



**Work Session Meeting Agenda**  
**2 Park Drive South, Great Falls, MT**  
**Gibson Room, Civic Center**  
**June 01, 2021**  
**5:30 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. Please refrain from attending in person if you are not feeling well.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, June 1, 2021, 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 and will be so noted in the official record of the meeting.
- Call-in. The public may call in during specific public comment periods at [406-761-4786](tel:406-761-4786). All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. This is a pilot service to test the feasibility of expanded public participation by phone. We ask for your patience in the event there are technical difficulties.

## **CALL TO ORDER**

## **PUBLIC COMMENT**

*(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)*

## **WORK SESSION ITEMS**

1. Development Review Process/Engineer Review Fees - Craig Raymond and Paul Skubinna.

## **DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS**

## **ADJOURNMENT**

*City Commission Work Sessions are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.*

*Wi-Fi is available during the meetings for viewing of the online meeting documents.*

## **UPCOMING MEETING SCHEDULE**

Work Session -- Tuesday June 15, 2021 5:30 p.m.

Commission Meeting -- Tuesday June 15, 2021 7:00 p.m.

Special Budget Work Session -- Monday June 21, 2021 4:00 p.m.

Special Budget Work Session -- Tuesday June 22, 2021 4:00 p.m.



# DEVELOPMENT REVIEW PROCESS COMMITTEE UPDATE

SEPTEMBER 2020-JUNE 2021

## Members

Craig Raymond, Paul Skubinna, David Grosse, Chuck Anderson, Jesse Patton, Nathan Besich, Mathew Kenner, Lonnie Hill, Joelle Marko, Shelley Francis, Dustin Prinzing

## Why a development review process?

➤ **TO STREAMLINE AND STANDARDIZE THE MANNER THAT DEVELOPERS, DESIGNERS, CONTRACTORS, OWNERS, AND CITIZENS FACILITATE GROWTH IN THE CITY OF GREAT FALLS**

- Past and current public feedback underlined importance of;
  - Consistency
  - Documentation and accountability
  - Approachability
  - Modernization
- New software implementation required advanced staff awareness of process workflow of each city division





# Simplified process form examples continued

## Tenant Improvement Application

## Public Infrastructure Application

# Development Center Webpage

greatfallsmt.net/planning/development-center



Development Center

You can find PDF links to permit documents and other information related to Development Review at the pages below. If you are unable to find a document related to your project, call Planning and Community Development at 455-8430, or visit the office at the Civic Center, Room 112.

- Applications
- Design Standards
- Resources/Links

Planning and Community Development

- About Us
- Development Center
- + Building Division
- + CDBG Program, HOME Program, & Other Programs and Services
- + Code Enforcement
- + Business Licensing and Home Occupations

- Central location for applications, standards and other resources
- Page updated as group makes changes
- Future online permitting with Energov CSS



## Engineering Review Fees

### PCD Engineer Position Budgeting

5 sources of revenue for 2 salaries

#1 Plan Review Fee	\$49,490.02	→ \$110,364.02
#2 Construction Oversight	\$60,874.00	
#3 Miscellaneous Permit Revenue	\$17,975.00	
#4 Building Fund	\$50,000.00	
#5 City Projects (project mgmt.)	<u>\$50,422.41</u>	
Total	\$228,761.43	

## Stakeholders Working Meetings

Invited members of the development community including engineering consultants, architects, builders and developers

- Verify feedback received in the community survey
- Focus the approach to answer the call

### Top Priorities:

- Unpredictable costs of review and inspection
- Excessive cost of permit or inspection fees
- Long review times



