AGENDA**

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

- [9.](#) Minutes, June 18, 2024, City Commission Meeting.
- [10.](#) Total Expenditures of \$4,254,178 for the period of June 6, 2024 through June 19, 2024, to include claims over \$25,000, in the amount of \$3,644,839.
- [11.](#) Contracts List.
- [12.](#) Approve a Professional Services Agreement in the amount not to exceed \$249,810 to Roadway Asset Services, LLC, for data collection and review phase services for the Road Overall Condition Index project, and authorize the City Manager to execute the agreement documents.
- [13.](#) Award a construction agreement in the amount of \$288,350 to Geranios Enterprises, Inc for the 5th Street Drainage – 10th Avenue South to 12th Avenue South project, and authorize the City Manager to execute the agreement documents.
- [14.](#) Set a public hearing on the Business Improvement District (BID) FY 2025 Budget and Work Plan for July 16, 2024.
- [15.](#) Set a public hearing on the Tourism Business Improvement District (TBID) FY 2025 Budget and Work Plan for July 16, 2024.
- [16.](#) Set a public hearing on Resolution 10552, Intent to Increase Property Tax for July 16, 2024.
- [17.](#) Set the annual budget hearing on Resolution 10551, Annual Budget Resolution for July 16, 2024.

**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**

18. Rezone and Annexation request from Leigh Larson for property addressed as 2617 6th Street NW. (Presented by Brock Cherry)
- I. Resolution 10548, Annexation of 2617 6th Street NW. *Action: Conduct a joint public hearing and adopt or deny Res. 10548 and approve or deny the Annexation Agreement.*
  - II. Ordinance 3267, Establish the City zoning classification of R-2 Single-family Medium Density. *Action: Adopt or deny Ord. 3267.*

## **OLD BUSINESS**

## **NEW BUSINESS**

19. Ordinance 3269, Request from the Estate of Sharon C. Wilson to assign R-2 Single-Family Medium Density Zoning to 423 Riverview Court. *Action: Accept or deny Ord. 3269 on first reading and set or not set a public hearing for August 6, 2024. (Presented by Brock Cherry)*

## **ORDINANCES / RESOLUTIONS**

## **CITY COMMISSION**

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

## **ADJOURNMENT**

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

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

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



Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

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

**From:** City Manager's Office

**Initiated By:** Great Falls Housing Authority

**Presented By:** City Commission

**Action Requested:** Reappoint Megan Farmer for a five-year term through June 30, 2029 and reappoint Kathleen Whitaker and Lyle LaPree to the Great Falls Housing Authority Board of Commissioners as Tenant members for two-year terms through June 30, 2026.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (reappoint/not reappoint) Kathleen Whitaker and Lyle LaPree to the Great Falls Housing Authority Board of Commissioners for two-year terms through June 30, 2026 and (appoint/reappoint) Megan Farmer for a five-year term through June 30, 2029.”

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

**Board Recommendation:** The Board met on May 16, 2024 and recommended that the City Commission reappoint Megan Farmer to her second five-year term and reappoint Tenant members, Lyle LaPree for his third 2-year term and Kathleen Whitaker for her first full two-year term.

**Summary:** The City Commission appointed Megan Farmer to the Board on July 16, 2019 for a five-year term through June 30, 2024. Lyle LaPree was appointed as a Tenant member in March on 2021 and Kathleen Whitaker was appointed in March of 2024. Terms for each of these are scheduled to term on June 30, 2024. All three members are interested and eligible for additional terms. Advertising was done to solicit other citizen interest and no other applications were received.

**Background:** The Great Falls Housing Authority Board consists of seven commissioners appointed by the City Commission. Two commissioners must be residents of the Housing Authority properties. The Board is an independent authority responsible for setting policy for the operation and management of public housing properties, HUD Section 8 program and other affordable housing programs. The Board also serves as the loan committee for the City's Housing Rehabilitation Program. The Board is also responsible for providing safe, decent, sanitary, and affordable housing for the community's low-income residents. Tenant terms are two years and regular members are five years.

Continuing Commissioners of this board are:

Megan Farmer	7/16/19 – 6/30/24
Rosalie Kiernan	5/19/20 – 6/30/25
Doug Spence	5/19/20 – 6/30/26
Rodney Blake	4/6/21 – 6/30/27
David Fink	7/17/18 – 6/30/28
Lyle. W. LaPree	3/16/21 – 6/30/24 (Tenant Member)
Kathleen Whitaker	1/3/23 – 6/30/24 (Tenant Member)

**Alternatives:** The City Commission could direct staff to re-advertise for other citizen interest.

**Attachments/Exhibits:**

Recommendation letter from Housing Board and applications



1500 Chowen Springs  
Great Falls, MT 59405-2564  
Office: 406-453-4311  
Fax: 406-727-5566  
TDD: 406-453-6327  
e-mail: [gfa@gfhousing.org](mailto:gfa@gfhousing.org)  
Website: [www.gfhousing.org](http://www.gfhousing.org)

May 16, 2024

To: Honorable Mayor and City Commission

From: Rosie Kiernan, Chairman

Great Falls Housing Authority Board of Commissioners

Re: GFHA Board Re-Appointment Recommendations

At its May 16<sup>th</sup>, 2024 meeting, the Great Falls Housing Authority Board of Commissioners approved recommending Megan Farmer (to her second 5-year term to run from July 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2029); Tenant Commissioners Lyle LaPree (for his third 2-year term); and Kathleen Whitaker (for her first 2-year term to run from July 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2026).

Commissioner Blake made a motion to recommend these reappointments listed. Commissioner Fink seconded the motion with unanimous voice approval.

The GFHA Board of Commissioners would like to recommend to the City Commission **Megan Farmer** be appointed for her second 5-year commissioner term, **Lyle LaPree** for his third 2-year Tenant Commissioner term, & **Kathleen Whitaker** for her first 2-year Tenant Commissioner term.



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

**RECEIVED**

APR 26 2019

**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: <b>Great Falls Housing Authority</b>		Date of Application: <b>04/26/2019</b>	
Name: <b>Megan Bailly, LCPC (Megan Farmer)</b>			
Home Address: <b>2809 1st Ave N</b>		Email address: <b>m.stone@live.com</b>	
Home Phone: <b>(406)750-8517</b>	Work Phone: <b>(406)727-2512</b>	Cell Phone:	
Occupation: <b>Counselor and Clinical Supervisor</b>		Employer: <b>Gateway Community Services</b>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <b>I have worked for nearly every mental health organization in Great Falls and surrounding areas. Through my work with these clients, I have grown to understand their needs for services in our area as well as the challenges facing organizations who serve them. See Attached resume.</b>			
Educational Background: <b>Bachelor or Arts degree in Psychology from the University of MT 2010 Master of Science in Counseling from the University of Great Falls 2013</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>Current: Leadership Great Falls Class of 2018/2019 Children's Liturgy St. Ann's Cathedral 2018-present  Past: La Leche League Leader 2013-2015</b>			
Previous and current public experience (elective or appointive): <b>Campfire USA Board Member 2010-2012 Campfire USA Board of Directors Teen Advisor 2004-2006</b>			
Membership in other community organizations: <b>Leadership Great Falls Great Falls Counseling Association Substance Abuse Prevention Alliance</b>			

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

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

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

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

Please describe your interest in serving on this board/commission?  
I would like to be more involved with community organizations in Great Falls to improve my community and better serve my clients. I feel I have something to offer the Housing Authority in terms of social work/counseling.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
My expertise in the area of social work and counseling is valuable to help guide policy. I have seen many different social services models at various agencies in Great Falls and have helped write and implement policy at Gateway Community Services.

Additional comments:

Signature: *J. Bailey LERP* Date: 4/26/19

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
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P.O. Box 5021  
Great Falls, MT 59403

**Fax:**  
(406) 727-0005

**Email:**  
kartis@greatfallsmt.net



**Megan Elizabeth Bailly LCPC**

**2809 1st Ave N, Great Falls, MT (406)750-8517**

**Education**

Masters of Science In Mental Health Counseling University of Great Falls, Great Falls, MT 2013

Bachelor of Arts in Psychology University of Montana, Missoula, MT 2010

**Relevant Career History**

***Senior Clinical Manager, Gateway Community Services***

October 2016-present

- Supervise and coordinate treatment with counselors and para-professionals.
- Coordinate counselors within contract.
- Manage personnel issues and direct all clinical services within Gateway.
- Perform clinical assessment, diagnosis, as well as individual and family therapy, and maintain proper documentation of client contact.

***Co-occurring Counselor, Gateway Community Services***

August 2016-January 2017

- Supervise and coordinate treatment with counselors and para-professionals.
- Coordinate Adult Treatment court and other community contracts.
- Manage personnel issues and direct all clinical services within agency.
- Perform clinical assessment, diagnosis, as well as individual and family therapy, and maintain proper documentation of client contact.
- Present to clients on topics such as healthy relationships, co-occurring disorders, and grief.

***Child and Family Therapist, AWARE.***

August 2014-Aug 2016

- Primary Therapist for 1 adult mental health and 3 developmentally disabled adult group homes.
- As home support services therapist, provided therapy and case management for SED children and their families.
- Maintained a caseload and exceeded monthly benchmarks.
- Led therapy groups for teens, adults with SDMI, and DD adults.
- Performed clinical assessment and diagnosis for new clients as well as yearly reassessments.
- Maintained documentation of hours and clinical notes.
- Coordinated treatment with other professionals such as case managers and other agencies.
- Provided training for staff on boundaries, ethics, and other clinical topics.
- Provided clinical direction for staff in absence of Lead Clinician

***CSCT Therapist, Altacare.***

March 2014-August 2014

- Maintained a caseload of ten SED children
- Performed clinical assessment and diagnosis for new clients as well as yearly reassessments.

- Maintained documentation of hours and clinical notes.
- Coordinated treatment with other professionals (ie. case managers, teachers, administrators).

***Co-occurring Counseling Intern, Gateway Community Services***

May 2013-May 2014

- Maintained a personal caseload as well as observed sessions with supervisor.
- Presented to clients on topics such as healthy relationships, co-occurring disorders, and grief.
- Performed clinical assessment, diagnosis, and chemical dependency assessment.
- Maintained documentation of hours and clinical notes.
- Coordinated treatment with chemical dependency counselors and case manager.
- Observed Treatment court and TDAT federal program management.

***Child and Family Counseling Intern, Youth Dynamics.***

Oct 2012-April 2013

- Maintained a personal caseload as well as observed sessions with supervisor.
- Presented to parents at monthly parenting workshop.
- Performed clinical assessment and diagnosis for new clients as well as yearly reassessments.
- Maintained documentation of hours and clinical notes
- Coordinated treatment with other professionals such as case managers.

***CSCT Behavior Specialist, Center for Mental Health.***

June 2011- Feb 2012

- Developed treatment plans and performed interventions with elementary school children.
- Maintained documentation of hours and clinical notes.
- Coordinated treatment with parents, other professionals, and the school district.

***Temporary ReAct Coordinator, City/County Health Department.***

May-Aug 2010

- Coordinate events to recruit and engage high school students in statewide program to address and prevent teen tobacco use.
- Meet with students to encourage and facilitate teen-led activism.
- Create programming and training tools to simplify tasks and duties for future coordinators.

***Suicide Prevention Coordinator & Peer Mentor, University of Montana.***

Oct 2006-May 2010

- Coordinated training and events centered on mental health awareness.
- Facilitated a mental health support network for students including referrals to counseling.
- Presented to students on health topics such as safer sex and stress relief.
- Tobacco Cessation and Prevention Team, University of Montana.
- Coordinated events centered on tobacco awareness.
- Performed research and assessment on campus to address tobacco use and advocate for tobacco free campus initiative.
- Created "quit kits" and met with students 1:1 to assess and plan for tobacco cessation.
- Assisted students in the preparation and action stages of quitting tobacco in follow up sessions.



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

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

Board/Commission Applying For: <i>Tenant Commissioner</i>		Date of Application: <i>1-4-21</i>
Name: <i>Hyle W. LaPree</i>		
Home Address: <i>1606 7th. AVE. S.</i>		Email address: <i>Uiperwayne1000@gmail.com</i>
Home Phone:	Work Phone:	Cell Phone: <i>928) 303-5128</i> <i>IF NO ANSWER please leave voice mail</i>
Occupation: <i>BRC Coordinator</i>	Employer: <i>TJMAXX</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <i>as long as I have notice in advance is all.</i>		
Related experiences or background: <i>n/a</i>		
Educational Background: <i>12+</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <i>done Volunteered for a local Food Bank of another state. Volunteered at a Animal Rescue of another state. Try to volunteer or donate things for others locally...</i>		
Previous and current public experience (elective or appointive): <i>n/a I'm still trying to get those Experience if know where to help out.</i>		
Membership in other community organizations: <i>Donate to our 2 favorite charities...</i>		

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

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


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

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

Please describe your interest in serving on this board/commission? *Love to learn the experience and be able to help and represent other tenants...*

Please describe your experience and/or background which you believe qualifies you for service on this board/commission? *Truthfully, I have NO Experience and am willing to learn something new and get the experience...*

Additional comments: *I would love to fill this position and be able to give back to my community and get the experience in return.*

Signature 	Date: <i>1-4-21</i>
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If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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

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

Board/Commission Applying For:	Date of Application: 12/20/23
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Name: <sup>(KAT)</sup> Kathleen Whitaker

Home Address: 1520 5 Ave S	Email address: katcandolive.com
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Home Phone: _____	Work Phone: _____	Cell Phone: 406 402 2378
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Occupation: unemployed	Employer: _____
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Would your work schedule conflict with meeting dates? Yes  No  (If yes, please explain)

Related experiences or background: (Hill County) Board advisor, human resource employee, Administrative position, DV advocate dual program

Educational Background: High School diploma, Associate Degree child development, certified: Domestic child advocate, n.r. certificates, federal program certificates

IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:

Previous and current service activities: (Mr. East) same as above + partner of Boys & Girls club, state & federal, county programs, Anger management & group administrator, county, quest speaker at training for county, partner & trainer Rocky Boy

Previous and current public experience (elective or appointive):  
• SAA

Membership in other community organizations: n/a

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

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

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

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

Please describe your interest in serving on this board/commission?  
I believe it is important for all tenants to have a voice. Advocate for concerns, accolades & question. A voice for some that cannot speak due to certain circumstances

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

Additional comments:

Signature: Kathleen Whitaker (KAT) Date: 12/20/23

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.

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Commission Meeting Date: July 2, 2024  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Reappointment/appointment to the Tourism Business Improvement District Board.

**From:** City Manager’s Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint member and appoint a new member to the Tourism Business Improvement District Board of Trustees for four-year terms through June 30, 2028.

**Suggested Motion:**

1. Commissioner moves:
 

“I move that the City Commission (reappoint/not reappoint) Becky Amaral Miller and (appoint/not appoint) Malissa Hollan to the Tourism Business Improvement District Board of Trustees for four-year terms through June 30, 2028.”
2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

**Summary:**

Shawn Jeffrey Page resigned from the Tourism Business Improvement District Board of Trustees (TBID). Laurie Price has a term expiring on June 30, 2024 and has not indicated that she is interested in an additional term. Becky Amaral Miller has served on since May 2021. Her current term end date is June 30, 2024; she is interested in remaining on the Board.

Resolution 10524 Section 1b. allows for TBID members to serve more than two terms:

1. Except as provided below, or as otherwise specified by ordinance or other resolution adopted by the City Commission, the maximum uninterrupted length of service on any single board or commission shall be two consecutive terms, exclusive of the time served on any unexpired term, for each person appointed by the City Commission.

The following boards and commissions are excepted from this requirement, in the following particulars:

- a. Great Falls Housing Authority: In accordance with state law, tenant members may serve five (5) consecutive two-year terms, exclusive of the time served on any expired term [Mont. Code Ann. § 7-15-4432(2)].

- b. Business Improvement Districts:** district boards established to govern the affairs of a business improvement district may recommend to the City Commission appointments pursuant to any by-laws adopted by the recommending district. Subject to the provisions of Section 5 below, if a district board can demonstrate that its active efforts to recruit qualified and eligible new applicants to replace a board member who has served two consecutive terms have been unsuccessful, the City Commission will consider waiving the term limit for no more than one additional term.

The Board Liaison, Rebecca Engum, reached out to all property owners within the TBID district seeking interested candidates. She also sent emails and made phone calls to encourage applications. An application was received from Malissa Hollan with Great Falls Inn-Vestments LLC. Trustees must be an owner of property within the TBID or the owner’s assignee. Ms. Amaral Miller also submitted an updated application.

Ms. Engum will continue to seek additional interest for the remaining vacant board position.

**TBID Recommendation:**

During the Board’s meeting on June 20, 2024, the TBID Board recommended that the City Commission reappoint Ms. Amaral Miller and appoint Ms. Hollan to the Board of Trustees for four-year terms through June 30, 2028.

**Background:**

The Tourism Business Improvement District (TBID) was established by Resolution 9792 on December 2, 2008 and recreated by Resolution 10222 on February 6, 2018 for an additional ten years. Its overall purpose is to utilize tax dollars through the TBID assessment and direct those monies to be used for the purpose of promoting tourism, conventions, trade shows, and travel to the City of Great Falls.

The members of this board are:

Becky Amaral-Miller	7/3/12 – 6/30/24 (interested in reappointment)
Laurie Price-Manning	11/18/14 – 6/30/24 (term ending)
Shawn Jeffery Page	2/21/23 – 6/30/25 (Resigned)
David Buckingham	10/17/17 – 6/30/25
Jeff Shull	9/6/22 – 6/30/26
Peter Jennings	5/4/21 – 6/30/27
Sandra Johnson-Thares	8/21/18 – 6/30/27

**Alternatives:**

Seek alternative applications.

**Attachments:**

Applications





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

**RECEIVED**  
MAY 17 2024  
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:  TBID		Date of Application:  5/17/24
Name:  Becky Amaral Miller		
Home Address:  120 20th St Sw Great Falls Mt 59404		Email address:  becky@staybridgegreatfalls.com
Home Phone:	Work Phone:	Cell Phone: 406-870-3342
Occupation:  Area Manager	Employer:  Staybridge Suites Great Falls	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)		
Not often, however there are times in the past there has been conflicts.		
Related experiences or background: I have been apart of TBID since we started it in Great Falls, and completely understand our mission.		
Educational Background: Business Management		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: TBID, GFALA, Chamber, Leadership Great Falls, Citizens Academy,		
Previous and current public experience (elective or appointive):		
Membership in other community organizations: Jobs Daughters, Electric City Speedway, Hopefalls Vaulters, CASACAN		

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?

TBID

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

TBID

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 enjoy being a part of the TBID board, and watching our success over the years.

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

I have been in Hospitality over 20 years, and apart of TBID since it began.

Additional comments:

Signature

Date:

5/17/24

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:		Date of Application:
Tourism Business Improvement District		6/6/2024
Name:		
Malissa Hollan		
Home Address:		Email address:
711 8Th St N Great Falls, MT 59401		malissahollan@bwplusriverfront.com
Home Phone:	Work Phone:	Cell Phone:
406-497-1537	406-761-2600	406-497-1537
Occupation:	Employer:	
General Manager of Hotel	Best Western Plus Riverfront Hotel & Suites	
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 previously served on this board and have been in Hotel Industry for 19 years. Currently, I have managed this hotel at 600 River Drive S for 10 years, changing brands 3 times.		
Educational Background: General Manager and Hospitality Certified with these brands of hotels: Best Western, Wyndham, Choice and IHG. AA Degree in Business Administration from Sacramento State University		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: I have been a member of Rotary International for 10 years and have volunteered with Harvest Howl, Tardigras, Multicultural Fair, Rescue Mission, Camp Rotary, Community Clean up as well as other community outreach programs mostly affiliated with Rotary.		
Previous and current public experience (elective or appointive): Previous Board Member of the Tourism Business Improvement District Previous Board Member of the Central Montana Tourism		
Membership in other community organizations: Rotary Electric Club		

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?

**Tourism Business Improvement District**


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?  
This board is instrumental in marketing and promoting Great Falls to outside visitors. This directly impacts my business and I find it important to support this board for the success of not just my hotel but for Great Falls economy and quality of life as a whole.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
As a hotelier for the last 19 years running successful award winning hotels. I believe I bring my industry knowledge and enthusasim for the hospiatlity business to this board. Being a Best Western Member we have educational requirements that we fullfill each year that keeps us up to date with the most current traveler trends, industry standards and promotions that is also an asset.

Additional comments:  
Thank you for your consideration as I would be honored to join this board again

Signature  


Date:  
6/6/2024

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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kartis@greatfallsmt.net



June 4, 2024

To whom it may concern:

Great Falls Inn-Vestments LLC, ownership of the Best Western Plus Riverfront located at 600 River Drive S. Great Falls, MT grants permission for Malissa Hollan to represent our property for the purpose of the Tourism Business Improvement District.

Sincerely,

A handwritten signature in blue ink that reads 'Jackie Neves'.

Jackie Neves

Owner, EVP/COO

**Riverfront Hotel & Suites**

600 River Drive South, Great Falls, MT 59405 P: (406) 761-2600 Reservations: (800) 528-1234  
bestwestern.com

Wherever Life Takes You, Best Western Is There.®

Each Best Western branded hotel is independently owned and operated



Commission Meeting Date: July 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 a licensed doctor of medicine 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 licensed doctor of medicine to represent the medical community.”

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, *Commissioner Briggs*;
- The Mayor of the City of Great Falls or his/her representative, *Commissioner Wilson*;
- The District Superintendent for Great Falls Public Schools, *Heather Hoyer*;
- A licensed doctor of medicine representing the Cascade County Medical Association appointed jointly by the City and County, *vacant*;
- A licensed doctor of dentistry representing the Cascade County Dental Association appointed jointly by the City and County, *Dr. Matt Martin, DDS*; and
- Two or more interested citizens, with the number being equal from within the City of Great Falls, *Amanda Ball* and from the area of Cascade County outside of the City of Great Falls *Dr. Ray Geyer*.

During the Board of Health meeting on June 5, 2024 the Board discussed the vacancy for the licensed doctor position and the process to appoint a new member. Because the Cascade County Medical Association no longer exists, Health Officer Abigail Hill reached out to the medical directors from the local medical institutions for recommendations. The vacancy was also posted on the Board of Health’s

page on the County's website. Applications were received from Dr. Guy. C. Venuti and Dr. Rachel Anthor.

**Concurrences:** The County Commissioners will also be considering the applications and making an appointment. If both Commissions select the same applicant the member will join the Board, if the appointments are different both Commissions may need to schedule a joint meeting to interview and consider options.

**Attachments:**  
Applications



# CASCADE COUNTY BOARD APPLICATION

Please complete this form and return it to the County Commission Office, Room 111 Courthouse Annex, 325 2<sup>nd</sup> Avenue North, Great Falls, MT. 59401. If you have any questions, please contact the Commission Office @ (406) 454-6810. This application is designed to obtain information as to your interest and qualifications for serving on a County Government Board .

(Please Print or Type) \_\_\_\_\_ Date 5 June 2024

NAME Guy C. Venuti

TELEPHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 618-363-9192 (E-Mail) \_\_\_\_\_

CURRENT ADDRESS 15 Spring Ridge Dr. Great Falls, MT 59404

Previous Public Experience (Elect ed or Appointed) None

Previous Volunteering or County Boards None

Current Volunteering or County Boards Boys and Girls Club

Current Employer Alluvion Health

Education MD, Pediatrics

**Please indicate which of the following Boards/ Trustee positions you are interested in.  
Mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices below.**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Board of Health | <input type="checkbox"/> Fire Fee Service Area          | <input type="checkbox"/> Planning                   |
| <input type="checkbox"/> Compensation               | <input type="checkbox"/> Great Falls Airport Authority  | <input type="checkbox"/> Tax Appeal                 |
| <input type="checkbox"/> DUI Task Force             | <input type="checkbox"/> Great Falls Transit            | <input type="checkbox"/> Weed Board                 |
| <input type="checkbox"/> Fire District Area         | <input type="checkbox"/> Historic Preservation Advisory | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Library Trustee            | <input type="checkbox"/> Other                          |   |

Please list special experience or education you may have for serving on any of the boards (Additional information, comments or resume may be added to the back of this form .)

I have 29 years of service in the military, serving as a pediatrician for 20 of those years and 9 years

in Search and Rescue. I was Infection Control Chair x 5 years. Lab medical director for 3 years.

Currently serving as Associate Medical Officer.



To Cascade County Commission and Great Falls City Commission,

I moved to Great Falls with my family in 2017 in order to work as a physician in an underserved geographic area. It has been rewarding to become part of the Great Falls community and become well acquainted with the health and social challenges of the children in our community. In response to the behavioral health challenges we face, I took a six-month pediatric psychiatry course to become more facile with screening for, diagnosing, and treating a variety of mental health conditions faced by our children. I am a member of the Benefis integrated behavioral health committee, working to integrate mental health and primary health care in our outpatient practices. I was invited to be a member of the panel on implementation of integrated behavioral health at the Montana Healthcare Foundation's conference June 12-13, 2024. I am the pediatrician on the state of Montana grant-funded cleft palate and craniofacial multispecialty clinic. This multidisciplinary clinic serves children born with cleft lips and cleft palates across a large swathe of central Montana. I have also participated in the Montana DPHHS asthma control program by leading an asthma quality improvement project at my office at Benefis. My background prior to moving to Great Falls includes treating and preventing child malnutrition in Malawi and Kenya. I also developed the capacity and initiated treatment of malnutrition of both children as well as adult tuberculosis patients in the Philippines.

I have worked on improving public health throughout my training and professional work as a physician. I am passionate about public health and child health, and I hope to work with the current members of the Board of Health to continue to improve the health and well-being of the children in our city and county.

Sincerely,

Rachel Amthor MD



# CASCADE COUNTY BOARD APPLICATION

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(Please Print or Type) \_\_\_\_\_ Date 6/7/24

NAME Rachel Amthor MD

TELEPHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 205-746-9799 (E-Mail) \_\_\_\_\_

CURRENT ADDRESS 2 meadowlark Rdg

Previous Public Experience (Elected or Appointed) \_\_\_\_\_  
none

Previous Volunteering or County Boards \_\_\_\_\_  
please see curriculum vitae

Current Volunteering or County Boards \_\_\_\_\_  
please see curriculum vitae

Current Employer Benefis Medical Group

Education please see curriculum vitae

**Please indicate which of the following Boards/Trustee positions you are interested in. Mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices below.**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Board of Health | <input type="checkbox"/> Fire Fee Service Area          | <input type="checkbox"/> Planning                   |
| <input type="checkbox"/> Compensation               | <input type="checkbox"/> Great Falls Airport Authority  | <input type="checkbox"/> Tax Appeal                 |
| <input type="checkbox"/> DUI Task Force             | <input type="checkbox"/> Great Falls Transit            | <input type="checkbox"/> Weed Board                 |
| <input type="checkbox"/> Fire District Area         | <input type="checkbox"/> Historic Preservation Advisory | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Library Trustee            | <input type="checkbox"/> Other                          |   |

Please list special experience or education you may have for serving on any of the boards (Additional information, comments or resume may be added to the back of this form.)

please see attached letter

**CURRICULUM VITAE**Rachel Amthor MD

---

Email: rachelamthor@benefis.org

Phone: 205-746-9799

DOB: 22 June 1987

**LICENSURE**

State of Montana full physician license

**EDUCATION AND TRAINING**

June 2013-June 2016	Baylor College of Medicine/Texas Children's Hospital, Houston, TX Categorical Pediatrics Internship and Residency 2013-2016
August 2009 – May 2013	MD, Washington University School of Medicine, St Louis, MO
August 2005 – December 2008	BA Anthropology, Washington University in St Louis

**EMPLOYMENT**

June 2016-June 2017	Kelsey-Seybold Clinic pediatrician, Houston, TX
February 2017-June 2017	Texas Children's Pediatrics pediatrician, Houston, TX
September 2017-present	Benefis Medical Group Primary care pediatrician Benefis Integrated Behavioral Health Committee 2023-present Montana Healthcare Foundation conference panelist on integrated behavioral health June 2024 Cleft lip and palate/craniofacial multi-specialty clinic pediatrician (Montana state program) 2023-present

**RESEARCH**

Baylor College of Medicine, Pediatric Emergency Medicine, Andrea Cruz research chief

Research projects:

Epidemiology of extended-spectrum beta-lactamase producing organisms at Texas Children's Hospital, 2010-2014

Presentation of children with extended-spectrum beta-lactamase producing urinary tract infections to the pediatric emergency department, 2010-2014

Washington University, Pediatric Infectious Disease, Audrey Odom Lab

Isoprenoid biosynthesis in *Plasmodium falciparum*

Washington University, Pediatric Emergency Medicine, Mark Manary Lab

Kenya: Designed, orchestrated, and published studies of the nutritional status of children in cassava-consuming communities in rural Kenya, part of the groundwork for BioCassava Plus, a Gates Grand Challenge project to fortify root crops in developing countries

Philippines: Assembled a production facility for ready-to-use therapeutic food (high protein, high-calorie rescue treatment) for severely malnourished tuberculosis patients in Manila. Launched nutrition therapy for these patients in conjunction with the tuberculosis treatment regimen at 3 clinics in Manila

Malawi: Managed daily malnutrition treatment at 8 village sites in rural Malawi. Analyzed anthropometric and demographic data

## PUBLICATIONS

Guggisberg A, **Amthor R**, Odom A. Isoprenoid biosynthesis in *Plasmodium falciparum*. Eukaryotic Cell 2014; 13(11): 1348.

Trehan I, **Amthor RE**, Maleta K, Manary MJ. Evaluation of the routine use of amoxicillin as part of the home-based treatment of severe acute malnutrition. Trop Med Int Health. 2010 Jun 9.

Stephenson K, **Amthor R**, Mallowa S, Nungo R, Maziya-Dixon B, Gichuki S, Mbanaso A, Manary M. Consuming cassava as a staple food places children 2-5 years old at risk for inadequate protein intake, an observational study in Kenya and Nigeria. Nutr J. 2010 Feb 26;9:9.

Gegios A, **Amthor R**, Maziya-Dixon B, Egesi C, Mallowa S, Nungo R, Gichuki S, Mbanaso A, Manary MJ. Children consuming cassava as a staple food are at risk for inadequate zinc, iron, and vitamin A intake. Plant Foods Hum Nutr. 2010 Mar;65(1):64-70.

**Amthor RE**, Cole SM, Manary MJ. The use of home-based therapy with ready-to-use therapeutic food to treat malnutrition in a rural area during a food crisis. J Am Diet Assoc. 2009 Mar;109(3):464-7.

## HONORS AND AWARDS

Washington University School of Medicine

2009-2013 Mr. and Mrs. Spencer T. Olin Fellowship for Women in Graduate Study, a 4-year full tuition scholarship to medical school co-sponsored by Washington University and the Monticello Foundation

2013 Jesse L Ternberg award, one of three awards chosen by students of the graduating class, to "the senior woman[...] who best exemplifies the noble characteristics of Dr. Ternberg's career: her indomitable spirit of determination, perseverance, and dedication to her patients."

Washington University in St Louis

2005-2008 Dean's List Fall 2005, Spring 2006, Fall 2006, Spring 2007, Fall 2007, Spring 2008

2008 Phi Beta Kappa

## SERVICE

Junior League of Great Falls, Board Member, Membership Chair, 2023-present

**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

Regular City Commission Meeting

Mayor Reeves presiding  
 Gibson Room 212

**CALL TO ORDER: 7:00 PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Shannon Wilson, and Susan Wolff. Also present were City Manager Greg Doyon; Public Works Director Chris Gaub; Finance Director Melissa Kinzler and ARPA Project Manager Sylvia Tarman; Park and Recreation Director Steve Herrig; City Attorney David Dennis; Fire Chief; Police Captain Doug Mahlum; and City Clerk Lisa Kunz.

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

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

1.

**PROCLAMATIONS**

34<sup>th</sup> Annual Lewis & Clark Festival [June 21-22, 2024], Community is Stronger than Cancer Day [June 28, 2024], and Juneteenth [June 19, 2024].

Commissioner Wolff stepped out at 7:05 pm and returned to the meeting at 7:07 pm.

**COMMUNITY INITIATIVES**

2.

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

Lacy Gallagher, Health Education Specialist, reported that the top five cancers in Montana in men are prostate, lung, colorectal, urinary/bladder and skin; in women, it is breast, lung, colorectal, uterus and skin. The number one cancer death for men and women in Montana is lung cancer. Early diagnosis and treatment is key.

She further reported that the Human Papilloma Virus (HPV) causes several types of cancer. It causes cervical cancer in women and head and neck cancer in men. She expressed the importance of being screened and to visit healthcare providers every year, as well as immunizing children to protect against cancer. The target around the world was set the same with a goal to eradicate cervical cancer by the year 2030. Only Australia is on target to eradicate HPV cancers in 2030.

3.

**PETITIONS AND COMMUNICATIONS**

**Tom Moore**, Superintendent of Great Falls Public Schools, commented that he has served this community for the last 17 years as a District Administrator and has worked closely with a number

**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

of City officials. The City and the School District are in good shape because of the people leading – both the School Board and the City Commission – and the people employed that do the work daily to serve the citizens. He expressed appreciation for the diligence this City commits to making sure the children are safe.

Superintendent Moore concluded that it has been a pleasure to serve. On behalf of the School District and in appreciation, he provided each member of the City Commission with a “You Make a Difference Coin.”

**Christine Straight**, City resident, discussed what she experienced when she returned to Great Falls on Sunday after attending a Pride Parade in Missoula. Stickers were placed all over the city stating white lives matter and the LGBTQ is a disgusting community. She took exception to Mayor Reeve’s comment that he supports equal rights and his decision not to issue a Pride Month proclamation.

**Danni Altenburg**, City resident, discussed pride being for everyone in the community, not just the LGBTQ community. Pride is about being unified and involved in the community. The lack of support by the City Commission seems to her to have opened the door for more hate. She urged Mayor Reeves to reconsider issuing a Pride Month proclamation.

**Eric Bakley**, City resident, commented that 30 years ago he worked for the Public Access Station in Billings. It is the simplest form of free speech and allows the community to share their views through public access. He inquired what is needed to apply for that position in Great Falls.

**Sharon Patton-Griffin**, Cascade County resident, commented that she is a lifelong lover of the Great Falls Public Library. She discussed Cascade County’s unexperienced election administrator that resulted in improperly conducted elections, a court appointed monitor, and lawsuits, and the Mayor’s negative national press coverage for not issuing a Pride Month proclamation for the LGBTQ+ community.

**Jeni Dodd**, City resident, requested City assistance in asking petition signature gatherers to move out of the Farmers Market rented boundaries. She would hate to see the Farmers Market impacted.

**NEIGHBORHOOD COUNCILS**

**4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS AND COMMISSIONS**

**5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**6. APPOINTMENT TO THE LIBRARY BOARD.**

**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

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

During the October 3, 2024 meeting, the City Commission appointed Ms. Johnson to fill a partial term through June 30, 2024, to replace a board member that moved out of state. Ms. Johnson is eligible and interested in reappointment for a full five-year term.

In accordance with Resolution 10524, City staff advertised for the upcoming vacancy through May 15<sup>th</sup> and received applications from six new citizens and an updated application from Ms. Johnson. All of the candidates were interviewed by the City Commission during Special Work Sessions on June 12<sup>th</sup> and June 18<sup>th</sup>.

**Commissioner Wilson moved, seconded by Commissioner Wolff, that the City Commission appoint Ashlyn Maczko to the Library Board for a five-year term through June 30, 2029.**

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

**Sharon Patton-Griffin**, Cascade County resident, commented that the incumbent Library Board member has shown herself to be a Library critic and not a Library lover. Several other candidates have extensive experience as librarians, in public service, or in other applicable areas, plus have an appreciation for the importance of the Library to the community. Selecting the lower qualified candidate, who has no positive Library Board actions to her credit, will not help the problems facing the City Commission. She urged the Commission to choose a candidate that would represent the community that passed the Library levy and not the small group of naysayers.

**Ken Robison**, 315 Lamplighter Lane, commented that he was a teenager when Alma Jacobs was a librarian. Her service to the community, battling through two defeated bond issues, for the 70+ year old Library has served the community well. It has been served well because of good leadership appointed by the City Commission.

**Karin Diehl**, 315 Lamplighter Lane, is in support of an appointment that is proactive in doing what is right for the Library. It is important to have someone positive and work in the best interest of the people that use the Library.

**Gerry Jennings**, City resident, commented that she supports the motion, but would not support a substitute motion for the appointment of Noelle Johnson.

**Don Ryan**, 2101 7<sup>th</sup> Avenue South, noted he was a County Commission ex-officio member of the Library Board. He urged the Commission to appoint someone that understands the issues and is willing to work as hard as the current Library Board members.

**Keith Duncan**, City resident, requested the Commission reject the current motion on the floor, and appoint Noelle Johnson to a full term as a trustee on the Library Board. She has been an outstanding addition the last seven months. She has a master's degree in education, with emphasis in reading

## JOURNAL OF COMMISSION PROCEEDINGS

June 18, 2024

and literacy. She was an elementary school teacher for 18 years. For 10 of those years, in Title 1 reading intervention. Noelle has brought a refreshing perspective and balance to the Library Board.

**Kathie Hansen**, 4601 Flood Rd, supports the appointment of Noelle Johnson. She wants Noelle Johnson to continue to represent the residents who are looking for equilibrium in our community. She suggested looking at how the Library is being run. She wants it to be responsible to every citizen in the community.

