



**City Commission Meeting, February 18, 2025 Agenda**  
**2 Park Drive South, Great Falls, MT**  
**Commission Chambers, Civic Center**  
**February 18, 2025**  
**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**

## 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.)*

1. Miscellaneous reports and announcements.

## NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

## BOARDS AND COMMISSIONS

3. Miscellaneous reports and announcements from Boards and Commissions.
4. Appointments to the Great Falls Planning Advisory Board/Zoning Commission.

## CITY MANAGER

5. 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.*

6. Minutes, February 4, 2025, City Commission Meeting.
7. Total Expenditures of \$2,045,714 for the period of January 16, 2025 through January 29, 2025, to include claims over \$25,000, in the amount of \$1,538,575.
8. Contracts List.
9. Grants List.
10. Approve Change Order #2 in the amount of \$25,652 to A & R Construction, LLC for the Great Falls Animal Shelter Remodel Project, utilizing funds from the Animal Shelter H.U.G fundraising project, and authorize the City Manager to execute the change order documents.
11. Set a public hearing for March 4, 2025 on Resolution 10568, to Establish Golf Fees.
12. Set a public hearing for March 18, 2025 on Resolution 10567, a Conditional Use Permit (CUP) to expand a nonconforming use to construct a building addition onto the existing church located in the R-2 zoning district upon the property addressed as 800 Sacajawea Drive.

**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

## OLD BUSINESS

## NEW BUSINESS

13. Construction Contract: Phase 2 CDBG 32nd Street South ADA Upgrades Project. *Action: Award or not award a contract in the amount of \$870,085 to United Materials of Great Falls, Inc., and authorize or not authorize the City Manager to execute the necessary documents. (Presented by Christoff Gaub)*

14. Construction Contract: 7th Ave NW Street Reconstruction, 11th Street NW to 12th Street NW Project. *Action: Award or not award a contract in the amount of \$569,812.50 to United Materials of Great Falls, Inc., and authorize or not authorize the City Manager to execute the necessary documents. (Presented by Christoff Gaub)*

## **ORDINANCES / RESOLUTIONS**

### **CITY COMMISSION**

15. Miscellaneous reports and announcements from the City Commission.
16. Commission Initiatives.
17. Legislative 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: February 18, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Appointments to the Great Falls Planning Advisory Board/Zoning Commission

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Appoint three members to the Great Falls Planning Advisory Board/Zoning Commission.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Great Falls Planning Advisory Board/Zoning Commission for three-year terms through December 31, 2027.”

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

**Summary:** Dave Bertelsen was appointed to the Planning Advisory Board/Zoning Commission on August 15, 2017 for a partial term and subsequently reappointed for two full terms through December 31, 2024. Samantha Kaupish was appointed on December 18, 2018 for her first term and reappointed on January 19, 2022 for her second term, which ran through December 31, 2024. Both members are considered termed. In accordance with Resolution 10524, *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.* Jake Schneiderhan was appointed to the Board on April 25, 2023 for the remainder of a three-year term through December 31, 2024. Mr. Schneiderhan is not interested in serving an additional term.

The City advertised for citizen interest and received seven applications. Planning Board Chair Bertelsen, Planning and Community Development Director Brock Cherry and PCD Administrative Assistant Jamie Nygard conducted interviews with each of the applicants. Note, Vice Planning Board Chair was also invited to attend but was unable to last minute. The applications were included in the January 28, 2025 Planning Board Meeting Packet and Chair Bertelsen provided a summary of the interview process. He also provided his recommendation based on those interviews. The Board voted to recommend appointment of Jim Wingerter, David Cantley and Michael Gorecki to three-year terms through December 31, 2027.

**Background:** The Great Falls Planning Advisory Board was created in lieu of the Great Falls City-County Planning Board. Further, the advisory board has jurisdiction within the City limits; consists of seven citizen members appointed by the City Commission; and, performs and provides the duties, services and functions specified in Ordinance No. 2913, generally involving growth policies, subdivision applications and plats, annexation applications, zoning and rezoning petitions, conditional use permits, long range planning, transportation planning, Community Transportation Enhancement Program administration, historic preservation services, etc. Members must reside within the city limits. City employees and elected officials are not eligible for appointment.

Current Board Members:

Pat Green	5/4/2021 – 12/31/2025
Julie Essex	12/6/2022 – 12/31/2025
Lindsey Gray (Bullock)	3/2/2021 – 12/31/2026
Tory Mills	3/6/2018 – 12/31/2026
Samantha Kaupish	1/1/2019 – 12/31/2024
Dave Bertelsen	8/15/2017 – 12/31/2024
Jake Schneiderhan	4/18/2023 – 12/31/2024

Citizens interested in serving on the Board:

Zac Griffin  
 David Cantley  
 Michael Keith Bicsak  
 Beth Price Morrison  
 Jim Wingerter  
 Joe McMillen  
 Michael Gorecki

**Alternatives:** City Commission could choose not to appoint the recommended applicants and appoint other applicants or direct staff to continue to advertise.

**Attachments/Exhibits:**

Applications  
 Email from PCD Director



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

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

Board/Commission Applying For: <b>Planning Advisory Board</b>		Date of Application: <b>10.9.2024</b>
Name: <b>Zac Griffin</b>		
Home Address: <b>901 40th Ave NE</b>		Email address: <b>zac@gfar.realtor</b>
Home Phone:	Work Phone: <b>4064532752</b>	Cell Phone: <b>4068689366</b>
Occupation: <b>CEO</b>		Employer: <b>Great Falls Association of REALTORS</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: I have served on many committees and boards regarding growth and planning. I was in Williston ND during the boom and was on front lines during the development of the area. I feel I would bring a different perspective to the growth and planning of Great Falls		
Educational Background: 25 years of executive management experience. I owned my own Oil and Gas consulting company Current CEO		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities:		
Previous and current public experience (elective or appointive): <b>None</b>		
Membership in other community organizations: GFDA GFPS Alliance for Youth United Way of Cascade County		

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

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

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

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

Are you a Qualified Elector? Yes  No   
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?  
I am currently very involved in the growth and planning of our community. As the CEO of GFAR, I am working with many groups to bring housing opportunities to GF

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
Executive management experience  
Business Development  
Growth development

Additional comments:

Signature 

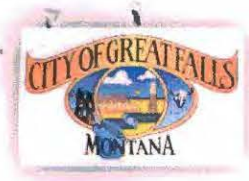
Date:  
10.9.2024

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.

**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: Planning Advisory Board
Date of Application: November 6, 2024
Name: David J. Cantley
Home Address: 2905 4th Ave N
Email address: david.cantley.aia@gmail.com
Home Phone: (406) 836-9068
Work Phone: (406) 836-9068
Cell Phone: (406) 836-9068
Occupation: Architect
Employer: Self-employed (Recently retired from LPW Architecture)
Would your work schedule conflict with meeting dates? Yes [ ] No [x] (If yes, please explain)
Related experiences or background: Licensed architect with 29 years of experience...
Educational Background: Professional Bachelors of Architecture, Montana State University, 1997
Masters of Architecture, Montana State University, 2009
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:
Previous and current service activities: Past President, Great Falls Lion's Club
Current Member, Great Falls Lion's Club
Past Chairman of the Great Falls Design Review Board
Past Board Member, Great Falls Children's Receiving Home
Previous and current public experience (elective or appointive):
Membership in other community organizations: Great Falls Society of Architects



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?  
Past Chairman and member of the Great Falls Design Review Board

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?  
As a semi-retired architect, I feel I can be of service by sharing the expertise I built over the past 29 years. I believe I offer a directly applicable skill set and perspective, and look forward to teaming with others who have differing perspectives and complimentary areas of expertise. As a proud Great Falls native, I am interested in contributing to thoughtful discussions and decisions that will support the ability for Great Falls to thrive by embracing quality growth, balanced with protecting and enhancing our quality of life and sense of place.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
In addition to the experience described above, as the registered design professional on hundreds of projects constructed in the City of Great Falls over the past 29 years, I have significant experience coordinating & teaming with multiple City of Great Falls departments, including but not limited to; Planning and Community Development, Public Works, Fire Rescue, Parks & Recreation, and the Police Department. I have also facilitated many public outreach endeavors for my various clients over the years, where I fostered the ability to listen & communicate with professional candor and sensitivity.

Additional comments:  
References and/or letters of recommendation available upon request.

Signature  Date: 11/7/24

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)

**RECEIVED**  
OCT 31 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:		Date of Application:	
CITY PLANNING ADVISORY BOARD		10/31/2024	
Name:			
MICHAEL KEITH BICSAK			
Home Address:		Email address:	
312 35TH AVE NE, GREAT FALLS, MT 59404		HOME: SGT_MULVANEY@YAHOO.COM WORK: MBICSAK@360-OS.COM	
Home Phone:	Work Phone:	Cell Phone:	
		(406)868-1699	
Occupation:		Employer:	
AREA SALES MANAGER (G.F., HELENA, BUTTE)		360 BUSINESS SOLUTIONS (SOON TO BE STAPLES BUSINESS ADVANTAGE)	
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:			
AS A FORMER INSURANCE AGENT I WAS IN TOUCH WITH HOUSING AND BUSINESS DEVELOPMENT AND NEEDS. ALSO FORMER AFFILIATE MEMBER OF THE G.F. ASSOCIATION OF REALTORS AND ATTENDED WEEKLY MEETINGS AND WAS A MEMBER OF THEIR YPN GROUP. I REGULARLY ATTENDED G.F. DEVELOPMENT ALLIANCE "COFFEE AND BUSINESS" MEETINGS BEFORE IT WAS DISCONTINUED AND STILL READ THE WEEKLY EMAIL UPDATES FROM THE GFDA. I AM AN ACTIVE MEMBER OF THE CHAMBER OF COMMERCE & SERVE ON COMMUNITY BOARDS.			
Educational Background:			
HIGH SCHOOL (CMR 1997), SOME COLLEGE (DICKINSON STATE UNIVERSITY, WHAT IS NOW GF COLLEGE MSU), MONTANA INSURANCE LICENSING (PROPERTY, CASUALTY, LIFE, HEALTH)			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities:			
FUTURE OF THE FALLS COMMUNITY FORUMS: HELPED INVITE PEOPLE TO FORUMS AND SOME PLANNING BASECAMP GREAT FALLS: YOUNG PROFESSIONALS GROUP SPAWNING FROM THE FUTURE OF THE FALLS FORUMS, SERVING AS TREASURER AND ON COMMUNITY OUTREACH BOARD. PARTICIPATION IN G.F. CITY 101 CITIZENS ACADEMY, GFDP CITIZENS ACADEMY, GFFR CITIZENS ACADEMY APPLIED BUT WAS NOT SELECTED FOR GFPA ADVISORY BOARD			
Previous and current public experience (elective or appointive):			
NONE			
Membership in other community organizations:			
GF AREA COMMUNITY FOUNDATION BOARD MEMBER. CURRENT AND PAST MEMBER OF UNITED WAY OF CASCADE COUNTY CAMPAIGN COMMITTEE, SPECIAL OLYMPICS OF MT POWERLIFTING DIRECTOR 2017-2020 AND ANNOUNCER AT SPRING GAMES, GREAT FALLS CHAMBER OF COMMERCE: CHAMBER AMBASSADOR COMMITTEE (FORMER CHAIR), BNG #3 (CURRENT CHAIR), EARNED EAGLE SCOUT RANK AND LATER SAT ON EAGLE REVIEW BOARD FOR LEWIS AND CLARK DISTRICT.			

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

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

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

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

Are you a Qualified Elector? Yes  No   
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?  
I LOVE GREAT FALLS & WOULD LOVE TO, IF EVEN IN JUST A SMALL WAY, PARTICIPATE IN THE GROWTH & DEVELOPMENT OF THE CITY I WAS BORN AND RAISED IN & HAVE RAISED MY OWN FAMILY IN. THERE IS A HUGE DEMAND FOR HOUSING & BUSINESS DEVELOPMENT IN G.F. THAT MUST BE ADDRESSED, BUT I BELIEVE WE MUST ALSO BE SELECTIVE & CALCULATED IN OUR APPROACH. I AM A HUGE PROponent OF GROWTH & DEVELOPMENT, BUT AM ALSO REALISTIC IN THAT ALL PROJECTS ARE NOT WINNERS & SHOULD NOT BE APPROVED SIMPLY FOR THE SAKE OF GROWTH. WE HAVE SEEN POPULATION BOOMS ALL THROUGH MONTANA, & IT WILL INEVITABLY REACH GREAT FALLS IN THE NEAR FUTURE AS PEOPLE DISCOVER WE ARE A HIDDEN GEM THAT IS CENTRALLY LOCATED IN THE STATE WITH RECREATION WITHIN CITY LIMITS & NEARBY ACCESS TO SKIING, FISHING, HUNTING & HIKING, WITH AN INT'L AIRPORT, & BUSINESS FRIENDLY. WE NEED TO PREPARE, & UNLIKE OTHER CITIES HAVE UNIQUE OPPORTUNITY TO PLAN FOR THE BOOM.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
MY PAST PROFESSION AS AN INSURANCE AGENT AND CURRENT POSITION AS A GM/AREA SALES MANAGER OF A BUSINESS IN GREAT FALLS HAS MADE ME AWARE AND KEPT ME IN TUNE OF HOUSING AND BUSINESS DEVELOPMENT. I GAINED FURTHER INTEREST AND KNOWLEDGE OF THE HOUSING INDUSTRY AS AN AFFILIATE MEMBER OF THE G.F. ASSOCIATION OF REALTORS, AND THE BUSINESS SECTOR THROUGH GFDA AND CHAMBER INVOLVEMENT. I WAS ALSO FASCINATED AND GLEANED A LOT OF KNOWLEDGE BY PARTICIPATION IN THE CITY 101, GFPD, AND GFFR CITIZENS ACADEMIES AND WORKING WITH FORMER MAYOR BOB KELLY AND FORMER COMMISSIONER MARY MOE IN THE "FUTURE OF THE FALLS" AND THEN "BASECAMP GREAT FALLS".

Additional comments:  
I WOULD BE HONORED TO SERVE ON THIS BOARD.

Signature:  Date: 10/31/2024

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.

**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)

Agenda #4.

RECEIVED  
OCT 23 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: <i>Planning Advisory Board</i>		Date of Application: <i>10-22-2024</i>	
Name: <i>Beth Price Morrison</i>			
Home Address: <i>325 Riverview West Great Falls, MT 59404</i>		Email address: <i>bethprice1118morrison@gmail.com</i>	
Home Phone: <i>N/A</i>	Work Phone: <i>406 952-0468</i>	Cell Phone: <i>406 750-0804</i>	
Occupation: <i>Substance Abuse Prevention</i>		Employer: <i>Alliance for Youth</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <i>See attached</i>			
Educational Background: <i>See attached</i>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <i>See attached</i>			
Previous and current public experience (elective or appointive): <i>See attached</i>			
Membership in other community organizations: <i>See attached</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?

Cascade County DUI Task force 2021-Present

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

Cascade County DUI Task force

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?

See attached

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

See attached

Additional comments:

See attached

Signature



Date:

10.22.2021

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

**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

**City of Great Falls  
Board & Commissions  
Citizen Interest Form  
Attachment**

**Beth Price Morrison**

**Related experiences or background:**

- **Community Engagement:** My work with the Cascade County Substance Abuse Prevention Alliance coalition addresses community needs, particularly around public health, education and youth welfare. This demonstrates an ability to understand and act on local concerns.
- **Youth Advocacy:** My involvement in programs like the Great Falls Public School District's Peer Mentoring Program shows I am deeply invested in the well-being of young people. This experience can contribute to planning discussions, especially those involving youth spaces or facilities.
- **Organizational Skills:** Managing events and coordinating initiatives, as seen with an annual youth craft show and substance abuse prevention educational programs, highlights my ability to plan, organize and oversee projects—skills that are essential for city planning.
- **Public Awareness Efforts:** My work in promoting awareness, from social media posts about local news to advocating for legislation, reflects my ability to understand community dynamics and communicate effectively.
- **Problem-Solving:** Addressing underage substance use, advocating for stricter driving laws and my role as a Court Appointed Special Advocate Guardian Ad Litem (CASA-GAL) demonstrate my commitment to tackling complex social issues, a skill valuable for city planning.
- **Vision for Community Improvement:** My professional goals of enhancing youth mental health and combating the influence of addictive substance industries indicate a forward-thinking approach to community development.

**Educational Background:**

- BA in Journalism - University of Montana
- Graphic Design - Great Falls College MSU
- Certified Substance Abuse Prevention Specialist

**Additional Certifications:**

- Question, Persuade, Refer (QPR) Suicide Prevention Trainer
- Youth Mental Health First Aid Trainer
- Narcan Master Trainer
- Responsible Alcohol Sales & Service Trainer

**Additional Training Received:**

- Substance Abuse Prevention Skills Training
- Native American Substance Abuse Prevention Skills Training
- Ethics in Prevention
- Public Health

- Positive Cultural Framework
- Screening, Brief Intervention & Referral to Treatment
- CPR & First Aid
- Cultural Relevancy & Standards of Care in Indigenous Populations
- Strategic Prevention Framework
- Drug Endangered Children
- Human Trafficking
- Prime for Life (Minor in Possession)
- Responsible Alcohol Sales & Service
- Active Shooter Preparedness
- Social Determinants of Health
- Motivational Interviewing
- Meeting Facilitation
- Collaborating with Key Stakeholders
- Policy Change

**Previous and Current Service Activities (elected or appointed):**

- Court Appointed Special Advocate Guardian Ad Litem (CASA-GAL\_
- Montana Parent Teacher Association
- Cascade County DUI Task Force
- Northcentral Montana MMIP & Human Trafficking Task Force
- Prevent Child Abuse and Neglect Task Force
- NoMore Violence Week Planning Committee
- Stop the Stigma Planning Committee
- Prevention Specialist Advisory Board

**Membership in other community organizations:**

- Daughters of the American Revolution
- Phi Theta Kappa
- Honorary Lifetime Member Montana PTA

**Please describe your interest in serving on this board/commission:** My background in advocacy, coalition-building and community service has equipped me to contribute meaningfully to discussions around infrastructure, housing and public spaces, with a focus on sustainability and long-term prosperity. Ultimately, my goal is to help shape a city that listens to the needs and voices of its residents, fostering a stronger, more connected Great Falls.

**Please describe your experience and/or background which you believe qualifies you for service on this board/commission:** My experience and background have equipped me with a strong foundation for serving on the Planning Advisory Board. With a BA in Journalism from the University of Montana and additional training in Graphic Design from Great Falls College MSU, I bring effective communication and creative problem-solving skills. Over the past seven years with Alliance for Youth, I have gained extensive

training in areas like public health, cultural competency and strategic planning, which have helped me understand the complex needs of our community.

As a Certified Substance Abuse Prevention Specialist and trainer in suicide prevention, youth mental health and Narcan administration, I have led initiatives focused on improving community safety and well-being. My work has involved extensive collaboration with local organizations, schools and task forces, such as the Cascade County DUI Task Force, Northcentral Montana MMIP & Human Trafficking Task Force and the Prevent Child Abuse and Neglect Task Force. This experience has taught me the importance of creating policies and environments that prioritize public health, safety and inclusivity.

In addition to my professional background, I have served on committees like the NoMore Violence Week Planning Committee and the Stop the Stigma Planning Committee, and I am involved in community organizations such as the Daughters of the American Revolution. I believe these roles, along with my passion for advocacy, give me a well-rounded perspective that I can bring to the Planning Advisory Board to help make thoughtful, informed decisions for the future of Great Falls.

**Additional Comments:**

As someone who's called Great Falls home for many years, I'm genuinely passionate about helping our city grow and thrive. Through my work with various community initiatives, I've seen how thoughtful planning can really make a difference in people's lives. That's why I'm excited about the opportunity to serve on the Planning Advisory Board—to bring a fresh perspective that emphasizes collaboration, sustainability and inclusivity.

I believe that, as a community, we're stronger when we focus on what we have in common rather than what sets us apart. For me, it's all about belonging—making sure everyone feels respected, accepted and valued. That sense of belonging is at the heart of a vibrant, connected community. I want to help shape a future for Great Falls where every voice is heard and every resident feels they have a place.

I'm eager to contribute my skills, experience and dedication to this board. Together, we can build a Great Falls that reflects the best of who we are and all that we share.

Warm regards...Beth





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: Planning Advisory Board
Date of Application: 10/22/2024
Name: Jim Wingerter
Home Address: 4100 13th Avenue South
Email address: jwingerter@mt.gov
Home Phone: 406-788-6379
Work Phone: 406-454-5897
Cell Phone: 406-461-4663
Occupation: District Administrator
Employer: Montana Department of Transportation
Would your work schedule conflict with meeting dates? Yes [ ] No [X] (If yes, please explain)
Related experiences or background: All aspects of transportation engineering and District Administration
Educational Background: B.S. Civil Engineering
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:
Previous and current service activities: Membership in numerous service organizations, membership on various organizational board and committees.
Previous and current public experience (elective or appointive): District Administrator for the Montana Department of Transportation requires attendance at and working with various public groups in a public setting.
Membership in other community organizations: Not at this time.

<p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?</p>	
<p>Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?</p>	
<p>Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>	
<p>Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                  (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)</p>	
<p>Please describe your interest in serving on this board/commission?</p> <p style="text-align: center;">I am a resident of Great Falls and am very interested in promoting and advising on the growth of and development of Great Falls.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?</p> <p style="text-align: center;">25 years working for the Montana Department of Transportation, the last 5 as District Administrator.</p>	
<p>Additional comments:</p>	
<p>Signature</p> <p style="text-align: center;"><i>Jim Wingenter</i></p>	<p>Date:</p> <p style="text-align: center;">10/22/2024</p>

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

**Return this form to:**

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

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

Email:  
 kartis@greatfallsmt.net



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

RECEIVED

Agenda #4.