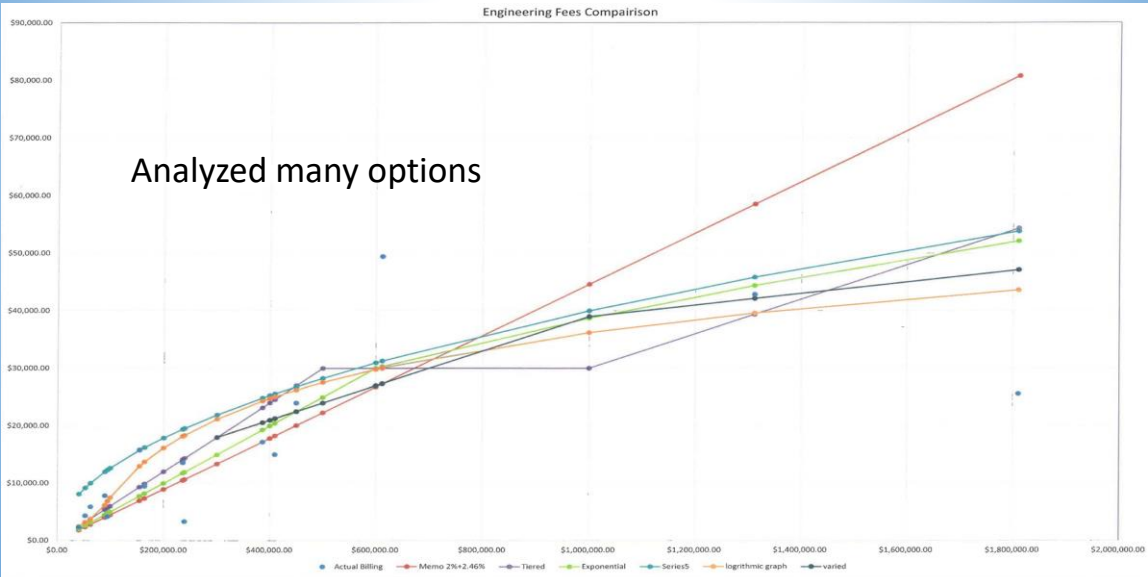
## Stakeholders Working Meetings

Multiple fee models were explored:

- Hourly review fee charged monthly
- Permits and fees (review and inspection) based on specific discipline i.e.: water, sewer, streets etc.
- Fee based on percentage of the project value
  - 2% plan review
  - 7% construction oversight & inspection
- Sliding Scale (similar to building permit fees)



## Plan Review Fee and Engineering Construction Oversight Items #1 and #2

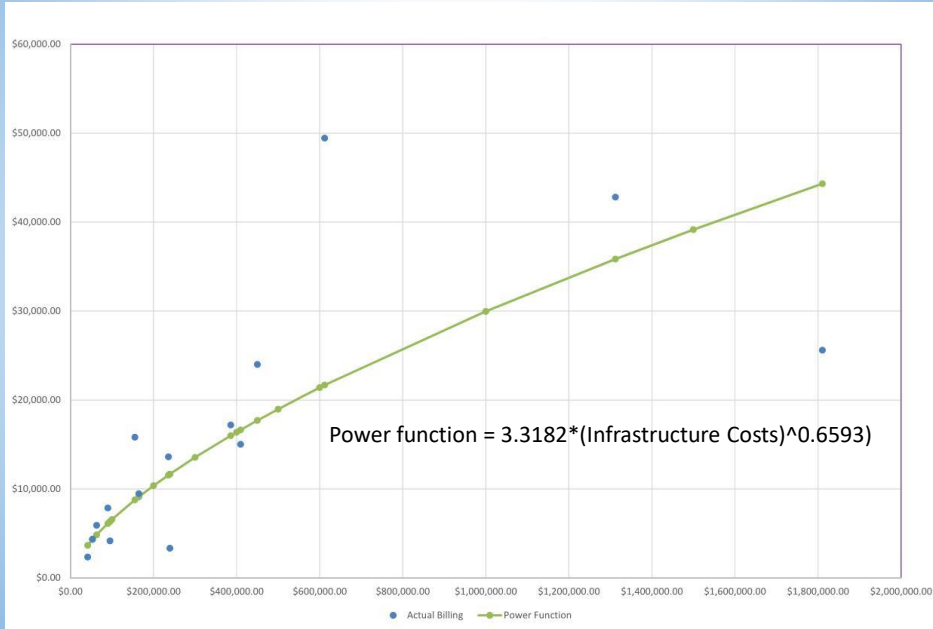


## Stakeholders Working Meetings

Where did we end up?

- Hybrid of different models
  - Sliding scale for plan review and construction oversight
  - Hourly billing for field inspection
- Feedback of the group is that the proposed approach was not perfect but was acceptable \*\*\*\*Compromise\*\*\*\*
  - True consensus did not appear to be obtainable due to differing priorities and opinions on what “fair” means