**Paavo Hall**, City resident, commented that all he has heard about Noelle Johnson brings back memories of last June's Library levy where there were several billboards with messages of contagious public lunacy aimed at discrediting the Library.

**Echo Galloway**, 202 Sun Prairie Rd, commented that she went to Noelle Johnson after being recommended some books from the Bookmobile librarian that contained swear words. As an 11-year old, she was offended that she could not enjoy those books. Noelle told her to write a paper and bring it to the Library Board's attention that books with swear words should be removed and not recommended to children. She returned the books but did not fulfill the task of reporting her complaint. She urged the Commission to appoint Noelle Johnson to continue in her position on the Library Board. She is her voice and represents her values and standards.

**Alice Klundt**, City resident, commented that at the Library Board meetings she has attended Noelle Johnson has not done her homework. Other applicants would better serve the Library and the patrons.

**Jeni Dodd**, City resident, was pleased that Noelle Johnson wanted to continue to represent the public on the Library Board. The task of a Board member is to represent the public and not the institution. With Noelle on the Board, the citizens of Great Falls have a voice, accountability and transparency. Ms. Dodd suggested Noelle is the most qualified candidate because she is currently a board member.

Written public comments were received from **Tamara Bistodeau**, 3120 8<sup>th</sup> Avenue North, recommending the appointment of Ashlynn Maczko or Bob Kelly to the Library Board.

Written public comments were received from **Gordon Whirry, Jim Heckel**, 3012 Carmel Drive, **Aaron Weissman, Pam Guschausky**, 1523 1<sup>st</sup> Avenue South, **Mark and Rosemary Semmens**, 3908 17<sup>th</sup> Avenue South, **Lynette Scriver-Colburn, Carol Bradley, Tom Lyons, email with no name provided, Elizabeth Jennings, Debra Erwin**, 500 28<sup>th</sup> Avenue NW, **Steve Erwin, Carl Donovan, Paavo Hall**, 2910 5B Street NE, **Randall Knowles, Bob Norbie, Anne Martinez, Jane Weber, Suzanne Porter** and **Nora Flaherty-Gray** expressing support for the appointment of Bob Kelly to the Library Board.

Written public comments were received from **Josh Ewald, Dan and Wendy Wilkinson**, 1705 4<sup>th</sup> Avenue North, **Gerry Jennings, Camille Consolvo**, 2717 3<sup>rd</sup> Avenue North, **Sara Buley**, 913 25<sup>th</sup> Avenue SW, **Matt Lyons** and **Jasmine Taylor** in support of Bob Kelly, Sandor Hopkins and Ashlynn Maczko as candidates for the Library Board.



**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

Written public comment was received from **David Saslav** and **Sharon Stearns** expressing support for the appointment of Bob Kelly or Sandor Hopkins to the Library Board,

Written public comment was received from **Lucretia Humphrey** urging the Commission to look for qualifications, not a placeholder for one small aspect of the community.

Written public comments were received from **Renaë Munson, Ron Staley, Brian Cayko, Beth McDonough, Ginny Rogliano, Casey Cummings,** and **Tony Rosales** expressing support for the reappointment of Noelle Johnson.

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

Commissioner Wolff supports the nomination of Ashlynn Maczko and discussed her educational and professional background. Ashlynn stood out amongst the six wonderful candidates that were interviewed and has the qualifications to do this job well.

Commissioner Tryon also was impressed with Ms. Maczko's interview and her qualifications, but does not support her nomination for appointment to the Library Board. He suggested there be no more personal attacks, smears and guilt by association against someone who is volunteering their time to serve on a board. People may disagree with Noelle Johnson, but should not get up in public and smear her personally.

Commissioner Wilson was impressed with the quality of candidates. It is the duty of the City Commission to pick the best, most qualified person, and that person is Ashlyn Maczko.

Commissioner McKenney commented that all of the applicants were qualified. Because Ashlyn is also qualified to be a Library Director, he does not think she is the best applicant for the Library Board.

Mayor Reeves commented that all applicants did a phenomenal job during their interviews. Moving forward, he thinks Noelle Johnson would be best suited and is eligible for appointment to the Library Board.

There being no further discussion, Mayor Reeves called for the vote on the appointment of Ashlynn Maczko to the Library Board.

Motion failed 3-2 (Mayor Reeves and Commissioners McKenney and Tryon dissenting).

**Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission reappoint Noelle Johnson to the Library Board for a five-year term through June 30, 2029.**

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

**Jane Weber**, City resident, commented that the Commission is in a very different position than it was last year when the Commission reappointed Anne Bulger and made the new appointment of Noelle Johnson. With the failed public safety levy, the situation has changed. It has been mentioned

**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

by Commissioner Tryon of shifting the 7 mills provided to the Library under a joint agreement and possibly using those funds for public safety. Removing the Library from the City and having the Library go out on its own has also been suggested. If that happens, the Library will need to obtain insurance, IT specialists and HR specialists. If the 7 mills are revoked, the Library Board will have serious decisions to make. A new skillset is needed and needs to be considered by the City Commission for this appointment. One applicant has the knowledge and experience to help guide those financial decisions. She suggested Bob Kelly has that experience and is the best choice.

**Turner Graybill**, City resident, commented the Library should continue to be a great Library. The right answer is to appoint Bob Kelly.

**Marilyn Schnider**, City resident, urged the Commission to appoint Bob Kelly. He has proven himself to be a dedicated public servant who has focused on the needs and problems in Great Falls. He is a grounded leader, intent listener and attentive collaborator. He is fair minded and knowledgeable of the Library's environment, structure and needs, having served as ex-officio on the Library Board for several years.

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

**Commissioner Wilson moved, seconded by Commissioner Wolff, to amend the motion on the floor by striking the name Noelle Johnson and inserting the name Bob Kelly.**

Mayor Reeves asked if there was additional public comment on the motion to amend the motion on the floor.

Speaking in support were: **Ken Robison, Melissa Smith, Gerry Jennings, Karin Diehl, Carol Seltzer, Paavo Hall, Jane Weber, Alice Klundt, Steve Seltzer, David Saslav, Chuck Jennings, Marilyn Schnider, Sharon Ashburn, Carolyn Craven, Mark Good and Danni Altenburg.**

Speaking in opposition were: **Judith Mortenson, Jeni Dodd, Keith Duncan, Jason Olthoff, Echo Galloway, Kathie Hansen, Lola Galloway, Ron Staley and Christopher Smith.**

There being no one further to address the Commission, Mayor Reeves asked if there was additional discussion amongst the Commissioners on the motion to amend.

Commissioner Wolff supports the motion to amend. Bob Kelly brings the knowledge needed to work through the issues going forward.

City Attorney David Dennis reminded the Commission that they are voting on the motion to amend, and not an amended motion because there is no amended motion at this time.

Mayor Reeves called for the vote on the motion to amend the main motion by striking the name Noelle Johnson and inserting the name Bob Kelly.

Motion failed (Mayor Reeves and Commissioners McKenney and Tryon dissenting).

**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

Mayor Reeves reiterated that the motion on the floor now is that the City Commission reappoint Noelle Johnson to the Library Board for a five-year term through June 30, 2029, and asked if there was further Commission discussion.

Commissioner Tryon hopes that all the applicants stay involved and apply for the upcoming vacancies. He supports Noelle Johnson as the most qualified because she has been serving on the Library Board for seven months and has earned the opportunity to serve a five-year term.

Commissioner Wilson commented that she serves as ex-officio on the Library Board. Noelle Johnson does do her homework and thoroughly goes through the agenda packets. The problem she has is that Noelle votes things down quite a bit and does not offer an explanation. She would like to see the appointee be productive on the Library Board.

Commissioner McKenney supports the reappointment of Noelle Johnson. He appreciates this opportunity to come together to discuss and debate things to make a decision. He likes differences of opinion because the community is divided.

Mayor Reeves called for the vote on the motion on the table to reappoint Noelle Johnson to the Library Board for a five-year term through June 30, 2029.

Motion carried 3-2 (Commissioners Wilson and Wolff dissenting).

Mayor Reeves called a recess at 8:31 pm and called the meeting back to order at 8:36 pm.

**7. APPOINTMENT TO THE REGIONAL AIRPORT AUTHORITY BOARD.**

Mayor Reeves reported that 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.

Jordan Husted was appointed to the Airport Board on December 6, 2022 for a three-year term through December 31, 2025. Mr. Husted recently resigned from the board. City staff advertised for citizen interest through the normal process and received five applications, including one from a non-City resident. Applicants must be City residents in order to be considered for a City appointed position on the board. That applicant was advised that their application would not be forwarded to the Commission, and that he could consider applying with the County when they have a vacancy. The Commission interviewed the applicants during a Special Work Session on June 10th.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission appoint Elizabeth Whiting to the Great Falls Regional Airport Authority Board for the remainder of a three-year term through December 31, 2025.**

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

**JOURNAL OF COMMISSION PROCEEDINGS**  
**June 18, 2024**

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

**CITY MANAGER**

**8. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon made the following announcements:

- The Public Works Department was notified that, after three years of working on it, DEQ is pausing their rule making process for narrative nutrient water quality standards as required by SB 358. That is a big impact on water treatment operators like the City of Great Falls and its ratepayers. The City of Great Falls certainly wants quality water, but at a reasonable expense and through technologically realistic means. The City's advice to the State of Montana as they continue to discuss this bill is to identify and solve the causal issues related to high nutrients in the waterways to begin with. Specifically, runoff and agricultural runoff that gets into the river.
- The Planning and Community Development Code Enforcement Officer, Heather Rohlf, assumed weed control duties. Weed enforcement is a complaint driven process either through the City's website or by contacting the Planning and Community Development Department. He asked the public to be patient while these changes are being made. The hope is that Heather can balance her code enforcement duties with weed control duties. The program will be reviewed at the end of the season to determine if the department can continue to do proper enforcement in a timely manner.

**CONSENT AGENDA.**

9. Minutes, June 4, 2024, City Commission Meeting.
10. Total Expenditures of \$791,552 for the period of May 23, 2024 through June 5, 2024, to include claims over \$25,000, in the amount of \$467,039.
11. Accept the low bid from Thatcher Company of Montana Inc., authorizing staff to purchase Liquid Aluminum Sulfate in the amount of \$583 per ton, up to the maximum amount of 800 dry tons.
12. Accept the low bid from Thatcher Company of Montana Inc., authorizing staff to purchase Liquid Ammonium Sulfate in the amount of \$780 per ton, up to the maximum amount of 100 tons.
13. Accept the low bid from Thatcher Company of Montana Inc., authorizing staff to purchase Liquid Chlorine in the amount of \$2,600 per ton, up to the maximum amount of 80 tons.
14. Award a professional services agreement in the amount of \$92,287 to Great West Engineering, Inc. for the 5th Street Drainage and 10th Ave South Crossing project, and authorize the City Manager to execute the agreement documents. **OF 1811.2**

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15. Approve a Letter of Agreement with the Great Falls Public Library Foundation regarding financial responsibilities for the Professional Services Agreement for Architectural Design Services for the Library Remodel Design Project. **OF 1762.5**

**Commissioner Wolff moved, seconded by Commissioner Wilson, that the City Commission approve the Consent Agenda as presented, with one correction to page 9 of 12 of the Journal of Commission Proceedings of the April 16, 2024 Commission Meeting Minutes (agenda packet item 15, p. 107) wherein the motion reads Commissioner Wolff moved and seconded.**

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

**Jeni Dodd**, City resident, referred to Agenda Item 15 and requested clarification of paragraph 2 under 2. Background of the Letter of Agreement. She further referred to 3. GFPLF Responsibilities and inquired who would be responsible for any change orders.

City Attorney David Dennis commented that the Great Falls Public Library Foundation (GFPLF) is not obligated under the contract because GFPLF is not a party to the contract. GFPLF pledged money for the remodel project. When approving the remodel contract with Cushing Terrell, the Commission asked for a written agreement whereby GFPLF would guarantee that they would pay monies it committed to donate. With regard to change orders, the GFPLF has pledged a certain amount of money for that project. Since the agreement is between the City of Great Falls and Cushing Terrell, any change orders would have to come before the City Commission. Change orders would not be directed by the GFPLF because they are not responsible or involved with any aspect of the design or work being done.

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

Motion carried 5-0.

**PUBLIC HEARINGS**

16. **TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) FY 2024 BUDGET AMENDMENT.**

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

TBID Executive Director Rebecca Engum reported that one of the efforts TBID had planned would happen did not materialize this fiscal year. Funds have been allocated for the recruitment of a low-cost air initiative. The funds were not needed this fiscal year so were removed from the budget, and thus the reserves allocated to fund the expense were removed as well. The funds are still available for this effort and will be expended when they are needed.

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Great Falls Montana Tourism adjusted other line items to fund the Great Falls Travel Industry Growth Plan and take advantage of a new marketing opportunity to support the launch of Montana's only professional basketball team, the Great Falls Electric.

In a previous audit of the Great Falls Tourism Business Improvement District, the auditor delivered one finding related to increased expenses over the approved budget. This finding noted that an amendment to the budget was not submitted to the City of Great Falls, even though presented, and approved by the TBID Board. To prevent any future findings, the TBID Board approved budget amendment is presented to the City of Great Falls for approval. There is no fiscal impact to the City of Great Falls. The budget amendment reflects a 14% decrease, decreasing the TBID Assessment budget from \$899,108 to \$769,457.

Mayor Reeves asked if the Commissioners had any questions of the TBID Executive Director.

Hearing none, Mayor Reeves asked if there were any comments from the public in support of or in opposition to the TBID's FY 2024 budget amendment.

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

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve the FY 2024 Tourism Business Improvement District Budget Amendment.**

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

Commissioner Tryon expressed appreciation to TBID Executive Director Engum for everything they do.

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

Motion carried 5-0.

**17. BUDGET AMENDMENT HEARING ON RESOLUTION 10543.**

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

Finance Director Melissa Kinzler reported that the City of Great Falls adopted the Fiscal Year 2024 (FY 2024) Annual Budget on July 18, 2023. The budget for the Scheels Aim High Big Sky Indoor Aquatics and Recreation Center (AHBS) was not included in the FY 2024 Annual Budget due to the many variables that could occur with the construction and opening of the AHBS. The decision was made to present an individual budget for AHBS as construction neared completion and opening day was nearer. A targeted opening day of June 28, 2024 has been set. The proposed budget amendments address additional budget for construction costs, one-time startup purchases, fundraising costs, and a three-month operation budget, as follows:

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**Budget for One-Time Startup Purchases – Park Special Revenue Fund**

Budget authority and funding sources needed to be identified for additional one-time startup purchases since current donations will not be available to cover these costs and these items were not included in the construction contract. The funding source will be \$112,566 from the Tourism Grant, and \$262,434 from the Park Special Revenue Fund. Below is a summary of the projected one-time startup purchases required:

Projected One-Time Startup Purchases	
Fitness Equipment	175,500.00
Furniture	50,250.00
Security Cameras	31,000.00
Sign	20,550.00
Scoreboard	3,760.00
Concession EQ	20,000.00
Startup IT	50,000.00
Misc EQ	23,940.00
<b>Total</b>	<b>375,000.00</b>

It has not been determined if future donations will be used to reimburse the Park Special Revenue Fund or be used for operations of the AHBS.

**Budget for Fundraising Services – Park Special Revenue Fund**

The City Commission entered into a professional service agreement for Sponsorship/Fundraising Services for AHBS on March 1, 2022. The funding sources for this was identified as donations, Park Special Revenue Fund, or sale of the Pasta MT land (which would be deposited in the Park Special Revenue Fund). At this time, there is not sufficient donations to cover these costs. The cost of the service as of June 30, 2024 is projected to be \$218,342.82. The professional services are estimated to end on June 30, 2024. The Park Special Revenue Fund will be used to cover these services. It has not been determined if future donations or sale of the Pasta MT land will be used to reimburse the Park Special Revenue Fund.

**Budget for 3 months of operation and cash flow for the AHBS**

A new Enterprise fund has been setup for AHBS operations. A 3 month budget (April 1 to June 30) for the AHBS was prepared. A deficit of (\$180,000) is projected. Funding for this deficit and startup cash flow needed to be identified.

The current Recreation Fund has a cash deficit of (\$182,856.23) as of 5/20/2024, and the deficit at year-end is projected to be over (\$200,000). The Swimming Pool Fund has a current cash balance of \$526,702.09. The proposed budget adjustment transfers \$180,000 of cash from Swimming Pool Fund to the AHBS fund for cash flow for startup costs and the projected deficit.

**Future budget considerations for Fiscal Year 2025 (FY 2025)**

As part of the budget development of AHBS, a projected FY 2025 budget was completed. There is a projected deficit of (\$200,000). Funding for this deficit has not been identified at this time. This

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FY 2025 Projected Budget includes \$178,000 of General Fund subsidy. \$39,000 that was given in FY 2024 to the Recreation Fund and \$139,000, which was part of the \$265,000 given to the Swimming Pool Fund. A funding source for the Recreation Fund projected deficit of (\$200,000) has not been identified.

Director Kinzler concluded that the use of the Park Maintenance Fund for additional construction and cash flow for grant reimbursements would deplete this fund until December 2024. The use of the Park Special Revenue Fund for one-time startup purchases and for fundraising services will bring the cash balance down to \$214,418. The use of the Swimming Pool Fund cash will bring the cash balance down to \$346,702.

Mayor Reeves asked if the Commissioners had any questions of staff.

Commissioner Wolff received clarification that the three-month budget is for April, May and June 2024. Director Kinzler noted that the \$180,000 start up cash is needed now to pay employees before membership fees start to come in. Donations come in all year long per individual donation agreements typically over a five-year period.

Commissioner Wilson received clarification that estimates were kept for that three-month period even though opening is now scheduled for June 29<sup>th</sup>.

Mayor Reeves asked if there were any comments from the public in support of or in opposition to Resolution 10543.

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

**Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10543 – Budget Amendment Resolution.**

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

Motion carried 5-0.

**OLD BUSINESS**

**NEW BUSINESS**

**18. CARTER PARK CDBG SIDEWALK PROJECT.**

Public Works Director Chris Gaub reported that this project would replace sidewalk along three sides of Carter Park that do not meet ADA standards. It builds an ADA compliant corridor that will connect the residential neighborhood to Carter Park.

Public Works coordinates with the Finance Department to design and prepare CDBG funded projects that will greatly benefit citizens and prudently use these funds. This area is a great candidate



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for ADA compliant sidewalks and curb ramps due to the high pedestrian demand to the park from the surrounding residential neighborhood. The park also connects the neighborhood to the downtown that also drives a high pedestrian use.

Public Works Engineering Division completed the project design and will perform construction inspection and contract administration.

The project will be funded by CDBG funds (approximately 75%) and Street Assessments and Gas Tax funds (approximately 25%).

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission award a contract in the amount of \$838,150 to United Materials of Great Falls, Inc., for the CDBG Sidewalk Carter Park Project, and authorize the City Manager to execute the necessary documents.**

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

Written public comment was received from **Shyla Patera**, North Central Independent Living Services, Inc., in support of accessible and contiguous sidewalks and transportation networks throughout the City of Great Falls.

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

Commissioner Wilson noted corrections on page 2, under Purpose, that 4<sup>th</sup> Street South from 6<sup>th</sup> Street South to 7<sup>th</sup> Avenue South should read 6<sup>th</sup> Avenue South to 7<sup>th</sup> Avenue South, as well as the description under the picture on page 132 of the packet should read 6<sup>th</sup> Avenue South/4<sup>th</sup> Street South.

The project is scheduled to begin late summer.

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

Motion carried 5-0.

**19. ELECTRIC CITY WATER PARK SPLASH PAD INSTALLATION PROJECT. OF 1810.1**

ARPA Project Manager Sylvia Tarman reported that the Electric City Water Park Splash Pad Installation project includes purchase and installation of a comprehensive splash pad package in the current baby pool area of the Electric City Water Park. This project was identified to be funded with Community Development Block Grant (CDBG) funds because it is a project that serves the general population of Great Falls and falls within a Low to Moderate Income area. The project was proposed in 2022, and the Commission approved a Funding Agreement for \$200,000 to Park and Recreation at the July 5, 2022 meeting. Park and Recreation staff have been working over the last two years to obtain options and quotes for the baby pool area, and obtained a satisfactory plan and quote from Play Space Designs. The demolition, equipment supply, and installation/construction contracts were made separate. At the May 7, 2024 meeting, the Commission awarded contracts for the demolition and the equipment supply. Both demolition and equipment supply have been completed.

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City staff put the installation project out for bid in May, and two bids were received and opened June 7th. City staff reviewed the bids received and are confident that the lowest bid proposal received from Smith River Construction will fulfill the project's needs. The intent is to start construction as soon as possible, so ideally the splash pad will be operational for at least part of this season.

Smith River's proposal pushes the project total over what was originally included in the Funding Agreement approved in 2022. This is mainly due to inflationary factors over the last two years, primarily in concrete work. This necessitates amending the CDBG Funding Agreement to increase the overall award of the project to a total of \$268,809.50. The installation is the final step needed to complete the overall splash pad project.

For these reasons, City Staff recommends that the Commission amend the CDBG funding agreement to \$268,809.50 and award the construction contract to Smith River Construction, in the amount of \$143,750, for the Electric City Water Park Splash Pad Installation Project.

**Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission approve amending the CBDG Funding Agreement with an additional \$68,809.50, for a new total \$268,809.50, to the City of Great Falls Park and Recreation for the conversion of the baby pool into a splash pad.**

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

In response to Commissioner Tryon, ARPA Project Manager Tarman explained that the other bid received that was approximately \$250,000 more than Smith River Construction's bid was non-responsive and did not comply with the bid requirements.

Mayor Reeves called for the vote.

Motion carried 5-0.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission award a contract in the amount of \$143,750 to Smith River Construction LLC for the Electric City Water Park Splash Pad Installation Project utilizing Community Development Block Grant funds, and authorize the City Manager to execute the construction contract documents.**

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

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

**20. CHANGE ORDER NO. 1, ELECTRIC CITY WATER PARK SPLASH PAD DEMOLITION PROJECT. OF 1810.1**

**JOURNAL OF COMMISSION PROCEEDINGS****June 18, 2024**

ARPA Project Manager Sylvia Tarman reported that the demolition contract for United Materials was approved by the City Commission at the May 7, 2024 Commission Meeting. United began demolition on May 15<sup>th</sup>. Due to the equipment necessary for the demolition and bringing in new dirt, Park and Recreation and United staff decided against utilizing the existing gate and driving over the existing sidewalks, as originally planned. The project team decided it would be better for preserving the existing infrastructure, to remove a section of the fence near the kiddie pool and access the site from River Dr. This made it necessary for United to do some fencing repair and adding topsoil and grass seed to the grassy area they needed to drive over.

This change order covers those additional costs, and completes the demolition contract. City staff recommends approving this change order, in the amount of \$2,500.00, utilizing CDBG funds.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve Change Order No. 1 in the amount of \$2,500 to United Materials of Great Falls, Inc., for the Electric City Water Park Splash Pad Demolition, utilizing Community Development Block Grant funds, and authorize the City Manager to execute the contract documents.**

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

Commissioner Wolff expressed appreciation for not driving over the grass.

Mayor Reeves called for the vote.

Motion carried 5-0.

**21. CIVIC CENTER COURT RELOCATION PROJECT. OF 1750.3**

ARPA Project Manager Sylvia Tarman reported that the Civic Center Court Relocation project includes renovating the Missouri Room to make room for two courtrooms and office space for Court staff. Since the construction contract was awarded in March, the Court staff has been working with our IT department to define the audio/visual and connectivity needs for the new courtrooms. This includes computers, cameras, microphones, speakers, auditory aids, and TV's for video conferencing. The IT department wanted this system to be able to be integrated, monitored, and serviced by the same vendor who services our other A/V systems throughout the rest of the Civic Center. Therefore, Court, IT and Finance staff worked with AVI Systems Inc. to develop a Scope of Work for the needs of the new courts. AVI has provided an adequate quote that represents the integration needs of the Court staff. Staff requested approval to sole source this contract because AVI is very familiar with the systems throughout the Civic Center and already services all of our other A/V equipment. AVI also has extensive experience in integrating A/V technology in other courtrooms throughout Montana and the Northwest. Sole Source approval was granted from the Finance Dept.

City Staff has reviewed the quote received, and are confident that AVI's proposal will satisfy the project's needs and recommend that the Commission award the contract, in the amount of \$172,897.17 to AVI Systems Inc. utilizing ARPA funds.

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**Commissioner Wilson moved, seconded by Commissioner McKenney, that the City Commission award a contract in the amount of \$172,897.17 to AVI Systems Inc. for the Civic Center Court Relocation Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.**

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

Commissioner Wolff thanked IT staff for making it consistent with what the City is already doing, and will make it more efficient.

Commissioner Wilson thanked the government for the ARPA funds.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

**22. CIVIC CENTER COURT RELOCATION PROJECT. OF 1750.3**

ARPA Project Manager Sylvia Tarman reported that staff reviewed the additional needs of the Court staff for the Court Relocation project and worked with the architect and Mountain Alarm Fire & Security to review options for safety and access control. Currently, the Court operates with locked doors that have keypad and code access. With the new court space being built in (as opposed to just renovated), staff reasoned that this was a prime opportunity to install more modern access control measures. Mountain Alarm, who also provides security services across the City facilities, proposed to install security access doors throughout the new Court footprint, and provide a comprehensive control and monitoring system for the access doors. This includes the ability to have key card swipe access and onsite monitoring and editing of permissions in the case of staff turnover.

Upon review of the functionality by the Court staff and the architect, City staff is confident that this system will provide adequate access and security measures to enable efficient and safe access for the Courts. Therefore, City staff recommends awarding this contract to Mountain Alarm, in the amount of \$19,171.39, utilizing ARPA funds.

**Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission award a contract in the amount of \$19,171.39 to Mountain Alarm Fire & Security for the Civic Center Court Relocation Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.**

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

Commissioner Wolff expressed appreciation to City staff.

Mayor Reeves called for the vote.

Motion carried 5-0.

**JOURNAL OF COMMISSION PROCEEDINGS  
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**ORDINANCES/RESOLUTIONS  
CITY COMMISSION**

**23. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Commissioner Wilson encouraged all motorcyclists and bicyclists to wear something bright/visible to hopefully lessen accidents.

Commissioner Wolff expressed appreciation to the Great Falls Police Department for her recent ride along.

**24. COMMISSION INITIATIVES.**

None.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the regular meeting of June 18, 2024, at 9:26 p.m.**

Motion carried 5-0.

\_\_\_\_\_  
Mayor Cory Reeves

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

**Minutes Approved: July 2, 2024**



Commission Meeting Date: July 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	06/06/2024 - 06/19/2024	4,077,344.29
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	06/06/2024 - 06/19/2024	168,334.66
	SUB TOTAL: \$	4,245,678.95
MUNICIPAL COURT CHECKS	06/06/2024 - 06/19/2024	8,498.67
	GRAND TOTAL: \$	4,254,177.62

**GENERAL FUND**

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**SPECIAL REVENUE FUNDS**

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**COVID RECOVERY**

JAMES TALCOTT CONSTRUCTION INC	FIRE STATION INFRASTRUCTURE	191,180.28
A T KLEMENS INC	CIVIC CENTER INFRASTRUCTURE RENO	138,721.86

**PLANNING & COMMUNITY DEVELOPMENT**

CLOUT CONSTRUCTION	REIMBURSEMENT FROM SUSPENSE	45,893.25
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**PARK DISTRICT**

SWANK ENTERPRISES	AIM HIGH BIG SKY CONSTRUCTION	411,557.51
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**SUPPORT & INNOVATION**

GF TOURISM BUSINESS IMPROVEMENT	MAY 2024 TBID TAX DISTRIBUTION	202,963.50
GF BUSINESS IMPROVEMENT DISTRICT	MAY 2024 BID TAX DISTRIBUTION	51,670.43

**DEBT SERVICE FUNDS**

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**CAPITAL PROJECT FUNDS**

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**ENTERPRISE FUNDS**

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<b>WATER</b>		
PFVT MOTORS	1/4 TON CREW CAB 4X4 PICK UP #692	38,178.04
<b>SEWER</b>		
VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OP CONTRACT MAY	306,297.54
VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OP CONTRACT JUNE	318,489.18
VEOLIA WATER NORTH AMERICA	SCOPE CHARGES 2023 RECONCILIATION	125,488.19
<b>SANITATION</b>		
MICHAEL BROTHERS INC	150 - 300 GALLON REFUSE CONTAINERS	58,800.00
<b>INTERNAL SERVICE FUNDS</b>		
<hr/>		
<b>CENTRAL GARAGE</b>		
MOUNTAIN VIEW CO-OP	FUEL - GAS AND DIESEL	29,327.20
MOUNTAIN VIEW CO-OP	FUEL - GAS AND DIESEL	27,651.65
HOVEN EQUIPMENT COMPANY	S76 SKIDSTEER LOADER UNIT #864	67,327.82
MOTOROLA SOLUTIONS INC	3-M500 POLICE CAR VIDEO CAMERAS	27,514.00
LAUREL 2 SPARTAN LLC	2024 PURSUIT TAHOE #16	60,153.27
LAUREL 2 SPARTAN LLC	2024 PURSUIT TAHOE #17	60,153.27
LAUREL 2 SPARTAN LLC	2024 PURSUIT TAHOE #2	60,153.27
LAUREL 2 SPARTAN LLC	2024 PURSUIT TAHOE #3	60,153.27
LAUREL 2 SPARTAN LLC	2024 PURSUIT TAHOE #43	60,153.27
LAUREL 2 SPARTAN LLC	2024 PURSUIT TAHOE #46	60,153.27
<b>HEALTH &amp; BENEFITS</b>		
HEALTH CARE SERVICE CORPORATION	BLUE CROSS HEALTH INSURANCE	841,406.13
SUN LIFE FINANCIAL	DENTAL AND VISION MAY 2024	48,340.36
<b>TRUST AND AGENCY FUNDS</b>		
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<b>UTILITY BILLS</b>		
<hr/>		
ENERGY KEEPERS	ENERGY SALES MAY 2024	155,883.35
HIGH PLAINS LANDFILL	LANDFILL CHARGES MAY 2024	131,902.93
NORTHWESTERN ENERGY	ELECTRIC CHARGES MAY 2024	65,326.05
<b>CLAIMS OVER \$25,000 TOTAL:</b>		<b>\$ <u>3,644,838.89</u></b>

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

**DATE: July 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:** Lisa Kunz, City Clerk  
**ACTION REQUESTED:** Ratification of Contracts through the Consent Agenda

**MAYOR’ S SIGNATURE:** \_\_\_\_\_

**CONTRACTS LIST**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>A</b>	Public Works - Engineering	Montana DNRC Trust Land Management Division	Permanent	\$33,925	Right of Way Easement Application No. 19650 affecting a 20-foot strip under the Missouri River for new redundant sewer force main, in S1/2 NW1/4, NW1/4SW1/4, S 1, T20N, R3E, containing 0.75 acres, more or less <b>OF 1758.1</b>





Commission Meeting Date: July 2, 2024  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Professional Services Agreement: Road Overall Condition Index, OF 1819.0

**From:** Engineering Division

**Initiated By:** Public Works Department

**Presented By:** Christoff Gaub, Public Works Director

**Action Requested:** Consider and approve a Professional Services Agreement

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (approve/not approve) a Professional Services Agreement in the amount not to exceed \$249,810.00 to Roadway Asset Services, LLC, for data collection and review phase services for the Road Overall Condition Index project, and authorize the City Manager to execute the agreement documents."

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

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**Staff Recommendation:**

Approve a Professional Services Agreement.

**Summary:**

The City proposes to retain Roadway Asset Services, LLC. (RAS) to field survey pavement conditions on all the City maintained roads and trails. The study is scheduled to be completed by September 2024.

**Background:**

Workload Impacts:

RAS will conduct the field survey, review and analyze data, and input data into Cartegraph. City staff involvement is primarily by the Public Works Engineering Division, who will provide project oversight and coordination, and serve as the point of contact for City correspondence.

Project Work Scope:

The scope of work is described in detail in "Exhibit A" of the Professional Services Agreement. The scope generally includes:

- Project Management
- Collection of Street Network and River's Edge Trail Condition Data

- Roadway and Trail Pavement Evaluation to ASTM D6433
- Verifying Pavement Widths
- On-site RAS Data Review
- Cartegraph Operations Management Software (OMS) Pavement Data Import
- Cartegraph OMS Scenario Builder Configuration
- Curb and Gutter Inventory and Condition Assessment
- RAS Hosted Videologger
- Pavement Condition Report

Evaluation and Selection Process:

RAS was selected for this study through the RFP process. The RFP was advertised two times in the Great Falls Tribune.

Conclusion:

The project has been selected, and prioritized in accordance with the Public Works Capital Improvements Program. City staff recommends approving the Agreement with RAS, in the amount of \$249,810.00. This project will result in a complete inventory of all roads within the City and the River's Edge Trail system, with their overall condition and recommended maintenance plan. This will allow City staff to better forecast budgets and prioritize maintenance and repair requirements.

**Fiscal Impact:**

Streets Assessment and Gas Tax Funds, and the Federal Transportation Planning Funds have been programmed and budgeted for this project.

**Alternatives:**

The City Commission could vote to not approve the Agreement and we would not have an updated road condition index for the City and Trails, reducing the effective use of City staff time, energy, and funding.

City Commission could direct staff to negotiate with another consultant firm.

**Attachments/Exhibits:**

Professional Services Agreement  
Exhibit A, Detailed Scope of Project  
Project Summary Sheet

**PROFESSIONAL SERVICES AGREEMENT**

**THIS AGREEMENT** is made and entered into by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as “City,” and **ROADWAY ASSET SERVICES, LLC (RAS)**, 6001 W Parmer Lane Suite 370-1102, Austin, TX, 78727, hereinafter referred to as “Consultant.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

**1. Purpose:** City agrees to hire Consultant as an independent contractor to perform for City services described in the Scope of Services attached hereto as Exhibit “A” and by this reference made a part hereof.

**2. Term of Agreement:** This Agreement is effective upon the date of its execution. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

**3. Scope of Work:** Consultant will perform the work and provide the services in accordance with the requirements of the Scope of Services.

**4. Payment:** City agrees to pay Consultant at the hourly rate(s) set forth in the Scope of Services, for a total not to exceed amount of TWO HUNDRED FORTY NINE THOUSAND EIGHT HUNDRED TEN DOLLARS (\$249,810.00) for services performed pursuant to the Scope of Services. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

**5. Independent Contractor Status:** The parties agree that Consultant is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Consultant is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Consultant shall maintain workers’ compensation coverage for all members and employees of Consultant’s business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: (1) a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’ compensation insurance in the State of Montana; or (2) proof of exemption from workers’ compensation granted by law for independent contractors.

6. **Indemnification:** To the fullest extent permitted by law, Consultant shall fully indemnify, defend, and save City, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Consultant’s negligence and/or errors or omissions in the performance of this Agreement and Consultant’s work on the Project contemplated herein or work of any subcontractor or supplier to Consultant. The indemnification obligations of this Section must not be construed to negate, abridge, or reduce any common-law or statutory rights of the City which would otherwise exist. Consultant’s indemnity under this Section shall be without regard to and without any right to contribution from any insurance maintained by City. Consultant also waives any and all claims and recourse against the City or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of, or in any way connected with or incident to the performance of this Agreement except responsibility for its own fraud, for willful injury to the person or property of another, or for violation of law, whether willful or negligent, according to 28-2-702, MCA. These obligations shall survive termination of this Agreement and the services performed hereunder.

7. **Insurance:** Consultant shall purchase and maintain insurance coverage as set forth below. The insurance policy, except Workers’ Compensation and Professional Liability, must name the City, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured or contain a blanket additional insured endorsement and be written on a “primary—noncontributory basis.” Consultant will provide the City with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of “A.M. Best Rating” of A-, VI, as will protect the Consultant, the various acts of subcontractors, the City and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Consultant’s warranties. All insurance policies, except Workers’ Compensation, must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Consultant, City, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the City.

**\* Insurance Coverage at least in the following amounts is required:**

1.	Commercial General Liability (bodily injury and property damage)	\$1,000,000 per occurrence \$2,000,000 aggregate
2.	Products and Completed Operations	\$2,000,000
3.	Automobile Liability	\$1,000,000 combined single limit
4.	Workers’ Compensation	Not less than statutory limits
5.	Employers’ Liability	\$1,000,000

- 6. Professional Liability (E&O) \$1,000,000 per claim  
(only if applicable) \$2,000,000 aggregate

Consultant may provide applicable excess or umbrella coverage to supplement Consultant’s existing insurance coverage, if Consultant’s existing policy limits do not satisfy the coverage requirements as set forth above.

**\* If a request is made to waive certain insurance requirements, insert the insurance item # and corresponding description from the list above: .**

**Legal reviewer initials:**  **Approved**  **Denied**

**8. Professional Service:** Consultant agrees that all services and work performed hereunder will be accomplished in a professional manner consistent with the professional standard of practice under similar circumstance and in the same location.

**9. Compliance with Laws:** Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA. As applicable, Consultant agrees to purchase a City safety inspection certificate or special business license.