OCT 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: <i>Planning</i>		Date of Application: <i>10-17-24</i>
Name: <i>Joe McMillen</i>		
Home Address: <i>3405 8th Ave N.</i>		Email address: <i>Coachjoe@bresnan.net</i>
Home Phone: <i>406-761-5213</i>	Work Phone:	Cell Phone: <i>406-231-8042</i>
Occupation: <i>Business Owner</i>	Employer: <i>All About You P+H</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <i>In Construction 30 Years "See Resume"</i>		
Educational Background: <i>Master Plumber</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <i>N/A</i>		
Previous and current public experience (elective or appointive): <i>Board of Variance/Appeals</i>		
Membership in other community organizations: <i>N/A</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?  
*Variance/ Appeals Gyrs*

Are you currently serving on a Board? Yes  No  If yes, which board?  
*Final Meeting in Nov*

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?  
*Positive Exp.*  
*Serve in my community*

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

Additional comments:

Signature  
*[Handwritten Signature]*

Date:  
*10-17-24*

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

# Joe McMillen Resume

---

(406) 231-8042  
Coachjoe@bresnan.net

**PLEASE DO NOT CONTACT PREVIOUS EMPLOYERS**

**Work Experience**

1996-2003 Talon Plumbing & Heating Great Falls, MT

**Plumbing & Heating Tech**

- Started and completed plumbing apprenticeship.
- Performed 3 Years Plumbing & Heating Service
- Performed 3 Years Commercial Mechanical Construction
- Estimated, Performed, and Supervised Excavation & Utilities

2003-2004 Wadsworth Plumbing & Heating Great Falls, MT

**Plumbing & Heating Superintendent**

- Performed & Managed Government Commercial Work
- Performed & Managed Ground-Work for a 100 Million Dollar Malt Plant

2004-2006 Quality Plumbing & Heating Great Falls, MT

**Project Manager & Senior Estimator**

- Competitively Estimating & Managing Projects. (Using Excel)
- Developed Company Standards & Training.
- Manage & Oversee 2 Other Sales/Estimating Employees.
- Manage and Oversee a 30 Man Workforce.
- Design & Manage Plumbing Systems
- HVAC Systems (In-floor, Duct Systems, Fresh Air Exchange & Waste Oil Burning)

2006-2013 Loenbro Great Falls, MT

**General Manager (Started New Plumbing & Heating Div.)**

- Competitively Estimating & Managing Projects. (Using Excel)
- Developed Company Standards & Training.
- Manage and Oversee Employees
- Design & Manage Plumbing Systems
- Started a Franchise Service Company Ben Franklin Plumbing
- HVAC Systems (In-floor, Duct Systems, Fresh Air Exchange & Waste Oil Burning)

2013–Current All About You Plumbing & Heating Great Falls, MT

**Business Owner**

- Competitively Estimating & Managing Projects. (Using Excel)
- Developed Company Standards & Training.
- Manage & Oversee Employees.
- Design & Manage Plumbing Systems
- Manage Finances & Fleet
- Design & Execute Business Plan
- Design & Manage HVAC Systems (In-floor, Duct Systems, Fresh Air Exchange, Off-Grid, & Waste Oil Burning)

2004-2005 Club Boxing Great Falls, MT

**Boxing Promoter**

- Set Up Weekly Fights
- Payroll (Paid Fighters, Venue Employees, & Sub-Contractors)
- Managed Venue (Fighters, Ring Girls, Bar, Security, MT State Board of Athletics)

2018-Current Board of Adjustments & Appeals Great Falls, MT

**Board Member/Chair**

- Volunteer for the City of Great Falls
- Help Make Decisions for Our Community
- Successful Participation & Voting in Several Meetings
- Successfully Conducted 1 Meeting Including 1 Public Hearing

**Licenses & Certifications**

- Current MT Master Plumbers License
- Current City of GFs Master Plumbers License
- Current City of Great Falls Master Gas Fitters License
- EPA Certification
- Pipe Fusion Certification
- Competent Person Trench Safety Certification
- Septic & Crain Field Certified (Cascade County)

**Strengths & Skills**

- Solid Communication Skills
- Computer Skills: Email, Word, Excel, Research, Ect.
- Coaching, Teaching, & Educating
- Reading & Interpretation of the UPC Code (25 Years of Exp)
- Fast @ Learning & Adapting
- Safety (Not 1 Work Comp Claim in 25 Years)
- Problem Solving is My Greatest Strength

## **Commercial & Industrial Project Experience**

### **Experience on Commercial Projects as a Support Plumber and HVAC Technician**

- Ulm Pushkin
- Several New Construction Homes
- Crystal Inn Motel
- Holiday Inn Motel
- Fort Benton High School Addition
- Fire Station Renovation (Helena MT)
- City of Great Falls Water Park

### **Experience on Commercial Projects as a Forman Plumber**

- Court House Renovations (Helena MT)
- Library Boiler & HVAC Upgrade (Helena MT)
- Montana State Lab Renovations (Helena MT) (Inc.Lab-Acid Waste & DI Water Lines)
- Ground-Work for the Malt Plant (Great Falls MT)

### **Experience on Commercial Projects as a Manager/Estimator**

- Lowes (Bozeman MT)
- Best Friends Animal Hospital (Great Falls MT)
- W Medical Office Building (Missoula MT)
- Court House HVAC System Upgrade (Missoula MT)
- Malt Plant Interior Plumbing & HVAC Installation)
- Multiple 12 Plex Apartment Buildings for Damon Carrol (Great Falls MT)
- Design Build Boiler System for Energy West
- Minute Man Missile Site ESOV & Utilities Upgrade (Multiple Sites)
- MT Refining Co. Turn Around & Reformer Installation (Heavy Industrial)

### **Design & Build Off-Grid Homes**

- Utilities, Wind, & Solar
- Structure Design & Build
- Bunker Design & Build




**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:
Planning Adisory Board		10/10/2024
Name:		
Micheal Gorecki		
Home Address:		Email address:
200 2nd St NW Great Fall MT 59404		bigskychd@gmail.com
Home Phone:	Work Phone:	Cell Phone:
	406-231-6392	406-799-4640
Occupation:		Employer:
USAF Engineer/Owner Big Sky Custom Home Design		USAF/Self
Would your work schedule conflict with meeting dates?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)		
Yes, but I can take time off to attend the meetings.		
Related experiences or background: I work as an engineer for the USAF at Malmstrom, I have held positions in project execution as well as my current position in the planning and programming flight. I have thousands of hours of residential design experiece gained while working for my small buisness.		
Educational Background: GFH graduate, AS - Aviation Operations, AS - Aviation Maintenance technology, BS - Construction Engineering.		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: 2001-2022 Montana Air National Gaurd, F-16/F-15 Crew Chief, C-130H Flight Engineer		
Previous and current public experience (elective or appointive): None		
Membership in other community organizations: 2019-2023 - Great Falls Optimist Club member 2018-2022 - Den/Assistant Cubmaster, Cub Scouts		



<p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?</p>	
<p>Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?</p>	
<p>Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>	
<p>Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                  (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)</p>	
<p>Please describe your interest in serving on this board/commission?                  I am looking for volunteer time where I can use my talents and skills to give back and improve the community.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?                  I work full time as an engineer in the planning and programming department at Malmstrom. I feel this experience and my detailed knowledge of future base planning would be an asset for the community. I also have a unique perspective as a small business owner that works with local residents, contractors and business owners to design and develop residential and small commercial projects within Great Falls and the surrounding area.</p>	
<p>Additional comments:</p>	
<p>Signature  </p>	<p>Date:                  10/10/2024</p>

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

**From:** [Brock Cherry](#)  
**Cc:** [Lonnie Hill](#); [Jamie Nygard](#); [Krista Artis](#)  
**Subject:** Planning & Zoning Boards Membership Process  
**Date:** Tuesday, February 4, 2025 8:39:40 AM  
**Attachments:** [image001.png](#)

---

Good morning everyone,

I'm writing to provide an update on the membership process for the City of Great Falls Planning & Zoning Boards.

On January 28th, the Planning & Zoning Board met and accepted Chairman Bertelsen's recommendation to appoint the following individuals:

- **Jim Wingerter**
- **David Cantly**
- **Michael Gorecki**

The next step in the process is confirmation by the City Commission. The Commission has the discretion to accept, modify, or deny these recommendations, either in whole or in part. **This item is scheduled for the City Commissioners to decide at the City Commission meeting on February 18 at 6:00 PM in the Commission Chambers of the Civic Center.** I encourage you to attend if you are interested, in particular if you are one of the recommended candidates.

I also want to acknowledge the exceptional quality of this year's applicants. Chairman Bertelsen remarked, *"This was, without a doubt, the best group of applicants I have seen during my tenure as Board Chair. It's almost too bad we only have three positions to fill."* Given the level of expertise and experience in this applicant pool, I strongly encourage those not selected to consider applying again in the future.

Please don't hesitate to reach out if you have any questions or would like further information.

Best,



**Brock Z. Cherry, M.S.**

**Director**

*Planning & Community Development Department*

*City of Great Falls*

**T 406-455-8530, C 406-750-5365**

**E [bcherry@greatfallsmt.net](mailto:bcherry@greatfallsmt.net)**

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

Regular City Commission Meeting

Mayor Reeves presiding  
 Commission Chambers, Room 206

**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, Planning and Community Development Director Brock Cherry, Finance Director Melissa Kinzler, City Attorney David Dennis, Fire Chief Jeremy Jones, Police Chief Jeff Newton 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.

**MILITARY UPDATES**

**1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MONTANA AIR NATIONAL GUARD (MANG).**

**Colonel Scott Smith**, 120<sup>th</sup> Airlift Wing Commander, made the following announcements:

- 152 people will be deploying at the end of May through September.
- Construction on the new fuel facility is scheduled to begin this month.
- Currently going through the Legislature is HB 5 that allows for the state to purchase 640 acres for a military drop zone by Power, MT.

**PETITIONS AND COMMUNICATIONS**

- 2.** Several students from Great Falls High School and CM Russell High School discussed the importance of, and the unique opportunities that resulted from, their participation in career and technical education classes and clubs.

The Commission responded with expressions of kudos, appreciation and well wishes.

Commissioner Wilson stepped out of the meeting at 7:11 pm and returned at 7:15 pm.

**NEIGHBORHOOD COUNCILS**

**3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS AND COMMISSIONS**

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

**4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**CITY MANAGER**

**5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon made the following reports and announcements:

Growth & Growth Management

- Three things that he took away from the Bureau of Business and Economic Research (BBER) annual seminar, included: high demand and low inventory of single family homes continues in this community; migration from other states and counties into Cascade County was up, rather than negative; and, wages and employment are up, and job openings are up compared to the national average.
- With growth comes change that has impact on the community. There is no better time than now to participate in the growth management plan that is underway. Infrastructure and whose responsibility it will be to pay to extend infrastructure will need to be a conversation in the future.
- This past week the Planning and Community Development growth management team held six community workshops that allowed residents to engage and provide specific feedback, and engaged with students of the Great Falls CORE School to get their perspectives.
- 929 responses to the Growth Policy survey have been received to date.

Legislature – Specific Concerns

- SB 254 is being proposed to prohibit direct or indirect expenditure of public money to hire lobbyists.
- SB 204 is being proposed to sunset or reapprove existing voter approved property tax levies. If this bill passes, it will significantly limit the stability of revenue to address long-term planning, maintenance and operation of critical services such as police, fire, infrastructure and many other essential services. It would require taxpayers to pay for another election process for approved tax levies to be reconsidered.
- SB 205 is being proposed to revise laws related to voter approval for property tax levies and bonds.
- HB 20 would require voted levies to be in dollars instead of mills. At face value, it sounds good. In practice, it would be very difficult. An example provided to the legislators was, if the City hired 10 firefighters, without the ability to utilize mills instead of dollars by year three the City would have to start to layoff the same firefighters that the voters just allowed the City to hire. It does not make a lot of sense to hire, train, equip and get firefighters out in the field only to be in a position to have to lay them off because the City does not have the necessary funding.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

- He would appreciate it if legislators understood what the impacts on local government would be. He is not sure that these efforts are going to yield the outcomes that the public is aware of.

**CONSENT AGENDA.**

6. Minutes, January 21, 2025, City Commission Meeting.
7. Total Expenditures of \$3,615,909 for the period of January 3, 2025 through January 15, 2025, to include claims over \$25,000, in the amount of \$3,096,932.
8. Contracts List.
9. Approve Final Payment for the Great Falls Wastewater Treatment Plant Solids Building Ventilation Upgrades to Central Plumbing & Heating, Inc. in the amount of \$53,114.41 and \$536.51 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents.  
**OF 1633.3**
10. Approve Amendment No. 1 to the Professional Services Agreement with Terracon Inc. in the amount of \$18,645 for the Giant Springs Road Slide Repair project, and authorize the City Manager to execute the agreement documents. **OF 1789.0**
11. Approve the Highpoint Networks Master Services Agreement and Statement of Work for Microsoft 365 migration, licenses and backup services in the first year amount of \$130,691.86, and authorize the City Manager to sign the agreement documents.

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

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.

**PUBLIC HEARINGS**

**OLD BUSINESS**

12. **CENTRAL AVENUE/3<sup>RD</sup> STREET DRAINAGE IMPROVEMENTS PHASE 2 PROJECT.**  
**OF 1779.1**

Public Works Director Chris Gaub reported that this agenda item is an amendment to the Professional Services Agreement for Phase 2 of the Central Avenue and 3<sup>rd</sup> Street Drainage Improvements project. This project will increase storm drain capacity and reduce downtown flooding as part of a multi-phase project. Additionally, it replaces both the water main and the street pavement along 1<sup>st</sup> Avenue South from 3<sup>rd</sup> Street to 5<sup>th</sup> Street. By doing all three of these utilities, future disruptions will be minimized to businesses and others in this area. This project is scheduled to go to bid in March with construction scheduled for May through November of this year.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

On April 4, 2023, the Commission awarded Great West Engineering a contract for engineering design services. On August 6, 2024, the Commission approved Amendment #1, which allowed Great West to incorporate the water main replacement and street reconstruction into the design.

Today, staff is requesting approval for Amendment #2. This would add Public Outreach and Construction Administration services to Great West's contract. The services are being requested due to the complexities of working in the downtown area and due to the limited bandwidth of City Engineering staff.

Public Outreach is needed due to the impact on local businesses. This will include meetings with representatives for the parking garages, bus depot, retail stores, and others. Their input will be incorporated into a construction-phasing plan. The downtown Business Improvement District will also be consulted and briefed on construction activity. Bi-weekly public construction meetings will be conducted for the duration of the project.

Construction administration will include hosting weekly on-site coordination meetings, review of shop drawing and submittals, observation of the construction site activities, and other services as outlined in the Agenda Report.

Funding for this amendment would come from ARPA funds. Staff recommends that the Commission approve Amendment No. 2 to the Professional Services Agreement with Great West Engineering.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve the Professional Services Agreement Amendment No. 2 in the amount of \$122,897 to Great West Engineering, for the Central Avenue/3<sup>rd</sup> Street Drainage Improvements Phase 2 project, and authorize the City Manager to execute the agreement documents.**

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

Commissioner McKenney received clarification that the \$2.5 million in Downtown Tax Increment Financing (TIF) funds is for all phases of the downtown storm water projects. The Downtown Development Partnership (DDP) previously approved use of the Downtown TIF funds for this purpose. Money is being transferred from the Downtown TIF fund into the storm drain fund for those different phases of the construction project.

Commissioner Tryon received clarification that approval of this amendment to the Professional Services Agreement with Great West Engineering pertains to this project only. Approval of Amendment #2 provides for all the public outreach, and to oversee construction administration services for this project. Public Works staff does not have the bandwidth to oversee construction administration for all projects.

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

Motion carried 5-0.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

**NEW BUSINESS**

**13. MALMSTROM AIR FORCE BASE (MAFB) INSTALLATION RESILIENCY STUDY, PROFESSIONAL SERVICES AGREEMENT. OF 1821.0**

Public Works Director Chris Gaub recognized MAFB representative, Colonel de la Vega, in the audience.

He reported that this agenda item is consideration of a Professional Services Agreement for the MAFB Installation Resiliency Study, funded by a federal grant from the Department of Defense Office of Local Defense Community Cooperation (or OLDCC). OLDCC is providing \$396,000 and the City is providing a 10% match with in-kind services.

This study will be a win-win for both MAFB, a vital community partner, and the City of Great Falls. The goal is to help the community support and protect the Sentinel mission by improving MAFB's mission resilience through improvements to surrounding infrastructure. The infrastructure resilience component will evaluate existing utility, broadband and transportation systems, and identify opportunities to make systems more robust. The study could potentially validate infrastructure needs that would help both MAFB and the City of Great Falls and recommend infrastructure projects to alleviate this issue. These projects could potentially assist with infrastructure that would help facilitate development in the surrounding area as well. For those projects, the City would then compete for future grants to design and then fund those construction projects.

The Compatible Land Use component will identify land uses that will help the City grow, while not inhibiting MAFB's current missile wing mission. This is a preliminary analysis that will then feed into the ongoing Growth Policy. This study will provide a modern and updated analysis of MAFB's mission, offering a fresh perspective on past policy documents, such as the 2012 Joint Land Use Study (JLUS). The JLUS was based on MAFB having an active fixed wing runway. With the runway now closed to fixed wing aircraft this study may present an opportunity to formally recognize that change, which would allow the City to plan accordingly.

City staff has expended significant time and effort on this process and believe the potential benefits are worth it. The City and MAFB have worked closely over the last couple of years on this grant. MAFB nominated the City of Great Falls for this grant in the summer of 2023. The City Manager provided a letter of support to Malmstrom's nomination package. The grant application took significant staff time to development. Once approved by OLDCC, staff then had to rewrite a lot of it to accommodate a change in presidential administration program directives. Once the application was finally approved, the City then requested proposals from consultants. Three firms submitted proposals and all three were interviewed by a selection team of City staff and Malmstrom advisors. It was determined that the qualifications of AE2S best aligned with the objectives of this study. AE2S is also partnering with Jacobs, a large nationwide firm that is experienced in these types of studies around military bases.

AE2S, the City and MAFB then developed a scope of this project to ensure that OLDCC grant requirements will be achieved and within the funding limits. The negotiated consulting fee is \$400,000, which is below the total available funding of \$440,000.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

Director Gaub noted a typographical error in the agenda report. The City would use the OLDCC grant for the full amount of the Professional Services Agreement and use in-kind staff time for the match funding of \$40,000.

If the Professional Services Agreement is approved, the City will work with AE2S to define a steering group and a stakeholder structure that will include Cascade County, Great Falls Development Alliance, and others. The study is expected to be completed by the end of 2025, with enough time to feed in to the Growth Policy update.

Planning and Community Development Director Brock Cherry added that the biggest thing hindering the City to expand is money. Any opportunity that the City has to leverage federal funds for the opportunity to analyze potential diverse land uses and prepare for the infrastructure needed, and to be able to utilize that to apply for similar grant monies to pay for that infrastructure, he thinks has to be an essential component of the formula of how the community grows.

He reiterated that there would be no land use changes in zoning or in future land use maps that are not approved by the City Commission. It is about creating opportunity, not hindering possibilities.

City Manager Greg Doyon also added that there was definitely some concern and difficult conversations in the past with regard to the impact of potential development around that area. He thinks this study will complement what the City is already doing. It will also help the City potentially prepare for MAFB's mission upgrade. Approval of this item is something the City can do to support MAFB. There was a concern that started a long time ago about the water quality at MAFB. The water system is not looped and it is dead-ended at MAFB. MAFB has to post treat the water once it comes out of the City's facility. Extending infrastructure to support the mission at MAFB creates opportunity for the City to extend infrastructure for development as well.

**Colonel Ciro E. de la Vega**, Commander of the 341<sup>st</sup> Mission Support Group at MAFB, expressed support for the OLDCC grant. Awarding this contract will enable a joint effort to improve resiliency for MAFB while complementing the City of Great Falls' interests. MAFB appreciates the teamwork that the Public Works Department has fostered with MAFB Civil Engineers and the outstanding coordination in preparing for this contract. Approval of the contract will bring numerous benefits to both the City of Great Falls and to MAFB. Malmstrom has been an integral part of the community for many years and the collaboration between the base and the City has always been exceptional. The proposed study contract, if approved, will not only enhance the resiliency of MAFB, but also contribute to the overall resilience and preparedness of the City of Great Falls, further strengthening the long standing partnership.

**Commissioner Wilson moved, seconded by Commissioner Wolff, that the City Commission approve the Professional Services Agreement in the amount not to exceed \$400,000 to Advanced Engineering and Environmental Services, LLC to complete the Malmstrom Air Force Base Installation Resilience Study, and authorize the City Manager to execute the agreement documents.**

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



**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

**Brett Doney**, Great Falls Development Alliance (GFDA), commented that this study is timely, but GFDA has concerns about how the study is done. GFDA has over \$2 billion dollars of potential private investment near MAFB that will all be in the City if the Commission approves annexation. The developers are interested in annexing into the City. With regard to private property rights, GFDA wants to make sure there is a lot of opportunity for public engagement and input.

GFDA also wishes the City were doing the land use component in partnership with Cascade County. The County Commission has not been briefed and that has already caused some consternation with the Defense Alliance. He urged the City to brief the County Commission because MAFB is located in the county.

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

Commissioner McKenney inquired if it was safe to say that a fixed wing squadron is very unlikely in the future of MAFB.

Colonel de la Vega responded that is no longer an option for the installation.

Commissioner McKenney reiterated that the study is for infrastructure improvements for development and land use. After the study is complete, it will come back to the City Commission and it may be incorporated in the Growth Policy.