# Sliding Scale



# Historical Verification of Engineer

	Total Public Improvements Cost	Power Function	Percent
<b>Year #1 - 6 total projects</b>			
Eagle Jet	\$95,000.00	\$6,349.15	6.68%
Montana Egg	\$164,470.00	\$9,117.35	5.54%
FedEx	\$239,160.00	\$11,670.03	4.88%
West Ridge Phase 6	\$409,510.00	\$16,636.75	4.06%
West Ridge Phase 7	\$612,000.00	\$21,682.42	3.54%
Thaniel	\$1,810,550.00	\$44,327.89	2.45%
<b>Total</b>	<b>\$3,330,690.00</b>	<b>\$109,783.59</b>	
<b>Year #2 - 9 total projects</b>			
Eagle	\$41,250.00	\$3,663.12	8.88%
Friesen Crescent	\$53,000.00	\$4,321.33	8.15%
501 River Drive	\$63,000.00	\$4,842.93	7.69%
GSA Forest	\$90,000.00	\$6,126.81	6.81%
MSM	\$155,000.00	\$8,767.75	5.66%
Shanahan Minor	\$235,870.00	\$11,563.94	4.90%
West Ridge Phase 8	\$386,000.00	\$16,000.72	4.15%
Airport Small	\$450,000.00	\$17,703.76	3.93%
West Bank Landing	\$1,312,000.00	\$35,847.29	2.73%
<b>Total</b>	<b>\$2,786,120.00</b>	<b>\$108,837.66</b>	

# Stakeholders Working Meetings

## Hybrid Fee in Application

- Plan Review & Construction Oversight
  - 50% at time of application
  - 50% at time of pre-construction meeting
- Inspection Fees
  - Charged based on a per hour basis, invoiced monthly

## Discussion






# Public Works Inspection Fees

# Public Works Monthly Billing Standard Operating Procedures

## SOP-Eng No 1

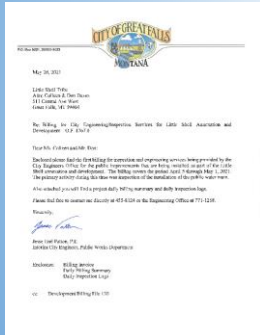
	<b>CITY OF GREAT FALLS</b> Public Works Department Utilities Division	SOP # Eng-1
	Standard Operating Procedure	Revision #
		Effective Date: 05/18/20
		Approved By: JP

**Title:** Development Inspection Monthly Billing

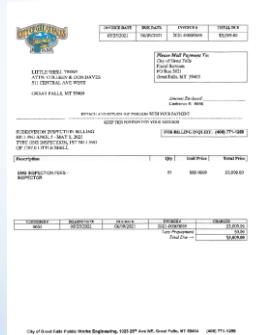
1. **SCOPE:** This SOP describes the standard operating procedure for Monthly Billing of inspection services provided by the City Engineering Division for development related projects.
2. **INTRODUCTION AND PURPOSE:** To facilitate the timely, predictable delivery of the monthly billing. The Monthly Billing is to re-coop Engineering Division costs for the time that Inspectors have logged associated with the oversight of development projects that are being tracked by an Office File Number
3. **TRIGGER:** This SOP will be used monthly when a Development Project has incurred charges associated with inspection work from the previous month and said project has an Office File assigned to it.
4. **DEFINITIONS:**
  - a. **CE** - City Engineer
  - b. **EAS** - Engineering Administrative Assistant
  - c. **Cartegraph** is a computer system that is used throughout the Public Works Department with different uses for each Division with possibly some cross over between Divisions.
  - d. **Ranken** is another computer system that is used strictly in Engineering by the inspectors for their daily logs that document the ongoing progress of a construction project.
  - e. **Development Project** is a project that is installing public improvements that are not specifically covered under an existing permit. Examples of this include (but are not limited to) water mains, storm mains, sewer mains, street construction (including curb and gutter but not sidewalk work), and excavating and backfilling associated with any of these activities.
5. **REFERENCES AND FORMS (INTERNAL/EXTERNAL):**
  - a. SOP No Eng-2 (in development) Inspecting/Inspect-able Work at Development Sites
6. **PREPARATIONS, EQUIPMENT AND SUPPLIES:**
  - a. List of active Development Projects.
  - b. The previous month time sheet printouts from Cartegraph for each active Development Project that have an Office File.
  - c. All Ranken reports for the billing cycle.
7. **FORMS/TEMPLATES TO BE USED:**
  - a. Cartegraph Time Sheets
  - b. Ranken construction log reports
  - c. New World Invoice
  - d. Development Cover Letter
8. **SAFETY REQUIREMENTS:** NA
9. **PROCEDURE:**
  - a. Each inspector shall enter their time into Cartegraph weekly and complete Ranken logs