**10. Nondiscrimination:** Consultant agrees that all hiring by Consultant of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

**11. Default and Termination:** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

**12. Modification and Assignability:** This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Consultant may not subcontract or assign Consultant’s rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. **Ownership and Publication of Materials:** All reports, information, data, and other materials prepared by the Consultant pursuant to this Agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Consultant for the specific purpose intended will be at the City’s sole risk and without liability or legal exposure to the Consultant. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

14. **Liaison:** City’s designated liaison with Consultant is **Amanda Brownlee** and Consultant’s designated liaison with City is .

15. **Applicability:** This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

**IN WITNESS WHEREOF,** Consultant and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

**CITY OF GREAT FALLS, MONTANA**

**ROADWAY ASSEST SERVICES, LLC  
CONSULTANT**

**By:** \_\_\_\_\_  
**Print Name:**  
**Print Title:**  
**Date:**

**By:** \_\_\_\_\_  
**Print Name:**  
**Print Title:**  
**Date:**

ATTEST:

(Seal of the City)

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

APPROVED AS TO FORM:

By \_\_\_\_\_  
David G. Dennis, City Attorney\*

\* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from

the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

## Exhibit A: Attachment P1

### Phase 1: City of Great Falls Road and ADA Overall Condition Index

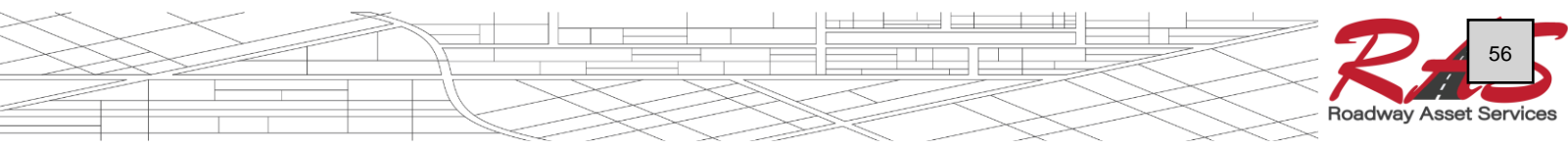
#### Section I – Scope of Work Description:

Roadway Asset Services, LLC (RAS) understands that the City of Great Falls, Montana desires to conduct a field survey of the pavement conditions on all the City maintained roads in accordance with the ASTM Standard D6433 “Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys” to develop a Pavement Condition Index (PCI). The pavement condition survey will also capture the International Roughness Index (IRI) and is to be conducted on approximately 365 centerline miles of paved roads in the City limits on each street segment which is typically block-to-block and tagged with a unique ID on the feature-class layer in GIS and within Cartegraph OMS. Pavement width data will also be verified for all roadways. As a part of this agreement, RAS will perform a comprehensive configuration of the Cartegraph OMS software’s Scenario Builder and pavement analysis intelligence specific to City operations. RAS is to develop a multi-year pavement management analysis and budget scenarios utilizing the properly configured Cartegraph OMS software suite. RAS is to perform an inventory and condition assessment of curb & gutter, which includes a GIS deliverable with hyperlinked imagery. All data will be supplemented by the RAS hosted videologger for a period of three years from delivery. The results of the pavement management program will be compiled into a final report with the findings of the survey, the multi-year plans, and network metrics.

The CONSULTANT (Roadway Asset Services, LLC.) shall provide the following services to the OWNER (City of Great Falls, Montana):

- Network-level mobile data collection of roadway imagery and pavement distress for approximately 730 test miles (assuming driving two directions for all roadways).
- ASTM D6433 compliant pavement rating and assessment for approximately 730 test miles.
- Inventory the following items: pavement condition (PCI), roughness index (IRI) and pavement width for a Cartegraph compliant Overall Condition Index (OCI).
- OCI Import to Cartegraph OMS.
- Configure the Cartegraph OMS Scenario Builder for OWNER, including decision trees, maintenance & rehabilitation activities, performance curve selection, budgetary model runs, and final rehabilitation plan options.
- Develop optimized, logical projects (supersegments) utilizing the OCI data.
- Right-of-way asset inventories and condition assessments for: curb & gutter (including valley gutter in front of driveway and curb ramp).
- Deployment and hosting of the RAS Videologger for a period of three (3) years.
- Delivery of a multi-year maintenance and rehabilitation plan with a Report; including a Council meeting.

**Description of the tasks to be performed follows.**





**Task 1 – Project Initiation, Centerline Identification, & Review****1.1 Project Initiation & Centerline Identification**

Upon notice to proceed the CONSULTANT will arrange a kick-off meeting to confirm the project requirements and scheduling. The kick-off meeting will include proposed key personnel and the OWNER's project members. During the meeting, CONSULTANT will present the proposed Project Approach, which includes project equipment, software, methodology, schedules, and deliverables. The proposed approach will be finalized based on the OWNER requirements and decisions during the meeting. CONSULTANT will request that the OWNER provide any existing database, previous inventory of street conditions, road centerlines, Geographic Information System (GIS) layers, and aerial imagery for project use. Project communication protocol, documentation, accounting methodologies, data format, and will be confirmed during the meeting.

**1.2 Project Management**

CONSULTANT will provide project management for the duration of the project, including coordinating and attending meetings via web meetings with OWNER, data research and collection efforts as required, preparing bi-weekly progress reports, and schedule updates. Bi-weekly progress reports will include the miles collected for the current reporting period as well as cumulative totals. An exhibit displaying the roads collected and not yet collected will also be included.

**Task 1 Deliverable:**

1. The CONSULTANT will schedule a project kick-off meeting and begin routing and GIS integration into the Roadway Asset Collection (RAC) vehicle.
2. The CONSULTANT will deliver bi-weekly progress reports and schedule updates.

**Task 2 – Field Set-Up & GPS Network Creation**

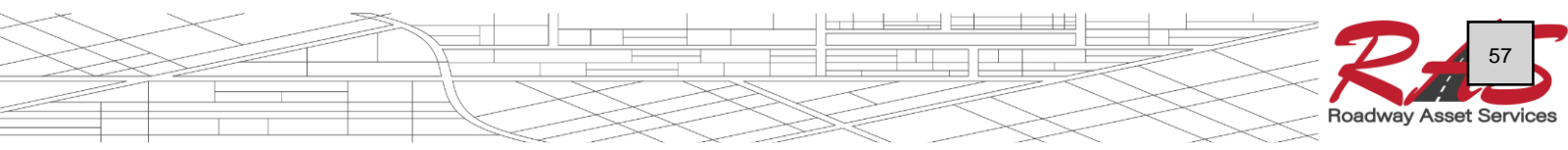
CONSULTANT will use the existing centerline data provided by the OWNER and create a pavement database based on the centerline layer. Each road segment record in the centerline layer will have a corresponding record in the pavement database. The OWNER represents that the City maintains approximately 365 centerline miles of roadways. The CONSULTANT will survey 730 test miles, accounting for two-direction testing on all roads. For right-of-way asset extraction activities, imagery will be reviewed in each direction of all roads, resulting in approximately 730 lane miles.

CONSULTANT will work with the OWNER to maintain the unique identifier of each of the road segments on the OWNER road network to ensure the pavement inventory remains synchronized with the Cartegraph OMS and the linked feature class. CONSULTANT will communicate with the OWNER to gather required information to define all the distress types that are required by the Cartegraph OMS pavement modules.

CONSULTANT will provide the OWNER with a GPS "breadcrumb" file of data collection routes and image locations.

**Task 2 Deliverable:**

1. The CONSULTANT will provide the OWNER with a centerline assessment document for review and approval.



**Task 3 – Collect Street Network**

The CONSULTANT will collect roadway data and images for 730 test miles of OWNER streets using a Roadway Asset Collection (RAC) vehicle or identical equipment from a strategic business partner. The CONSULTANT retains a fleet of 4 RAC vehicles and may lease additional equipment if necessary to meet timeline objectives.

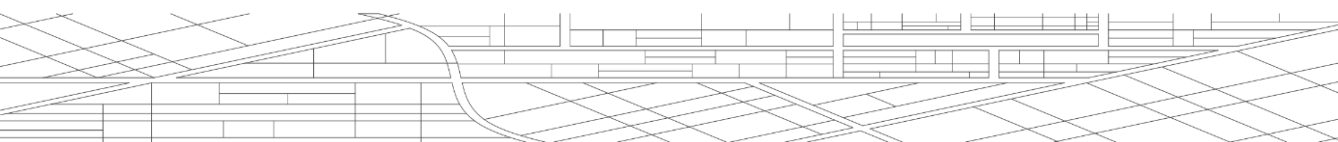
The RAS team consists of a driver and operator (CONSULTANT) who will systematically drive the automated data collection vehicle on the road segment listings provided by the OWNER. The CONSULTANT will collect pavement data with two passes on all roadways. CONSULTANT proposes to use the RAC vehicle’s line scan camera with laser illumination and right-of-way cameras to capture pavement and ROW images to be used during the pavement rating process. Unpaved roads will not be surveyed.

Roadway Asset Services (RAS) will perform field data collection on paved roads using a state-of-the-art Roadway Asset Collection (RAC) vehicle with the following systems mounted:

- Right-of-way georeferenced images with Ladybug 5+ camera: Forward, Left, Right, and 360- degree spherical images.
- LCMS-2 pavement 2D/3D imaging.
- Longitudinal profile with 2-line lasers (left and right wheel paths)
- Distance measuring instrument (DMI) with an accuracy of +/- 0.1%.
- Differentially corrected GPS (DGPS) with an accuracy of +/- 2 feet.
- Applanix POS/LV 220 to compensate for difficult GPS conditions in urban environments.
- The RAS system collects all pavement and right-of-way images, IMU, DMI and profiler data concurrently.
- The International Roughness Index (IRI) will be collected using a class 1 road surface profiler. The road surface profiler meets all ASTM E-950 standards for evaluating the smoothness of pavement.



**RAS automated data collection vehicle**



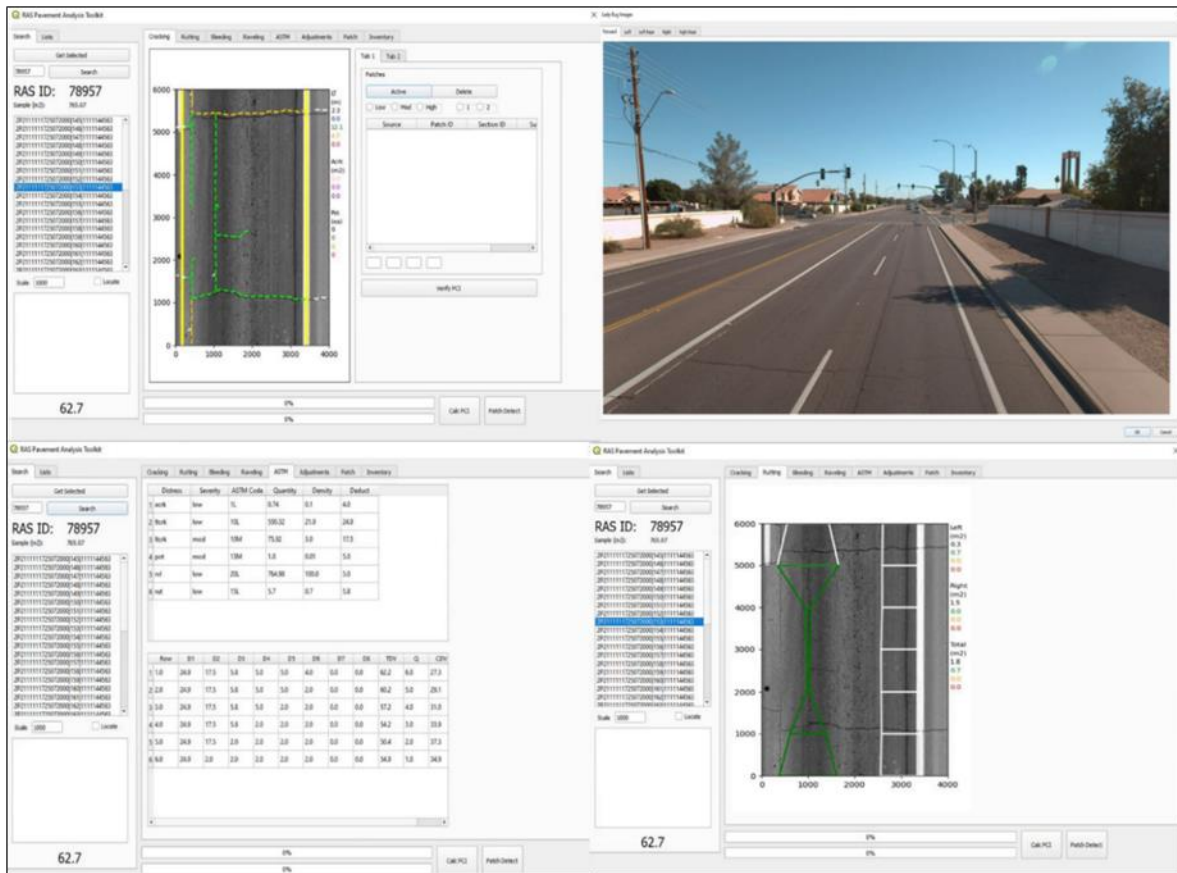
**Task 3 Deliverables:**

1. CONSULTANT will collect Right-of-Way imagery for all segments collected.
2. CONSULTANT will collect downward-facing Pavement Imagery for all segments collected.
3. CONSULTANT will collect International Roughness Index (IRI) values for each delivered road segment.

**Task 4 – Roadway Evaluation: ASTM D6433 Distress Processing**

**4.1 OCI Evaluation**

CONSULTANT will evaluate the OCI survey results in accordance with ASTM D6433. CONSULTANT will provide 100% survey of all lanes driven using RAS' pavement analysis software Road TRIP (Technical Rating Intelligence Program) to evaluate the pavement condition using automated techniques per the ASTM D6433 pavement distress rating process including the following distresses: alligator cracking, longitudinal cracking, transverse cracking, raveling, and patching. Experienced pavement engineers will review the resultant output for accuracy and make any corrections that may be needed. Road TRIP allows the pavement and right of way imagery to be synced and the distress data to be displayed geospatially to provide another layer of quality assurance.



**Pavement Condition Evaluation within Road TRIP**

**4.2 Quality Assurance and Quality Control**

The CONSULTANT will perform quality assurance and quality control on all data collected.

CONSULTANT has a proven Quality Assurance (QA)/Quality Control (QC) procedure for all mobile data collection projects. CONSULTANT QC procedures begin with the RAC vehicles' collection process.

The technician will check each camera's exposure rate, image quality, GPS, and IMU operation to ensure the data collection system is recording the image and that the GPS location is within the stated project tolerance. Each collection day's calibration collection will be documented in the collection logbook. The collection logbook also contains information such as date, location, technician and drivers name, any issue that developed during the collection day and DMI calibration runs.

During image collection, the technician reviews the images collected on-screen as they are collected and any issue with image clarity requires the collection run to end and the image quality issue to be resolved. Once resolved, the collection run begins from the beginning for the road segment collected. The technician also monitors GPS reception during collection. If GPS reception is lost (measured using PDOP – positional dilution of precision), the technician stops the collection and resolves the GPS reception issue. Collection begins again once the GPS reception issue is resolved. All issues resulting in the collection run being stopped will be recorded in the collection logbook along with the resolution.

With a completed collection drive delivered to CONSULTANT offices, images are post processed and provided to the image QC Officer who will perform quality control checks on each delivery provided. The QC Officer will visually review the collection routes for image quality. All collection runs that are considered of low quality will be marked for recollection before the data collection vehicle(s) is allowed to leave the project site.

Additionally, CONSULTANT will provide independent quality checks via field verification to confirm accuracy of automated data collection.

**Task 4 Deliverables:**

1. CONSULTANT will deliver a final GIS file geodatabase containing collected pavement data (containing the Type, Severity and Extent of distresses along the road segment as defined by the ASTM D6433 methodology), distresses, and OCI value.
2. CONSULTANT will provide Overall Condition Index (OCI) values for each delivered road segment.
3. CONSULTANT will provide all field imagery via hard drive.

**Task 5 – Pavement Widths Verification**

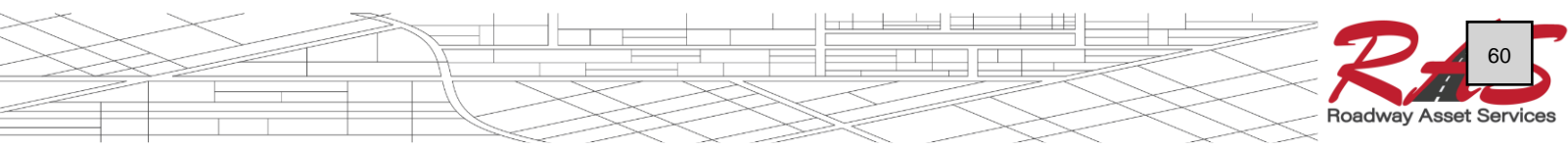
The CONSULTANT will use the images from the Ladybug 360° camera system and aerial photography to capture the width of pavement for each street segment to compare with the existing database information. CONSULTANT will provide the widths for roads with width changes by noting locations of changes by stations and measuring each section of change, and the addition of lanes or turn lanes.

**Task 5 Deliverables:**

1. CONSULTANT will deliver the width measurements as an attribute of the final dataset.

**Task 6 – On-site RAS Data Review of Pilot Areas**

CONSULTANT will work with the OWNER to identify and setup a 1-Day on-site pilot/project area, up to 10 miles, so that initial sample data can be collected and verified. CONSULTANT will collect data within the on-site pilot project area, process the OCI data and review the result with the OWNER. If any corrective action is identified during the data validation, such corrections will be applied to the data processing



algorithms prior to final OCI calculations. CONSULTANT will work with the OWNER to review and verify that the data is ready to proceed.

#### **Task 6 Deliverables:**

1. CONSULTANT will process data for the on-site data validation visit.
2. CONSULTANT will schedule and conduct an on-site field validation with OWNER staff.
3. CONSULTANT will make any necessary modifications to processing algorithms.

#### ***Task 7 – Cartegraph OMS Pavement Data Import (Test & Production Loads)***

The CONSULTANT will import all inspection data obtained during the pavement condition rating surveys into the OWNER'S Cartegraph OMS Pavement Management Software System. The data will be also linked to the OWNER'S GIS system.

The CONSULTANT will also provide software testing and test the configuration to ensure that all requirements and modules are functioning.

**Phase I: Test Environment** – CONSULTANT will format the segment level distress data for import into the Cartegraph OMS software. This formatting stage is a process of creating 6 to 7 import sheets depending on an OWNER'S unique OMS setup, following a pre-defined schema. CONSULTANT will harness the OMS import/export utility in the user interface to complete the import.

**Phase II: Production Environment** – Upon completion of import to the test environment, CONSULTANT will review the loaded data to ensure there are no gaps in the data structure or format. After OWNER accepts Cartegraph data, the CONSULTANT will move the database into the OWNER's production environment during off-hours to ensure minimal downtime.

#### **Task 7 Deliverables:**

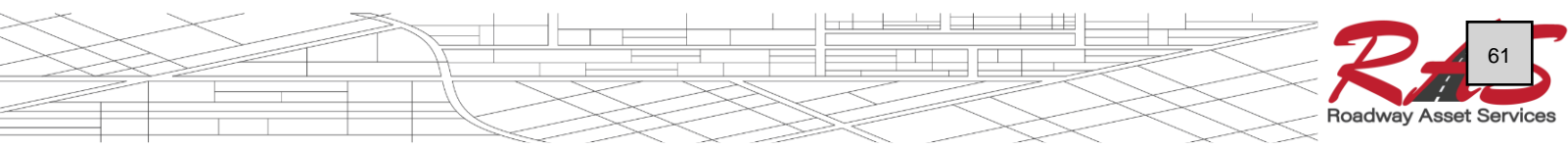
1. CONSULTANT will deliver a series of formatted Cartegraph data import spreadsheets with pavement condition data for the test load.
2. CONSULTANT will deliver a final Cartegraph production database file.

#### ***Task 8 – Cartegraph OMS Scenario Builder Configuration, Degradation Curve Setup, Maintenance/Rehab Setup, Cost Input, OCI Reset***

##### **8.1 RAS Cartegraph OMS Scenario Builder Configuration & Workflow**

CONSULTANT to initiate the following sequences and client engagements during this process in an effort to configure the parameters that serve as the intelligence within the OMS software:

- **Condition Groups:** CONSULTANT to review the condition category assessment, including the PCI and IRI weight factors that are used to calculate OCI within the system. The use of risk as a factor is also utilized within the Condition Group. Any recommended changes to the configuration will be discussed during this stage.
- **Prediction Groups:** CONSULTANT to configure the forecasting of pavement conditions within Cartegraph. This includes a detailed set of pavement deterioration curves for each roadway traffic classification, pavement material type, and potential strength rating as designated by the OWNER to reflect realistic degradation rates. Scenario Builder will pull the data configurations used in the Prediction Groups and Protocol Library to create clear, accurate predictions on everything from OCI gains to budget impacts over time. The prediction groups also contain the activity impacts that will be assigned to each maintenance and rehabilitation activity in the system.



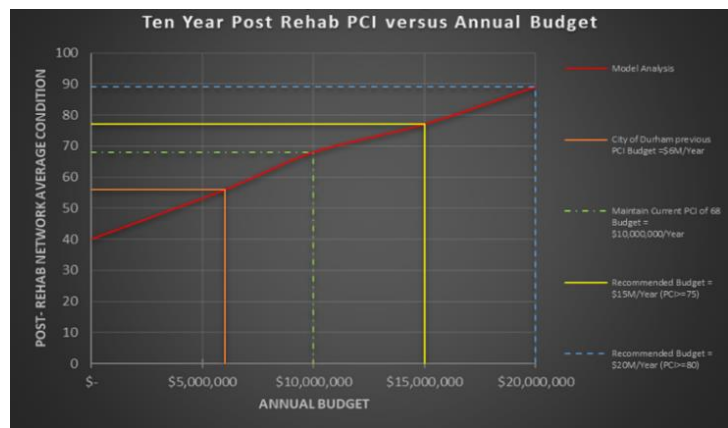
- **Maintenance & Rehabilitation Review:** CONSULTANT to review and modify current Maintenance and Rehabilitation setup within the Cartegraph OMS system under the “Protocol Library”. CONSULTANT to determine the right treatment (prescription) at the right time with OWNER input. These parameters will be configured based on actual OWNER expenditures for each activity and real-world life cycle estimates that relate to OCI impact. This includes reviewing Min/Max PCI, Breakpoint PCI, decision trees for treatments (using the advanced filter text in the Protocol Library), costs, and OCI impact values.
- **Supersegment / Project Development:** CONSULTANT to develop a Supersegment layer, which includes multiple segments stitched together to form a logical project or management section. Supersegment layer is designed for use in Scenario Builder to run the budgetary scenario at the project level, producing real-world rehabilitation plans that are ready for OWNER review, modification, or acceptance. CONSULTANT to provide recommendations to OWNER staff for best practices in developing practically sized Supersegments to yield model results that can be acted upon.

**8.2 Pavement Analysis, Parameter Configuration, and Multi-year Plan**

CONSULTANT will deliver a Final Pavement Report for the project including:

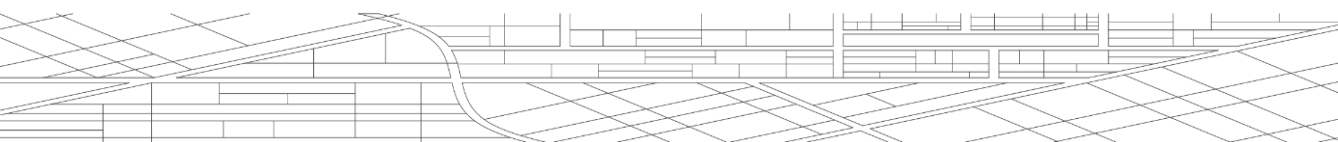
- Executive Summary.
- Project methodology and pavement data.
- Street segment OCI.
- Analysis results and model forecast results.
- Exhibits showing OCI and street segment length, lanes, and pavement type.

CONSULTANT will discuss preferred treatment options and historical performance with the OWNER to develop appropriate decision trees for OCI levels based on experience with pavement performance and understanding critical conditions to apply appropriate treatments. The CONSULTANT may also provide recommendations for treatment options based on experience with the observed conditions.



Analysis will include the following tasks, in cooperation with input from the OWNER staff:

- Develop management sections by combining similar roads with similar conditions that are adjacent to each other,
- Develop deterioration curves for each combination of surface type, classification, and strength,
- Define rehabilitation strategies for each combination of surface type, classification, strength category (weak, moderate, strong) and update unit rates,
- Update work completed between the time of the survey and the start of analysis,
- Update planned work to account for work the OWNER has already committed to,
- Develop various budget scenarios, and
- Provide detailed segment selections and maps for up to three of these scenarios.



**Task 8 Deliverables:**

1. CONSULTANT will deliver a Final Pavement Report
2. CONSULTANT to optimize the pavement rehabilitation model parameters that are currently setup within the Scenario Builder Protocol Library.
3. CONSULTANT will deliver OCI Triggers for appropriate treatment options, including suggested OCI improvement per treatment, and estimate unit costs for treatments.
4. CONSULTANT will provide consultation with the OWNER to identify appropriate treatment options based upon deterioration curves and pavement conditions.
5. CONSULTANT will work with the OWNER to develop and present budget scenarios from three options as identified in the Analysis process.

***Task 9 – Curb & Gutter Inventory and Condition Assessment***

Curb & gutter inventory to include linework for each continuous construction of curb, from intersection to intersection. Drive pads and curb ramps will not interrupt linework. CONSULTANT will collect the following attributes for the curb & gutter inventory:

**Attributes:**

- AssetID
- Location (Street Name asset located on)
- Photo Image link
- Travel Direction
- Painted Color
- Side of Road
- Construction/Material Type
- Condition
  - Good – no visible damage
  - Fair – visible minor damage such as small section with cracking
  - Poor – visible damage such as loss of integrity or disintegration
- Type
  - PCC Standard Curb and Gutter
  - PCC Median Curb and Gutter
  - PCC Pinned Curb
  - PCC Other
  - Asphalt Curb
  - PCC Driveway Gutter
  - PCC Ramp Gutter
- Comments

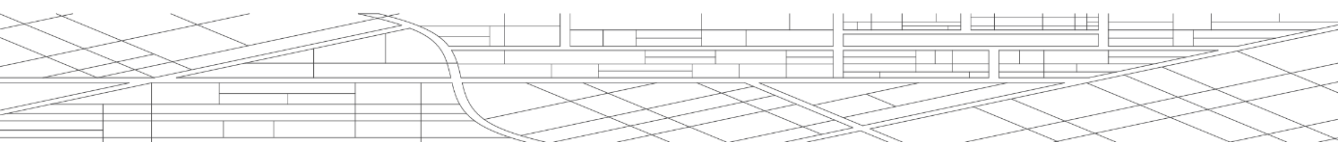


**Task 9 Deliverables:**

1. CONSULTANT will deliver curb & gutter inventory via a file geodatabase to OWNER.

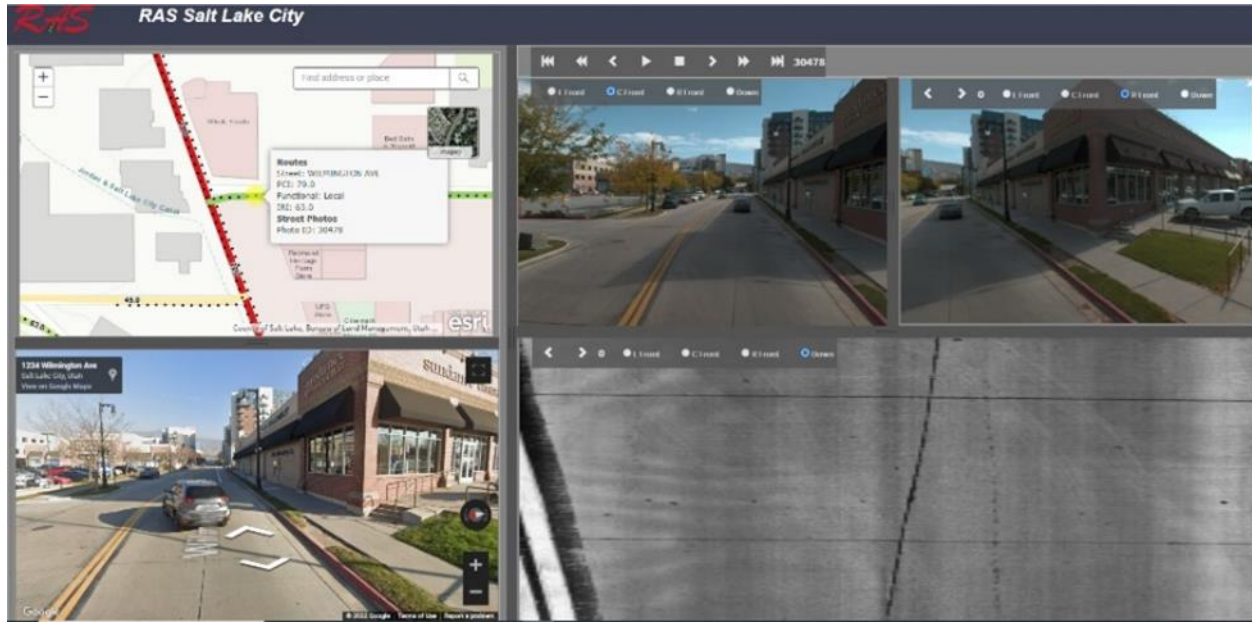
***Task 10 – RAS Hosted Videologger***

CONSULTANT will deliver a web-based and GIS-centric viewer to allow OWNER to take a virtual drive along the roadway without leaving the office as shown in the image below. The viewer allows the OWNER to



load pavement and ROW imagery for a specific location within the City and sequentially travel down the roadway. The viewer will provide tabular data consisting of OCI, IRI, Traffic, Location, Segment ID, and Street Name associated with each surveyed road segment.

The interface includes left, center, and right forward-facing images as well as the downward LCMS-2 pavement imagery. Additional widgets include the sequential Google Maps location and the GPS van trace with the color-coded OCI scores.



**Task 10 Deliverables:**

1. CONSULTANT will deliver a URL to the OWNER to their viewer’s site.

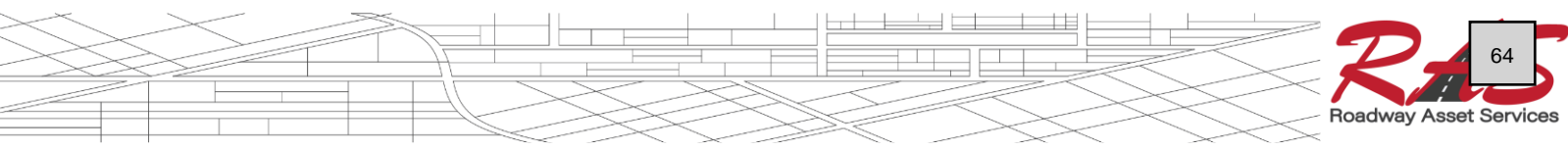
***Task 11 – Draft and Final Summary Pavement Condition Report***

The CONSULTANT will work with the OWNER to produce a final pavement condition index report that will be satisfactory for presentation to the City Council and Public Works Departments. CONSULTANT has allocated 50 hours for data reconnaissance and review of historical as-builts incorporating the pavement thickness data (as available) into the report. The CONSULTANT will also work with the OWNER’s staff to access the pavement condition results and to format the data into the desired format for presentation of budget analyses that were exported from the Cartegraph OMS software.

CONSULTANT will deliver a Final Pavement Condition Index Report for the project including:

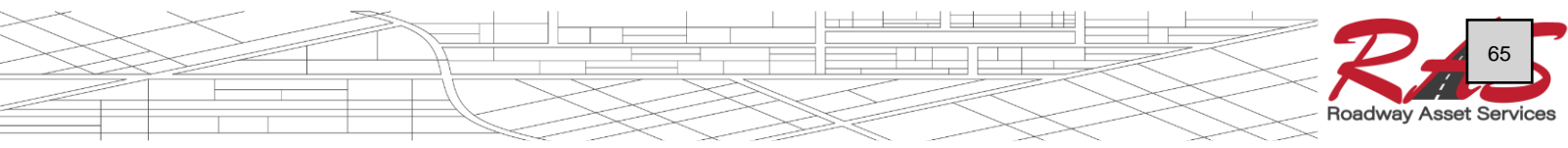
- Executive Summary.
- Project methodology and pavement data.
- Street segment PCI and IRI.
- Exhibits showing PCI, IRI, and street segment length, lanes, and pavement type.
- Budget models and predicted outcome of PCI
- Deferred maintenance backlog
- Exhibits showing PCI and street segment length and pavement type.
- Optimized 5-year maintenance and rehabilitation plan.

**Task 11 Deliverables:**





1. CONSULTANT will deliver draft and final pavement management report to OWNER.
2. CONSULTANT to deliver ArcGIS Online access to report maps.



### Section II – Fee Schedule

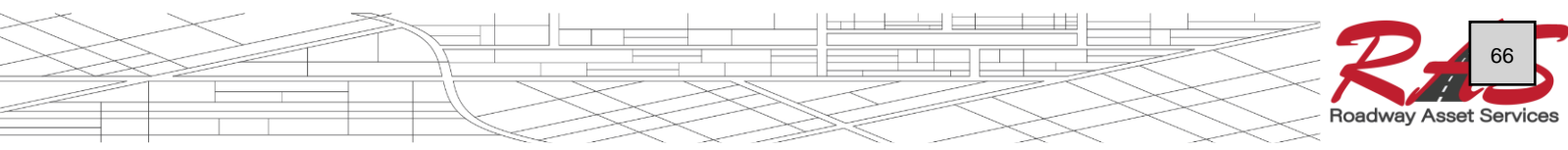
RAS team members have managed, provided field data collection, performed QA/QC, and developed pavement management plans on numerous similar projects to the scope of services requested by the City. RAS is a financially secure limited liability company that practices strong internal controls, conservative business practices, and a commitment to continued financial growth.

The RAS fee structure for this assignment can be found below with itemized tasks to illustrate the full scope of this project. The RAS fees are based on conducting two passes on all roads, resulting in 730 total survey miles.

City of Great Falls				
Phase 1: Road and ADA Overall Condition Index				
Task	Description	Units	Unit Cost	Fee
<b>Phase 1: City Roads Required Services</b>				
1	Project Initiation, Centerline Identification & Review (Lump Sum) <sup>1</sup>	1	\$8,750	\$8,750.00
2	Field Set-Up & GPS Network Creation (Lump Sum)	1	\$4,000	\$4,000.00
3	Collect Street Network (Test Miles) 2-pass Test all Roads <sup>2</sup>	730	\$112	\$81,760.00
4	Roadway Evaluation: ASTM D6433 Distress Processing (Test Miles)	730	\$40	\$29,200.00
5	Pavement Widths Verification (Lane Miles)	730	\$10	\$7,300.00
6	On-site RAS Data Review of Pilot Areas (1-Day)	1	\$4,000	\$4,000.00
7	Cartegraph OMS Pavement Data Import (Test & Production Loads)	1	\$4,500	\$4,500.00
8	Cartegraph OMS Scenario Builder Configuration, Degradation Curve Setup, Maintenance/Rehab Setup, Cost Input, OCI Resets (Lump Sum)	1	\$15,000	\$15,000.00
9	Curb & Gutter Inventory and Condition Assessment (Lane Miles)	730	\$60	\$43,800.00
10	RAS Hosted Videologger (Includes 3-Years of Hosting; Unlimited Access)	1	\$9,500	\$9,500.00
11	Draft and Final Summary Pavement Condition Report (Combined Staff Hourly Rates)	150	\$200	\$30,000.00
<b>Phase 1: Road and ADA Overall Condition Index Sub-Total<sup>3</sup>:</b>				<b>\$237,810.00</b>

#### Assumptions

1. Mileage was calculated from City provided GIS centerline file.
2. Every road will be surveyed in 2-passes (once in each direction) for this baseline pavement assessment.
3. Bill monthly, lump sum based on percent complete for each task item. Fees are inclusive of labor and expenses.
4. 50 staff hours have been allocated for data reconnaissance and review of as-builts for identifying available pavement thickness data.



**Optional Services**

This fee schedule includes services regularly scoped by RAS clients. The City was initially interested in the first two options. Scope details have been provided for O-1 and O-2.