Director Cherry responded that he sees this study as an opportunity that can provide the City with better information and inform the Growth Policy effort. The County has been identified as a stakeholder, who will be more than just a passive participant in the resiliency study that is being led by Director Gaub. As the goals and objectives of the Growth Policy are drafted, the study will better inform the City to be able to make better decisions. When staff can forecast potential development options and know what type of infrastructure it is going to take, they can then break it down to determine how to pay for it. He is very excited to have a contemporary document that is endorsed by MAFB and begin to leverage what the local community has to provide.

Commissioner McKenney commented that the fixed wing aircraft has hampered land use and development in that part of the City and in the County. He can see this opening up many more opportunities than what the City and County have had in the past.

Director Cherry responded that he is excited to have a collective discussion with City, County and MAFB officials. The needs are different now that it is not a fixed wing mission. No one is looking to hinder opportunities but are looking at how to best prepare for those changes and bring those things to fruition.

Commissioner Wolff noted that she was made aware of the whole issue of the water system dead ending at MAFB and the difficulties with that about 10 years ago. She is excited to see the City moving forward with this project.

Commissioner Tryon commented that he was involved with the Joint Land Use Study (JLUS) in 2012. A concern back then, and concern he is hearing now, is that there is a public perception that

**JOURNAL OF COMMISSION PROCEEDINGS**  
**February 4, 2025**

a mandate will be handed down after the study. He asked for clarification about what the differences are between this particular project and the JLUS.

City Manager Doyon commented that the JLUS was a County sponsored project. It was the first ICBM base to have a joint land use study completed. He does remember concerns expressed about encroachment and private property rights. The scope of this project is a lot different, and the County will be involved. The ultimate intent is to collaborate on needed infrastructure that we are all cognizant is needed in that area. The City is very aware of development interests in that area. The City wants development in that area, but we have to figure out how to get the infrastructure out there. The City is trying to prepare for long-term development in that area.

Commissioner Tryon asked all involved to be cognizant that people felt that the result of the JLUS was that the needs of MAFB and land utilization around the base trumped the development concerns of people in Great Falls. He does not see that happening with this study, but wanted all to be aware of those concerns.

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

Motion carried 5-0.

**14. THREE-YEAR AUDIT CONTRACT WITH EIDE BAILLY, LLP.**

Finance Director Melissa Kinzler reported that on December 9, 2024, the City of Great Falls issued a request for proposal (RFP) for audit services for Fiscal Years 2025, 2026, and 2027, since the City's current auditors are no longer performing governmental audits. The City received two responses to the RFP from Eide Bailly and Wipfli, LLP.

The Audit Selection Committee met on January 8, 2025 to review and evaluate audit proposals. The Committee followed the City's RFP selection process, state statute, and the Government Finance Officers Association recommended practices.

The Audit Selection Committee and Audit Committee recommends Eide Bailly for several reasons. First, Eide Bailly had substantially more municipal auditing experience than Wipfli based on the references provided. Additionally, Eide Bailly's cost proposal was 4.24% less than Wipfli's proposal.

The Audit Committee recommends Eide Bailly be awarded the contract at a cost of \$115,400 for Fiscal Year 2025, \$119,700 for Fiscal Year 2026, and \$124,250 for Fiscal Year 2027 - a total cost of \$359,350. This price includes travel costs and the agreed upon procedures for the building permits fund. The actual audit contract is between the City of Great Falls, Eide Bailly, and the State of Montana.

Staff recommends that the City Commission award a three-year contract for audit services to Eide Bailly, LLP and approve Amendment No. 1 that was suggested by Eide Bailly, approved by the City's legal counsel and will be submitted to the State.

**JOURNAL OF COMMISSION PROCEEDINGS  
February 4, 2025**

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve a three-year contract for audit services with Eide Bailly, LLP at a cost of \$115,400 for Fiscal Year 2025, \$119,700 for Fiscal Year 2026, and \$124,250 for Fiscal Year 2027 and approve Amendment One of the Contract, and authorize the City Manager to execute the agreement documents.**

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

Commissioner McKenney noted he was on the Audit Selection Committee and Audit Committee. References were checked and the company selected was the best company to perform the audits.

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

Motion carried 5-0.

**ORDINANCES / RESOLUTIONS**

**CITY COMMISSION**

**15. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Commissioner Wolff commented that the theme of the BBER conference this year was AI. The fear that prevails is that AI is going to take away jobs. They talked about that being the opposite. New job skills will be required to enhance the ability to be more productive.

**16. COMMISSION INITIATIVES.**

None.

**17. LEGISLATIVE 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 February 4, 2025, at 8:08 p.m.**

Motion carried 5-0.

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

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

**Minutes Approved: February 18, 2025**



Commission Meeting Date: February 18,2025  
**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	01/16/2025 - 01/29/2025	1,370,718.41
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	01/16/2025 - 01/29/2025	674,995.66
	SUB TOTAL: \$	<u>2,045,714.07</u>
MUNICIPAL COURT CHECKS		
	GRAND TOTAL: \$	<u>2,045,714.07</u>

**GENERAL FUND**

---

**SPECIAL REVENUE FUNDS**

---

**COVID RECOVERY**

A T KLEMENS INC	CIVIC CENTER BOILER PMT 13	169,732.88
ALLIANCE FOR YOUTH INC	PAYROLL AND SERVICES	26,895.43

**LIBRARY FOUNDATION**

CUSHING TERRELL	PROFESSIONAL SERVICES DECEMBER 2024	32,791.49
-----------------	-------------------------------------	-----------

**DEBT SERVICE FUNDS**

---

**CAPITAL PROJECT FUNDS**

---

**ENTERPRISE FUNDS**

---

**WATER**

DN TANKS LLC	33RD ST H2O STORAGE TANK REHAB PMT 6	369,183.87
--------------	--------------------------------------	------------

**STORM DRAIN**

GERANIOS ENTERPRISES INC	5TH ST DRAINAGE PMT 3	110,968.30
--------------------------	-----------------------	------------

**911 DISPATCH CENTER**

CENTRALSQUARE TECHNOLOGIES LLC	911 POSITION ANNUAL MAINT FEES	27,587.62
--------------------------------	--------------------------------	-----------

**PARKING**

STANDARD PARKING CORPORATION	DECEMBER 2024 PARKING SERVICES	36,077.82
------------------------------	--------------------------------	-----------

**INTERNAL SERVICE FUNDS**

---

**CENTRAL GARAGE**

72 HOUR LLC	1 TON CUTAWAY 4WD VAN UNIT #323	57,860.00
-------------	---------------------------------	-----------

**TRUST AND AGENCY FUNDS**

---

**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	43,952.00
-----------------	---------------	-----------

FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	63,252.92
------------------------	--	-----------

STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	74,423.26
-------------------------------	---	-----------

PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	157,930.04
----------------------------	--	------------

US BANK	FEDERAL TAXES, FICA & MEDICARE	251,517.44
---------	--------------------------------	------------

NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	69,655.45
---------------------------------	------------------------	-----------

**UTILITY BILLS**

---

NORTHWESTERN ENERGY	ELECTRIC SUPPLY DECEMBER 2024	46,746.01
---------------------	-------------------------------	-----------

<b>CLAIMS OVER \$25,000 TOTAL:</b>		<b>\$ <u>1,538,574.53</u></b>
------------------------------------	--	-------------------------------

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

**DATE: February 18, 2025**

**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>	Park & Recreation	NorthWestern Energy (NWE) and the Missouri-Madison River Fund (MMRF)	2025	\$129,398 MMRF Grant \$10,176 NWE Grant \$38,000 RET Foundation \$4,176 Park District <u>\$6,000 In-Kind</u> \$187,750 Total	Ratification of Missouri-Madison River Fund Grant Agreement to revert a 700-foot section of the River’s Edge Trail from deteriorated asphalt to 5” thick concrete <b>OF 1838.0</b>
<b>B</b>	Park & Recreation	TD&H Engineering	2025	\$28,000	Professional Services Agreement to assist with the design, bidding and construction services needed to replace approx. 700 LF of asphalt surfacing on the segment of the River’s Edge Trail located along River Drive South between the Rain Buffalo statue and the upcoming MDT Project UPN 9762000. <b>OF 1838.0</b>

**CITY OF GREAT FALLS, MONTANA**

**COMMUNICATION TO THE CITY COMMISSION**

**DATE:** February 18, 2025

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

**PRESENTED BY:** Lisa Kunz, City Clerk

**ACTION REQUESTED:** Ratification of Grants through the Consent Agenda

**MAYOR’S SIGNATURE:** \_\_\_\_\_

**GRANTS**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>MATCH</b>	<b>PURPOSE</b>
<b>A</b>	Park & Recreation (People’s Park & Recreation Foundation)	Montana Fish, Wildlife & Parks	2025	\$47,593	\$14,340.74 in-kind contributions \$4,800 in-kind volunteer hours	Ratification of the Community Pond Program Grant Application for the purchase and installation of a 418 sq. foot EZ Dock, floating dock system with 8 individual low rail accessible fishing access locations at Wadsworth Pond.



Commission Meeting Date: February 18, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Change Order #2: Great Falls Animal Shelter Remodel, OF # 1831.0

**From:** Finance Department

**Initiated By:** Finance Department, Animal Shelter

**Presented By:** Sylvia Tarman, Project Manager

**Action Requested:** Approve Change Order

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) a change order in the amount of \$25,652.00 to A & R Construction, LLC for the Great Falls Animal Shelter Remodel Project utilizing funds from the Animal Shelter H.U.G fundraising project, and authorize the City Manager to execute the change order documents.”

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

---

**Staff Recommendation:**

Approve change order to A & R construction, LLC for the Great Falls Animal Shelter Remodel Project.

**Summary:**

The Montana State Legislature enacted the State-Local Infrastructure Partnership Act of 2023 (“SLIPA”) through House Bill 355. This act authorized a \$20 million allocation to the Montana Department of Commerce (Commerce) to be distributed to local governments via formula. The Great Falls Animal Shelter Remodel Project was approved by the commission as part of the list of other SLIPA projects on March 5, 2024. The project went out to bid for construction contracts in November 2024, and a construction contract was awarded to A&R Construction at the December 3, 2024 commission meeting.

Construction at the Animal Shelter began on February 3<sup>rd</sup>. While cutting the concrete to locate the plumbing to be replaced, the construction crew cut through electrical conduit that was located within the concrete slab. While it only affected some of the lighting in the office area, other conduits were also discovered in the surrounding concrete as well. The project as planned cannot continue until the conduits are relocated. The existing conduits cannot be patched and reused, as they are disintegrating, and running conduit through the concrete slab is asking for trouble down the road. Therefore, the only recommended course of action is to re-route the electrical conduits along the walls to keep them out of the way of any future repairs. A&R has hired an electrician to fix the damaged line, and they have provided a satisfactory quote to reroute the remaining electrical lines. The Animal Shelter’s H.U.G. fund has sufficient monies to



cover this additional expense, and staff of the Animal Shelter and Finance departments have coordinated on this plan of action. Staff agree that fixing this issue now, in the best method possible, is the most prudent use of funding and will enable the Shelter to return to normal operations as soon as possible. This will also make it easier to complete the original scope of work for this project.

Based on the need and the Animal Shelter having additional funds available for repairs, City staff recommends approving Change Order #1.

**Fiscal Impact**

This project is being awarded with State-Local Infrastructure Partnership Act (SLIPA) Funds, as well as the Animal Shelter's H.U.G. funds, in the amount of \$129,688.35 for construction, and \$11,550.00 for design fees. SLIPA will supply \$85,987.50, and the H.U.G. fund will supply \$55,250.85. Some contingency was included in this contract at the beginning, so this change order will use the remaining contingency and then increase the overall contract total. The original contract total for A&R was \$129,688.35. A small change order previously used some of the included contingency. The remaining contingency (\$2,532.35) will be used to offset the total of the change order #2, which is \$25,652.00. Therefore the net change will put the new contract total at \$152,808.00, which will be funded with additional Animal Shelter H.U.G. funds.

**Alternatives:**

The City Commission could vote to deny the change order, however, the construction for the project is dependent on fixing this issue.

**Concurrences:**

This action is supported by the staff of the Finance & Animal Shelter Departments.

**Attachments/Exhibits:**

Change Order #2

### CHANGE ORDER

**A&R Construction, LLC**  
**PO Box 7247**  
**Great Falls, MT 59406**

**Distributed to: Owner**

**Project:** Great Falls Animal Shelter  
1010 25<sup>th</sup> Ave NE  
Great Falls, MT 59404

**Contract Change Order # 2**  
**Change Order Date: 2/7/25**  
**Description: Reroute electrical**

**To Owner:** City of Great Falls  
ATTN: Sylvia Tarman

The following changes will be made to the contract:

Change Order Item	Description	Unit	Unit Price	Amount
1	Subcontract work for electrical- Remove existing electrical in slab where work is being performed and reroute above ceiling	ea.	23,320.00	23,320.00
2	Administration, management, OH&P			2,332.00
<b>TOTAL</b>				<b>25,652.00</b>

Not valid until signed by both the Contractor and Owner. Signatures of the Contractor and Owner indicate the party's agreement herewith, including any adjustment in the Contract Sum or time.

The original Contract Sum was . . . . .	129,688.35
The net change by previously authorized Change Orders was . . . . .	1,380.00
The Contingency Sum prior to this Change Order was . . . . .	2,532.35
The Contingency Sum will decrease by this Change Order. . . . .	2,532.35
The New Contingency Sum will be. . . . .	0.00
Change Order Sum will be. . . . .	23,119.65
The Contract Sum will increase by this Change Order. . . . .	23,119.65
The New Contract Sum will be. . . . .	152,808.00

Proposed by Contractor:  
A&R Construction, LLC  
PO Box 7247  
Great Falls, MT 59406  
By: Adrain Jones  
Date: 2/10/25

Accepted by Owner:  
City of Great Falls, ATTN: Sylvia Tarman  
PO Box 5021  
Great Falls, MT 59403  
By: \_\_\_\_\_  
Date: \_\_\_\_\_



Commission Meeting Date: February 18, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Resolution 10568 Golf Fees  
**From:** Park and Recreation Department  
**Initiated By:** Great Falls Golf LLC  
**Presented By:** Steve Herrig, Park and Recreation Director  
**Action Requested:** Set a Public Hearing to establish Golf Fees for March 4, 2025

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing on Resolution 10568, Establish Golf Fees, for March 4, 2025.”

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

**Staff Recommendation:** Staff recommends that the City Commission set a public hearing on Resolution 10568 to Establish Golf Fees for March 4, 2025. Resolution 10568 would repeal Resolution 10540 and set a new fee structure beginning with the 2025 golf season.

**Background:** In an effort to maintain current operations, anticipate future demands, and promote the golfing community, fees need to be established that will help offset expenditures relating to operation, administration, equipment replacement, capital-improvement, debt, and labor costs associated with the Eagle Falls Golf Club (EF) and Anaconda Hills Golf Course (AH). Fees have not been increased since March 19, 2024, and therefore, Great Falls Golf LLC, along with staff recommends, the following:

**Eagle Falls Golf Club 2025 Proposed Pricing**

<u>Category</u>	<u>Item Description</u>	<u>2024</u>	<u>2025 Proposal</u>	<u>% Increase</u>
<b>Green Fees</b>				
	<b>Monday - Friday</b>			
	Weekday 18 Holes	\$38.00	\$39.00	3%
	Weekday Mid-Day Rate	\$25.00	\$26.00	4%

	Weekday Twilight Rate	\$23.00	\$24.00	5%
	Weekday 9 Holes	\$24.00	\$25.00	5%
	<b>Saturday - Sunday</b>			
	Weekend 18 Holes	\$41.00	\$42.00	3%
	Weekend Mid-Day Rate	\$31.00	\$32.00	4%
	Weekend Twilight Rate	\$23.00	\$24.00	5%
	Weekend 9 Holes	\$25.00	\$26.00	4%
	Offseason 18 holes	\$15.00	\$15.00	0%
<b>Cart Fees</b>				
	18-Holes	\$17.00	\$18.00	6%
	Mid-Day	\$14.00	\$15.00	8%
	TW Rate / 9-Holes	\$11.00	\$12.00	9%
<b>Range Fees</b>				
	Small	\$5.00	\$5.00	0%
	Large	\$10.00	\$10.00	0%
<b>Other</b>				
	Rental Clubs	\$15.00	\$15.00	0%
	Push Carts	\$5.00	\$5.00	0%
	Cart Storage - Gas	\$290.00	\$300.00	4%
	Cart Storage - Electric	\$340.00	\$350.00	3%

**Anaconda Hills Golf Course 2025 Proposed Pricing**

<u>Category</u>	<u>Item Description</u>	<u>2024</u>	<u>2025 Proposal</u>	<u>% Increase</u>
<b>Green Fees</b>				
	<b>Monday - Friday</b>			
	Weekday 18 Holes	\$34.00	\$35.00	3%
	Weekday Mid-Day Rate	\$25.00	\$26.00	4%
	Weekday Twilight Rate	\$23.00	\$24.00	5%
	Weekday 9 Holes	\$24.00	\$25.00	5%
	<b>Saturday - Sunday</b>			
	Weekend 18 Holes	\$38.00	\$39.00	3%
	Weekend Mid-Day Rate	\$28.00	\$29.00	4%
	Weekend Twilight Rate	\$23.00	\$24.00	5%
	Weekend 9 Holes	\$25.00	\$26.00	4%
<b>Cart Fees</b>				
	18-Holes	\$17.00	\$18.00	6%
	Mid-Day	\$14.00	\$15.00	8%
	TW Rate / 9-Holes	\$11.00	\$12.00	9%
<b>Range Fees</b>				
	Small	\$5.00	\$5.00	0%
	Large	\$10.00	\$10.00	0%

<b>Other</b>				
	Rental Clubs	\$15.00	\$15.00	0%

**Great Falls Golf Passes 2025 Proposed Pricing**

<u>Category</u>	<u>Item Description</u>	<u>2024 Price</u>	<u>2025 Proposal</u>	<u>% Increase</u>
<b>Membership</b>				
<b>Eagle Falls</b>	Adult Full	\$775.00	\$799.00	3%
	Adult Weekday Only	\$625.00	\$645.00	4%
	Junior Full	\$240.00	\$245.00	2%
	Junior Weekday only	\$185.00	\$190.00	3%
<b>Membership</b>				
<b>Anaconda</b>	Adult Full	\$710.00	\$739.00	4%
	Adult Weekday Only	\$520.00	\$544.00	5%
	Junior Full	\$220.00	\$225.00	3%
	Junior Weekday only	\$175.00	\$180.00	3%
<b>Joint Passes</b>				
	Adult Full	\$905.00	\$929.00	3%
	Adult Weekday Only	\$700.00	\$724.00	4%
	Junior Full	\$265.00	\$270.00	2%
	Junior Weekday only	\$200.00	\$205.00	3%
<b>Carts</b>				
	Daily Trail Fee	\$18.00	\$18.00	0%
	Season Trail Fee	\$360.00	\$370.00	3%
	Annual Cart Plan	\$835.00	\$850.00	2%

**Fiscal Impact:** The fiscal impact is undetermined at this time.

**Alternatives:** An alternative would be to set the public hearing for a different date, or not schedule a hearing. If the Commission chooses to not set a public hearing the request to adjust fees would be denied as this is a required step in adjusting fees.