# Public Works Monthly Billing Package

## Cover Letter



## Invoice



## Billing Summary

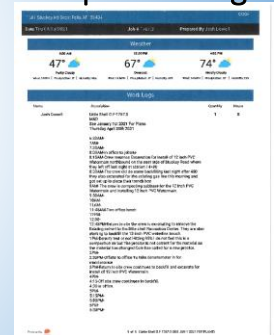
Office File Billing

4S/2021 - 5/2021

City of Great Falls

Date	Rate	Hours	Cost
5/1/2021	Street	1.00	\$108.00
5/2/2021	Street	1.00	\$108.00
5/3/2021	Street	1.00	\$108.00
5/4/2021	Street	1.00	\$108.00
5/5/2021	Street	1.00	\$108.00
5/6/2021	Street	1.00	\$108.00
5/7/2021	Street	1.00	\$108.00
5/8/2021	Street	1.00	\$108.00
5/9/2021	Street	1.00	\$108.00
5/10/2021	Street	1.00	\$108.00
5/11/2021	Street	1.00	\$108.00
5/12/2021	Street	1.00	\$108.00
5/13/2021	Street	1.00	\$108.00
5/14/2021	Street	1.00	\$108.00
5/15/2021	Street	1.00	\$108.00
5/16/2021	Street	1.00	\$108.00
5/17/2021	Street	1.00	\$108.00
5/18/2021	Street	1.00	\$108.00
5/19/2021	Street	1.00	\$108.00
5/20/2021	Street	1.00	\$108.00
5/21/2021	Street	1.00	\$108.00
5/22/2021	Street	1.00	\$108.00
5/23/2021	Street	1.00	\$108.00
5/24/2021	Street	1.00	\$108.00
5/25/2021	Street	1.00	\$108.00
5/26/2021	Street	1.00	\$108.00
5/27/2021	Street	1.00	\$108.00
5/28/2021	Street	1.00	\$108.00
5/29/2021	Street	1.00	\$108.00
5/30/2021	Street	1.00	\$108.00
5/31/2021	Street	1.00	\$108.00
<b>Total Hours</b>		<b>31.00</b>	<b>\$3,348.00</b>

## Inspection Log



# Public Works Hourly Inspection Rate Increase

## SUBDIVISION INFRASTRUCTURE AND MAIN EXTENSIONS\*

	Existing	Proposed
Engineer Technician	\$96.00/hour	\$108.00/hour
Inspector	\$59.00/hour	\$66.00/hour
Inspector Overtime	\$71.00/hour	\$80/hour

\*Proposed rate is derived by adjusting the Existing rate that was approved in 2014 by an approximate 2% per year increase

# Public Works Permit Rate Increase

## Concrete Inspections, Sanitary Sewer Inspections, & Fire Line Inspections\*

	Existing	Proposed
Curb Cut	\$35.00/each	\$40.00/each
Driveway	\$35.00/each	\$40.00/each
Sidewalk (first 100 L.F.)	\$35.00/each	\$40.00/each
Sidewalk (each additional 100 L.F.)	\$ 5.00/each	\$ 5.00/each
Sidewalk Replacement	\$25.00/each	\$30.00/each
Curb & Gutter	\$35.00/each	\$40.00/each
Concrete Re-Inspection	\$25.00/each	\$30.00/each
Mud jacking Concrete	\$20.00/each	\$70.00/each
Fire Line Inspection	\$ 59.00/hour	\$ 66.00/hour
Sewer Service Repair	\$100.00/each	\$140.00/each
Sewer Service RE-Inspection	\$ 25.00/each	\$ 30.00/each

\*Proposed rate is derived by applying the average time to complete the inspection by the proposed Inspector billing rate of \$66.00/hr

## Discussion



## Facilitating Growth

### Comprehensive Growth Planning

#### Community Values

- Clear understanding about where we want growth to occur and what type of growth we want it to be
- Clear understanding about what is needed to support the vision
  - Infrastructure
  - Services
- What is that going to cost?
- What role is the City going to play in financing?

## Facilitating Growth

Consistent pushback on infrastructure improvement requirements related to annexations, subdivisions and commercial developments

- Transition from low density rural development to high density urban neighborhoods
- Increasing regulatory requirements (Federal, State & City)
- Increasing cost of material and labor



## Facilitating Growth

### Options to explore


- Impact Fees
- Special Purpose Taxing Districts
- Individual annexation/improvement agreements
- Cost share between the developer and city
- “Development pays for itself” model
- Decrease our construction standards for development of public facilities

## Discussion







	<p align="center"><b>CITY OF GREAT FALLS</b>  <b>Public Works Department</b>  <b>Utilities Division</b></p> <p align="center"><b>Standard Operating Procedure</b></p>	SOP # Eng-1
		Revision #
		Effective Date: 05/27/2021
		Authored By: JP
		Approved By: Draft
<p><b>Title: Development Inspection Monthly Billing</b></p>		