Task	Optional Services	Units	Unit Cost	Fee
O-1	ADA Ramps Inventory and Condition Assessment (Lane Miles)	730	\$50	\$36,500.00
O-2	Alley Aprons Inventory and Condition Assessment (Lane Miles)	730	\$45	\$32,850.00

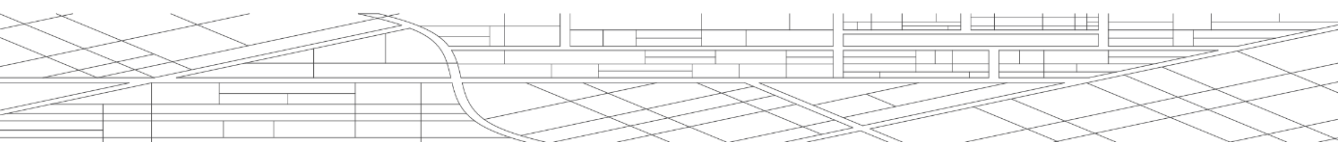
Task	Additional Professional Services	Units	Unit Cost	Fee
ROW-1	Enhanced ADA Compliance Assessment of Ramps (Per Each)	Cost Varies		
ROW-2	Network-Level Ground Penetrating Radar Thickness Testing (1-Pass of Centerline Miles)	330	\$269	\$88,770.00
ROW-3	Project-Level (Major Roads Only) Ground Penetrating Radar Thickness Testing (Test Miles; Mileage may Change)	100	\$396	\$39,600.00
ROW-4	Signs & Support Inventory and Condition Assessment (Lane Miles)	730	\$65	\$47,450.00
ROW-5	Striping Inventory and Condition Assessment (Lane Miles)	730	\$40	\$29,200.00
ROW-6	Markings Inventory and Condition Assessment (Lane Miles)	730	\$35	\$25,550.00
ROW-7	Street Lights Inventory and Condition Assessment (Lane Miles)	730	\$30	\$21,900.00
ROW-8	Guardrails Inventory and Condition Assessment (Lane Miles)	730	\$25	\$18,250.00
ROW-9	Sidewalks Inventory (Photograph, geolocation, condition)	730	\$45	\$32,850.00
ROW-10	Inlets Inventory (Photograph, geolocation)	730	\$30	\$21,900.00
ROW-11	Outlets Inventory (Photograph, geolocation)	730	\$30	\$21,900.00
ROW-12	Catch Basins Inventory (Photograph, geolocation)	730	\$30	\$21,900.00
ROW-13	Manholes Inventory (Photograph and/or digital mapping, geolocation)	730	\$25	\$18,250.00
ROW-14	Sign Retro-reflectivity Surveys (Requires Task ROW-4)	730	\$75	\$54,750.00
ROW-15	Comprehensive Sidewalk and Ramp Assessment with Pro-WAGON with Optimized Maintenance Plan (Estimated Sidewalk Miles)	275	\$389	\$106,975.00
ROW-16	ROW Asset Inventory Import to Cartegraph (Per Asset Class)	1	\$2,500	\$2,500.00

**Option O-1: ADA Ramps Inventory and Condition Assessment**

This task enhanced upon the base scope of work (included with the curb & gutter inventory) to plot each pedestrian curb ramp in it’s real-world location in GIS. The following attributes are included with the pedestrian curb ramp inventory. Includes delivery of data via GIS File Geodatabase.

**Attributes:**

- AssetID
- XY Location & Street Name asset located on
- Photo Image link
- Ramp Orientation (Bidirectional, Diagonal, etc.)
- Ramp Type (Driveway, Median, Island, etc.)
- Truncated Domes (Y/N)
- Condition
  - Good = ramp is level with no uprooting or cracking
  - Fair = ramp has minimal uprooting or cracking
  - Poor = ramp has major uprooting or cracking and poses a hazard to pedestrians
- Comments

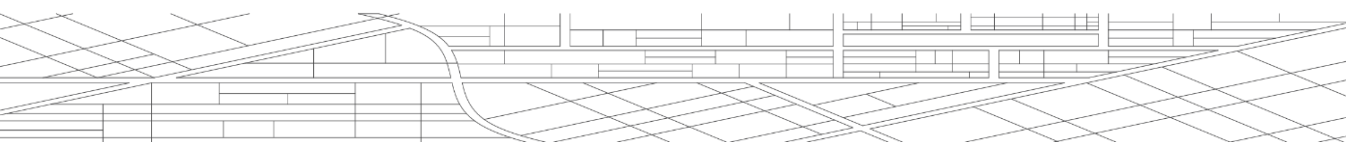


**Option O-2: Alley Aprons Inventory and Condition Assessment**

This task includes the plotting of each alley apron in it's real-world location in GIS. The following attributes are included with the alley apron inventory. Includes delivery of data via GIS File Geodatabase.

**Attributes:**

- AssetID
- XY Location & Street Name asset located on
- Surface Type
- Photo Image link
- Condition
  - Good
  - Fair
  - Poor
- Comments



## **Exhibit A: Attachment P2**

### **Phase 2: City of Great Falls Parks – Trails Survey**

#### **Section I – Scope of Work Description:**

Roadway Asset Services, LLC (RAS) understands that the City of Great Falls, Montana desires to conduct a field survey of the pavement conditions on all the River’s Edge Trails, Spurs, and Connectors in accordance with the ASTM Standard D6433 “Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys” to develop a Pavement Condition Index (PCI). RAS will utilize an e-bike survey vehicle, equipped with GPS and HD cameras to capture the forward-view imagery. The data will be processed by technicians to develop the PCI score for that segment. All survey methodology will be noted in the final deliverable.

The e-bike survey is to be conducted on approximately 19 linear miles of paved trails in the City limits on each trail segment which is tagged with a unique ID on the feature-class layer in GIS. The data collected will be processed and delivered to the City Parks Department via File Geodatabase and Excel with GIS-linked imagery.

The CONSULTANT (Roadway Asset Services, LLC.) shall provide the following services to the OWNER (City of Great Falls, Montana):

- Mobile data collection of trails imagery and pavement distresses for approximately 19 linear miles (included all mainline, spurs, and connectors).
- ASTM D6433 compliant pavement rating and assessment for approximately 19 linear miles.
- Deliver a geodatabase with the PCI data for each segment

**Description of the tasks to be performed follows.**

***Task 1 – Field Set-Up & GPS Network Creation***

CONSULTANT will use the existing centerline data provided by the OWNER and create a pavement database based on the centerline layer. Each trail segment record in the centerline layer will have a corresponding record in the trail pavement database. The OWNER represents that the City maintains approximately 19 linear miles as a part of the River’s Edge Trail. The CONSULTANT will survey 19 linear miles.

CONSULTANT will work with the OWNER to maintain the unique identifier of each of the trail segments on the OWNER’s trail network so that the pavement database will maintain a link to the GIS data.

**Task 1 Deliverable:**

1. The CONSULTANT will provide the OWNER with a centerline assessment document for review and approval.

***Task 2 – Collect River’s Edge Trail Network***

The CONSULTANT will collect distress data and images for 19 linear miles of River’s Edge Trail using a e-bike survey vehicle fitted with GPS and multiple HD cameras. The CONSULTANT retains a fleet of 4 e-bike survey vehicles and will mobilize one (1) unit for the trails survey.

The e-bike will be operated by a field technician who will systematically ride the e-bike on the trail segment listings provided by the OWNER. The CONSULTANT will collect pavement data with a linear pass on each trail section to capture forward-view images to be used during the pavement rating process. Coverage checks will be completed daily to ensure all segments have been surveyed, and that all imagery is properly captured for rating.

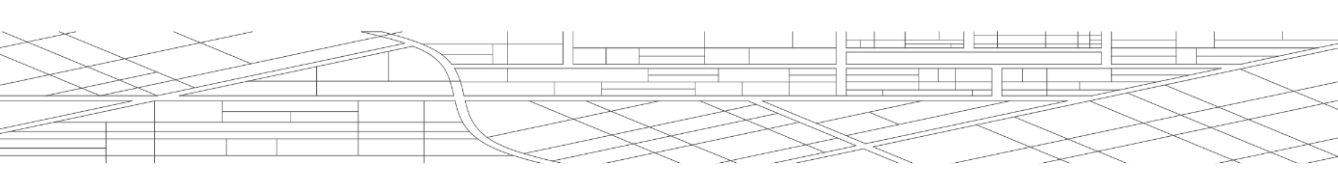
Roadway Asset Services (RAS) will perform field data collection on paved trails using an e-bike vehicle equipped with the following systems:

- At least one (1) GoPro cameras positioned low over the front for the best image possible.
- Forward views will be processed for delivery to the City via a GIS hyperlink.
- The HD 5K imagery is captured in 1 second intervals, resulting in a photo capture for every 6 to 8 feet per camera. All images retain a lat/long coordinate for plotting within a GIS environment.
- An integrated field map allows for GPS tracking by the operator and “fly-by” notes for any comments related to the field survey.



**Task 2 Deliverables:**

1. CONSULTANT will provide forward-view imagery for all trail segments collected.



### ***Task 3 – Trail Pavement Evaluation: ASTM D6433 Distress Processing***

#### ***3.1 Quality Assurance and Quality Control***

##### ***Trail Centerline Review & Development***

CONSULTANT to provide a complete diagnostic of the trail shapefiles, including a full and thorough assessment of the OWNER'S existing segmentation. CONSULTANT will review the City maintained existing trail linework and identify all trails that require inclusion in the survey. Upon successful completion of this review, the trail feature class will begin development. CONSULTANT to recommend and implement any segmentation changes prior to confirmation of the trail mileage and survey mapping extents.

##### ***Imagery & Coverage Checks***

At the end of each data collection day, the CONSULTANT will confirm that field imagery exists on all OWNER maintained trails. If trails are found to be missing imagery, the GIS linework will be flagged for re-inspection prior to demobilization. The raw data will be confirmed to exist on all OWNER maintained trails. If any trail is missing readings from the map, it will be flagged for re-inspection.

#### ***3.2 PCI Evaluation***

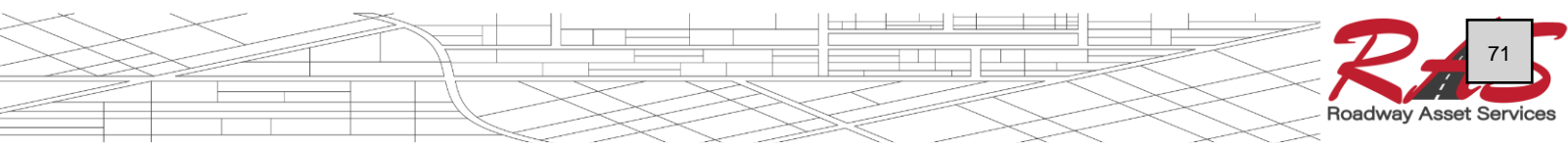
CONSULTANT will perform a continuous, linear pavement evaluation for the trail network. CONSULTANT will provide 100% survey of all driven trail segments using RAS' pavement analysis software Road TRIP (Technical Rating Intelligence Program) to evaluate the pavement condition using visual rating techniques per the ASTM D6433 pavement distress rating process including the following distresses: alligator cracking, longitudinal cracking, transverse cracking, raveling, and patching. Experienced pavement engineers will review the resultant output for accuracy and make any corrections that may be needed. Road TRIP allows the trail pavement and right of way imagery to be synced and the technicians rating form to be displayed and synced geospatially to provide another layer of quality assurance.

#### ***3.3 Summary Data***

CONSULTANT will analyze the PCI data to deliver a summary report in Excel that includes the following metrics: Average Network PCI, Good-Fair-Poor and PCI Distribution Graphs, and Segment-level Inventory data.

##### ***Task 3 Deliverables:***


1. CONSULTANT will deliver a final GIS file geodatabase containing collected pavement data (containing the Type, Severity and Extent of distresses along the trail segment as defined by the ASTM D6433 methodology), distresses, and PCI value.
2. CONSULTANT will provide Pavement Condition Index (PCI) values for each delivered trail segment.
3. CONSULTANT will provide summary metrics of the trail network conditions via Excel.



**Section II – Fee Schedule**

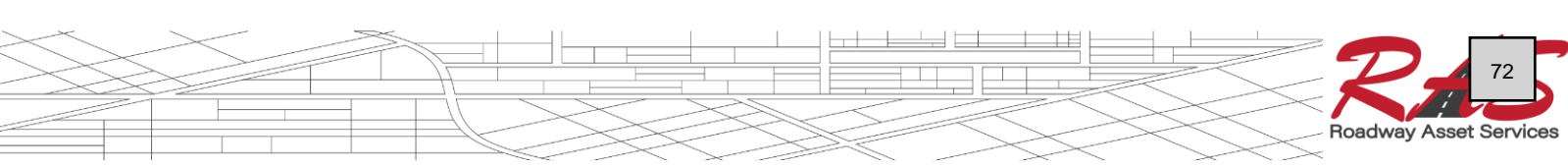
RAS team members have managed, provided field data collection, performed QA/QC, and developed pavement management plans on numerous similar projects to the scope of services requested by the City. RAS is a financially secure limited liability company that practices strong internal controls, conservative business practices, and a commitment to continued financial growth.

The RAS fee structure for this assignment can be found below with itemized tasks to illustrate the full scope of this Phase of the project. The RAS fees are based on conducting a single pass on all trails, connectors, and spurs of River’s Edge pathways, resulting in 19 total survey miles.

City of Great Falls Phase 2: City Parks Trail Assessment				
Task	Description	Units	Unit Cost	Fee
				
<b>Phase 2: City Parks Required Services</b>				
12	River's Edge Trail-Connectors-Spurs (19 Miles) Pavement Condition Assessment (Lump Sum)	1	\$12,000	\$12,000.00
<b>Phase 2: City Parks Trail Assessment Sub-Total:</b>				<b>\$12,000.00</b>

**Assumptions**

1. Mileage was calculated from City provided GIS centerline file.
2. The trails will be surveyed with the e-bike to capture all data and a PCI assessment will be performed via imagery and rating by technicians.
3. Bill monthly, lump sum based on percent complete for this task. Fees are inclusive of labor and expenses.





**PROJECT SUMMARY SHEET:  
ROAD AND ADA OVERALL CONDITION INDEX, O.F. 1819.0  
FY 2024 Capital Improvement Plan  
Current as of: June 14, 2024**

**Description:** This project will be an inventory of pavement, curb and gutter, and trail segment condition. Data will be collected and added to the City’s asset management software.

**Justification:** Creating a condition index will assist the City in prioritizing pavement and accessibility projects to more effectively utilize local, state, and federal dollars. The data will more accurately define future investment levels required to maintain this infrastructure and assist with building outcome-based scenarios to prioritize investment in a resource constrained environment.

**Scope:** Data collection on approximately 500 centerline road miles, curb and gutter, ADA ramps, and trail segments in Great Falls and Cascade County. Uploading data to asset management software (Cartegraph) for future use.

**Added to CIP:** 1<sup>st</sup> half FY2024

**CIP Timeline:** On track

**Cost:**

- CIP programmed cost/FY: \$0.3M/FY25
- Current Working Estimate: \$250,000.00
- Awarded Cost: TBD
- Final Cost: TBD

**Funding Source(s):** Streets (approx. 42%), Federal funds administered by MDT (approx. 58%)

**Planned Execution Method:** N/A (Data collection)

**Planned Construction CY:** N/A (Data collection)

**Current Project Stage (Estimated Completion Date):** RFP/Scoping (Spring 2024), Data Collection (Summer 2024), Reporting and loading data in asset management system (Fall 2024)

- Design Method: Consultant

**Map & Site Pictures:** Examples of issues that would be identified in a pavement condition index.



**PROJECT SUMMARY SHEET:  
ROAD AND ADA OVERALL CONDITION INDEX, O.F. 1819.0  
FY 2024 Capital Improvement Plan  
Current as of: June 14, 2024**



**PROJECT SUMMARY SHEET:  
ROAD AND ADA OVERALL CONDITION INDEX, O.F. 1819.0  
FY 2024 Capital Improvement Plan  
Current as of: June 14, 2024**





Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Construction Agreement: 5<sup>th</sup> Street Drainage – 10<sup>th</sup> Ave S to 12<sup>th</sup> Ave S (OF 1811.0)

**From:** Engineering Division

**Initiated By:** Public Works Department

**Presented By:** Christoff Gaub, Public Works Director

**Action Requested:** Consider Bids and Award Construction Agreement

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (award/not award) a construction agreement in the amount of \$288,350.00 to Geranios Enterprises, Inc for the 5<sup>th</sup> Street Drainage – 10<sup>th</sup> Avenue South to 12<sup>th</sup> Avenue South project, and authorize the City Manager to execute the agreement documents.”

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

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**Staff Recommendation:** Approve the construction agreement.

**Summary:** This project aims to collect stormwater ponding on the street sag near the intersection of 5<sup>th</sup> St S and 12<sup>th</sup> Ave S, and to eliminate the off-street stormwater that flows through the Stadium Sports Bar and Casino and Bison Ford properties during minor storm events, which eventually contributes to pooling at the intersection of 5<sup>th</sup> St S and 10<sup>th</sup> Ave S. The solution involves extending the 5<sup>th</sup> St S storm drain to the south and adding inlets at the intersection of 12<sup>th</sup> Ave S and 5<sup>th</sup> St S.

**Background:** Previously, the City retained Great West Engineering to perform a stormwater basin study for the project area. The study assessed the existing storm drainage inlets and piping in critical sections of the 9<sup>th</sup> Ave S Basin where flooding has been problematic. The 9<sup>th</sup> Ave S Basin is the area of land where precipitation is gathered by the major storm pipe located beneath 9<sup>th</sup> Ave S, eventually draining into the Missouri River. For a visual aid, see the storm drain system map on the attached project summary sheet. It identified system deficiencies and provided recommendations for improvements to prevent surface flooding during minor (5-year) storms. According to the drainage report, 9<sup>th</sup> Ave S Basin and Central Ave/4<sup>th</sup> Street Drainage Basin Study (2020), “There is a vertical curve in 5<sup>th</sup> St S just south of the intersection with 12<sup>th</sup> Ave S. At this location, drainage ponds and then flows away from the street corridor to the northeast onto private property. The runoff from the north ultimately flow across the Stadium Sports Bar and Casino property and then north across the Bison Ford property before reaching 10<sup>th</sup> Ave S near the intersection with 5<sup>th</sup> St S. The City has noted this drainage path as an area of concern as it experiences significant flows.”

To collect stormwater ponding on the street sag near the intersection of 5<sup>th</sup> St S and 12<sup>th</sup> Ave S, and to eliminate the off-street stormwater during minor storms, the report identified extending the storm main south and adding inlets at the intersection.

There is a subsequent project currently in the preliminary design stages to improve the storm drainage at the intersection of 10<sup>th</sup> Ave S and 5<sup>th</sup> St S. Scheduled to begin summer of 2025, this project will focus on mitigating surface flooding during minor storms by providing additional inlet interception capacity and upsizing the storm drain across 10<sup>th</sup> Ave S to the 9<sup>th</sup> Ave S interceptor.

**Significant Impacts:**

The work will take place in 5<sup>th</sup> St S between 10<sup>th</sup> Ave S and 12<sup>th</sup> Ave S. As part of the contract the contractor will be required to: provide vehicle and pedestrian access to impacted businesses, provide residents access to their homes, and provide temporary traffic control. Periodic impacts to the public will occur during August and October of 2024. Impacts include: work within the traveled way, road closures, and sidewalk closures.

**Workload Impacts:**

Design phase engineering including plans and specifications were completed by City Engineering staff with assistance from City Utilities Division. City engineering staff will provide construction phase engineering services and project inspection.

**Project Work Scope:**

See attached Project Summary Sheet.

**Evaluation and Selection Process:**

This project was advertised and competitively bid. Sealed bids were opened on June 19, 2024 and the City received 3 responsible bids. The attached bid tabulation summarizes bids that were received. The lowest responsible bidder was Geranios Enterprises, Inc.

**Conclusion:**

Staff recommends awarding the construction contract to Geranios Enterprises, Inc. to construct the next phase of work identified in the drainage report, which will extend the storm drainage improvements south to the intersection of 5<sup>th</sup> St S and 12<sup>th</sup> Ave S.

**Fiscal Impact:** This project has been selected, prioritized, and executed in accordance with the Public Works Capital Improvements Program and budgeted utilizing available funds from the Storm Enterprise Fund.

**Alternatives:** The City Commission has the option to reject the construction contract and instruct City Staff to: (1) Delay the project for a later date, resulting in continued stormwater ponding at the intersection of 5<sup>th</sup> St S and 12<sup>th</sup> Ave S during minor storm events, or (2) cancel the project, leading to delays and cancellations of future projects in the project area.

**Attachments/Exhibits:**

Project Summary Sheet  
Bid tabulation

**PROJECT SUMMARY SHEET:**  
**5<sup>th</sup> ST S DRAINAGE (10<sup>th</sup> AVE S TO 12<sup>th</sup> AVE S), O.F. 1811.0**  
**FY 2025 Capital Improvement Plan**  
**Current as of: June 19, 2024**

**Description:** Install a new storm sewer system along 5th St S, spanning from 10th Ave to 12th Ave.

**Justification:** A sag exists on 5th St S around the intersection of 5th St S and 12th Ave S. This low point gathers stormwater during heavy rains, causing nearby properties to flood. Introducing a new storm drain system with additional inlets would help reduce the flooding concerns in this area.

**Scope:** This project will consist of installing approximately 700-feet of 15-inch storm sewer, two (2) inlets near the intersection of 5<sup>th</sup> Street and 12<sup>th</sup> Ave S, three (3) manholes, and remove and replace an inlet near the northeast corner of 1100 5<sup>th</sup> Street South.

**Added to CIP:** 1<sup>st</sup> half FY2025

**CIP Timeline:** On track

**Cost:**

- CIP programmed cost/FY: \$200,000/FY2025
- Current Working Estimate: \$300,000
- Awarded Cost: \$290,000
- Final Cost: TBD

**Funding Source(s):** Utilities (Storm)

- Funding Match Requirements: N/A

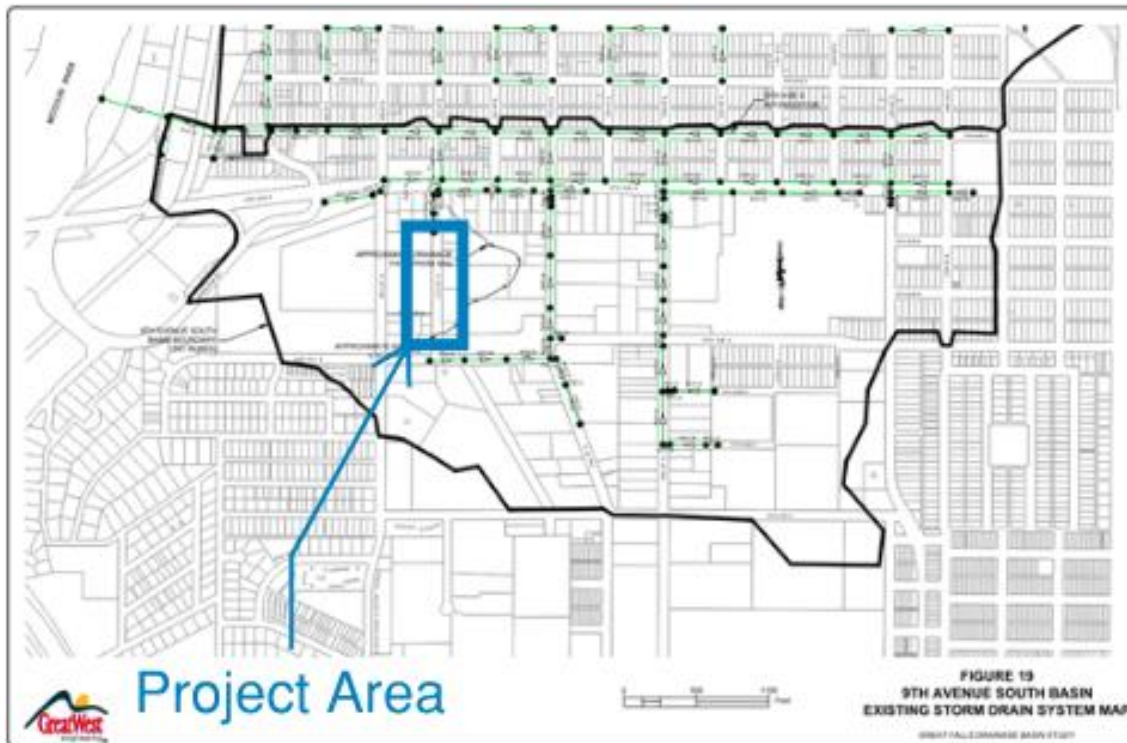
**Planned Execution Method:** Design-Bid-Build

**Planned Construction CY:** Summer 2024

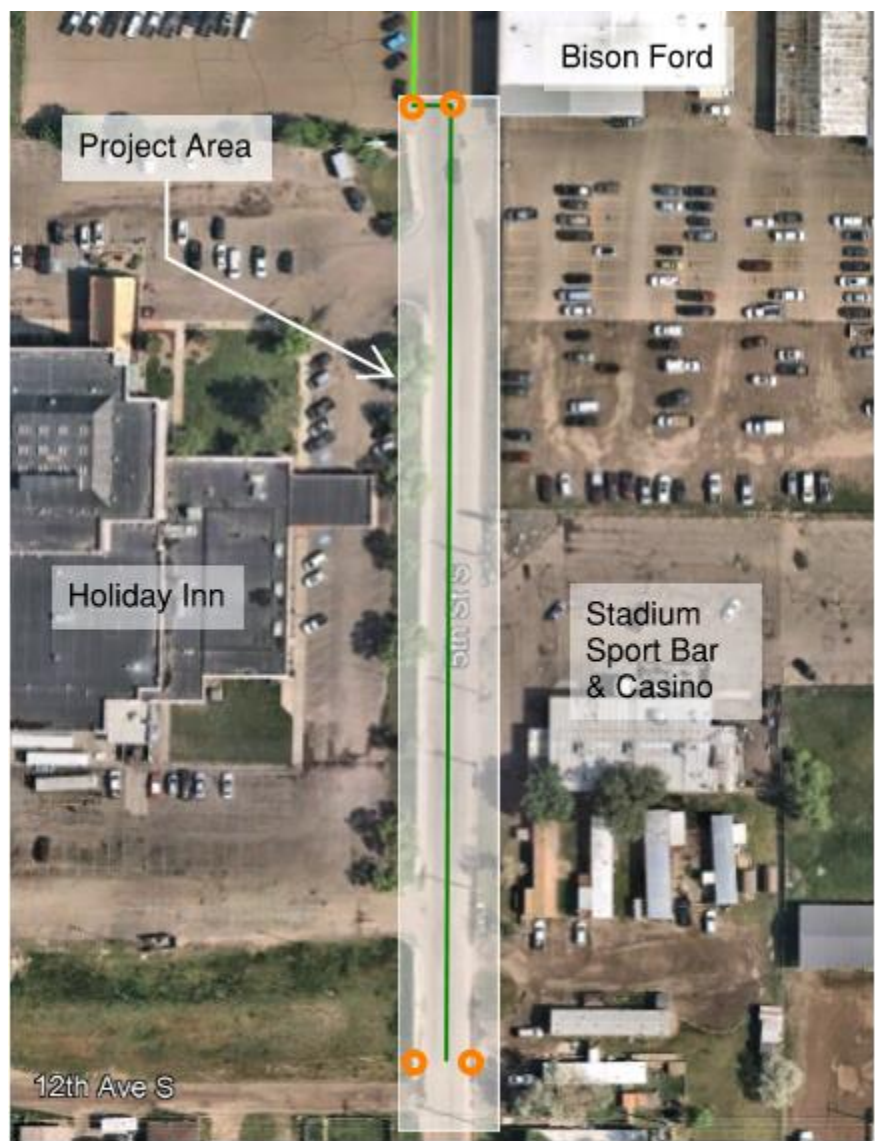
**Current Project Stage (Estimated Completion Date):** Construction (Fall 2024)

- Design Method: Internally
- Contractor: Geranios Enterprises. Inc

**Map & Site Pictures:**



**PROJECT SUMMARY SHEET:**  
**5<sup>th</sup> ST S DRAINAGE (10<sup>th</sup> AVE S TO 12<sup>th</sup> AVE S), O.F. 1811.0**  
**FY 2025 Capital Improvement Plan**  
**Current as of: June 19, 2024**



- Existing Storm Pipe
- New Storm Pipe
- Inlet

LONG FORM BID TABULATION SUMMARY

OF 1811.0 - 5th St Drainage (10th Ave S to 12th Ave S)

PREPARED BY CITY ENGINEERS OFFICE  
6/19/2024

ITEM	DESCRIPTION	EST QTY UNIT	Engineer's Estimate		Geranios Enterprises		United Materials		Ed Boland Const.	
			UNIT BID PRICE	BID AMOUNT	UNIT BID PRICE	BID AMOUNT	UNIT BID PRICE	BID AMOUNT	UNIT BID PRICE	BID AMOUNT
101	Mobilization (5% Max)	1 LS	\$15,000.00	\$15,000.00	\$13,050.00	\$13,050.00	\$16,500.00	\$16,500.00	\$15,000.00	\$15,000.00
102	Remove Storm Drain Inlet	1 EA	\$5,000.00	\$5,000.00	\$4,600.00	\$4,600.00	\$650.00	\$650.00	\$2,000.00	\$2,000.00
103	Separation Fabric	545 SQYD	\$11.00	\$5,995.00	\$27.50	\$14,987.50	\$5.00	\$2,725.00	\$9.00	\$4,905.00
104	Aggregate Base Course 1 1/2", 12" depth	560 SQYD	\$60.00	\$33,600.00	\$55.00	\$30,800.00	\$23.00	\$12,880.00	\$70.00	\$39,200.00
105	Imported Backfill Material	190 CUYD	\$60.00	\$11,400.00	\$50.00	\$9,500.00	\$74.00	\$14,060.00	\$55.00	\$10,450.00
106	Asphalt Concrete Pavement, Remove and Replac	560 SQYD	\$75.00	\$42,000.00	\$74.00	<u>\$41,440.00</u>	\$120.00	\$67,200.00	\$75.00	\$42,000.00
107	15" SDR 35 PVC Pipe	700 LNFT	\$120.00	\$84,000.00	\$114.00	\$79,800.00	\$180.00	\$126,000.00	\$195.00	\$136,500.00
108	Connect to Existing Manhole	1 EA	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$1,350.00	\$1,350.00	\$2,800.00	\$2,800.00
109	48" Diameter Manhole	2 EA	\$8,000.00	\$16,000.00	\$6,750.00	\$13,500.00	\$8,600.00	\$17,200.00	\$7,800.00	\$15,600.00
110	Type 1 Storm Sewer Inlet, Concrete Apron	3 EA	\$11,000.00	\$33,000.00	\$11,000.00	\$33,000.00	\$11,100.00	\$33,300.00	\$10,000.00	\$30,000.00
111	Roll Frame and Grate Inlet	1 EA	\$8,000.00	\$8,000.00	\$5,500.00	\$5,500.00	\$8,100.00	\$8,100.00	\$12,250.00	\$12,250.00
112	Water service, Lower and Insulate	1 EA	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00	\$2,800.00	\$2,800.00
113	Temporary Traffic Control	1 LS	\$20,000.00	\$20,000.00	\$14,672.50	\$14,672.50	\$15,000.00	\$15,000.00	\$8,000.00	\$8,000.00
114	Miscellaneous Work	20,000 UNIT	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00
<b>TOTAL BID:</b>				<b>\$299,995.00</b>		<b>\$288,350.00</b>		<b>\$337,965.00</b>		<b>\$341,505.00</b>

Geranios Bid  
Correct arithmetic error item 106.  
Increase Overall Bid price by \$40.00





Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set Public Hearing for Business Improvement District (BID) FY 2025 Budget and Work Plan

**From:** Melissa Kinzler, Finance Director

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

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

**Action Requested:** City Commission set public hearing date of July 16, 2024 for the Business Improvement District (BID) FY 2025 Budget and Work Plan

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for the FY 2025 Business Improvement District Budget and Work Plan for July 16, 2024.”

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

**Staff Recommendation:** The BID recommends that the City Commission set the public hearing for the FY 2025 BID Budget and Work Plan for July 16, 2024.

**Background:** The initial creation of the BID was in 1989. It was renewed in 1999, 2009, and 2019 each for periods of ten years by petition of the property owners within the District. The district successfully completed an expansion in 2022 and attempted another expansion in 2023, but it did not pass. There was no expansion attempt in 2024.

The Business Improvement District's overall purpose is to utilize assessment dollars through the BID to improve and revitalize the downtown area. If there are any material increases or decreases in the actual assessment from the approved budget, the BID's Board will either request a budget amendment from the City Commission or the Board will include the amount of revenue whether it be an increase, or decrease, in their Budget and Work Plan for the coming fiscal year.

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

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

**Fiscal Impact:** The BID is projecting annual revenue for Fiscal Year 2025 of approximately \$303,273 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional projects for streetscapes, and economic growth.

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

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

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

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

**Attachments/Exhibits:**

Work Plan 2024-2025

BID Final Budget

Map of BID Boundaries

Legal Notice



# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN DRAFT 2024-2025

Agenda #14.



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

The map of the Great Falls Business Improvement District boundaries is attached as a part of this document. The BID currently has 212 parcels within its boundaries.

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

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

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

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

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

### ➤ **Downtown Property Investments**

- Invest in downtown properties through our grant programs.
  - Grant programs may include, but are not limited to:
    - Interior Grant
    - Business Incentive Grant
- Utilize additional grant programs to supplement BID grant monies
  - Tax Increment Financing (TIF)
    - The BID will continue to support the Downtown Development Partnership (DDP) in administering the Downtown TIF
    - The BID may pursue TIF Funds for extraordinary projects
  - Community Block Development Grants (CDBG)
  - Seek additional revenue streams, as deemed appropriate.
- Begin the process of acquiring property in the BID for reinvestment opportunities
- Continue efforts to expand the boundaries of the BID to provide our services to additional property owners as our work continues to improve Downtown Great Falls
- Streetscape Improvements
- Work with partners to commission and implement a Downtown Lighting Study
- Begin the conversation of conversion of one-ways

### ➤ **Downtown Safety & Security**

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



# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN DRAFT 2024-2025



## ➤ Unifying Entities

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

## ➤ Beautification

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



# GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN DRAFT 2024-2025



## ➤ Administration

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

## Assessment Formula:

The assessment of the BID consists of the following:

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

## BID Governance:

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

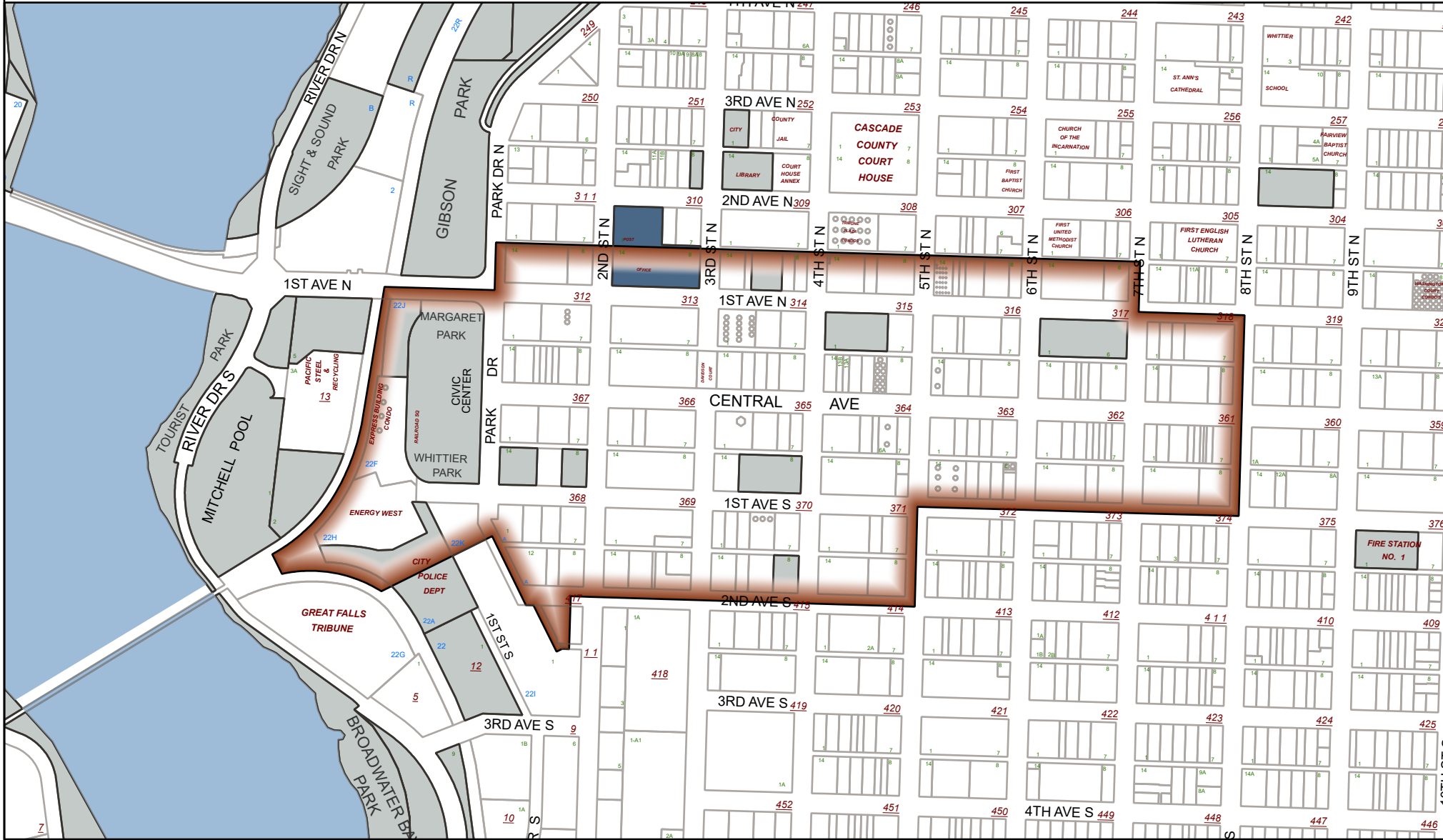
## Program Structure:

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




	<b>BID</b>
	<b>BUDGET</b>
	<b>FY 2025</b>
<b>Revenues</b>	
Assessments	\$303,273
Assessment Receivable	\$15,000
Coins for a Cause	\$250
Downtown Art - Sponsorships	\$25,000
Interest Income	\$150
TIF Funds - ArtsFest	\$50,000
TIF Funds - Tree Work	\$25,000
Prior Year Carryover - Cash	\$100,000
<b>Total Revenues</b>	<b>\$518,673</b>
<b>Expenses</b>	
Advertising	\$350
Web Design	\$250
Beautification	\$15,000
Art Downtown	\$70,000
Flowers	\$15,500
Sound System	\$500
Snow Removal	\$10,000
Trash Removal	\$20,000
Tree Program	\$30,000
Holiday Décor	\$15,000
Business Grants Approved	\$0
Business Grants - Interior	\$40,000
Business Grants - Business Incentive Grant	\$20,000
Coins for a Cause	\$350
Contract Services	\$19,000
Donations	\$2,000
Dues & Subscriptions	\$4,210
Employee Benefits	\$1,000

Insurance	\$4,000
Miscellaneous	\$-
Office Equipment	\$1,000
Office expense	\$1,000
Payroll taxes	\$10,000
Professional Services	\$5,100
Rent	\$5,500
Salaries	\$140,000
Special Projects	\$36,000
Supplies	\$5,000
Taxes, Licenses & Fees	\$32
Telephone/Internet	\$1,100
Travel & Education	\$12,000
Main Street Conference	\$8,000
Utilities	\$500
Lighting	\$25,000
<b>Total Expenses</b>	<b>\$517,392</b>
<b>Net Revenue/Loss</b>	<b>\$1,282</b>

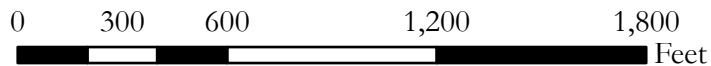
# Exhibit A: Newly Expanded Business Improvement District



## Legend

-  BID
-  City Properties
-  Federal Government Properties

2/16/2022



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



Attention Legal Ads

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Business Improvement District (BID) budget and work plan for Fiscal Year 2024/2025 will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 16, 2024, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said BID budget and work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City's website at <https://greatfallsmt.net> under "Meetings," and are on file for public inspection during regular office hours at the City Clerk's Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz  
City Clerk

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DO NOT PUBLISH BELOW THIS LINE:  
Publication dates: July 7 and 14, 2024



Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set Public Hearing for Tourism Business Improvement District (TBID) 2024/2025 Budget and Work Plan

**From:** Melissa Kinzler, Finance Director

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

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

**Action Requested:** City Commission set public hearing date of July 16, 2024 for the Tourism Business Improvement District (TBID) 2024/2025 Budget and Work Plan.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for the 2024/2025 Tourism Business Improvement District Budget and Work Plan for July 16, 2024.”