**Attachments/Exhibits:** Resolution 10568, Establish Golf Fees

**RESOLUTION NO. 10568**

**A RESOLUTION TO ESTABLISH GOLF FEES FOR EAGLE FALLS GOLF CLUB AND ANACONDA HILLS GOLF COURSE**

\*\*\*\*\*

**WHEREAS**, the Park and Recreation Department’s primary focus, in partnership with Great Falls Golf LLC is to enhance the overall health and livability of our community; and

**WHEREAS**, the Great Falls Golf LLC staff, with support from the Great Falls Park and Recreation staff, have strived to operate quality facilities and programs at affordable prices and promote an extraordinary golfing experience in our community over the past 6 years; and

**WHEREAS**, the City Commission adopted Resolution 10540, “A Resolution to Establish Golf Fees for Eagle Falls Golf Club and Anaconda Hills Golf Course” on March 19, 2024; and

**WHEREAS**, having considered the cost of operation, administration, and maintenance of both golf courses under the responsibility and care of the Great Falls Golf LLC over the past six years, it was understood that adjustments to fees would be forthcoming; and

**WHEREAS**, a notice of the Resolution to Establish Golf Course Fees was published in the *Great Falls Tribune*, a newspaper of general circulation in Cascade County, on February 23, 2025, and March 2, 2025, in the form and manner prescribed by MCA Section 7-1-4127; and

**WHEREAS**, the City Commission conducted a public hearing during a regular scheduled meeting of the City Commission on March 4, 2025, at the Civic Center, 2 Park Drive South, Commission Chambers Room 206, Great Falls, Montana, at 7:00 p.m., and did consider costs and public comment regarding the establishment of golf fees for Eagle Falls Golf Club and Anaconda Hills Golf Course.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA**, that the fee structure for season passes, trails, greens, cart storage and rental are hereby established as follows:

<b>Eagle Falls Golf Club 2025 Proposed Pricing</b>			
<u>Category</u>	<u>Item Description</u>	<u>2024</u>	<u>2025 Proposal</u>
<b>Green Fees</b>			
	<b>Monday - Friday</b>		
	Weekday 18 Holes	\$38.00	\$39.00
	Weekday Mid-Day Rate	\$25.00	\$26.00
	Weekday Twilight Rate	\$23.00	\$24.00
	Weekday 9 Holes	\$24.00	\$25.00
	<b>Saturday - Sunday</b>		
	Weekend 18 Holes	\$41.00	\$42.00

	Weekend Mid-Day Rate	\$31.00	\$32.00
	Weekend Twilight Rate	\$23.00	\$24.00
	Weekend 9 Holes	\$25.00	\$26.00
	Offseason 18 holes	\$15.00	\$15.00
<b>Cart Fees</b>			
	18-Holes	\$17.00	\$18.00
	Mid-Day	\$14.00	\$15.00
	TW Rate / 9-Holes	\$11.00	\$12.00
<b>Range Fees</b>			
	Small	\$5.00	\$5.00
	Large	\$10.00	\$10.00
<b>Other</b>			
	Rental Clubs	\$15.00	\$15.00
	Push Carts	\$5.00	\$5.00
	Cart Storage - Gas	\$290.00	\$300.00
	Cart Storage - Electric	\$340.00	\$350.00
<b>Anaconda Hills 2025 Proposed Pricing</b>			
<b>Category</b>	<b>Item Description</b>	<b>2024</b>	<b>2025 Proposal</b>
<b>Green Fees</b>			
	<b>Monday - Friday</b>		
	Weekday 18 Holes	\$34.00	\$35.00
	Weekday Mid-Day Rate	\$25.00	\$26.00
	Weekday Twilight Rate	\$23.00	\$24.00
	Weekday 9 Holes	\$24.00	\$25.00
	<b>Saturday - Sunday</b>		
	Weekend 18 Holes	\$38.00	\$39.00
	Weekend Mid-Day Rate	\$28.00	\$29.00
	Weekend Twilight Rate	\$23.00	\$24.00
	Weekend 9 Holes	\$25.00	\$26.00
<b>Cart Fees</b>			
	18-Holes	\$17.00	\$18.00
	Mid-Day	\$14.00	\$15.00
	TW Rate / 9-Holes	\$11.00	\$12.00
<b>Range Fees</b>			
	Small	\$5.00	\$5.00
	Large	\$10.00	\$10.00
<b>Other</b>			
	Rental Clubs	\$15.00	\$15.00
<b>Great Falls Golf Passes 2025 Proposed Pricing</b>			

<u>Category</u>	<u>Item Description</u>	<u>2024</u>	<u>2025 Proposal</u>
<b>Eagle Falls</b>			
	Adult Full	\$775.00	\$799.00
	Adult Weekday Only	\$625.00	\$645.00
	Junior Full	\$240.00	\$245.00
	Junior Weekday only	\$185.00	\$190.00
<b>Anaconda</b>			
	Adult Full	\$710.00	\$739.00
	Adult Weekday Only	\$520.00	\$544.00
	Junior Full	\$220.00	\$225.00
	Junior Weekday only	\$175.00	\$180.00
<b>Joint Passes</b>			
	Adult Full	\$905.00	\$929.00
	Adult Weekday Only	\$700.00	\$724.00
	Junior Full	\$265.00	\$270.00
	Junior Weekday only	\$200.00	\$205.00
<b>Carts</b>			
	Daily Trail Fee	\$18.00	\$18.00
	Season Trail Fee	\$360.00	\$370.00
	Annual Cart Plan	\$835.00	\$850.00

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA that Resolution 10540 is hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 4<sup>th</sup> day of March, 2025.

ATTEST:

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

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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





Commission Meeting Date: February 18, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

- Item:** Resolution 10567 – Set the public hearing for the request of a Conditional Use Permit (CUP) to expand a nonconforming use to construct a building addition onto the existing church located in the R-2 zoning district upon the property addressed as 800 Sacajawea Drive, Great Falls, Montana.
- From:** Tracy Martello, Assistant City Planner, Planning and Community Development
- Initiated By:** Mountain View Evangelical Lutheran Church  
Tony Spek and Keith Gibbs, Church Council Members
- Presented By:** Brock Cherry, Director, Planning and Community Development
- Action Requested:** City Commission set a public hearing for Resolution 10567 on March 18, 2025.

**Suggested Motion:**

1. Commissioner moves:  
  

“I move that the City Commission (set/not set) a public hearing for Resolution 10567 on March 18, 2025”
2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

**Zoning Commission, Neighborhood Council & Staff Recommendation:**

At the conclusion of a public hearing held on January 28, 2025, the Zoning Commission unanimously voted 4-0 to recommend that the City Commission approve the applicant’s request for a Conditional Use Permit (CUP) to expand a nonconforming use and construct a building addition on the subject property legally described above. Further, Neighborhood Council #3 met on February 6th, 2025, and voted 3-0 in support of the proposed CUP.

Additionally, Staff recommends approval with the following conditions:

**Conditions of Approval:**

1. **Modifications:** It is understood that minor changes are often necessary during the development and operation of a conditional use. The Administrator (the Administrator is the City employee assigned by the City Manager to administer conditional uses) is hereby authorized to permit minor changes, as provided below.

2. **Changes in Use:** Conditional uses are regulated as such because the use presents the possibility of significant impacts on the community. Therefore, changes in conditional uses must be strictly limited. A significant change in the type or level of activity may void the conditional use permit. Proposed changes shall be submitted to the Administrator, who may require that the permit be amended following the same public process used for its adoption.
3. **Expiration:** The conditional use permit shall expire one (1) year after the date of issuance if the operation has not been established for the applicant's request. The Administrator may extend the expiration date if substantial work is ongoing.
4. **Abandonment:** If a conditional use ceases to operate for more than six (6) months, the conditional use permit is void.
5. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
6. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

**Summary:** Mountain View Evangelical Lutheran Church submitted an application for a Conditional Use Permit (CUP) to expand its non-conforming "worship facility" land use. The proposal includes a 2,334 square-foot addition to the existing church building (worship facility) located at 800 Sacajawea Drive, which is situated within the R-2 Single-Family Medium Density zoning district. The addition will be constructed on the west side of the current church building along 8th Street NE. The applicant plans to utilize the first floor (1,169 square feet) for a fellowship hall and a pastor's office, while the basement area (1,165 square feet) will be designated as a transitional space.

According to the applicant's narrative, the addition of the fellowship hall will help alleviate existing congestion in the church entryway and provide a space for members to gather before and after services. The new pastor's office will be located on the main floor to host counseling sessions and small meetings. The previous office was converted into handicap-accessible bathrooms in 2005 to meet current building code requirements. The basement will be used for congregational meals and youth classrooms. The additional space will provide dedicated classrooms to improve classroom management, reduce noise, and accommodate modern learning technologies.

The proposed addition is designed to enhance the church's functionality for its current congregation and the greater community, which has remained steady since 1980, with an average membership of 40-60 congregants. The majority of church services are held on Sundays, and members will continue to utilize the current on-site parking.

### **Background:**

#### **Conditional Use Permit:**

The 1.45 acre property includes the Church and a parsonage located to the east. The Church was established in 1966. The City's current zoning for the subject property, R-2 Single-Family Medium Density, requires that a church (worship facility) obtain a conditional use permit in order to operate. When the applicant engaged the City about the project, they were informed the process for expanding the non-

conforming use of a worship facility located in the R-2 Single-Family zoning district is through a Conditional Use Permit.

To the west of the subject property is City parkland, known as Riverside Baseball Field. To the south, the zoning designation is R-5 Multi-Family Medium Density, which consists of existing residential fourplexes. Properties to the east and north are within the R-2 Single-Family Medium Density zoning district, consisting of single-family homes.

The building expansion is not intended to accommodate a growing membership. In discussions with the applicant, it was determined that the existing parking lot is sufficient for current membership. According to the building plan submission, the worship space has an occupancy of up to 98 parishioners. Parking requirements for worship facilities are one per five seats, as outlined in OCCGF §17.36.2.020. The current parking lot meets the requirement of 20 parking spaces. City Staff concludes the current parking arrangement provides adequate capacity.

Staff has reviewed the City's 2013 Growth Policy Update and has concluded the policy supports the proposed conditional use to expand a nonconforming use. Specifically, on page 88 regarding the "Physical Goals" to foster a development pattern that encourages infill development, adaptive reuse and the use of existing infrastructure as opposed to sprawl, low density and haphazard development. Additionally, within the "Implementation Goals", the policy advised supporting mixed land use and densities that support connections between uses on page 124.

In addition to this CUP request, the building expansion project will require a building permit. Representatives from the City's Planning Division, Building Division, Engineering Division and Great Falls Fire Rescue have met with the applicant to discuss the building permit and will review the required plans and specifications. Within the Conditions of Approval, establishment of a CUP is required within one year of approval. The applicant has indicated that building addition is anticipated to commence spring of 2025.

The basis of decision for a CUP is listed in OCCGF §17.16.36.040. The City Commission's decision to approve, conditionally approve, or deny an application shall be based on whether the application, staff report, public hearing, and additional information demonstrate that the criteria attached as Basis of Decision have been met.

**Public Comment:** Public comment was presented at the Zoning Commission meeting on January 28th by a concerned Citizen. Their concern is for the foot traffic from the nearby schools and that the building addition would impede visibility. The individual provided an exhibit showing visibility from different locations near the site and is provided as "*Exhibit A- Public Comment*". The Citizen and Zoning Commission were informed by staff that the building meets the visibility triangle requirements listed within code, additionally, it meets the requirements of the side yard setbacks required within the zoning district.

**Fiscal Impact:** Approval of the Conditional Use Permit would have no adverse fiscal impacts on the City of Great Falls. The Church will pay for the cost of site improvements, and City Police and Fire already serve the property

**Alternatives:** The City Commission could choose not to set a public hearing at this time. This is not recommended as it is a required step for the Conditional Use Permit and could further delay the project.

**Concurrences:** Representatives from the City's Engineering Division, Great Falls Fire Rescue, and Building Division have reviewed the proposal and have no objections to the issuance of the Conditional Use Permit.

**Attachments/Exhibits:**

- Resolution 10567
- Basis of Decision
- Location Map
- Zoning Map
- Project Narrative
- Preliminary Plans
- Exhibit A- Public Comment

RESOLUTION 10567

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO EXPAND A NONCONFORMING USE TO CONSTRUCT A BUILDING ADDITION ONTO THE EXISTING CHURCH LOCATED IN THE R-2 ZONING DISTRICT UPON THE PROPERTY ADDRESSED AS 800 SACAJAWEA DRIVE, GREAT FALLS, MONTANA.

\* \* \* \* \*

WHEREAS, Mountain View Evangelical Lutheran Church has submitted an application for a Conditional Use Permit to expand its nonconforming use to construct a building addition onto the existing worship facility upon the property addressed as 800 Sacajawea Avenue, Great Falls, Montana legally described as lots 1, 16-18 of Block 6, N Riverview Terrace Addition Section 5 Part 1, Section 36, T21N, R3E, Cascade County, Montana; and,

WHEREAS, the subject property is presently within the R-2 Single-Family Medium Density zoning district, wherein the nonconforming use of a “worship facility” was established in 1966; and,

WHEREAS, an expansion of the nonconforming use to include a building addition is allowed upon approval of a Conditional Use Permit; and,

WHEREAS, the proposed Conditional Use Permit to allow the expansion of a nonconforming “worship facility” land use upon the subject property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF) Section 17.16.36.040; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on January 28th, 2025, to consider said Conditional Use Permit application, and at the conclusion of said hearing passed a motion recommending a Conditional Use Permit be granted for the subject property to allow for the nonconforming use to construct a building addition, subject to the following conditions:

**Conditions of Approval:**

- 1. **Modifications:** It is understood that minor changes are often necessary during the development and operation of a conditional use. The Administrator (the Administrator is the City employee assigned by the City Manager to administer

conditional uses) is hereby authorized to permit minor changes, as provided below.

2. **Changes in Use:** Conditional uses are regulated as such because the use presents the possibility of significant impacts on the community. Therefore, changes in conditional uses must be strictly limited. A significant change in the type or level of activity, may void the conditional use permit. Proposed changes shall be submitted to the Administrator, who may require that the permit be amended following the same public process used for its adoption.
3. **Expiration:** The conditional use permit shall expire one (1) year after the date of issuance, if the operation has not been established for the applicant's request. The Administrator may extend the expiration date if substantial work is ongoing.
4. **Abandonment:** If a conditional use ceases to operate for more than six (6) months, the conditional use permit is void.
5. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
6. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

WHEREAS, the City Commission having allowed for proper public notice, conducted a public hearing to consider said application, and considered the comments and recommendations made by the Zoning Commission.

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

That a Conditional Use Permit be granted to expand the nonconforming use of a "worship facility" to construct a building addition onto the existing worship facility for the property addressed as 800 Sacajawea Drive, Great Falls, Montana, conditioned upon the owner complying with the conditions listed herein; and,

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that, pursuant to the Official Code of the City of Great Falls (OCCGF) 17.16.36.090, the permit shall be considered a covenant that runs with the land and shall be binding on all subsequent property owners. Additionally, pursuant to OCCGF 17.16.36.100, the Conditional Use Permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to

completion. If the Conditional Use is established, but ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and approval.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on March 18, 2025.

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

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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

## CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting a Conditional Use Permit (CUP) to allow the expansion of a church (worship facility), which includes a building addition onto the existing church in the R-2 Single-Family Medium Density zoning district for 1.25 acres addressed as 800 Sacajawea Drive and legally described as Lots 1, 16-18 of Block 6, North Riverview Terrace Addition Section 5, Part 1 to the City of Great Falls.

**1. The zoning and conditional use is consistent with the City's Growth Policy and applicable neighborhood plans, if any.**

The proposed conditional use for the subject property is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The proposed project specifically supports the following Goals and Policy from the Social, Physical, and Implementation portions of the Growth Policy:

- **Social Goals**
  - To recognize the many societal inter-relationships that contribute to an individual's well-being and advancement. Page 29
- **Physical Goals**
  - Foster a development pattern that encourages infill development, adaptive reuse and the use of existing infrastructure as opposed to sprawl, low density and haphazard development. Page 88
  - Promote and incentivize infill development that is compatible with the scale and character of established neighborhoods. Page 161
- **Implementation Goals**
  - Encouraging social connectivity in neighborhood design and lay-out. Page 123
  - Supporting mixed land use and densities that supports connections between uses. Page 124

**2. The establishment, maintenance or operation of the zoning and conditional use will not be detrimental to, or endanger the health, safety, morals comfort or general welfare.**

The establishment, maintenance or operation of the proposed conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare of the community. The worship facility is established and fits into the context of the surrounding area.

**3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted. It is not anticipated that this project would diminish and impair property values within the neighborhood.

**4. The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The proposed project will not impede the normal and orderly development and improvement of surrounding properties. To the west of the subject property is City of Great Falls parkland, known as Riverside Baseball Field. To the south the zoning designation is R-5 Multi-Family Medium Density, which contains existing fourplex multi-family units. To the east the and north is the R-2 Single-Family Medium Density zoning district, consisting of single-family homes. This area has a



diverse mix of zoning designations, and for this reason the Conditional Use fits well onto the subject property and within the context of the surrounding properties.

**5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.**

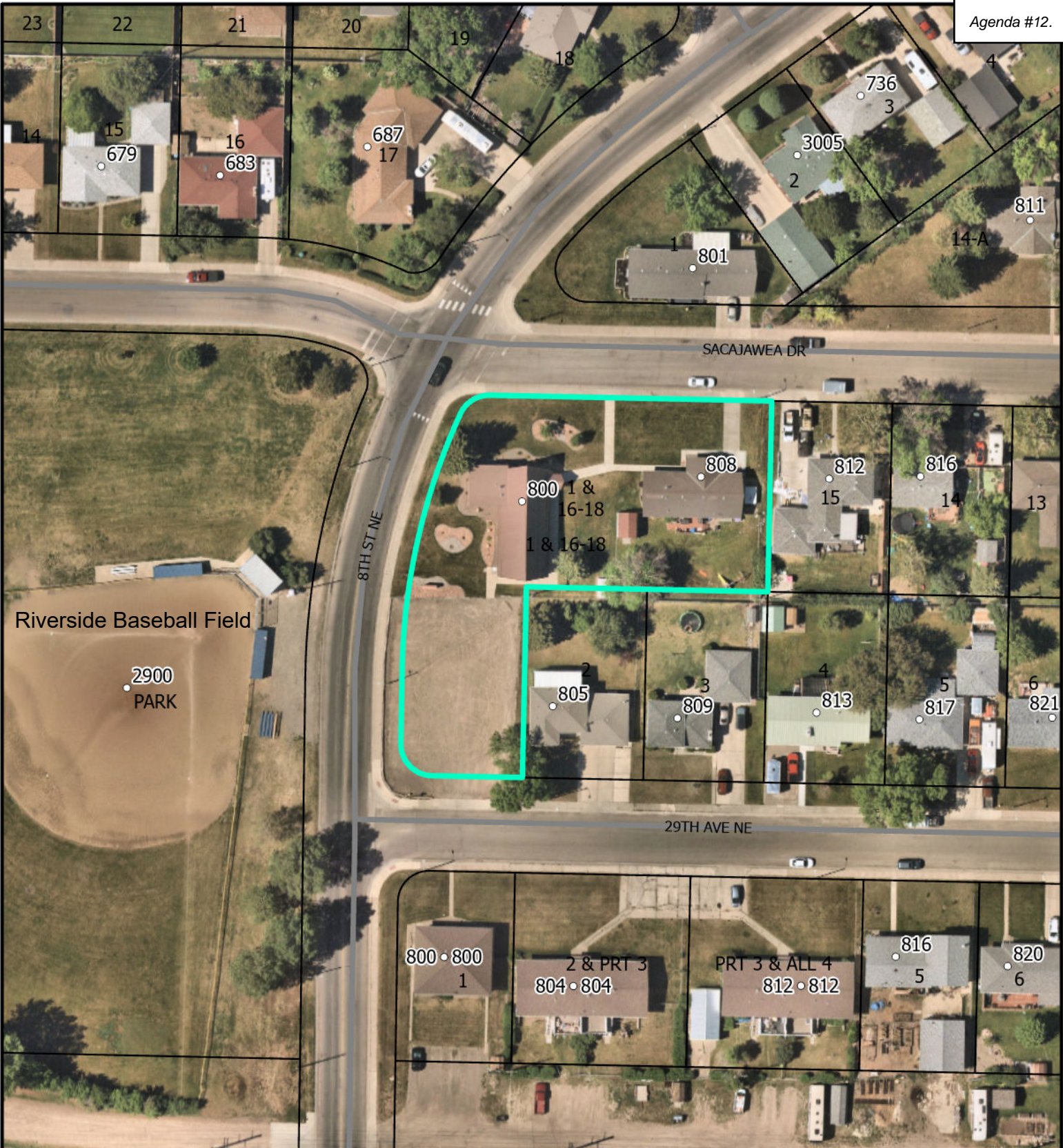
Utilities, access roads, drainage, and other necessary facilities currently exist around the subject property. The proposed addition will continue to use these existing facilities including existing roads and utility connections.

**6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

The church (worship facility) has existed since 1966 and does not propose to modify any existing ingress or egress. The church experiences peak traffic on Sundays, which coincides with low traffic flow. As a result, there is no concern of additional congestion resulting from the approval of the Conditional Use Permit.

**7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.**

The proposed Conditional Use Permit will conform to all applicable regulations of the *Title 17 - Land Development Code* including the dimensional standards of the R-2 zoning district. In addition, the building expansion project will require a building permit and will be required to comply with all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

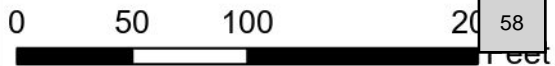


# Location Map



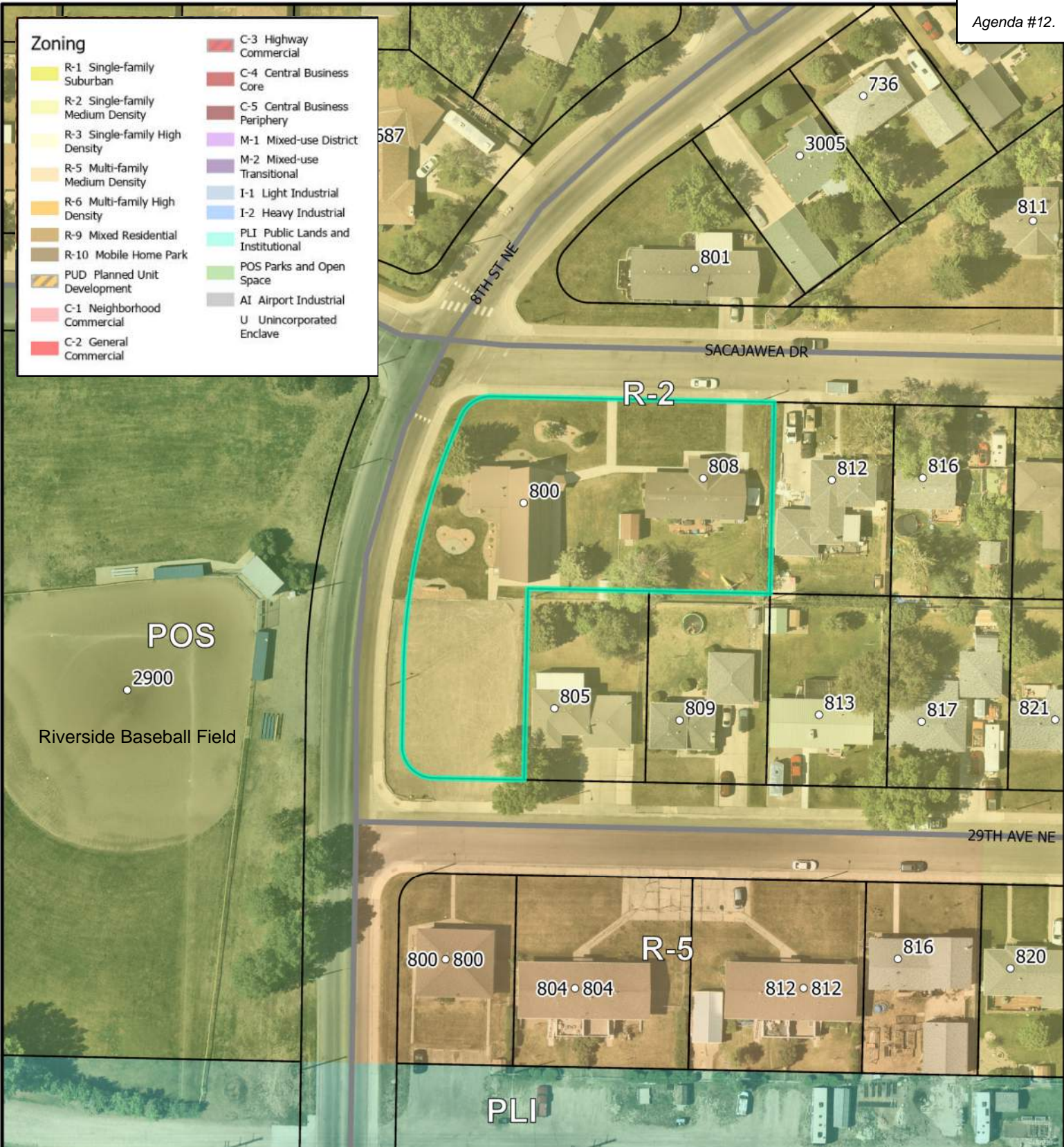
800 Sacajawea Dr.