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

**Staff Recommendation:** The TBID recommends that the City Commission set the public hearing for the 2024/2025 TBID Budget and Work Plan for July 16, 2024.

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

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

**Fiscal Impact:** The TBID is projecting annual revenue for Fiscal Year 2024/2025 of approximately \$730,465 in assessment dollars.

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

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

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

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

**Attachments/Exhibits:**

TBID Budget and Work Plan

Map of TBID Boundaries

Legal Notice



# ANNUAL STRATEGY

JULY 1, 2024 – JUNE 30, 2025  
Objectives, Tactics, Goals &  
Budget

Adopted: 4-18-2024



## EXECUTIVE SUMMARY

Great Falls Montana Tourism is the destination management organization (DMO) for Great Falls, Montana. As an independent organization, its strategies are directed by the Boards of Directors. In FY24, through the benefit of ARPA funding from the City of Great Falls, Great Falls Montana Tourism led the effort to develop a Travel Industry Growth Plan for Great Falls, Montana and a Strategic Plan for Great Falls Montana Tourism. Those two documents helped shape this, and future, plans for Great Falls Montana Tourism.

All of our efforts are focused to meet our mission: Strengthen Great Falls and its economy by promoting the uniqueness of the community and its attractions to visitors and residents. The efforts to meet our mission ultimately fulfill our vision that: Great Falls is the only authentic Montana destination united under one brand, centered around a vibrant diverse economy and world-class cultural amenities

In 2023, Great Falls welcomed 1.8 million overnight guests, a 38% increase over 2022, according to Institute of Tourism and Recreation Research. Market room demand dropped 6% over 2022 to 485,156, according to Smith Travel Research. These two divergent trends could be explained by the 8% drop in the use of hotel/motel and the 12% increase in use of private campgrounds.

Great Falls, Montana has 2,300 lodging rooms available across 30 lodging properties. Construction has started on one additional river’s edge property that will add 110 rooms. There are 2 convention spaces: Montana ExpoPark and Mansfield Center. Additional stand-alone meeting space, as well as hotel-based meeting space, is available through Great Falls. The community has direct flights from Seattle on Alaska, Salt Lake City and Minneapolis on Delta, Denver and seasonally Chicago on United, Las Vegas and Phoenix on Allegiant.

As we work to grow the travel industry for Great Falls, Montana, we’ve identified the following strengths, weaknesses, opportunities and threats about our community.

### STRENGTHS

#### Art

In the broadest sense of the term, Great Falls has art—from statues and murals on the River’s Edge Trail and downtown, to state parks and museums that capture our history and culture, to restaurants who source local food, to residents who create masterpieces on canvasses or using batik, and our entrepreneurs who create industry changing products. Great Falls is creative, innovative, and full of art.

#### Landscape

To the west of Great Falls, travelers find themselves surrounded by mountains. To the east of us, the wide-open plains. In Great Falls, we have the best of both worlds. Travelers get the mix of all the landscapes, making this area the most diverse landscape in Montana. Our community is in the river valley, where the Sun River meets the Missouri River. It is surrounded by the Little Belt, Highwood, Big Belt, and Rocky Mountains. We have grasslands, bluffs, buttes, and ag land.

Affordable

Great Falls has had a slight increase in average daily rate in 2023 to \$103.45, still ranging 15-48% below its Montana peers.

Uncrowded

The wait lines at trail heads, ski lifts, and restaurants remain non-existent or short and museums, events, trails, and lodging facilities have capacity for more.

Available

Great Falls, Montana has capacity in lodging facilities year-round. Very few of our days are at 80% occupancy or above.

WEAKNESS

Impression

Immediate thoughts of Montana include mountains, roaming wildlife, and backpacking adventures, and Great Falls is a modern community on the Missouri River with an industrial history. Additionally, high ADR's in other parts of Montana have pushed travelers to assume all of Montana has high lodging prices and limited availability. This leads many travelers to opt to camp instead of staying in local properties.

Detractors

Great Falls residents hold a low-self image of and are negative about the community being a great place to visit.

OPPORTUNITIES

Air Service

United, Delta, Alaska, and Allegiant are great partners, however, there are opportunities to add carriers and direct flights.

In-Market Experience

We are missing the ability to provide easier access to outdoor recreation and to further the culturally historic stories of Great Falls. Great Falls can benefit from easy access equipment rentals, tour guides, facilitated experiences, and review worthy interactions.

Contract Labor

Great Falls will see more workers coming into the market to help with the Sentinel missile upgrade at Malmstrom Air Force Base, growth of medical services in Great Falls, and new housing developments. In 2023, 42% of overnight stays were connected to business or skilled workers. These workers could be return leisure travelers.

New Amenities

Great Falls will have a new aquatic and recreation center that will offer opportunities for swimming groups and potential indoor track sports. A new bike track is planned that would open up bicycle competitions for Great Falls.

## THREATS

### National Economy

We are seeing a softening of the travel economy locally and are ever focused on the potential of a looming recession that could still be connected to Government spending on the COVID-19.

### Heritage Events

Great Falls has been fortunate to host long-standing signature events, some established over 40 years. As mature events, there is a potential for the end of their lifecycle or for interest to decline, reducing or eliminating overnight visitor attendance.

## MARKETS

### Geographic Target Markets

Great Falls Montana Tourism's leisure marketing will be focused on the following drive markets:

- Montana, primarily Billings, Kalispell, Missoula, & the Hi-line
- Alberta, primarily Lethbridge, Calgary

And the following fly markets:

- Chicago
- Los Angeles
- Dallas

### Psychographic Targets

Within the geographic targets, we will target groups that are active by day as they are most likely to be active in the evening. The targets would be:

- DINKs
- Active Outdoor Enthusiasts
- Solo Traveler

### Targeted Groups

Great Falls Montana Tourism wants to work with one person that could bring a group of people to Great Falls. This could be meetings, conventions, trade shows, sporting events, and tours. On the meeting side, Great Falls Montana Tourism will focus on associations who host meetings and conventions with 20-150+ attendees within the following industries:

- Agriculture
- Arts
- Culture
- Higher Education
- Medical
- Outdoor Recreation

Great Falls Montana Tourism will leverage the Montana Associate of Society Executives database to find organizations considering new locations and Montana regional sporting events, including club sports.

**CREATIVE AND CAMPAIGN**

Great Falls Montana has used a double exposure creative in its campaigns since 2020. We will be staying the course with this creative and the unpolished approach to it that was implemented last year. We will expand the use of QR codes into videos and printed pieces where possible to make access to more info for planning easier for end users.

Great Falls Montana Tourism will continue to focus on a This and That campaign effort, that leans into portraying Great Falls for what it truly is and being who we really are and what we really offer, boldly! The campaigns will integrate accessible and affordable tones with images and copy selection. The strategy is to find a classy way to say Great Falls is cheap and easy.

The campaigns will portray all sides of Great Falls from outdoor adventure to art, from fine dining to your go-to burger, from craft cocktails to draft beer, from do it all to do nothing. It will be about having your cake and eating it too with options on things to do, places to stay, dining, drinks, in a focused way.

This strategy plays into the fact that in today’s society we are faced with information overload. When so much info is coming our way, we don’t retain it all and we can’t recall it all. Most people can’t recall a full laundry list of things, but are more likely to recall options when given just 2 or 3.

**STRATEGIC OBJECTIVE 1**

**GENERATE OVERNIGHT STAYS AT GREAT FALLS LODGING PROPERTIES WITH MARKETING AND PUBLIC RELATIONS | \$450,000**

**1.1 Paid Media**

Great Falls Montana Tourism will work with Banik to implement a paid media strategy that will focus on placements that generate the best return on investment. Placements will take into account:

- Joint Venture Opportunities with Destination Montana
- Off-Peak promotion campaigns
- Placements that leverage video
- Placements that leverage storytelling
- Placements that provide tracking of in-market visitation

As appropriate, we will allocate a small budget amount for placement of paid media in Great Falls for resident education of the unique assets available within our community.

We will be looking at ways to enhance our Montana People of Great Falls effort launched in 2019. We want to find ways to incorporate our resident influencers and businesses owners as part of our promotion efforts.



## 1.2 Owned Media

### a. Social

Great Falls Montana Tourism will be the leader in producing original content about Great Falls through Facebook, Instagram, and YouTube.

On Facebook, we will use:

- “Glimpse of Great Falls” video segments
- “Did you Know/Check this Out” image segments
- “This is New” posts
- partner-developed and supplied “Show Me” video segments
- “Foodography” posts that highlight Great Falls’ foodie scene
- “Big Sky View” drone video segments
- “Buy Your Friendship” giveaway posts
- new content announcement posts

User-generated images and videos will also be leveraged on Instagram and Facebook to create a more expansive representation of what Great Falls has to offer and show beautiful imagery. As appropriate, Great Falls Montana Tourism will share content from other pages of positive news highlighting the Great Falls’ community, current non-political events, and exciting opportunities with the primary objective to make Great Falls, Montana the destination for a leisure traveler.

Great Falls Montana Tourism will also manage its Facebook channel by:

- Inviting people who engage with our content and ads to Follow our page.
- Responding to comments and messages, both positive and negative, as appropriate.
- Engaging with pages of stakeholders, members, and resident champions, as appropriate.

Great Falls Montana Tourism will engage in goodwill community efforts by giving away tickets for shows and experiences to Great Falls residents, as well as utilizing giveaways to attract visitors and overnight stays.

On Instagram, Great Falls Montana Tourism-produced images and videos of diverse landscapes, seasonal experiences, events, businesses, and things to do in and around an approximate 60-mile radius from Great Falls will be posted on the grid, reels, and highlights. As appropriate, this tactic will also supplement the growth of our photo library by securing the rights and the original high-resolution images to use in other media efforts. Feed posts will include:

- Current brand-toned captions.
- Great Falls, Montana as the tagged location, with the specific location added in the comments.
- The hashtags: #VisitGreatFalls #GreatFallsMontana #GreatFallsMT #GreatFalls #Montana.
- Additional trending experience, season, and image-specific hashtags to leverage larger feeds.
- “Museum a Month” branded series featuring one of Great Falls’ 12 museums per month in an Instagram reel.

Great Falls Montana Tourism will create short-form videos highlighting activities, events, special features, unique experiences, and beautiful views to be used on reels and in stories. This tactic includes producing and posting an Instagram-specific “What’s Up Wednesday” video.

Great Falls Montana Tourism will utilize “link in bio” and direct messaging to connect users with information and resources on our website. Brand-toned graphics will be created and posted in stories by Great Falls Montana Tourism as appropriate to highlight events, dates to note, and relevant information. Tagged content, current events, blog post links, podcast episode links, and other relevant content that highlight outdoor adventure and activities in Great Falls will be shared in our stories or featured in a reel, as appropriate. Great Falls Montana Tourism will continue to manage this channel by:

- Responding to comments and messages, both positive and negative, as appropriate.
- Finding and following hashtags and creators relevant for our purpose.
- Engaging with pages of stakeholders, members, and resident champions, and visitors, as appropriate.

With YouTube, Great Falls Montana Tourism will use this platform to continue “Great Stories of Great Falls” series. While the full extent of this goal was not accomplished in FY24, we believe this initiative is valuable to emotionally connect viewers to Great Falls and provide a deeper reason for leisure travelers to travel to our community. This series consists of long-form videos produced by Great Falls Montana Tourism that continue our tone of an authentic, not filtered, and at times sassy, look at the people, history, places, and events of Great Falls. Production may include additional video support from a third party. Topics for this series could include:

- Behind the Scenes Dam Tour
- Feisty Women of Great Falls
- The Freshest Beer in the World
- Great Falls’ Bootlegging Past
- River’s Edge Trail System

We will also work with partners as appropriate with these stories to deepen the experience with potential exhibits at museums, or kick-off experiences.

The “What’s Up Wednesday” video segment will be posted weekly, highlighting what can be done in the coming weekend and in two weeks in Great Falls. Short-form videos will be produced and published furthering the “Montana People of Great Falls” effort, providing business profile videos to connect the viewers to the people of Great Falls that make it a special place to visit. Furthering our people connection, we will record and produce “Artist Interviews” showcasing conversations with artists, performers, and entertainers about their experience in Great Falls. Our YouTube channels will also feature “Experience Great Falls” videos produced by Great Falls Montana Tourism highlighting and explaining experiences in and around Great Falls including event previews and recaps (past examples of this include ArtsFest Montana preview, Waterfowl Roundup recap), what to expect videos (past example includes The Showdown Montana Experience), and how to videos (past examples include navigating the Glacier National Park reservation system, and how to get to the Great Falls). Great Falls Montana Tourism will continue to manage this channel by:

- Responding to comments and messages, both positive and negative, as appropriate.
- Organizing content into Playlists, as appropriate.

During Western Art Week, Great Falls Montana Tourism will work with show organizers to feature artists and their works on the Western Art Week Facebook page. The Western Art Week schedule will be shared on the Western Art Week Facebook page, the Visit Great Falls Facebook page, and the Visit Great Falls Instagram page.

Overall, we will also be looking at ways to enhance our Montana People of Great Falls effort launched in 2019 through social and beyond YouTube. We want to find ways to incorporate our resident influencers and businesses owners as part of our promotional efforts and enhance our other efforts with recommendations from locals.

b. “We’re No Dam Experts” Podcast

Great Falls Montana Tourism will continue to create, produce, and publish a weekly episode on a topic about Great Falls, Montana. These episodes will be supported with a landing page on our website that contains a link to each episode. Each episode will be published on our YouTube channel. Each episode will also be shared on our Facebook and Instagram, and when appropriate, with corresponding images or videos about the episode topic.

c. LocalHood

This tactic is a Crowdriff platform that is available in partnership with Destination Montana. Great Falls Montana Tourism will leverage this tactic to publish itinerary ideas and tips of things leisure travelers can do. As appropriate, this content will be downloaded and shared to Great Falls Montana Tourism’s Instagram Reels and YouTube Shorts.

d. “Adventure Awaits” Email

A monthly email will be developed using current brand tone and imagery then delivered to our database of around 90,000 to encourage travel to Great Falls using Constant Contact. Additional special editions will be delivered to targeted interests as the need arises. All Adventure Awaits emails will be shared with a Facebook post.

e. Blogs

Great Falls Montana Tourism will leverage this website feature to highlight the what’s and how’s of things to do in Great Falls. Types of blog content include “Where to Fish”, “Hidden Gems Along the River’s Edge Trail”, “Must Eat Brunches”, “Best Biking Trails”. Blogs will be more evergreen and developed and published by both Great Falls Montana Tourism and resident experts throughout the year. Additionally, Great Falls Montana Tourism will develop and publish a less evergreen monthly “Only in Great Falls” blog that will feature activities and events that can only be done in the coming month in Great Falls and shared on Facebook and Instagram.

### 1.3 Earned Media

#### a. Obtain Public Relations Firm

Great Falls Montana Tourism will secure partners to obtain the services of a public relations firm to obtain earned media coverage about Great Falls. The firm will also coordinate media visits, bring in influencers, and attend media events to pitch stories about Great Falls.

#### b. KMON 560 AM Segment

Great Falls Montana Tourism staff will appear every two weeks on KMON 560 AM to share Great Things in Great Falls. This will be events that are great little getaways for folks in the listening area that covers Great Falls north into Lethbridge and over to Medicine Hat.

#### c. Non-Stop Local ABC Segment

Great Falls Montana Tourism staff will appear weekly on Non-Stop Local to share Great Things in Great Falls. This will be events happening in the coming weekend and the upcoming two weeks. This is a Saturday segment that will air across.

#### d. HARO Requests

Great Falls Montana Tourism staff will monitor Help a Reporter Out database for requests on story topics that are relevant to Great Falls and provide information to reporters as appropriate.

### 1.4 Establish Brand Print

Great Falls Montana Tourism staff will develop, based on current efforts, a brand print for partners to adopt and follow.

### 1.5 Resident Sentiment Campaign

#### a. Welcome to Great Falls Receptions

Great Falls Montana Tourism will work with partners to consider establishing receptions to welcome new residents, newly stationed military personnel, and new students to Great Falls. During these receptions, we will have community representatives share the opportunities to engage within the community in areas of interest of the attendee.

#### b. Resident Influencers

Great Falls Montana Tourism will continue its effort to recruit resident influencers and pay for content to be posted on the influencers social media profiles.

#### c. Great Falls Photo Contest Calendar

Great Falls Montana Tourism will work with partners to establish a photo contest where residents submit photos of the area and the winning photos will receive an award and be featured in a Great Falls calendar that can be sold.

d. Siege Great Falls Experience List

Great Falls Montana Tourism will work to establish a list of Great Falls Experiences for residents and non-residents to experience utilizing technology to track what has been done. Prizes will be awarded at set percentage completion levels with a grand prize awarded during Gala Great Fall for those who complete the whole list.

e. Developed Licensed Great Falls Apparel

Great Falls Montana Tourism will work with local retailers to license Great Falls, Montana branded apparel for sale.

f. Great Falls Coloring Book Page Contest

Great Falls Montana Tourism will work with partners to establish a contest for artists to create coloring book pages of Great Falls icons and winning pages will be provided a prize and be included in a produced coloring book that will be offered for sale.

1.6 Develop Partnership Opportunities

Great Falls Montana Tourism will develop paid partnership opportunities for businesses to leverage to attract more visitors to their establishments.

1.7 Provide Strategically Aligned Sponsorships

Great Falls Montana Tourism will provide sponsorships to projects that align with event impact matrix that is supported by Placer.ai data and occupancy low spots.

**STRATEGIC OBJECTIVE 2**

**GENERATE OVERNIGHT STAYS AT GREAT FALLS LODGING PROPERTIES WITH GROUP DEVELOPMENT | \$200,000**

2.1 Event Development and Enhancement

Great Falls Montana Tourism will add a team member to develop new events and help local organizers to enhance current events. This will include finding sponsors, vendors, marketing, and working with team to leverage owned media. Immediate consideration for new events include:

- Film Festival
- Made in Montana Vendor Show
- Bike Race
- Taste of Great Falls

Events we would look to enhance would include:

- Western Art Week
- ArtsFest Montana
- Cascade 66

## 2.2 Group Tours, Meetings, and Sports

### a. Targeted Events

Great Falls Montana Tourism will continue to partner with our peers in Montana to grow the group market in Montana and specifically in Great Falls. Great Falls Montana Tourism will consider opportunities that match our strengths and considering attending:

- American Bus Association (ABA) Marketplace
- International Roundup (IRU)
- Small Market Meetings Small & Boutique Meetings hosted buyer show

### b. Familiarization Tours

Great Falls Montana Tourism will provide an in-person familiarization tour for planners of group events. These tours will provide planners with the opportunity to see Great Falls, its venues, and experiences in person to better picture what an event in our community could look like. In the last several years, we have extended tour offers, however no one has accepted. To further this effort, we will consider:

- Partnering with Connect to secure meeting planners who are interested in bringing their meetings to Great Falls, but also to give us valuable feedback on our likeness for meeting planners.
- Collaborating with partner Montana DMOs to create a Montana Hosted Buyer Show

### c. Bring it to the Basecamp

Great Falls Montana Tourism will leverage industry trends and develop an email with relevant content and distribute to its planner/organizer database, using Constant Contact. Additionally, staff will present to civic organizations the value of meetings and groups and ask for referrals of group opportunities.

### d. Networking and Research

This tactic is about leveraging others for the benefit of Great Falls. Great Falls Montana Tourism will:

- Network with leaders at Rotary, Chamber, and other professional functions to find industry associations, passion projects, reunions, and sporting events residents are connected to and ask for referrals to bring the opportunity to Great Falls.
- Work with local venues to develop a comprehensive calendar of projects.
- Prospect through LinkedIn to connect with meeting planners and build relationships with them to find opportunities they need destinations for.
- Search public event calendars at venues in communities like Great Falls for groups they have secured and solicit group to consider Great Falls.
- Respond to Request for Proposals by providing:
  - partner supplied room rates & availability or agreed upon percentage discount on standard rates on future bookings.
  - information on applicable resources, such as catering, live music, networking events, transportation, and family itineraries.
  - industry specific options for keynote addresses or on-site tours.

- o details on unique attendee experience opportunities to increase attendee interest.
- o connections to community and industry leaders, local service providers, and community engagement opportunities.
- o testimonies from previous groups secured through surveys of completed events.

e. Attendance Building

Great Falls Montana Tourism will provide assets for meeting/convention organizers to talk about Great Falls before the event to get people excited about the location, and/or distribute communications about Great Falls to potential attendees. Such efforts include:

- Welcome Email to attendees
- Social Media assets for organizers to post
- Great Falls Photos for promotion of event

Additionally, as appropriate, Great Falls Montana Tourism staff will attend the previous year’s event to promote Great Falls to attendees.

2.3 Develop Incentive Strategy

Great Falls Montana Tourism will utilize big and small incentives to gain favor with organizers to talk to us or land businesses in Great Falls. We will develop an incentive strategy for the Board of Directors to approve to utilize in determining incentives to offer.

2.4 Contract Labor Support

a. Insider Pass

Great Falls Montana Tourism will work with local businesses who bring in additional short-term labor to get them a customized insider pass that will provide text access to visitor guide and based on engagement, provide recommendation for specific interests. We will work with local businesses who want to provide special deals for this market and make that available.

b. Logoed Chocolate

Great Falls Montana Tourism will have Great Falls Montana logoed chocolate squares made locally and use to welcome contract labor to Great Falls.

**STRATEGIC OBJECTIVE 3**

**ADVOCATE FOR THE TRAVEL INDUSTRY | \$8,000**

3.1 Create Annual Report

Great Falls Montana Tourism will develop an annual report with the results of the past year for public distribution.

3.2 Establish Gala Great Falls Event

Great Falls Montana Tourism will work with partners to create an annual Great Falls celebration event. This would be an event all partners will benefit from in celebrating all areas of Great Falls.

### 3.3 Engage with Great Falls Travel Industry

#### a. 1:1 Sessions

Great Falls Montana Tourism will meet one on one with every lodging and venue property quarterly to learn about the mix of business using the property, what marketing they are doing, and where we can supplement their efforts.

#### b. Invite Them Back

Great Falls Montana Tourism will provide lodging properties with resources to invite their guests back to Great Falls.

#### c. Get it in Great Falls

Great Falls Montana Tourism will search the MINT+ database for meetings of 10-75 attendees and send those leads to Great Falls lodging and venue properties monthly for them to work.

#### d. Workshops

Great Falls Montana Tourism will host one workshop for the travel industry to learn how to leverage Great Falls Montana Tourism's efforts.

### 3.4 Advocate for the Travel Industry

#### a. Legislative Advocacy

Great Falls Montana Tourism will work in partnership with other local organizations and leverage the Board of Directors to advocate for:

- Opposing any attempts to reduce or reallocate funds generated through current Tourism Business Improvement District laws.
- Opposing any attempts to change the lodging facility use tax that would negatively impact its ability to be used for tourism promotion and tourism infrastructure.
- Opposing efforts that reduce Great Falls' competitiveness to attract overnight visitors.

#### b. Civic Presentations

Great Falls Montana Tourism will increase awareness of the Travel Industry in Great Falls through civic presentations.

### 3.5 Event Impact Media Releases

Great Falls Montana Tourism staff will develop media releases regarding the impact of events utilizing Placer.ai, Economic Impact Calculator and available research on the local Great Falls economy.

### 3.6 Secure New Direct Air Service

Great Falls Montana Tourism will follow the lead of Great Falls International Airport and assist as needed in efforts to secure new direct air service for GTF.



## STRATEGIC OBJECTIVE 4 | ORGANIZATIONAL EXCELLENCE AND SUSTAINABILITY | \$38,600

### 4.1 Professional Development

Great Falls Montana Tourism staff will be provided with opportunities for continued education within the industry and their area of professional purpose. Staff will take advantage of webinars from Destinations International, One West Tourism Alliance, Rotary, and other industry partners. Trainings and conferences Great Falls Montana Tourism will consider attending:

- Destinations International Annual Convention
- One West Tourism Alliance CEO
- One West Tourism Alliance Tech Summit
- Destinations International Marketing and Communications Summit
- Destinations International Sales & Services summit
- Social West

### 4.2 Organization Management

#### a. Basecamp Brief for Stakeholders

Great Falls Montana Tourism will deliver quarterly updates to stakeholders regarding progress towards goals.

#### b. Tourism Tuesday

Great Falls Montana Tourism will create and deliver weekly Tourism Tuesday emails for interested parties and Board of Directors that highlight the team's results and pertinent items that affect Tourism, from the previous week. Great Falls Montana Tourism will maintain a weekly and monthly paid media performance dashboard, a weekly owned media dashboard, and a monthly goal dashboard supported by data of visitation, lodging tax collection, and TBID assessment collection.

#### c. Customer Relationship Management

Great Falls Montana Tourism will track all activity for inquiries, leads, projects, and partners through iDSS customer relationship management system.

#### d. Staff & Volunteer Management

Great Falls Montana Tourism will maintain a year-round staff of an Executive Director, Sales Director, Content Director, Event Developer, and Guest Services Manager. This team will implement this plan. To ensure effective and efficient use of staff time, we will conduct weekly meetings to prioritize for the week, discuss hurdles, and strategize implementation efforts regarding each tactic.

#### e. Financial Management

Great Falls Montana Tourism will follow financial management policies in managing the organization's funds. Staff will oversee:

- annual audit of assessment and tax funds.
- coordinate 990 preparations for Great Falls Convention and Visitors Bureau.

- submit annual reports for both Great Falls Tourism Business Improvement District and Great Falls Convention and Visitors Bureau.
- deliver quarterly financial reports for Great Falls Convention and Visitors Bureau.
- complete annual marketing evaluation report for Great Falls Convention and Visitors Bureau.

f. Board of Directors Management

The Board of Directors and Executive Committees will meet monthly to monitor financials, review progress towards goals, discuss pressing issues, review strategy, and adopt changes in strategic efforts. Great Falls Montana Tourism will provide Director orientation and opportunities for new Directors to be mentored by more seasoned Directors. Updates to policies and procedures will be reviewed and add new governance as needed.

g. Policy Development

Great Falls Montana Tourism will develop an Investment Policy to use with funds at D.A. Davidson and establish a policy that governs cash reserves for the organization.

**GOALS**

1. Grow Facebook followers 15%.
2. Grow Instagram followers 20%.
3. Grow YouTube audience 60%.
4. Grow LinkedIn followers 30%.
5. Average 100,000 weekly social media impressions
6. Produce 2 Great Stories of Great Falls
7. Secure 5 guest blog posts
8. Obtain 4 earned media stories
9. Grow market room demand by 3% YoY
10. Grow market room demand by 2% of the shoulder season months of January, February, April, May, November, December YoY
11. Grow lodging tax collections 2% YoY
12. Establish baseline for targeted sales leads
13. Secure 4 new groups to Great Falls
14. Aid partners in securing 2 new groups to Great Falls
15. Create annual report
16. Establish written brand print
17. Secure 4 brand partners
18. Generate \$10,000 in partner marketing
19. Adopt Investment Policy
20. Adopt Cash Reserve Policy

Great Falls Montana Tourism Budget  
July 1, 2024 - June 30, 2025

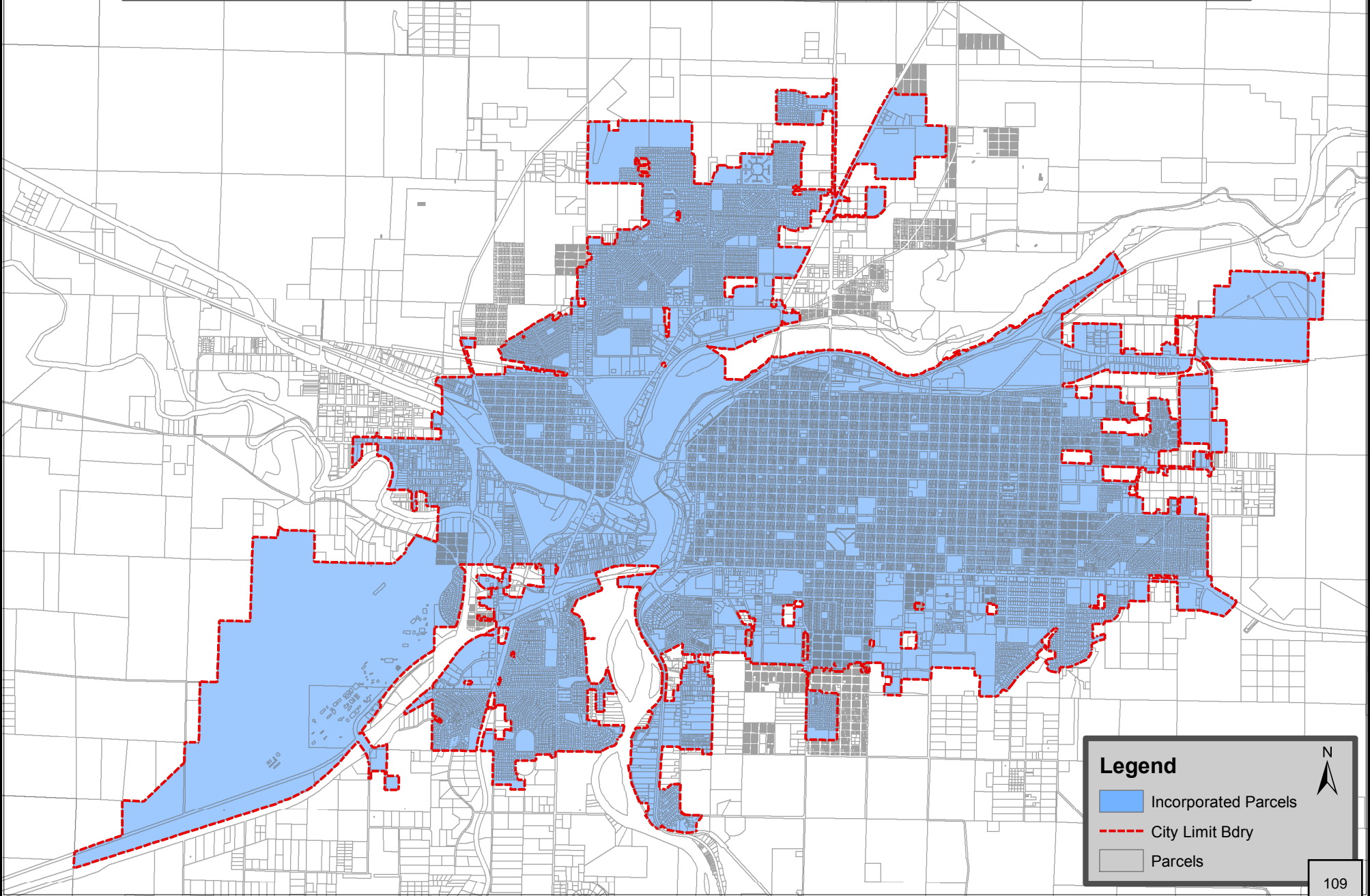
		DRAFT				Nat	
		CVB	General	TBID	Total	Avg	
Income							
1	Bed Tax	\$215,524	\$0	\$0	\$215,524		
2	TBID Assessment	\$0	\$0	\$730,465	\$730,465		
3	Reserves	\$0	\$0	\$0	\$0		
4	Membership	\$0	\$0	\$0	\$0		
5	Grant	\$0	\$0	\$0	\$0		
6	Advertising	\$0	\$10,000	\$0	\$10,000		
	<b>Total Income</b>	<b>\$215,524</b>	<b>\$10,000</b>	<b>\$730,465</b>	<b>\$955,989</b>		
Expenses							
7	Personnel	\$37,605	\$0	\$290,838	\$328,442	34%	42%
Administration							
8	Rent	\$0	\$0	\$8,640	\$8,640		
9	Utilities	\$0	\$0	\$6,400	\$6,400		
10	Memberships	\$0	\$0	\$13,000	\$13,000		
11	Subscriptions	\$0	\$0	\$18,000	\$18,000		
12	Maintenance	\$0	\$0	\$6,500	\$6,500		
13	Supplies	\$0	\$0	\$9,000	\$9,000		
14	Travel	\$0	\$0	\$1,000	\$1,000		
15	Stakeholder Events	\$0	\$850	\$500	\$1,350		
16	Postage	\$0	\$0	\$1,200	\$1,200		
17	Insurance	\$1,500	\$0	\$3,200	\$4,700		
18	Professional Fees	\$2,500	\$0	\$20,000	\$22,500		
19	TAC	\$1,500	\$0	\$0	\$1,500		
20	Professional Development	\$0	\$0	\$15,000	\$15,000		
	<b>Total Admin</b>	<b>\$5,500</b>	<b>\$850</b>	<b>\$102,440</b>	<b>\$108,790</b>	11%	11%
21	Leisure Traveler Marketing						
21a	Media Placement	\$110,000	\$0	\$140,000	\$250,000		
21b	Management & Production	\$34,749	\$0	\$47,187	\$81,937		
22	Groups	\$0	\$0	\$30,000	\$30,000		
23	Influencers	\$0	\$0	\$12,000	\$12,000		
24	Destination Development	\$0	\$0	\$0	\$0		
25	Public Relations	\$0	\$0	\$25,000	\$25,000		
26	Print Resources	\$0	\$0	\$8,000	\$8,000		
27	Opportunity	\$1,000	\$0	\$13,500	\$14,500		
28	Photo & Video Library	\$0	\$0	\$10,000	\$10,000		
29	Visitor Guide	\$21,670	\$5,650	\$0	\$27,320		
30	Joint Venture	\$5,000	\$0	\$0	\$5,000		
31	Advocacy	\$0	\$0	\$6,500	\$6,500		
32	Website	\$0	\$0	\$20,000	\$20,000		
33	Events	\$0	\$3,500	\$25,000	\$28,500		
34	Reserves	\$0	\$0	\$0	\$0		
	<b>Total Program</b>	<b>\$172,419</b>	<b>\$9,150</b>	<b>\$337,187</b>	<b>\$518,757</b>	54%	47%
	<b>Total Expenses</b>	<b>\$215,524</b>	<b>\$10,000</b>	<b>\$730,465</b>	<b>\$955,989</b>		
	<b>Net Profit</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

Great Falls Montana Tourism Budget  
FY24 to FY23 Comparison

	CVB FY24	CVB FY23		General FY24	General FY23		TBID FY24	TBID FY23		Total FY24	Total FY23	
<b>Income</b>												
1 Bed Tax	\$215,524	\$213,436	1%	\$0	\$0		\$0	\$0		\$215,524	\$213,436	1%
2 TBID Assessment	\$0	\$0		\$0	\$0		\$730,465	\$765,508	-5%	\$730,465	\$765,508	-5%
3 Reserves	\$0	\$0		\$0	\$0		\$0	\$133,600	-100%	\$0	\$133,600	100%
4 Membership	\$0	\$0		\$0	\$10,000	-100%	\$0	\$0		\$0	\$10,000	-100%
5 Grant	\$0	\$0		\$0	\$0		\$0	\$0		\$0	\$0	
6 Advertising	\$0	\$0		\$10,000	\$0		\$0	\$0		\$10,000	\$0	
<b>Total Income</b>	<b>\$215,524</b>	<b>\$213,436</b>	<b>1%</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>0%</b>	<b>\$730,465</b>	<b>\$899,108</b>	<b>-19%</b>	<b>\$955,989</b>	<b>\$1,122,544</b>	<b>-15%</b>
<b>Expenses</b>												
7 Personnel	\$37,605	\$37,187	1%	\$0	\$0		\$290,838	\$239,717	21%	\$328,442	\$258,369	27%
<b>Administration</b>												
8 Rent	\$0	\$0		\$0	\$0		\$8,640	\$10,500	-18%	\$8,640	\$10,500	-18%
9 Utilities	\$0	\$0		\$0	\$0		\$6,400	\$9,200	-30%	\$6,400	\$9,200	-30%
10 Memberships	\$0	\$0		\$0	\$0		\$13,000	\$13,000	0%	\$13,000	\$13,000	0%
11 Subscriptions	\$0	\$0		\$0	\$0		\$18,000	\$18,000	0%	\$18,000	\$18,000	0%
12 Maintenance	\$0	\$0		\$0	\$0		\$6,500	\$6,500	0%	\$6,500	\$6,500	0%
13 Supplies	\$0	\$0		\$0	\$0		\$9,000	\$9,000	0%	\$9,000	\$9,000	0%
14 Travel	\$0	\$0		\$0	\$0		\$1,000	\$1,000	0%	\$1,000	\$1,000	100%
15 Stakeholder Events	\$0	\$0		\$850	\$850	0%	\$500	\$500	0%	\$1,350	\$1,350	100%
16 Postage	\$0	\$0		\$0	\$0		\$1,200	\$1,200	0%	\$1,200	\$1,200	0%
17 Insurance	\$1,500	\$1,500	0%	\$0	\$0		\$3,200	\$3,200	0%	\$4,700	\$4,700	0%
18 Professional Fees	\$2,500	\$2,500	0%	\$0	\$0		\$20,000	\$20,000	0%	\$22,500	\$22,500	0%
19 TAC	\$1,500	\$1,500	0%	\$0	\$0		\$0	\$0		\$1,500	\$1,500	0%
20 Professional Development	\$0	\$0		\$0	\$0		\$15,000	\$18,000	-17%	\$15,000	\$18,000	-17%
<b>Total Admin</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>0%</b>	<b>\$850</b>	<b>\$850</b>	<b>100%</b>	<b>\$102,440</b>	<b>\$110,100</b>	<b>-7%</b>	<b>\$108,790</b>	<b>\$116,450</b>	<b>-7%</b>
<b>Leisure Traveler Marketing</b>												
21a Media Placement	\$110,000	\$110,000	0%	\$0	\$0		\$140,000	\$140,000	0%	\$250,000	\$250,000	0%
21b Management & Production	\$34,749	\$34,749	0%	\$0	\$0		\$47,187	\$47,291	0%	\$81,936	\$82,040	0%
22 Groups	\$0	\$0		\$0	\$0		\$30,000	\$40,000	-25%	\$30,000	\$40,000	-25%
23 Influencers	\$0	\$0		\$0	\$0		\$12,000	\$12,000	100%	\$12,000	\$12,000	100%
24 Destination Development	\$0	\$0		\$0	\$0		\$0	\$195,000	-100%	\$0	\$195,000	-100%
25 Digital Kiosks	\$0	\$0		\$0	\$0		\$0	\$15,000	100%	\$0	\$15,000	-100%
25 Public Relations	\$0	\$0		\$0	\$0		\$25,000	\$0	100%	\$25,000	\$0	100%
26 Print Resources	\$0	\$0		\$0	\$0		\$8,000	\$10,000	100%	\$8,000	\$10,000	-20%
27 Opportunity	\$1,000	\$1,000	0%	\$0	\$0		\$13,500	\$30,000	-55%	\$14,500	\$31,000	-53%
28 Photo & Video Library	\$0	\$0		\$0	\$0		\$10,000	\$10,000	0%	\$10,000	\$10,000	0%
29 Visitor Guide	\$21,670	\$20,000	8%	\$5,650	\$6,000	-6%	\$0	\$0		\$27,320	\$26,000	5%
30 Joint Venture	\$5,000	\$5,000	0%	\$0	\$0		\$0	\$0		\$5,000	\$5,000	0%
31 Trade Shows	\$0	\$0		\$0	\$0		\$0	\$5,000	-100%	\$0	\$5,000	-100%
31 Advocacy	\$0	\$0		\$0	\$0		\$6,500	\$0	100%	\$6,500	\$0	1000%
32 Website	\$0	\$0		\$0	\$0		\$20,000	\$20,000	0%	\$20,000	\$20,000	0%
33 Events	\$0	\$0		\$3,500	\$3,150	11%	\$25,000	\$25,000	100%	\$28,500	\$28,150	1%
34 Reserves	\$0	\$0		\$0	\$0		\$0	\$0		\$0	\$0	0%
<b>Total Program</b>	<b>\$172,419</b>	<b>\$170,749</b>	<b>1%</b>	<b>\$9,150</b>	<b>\$9,150</b>	<b>0%</b>	<b>\$337,187</b>	<b>\$549,291</b>	<b>-39%</b>	<b>\$518,756</b>	<b>\$729,190</b>	<b>-29%</b>
<b>Total Expenses</b>	<b>\$215,524</b>	<b>\$213,436</b>	<b>1%</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>0%</b>	<b>\$730,465</b>	<b>\$899,108</b>	<b>-19%</b>	<b>\$955,989</b>	<b>\$1,122,544</b>	<b>-15%</b>
<b>Net Profit</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	

# Tourism Business Improvement District No. 1307

## Map of District Boundaries



**Legend**

-  Incorporated Parcels
-  City Limit Bdry
-  Parcels

N

Attention Legal Ads

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Tourism Business Improvement District (TBID) budget and work plan for Fiscal Year 2024/2025 will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 16, 2024, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said TBID budget and work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City's website at <https://greatfallsmt.net> under "Meetings," and are on file for public inspection during regular office hours at the City Clerk's Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz  
City Clerk

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DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 7 and 14, 2024



Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set Public Hearing on Resolution 10552 – Intent to Increase Property Tax for July 16, 2024

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

**Initiated By:** Statutory Budget Requirements

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

**Action Requested:** Set Public Hearing on Resolution 10552 – Intent to Increase Property Tax for July 16, 2024

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing on Resolution 10552 – Intent to Increase Property Tax for July 16, 2024.”

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

**Staff Recommendation:** Staff recommends the City Commission set the public budget hearing on Resolution 10552 for July 16, 2024, and provide notices for the public hearing on the Intent to Increase Property Tax.

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

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

The City utilized the full inflationary factor including carryover mills in Fiscal Year 2023, as well as the full inflationary factor in Fiscal Year 2024. For Fiscal Year 2025 (Tax Year 2024), as provided by the Montana Department of Administration, the allowable inflationary adjustment is 2.8%. This amounts to \$562,520 of additional revenue for the General Fund.

Sections 15-10-420 and 2-9-212(2)(a), MCA, also allow property tax levy increases for premium contributions for group benefits. The City is proposing an additional 1.58% property tax levy increase for

health insurance premiums. This would provide \$317,544 in additional revenue to help offset the health insurance increases in the General Fund. Health insurance premiums increased 12% for Fiscal Year 2025.

The total proposed allowable property tax levy increase is 4.38%.

The hearing on Resolution 10552 is the Intent to Increase Property Tax, whereas additional action by the City Commission will be needed in the future to set the increased mill levy. This will occur after the City receives its certified taxable value from the Montana Department of Revenue in August.

**Fiscal Impact:** The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$5.76 for Fiscal Year 2025. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$3.25. The total impact on a residential home with a taxable market value of \$100,000 would be \$9.01 for the year. The total impact for a \$200,000 home would be \$18.02; for a \$300,000 home would be \$27.03 and for a \$600,000 home it would be \$54.06. The fiscal impact of not authorizing the increase for inflation or permissive medical levy to the General Fund would result in a revenue shortfall of \$880,064 for the proposed budget.

	Taxable Market Value for a Residential Home			
	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$300,000</b>	<b>\$600,000</b>
Inflationary Factor Increase	\$5.76	\$11.52	\$17.28	\$34.56
Permissive Medical Levy Increase	\$3.25	\$6.50	\$9.75	\$19.50
<b>Total Increase</b>	<b>\$9.01</b>	<b>\$18.02</b>	<b>\$27.03</b>	<b>\$54.06</b>

**Alternatives:** If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$880,064 or using General Fund fund balance of \$880,064. To balance the General Fund, \$444,405 of the fund balance has already been used in FY2025. The General Fund balance is projected to be \$9,912,051 million (24.5% of expenditures) at the end of Fiscal Year 2025. The City of Great Falls fund balance policy set in the Annual Budget Resolution is a minimum of 22%.

**Attachments/Exhibits:**

- Resolution 10552
- Notice of Budget Increase from Property Taxes



**RESOLUTION NO. 10552**  
**RESOLUTION OF INTENT TO INCREASE PROPERTY TAX**  
**FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

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

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

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

**WHEREAS**, the applicable consumer price indexes had a three year average of 5.6% and an allowed tax levy increase of **2.8%** for Tax Year 2024; and

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

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

**WHEREAS**, the applicable contributions increase allows the City to levy additional mills under Mont. Code Ann. § 2-9-212(2)(a), an allowed tax levy increase of **1.58%**; and

**WHEREAS**, the notice of public hearing on the City's intent to budget an increase in revenue from property taxation by **4.38%** was published in accordance with Mont. Code Ann. § 7-1-4127, as required by Mont. Code Ann. § 2-9-212(2)(b); and

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

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

Intent to budget additional property tax revenue

The City Commission intends to budget the **4.38 percent** increase in property tax revenue allowed by Mont. Code Ann. §15-10-420.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
 July 16, 2024.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

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

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
David Dennis, City Attorney

Attention Legal Ads

## NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution No. 10552 titled “Resolution of Intent to Increase Property Tax for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025” as allowed by Mont. Code Ann. § 15-10-420 will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 16, 2024, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10552 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz  
City Clerk

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DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 7 and 14, 2024



Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set Annual Budget Hearing on Resolution 10551 – Annual Budget Resolution – for July 16, 2024

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

**Initiated By:** Statutory Budget Requirements

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

**Action Requested:** Set the Annual Budget Hearing

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing on Resolution 10551 – Annual Budget Resolution for July 16, 2024.”

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

**Staff Recommendation:** Staff recommends the City Commission set the public budget hearing on Resolution 10551 for July 16, 2024, and provide notice for the public hearing on the preliminary budget.

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

The City started the Fiscal Year 2025 budget process in February when the Commission met to develop Commission Priorities. From there, the City Departments developed their requested budgets, and the City Manager developed his proposed budget. A budget introduction was given at a Commission Work Session on May 21, 2024.

The final proposed budget for the General Fund was presented to the City Commission at a Commission Work Session on June 18, 2024. The final proposed budget in its entirety was presented at a Commission Work Session on July 2, 2024. This agenda item is to schedule the annual public hearing on the budget for July 16, 2024.

In FY2023 and FY2024, the City utilized all available tax increases for the inflationary factor and permissive medical levy. In FY2024, the City saw uncollected taxes of approximately \$1,100,000 due to tax protests. This similar amount is anticipated for FY2025 as well. The settlement percentage for these protests is unpredictable and a resolve date is unknown.

The proposed budget for FY2025 includes raising the full inflationary factor available. This amounts to a total of 2.8% or \$562,520. This is one-half the average rate of inflation over the prior 3 years. The proposed budget also includes utilizing the full amount available for the Permissive Medical Levy. This amount is \$317,544 in additional General Fund revenue to be used towards increased health insurance costs. In total, the additional General Fund revenue from increasing property taxes is \$880,064.

The City anticipates \$400,000 from newly taxable property, which will be known for certain after receipt of Certified Taxable Values from the DOR. The last major source of increased General Fund revenue is from the House Bill 124 Entitlement Share from the State of Montana. For FY2025, this amount increased by \$319,522.

The General Fund budget is presented using \$444,405 of fund balance to offset the budget deficit. The projected unreserved ending fund balance of the General Fund is 24.5%. The recommended minimum policy of the City is 22%.

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

**Fiscal Impact:** The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$5.76 for Fiscal Year 2025. The fiscal impact of the proposed increase for the Permissive Medical Levy is \$3.25. The total impact on a residential home with a taxable market value of \$100,000 would be \$9.01 for the year. The total impact for a \$200,000 home would be \$18.02; for a \$300,000 home would be \$27.03 and for a \$600,000 home it would be \$54.06.

	Taxable Market Value for a Residential Home			
	\$100,000	\$200,000	\$300,000	\$600,000
Inflationary Factor Increase	\$5.76	\$11.52	\$17.28	\$34.56
Permissive Medical Levy Increase	\$3.25	\$6.50	\$9.75	\$19.50
<b>Total Increase</b>	<b>\$9.01</b>	<b>\$18.02</b>	<b>\$27.03</b>	<b>\$54.06</b>

**Alternatives:** If the hearing on the budget is not held, the City would not be able to adopt the Annual Budget Resolution required by state statute. The City could choose to not utilize the inflationary factor or increase for the permissive medical levy. Likewise, the City could reduce General Fund expenditures by \$880,064 or use undesignated fund balance.

**Concurrences:** The proposed Fiscal Year 2025 Budget was presented by the City Manager on June 18, 2024 and July 2, 2024 at Commission Work Sessions.

- Attachments/Exhibits:**  
 Resolution 10551  
 Resolution 10551 Appendix A  
 Notice of Budget Hearing

**RESOLUTION NO. 10551  
ANNUAL BUDGET RESOLUTION  
A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL  
APPROPRIATIONS FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

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

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

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

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

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

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

Section 1. - Legal Spending Limits

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

Section 2. - Implementation Authority

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

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

### Section 3. - Appropriation Carryovers

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

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

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

#### Section 4. - Appropriated Reserves

Reserves which have been established for specific purposes, such as Equipment Revolving Scheduled (ERS) reserves, are hereby declared to be appropriations available for expenditure according to the reserve purpose. They shall be acknowledged as current appropriations upon the determination by the City Manager that they are currently needed to serve their intended purpose. Unexpended reserves shall be carried forward to meet future needs in accordance with their purpose.

#### Section 5. Contingency Account

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

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

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



Section 7. - Budgetary Authority

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

Section 8. - Accounting Structure

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

Section 9. – Municipal Court Clerk Salary

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

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

Section 10. – Fund Balance

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

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

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
July 16, 2024.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

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

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
David Dennis, City Attorney

Attention Legal Ads

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Great Falls has completed its preliminary annual budget for Fiscal Year 2025. The preliminary budget has been placed on file and open to public inspection at the City Clerk's Office in the Civic Center, Room 204. The Fiscal Year 2025 budget will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 16, 2024, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said City of Great Falls annual budget or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City's website at <https://greatfallsmt.net> under "Meetings," and are on file for public inspection during regular office hours at the City Clerk's Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz  
City Clerk

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DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 7 and 14, 2024

# Resolution No. 10551 Annual Budget Resolution: Appendix A

Funds	Beginning Balance	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
		Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
General	10,356,456	40,370,294	0	40,370,294	39,618,222	1,196,477	40,814,699	9,912,051	0	9,912,051
<b>Special Revenue Funds</b>										
Covid Recovery Fund	14,183,409	0	0	0	0	0	0	14,183,409	14,183,409	0
Park & Rec Special Revenue	449,739	14,059	0	14,059	18,582	0	18,582	445,216	445,216	0
Parkland Trust	177,757	0	0	0	0	0	0	177,757	177,756	0
Library	1,757,303	3,161,675	0	3,161,675	2,708,870	0	2,708,870	2,210,108	0	2,210,108
Library Foundation	384,903	1,086,508	0	1,086,508	1,186,183	0	1,186,183	285,228	285,228	0
Planning & Comm Dev	180,848	994,081	376,932	1,371,013	1,384,229	0	1,384,229	167,632	0	167,632
Central MT Ag Tech TID	2,775,179	679,115	0	679,115	145,572	0	145,572	3,308,722	3,308,722	0
Airport TID	341,712	211,678	0	211,678	81,169	0	81,169	472,221	472,221	0
Downtown TID	0	0	0	0	0	0	0	0	0	0
East Industrial Ag Tech TID	238,146	423,567	0	423,567	389,875	0	389,875	271,838	271,838	0
Economic Revolving	20,686	0	0	0	0	0	0	20,686	20,686	0
Permits	723,399	1,560,647	0	1,560,647	1,828,454	0	1,828,454	455,592	0	455,592
Natural Resources	238,976	571,086	256,277	827,363	936,713	0	936,713	129,626	0	129,626
Portage Meadows	154,058	75,538	0	75,538	88,462	0	88,462	141,134	0	141,134
Park Maintenance District	2,365,846	1,500,000	0	1,500,000	1,474,332	0	1,474,332	2,391,514	0	2,391,514
Street District	6,840,842	8,482,823	0	8,482,823	14,852,415	0	14,852,415	471,250	0	471,250
Support & Innovation	97,061	1,033,738	0	1,033,738	1,033,738	0	1,033,738	97,061	0	97,061
Gas Tax BaRSAA	1,600,000	0	0	0	1,600,000	0	1,600,000	0	0	0
911 Special Revenue	1,363,096	612,447	0	612,447	0	346,674	346,674	1,628,869	1,628,869	0
Police Special Revenue	373,047	41,323	0	41,323	900	0	900	413,470	413,470	0
HIDTA Special Revenue	47,152	273,897	0	273,897	71,234	0	71,234	249,815	249,814	0
Fire Special Revenue	54,378	6,600	0	6,600	0	0	0	60,978	60,978	0
Federal Block Grant	568,704	754,777	0	754,777	754,836	0	754,836	568,645	568,645	0
HOME Grant	54,087	224,488	0	224,488	224,488	0	224,488	54,087	54,087	0
Street Lighting Districts	1,236,155	1,414,060	0	1,414,060	1,538,227	0	1,538,227	1,111,988	0	1,111,988
<b>Special Revenue Funds Total</b>	<b>36,226,484</b>	<b>23,122,107</b>	<b>633,209</b>	<b>23,755,316</b>	<b>30,318,279</b>	<b>346,674</b>	<b>30,664,953</b>	<b>29,316,847</b>	<b>22,140,939</b>	<b>7,175,907</b>
<b>Debt Service Funds</b>										
Soccer Park Bond	33,540	0	0	0	0	0	0	33,540	33,540	0
West Bank TID	1,641,690	1,000,220	0	1,000,220	339,346	0	339,346	2,302,564	2,302,564	0
Downtown TID Bonds	5,190,843	2,100,000	0	2,100,000	1,071,393	500,000	1,571,393	5,719,450	5,719,450	0
Improvement District Revolving	44,622	0	0	0	1,438	0	1,438	43,184	43,184	0
Master Debt SILD	63,132	11,396	0	11,396	4,057	0	4,057	70,471	70,471	0
<b>Debt Service Funds Total</b>	<b>6,973,827</b>	<b>3,111,616</b>	<b>0</b>	<b>3,111,616</b>	<b>1,416,234</b>	<b>500,000</b>	<b>1,916,234</b>	<b>8,169,209</b>	<b>8,169,209</b>	<b>0</b>
<b>Capital Projects Funds</b>										
General Capital Projects	476,278	0	0	0	0	0	0	476,278	476,278	0
Improvement Districts Projects	6,149	0	0	0	0	0	0	6,149	6,149	0
Downtown TID Capital Projects	0	0	0	0	0	0	0	0	0	0
Hazard Removal	19,578	0	0	0	0	0	0	19,578	19,578	0
<b>Capital Projects Funds Total</b>	<b>502,006</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>502,006</b>	<b>502,005</b>	<b>0</b>
<b>Enterprise Funds</b>										
Golf Courses	(680,074)	2,056,227	0	2,056,227	1,908,556	0	1,908,556	(532,403)	0	(532,403)
Water	8,093,474	17,940,150	0	17,940,150	20,643,366	0	20,643,366	5,390,258	3,799,416	1,590,842
Sewer	14,463,855	13,176,105	0	13,176,105	20,391,808	0	20,391,808	7,248,152	3,323,508	3,924,644
Storm Drain	6,087,431	3,767,500	500,000	4,267,500	6,827,748	0	6,827,748	3,527,183	802,998	2,724,185
Sanitation	1,832,926	5,749,420	0	5,749,420	6,394,841	0	6,394,841	1,187,505	0	1,187,505
Swimming Pools	313,840	498,950	128,861	622,811	926,092	0	926,092	15,559	0	15,559
Aim High Big Sky	200,580	2,168,938	300,407	2,469,345	2,469,345	0	2,469,345	200,580	0	200,580
911 Dispatch Center	2,689,586	1,825,360	346,674	2,172,034	2,672,871	0	2,672,871	2,188,749	2,188,749	0
Parking	88,503	656,250	0	656,250	744,753	0	744,753	0	0	0
Recreation	(244,568)	84,000	0	84,000	17,509	0	17,509	(178,077)	0	(178,077)
Multisports	(19,656)	129,250	0	129,250	129,234	0	129,234	(19,640)	0	(19,640)
Ice Breaker Run	43,653	75,100	0	75,100	84,357	0	84,357	34,396	0	34,396
Civic Center Events	139,462	310,825	134,000	444,825	694,319	0	694,319	(110,032)	0	(110,033)
<b>Enterprise Funds Total</b>	<b>33,009,011</b>	<b>48,438,075</b>	<b>1,409,942</b>	<b>49,848,017</b>	<b>63,904,799</b>	<b>0</b>	<b>63,904,799</b>	<b>18,952,229</b>	<b>10,114,671</b>	<b>8,837,557</b>
<b>Internal Service Funds</b>										
Central Garage	3,813,731	3,852,997	0	3,852,997	3,716,020	0	3,716,020	3,950,708	1,557,899	2,392,809
Information Tech	362,636	2,305,199	0	2,305,199	2,308,257	0	2,308,257	359,578	213,953	145,625
Insurance & Safety	358,674	2,079,031	0	2,079,031	2,078,958	0	2,078,958	358,747	0	358,747
Health & Benefits	2,965,164	11,217,825	0	11,217,825	11,217,825	0	11,217,825	2,965,164	0	2,965,164
Human Resources	1,078	1,189,813	0	1,189,813	1,159,810	0	1,159,810	31,081	0	31,081
City Telephone	82,175	202,263	0	202,263	203,200	0	203,200	81,238	0	81,238
Finance	429,200	2,211,295	0	2,211,295	2,249,566	0	2,249,566	390,749	0	390,749
Engineering	635,074	2,437,128	0	2,437,128	2,713,966	0	2,713,966	358,236	36,922	321,314
Public Works Admin	506,076	812,332	0	812,332	813,885	0	813,885	504,523	5,271	499,252
Civic Center Facility Services	330,004	728,519	0	728,519	729,477	0	729,477	329,046	36,615	292,431
<b>Internal Service Funds Total</b>	<b>9,483,631</b>	<b>27,036,402</b>	<b>0</b>	<b>27,036,402</b>	<b>27,190,964</b>	<b>0</b>	<b>27,190,964</b>	<b>9,329,069</b>	<b>1,850,660</b>	<b>7,478,409</b>
<b>Total</b>	<b>96,551,414</b>	<b>142,078,494</b>	<b>2,043,151</b>	<b>144,121,645</b>	<b>162,448,498</b>	<b>2,043,151</b>	<b>164,491,649</b>	<b>76,181,410</b>	<b>42,777,485</b>	<b>33,403,907</b>



Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Public Hearing – Annexation of Lot 3, Block 3, of Viles’ and Robinson’s Acre Tracts, Sec 35, T21N, R3E, P.M.M, Cascade County, Montana (2617 6<sup>th</sup> Street NW); and, establishing the City zoning classification of R-2 Single-family Medium Density.

**From:** Kayla Kryzsko, Assistant City Planner, Planning and Community Development

**Initiated By:** Leigh Larson, Owner

**Presented By:** Brock Cherry, Director, Planning and Community Development

**Action Requested:** City Commission adopt Resolution 10548, Ordinance 3267, and approve the Annexation Agreement

**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. “I move that the City Commission (adopt/deny) Resolution 10548, and (approve/deny) the Annexation Agreement pertaining to 2617 6<sup>th</sup> Street NW.”

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

And;

- II. “I move that the City Commission (adopt/deny) Ordinance 3267.”

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

**Staff Recommendation:**

At the conclusion of a public hearing held on May 14<sup>th</sup>, 2024, the Zoning Commission recommended the City Commission approve the annexation and establishment of Single-family Medium Density (R-2) zoning for the subject property. Staff also recommends approval of the applicant proposing annexation and R-2 zoning request for Lot 3, Block 3 of Viles’ and Robinson’s Acre Tracts with the following conditions:

## Conditions of Approval for Annexation and Establishment of Zoning:

1. **General Code Compliance.** Any future development of the property shall be consistent with the conditions in this report, as well as all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. **Annexation Agreement.** The applicant shall abide by the terms and conditions and pay all fees specified in the attached Annexation Agreement for the subject property. The Annexation Agreement must be signed by the applicant and recorded with the Cascade County Clerk and Recorder.
3. **Land Use & Zoning.** The property development shall be consistent with the allowed uses and specific development standards of the R-2 Single-family Medium Density zoning district.

### Summary:

The owner of the property legally described above and addressed as 2617 6<sup>th</sup> Street NW submitted an application in February of 2024 to annex the existing residence into the City for the purpose of connecting to City sanitary sewer utilities due to continuous septic failure. The subject property has an existing City water connection. Staff met with the property owner to explain the process and costs associated with annexation. The applicant was advised that connecting to sewer utilities can be permitted prior to the completion of annexation with the understanding that if for any reason the annexation does not get completed, the property owner will be required to disconnect from the City's sanitary sewer main. An acknowledgment letter was provided to the applicant to sign and return to the Public Works Department for their records.

### Background:

#### Annexation Request:

The annexation request for the subject property consists of approximately 0.413 acres. The property is contiguous to the existing City limits along the south and east property lines. In summary, the requested annexation is supported by City staff to allow the property owner to connect to the City sanitary sewer main.

The basis for decision for an annexation by petition request is listed in OCCGF 17.16.7.050. The recommendation of the Planning Advisory Board and the decision of the City Commission shall, at a minimum, consider the criteria which are attached as *Attachment A - Basis of Decision – Annexation*.

#### Establishment of Zoning:

The subject property is being proposed for R-2 Single-family Medium Density zoning. The R-2 zoning district aligns with the existing use of a single-family residence upon the subject property and aligns with context of the neighborhood based on the surrounding single-family homes adjacent to the property. Nearby residences within the City limits of Great Falls are within the R-2 zoning district.

The basis for decision on zoning map amendments is listed in the Official Code of the City of Great Falls (OCCGF) 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of the City Commission shall at a minimum consider the criteria, which are attached as *Attachment B - Basis of Decision – Zoning Map Amendment*.

### Neighborhood Council Input:

The subject property is located adjacent to Neighborhood Council #3. The project was presented to the Council at their regularly scheduled meeting on May 2<sup>nd</sup>, 2024. The Council voted to support the request unanimously.

**Concurrences:**

Representatives from multiple departments, including the City's Public Works Department have been involved throughout the review process for this request. Both the Engineering Division of Public Works and the Legal Department have collaborated on the submitted *Annexation Agreement*.

**Fiscal Impact:**

The request to annex the subject property will utilize existing utility infrastructure and is located within an area currently served by City Fire and Police. A sanitary sewer service and manhole will be installed as part of this request. The applicant will bear the cost of the sanitary sewer connection per the agreed-upon terms of the attached *Annexation Agreement*. The annexation will add one (1) lot within the city, which will increase the City's tax base and increase revenue.

**Alternatives:**

The City Commission could deny acceptance of Resolution 10548 and Ordinance 3267. For these actions, the City Commission must provide a separate Basis of Decision for denial of the annexation and establishment of zoning.

**Attachments/Exhibits:**

- Resolution 10548
- Resolution 10548 – Exhibit A
- Ordinance 3267
- Ordinance 3267 – Exhibit A
- Attachment A – Basis of Decision – Annexation
- Attachment B – Basis of Decision – Zoning Map Amendment
- Annexation Agreement

**RESOLUTION 10548**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO EXTEND THE BOUNDARIES OF THE CITY OF GREAT FALLS TO INCLUDE TO LOT 3, BLOCK 3 OF VILES' AND ROBINSON'S ACRE TRACTS LOCATED IN SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA IN ACCORDANCE WITH THE PROVISION OF SECTION 7-2-4601, MONTANA CODE ANNOTATED.**

\* \* \* \* \*

**WHEREAS**, the City of Great Falls is a city incorporated under the laws of the State of Montana, and having a population of more than ten thousand (10,000) is a city of the first class; and

**WHEREAS**, there is contiguous to said City, but without the boundaries thereof, certain tracts of land situated in the County of Cascade, State of Montana, and described as follows:

Lot 3, Block 3 of the First Addition to Viles' and Robinson's Acre Tracts, Sec 35, T21N, R3E, P.M.M, Cascade County, Montana;

all as shown on the map attached hereto marked "Exhibit A", and by this reference made a part hereof; and

**WHEREAS**, Section 7-2-4601, Montana Code Annotated, provides that whenever the owner of real property contiguous to any incorporated city of the first class petition to have said property made a part of the municipal corporation, such land may be embraced within the corporate limits thereof and the boundaries of such city of the first class extended so as to include the same; and

**WHEREAS**, Leigh Larson, the owner of the hereinabove described property has submitted a petition to have the subject property annexed to the City of Great Falls; and



**WHEREAS**, the Great Falls Planning Advisory Board/Zoning Commission conducted a public hearing on May 14, 2024, to consider said annexation and assignment of zoning of R-2 Single-family Medium Density district and, at the conclusion of said hearing, passed a motion recommending the City Commission annex and assign said zoning to the property legally described as Lot 3, Block 3 of the First Addition to Viles’ and Robinson’s Acre Tracts, Sec 35, T21N, R3E, P.M.M, Cascade County, Montana; and,

**WHEREAS**, the City Commission finds that it is to the best interest of the City of Great Falls and its inhabitants to proceed with the incorporation of said territory into the City of Great Falls; and

**WHEREAS**, the City Commission adopted Resolution 10388 to authorize and direct City staff to update the appropriate boundaries of neighborhood council district 3 to include the subject properties.

**WHEREAS**, all of the proceedings herein have been conducted in strict compliance with and in conformity to the laws of the Montana Code Annotated, Title 7, Chapter 2, Part 46, Annexation by Petition, and all conditions, acts, and actions required to be performed precedent to and in the passage and adoption of this resolution have been properly and legally done, and performed.

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

That the boundaries of the City of Great Falls, Montana, be, and the same are hereby extended so as to embrace and include within the corporate limits of said city, all of the land hereinabove described, included as Lot 3, Block 3 of the First Addition to Viles’ and Robinson’s Acre Tracts, Sec 35, T21N, R3E, P.M.M, Cascade County, Montana; as shown on attached “Exhibit A.”

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

That the Cascade County Clerk and Recorder is hereby authorized and directed to change the appropriate boundaries of the City of Great Falls, Montana, to include said tract of land; and

That this Resolution shall become effective from and after the date of the filing of said document in the office of the Cascade County Clerk and Recorder.

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

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

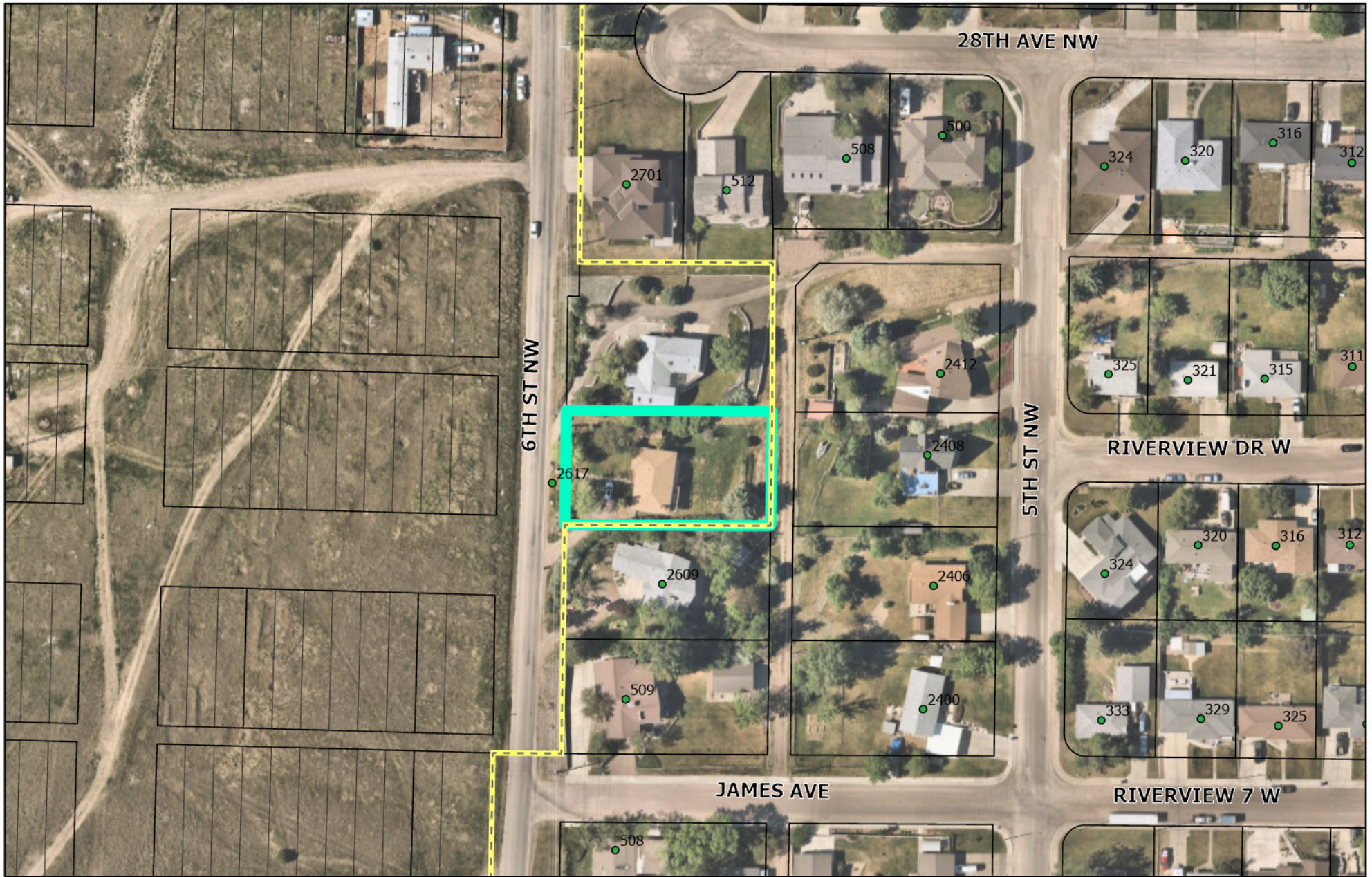
\_\_\_\_\_  
Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
David Dennis, City Attorney

# Resolution 10548 - Exhibit A



-  City Limit
-  Parcels
-  Ordinance 3267 - Proposed R-2 Zoning



**ORDINANCE 3267**

**AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION OF R-2 SINGLE-FAMILY MEDIUM DENSITY TO LOT 3, BLOCK 3 OF VILES' AND ROBINSON'S ACRE TRACTS LOCATED IN SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA.**

\* \* \* \* \*

**WHEREAS**, the property owner, Leigh Larson, has petitioned the City of Great Falls to annex the subject property, consisting of ±0.413 acres, as legally described above; and,

**WHEREAS**, Leigh Larson has petitioned the City of Great Falls to assign a zoning classification of R-2 Single-family Medium Density to Lot 3, Block 3, of the First Addition to Viles' and Robinson's Acre Tracts, upon annexation to the City; and,

**WHEREAS**, the Great Falls Zoning Commission conducted a public hearing on May 14, 2024 to consider said assignment of zoning of R-2 Single-family Medium Density district and, at the conclusion of said hearing, passed a motion recommending the City Commission assign said zoning to the subject property legally described as Lot 3, Block 3 of the First Addition to Viles' and Robinson's Acre Tracts, Sec 35, T21N, R3E, P.M.M, Cascade County, Montana; and,

**WHEREAS**, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 2nd day of July, 2024, before final passage of said Ordinance herein; and,

**WHEREAS**, following said public hearing, it was found and decided that the assignment of R-2 zoning on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF), Section 17.16.40.030, and that the said zoning designation be made.

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

Section 1. It is determined that the herein requested R-2 zoning request meets the criteria and guidelines cited in Mont. Code Ann. § 76-2-304, and Section 17.16.40.030 of the OCCGF.