— Subject Property



Zoning

- R-1 Single-family Suburban
- R-2 Single-family Medium Density
- R-3 Single-family High Density
- R-5 Multi-family Medium Density
- R-6 Multi-family High Density
- R-9 Mixed Residential
- R-10 Mobile Home Park
- PUD Planned Unit Development
- C-1 Neighborhood Commercial
- C-2 General Commercial
- C-3 Highway Commercial
- C-4 Central Business Core
- C-5 Central Business Periphery
- M-1 Mixed-use District
- M-2 Mixed-use Transitional
- I-1 Light Industrial
- I-2 Heavy Industrial
- PLI Public Lands and Institutional
- POS Parks and Open Space
- AI Airport Industrial
- U Unincorporated Enclave



# Zoning Map

- City Addresses
- Subject Property
- Parcels



800 Sacajawea Dr.

Mountainview Evangelical Lutheran Church  
800 Sacajawea Drive Great Falls, MT 59404

October 19 2024

Conditional Use Permit

City of Great Falls

We are seeking a building permit to add a 1260 sq ft extension to our current church building. The new addition's first level will feature an entryway from our existing parking lot, a pastoral office, and a fellowship area for pre- and post-worship. The lower level will consist of two youth educational classrooms.

Since being built in 1966, this church building has been the home of Mountainview Ev. Lutheran Church, member of the Wisconsin Evangelical Lutheran Synod (WELS). Average weekly attendance has remained between 40-60 persons since 1980. In the early 2000s the main entrance was changed from the north side of the church to the east side. Even after that change, our entry way leading into the sanctuary causes congestion as worshippers arrive. Additionally, the existing 4272 sq ft open area behind our worship space is insufficient for post-service fellowship.

In 2005, we converted an upstairs office into a handicap-accessible bathroom to comply with building codes. Last year, we constructed an office downstairs for our Pastor's study. While more functional than the previous office next door in the parsonage, it remains challenging to host private counseling sessions and small meetings in a basement. The proposed plan includes a professionally designed office in the entryway with proper ventilation and window visibility for pastoral service.

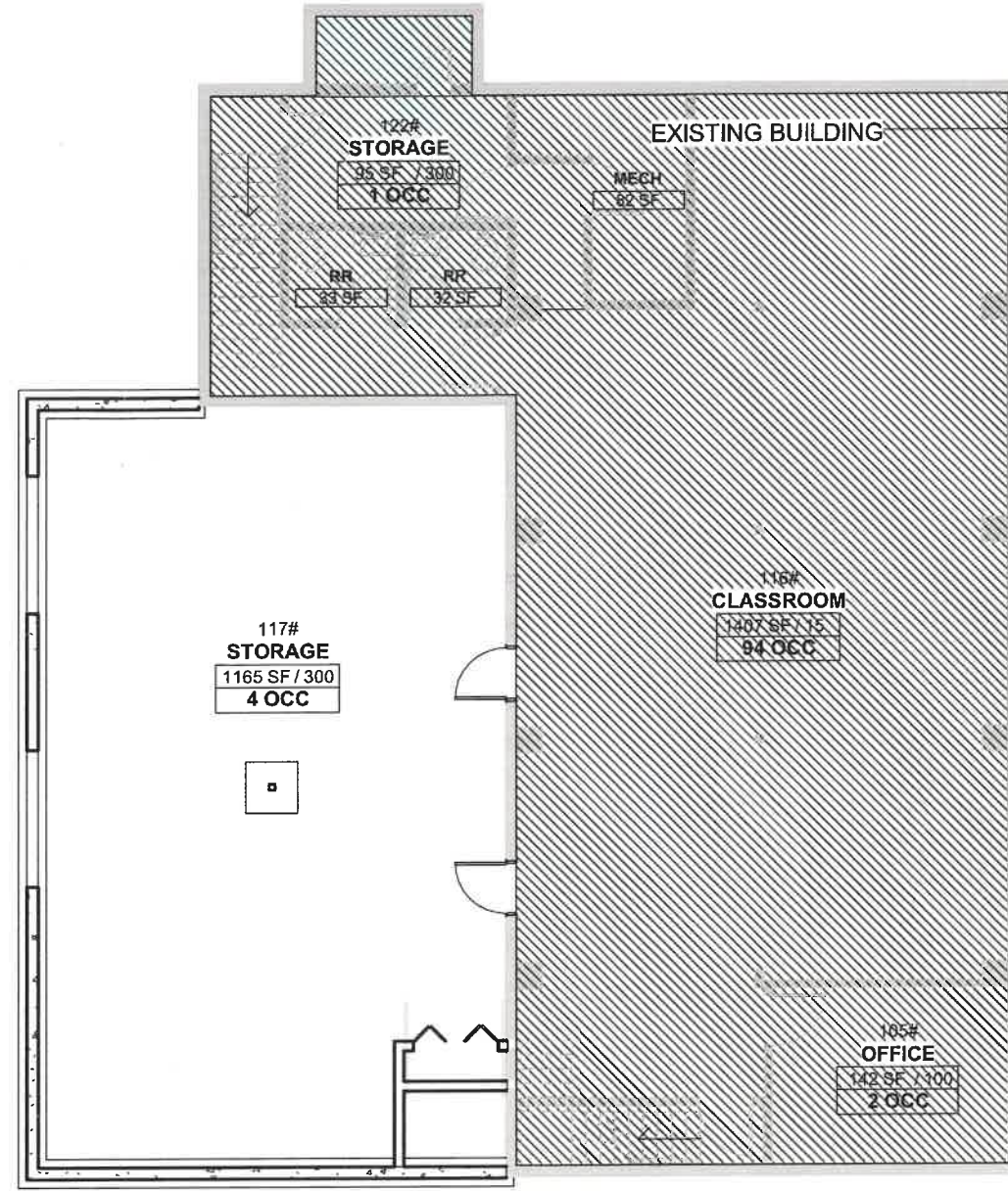
Our current open area downstairs serves well for congregational meals, but it is also used for youth Sunday School classes. Having two or three classrooms in one open space makes classroom management difficult for our teachers. The proposed extension will provide separate space, noise control, appropriate decor, and technology to enhance learning.

We assure you that there will be no disruption to our neighborhood or community. The purpose space is intended for functionality rather than increased seating capacity. There will be no need to increase our parking capacity.

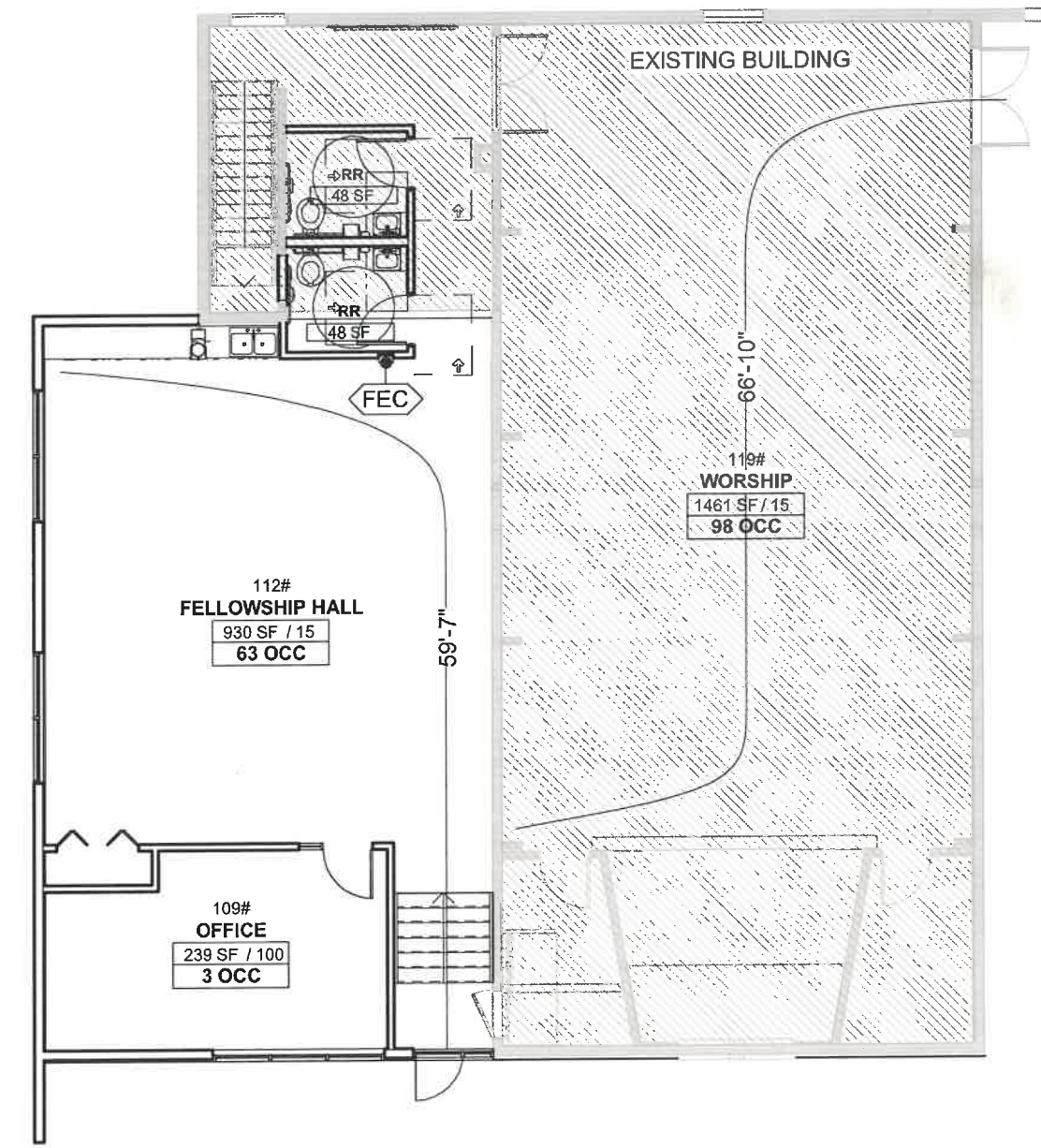
Furthermore, the proposed extension will not disturb any utility lines or supplies.

Keith E. Gibbs  
Mountainview Council President

Tony Spek  
Mountainview Building/Financial Secretary



2 **BASEMENT Code**  
 3/32" = 1'-0"



1 **LEVEL 1 Code**  
 3/32" = 1'-0"

ROOM & OCCUPANCY SCHEDULE				
Room Name	Room Number	Area	Occupant Load Factor	Room OCC
<b>BASEMENT</b>				
OFFICE	105	142 SF	100	2
RR	106	32 SF		
RR	107	33 SF		
CLASSROOM	116	1407 SF	15	94
STORAGE	117	1165 SF	300	4
STORAGE	122	95 SF	300	1
MECH	123	82 SF		

ROOM & OCCUPANCY SCHEDULE				
Room Name	Room Number	Area	Occupant Load Factor	Room OCC
<b>LEVEL 1</b>				
OFFICE	109	239 SF	100	3
FELLOWSHIP HALL	112	930 SF	15	63
WORSHIP	119	1461 SF	15	98
RR	120	48 SF		
RR	121	48 SF		
Grand total: 12				265

CODE OVERVIEW		2021 IBC 2018 IEBC
OCCUPANCY GROUP:		A (No Change of Occupancy)
CONSTRUCTION TYPE:		VB
EXISTING SQUARE FOOTAGE:		4,272
INCREASE SQUARE FOOTAGE:		2,334
TOTAL SQUARE FOOTAGE:		6,650

MOUNTAINVIEW LUTHERAN CHURCH

SHEET CODE PLAN TITLE:

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

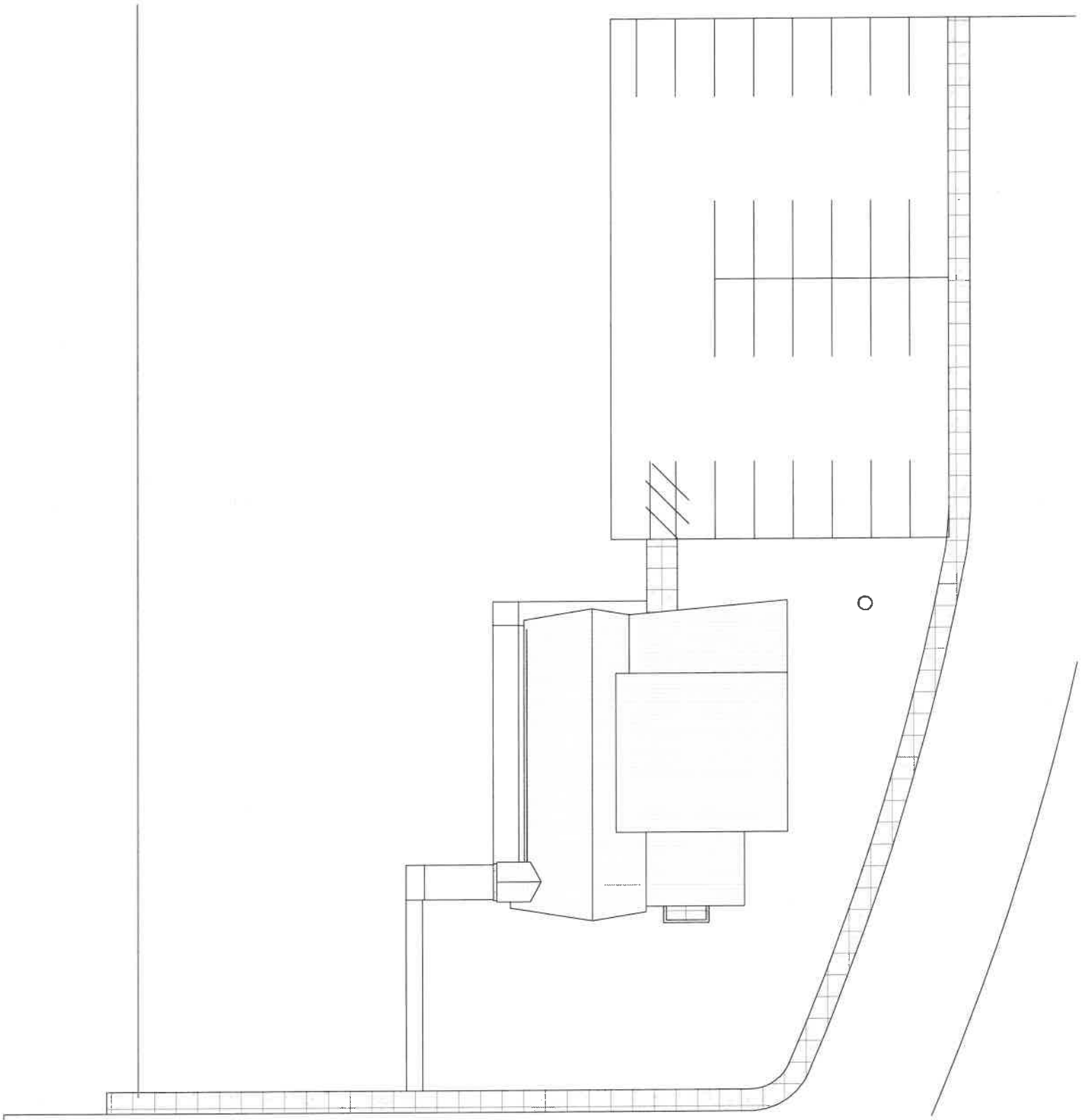
DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: AC

MOUNTAINVIEW LUTHERAN CHURCH

SHEET TITLE:  
SITE PLAN

PRELIMINARY  
NOT FOR  
CONSTRUCTION



1 PARKING LOT  
1" = 30'-0"

DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: AC

MOUNTAINVIEW LUTHERAN CHURCH

SHEET TITLE: DEMO PLAN

PRELIMINARY  
NOT FOR  
CONSTRUCTION

DEMO EXISTING CONCRETE STEPS,  
PLATFORM TO REMAIN IN PLACE

DEMO ROOF OVERHANG

A6.1

1

DEMO EXISTING STAIN GLASS,  
PREP FOR NEW

A

DEMO EXISTING  
CASEWORK

DEMO EXISTING  
RESTROOM  
FIXTURES, WALLS  
AND DOORS

B

B.5

DEMO ROOF OVERHANG

DEMO WALL AND WINDOWS

A9.1

A6.2

1

C

D

REMOVE GUTTER AND DOWNSPOUT

E

LEVEL 1 DEMO

1/8" = 1'-0"

A6.1

2

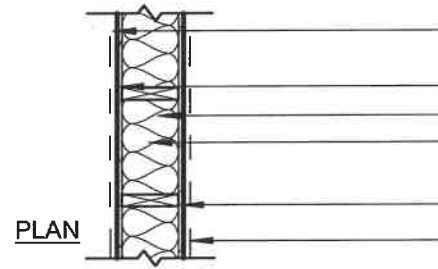
REMOVE EXISTING BATTEN  
STRIPS AT EXTERIOR ALL  
SIDES. PREP FOR NEW SIDING

F

DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: AC

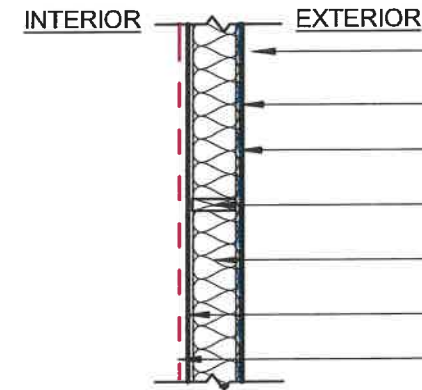
### INTERIOR WALL ASSEMBLIES



- SEE FINISH PLAN AND INT. ELEVATIONS FOR SPECIFIC WALL FINISH
- GYPSUM WALL BOARD - 1/2"
- SOUND BATTS PER PLAN
- WOOD STUDS @ 16" o.c UNO. SEE TAG FOR FRAMING MEMBER SIZE
- GYPSUM WALL BOARD - 1/2"
- SEE FINISH PLAN AND INT. ELEVATIONS FOR SPECIFIC WALL FINISH

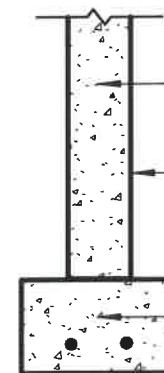
**A** INTERIOR - WOOD STUD W/ GYP  
NOT FIRE RATED

### EXTERIOR WALL ASSEMBLIES



- DIRECT-FASTEN LP SMART SIDING PANELS; SEE EXTERIOR ELEVATIONS FOR TYPE, COLOR, AND TERMINATIONS
- AIR BARRIER
- WOOD SHEATHING - OSB SHEATHING - 7/16"
- 2X6 WOOD STUD
- R-21 THERMAL BATT INSULATION
- VAPOR BARRIER
- GYPSUM WALL BOARD - 1/2"

**XC** EXTERIOR - WOOD STUD - FIBER CEMENT SIDING



- 8" CONCRETE FOUNDATION WALL #4 REBAR VERTICAL AND HORIZONTAL 24" O.C.
- WATER TIGHT MEMBRANE COATED DAMP-PROOFING TO SEAL JOINTS AND CRACKS
- 20"W X 12"D FOOTING W/2 - #5 REBAR CONTINUOUS