Section 2. That the zoning classification of “R-2 Single-family Medium Density” be assigned to Lot 3, Block 3 of the First Addition to Viles’ and Robinson’s Acre Tracts, Sec 35, T21N, R3E, P.M.M, Cascade County, Montana as shown in “Exhibit A”, subject to the setbacks, and other development standards and by this reference made a part hereof, as well as all other applicable regulatory codes and ordinances.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading June 4<sup>th</sup>, 2024.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading July 2<sup>nd</sup>, 2024.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
David Dennis, City Attorney

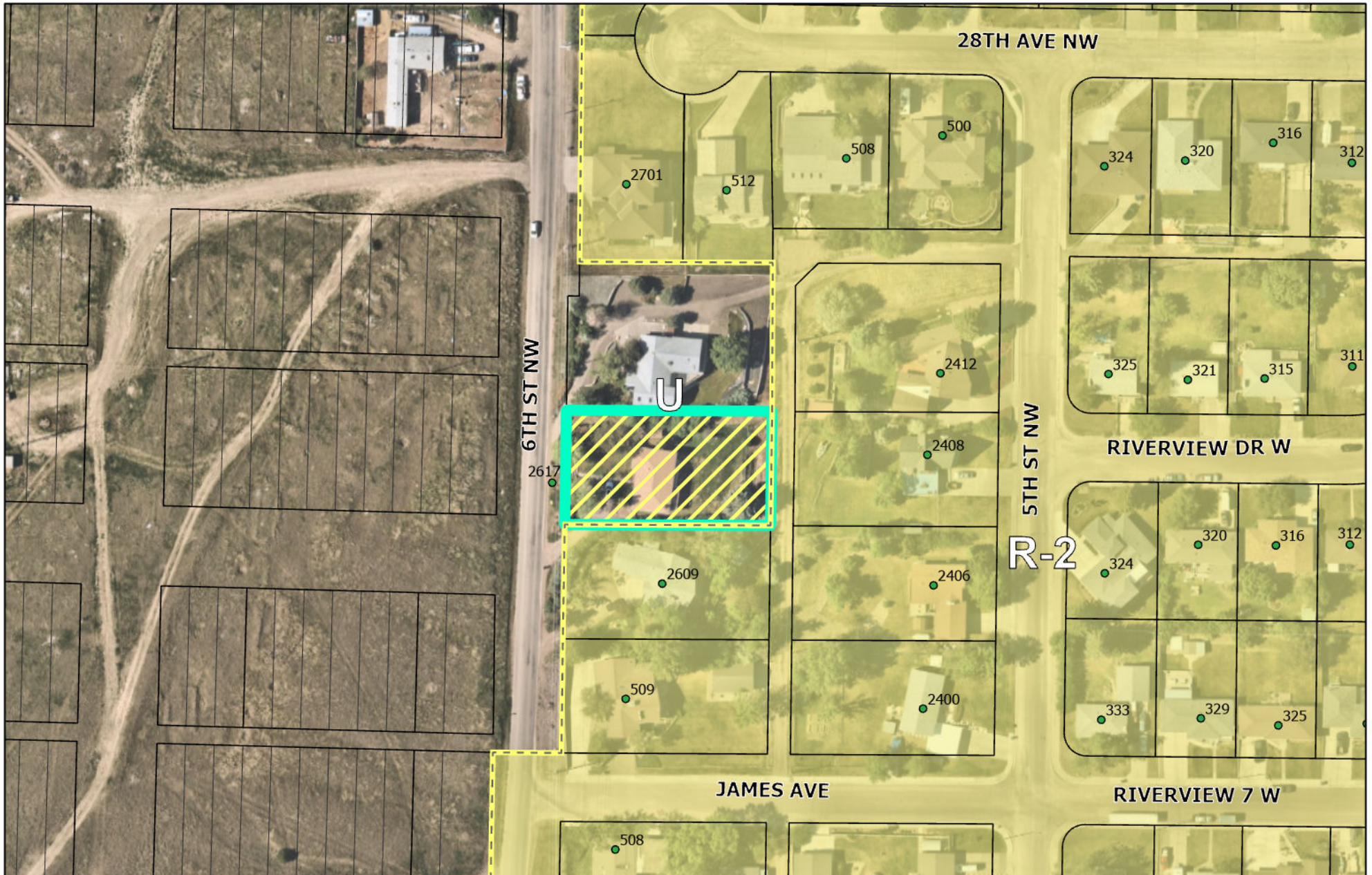
State of Montana )  
County of Cascade : ss  
City of Great Falls )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the City Commission, Ordinance 3267 on the Great Falls Civic Center posting board and the Great Falls City website.

(CITY SEAL)

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

# Ordinance 3267 - Exhibit A



- City Limit
- Parcels
- Ordinance 3267 - Proposed R-2 Zoning



## Attachment A

**BASIS OF DECISION – ANNEXATION**

Lot 3, Block 3 of the First Addition to Viles' and Robinson's Acre Tracts, located in Section 35, T21N, R3E, P.M.M., Cascade County, Montana.

**PRIMARY REVIEW CRITERIA:**

The basis for decision on annexation is listed in the Official Code of the City of Great Falls § 17.16.7.050 of the Land Development Code. The recommendation of the Planning Advisory Board and the decision of the City Commission shall at a minimum consider the following criteria:

**1. The subject property is contiguous to the existing City limits.**

The subject property is contiguous to the existing City limits, with previously annexed property present to the east and south of the proposed annexation.

**2. The proposed annexation is consistent with the City's growth policy.**

The proposed annexation is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The request is supported by the following Social and Physical portions of the Growth Policy:

- Social Policy 1.4.12 – When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.
- Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.
- Physical Policy 4.3.2 – Plan for the provision of appropriate infrastructure improvements, where needed, to support development.

**3. The proposed annexation is consistent with applicable neighborhood plans, if any.**

The subject property is located adjacent to Neighborhood Council #3. There is no adopted neighborhood plan for Neighborhood Council #3, nor any other Council within the City. Neighborhood Council #3 discussed the project at their May 2<sup>nd</sup>, 2024 meeting. The Council voted unanimously to support the request.

**4. The proposed annexation is consistent with other planning documents adopted by the City Commission, including a river corridor plan, transportation plan, and sub-area plans.**

The subject property is not located within any adopted plan or sub-area planning areas. The proposed annexation consists of an existing residential home and will not generate any additional traffic to the surrounding transportation network.

**5. The City has, or will have, the capacity to provide public services to the subject property.**

The City has the capacity to provide public services to the subject property, as they are within an area served by the City Fire and Police Department. The subject property is already served by City water. Additionally, the City is able to provide sanitary sewer service to the subject property according to a previous agreement in which the applicant is permitted to connect to



## Attachment A

the City sanitary sewer main prior to the completion of annexation with the understanding that if for any reason the annexation does not get completed the property owner will be required to disconnect from the City's sanitary sewer main. An acknowledgement letter of these terms was signed by the applicant and returned to the Public Works Department for their records.

### **6. The subject property has been or will be improved to City standards.**

The subject property was previously developed within Cascade County. Existing non-conformities upon the subject property will be allowed to continue when annexed into the City. Moving forward, development of the subject property shall be consistent with OCCGF § Title 17 Chapter 64, *Nonconformities*.

### **7. The owner of the subject property will bear all of the cost of improving the property to City standards and or/ the owner has signed an agreement waiving the right of protest to the creation of a special improvement district created to pay, in whole or in part, any necessary improvement.**

The Annexation Agreement for the subject property is provided as an attachment to the Agenda Report. This agreement outlines the responsibility and cost for various improvements, and addresses the creation of any special improvement districts.

### **8. The subject property has been or will be surveyed and officially recorded with the County Clerk and Recorder.**

The subject property was surveyed prior to this petition as part of the First Addition to Viles' and Robinson's Acre Tracts, which is on file with the Cascade County Clerk and Recorder.

### **9. The City will provide both water and sewer service to each of the uses in the subject property that may require potable water and waste water treatment and disposal.**

As mentioned above, the City is currently providing water service and is able to provide sanitary sewer service to the subject property according to a previous agreement in which the applicant was permitted to connect to sanitary sewer prior to the completion of annexation with the understanding that if for any reason the annexation does not get completed the property owner will be required to disconnect from the City's sewer main. An acknowledgement letter of these terms was signed by the applicant and returned to the Public Works Department for their records.

### **10. The subject property is not located in an area the City Commission has designated as unsuitable for annexation.**

The subject property is not located in an area the City Commission has designated as unsuitable for annexation. Development, new construction, alteration or substantial improvement may not commence without full compliance with the provisions of OCCGF Title 17, Chapter 20 – *Lot Area and Dimensional Standards*.

Attachment A

**11. The subject property is not located in another city or town. (See: 7-2-4608 (1), MCA)**

The subject property is not located in another city or town.

**12. The subject property is not used in whole or in part for agriculture, mining, smelting, refining, transportation, or any other industrial or manufacturing purpose or any purpose incidental thereto. (See: 7-2-4608 (2), MCA)**

The subject property is not used for the uses listed above. The properties surrounding the subject property are existing residences.

## BASIS OF DECISION – ZONING MAP AMENDMENT

Lot 3, Block 3 of the First Addition to Viles' and Robinson's Acre Tracts, located in Section 35, T21N, R3E P.M.M., Cascade County, Montana.

### PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls (OCCGF) § 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

#### **1. The amendment is consistent with and furthers the intent of the City's growth policy.**

The proposal to annex and establish R-2 Single-family medium density zoning is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The proposed zoning map amendment specifically supports the following goals and policies:

- Social Policy 1.4.12 – When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.
- Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.
- Physical Policy 4.3.2 – Plan for the provision of appropriate infrastructure improvements, where needed, to support development.

#### **2. The amendment is consistent with and furthers adopted neighborhood plans, if any.**

The subject property is located adjacent to Neighborhood Council #3. There is no adopted neighborhood plan for Neighborhood Council #3, nor any other Council within the City. Neighborhood Council #3 discussed the project at their May 2<sup>nd</sup>, 2024 meeting. The Council voted unanimously to support the request.

#### **3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.**

The subject property is not located within any adopted plan or sub-area planning areas. The annexation request consists of an existing residential home and will not generate any additional traffic.

#### **4. The code with the amendment is internally consistent.**

The proposed establishment of R-2 Single-family Medium Density zoning is not in conflict with any portion of the existing City Code and will be consistent with adjacent existing zoning. The existing single-family aligns with context of the neighborhood based on the surrounding single-family homes adjacent to the property. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish and impair property values in the neighborhood, as the subject property is an existing residential property.

**Attachment B****5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.**

There are no existing public health, safety, or welfare issues that have been identified for the subject property. The zoning assignment will have no impact on these issues.

**6. The City has or will have the financial and staffing capability to administer and enforce the amendment.**

The City has the financial and staffing capability to administer and enforce the amendment if it is approved. The use of the subject property conforms to the proposed zoning, and no new public infrastructure needs to be provided to support the new zoning designation on the property.

**ANNEXATION AGREEMENT**  
**TRACT OF LAND LEGALLY DESCRIBED AS LOT 3, BLOCK 3 OF THE FIRST ADDITION TO VILES’**  
**AND ROBINSON’S ACRE TRACTS, LOCATED IN SECTION 35, TOWNSHIP 21 NORTH, RANGE 3**  
**EAST, P.M.M., CASCADE COUNTY, MONTANA.**

The following is a binding Agreement dated this 4 day of June, 2024, between Leigh Larson, hereinafter referred to as "Owner", and the City of Great Falls, Montana, a municipal corporation of the State of Montana, hereinafter referred to as "City", regarding the requirements for annexation of a tract of land into the corporate limits of the City legally described as Lot 3, Block 3 of the First Addition to Viles’ And Robinson’s Acre Tracts, Section 35, Township 21 North, Range 3 East, P.M.M., Cascade County, Montana, hereinafter referred to as "Subject Property". Owner of the aforementioned Subject Property agrees to, and is bound by, the provisions of this Agreement, and by signing this Agreement, therefore agrees to terms applicable to the Subject Property. The City is authorized to enter into this Agreement by §17.68.010-040 of the Official Code of the City of Great Falls (OCCGF).

**1. Purpose.** The purpose of this Agreement is to ensure that certain improvements are made and certain conditions are fulfilled by the Owner, as required by the City's approval of the supporting documents. Generally, this Agreement:

- 1.1** Declares that the Owner is aware of and has properly accounted for any natural conditions that may adversely affect the Subject Property;
- 1.2** Requires the Owner to guarantee that the promised on-site improvements are made in a timely manner by as required by the Official Code of the City of Great Falls (OCCGF);
- 1.3** Waives protest and appeal by the Owner and their successors against the creation of special improvement and maintenance districts that would provide and maintain necessary infrastructure;
- 1.4** Indemnifies the City from claims relating to its approval of any construction or other development-related activities for the Subject Property and clarifies the City’s limited role in the approval and oversight of any such construction or other development-related activities.

**2. Supporting Documents.** Each of the following supporting documents are to be submitted for review and approval by the City.

- 2.1 Legal Documentation.** Legal documents, including but not limited to any easements, covenants, and restrictions establishing the authority and responsibilities of Owner, which may be recorded in the Clerk and Recorder’s Office of Cascade County, Montana.

**3. Changes.** The Owner understand that failure to install required improvements in accordance with the final construction plans is a breach of, and may void, this Agreement. The Owner also understands that such failure is a violation of the OCCGF, subject to the penalties provided for such violations. The City recognizes, however, that minor changes are often necessary as construction proceeds and the Administrator (the person or persons charged by the City Manager with the administration of this improvement agreement) is hereby authorized to allow minor changes to approved improvements, as provided below:

**3.1 Minor Changes.** Minor changes to the improvements that are deemed appropriate and necessary by the Administrator and which do not materially affect the hereinabove mentioned Subject Property, can be made as follows:

**3.1.1** Before making changes, the Owner must submit revisions to the Administrator for review. Failure to do this before the proposed change is made may be considered by the City to be a breach of this Agreement and a violation of the OCCGF. The Administrator shall respond to all proposed changes within fourteen (14) days of receipt of the revised plans.

**3.1.2** Based on a review of the revisions, the Administrator may permit minor dimensional changes provided they do not result in a violation of the conditions of approval for the annexation of the Subject Property or the OCCGF.

**3.1.3** Minor changes in the location and specifications of the required improvements may be permitted by the Administrator. The Owner must submit revised plans showing such changes to the Administrator. Revised plans are not accepted until approved by the Administrator.

**4. Fees.** The Owner understands that they are required to pay the following fees as they come due. The absence of any fee from this Agreement which is lawfully charged by the City in connection with construction activity associated with Subject Property shall not constitute a waiver by the City.

**4.1 Recording Fees.** The Owner will pay all recording fees at the rate charged by Cascade County at the time the annexation resolution is submitted for recording.

**4.2 Connection and Construction Fees.** Water service tapping and water and sewer service connection fees will be assessed at the times of tapping and connections.

**4.3 Storm Drain Fee.** The Owner will pay a storm drain fee in the amount of \$250 per acre for annexation of the Subject Property. This equates to **\$103.25** for the total 0.413 acres of the Subject Property. The total storm drain fee shall be paid to the City no later than 30 days after City Commission action to annex the Subject Property into the City.

**4.4 Payment of Application Fees Acknowledged.** The following fees have been paid by the Owner: \$3,061.95 application fee for annexation and establishment of zoning.

**4.5 Reimbursement Owed to the Owner of Lot 1, Block 3, First Addition to Viles' and Robinson's Acre Tracts.** The Owner will pay a reimbursement owed for sixty-foot portion of the existing sanitary sewer main crossing James Avenue in the amount of \$220.28. The reimbursement shall be paid to Mr. Don Labar, successors, or assigns no later than 30 days after annexation.

**5. Site Conditions.** The Owner warrants that they have conducted site investigations sufficient to be aware of all natural conditions, including, but not limited to, flooding, slopes, and soils characteristics, that may affect the installation of improvements on the Subject Property. The Owner further warrants that all plans submitted pursuant to this Agreement and all applications for building permits within the Subject Property will properly account for all such conditions. The Owner holds the City harmless for natural conditions and for any faults in their own assessment of those conditions.

**6. On-Site Improvements.** The on-site improvements shall include everything required to provide water, sanitary sewer, access, and other requirements as may be required by OCCGF. If necessary, the Owner shall provide public utility easements for all required public utilities.

**6.1 Sewer Improvements.** To serve the Subject Property, the Owner is required to abandon all drain fields and septic tanks per the Cascade County Health Department and City of Great Falls requirements and connect to the existing sewer main located 6<sup>th</sup> Alley NW under the terms and conditions of the City Sewer Line Installation Letter dated February 8<sup>th</sup>, 2024.

**7. Nonconforming structures.** The City acknowledges previously existing structures on the Subject Property. If these structures are found to be nonconforming, they may continue so long as they remain otherwise lawful, subject to the provisions within OCCGF 17.64.030 – Nonconforming structures.

**8. Special Improvement and Maintenance Districts.** Owner hereby agrees to waive their right to protest and appeal the lawful creation by the City of special improvement or maintenance districts for any proper purpose and shall pay the proportionate share of the costs associated with said special improvement or maintenance districts as they may be applied to the Subject Property.

**9. Park District.** Owner acknowledges that the Subject Property will be, by operation of law and pursuant to Resolution No. 10238, adopted by the City Commission on June 5, 2018, included within the boundaries of the Great Falls Park District Number 1. Owner acknowledges that property within the Great Falls Park District Number 1, including the Subject Property, is subject to annual assessments for the purposes of the Great Falls Park District Number 1 in amounts to be determined by the City Commission each year, in accordance with Resolution No. 10238, as it may be amended or supplemented.

**10. City Acceptance and Zoning.** In consideration of the terms of this Agreement, the City hereby accepts the Subject Property incorporation by annexation into the corporate limits of the City of Great Falls, Montana, with an assigned City zoning classification of R-2 Single-family Medium Density.

**11. Public Infrastructure Improvements.** The Owner agrees to install a sanitary sewer manhole at the existing terminus of the sewer main in the alleyway abutting the southeast corner of Lot 3 in conformance with City standards. Owner hereby agrees to, when deemed necessary by the City in conjunction with a public infrastructure improvements project, pay for its proportionate share of the costs of a future eight-inch-high pressure water main and appurtenances to be installed in 6<sup>th</sup> Street NW, and relocate its water service line to said main. Owner also agrees to, when deemed necessary by the City in conjunction with a public infrastructure improvements project, pay for its proportionate share of the costs of future improvements to 6<sup>th</sup> Street NW to local standard including pavement, curb, gutter, and sidewalk.

**12. Limitation of Liability.** The City will conduct a limited review of plans and perform inspections for compliance with requirements set forth in this Agreement and/or in applicable law. The scope of such review and inspections will vary based upon development type, location and site characteristics. The Owner is exclusively responsible for ensuring that the design, construction drawings, completed construction, and record drawings comply with acceptable engineering practices, State and Federal requirements, and other applicable standards. The City's limited plan review and inspections are not substantive reviews of the plans and engineering. The City's approval of any plans or completed inspections is not an endorsement of the plan or approval or verification of the engineering data and plans. Neither the Owner, nor any third party may rely upon the City's limited review or approval.

The Owner shall indemnify, hold harmless and defend the City of Great Falls, its officers, agents, servants and employees and assigns from and against all claims, debts, liabilities, fines, penalties, obligations and costs including reasonable attorney fees, that arise from, result from or relate to obligations relating to the Subject Property described herein. Upon the transfer of ownership of the property, the prior owner

(whether it is the Owner that signed this agreement or a subsequent owner) indemnity obligation herein for the transferred property is released as to that owner and the indemnity obligation runs to the new owner of the property. Only the owner of the parcel of property at the time the City incurs the claim, debt, liability, fine, penalty, obligation or cost, is obligated to indemnify, and no owner of property is obligated to indemnify for adverse conditions on property owned by someone else. This indemnification by the Owner of the property shall apply unless such damage or injury results from the gross negligence or willful misconduct of the City.

**13. Binding Effect.** The provisions, covenants and terms of this Agreement shall run with the land and bind the present Owner, their devisees, heirs, successors, and assigns; and any and all parties claiming by, through, or under them, shall be taken to agree and covenant with each of the parties to the Agreement, their devisees, heirs, successors and assigns, to conform to the provisions, covenants and terms of this Agreement.



IN WITNESS WHEREOF, the parties hereto have set their hands and seal the day, month, and year first hereinabove written.

THE CITY OF GREAT FALLS, MONTANA  
A Municipal Corporation of the State of Montana

\_\_\_\_\_  
Gregory T. Doyon, City Manager

ATTEST:

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

(Seal of City)

APPROVED FOR LEGAL CONTENT\*:

\_\_\_\_\_  
David Dennis, City Attorney

\*By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

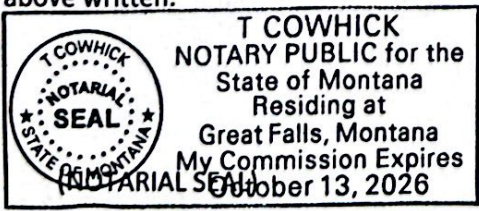
LEIGH LARSON:

By: *[Signature]*

State of Montana  
County of Cascade :ss.

On this 4th day of June, in the year Two Thousand and Twenty-four, before me, the undersigned, a Notary Public for the State of Montana personally appeared Leigh I. Larson, known to me to the person whose name is subscribed to the instrument within and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.



*T. Cowhick*

Notary Public for the State of Montana



Commission Meeting Date: July 2, 2024

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

- Item:** Ordinance 3269 – An Ordinance by the City of Commission of the City of Great Falls to assign R-2 Single-Family Medium Density Zoning to Lot 12-A, Block 13 of the Country Club Addition, Section 14, T20N, R3E, P.M.M., Cascade County, Montana (423 Riverview Court).
- From:** Sara Doermann, Associate City Planner, Planning and Community Development
- Initiated By:** Estate of Sharon C. Wilson, Owner
- Presented By:** Brock Cherry, Director, Planning and Community Development
- Action Requested:** City Commission accept Ordinance 3269 on first reading and set a public hearing for August 6<sup>th</sup>, 2024.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (accept/not accept) Ordinance 3269 on first reading and (set/not set) a public hearing for August 6, 2024.”

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

**Staff Recommendation:**

At the conclusion of a public hearing held on June 11, 2024, the Zoning Commission recommended the City Commission approve the establishment of Single-family Medium Density (R-2) zoning for the subject property. Staff also recommends approval of the applicant proposing R-2 zoning for Lot 12-A, Block 13 of the Country Club Addition with the following conditions:

**Conditions of Approval:**

1. **General Code Compliance.** Any future development of the property shall be consistent with the conditions in this report, as well as all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. **Annexation Agreement.** The applicant shall abide by the terms and conditions and pay all fees specified in the attached Annexation Agreement for the subject property. The Annexation Agreement must be signed by the applicant and recorded with the Cascade County Clerk and Recorder.
3. **Land Use & Zoning.** The property's development shall be consistent with the allowed uses and specific development standards of the R-2 Single-family Medium Density zoning district.

**Summary:**

In April of 2024, the owner of the property located at 423 Riverview Court submitted an application to annex portions of adjacent land on the west and east sides of the existing property shown on *Attachment E – Amended Plat*. The purpose of this annexation is to file an amended plat that adjusts boundary lines to address building encroachments on neighboring properties and to incorporate the area between the existing eastern property line and the ordinary low water line of the Missouri River. The existing residence is served by City utility connections to water and sanitary sewer. No development or building permit is being requested as part of this application. The owner has verbally agreed to the Annexation Agreement provided as *Attachment C*. This agreement outlines the owner’s responsibility for costs, and addresses the creation of any special improvement districts.

**Background:****Annexation Request:**

A portion of the subject property, approximately 15,573 square feet, is already within the City limits. The annexation request is to add approximately 4,850 square feet of land adjacent to the west property line of the existing lot to include existing building encroachments, and approximately 5,841 square feet of land adjacent to the east property line between the existing lot line and the ordinary low water line of the Missouri River as can be seen on *Attachment E – Amended Plat*. Together, these two annexation areas total 10,691 square feet, or 0.245 acres. If approved, after annexation and a boundary line adjustment, the total area of Lot 12-A will be 26,264 square feet, or 0.603 acres. The property proposed for annexation is contiguous to the existing city limits through the portion of the subject property that is already within City limits and the property to the south.

In summary, the requested annexation is supported by City staff. The basis for decision of the Planning Advisory Board and the decision of the City Commission shall, at a minimum, consider the criteria outlined in this portion of City code.

**Establishment of Zoning:**

The subject property is being proposed for R-2 Single-family Medium Density zoning. The R-2 zoning district aligns with the existing use of a single-family residence upon the property and fits the existing surrounding residential uses. Nearby residences and property within the City of Great Falls are within the R-2 zoning district. The basis for decision on zoning map amendments is listed in the Official Code of the City of Great Falls (OCCGF) 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of the City Commission shall at a minimum consider the criteria, which are attached as *Attachment A - Basis of Decision – Zoning Map Amendment*.

**Neighborhood Council Input:**

The subject property is located adjacent to Neighborhood Council #1. The project was presented to the Council at their regularly scheduled meeting on May 14<sup>th</sup>, 2024. The Council voted unanimously to support the request.

**Public Comment:**

Notice of the public hearing was published in the Great Falls Tribune on May 26, 2024 for the Planning Advisory Board/Zoning Commission Public Hearing. Additionally, mailers were sent to neighbors within 150 feet, and a sign was placed on the premises of the subject property. Staff has received one proponent public comment for this request from a Riverview Court neighbor, please see *Attachment F – Public Comment*.

**Concurrences:**

Representatives from multiple departments, including the City's Public Works Department have been involved throughout the review process for this request. Both Engineering Division of Public Works and the Legal Department have collaborated and came to consensus on the submitted Annexation Agreement.

**Fiscal Impact:**

The request to annex the subject property will utilize existing utility infrastructure and is located within an area currently served by City Fire and Police. The annexation will add one (1) lot within the city, which will increase the City's tax base.

**Alternatives:**

The City Commission could deny acceptance of Ordinance 3269 on the first reading and not set the public hearing.

**Attachments/Exhibits:**

- Ordinance 3269
- Ordinance 3269 - Exhibit A
- Attachment A - Basis of Decision – Zoning Map Amendment
- Attachment B - Aerial Map
- Attachment C - Annexation Agreement
- Attachment D – Application and Narrative
- Attachment E – Amended Plat
- Attachment F – Public Comment

**ORDINANCE 3269**

**AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION OF R-2 SINGLE-FAMILY MEDIUM DENSITY TO LOT 12-A, BLOCK 13 OF COUNTRY CLUB ADDITION LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA.**

\* \* \* \* \*

**WHEREAS**, the property owner, the Estate of Sharon C. Wilson, has petitioned the City of Great Falls to annex the subject property, which consists of approximately 0.245 acres. This includes approximately 0.111 acres of land adjacent to the western property line of the existing lot to incorporate existing building encroachments, and approximately 0.134 acres of land adjacent to the eastern property line between the existing lot line and the ordinary low water line of the Missouri River, as legally described above; and,

**WHEREAS**, the Estate of Sharon C. Wilson has petitioned the City of Great Falls to assign a zoning classification of R-2 Single-family Medium Density to Lot 12-A, Block 13 of the Country Club Addition, upon annexation to the City; and,

**WHEREAS**, the Great Falls Zoning Commission conducted a public hearing on June 11, 2024 to consider said assignment of zoning of R-2 Single-family Medium Density district and, at the conclusion of said hearing, passed a motion recommending the City Commission assign said zoning to the subject property legally described as Lot 12-A, Block 13 of the Country Club Addition, Section 14, T20N, R3E, P.M.M., Cascade County, Montana (423 Riverview Court); and,

**WHEREAS**, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 6th day of August, 2024, before final passage of said Ordinance herein; and,

**WHEREAS**, following said public hearing, it was found and decided that the assignment of R-2 zoning on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF), Section 17.16.40.030, and that the said zoning designation be made.

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

Section 1. It is determined that the herein requested R-2 zoning request meets the criteria and guidelines cited in Mont. Code Ann. § 76-2-304, and Section 17.16.40.030 of the OCCGF.

Section 2. That the zoning classification of “R-2 Single-family Medium Density” be assigned to Lot 12-A, Block 13 of the Country Club Addition, Section 14, T20N, R3E, P.M.M., Cascade County, Montana (423 Riverview Court) as shown in “Exhibit A”, subject to the setbacks, and other development standards and by this reference made a part hereof, as well as all other applicable regulatory codes and ordinances.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading July 2, 2024.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading August 6, 2024.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
David Dennis, City Attorney

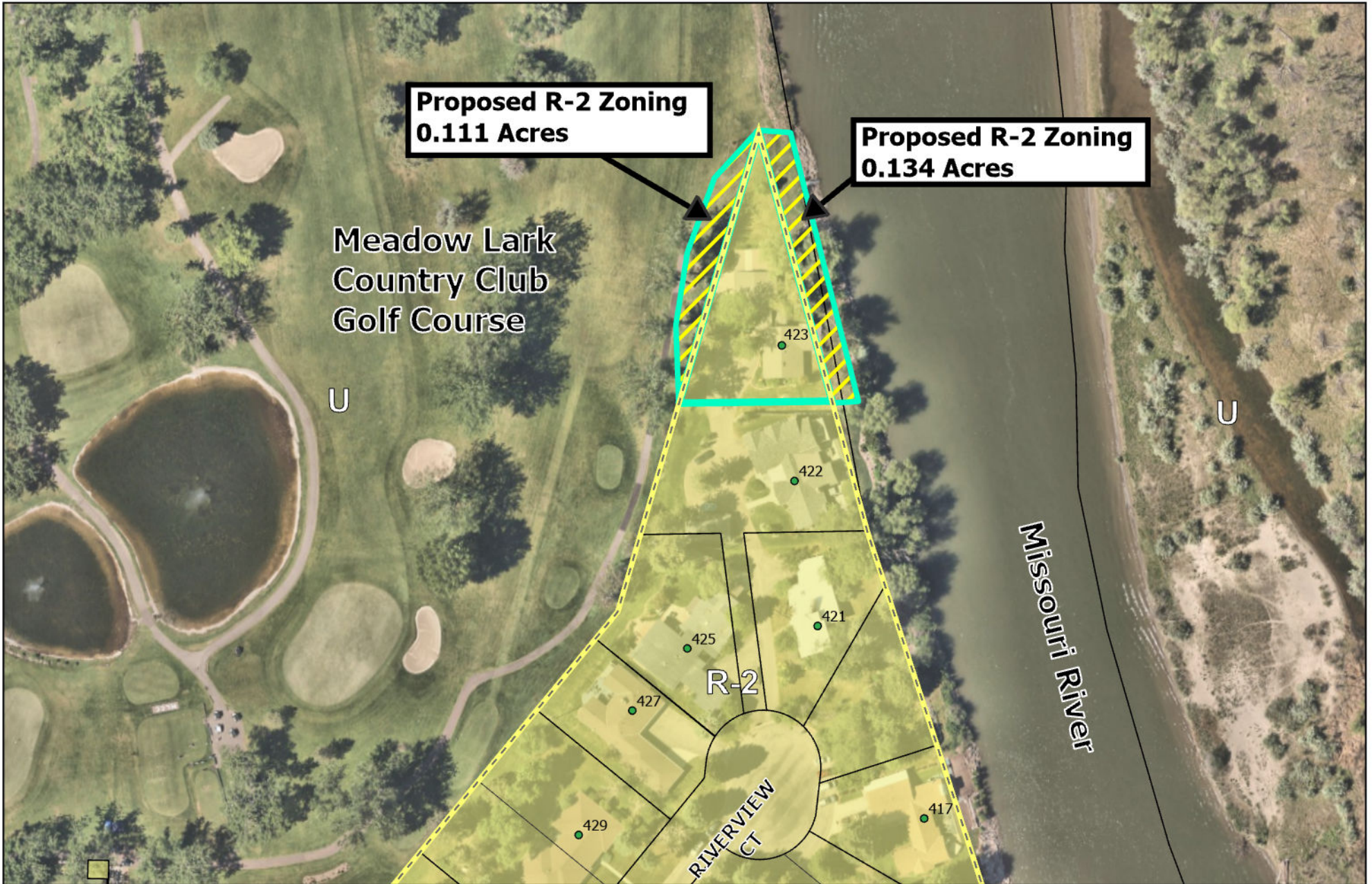
State of Montana )  
County of Cascade : ss  
City of Great Falls )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the City Commission, Ordinance 3269 on the Great Falls Civic Center posting board and the Great Falls City website.

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

(CITY SEAL)

# Ordinance 3269 - Exhibit A



- City Limit
- Ordinance 3269 - Proposed R-2 Zoning
- Parcels
- R-2 Single-family Medium Density
- U Unincorporated Enclave





## Attachment A

**BASIS OF DECISION – ZONING MAP AMENDMENT**

Lot 12-A, Block 13 of the Country Club Addition, Section 14, Township 20 North, Range 3 East, P.M.M., Cascade County, Montana

**PRIMARY REVIEW CRITERIA:**

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls (OCCGF) § 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

**1. The amendment is consistent with and furthers the intent of the City's growth policy.**

The proposal to annex and establish R-2 Single-family medium density zoning is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The proposed zoning map amendment specifically supports the following goals and policies:

- Social Policy 1.4.13 – Protect the character, livability and affordability of existing neighborhoods by ensuring that infill development is compatible with existing neighborhoods.
- Environment 2.3 – Enhance the urban built environment by promoting infill and redevelopment in the City.
- Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.

**2. The amendment is consistent with and furthers adopted neighborhood plans, if any.**

The subject property is located adjacent to Neighborhood Council #1. There is no adopted neighborhood plan for Neighborhood Council #1, nor any other Council within the City. The project was presented to the Council at their regularly scheduled meeting on May 14th, 2024. The Council voted unanimously to support the request.

**3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.**

The subject property is not located within any adopted plan or sub-area planning areas. The annexation request consists of an existing residential home and will not generate any additional traffic.

**4. The code with the amendment is internally consistent.**

The proposed establishment of R-2 Single-family Medium Density zoning is not in conflict with any portion of the existing City Code and will be consistent with adjacent existing zoning. The existing single-family home fits in with the context of the neighborhood based on the surrounding single-family homes adjacent to the property. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish and impair property values in the neighborhood, as the subject property is an existing residential property.

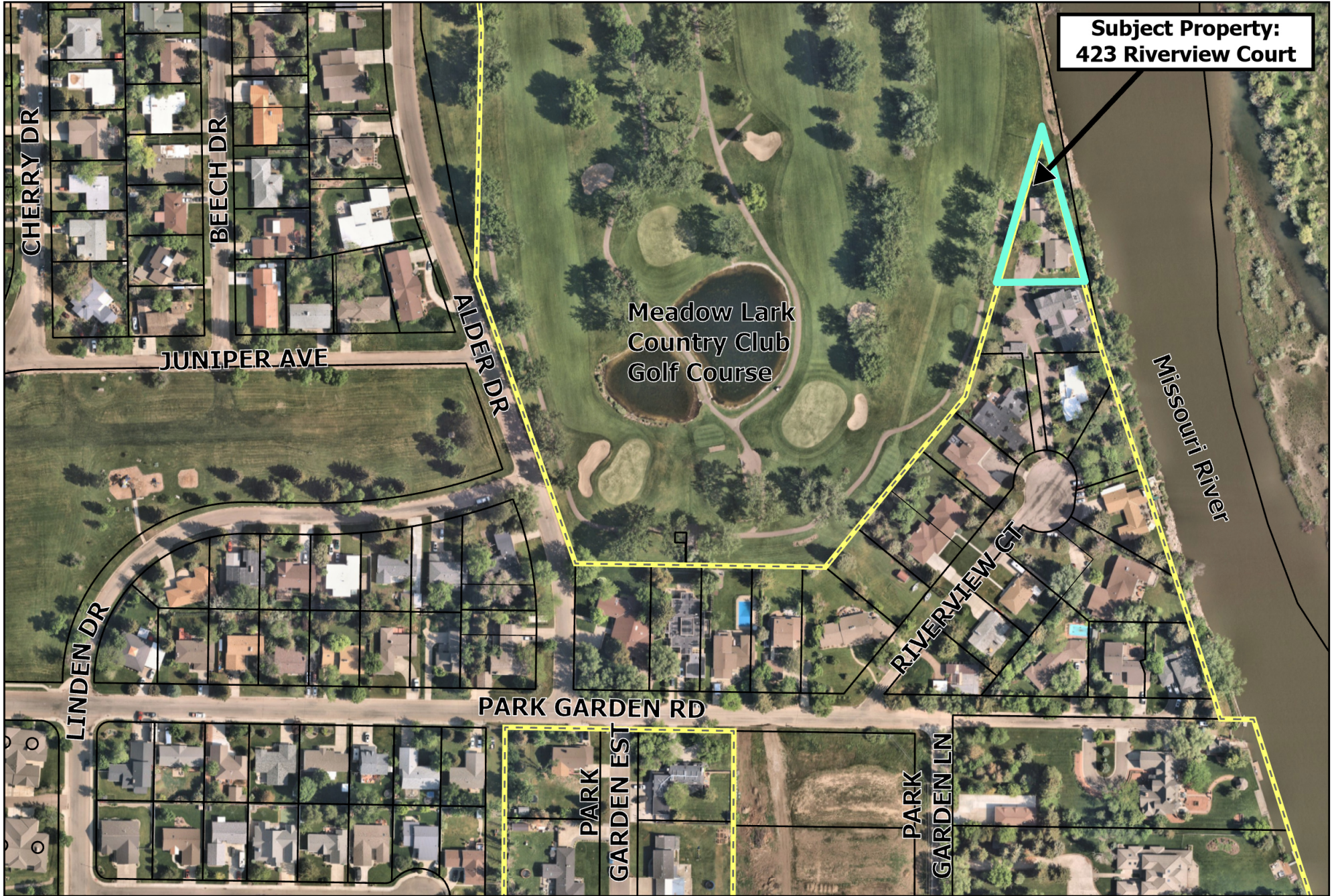
**Attachment A****5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.**

There are no existing public health, safety, or welfare issues that have been identified for the subject property. The zoning assignment will have no impact on these issues.