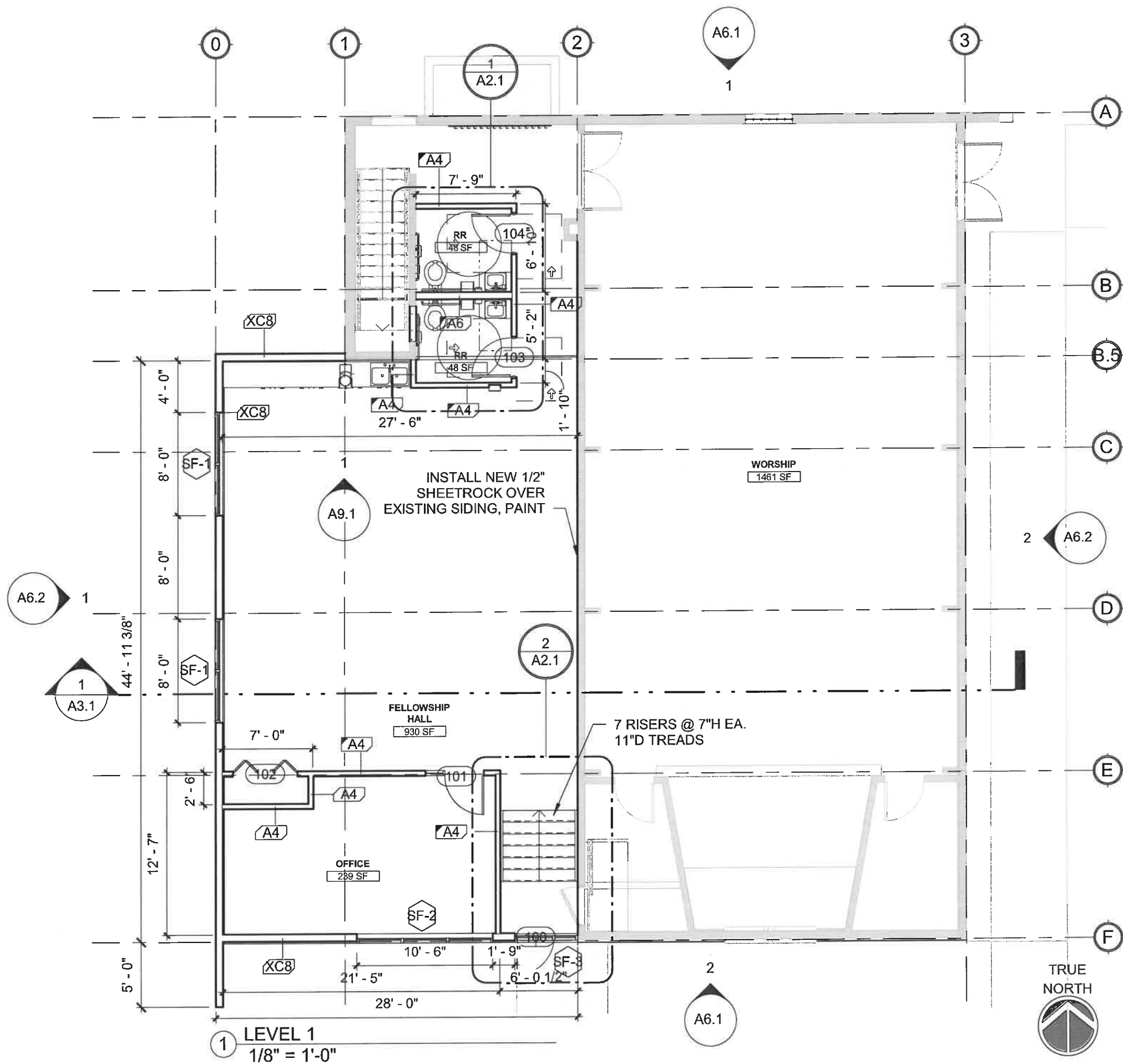
**END** FOUNDATION WALL

MOUNTAINVIEW LUTHERAN CHURCH

SHEET WALL TYPES TITLE:

PRELIMINARY NOT FOR CONSTRUCTION





1 LEVEL 1  
 1/8" = 1'-0"

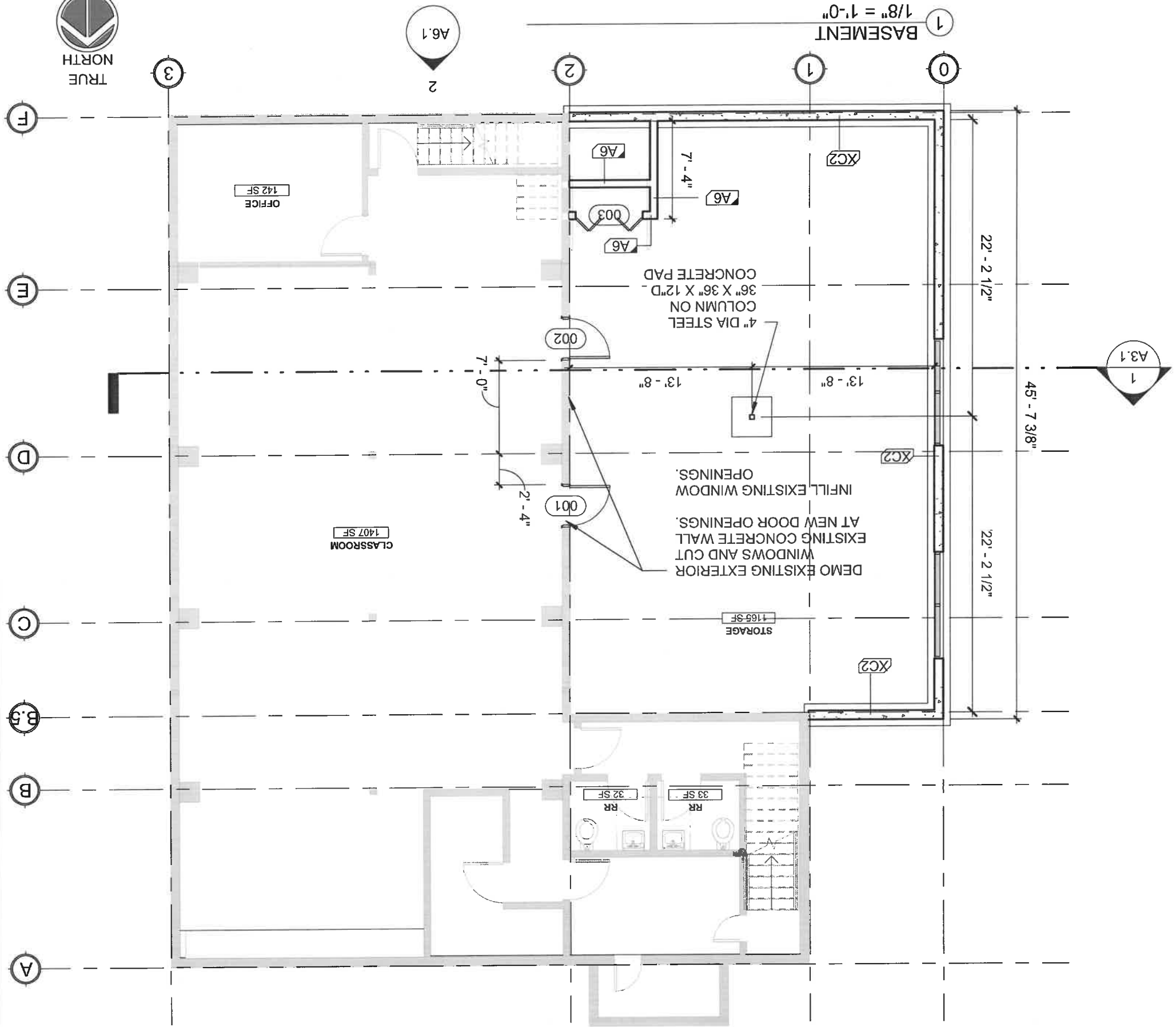
MOUNTAINVIEW LUTHERAN CHURCH

SHEET FLOOR PLAN  
 TITLE:

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION



1/8" = 1'-0"  
BASEMENT



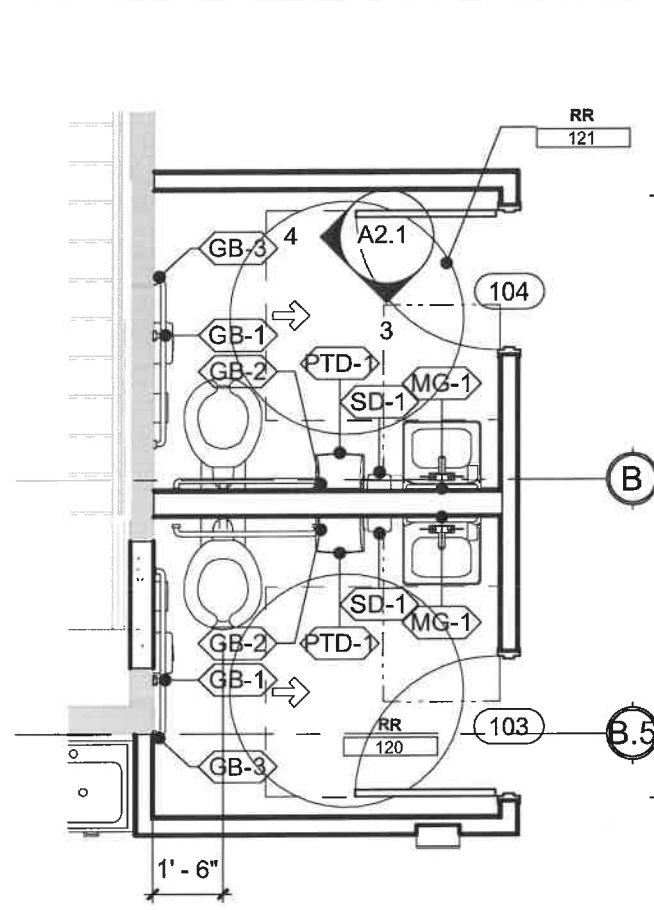
PRELIMINARY  
NOT FOR  
CONSTRUCTION

MOUNTAINVIEW LUTHERAN  
CHURCH

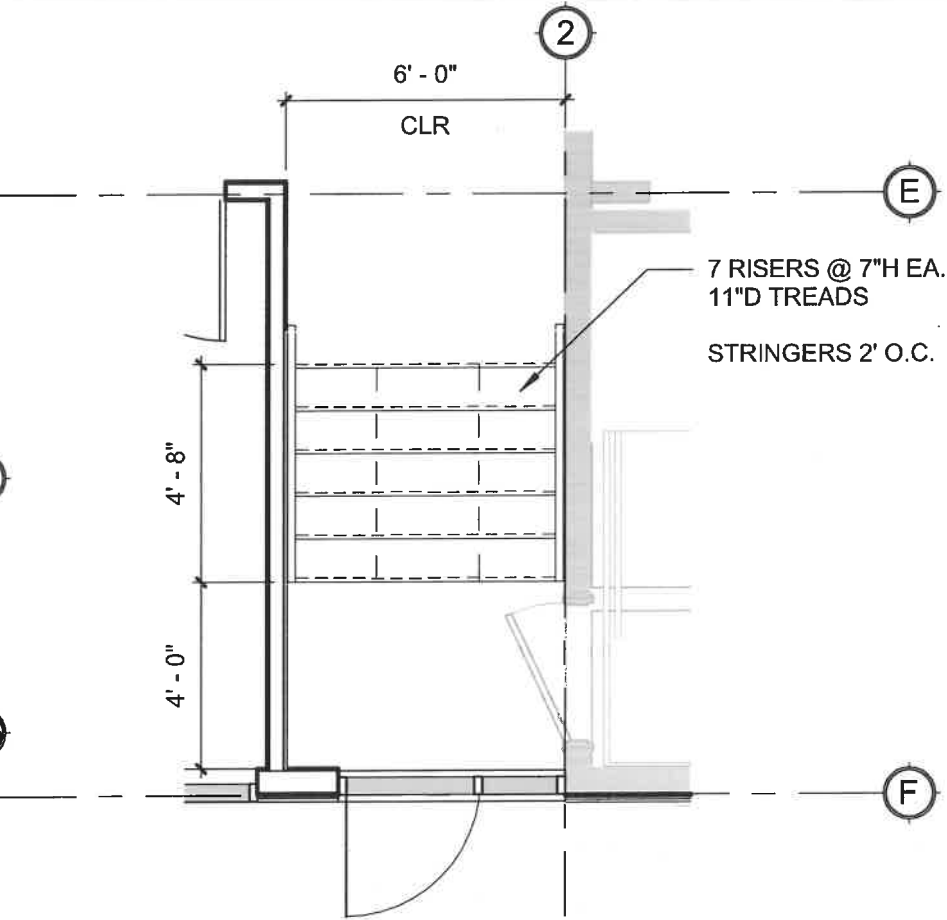
SHEET BASEMENT FLOOR PLAN  
TITLE:

DATE: 4/14/24  
DRAWN BY: -

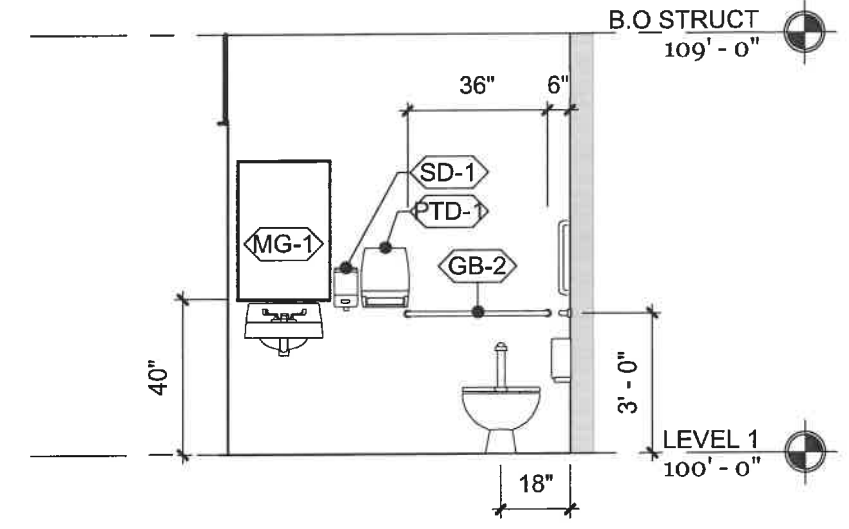
SHEET NUMBER: A1.2



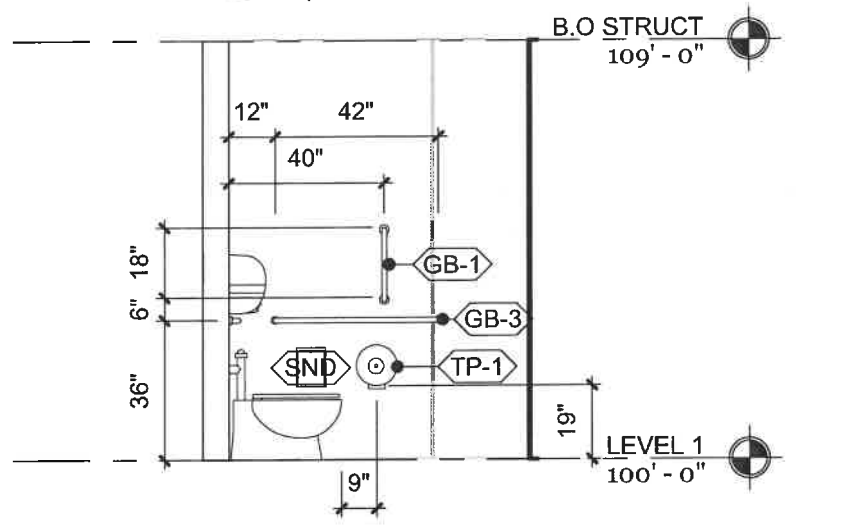
1 ENLARGED RR  
1/4" = 1'-0"



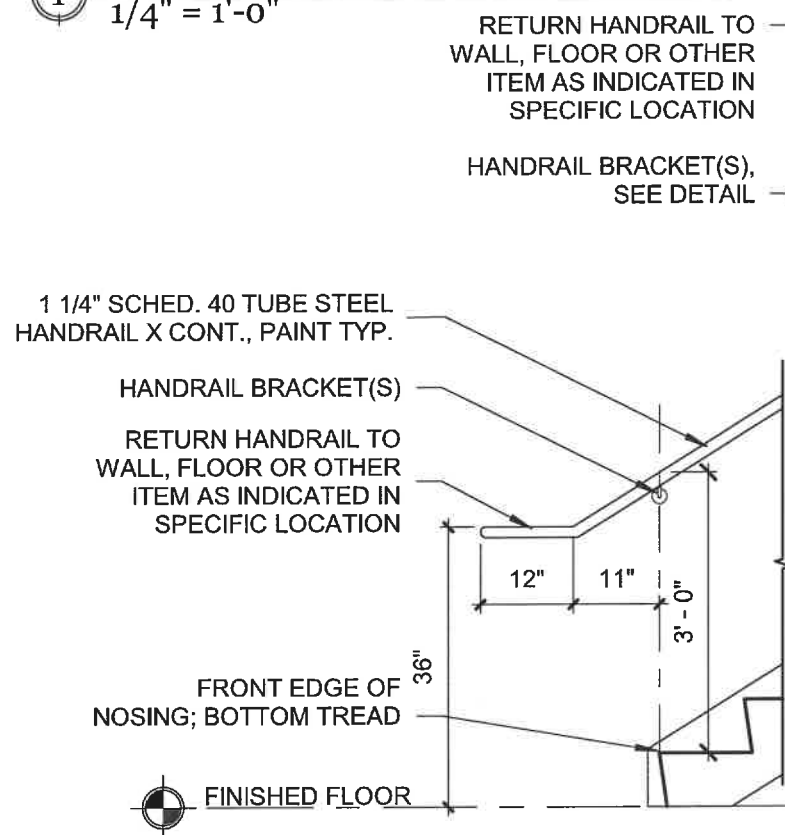
2 STAIR ENLARGED PLAN  
1/4" = 1'-0"



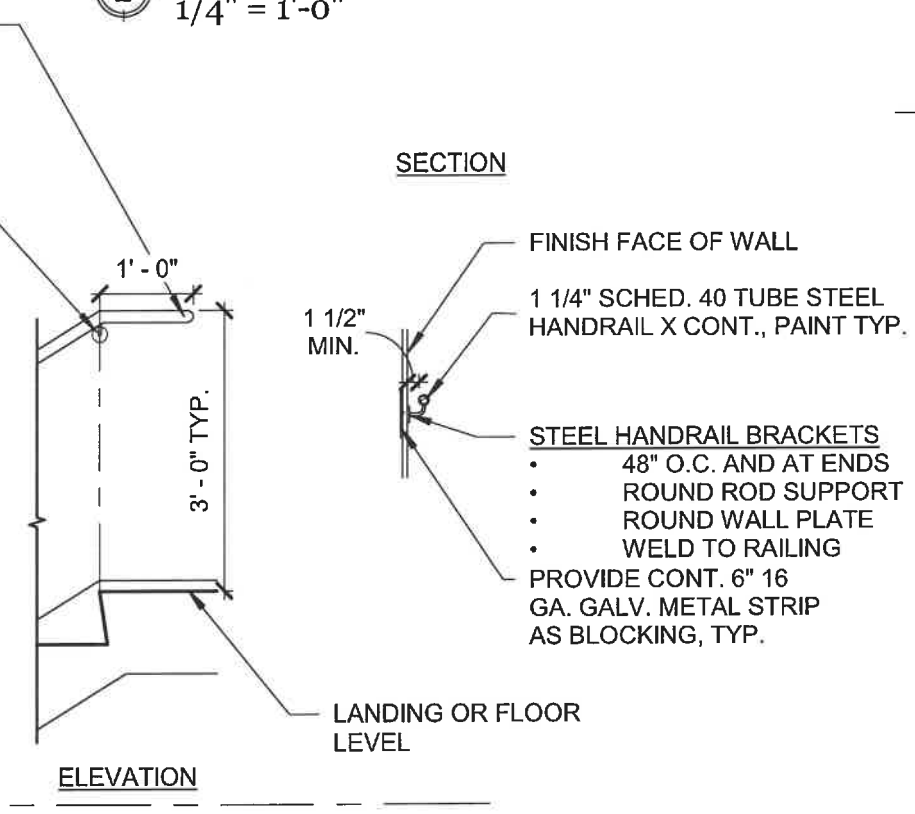
3 RESTROOM ELEVATION 1  
1/4" = 1'-0"



4 RESTROOM ELEVATION 2  
1/4" = 1'-0"

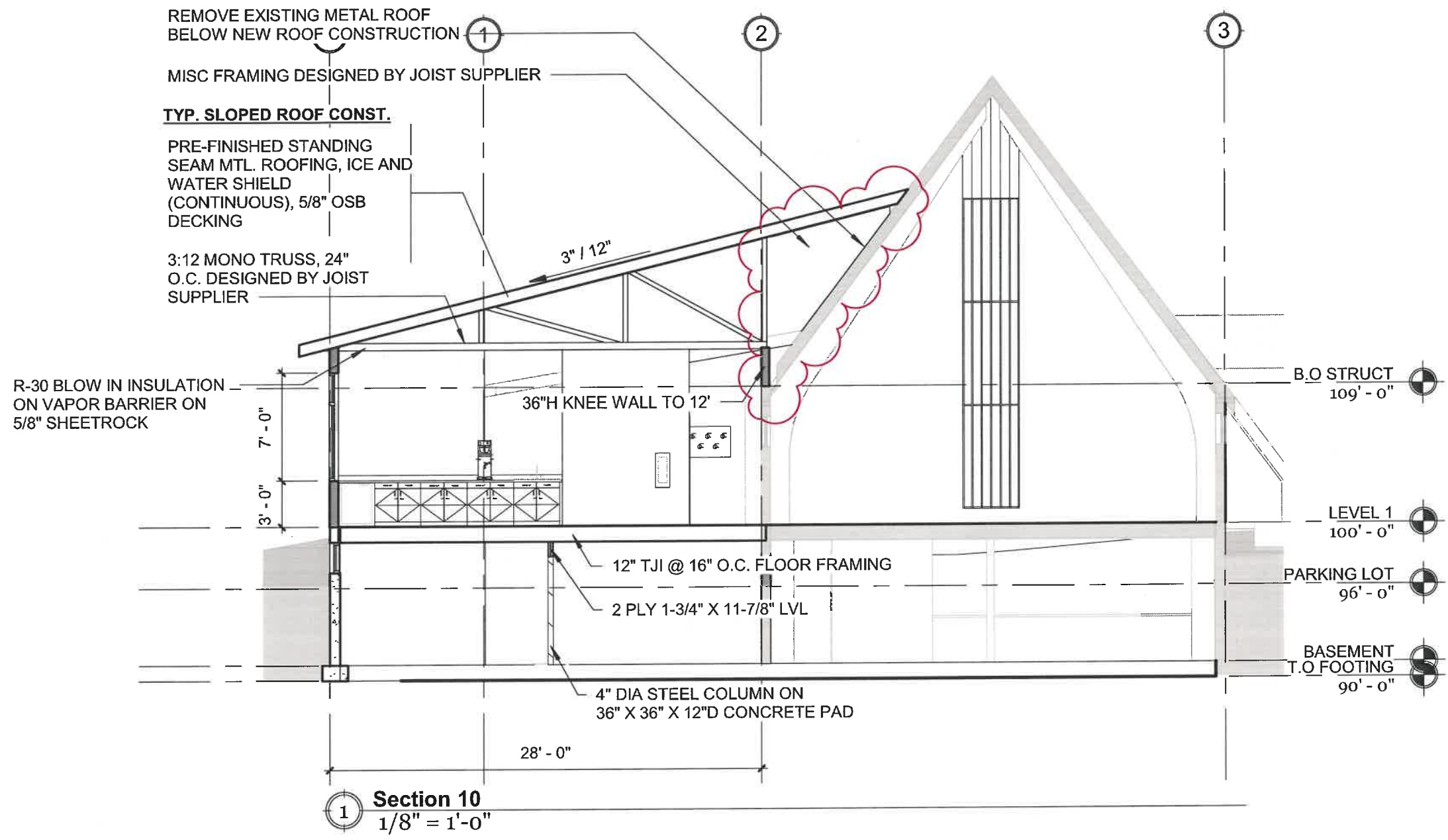


5 TYP. WALL MOUNTED HANDRAIL DTL  
1/2" = 1'-0"



DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: A3



**Section 10**  
1/8" = 1'-0"

MOUNTAINVIEW LUTHERAN CHURCH

SHEET BUILDING SECTIONS  
TITLE:

PRELIMINARY  
NOT FOR  
CONSTRUCTION

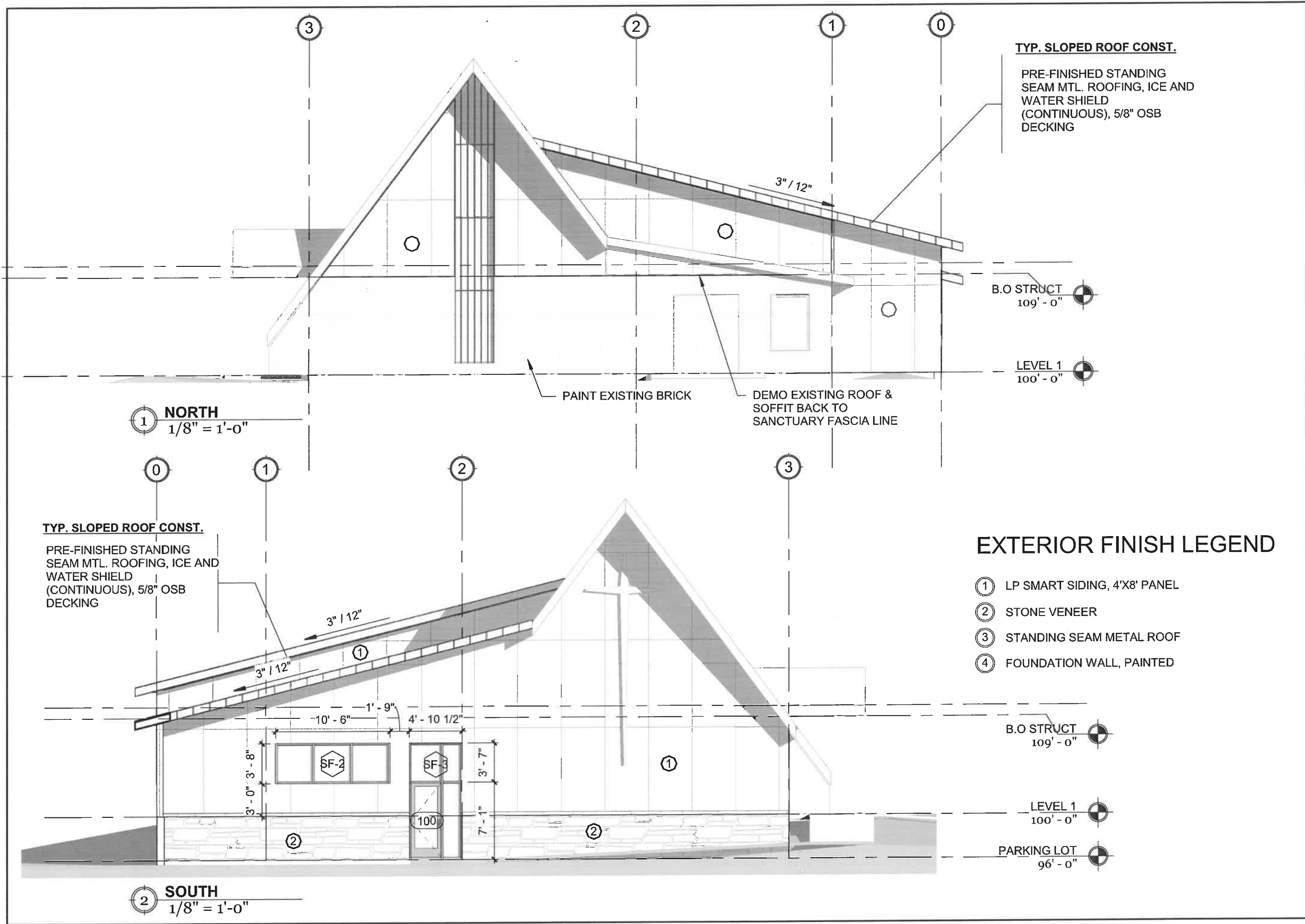
DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: A6

MOUNTAINVIEW LUTHERAN CHURCH

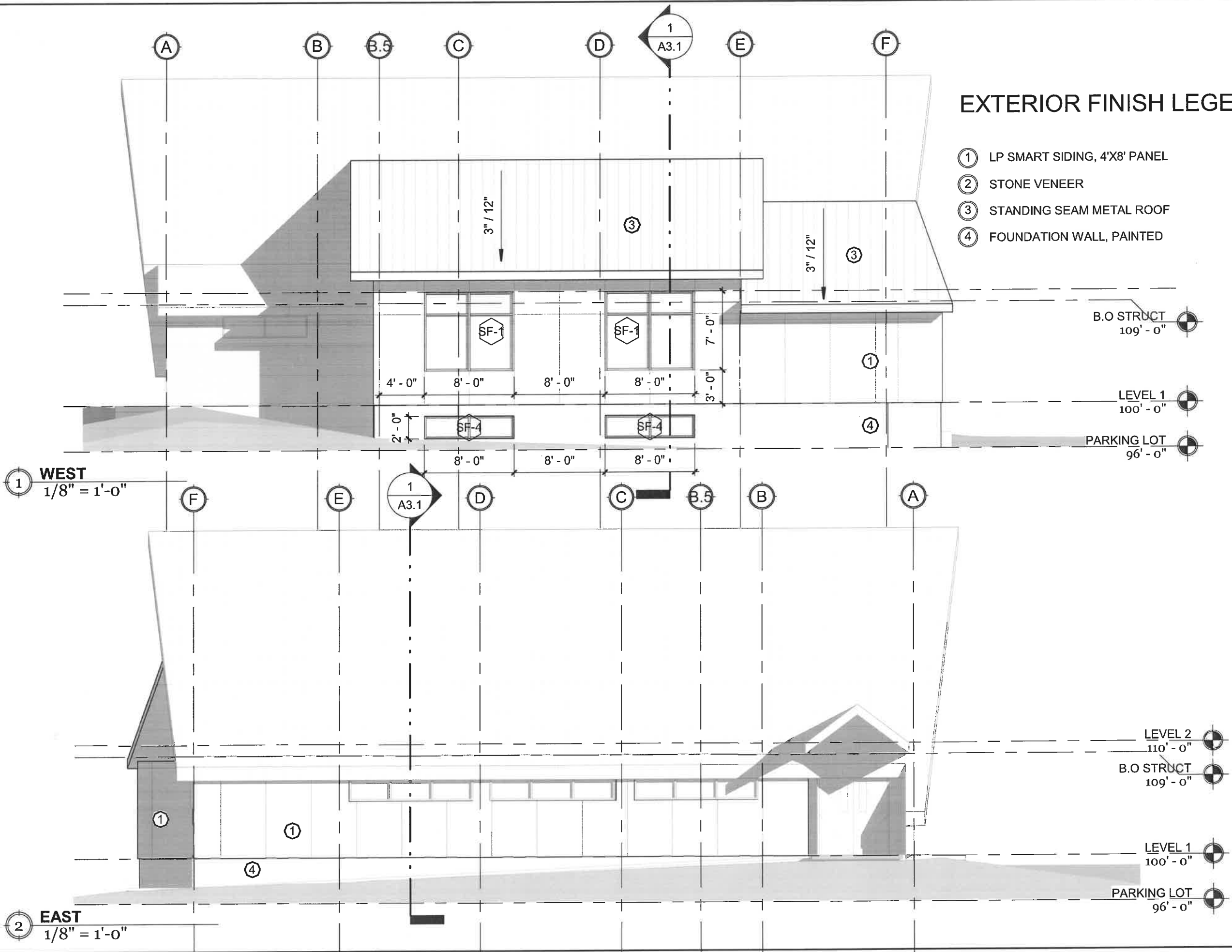
SHEET TITLE: EXTERIOR ELEVATIONS

PRELIMINARY  
NOT FOR  
CONSTRUCTION



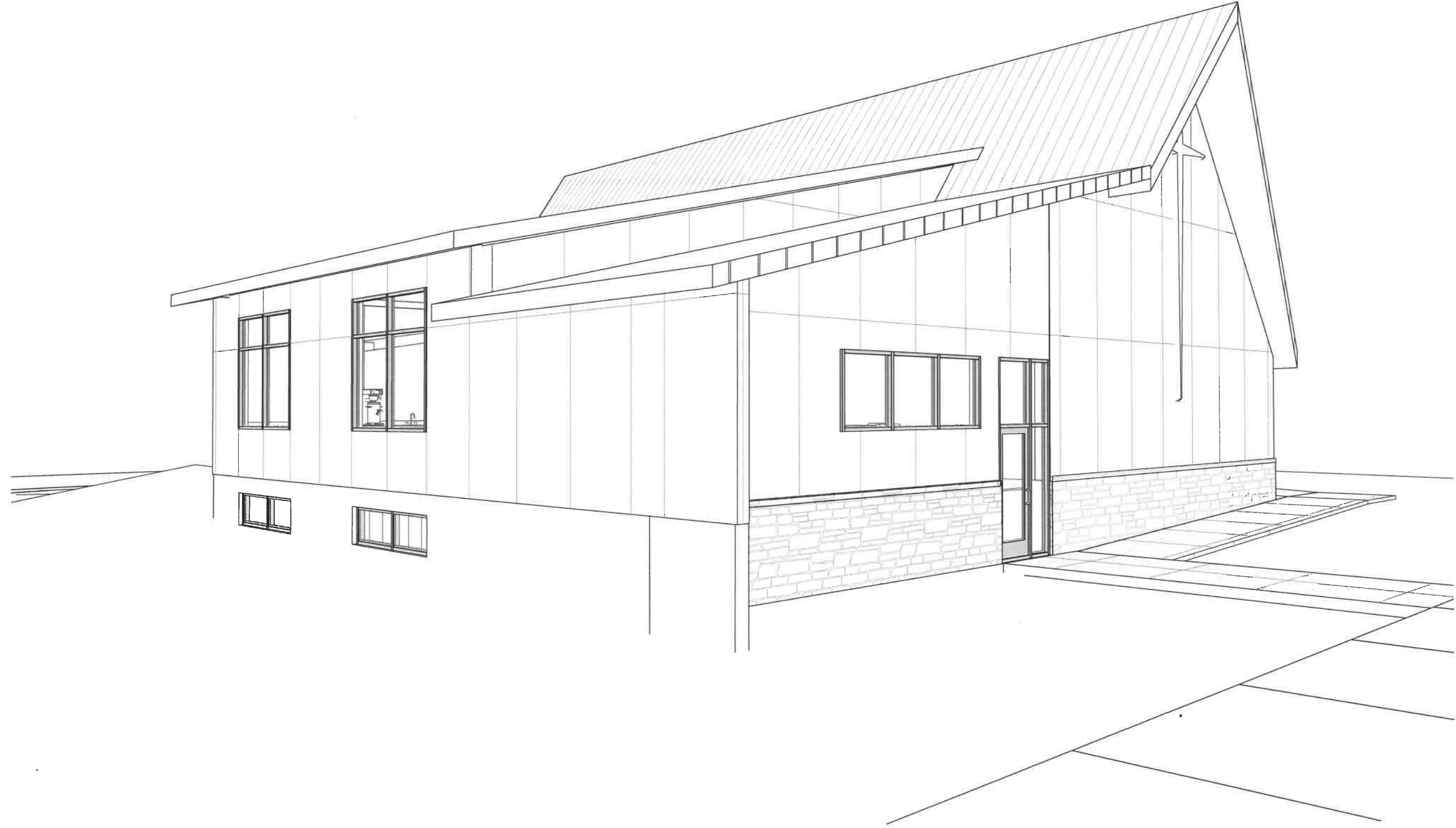
### EXTERIOR FINISH LEGEND

- ① LP SMART SIDING, 4'X8' PANEL
- ② STONE VENEER
- ③ STANDING SEAM METAL ROOF
- ④ FOUNDATION WALL, PAINTED



MOUNTAINVIEW LUTHERAN CHURCH  
 SHEET TITLE: EXTERIOR ELEVATIONS

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION



DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: AG

Agenda #12.

MOUNTAINVIEW LUTHERAN CHURCH

SHEET 3D VIEW  
TITLE:

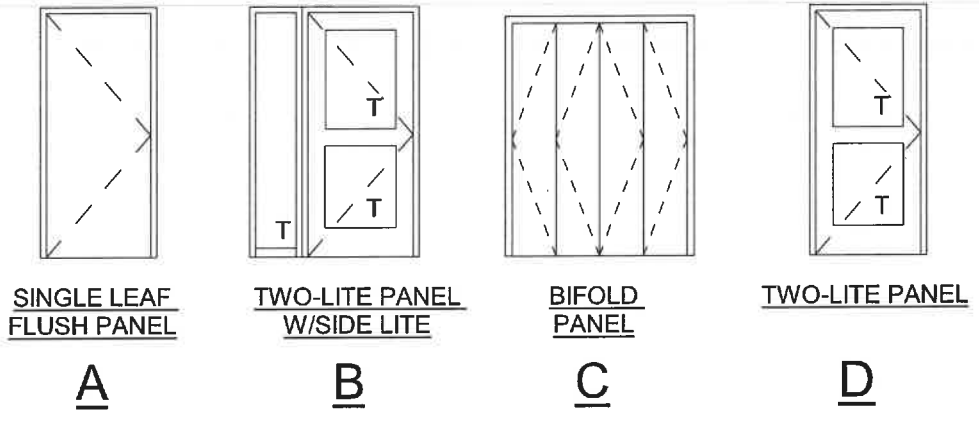
PRELIMINARY  
NOT FOR  
CONSTRUCTION

DATE: 4/14/24  
DRAWN BY:

SHEET NUMBER: A8

DOOR SCHEDULE											
Door No.	Level	Width	Height	Hardware Group	Panel Properties				Frame Properties		Comments
					Panel Type	Panel Material	Panel Finish	Insulated Panel	Frame Type	Frame Finish	
001	BASEMENT	3' - 0"	7' - 0"		A	SCWD	STN		MDF	PT	
002	BASEMENT	3' - 0"	7' - 0"		A	SCWD	STN		MDF	PT	
003	BASEMENT	5' - 0"	6' - 8"		C	SCWD	STN		MDF	PT	
100	PARKING LOT	2' - 9"	6' - 10"		D	ALUM	MFR		MFR	MFR	
101	LEVEL 1	4' - 6"	6' - 8"		B	SCWD	STN		MDF	PT	
102	LEVEL 1	5' - 0"	6' - 8"		C	HCWD	STN		MDF	PT	
103	LEVEL 1	3' - 0"	7' - 0"		A	SCWD	STN		MDF	PT	
104	LEVEL 1	3' - 0"	7' - 0"		A	SCWD	STN		MDF	PT	

**DOOR PANEL TYPES**

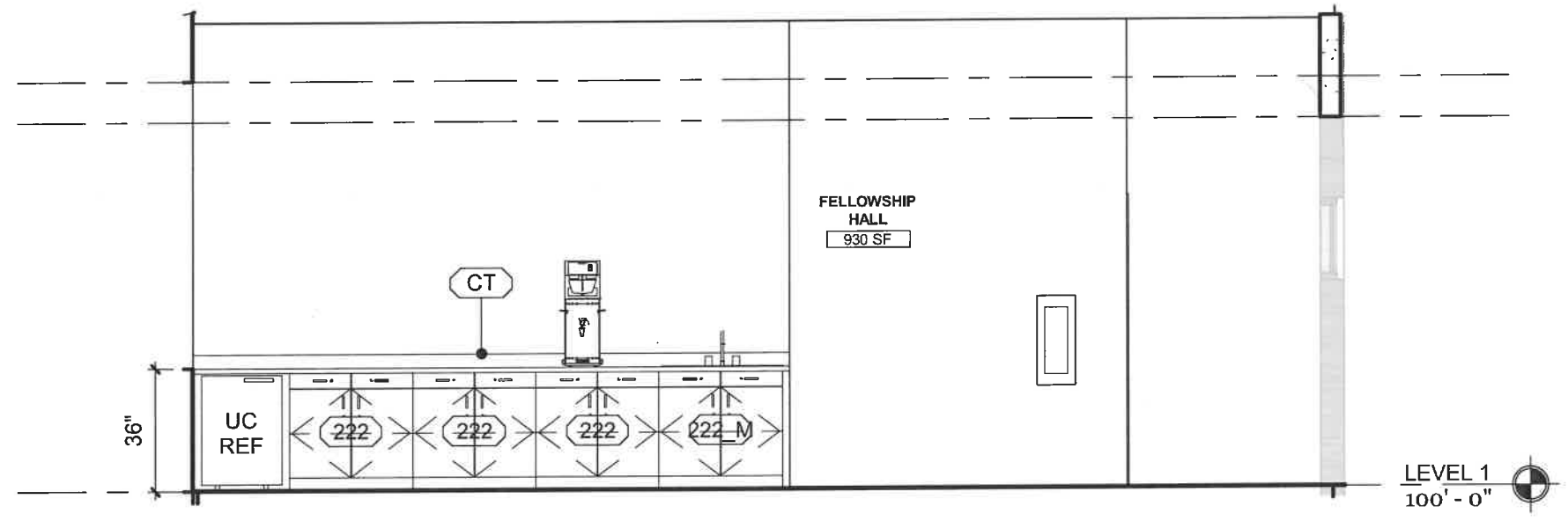


MOUNTAINVIEW LUTHERAN CHURCH

SHEET DOOR SCHEDULE TITLE:

PRELIMINARY NOT FOR CONSTRUCTION





1 CASEWORK ELEVATION  
 1/4" = 1'-0"

MOUNTAINVIEW LUTHERAN CHURCH

SHEET CASEWORK DETAILS  
 TITLE:

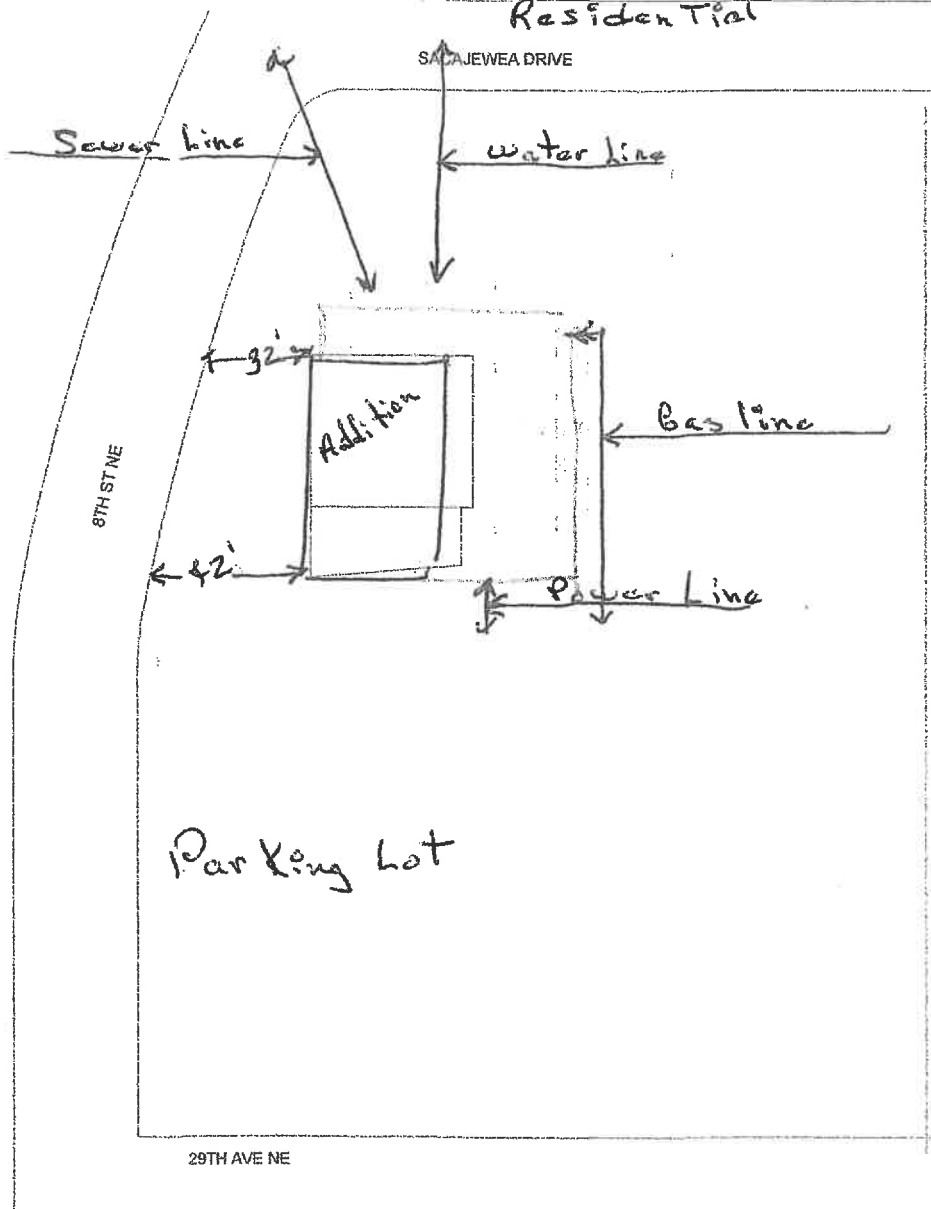
PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

CASEWORK SCHEDULE											
Type Mark	Count	Room: Number	Description	Dimensions			Construction				Type Comments
				Width	Height	Depth	Vertical Surface Finish	Horizontal Surface Finish	Interior Finish	Lockable	
CT	1	112	COUNTERTOP WITH BACKSPLASH - 25"				PLAM	PLAM	-		
222	3	117	BASE CABINET - DOUBLE DOOR & DOUBLE DRAWERS	3' - 0"	2' - 10 1/2"	2' - 0"	PLAM	PLAM	LPDL		
222_M	1	117	SINK BASE	3' - 0"	2' - 10 1/2"	2' - 0"	PLAM	PLAM	LPDL		

Residential

Residential

Agenda #12.