**6. The City has or will have the financial and staffing capability to administer and enforce the amendment.**

The City has the financial and staffing capability to administer and enforce the amendment if it is approved. The use of the subject property conforms to the proposed zoning, and no new public infrastructure needs to be provided to support the new zoning designation on the property.

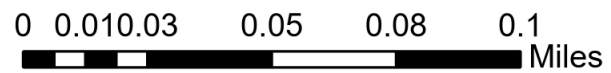
# Aerial Map



**Subject Property:  
423 Riverview Court**



- City Streets
- City Limit
- Parcels
- Lot Lines



# Attachment C

## ANNEXATION AGREEMENT

### TRACT OF LAND LEGALLY DESCRIBED AS LOT 12-A, BLOCK 13 OF THE COUNTRY CLUB ADDITION, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA.

The following is a binding Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024, between the Estate of Sharon C. Wilson, hereinafter referred to as "Owner", and the City of Great Falls, Montana, a municipal corporation of the State of Montana, hereinafter referred to as "City", regarding the requirements for annexation of a tract of land into the corporate limits of the City legally described as Lot 12-A, Block 13 of the Country Club Addition, Section 14, Township 20 North, Range 3 East, P.M.M., Cascade County, Montana, hereinafter referred to as "Subject Property". Owner of the aforementioned Subject Property agrees to, and is bound by, the provisions of this Agreement, and by signing this Agreement, therefore agrees to terms applicable to the Subject Property. The City is authorized to enter into this Agreement by §17.68.010-040 of the Official Code of the City of Great Falls (OCCGF).

**1. Purpose.** The purpose of this Agreement is to ensure that the Owner understands and agrees to certain conditions relating to the requested Annexation. Generally, this Agreement:

**1.1** Declares that the Owner is aware of and has properly accounted for any natural conditions that may adversely affect the Subject Property;

**1.2** Waives protest and appeal by the Owner and their successors against the creation of special improvement and maintenance districts that would provide and maintain necessary infrastructure;

**1.3** Indemnifies the City from claims relating to its approval of any construction or other development-related activities for the Subject Property and clarifies the City's limited role in the approval and oversight of any such construction or other development-related activities.

**2. Supporting Documents.** Each of the following supporting documents are to be submitted for review and approval by the City.

**2.1 Plat.** The Amended Plat of Portions of Lot 12, Block 13, Country Club Addition, Great Falls, Montana to be filed on record in the Clerk and Recorder's Office of Cascade County, Montana, upon approval by the City of Great Falls.

**2.2 Legal Documentation.** Legal documents, including but not limited to any easements, covenants, and restrictions establishing the authority and responsibilities of Owner, which may be recorded in the Clerk and Recorder's Office of Cascade County, Montana.

**3. Fees.** The Owner understands that they are required to pay the following fees as they come due. The absence of any fee from this Agreement which is lawfully charged by the City in connection with construction activity associated with Subject Property shall not constitute a waiver by the City.

**3.1 Recording Fees.** The Owner will pay all recording fees at the rate charged by Cascade County at the time the annexation resolution and this Agreement are submitted for recording.

**3.2 Storm Drain Fee.** The Owner will pay a storm drain fee in the amount of \$250 per acre for annexation of the Subject Property. This equates to **\$61.25** for the total 0.245 acres of the Subject

Property. The total storm drain fee shall be paid to the City no later than 30 days after City Commission action to annex the Subject Property into the City.

**3.3 Payment of Application Fees Acknowledged.** The following fees have been paid by the Owner: \$3,000.00 application fee for annexation and \$400.00 for the administrative plat.

**4. Site Conditions.** The Owner warrants that they have conducted site investigations sufficient to be aware of all natural conditions, including, but not limited to, flooding, slopes, and soils characteristics, that may affect the installation of improvements on the Subject Property. The Owner further warrants that all plans submitted pursuant to this Agreement and all applications for building permits within the Subject Property will properly account for all such conditions. The Owner holds the City harmless for natural conditions and for any faults in their own assessment of those conditions.

**5. On-Site Improvements.** Any on-site improvements required to provide water, sanitary sewer, access, and other similar improvements shall be the responsibility of the Owner. If necessary, the Owner shall provide public utility easements for all required public utilities and any related access to such utilities by the City.

**6. Nonconforming structures.** The City acknowledges previously existing structures on the Subject Property. If these structures are found to be nonconforming, they may continue so long as they remain otherwise lawful, subject to the provisions within OCCGF 17.64.030 – Nonconforming structures.

**7. Special Improvement and Maintenance Districts.** Owner hereby agrees to waive their right to protest and appeal the lawful creation by the City of special improvement or maintenance districts for any proper purpose and shall pay the proportionate share of the costs associated with said special improvement or maintenance districts as they may be applied to the Subject Property.

**8. Park District.** Owner acknowledges that the Subject Property will be, by operation of law and pursuant to Resolution No. 10238, adopted by the City Commission on June 5, 2018, included within the boundaries of the Great Falls Park District Number 1. Owner acknowledges that property within the Great Falls Park District Number 1, including the Subject Property, is subject to annual assessments for the purposes of the Great Falls Park District Number 1 in amounts to be determined by the City Commission each year, in accordance with Resolution No. 10238, as it may be amended or supplemented.

**9. City Acceptance and Zoning.** In consideration of the terms of this Agreement, the City hereby accepts the Subject Property incorporation by annexation into the corporate limits of the City of Great Falls, Montana, with an assigned City zoning classification of R-2 Single-family Medium Density.

**10. Floodplain Regulations.** The subject property is located within the Special Flood Hazard Area as identified by the Federal Emergency Management Agency (FEMA) flood maps. Development, new construction, alteration or substantial improvement may not commence without full compliance with the provisions of OCCGF Title 17, Chapter 56 – Floodplain Overlay Districts and will require a floodplain permit.

**11. Limitation of Liability.** The City will conduct a limited review of plans and perform inspections for compliance with requirements set forth in this Agreement and/or in applicable law. The scope of such review and inspections will vary based upon development type, location and site characteristics. The Owner is exclusively responsible for ensuring that the design, construction drawings, completed construction, and record drawings comply with acceptable engineering practices, State and Federal

requirements, and other applicable standards. The City’s limited plan review and inspections are not substantive reviews of the plans and engineering. The City’s approval of any plans or completed inspections is not an endorsement of the plan or approval or verification of the engineering data and plans. Neither the Owner, nor any third party may rely upon the City’s limited review or approval.

The Owner shall indemnify, hold harmless and defend the City of Great Falls, its officers, agents, servants and employees and assigns from and against all claims, debts, liabilities, fines, penalties, obligations and costs including reasonable attorney fees, that arise from, result from or relate to obligations relating to the Subject Property described herein. Upon the transfer of ownership of the property, the prior owner (whether it is the Owner that signed this agreement or a subsequent owner) indemnity obligation herein for the transferred property is released as to that owner and the indemnity obligation runs to the new owner of the property. Only the owner of the parcel of property at the time the City incurs the claim, debt, liability, fine, penalty, obligation or cost, is obligated to indemnify, and no owner of property is obligated to indemnify for adverse conditions on property owned by someone else. This indemnification by the Owner of the property shall apply unless such damage or injury results from the gross negligence or willful misconduct of the City.

**12. Binding Effect.** The provisions, covenants and terms of this Agreement shall run with the land and bind the present Owner, their devisees, heirs, successors, and assigns; and any and all parties claiming by, through, or under them, shall be taken to agree and covenant with each of the parties to the Agreement, their devisees, heirs, successors and assigns, to conform to the provisions, covenants and terms of this Agreement.

*[remainder of page left intentionally blank]*

IN WITNESS WHEREOF, the parties hereto have set their hands and seal the day, month, and year first hereinabove written.

THE CITY OF GREAT FALLS, MONTANA  
A Municipal Corporation of the State of Montana

\_\_\_\_\_  
Gregory T. Doyon, City Manager

ATTEST:

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

(Seal of City)

APPROVED FOR LEGAL CONTENT\*:

\_\_\_\_\_  
David Dennis, City Attorney

\*By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

Estate of Sharon C. Wilson

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

Its: \_\_\_\_\_

State of \_\_\_\_\_ )  
:ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year Two Thousand and Twenty-four, before me, the undersigned, a Notary Public for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me to the persons whose names are subscribed to the instrument within and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

(NOTARIAL SEAL)

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
406.455.8430 • WWW.GREATFALLSMT.NET

ANNX-000016-2024

LAND USE APPLICATION

Amended Plat of portions of Lot 12, Block 13, Country Club

Name of Project (if applicable):

423 Riverview Court, Great Falls, MT 59404

Project Address:

The Estate of Sharon C. Wilson, Melissa J. Pate, rep.

Applicant/Owner Name:

423 Riverview Court, Great Falls, MT 59404

Mailing Address:

(406) 600-3174

melissajpate@gmail.com

Phone:

Email:

Stephen D. Babb, PLS, CFedS

Representative Name:

(406) 788-6896

babbsurvey@bresnan.net

Phone:

Email:

- Annexation: \$3,000 + \$150/acre
- Preliminary Plat, Major: \$4,000 + \$100/lot
- Final Plat, Major: \$2,000 + \$50/lot
- Minor Subdivision: \$3,000
- Zoning Map Amendment: \$4,000
- Conditional Use Permit: \$3,000
- Planned Unit Development: \$4,000
- Amended Plat, Non-administrative: \$3,000

LEGAL DESCRIPTION:

Portions of Lot 12, Block 13, Country Club Addition

Lot/Block/Subdivision:

Government Lot 10, Section 14, Township 20 North, Range 3 East, Cascade County, MT

Section/Township/Range:

ZONING (ZONING MAP AMENDMENT ONLY):

LAND USE (CONDITIONAL USE ONLY):

Current:

Proposed:

Current:

Proposed:

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

*Melissa Pate* Co-Representative 4.8.2024

Applicant/Owner's Signature:

Date:

*S.D. Babb*

4/8/2024

Representative's Signature:

Date:



Stephen D. Babb  
Professional Land Surveyor

April 8, 2024

City of Great Falls  
Planning & Community Development  
PO Box 5021  
Great Falls, MT 59403-5021

**RE: ANNEXATION: Narrative of proposed use and requested zoning**  
*Amended Plat of portions of Lot 12, Block 13, Country Club Addition*  
423 Riverview Court, Estate of Sharon C. Wilson

Ladies and Gentlemen,

My Client desires to annex portions Meadowlark Country Club property with common boundary lines with their existing Lot.

The existing boundary line relocation which totals 4,850 square feet on the attached Amended Plat on the westerly edge of the existing lot is required to remedy existing improvement and building encroachments which have occurred in the past that have recently come to light.

The existing boundary line relocation which totals 5,841 square feet on the attached Amended Plat on the easterly edge of the existing lot, which lies between the existing lot line as platted and the ordinary low water line of the Missouri River, is required to remedy a dispute between my Client and MLCC as to the ownership of the area.

Both of these proposed boundary relocations have been negotiated and agreed to between my Client and MLCC.

The existing city limits are contiguous and common to the existing lot lines, therefore these areas will need to be annexed into the city in order to facilitate the boundary line changes.

The proposed use of these annexed areas will remain the same as driveway, landscaped area, and river access areas.

The requested zoning on the annexed areas is requested to be R-2, single family, medium density, as is currently the zoning on the existing lot.

Best Regards,

Stephen D. Babb, PLS, CFedS  
Babb Land Surveying, Inc.

MT Reg #11699  
AZ Reg #26917

622 Alice Drive  
Great Falls, MT 59405

PHONE (406) 268-1188  
FAX (406) 268-1189  
CELL (406) 788-6896

Attachment E

THE AMENDED PLAT OF

PORTIONS OF LOT 12, BLOCK 13, COUNTRY CLUB ADDITION, GREAT FALLS, MONTANA

SITUATED IN G.L.O. (GOVERNMENT) LOT 10 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, OF THE PRINCIPAL MERIDIAN, CITY OF GREAT FALLS, CASCADE COUNTY, MONTANA

CERTIFICATE OF DEDICATION

WE, THE UNDERSIGNED OWNERS AND OWNERS REPRESENTATIVES OF THE SUBJECT PROPERTIES, DO HEREBY CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED AND PLATTED INTO LOTS, THE FOLLOWING DESCRIBED PROPERTY TO WIT:

LEGAL DESCRIPTION: LOT 12-A

A PARCEL OF LAND SITUATED IN GOVERNMENT LOT 10, SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, OF THE PRINCIPAL MERIDIAN, CASCADE COUNTY, MONTANA, AND BEING ALL OF LOT 12, BLOCK 13, OF THE COUNTRY CLUB ADDITION, GREAT FALLS, MONTANA, WHICH LIES NORTHERLY OF THE NORTHERLY LINE OF THAT CERTAIN PORTION OF SAID LOT 12 DESCRIBED IN BOOK 242, PAGE 157, DESCRIBED AS FOLLOWS:

COMMENCING AT A 6" DIAMETER CONCRETE MONUMENT WHICH OCCUPIES THE POSITION OF THE NORTHERMOST CORNER OF SAID LOT 12, AND THE POINT OF BEGINNING OF LOT 12-A HEREIN DESCRIBED; THENCE N90°00'00"E A DISTANCE OF 26.84 FEET, MORE OR LESS, TO THE ORDINARY LOW WATER LINE OF THE MISSOURI RIVER; THENCE ALONG SAID ORDINARY LOW WATER LINE S16°04'42"E, MORE OR LESS, A DISTANCE OF 239.94 FEET, MORE OR LESS, TO THE INTERSECTION OF SAID LINE WITH THE EASTERLY EXTENSION OF THE NORTHERLY LINE OF THE PARCEL DESCRIBED IN BOOK 219 OF DEEDS, PAGE 108, RECORDS OF CASCADE COUNTY; THENCE LEAVING SAID ORDINARY LOW WATER LINE AND ALONG SAID EXTENDED LINE, S87°40'56"W A DISTANCE OF 23.47 FEET, MORE OR LESS, TO A 1/2" DIAMETER REBAR, WITH A YELLOW PLASTIC CAP STAMPED "HENEN 2066S" WHICH OCCUPIES THE NORTHEASTERLY CORNER OF SAID PARCEL DESCRIBED IN BOOK 219 OF DEEDS, PAGE 108; THENCE ALONG THE NORTHERLY LINE OF LAST SAID PARCEL, S87°40'56"W (S87°40'30"W RECORDED) A DISTANCE OF 133.02 FEET (133.2 FEET RECORDED) TO A 5/8" DIAMETER REBAR, 24" LONG, WITH A 2-1/2" DIAMETER ALUMINUM CAP STAMPED "STEPHEN D BABB, MT. 11699 LS", HEREINAFTER REFERRED TO AS A "BABB MONUMENT" WHICH OCCUPIES THE POSITION OF THE NORTHWEST CORNER THEREOF ON THE WESTERLY LINE OF SAID LOT 12 AND FROM WHICH THE NORTHERMOST CORNER OF SAID LOT 12 BEARS N14°54'36"E (N14°58'E RECORDED) A DISTANCE OF 245.14 FEET (245.8 FEET RECORDED); THENCE FROM SAID NORTHWEST CORNER, LEAVING THE WESTERLY LINE OF SAID LOT 12, N03°39'39"W A DISTANCE OF 67.87 FEET TO A BABB MONUMENT; THENCE N07°27'55"E A DISTANCE OF 63.09 FEET TO A BABB MONUMENT; THENCE N18°17'03"E A DISTANCE OF 68.93 FEET TO A BABB MONUMENT; THENCE N42°24'52"E A DISTANCE OF 55.72 FEET TO THE POINT OF BEGINNING OF LOT 12-A, HEREIN DESCRIBED; CONTAINING IN ALL 26,264 SQUARE FEET OR 0.603 ACRES, MORE OR LESS; TOGETHER WITH

LEGAL DESCRIPTION: LOT 12-B

A PARCEL OF LAND SITUATED IN GOVERNMENT LOT 10, SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, OF THE PRINCIPAL MERIDIAN, CASCADE COUNTY, MONTANA, AND BEING ALL OF LOT 12, BLOCK 13, OF THE COUNTRY CLUB ADDITION, GREAT FALLS, MONTANA, WHICH LIES SOUTHERLY OF THE SOUTHERLY LINE OF THAT CERTAIN PORTION OF SAID LOT 12 DESCRIBED IN BOOK 219 OF DEEDS, PAGE 108, AND BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A 5/8" DIAMETER REBAR, 24" LONG, WITH A 2-1/2" DIAMETER ALUMINUM CAP STAMPED "STEPHEN D BABB, MT. 11699 LS", HEREINAFTER REFERRED TO AS A "BABB MONUMENT" WHICH OCCUPIES THE POSITION OF THE SOUTHEASTERMOST CORNER OF SAID LOT 12 AND THE POINT OF BEGINNING OF LOT 12-B, HEREIN DESCRIBED, WHICH IS ON A CURVE OF A CIRCULAR CURVE TO THE LEFT, WITH A RADIUS WHICH BEARS S02°18'18"W A DISTANCE OF 50.00 FEET; THENCE ALONG THE SOUTHERLY BOUNDARY OF SAID LOT 12 AND ALONG LAST SAID CURVE, THROUGH A CENTRAL ANGLE OF 23°04'29" AN ARC DISTANCE OF 20.14 FEET TO A 1/2" DIAMETER REBAR, WITH A YELLOW PLASTIC CAP STAMPED "HENEN 2066S" WHICH OCCUPIES THE POSITION OF THE SOUTHWESTERMOST CORNER OF SAID LOT 12; THENCE ALONG A WESTERLY LINE OF SAID LOT 12, N08°47'00"W A DISTANCE OF 157.93 FEET (158.1 FEET RECORDED) TO A BABB MONUMENT WHICH OCCUPIES AN ANGLE POINT IN THE WESTERLY BOUNDARY OF SAID LOT 12 AND IS ON THE SOUTHERLY LINE OF SAID PORTION OF LOT 12 DESCRIBED IN BOOK 219 OF DEEDS, PAGE 108; THENCE ALONG SAID SOUTHERLY LINE, N87°37'59"E (N87°40'30"E RECORDED) A DISTANCE OF 20.13 FEET TO A BABB MONUMENT WHICH OCCUPIES THE POSITION OF AN ANGLE POINT IN THE EASTERLY BOUNDARY OF SAID LOT 12; THENCE ALONG SAID EASTERLY BOUNDARY, S08°47'00"E A DISTANCE OF 155.53 FEET (155.5 FEET RECORDED) TO THE POINT OF BEGINNING OF LOT 12-B, HEREIN DESCRIBED;

CONTAINING IN ALL 3,121 SQUARE FEET OR 0.072 ACRES, MORE OR LESS; AND

THE ABOVE DESCRIBED REAL PROPERTY IS TO BE KNOWN AND DESIGNATED AS:

"THE AMENDED PLAT OF PORTIONS OF LOT 12, BLOCK 13, COUNTRY CLUB ADDITION, GREAT FALLS, MONTANA"; AND

PURPOSE STATEMENT

WITH REGARD TO LOT 12-A: THE PURPOSE OF THIS AMENDED PLAT IS TO RELOCATE A COMMON BOUNDARY LINE BETWEEN A SINGLE LOT WITH A PLATTED SUBDIVISION AND ADJOINING LAND OUTSIDE A PLATTED SUBDIVISION IN ORDER TO RECTIFY EXISTING ENCROACHMENTS AND TO CLARIFY ADJACENT RIVER BANK OWNERSHIP; AND WITH REGARD TO LOT 12-B: THE PURPOSE OF THIS AMENDED PLAT IS TO RE-TRACE THE BOUNDARIES OF AN EXISTING PARCEL OF LAND THAT WAS CREATED IN 1952 WHEN A PORTION OF LOT 12 WAS CONVEYED BY BOOK 219 OF DEEDS, PAGE 108, WHICH DIVORCED THE PORTION OF LOT 12 IDENTIFIED HEREON AS "LOT 12-B" FROM THE ORIGINAL LOT 12; AND

EXEMPTION FROM REVIEW: CITY OF GREAT FALLS

THEREFORE THIS AMENDED PLAT IS EXEMPT FROM REVIEW AS A SUBDIVISION BY THE CITY OF GREAT FALLS PURSUANT TO M.C.A. 76-3-207(1)(e) WHICH STATES:

- (1) EXCEPT AS PROVIDED IN SUBSECTION (2), UNLESS THE METHOD OF DISPOSITION IS ADOPTED FOR THE PURPOSE OF EVADING THIS CHAPTER, THE FOLLOWING DIVISIONS OR AGGREGATIONS OF TRACTS OF RECORD OF ANY SIZE, REGARDLESS OF THE RESULTING SIZE OF ANY LOT CREATED BY THE DIVISION OR AGGREGATION, ARE NOT SUBDIVISIONS UNDER THIS CHAPTER BUT ARE SUBJECT TO THE SURVEYING REQUIREMENTS OF 76-3-401 FOR DIVISIONS OR AGGREGATIONS OF LAND OTHER THAN SUBDIVISIONS AND ARE SUBJECT TO APPLICABLE ZONING REGULATIONS ADOPTED UNDER TITLE 76, CHAPTER 2: (e) divisions made for the purpose of relocating a common boundary line between a single lot within a platted subdivision and adjoining land outside of a platted subdivision. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas; AND

EXEMPTION: MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY

WE FURTHER CERTIFY THAT LOT 12-A IS EXEMPT FROM REVIEW AS A SUBDIVISION BY THE STATE OF MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT A.R.M. 17.36.605(2)(c)(i)(ii)(iii)(A)(B)(C)(D), WHICH STATES:

- (2) The reviewing authority may exclude the following parcels created by divisions of land from review under Title 76, chapter 4, part 1, MCA, unless the exclusion is used to evade the provisions of that part: (c) a parcel that will be affected by a proposed boundary line adjustment, if the parcel has existing facilities for water supply, wastewater disposal, storm drainage, or solid waste disposal that were not subject to review, and have not been reviewed, under Title 76, chapter 4, part 1, MCA, and if: (i) no facilities, other than those in existence prior to the boundary line adjustment, or those that were previously approved as replacements for the existing facilities, will be constructed on the parcel; (ii) existing facilities on the parcel complied with state and local laws and regulations, including permit requirements, which were applicable at the time of installation, and (iii) the local health officer determines that existing facilities are adequate for the existing use; AND

(CONTINUED ON NEXT COLUMN)

CERTIFICATE OF DEDICATION (continued...)

WE FURTHER CERTIFY THAT LOT 12-B IS EXEMPT FROM REVIEW AS A SUBDIVISION BY THE STATE OF MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY BECAUSE LOT 12-B OF THIS AMENDED SUBDIVISION PLAT IS A RE-TRACEMENT OF AN EXISTING PARCEL OF LAND THAT WAS DIVORCED FROM THE ORIGINAL LOT 12 BY THE CONVEYANCE OF A PORTION OF LOT 12 AS RECORDED AT BOOK 219, OF DEEDS, PAGE 108 IN 1952; AND THEREFORE NO NEW PARCEL IS BEING CREATED AND NO BOUNDARIES OF THE EXISTING PARCEL BEING RE-TRACED ARE BEING CHANGED.

SO CERTIFIED, DEDICATED, AND DESIGNATED this \_\_\_\_ day of \_\_\_\_\_, 2024, For: Melissa J. Pate

By: Melissa J. Pate, Personal Representative, Sharon C. Wilson Estate  
ACKNOWLEDGED  
State of MONTANA )  
County of CASCADE ) ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared MELISSA J. PATE, known to me to be the Personal Representative of the Sharon C. Wilson Estate and the person which executed the foregoing instrument.

Notary Public for the State of Montana: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

SO CERTIFIED, DEDICATED, AND DESIGNATED this \_\_\_\_ day of \_\_\_\_\_, 2024, For: Delia J. Singer

By: Delia J. Singer, Personal Representative, Sharon C. Wilson Estate  
ACKNOWLEDGED  
State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared DELIA J. SINGER, known to me to be the Personal Representative of the Sharon C. Wilson Estate and the person which executed the foregoing instrument.

Notary Public for the State of \_\_\_\_\_: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

SO CERTIFIED, DEDICATED, AND DESIGNATED this \_\_\_\_ day of \_\_\_\_\_, 2024, For and on behalf of Meadowlark Country Club, Inc.:

By: Jason Kunz, President of the Board of Directors  
ACKNOWLEDGED  
State of MONTANA )  
County of CASCADE ) ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared JASON KUNZ, known to me to be the President of the Meadowlark Country Club, Inc. Board of Directors and the person which executed the foregoing instrument.

Notary Public for the State of Montana: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

CERTIFICATE OF COUNTY TREASURER

I, DIANE C. HEIKKILA, CASCADE COUNTY TREASURER, DO HEREBY CERTIFY PURSUANT TO SECTION 76-3-207(3) M.C.A., THAT ALL REAL PROPERTY TAXES ASSESSED AND LEVIED ON THE LAND DESCRIBED HEREON HAVE BEEN PAID;

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

DIANE C. HEIKKILA, CASCADE COUNTY TREASURER BY: \_\_\_\_\_ DEPUTY

CERTIFICATE OF SURVEYOR

I, STEPHEN D. BABB, PROFESSIONAL LAND SURVEYOR, MONTANA REGISTRATION, #11699LS, AND CERTIFIED FEDERAL SURVEYOR #1355, DO HEREBY CERTIFY THAT DURING THE MONTH OF AUGUST, 2021, AND JANUARY, 2024, THAT I PERFORMED THE SURVEY THAT THE ACCOMPANYING PLAT REPRESENTS AND THAT THIS SURVEY IS IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN 76-3-402 AND 403, M.C.A., AND THAT THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN;

DATED THIS 7th DAY OF February, 2024.

**PRELIMINARY**  
THIS SURVEY AND PLAT ARE VALID ONLY IF THE PRINT HAS THE ORIGINAL SEAL AND SIGNATURE OF THE LAND SURVEYOR

STEPHEN D. BABB, PROFESSIONAL LAND SURVEYOR, MONTANA REGISTRATION #11699LS, CERTIFIED FEDERAL SURVEYOR #1355

RECORD DATA SOURCES

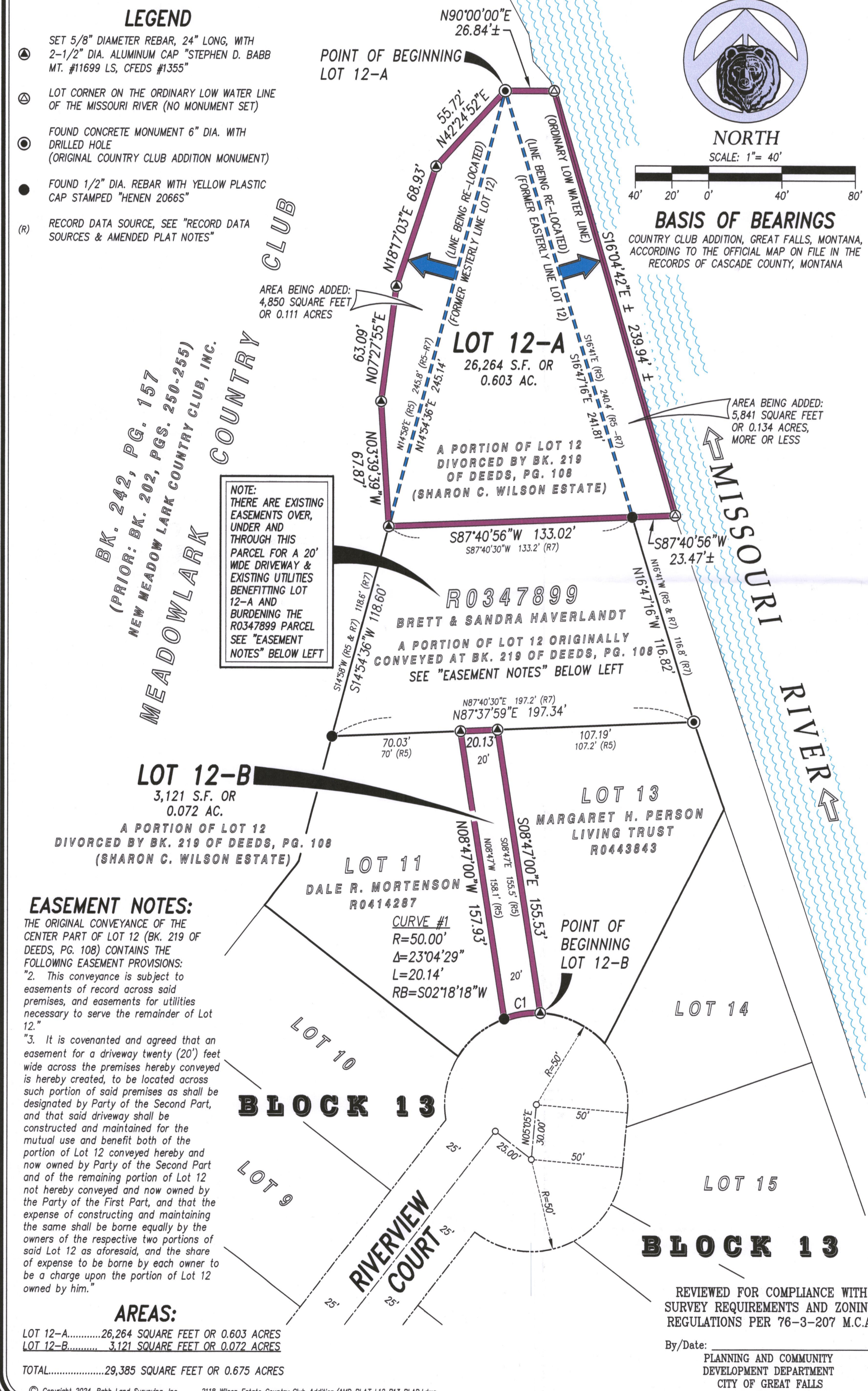
- (R1) RECORD DATA FROM U.S. GOVERNMENT PATENT DOCUMENT 1477 TO JAMES W. MATKIN FOR G.L.O. LOT 10, SEC. 14, T.20N., R.3E., P.M., CASCADE COUNTY, MONTANA (APRIL 7, 1890)
- (R2) UNKNOWN CONVEYANCE SOMETIME BETWEEN 1890 AND 1949 TO MEADOW LARK COUNTRY CLUB
- (R3) RECORD DATA FROM BARCAH AND SALE DEED IN BOOK 200 OF DEEDS, PAGE 381 (5819) FROM MEADOW LARK COUNTRY CLUB TO COUNTRY CLUB HOME OWNERS, INCORPORATED (APRIL 1, 1949)
- (R4) RECORD DATA FROM BOOK 202 OF DEEDS, PAGES 250-254; MEADOW LARK COUNTRY CLUB TO COUNTRY CLUB HOME OWNERS, INCORPORATED (MAY 13, 1949) & CORRECTION WARRANTY DEED IN BOOK 202 OF DEEDS, PAGE 460 (OCTOBER 1, 1949)
- (R5) RECORD DATA FROM THE SUBDIVISION PLAT OF THE "COUNTRY CLUB ADDITION, GREAT FALLS, MONTANA" (RECORDED OCTOBER 15, 1949)
- (R6) UNKNOWN CONVEYANCE FROM COUNTRY CLUB HOME OWNERS INCORPORATED TO JANE C. DARLING FOR LOT 12, BLOCK 13 (BETWEEN OCT. 15, 1949 & JUNE 6, 1952)
- (R7) \*RECORD DATA FROM BOOK 219 OF DEEDS, PAGES 108-110; JANE C. DARLING TO FRANK L. McPHAIL FOR A PORTION OF LOT 12, BLOCK 13 (JUNE 6, 1952) SUBSEQUENT CONVEYANCES OF THE SAME PORTION OF LOT 12, BLOCK 13:  
A. REEL 167, DOC. 173 (MAY 1, 1974); HELENE T. McPHAIL TO PAUL E. MATTEUCCI  
B. REEL 288, DOC. 456 (DECEMBER 31, 1996); PAUL E. MATTEUCCI TO PAUL E. MATTEUCCI & MARGARET R. MATTEUCCI  
C. R0347899 (NOVEMBER 17, 2017); MARGARET R. MATTEUCCI TO BRETT HAVERLANDT AND SANDRA HAVERLANDT

- (R7) NOTE 1: THIS ORIGINAL CONVEYANCE OF THE CENTER PORTION OF LOT 12, BLOCK 13, WAS DONE WITHOUT BENEFIT OF AN AMENDED SUBDIVISION PLAT. AS A RESULT THIS CONVEYANCE DIVORCED THE CENTER PART OF THE LOT FROM THE 20 FOOT WIDE ENTRY PORTION ON THE SOUTH AND THE TRIANGULAR PORTION OF THE LOT REMAINING ON THE NORTH THEREBY CREATING THREE SEPARATE PARCELS LABELED HEREON AS LOT 12-A, LOT 12-B AND R0347899.
- (R7) NOTE 2: DARLING RETAINED OWNERSHIP TO BOTH THE 20 FOOT WIDE ENTRY PORTION AND THE REMAINING NORTH TRIANGULAR PORTION OF THE ORIGINAL LOT 12, BLOCK 13, AND SUBSEQUENTLY CONVEYED TITLE TO BOTH OF THESE PARCELS TO JAMES R. & SHARON C. WILSON IN (R8)
- (R8) RECORD DATA FROM REEL 75, DOCUMENT 1620; (DECEMBER 20, 1971) JANE C. DARLING TO JAMES R. & SHARON C. WILSON FOR UNADJUSTED PORTION OF LOT 12-A & LOT 12-B SHOWN HEREON (LOT 12 LESS AND EXCEPT THE PORTION CONVEYED IN (R7)). SUBSEQUENT CONVEYANCES OF THE SAME PORTIONS OF LOT 12:  
A. R0029449 AFFIDAVIT OF SURVIVING JOINT TENANT SPOUSE; RECORDED MAY 20, 2002  
B. R0055861 CORRECTED AFFIDAVIT OF SURVIVING JOINT TENANT SPOUSE; RECORDED MAY 29, 2003

**OWNERS:**  
PORTIONS OF LOT 12, BLOCK 13:  
THE ESTATE OF SHARON C. WILSON  
MELISSA J. PATE & DELIA J. SINGER, PERSONAL REPRESENTATIVES  
423 RIVERVIEW COURT  
GREAT FALLS, MT. 59404

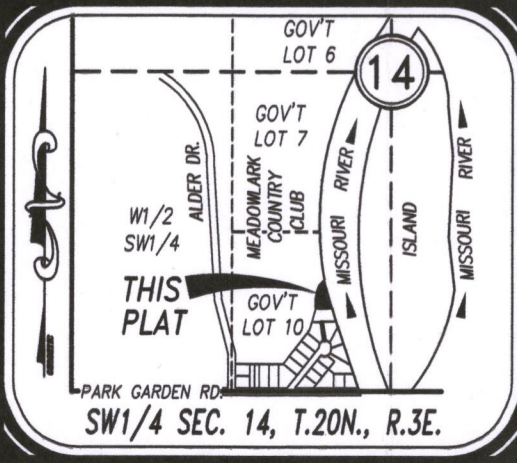
LAND EASTERLY & WESTERLY OF LOT 12-A, BLOCK 13:  
MEADOW LARK COUNTRY CLUB, INC.  
MICHAEL BOWMAN, GENERAL MANAGER  
300 COUNTRY CLUB BLVD.  
GREAT FALLS, MT. 59404-3355

**SITE ADDRESS:**  
423 RIVERVIEW COURT  
GREAT FALLS, MT 59404



CITY-COUNTY HEALTH DEPT  
Great Falls, Montana  
Exempt From Health Dept. Review  
Date: \_\_\_\_\_  
By: \_\_\_\_\_

SHEET 1 OF 1  
**THE AMENDED PLAT**  
OF PORTIONS OF LOT 12, BLOCK 13 OF THE  
COUNTRY CLUB ADDITION, GREAT FALLS  
CASCADE COUNTY, MONTANA  
DATE FEB. 7, 2024  
JOB NO. 2118 XREF:  
SCALE 1" = 40'  
DRAWN S. BABB



**B A B B**  
LAND SURVEYING, INC.  
622 ALICE DRIVE GREAT FALLS MONTANA 59405  
(406) 288-1188 • (406) 788-8896 CELL • EMAIL: BABB@SURVEYOR.COM

**From:** [mollymail@earthlink.net](mailto:mollymail@earthlink.net) <[mollymail@earthlink.net](mailto:mollymail@earthlink.net)>

**Sent:** Friday, May 24, 2024 7:41 AM

**To:** Jamie Nygard <[jnygard@greatfallsmt.net](mailto:jnygard@greatfallsmt.net)>

**Subject:** 423 Riverview Ct annexation & R-2 zoning

Dear Commission Members:

As a Riverview Court neighbor, I am writing in support of the proposed annexation of 423 Riverview Ct., and in support of the City classifying it as R-2 Single family Medium Density zoning.

Performing this boundary line adjustment with the intent of including the existing building and improvements into this property is appropriate.

Thank you,

Molly Person