Ball Park

Parking lot

29TH AVE NE

1 PARKING LOT  
1" = 30'-0"

Residential

TRUE NORTH



DATE:	DRAWN BY:	SHEET NUMBER:
-------	-----------	---------------

Addition

MOUNTAINVIEW LUTHERAN CHURCH

SHEET TITLE: MOUNTAINVIEW LUTHERAN CHURCH

SHEET TITLE: MOUNTAINVIEW LUTHERAN CHURCH

PRELIMINARY NOT FOR CONSTRUCTION



Southbound Traffic



Northbound Traffic





Commission Meeting Date: February 18, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Construction Contract: 32<sup>nd</sup> Street South ADA Upgrades, CDBG, Phase 2, O. F. 1788.2

**From:** Engineering Division

**Initiated By:** Public Works Department

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

**Action Requested:** Consider Bid and Approve Contract

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (award/not award) a contract in the amount of \$870,085.00 to United Materials of Great Falls, Inc., for the 32<sup>nd</sup> Street South ADA Upgrades, CDBG, Phase 2 Project, and authorize the City Manager to execute the necessary documents.”

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

---

**Staff Recommendation:** Approve construction contract award.

**Summary:**

This project will improve pedestrian traffic and comply with Americans with Disabilities Act (ADA) federally mandated criteria. Any patrons that use the public right of way along 32<sup>nd</sup> Street South will benefit from the project. The ADA improvements will support the connectivity of the pedestrian system in the area by providing an accessible route to a State maintained ADA compliant pedestrian corridor along 10<sup>th</sup> Avenue South. The location’s priority has also been established as well above average by public stakeholders and ADA federally mandated characteristics using metrics established and monitored in the Public Right of Way ADA Transition Plan (Transition Plan).

**Background:**

Citizen Participation:

The area has been prioritized by the infrastructure scoring processes outlined in the Transition Plan. The construction activity will require temporary lane closures of 32<sup>nd</sup> Street South from the intersections of Central through 5<sup>th</sup> Avenues. The contractor will maintain access to residences adjacent to the construction zones, through the adjacent alley. This is the second phase of a multi-phase plan to complete the ADA route from Central Avenue to 10<sup>th</sup> Avenue South.

**Workload Impacts:**

The City Engineering Division completed design phase engineering, including plans and specifications, with assistance from the Public Works' Utilities and Street Divisions. City Engineering Division staff will provide construction phase engineering services and project inspection.

**Purpose:**

This project will provide an ADA compliant route of travel to connect citizens to each other and larger arterial routes for travel to various public and private amenities. The area has been prioritized due to a future street mill and overlay project scheduled for 32<sup>nd</sup> Street South. These routes improve the functional and aesthetic properties of the area and connect citizens of many demographics, while providing a means of independence for those with disabilities in the area. The proposed project will provide ADA compliant routes by installing curb ramps and alley aprons from the intersection at 32<sup>nd</sup> Street South and Central Avenue through the intersection at 32<sup>nd</sup> Street South and 5<sup>th</sup> Alley South.

The project corridor is located in the Public Right of Way, and is a high priority route, and additionally will be followed by a street mill and overlay project in two years. The ADA ramp replacement schedule established in the Transition Plan is being adhered to and fulfilled as outlined.

**Project Work Scope:**

See attached Project Summary Sheet.

**Evaluation and Selection Process:**

The specifications were advertised two times in the Great Falls Tribune. 1 conforming bid was received on February 5, 2025. The bid was for \$870,085.00. United Materials of Great Falls, Inc. submitted the low bid and executed all of the necessary documents.

**Conclusion:**

City Staff recommends approval of the 32<sup>nd</sup> Street South ADA Upgrades, Phase 2 construction project. The project has been selected in accordance with the Community Development Block Grant (CDBG) Program. The project will result in an ADA compliant route of travel to connect citizens to each other and larger arterial routes for travel to various public and private amenities.

**Fiscal Impact:**

The attached bid tabulation summarizes bids that were received. Funding for this project is through the CDBG program.

**Alternatives:**

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project. This action would result in delaying the project leading to citizen complaints over the lack of sidewalk and safe pedestrian access and potential litigation for identifying an area that does not meet ADA requirements and not bringing the area into compliance.

**Attachments/Exhibits:**

Bid tabulation

Project Summary Sheet

Office File Name: 32nd St South ADA Upgrades, CDBG, Phase 2 O.F. 1788.2

Completed by: The City Engineers Office

WINTER PROJECT

2/5/2025

Item #	Description of Pay Items	Qty	Unit	Engineer		United Materials		Geranios	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
101	Mobilization 5% Max	1	LS	\$37,264.33	\$37,264.33	\$43,000.00	\$43,000.00	Non conforming	
102	Traffic Control	1	LS	\$60,000.00	\$60,000.00	\$35,000.00	\$35,000.00		
103	Concrete Curb & Gutter Integral R&R	1,760	LF	\$70.00	\$123,200.00	\$126.50	\$222,640.00		
104	4" Concrete Sidewalk R&R	5,000	SF	\$20.00	\$100,000.00	\$16.00	\$80,000.00		
105	6" Reinforced Concrete R&R	5,000	SF	\$25.00	\$125,000.00	\$27.50	\$137,500.00		
106	Truncated domes	36	EA	\$400.00	\$14,400.00	\$500.00	\$18,000.00		
107	Valley Gutter	3	EA	\$8,000.00	\$24,000.00	\$19,000.00	\$57,000.00		
108	Sod	10,600	SF	\$5.00	\$53,000.00	\$5.00	\$53,000.00		
109	Irrigation	1	LS	\$30,000.00	\$30,000.00	\$20,900.00	\$20,900.00		
110	Type I Curb Inlet with Concrete Apron	2	EA	\$12,000.00	\$24,000.00	\$15,000.00	\$30,000.00		
111	New inlet runs 15" PVC	65	LF	\$260.00	\$16,900.00	\$193.00	\$12,545.00		
112	4" AC Patch back	400	SY	\$75.00	\$30,000.00	\$128.00	\$51,200.00		
113	4" AC Remove and replace	25	SY	\$200.00	\$5,000.00	\$180.00	\$4,500.00		
114	Tree Removal	5	Each	\$5,000.00	\$25,000.00	\$2,400.00	\$12,000.00		
115	Tree replacement (American Linden)	2	Each	\$1,000.00	\$2,000.00	\$1,400.00	\$2,800.00		
116	Miscellaneous Work	75,000	Unit	\$1.00	\$75,000.00	\$1.00	\$75,000.00		
117	Schedule Completion Incentive	1	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00		
Total Base Bid Amount, Items 101-117					\$759,764.33	\$870,085.00	Non conforming		

**PROJECT SUMMARY SHEET:**  
**32<sup>nd</sup> St S ADA Upgrades, CDBG, Phase 2, O.F. 1788.2**  
**FY2024 Capital Improvement Plan**  
**Current as of: February 5, 2025**

**Description:** New ADA compliant Pedestrian Ramps and alley aprons from Central Ave through 5<sup>th</sup> Alley S along 32<sup>nd</sup> St S.

**Justification:** Per the ADA Transition plan areas around schools, medical facilities, and parks have a higher demand for pedestrian routes. This area has multiple churches and parks on or near 32<sup>nd</sup> St S, as well as a connection with 10<sup>th</sup> Ave S.

**Scope:** Installing: approximately 1,800 Lineal Feet of integral concrete curb and gutter; 5,000 Square Feet of four (4)-inch concrete sidewalk; 5,000 Square Feet of six (6)-inch reinforced concrete; 36 truncated domes; 3 valley gutters; and two type 1 curb inlets for storm water.

**Added to CIP:** N/A (This is a CDBG project)

**CIP Timeline:** On track (Construction scheduled for March/April 2025)

**Cost:**

- Current Working Estimate: \$760,000
- To Be Awarded Cost: \$870,085.00
- Final Cost: \$TBD

**Funding Source(s):** CDBG.

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

**Planned Construction CY:** March/April 2025

**Current Project Stage (Estimated Completion Date):** Planning (Winter 2024/2025), Design (December 2024/January 2025), Bid (January 19, 2025) Construction (To be completed April 2025), Completed (TBD), Warranty (TBD)

- Design Method: In House

**Map & Site Pictures:**



*NW corner Central and 32<sup>nd</sup> St*



*1<sup>st</sup> Ave S and 32<sup>nd</sup> St S*



*1<sup>st</sup> Alley S and 32<sup>nd</sup> St S west side*



*2<sup>nd</sup> Ave S and 32<sup>nd</sup> St S, SE Corner*

**PROJECT SUMMARY SHEET:**  
**32<sup>nd</sup> St S ADA Upgrades, CDBG, Phase 2, O.F. 1788.2**  
**FY2024 Capital Improvement Plan**  
**Current as of: February 5, 2025**



*1st Phase (Completed)*



*Current Phase*





Commission Meeting Date: February 18, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Construction Contract: 7<sup>th</sup> Ave NW Street Reconstruction, 11<sup>th</sup> Street NW to 12<sup>th</sup> Street NW Project, O.F. 1806.3

**From:** Engineering Division

**Initiated By:** Public Works Department

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

**Action Requested:** Consider Bids and Approve Contract

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (award/not award) a contract in the amount of \$569,812.50 to United Materials of Great Falls, Inc., for the 7<sup>th</sup> Ave NW Street Reconstruction, 11<sup>th</sup> Street NW to 12<sup>th</sup> Street NW Project, and authorize the City Manager to execute the necessary documents.”

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

**Staff Recommendation:** Approve construction contract award.

**Summary:**

This project will improve pedestrian and automotive traffic and accommodate Americans with Disabilities Act (ADA) federally mandated criteria. This project connects to a project completed last year that was also a street reconstruction and sidewalk project. Any street with a Pavement Condition Index below a 40 out of 100 is a candidate for a reconstruction. The Pavement Condition Index of this block is 31 out of 100, necessitating a full street reconstruction. Any patrons that use the public right of way along 7<sup>th</sup> Ave NW will benefit from the project. The ADA improvements will support the connectivity of the pedestrian route system in the area by providing an ADA compliant pedestrian corridor along 7<sup>th</sup> Ave NW, which is the Northwest Bus Route. The full street reconstruction will significantly extend the life of the street, while improving the ride.

**Background:**

Citizen Participation:

City staff identified this low to moderate income area as a location in need of ADA compliant sidewalks and pedestrian ramps as well as a street reconstruction. The construction activity will require closing 7<sup>th</sup> Ave NW from the intersections of 11<sup>th</sup> Street NW to 12<sup>th</sup> Street NW. The contractor will maintain access to residences adjacent to the construction zones, through the adjacent alley. The contractor is responsible for traffic control and maintaining the safety of the site.

**Workload Impacts:**

Design phase engineering and plans and specifications were completed by Stahly Engineering and Associates. Stahly Engineering and Associates will provide construction phase engineering services and City Engineering staff will provide project inspection.

**Purpose:**

This project will provide an ADA compliant route of travel to connect citizens to each other and larger arterial routes for travel to various public and private amenities. These routes improve the functional and aesthetic properties of the area and connect all citizens while providing a means of independence to the young and old and those with disabilities in the area. The project will provide ADA compliant routes by installing curb ramps and sidewalk from the intersection at 7<sup>th</sup> Ave NW and 11<sup>th</sup> St NW to just before the intersection of 7<sup>th</sup> Ave NW and 12<sup>th</sup> St NW, which was replaced in a previous phase, and it will also reconstruct the street. The project corridor is located in the Public Right of Way, and identified as an area eligible to receive Community Development Block Grant (CDBG) funding.

**Project Work Scope:**

See attached Project Summary Sheet.

**Evaluation and Selection Process:**

The specifications were advertised two times in the Great Falls Tribune. Two bids were received on February 5, 2025, from Geranios Enterprises, Inc. and United Materials of Great Falls, Inc. The bids received were for \$870,342.50 and \$569,812.50. United Materials of Great Falls, Inc. submitted the low bid of \$569,812.50 and executed all of the necessary documents.

**Conclusion:**

City Staff recommends approval of the 7<sup>th</sup> Ave NW Street Reconstruction, 11<sup>th</sup> Street NW to 12<sup>th</sup> Street NW project. The project has been selected in accordance with the CDBG program. The project will result in an ADA compliant route of travel to connect citizens to each other and larger arterial routes for travel to various public and private amenities.

**Fiscal Impact:**

The attached bid tabulation summarizes bids that were received. Funding for this project is through the CDBG program.

**Alternatives:**

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project. This action would result in delaying the project leading to citizen complaints over the lack of sidewalk and safe pedestrian access and potential litigation for identifying an area that does not meet ADA requirements and not bringing the area into compliance.

**Attachments/Exhibits:**

Bid tabulation

Project Summary Sheet

Office File Name: 7TH AVENUE NW RECONSTRUCTION 11TH STREET - 12TH STREET NW O.F. 1806.3

Completed by: Stahly Engineering

WINTER PROJECT

2/5/2025

Item #	Description of Pay Items	Qty	Unit	Engineer		United Materials		Geranios	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
101	MOBILIZATION	1	LS	\$22,463.00	\$22,463.00	\$26,300.00	\$26,300.00	\$42,691.30	\$42,691.30
102	TRAFFIC CONTROL	1	LS	\$10,000.00	\$10,000.00	\$9,000.00	\$9,000.00	\$89,195.90	\$89,195.90
103	SITE CLEARING & DEMOLITION	1	LS	\$ 25,000.00	\$25,000.00	\$135,600.00	\$135,600.00	\$99,074.10	\$99,074.10
104	3" MINUS BASE COURSE (12")	2,200	SY	\$ 32.00	\$70,400.00	\$23.00	\$50,600.00	\$36.60	\$80,520.00
105	1-1/2" MINUS CRUSHED BASE COURSE (12")	1,925	SY	\$ 15.00	\$28,875.00	\$24.00	\$46,200.00	\$47.20	\$90,860.00
106	GEOTEXTILE FABRIC	5,150	SY	\$ 3.00	\$15,450.00	\$3.00	\$15,450.00	\$3.50	\$18,025.00
107	VALVE BOX ADJUSTMENT	14	EA	\$ 1,000.00	\$14,000.00	\$500.00	\$7,000.00	\$935.70	\$13,099.80
108	MONUMENT REMOVE & RESET	1	EA	\$ 2,500.00	\$2,500.00	\$2,800.00	\$2,800.00	\$5,486.60	\$5,486.60
109	CURB & GUTTER (INCL. 10" CRUSHED BASE COURSE)	980	LF	\$ 40.00	\$39,200.00	\$42.00	\$41,160.00	\$71.60	\$70,168.00
110	TRUNCATED DOMES	8	EA	\$ 250.00	\$2,000.00	\$300.00	\$2,400.00	\$405.00	\$3,240.00
111	4" CONCRETE SIDEWALK (4" CRUSHED BASE COURSE)	5,275	SF	\$ 22.00	\$116,050.00	\$12.00	\$63,300.00	\$17.20	\$90,730.00
112	6" REINFORCED CONC. SIDEWALK (9" CRUSHED BASE COURSE)	540	SF	\$ 25.00	\$13,500.00	\$20.50	\$11,070.00	\$33.40	\$18,036.00
113	6" REINFORCED CONC. DRIVE PAD (9" CRUSHED BASE COURSE)	1,015	SF	\$ 56.00	\$56,840.00	\$20.50	\$20,807.50	\$19.20	\$19,488.00
114	SOD DISTURBED AREAS	1	LS	\$ 3,000.00	\$3,000.00	\$14,400.00	\$14,400.00	\$14,559.00	\$14,559.00
115	LANDSCAPING RESTORATION; MAILBOX REMOVE & RESET	1	LS	\$ 3,000.00	\$3,000.00	\$8,200.00	\$8,200.00	\$13,065.40	\$13,065.40
116	LANDSCAPING WALLS (W/ 6" CRUSHED STONE LEVELING PAD)	25	LF	\$ 30.00	\$750.00	\$113.00	\$2,825.00	\$186.60	\$4,665.00
117	EROSION PROTECTION	1	LS	\$ 3,000.00	\$3,000.00	\$5,100.00	\$5,100.00	\$4,206.40	\$4,206.40
118	4" A.C. PAVEMENT	1,920	SY	\$ 29.00	\$55,680.00	\$30.00	\$57,600.00	\$74.60	\$143,232.00
119	SCHEDULE COMPLETION INCENTIVE	1	LS	\$ 10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
120	MISCELLANEOUS WORK	1	LS	\$ 40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Total Base Bid Amount, Items 101-120					\$531,708.00		\$569,812.50		\$870,342.50

**PROJECT SUMMARY SHEET:**  
**7<sup>th</sup> Ave NW Street Reconstruction 1100 Block, O.F. 1806.3**  
**Not Part of CIP, CDBG Program – FY 2025**  
**Current as of: February 5, 2025**

**Description:** 7<sup>th</sup> Ave NW from 11<sup>th</sup> St NW and 12<sup>th</sup> St NW, 1 new intersection with ADA compliant pedestrian ramps, one full block of ADA compliant sidewalk, and one full block of street reconstruction. Continuing the street and sidewalk work from 2024 between 12<sup>th</sup> St NW and 14<sup>th</sup> St NW.

**Justification:** This block does not have sidewalk for full length; intersection of 11<sup>th</sup> St NW and 7<sup>th</sup> Ave NW is not ADA compliant; road has settled in areas, not allowing storm water to flow to the inlets. New road base will be completed with this project. The road was at the end of its useful life and would need to be repaired in the future. Any street with a Pavement Condition Index below a 40 out of 100 is a candidate for a reconstruction. The Pavement Condition Index of this block is 31 out of 100, necessitating a full street reconstruction.

**Scope:** Install ~ 1,000 Lineal Feet of integral concrete curb and gutter; 5,000 Square Feet of four (4)-inch concrete sidewalk; 1,500 Square Feet of six (6)-inch reinforced concrete; 8 truncated domes, and 1 block of new road.

**Added to CIP:** N/A (this is a CDBG project).

**CIP Timeline:** On track (Construction scheduled for March/April 2025)

**Cost:**

- Current Working Estimate: \$531,708.00
- Awarded Cost: \$569,812.50
- Final Construction Cost: \$TBD

**Funding Source(s):** CDBG

PW/Streets: \$66,500 for design.

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

**Planned Construction CY:** March/April 2025

**Current Project Stage (Estimated Completion Date):** Planning (Winter 2024/2025), Design (December 2024/January 2025), Bid (January 19, 2025), Commission Decision (February 18, 2025), Construction (To be Completed April 2025), Punchlist (TBD), Warranty (TBD)

- Design Method: Consultant

**Map & Site Pictures:**



*Mid block 7th Ave NW facing towards 11th St NW*

**PROJECT SUMMARY SHEET:**  
**7<sup>th</sup> Ave NW Street Reconstruction 1100 Block, O.F. 1806.3**  
**Not Part of CIP, CDBG Program – FY 2025**  
**Current as of: February 5, 2025**



*7th Ave NW at 11th St NW facing west*



**PROJECT SUMMARY SHEET:**  
**7<sup>th</sup> Ave NW Street Reconstruction 1100 Block, O.F. 1806.3**  
**Not Part of CIP, CDBG Program – FY 2025**  
**Current as of: February 5, 2025**



*New sidewalk and road surface from Phase 1, 7th Ave NW at 12th St NW*

**PROJECT SUMMARY SHEET:**  
**7<sup>th</sup> Ave NW Street Reconstruction 1100 Block, O.F. 1806.3**  
**Not Part of CIP, CDBG Program – FY 2025**  
**Current as of: February 5, 2025**



*New sidewalk and road surface from Phase 1, 7th Ave NW at 12th St NW*