1. **SCOPE:** This SOP describes the standard operating procedure for Monthly Billing of inspection services provided by the City Engineering Division for development related projects.
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4. **DEFINITIONS:**
  - a. CE – City Engineer
  - b. EAS – Engineering Administrative Assistant
  - c. Cartegraph is the City’s asset management software used by Engineering Division to, amongst other things, to log staff engineers and inspector time sheets.
  - d. Ranken is the City’s computer software that is used by Engineering Division inspectors to compose daily logs that document the ongoing progress and issues encountered during a construction project.
  - e. Development Project is a project that is installing public improvements that are not specifically covered under an existing permit. Examples of this include (but are not limited to) water mains, storm mains, sewer mains, street construction (including curb and gutter but not sidewalk work), and excavating and backfilling associated with any of these activities.
  - f. New World or Munis is the City’s fiscal management software used for accounting general fiscal management and more specifically billing customers and generating invoices.
5. **REFERENCES AND FORMS (INTERNAL/EXTERNAL):**
  - a. SOP No Eng-2 (*in development*) Inspecting Inspect-able Work at Development Sites
6. **PREPARATIONS, EQUIPMENT AND SUPPLIES:**
  - a. List of active Development Projects.
  - b. The previous month time sheet printouts from Cartegraph for each active Development Project that have an Office File.
  - c. All Ranken reports for the billing cycle.
7. **FORMS/TEMPLATES TO BE USED:**
  - a. Cartegraph Time Sheets
  - b. Ranken construction log reports
  - c. New World Invoice
  - d. Development Cover Letter

**8. SAFETY REQUIREMENTS:** NA

**9. PROCEDURE:**

- a. Each inspector shall enter their time into Cartegraph weekly and complete Ranken logs each day.
- b. The CE will monitor Cartegraph and help ensure that all time sheets are turned in no later than Monday of the following week.
- c. The CE shall review the time sheets weekly.
- d. The EAS shall assist in tracking any outstanding time sheets and file the time sheets.
- e. During the second week of each month, the EAS will print out a monthly cartegraph report per Office File, based on the list from the last month, which will be given to the CE to review.
- f. The CE will review the information and give the EAS the billing information, including a list of the clients that will need to be billed for the previous month.
- g. Once billing information has been entered into New World and an invoice generated, the EAS will then give the CE the original invoice.
- h. When the CE has received this invoice the CE will assemble the billing package, to include a cover letter, Ranken construction log reports, Cartegraph timesheet report. The CE will give the final billing package to the EAS to make 2 copies and send the original to the Developer.

**10. ATTACHMENTS:** Example Cover letter, Invoice, Cartegraph Office File Printout, Ranken Reports

**11. CHANGE HISTORY:**

Revision Number	Effective Date:	Significant Changes



P.O. Box 5021, 59403-5021

May 26, 2021

## EXAMPLE OF NEW BILLING

Little Shell Tribe  
Attn: Colleen & Don Daves  
511 Central Ave West  
Great Falls, MT 59404

Re: Billing for City Engineering/Inspection Services for Little Shell Annexation and Development – O.F. 1767.0

Dear Ms. Colleen and Mr. Don:

Enclosed please find the first billing for inspection and engineering services being provided by the City Engineers Office for the public improvements that are being installed as part of the Little Shell annexation and development. The billing covers the period April 5 through May 1, 2021. The primary activity during this time was inspection of the installation of the public water main.

Also attached you will find a project daily billing summary and daily inspection logs.

Please feel free to contact me directly at 455-8124 or the Engineering Office at 771-1258.

Sincerely,

A handwritten signature in blue ink, which appears to read "Jesse Patton".

Jesse Earl Patton, P.E.  
Interim City Engineer, Public Works Department

Enclosure:   Billing Invoice  
                  Daily Billing Summary  
                  Daily Inspection Logs

cc:       Development Billing File 130



INVOICE DATE	DUE DATE	INVOICE #	TOTAL DUE
05/25/2021	06/09/2021	2021-00000069	\$3,009.00

LITTLE SHELL TRIBE  
 ATTN: COLLEEN & DON DAVES  
 511 CENTRAL AVE WEST

GREAT FALLS, MT 59404

**Please Mail Payment To:**  
 City of Great Falls  
 Fiscal Services  
 PO Box 5021  
 Great Falls, MT 59403

Amount Enclosed: \_\_\_\_\_  
 Customer #: 6660

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

SUBDIVISION INSPECTION BILLING  
 BILLING APRIL 5 - MAY 1, 2021  
 TYPE ONE INSPECTION, 1ST BILLING  
 OF 1767.0 LITTLE SHELL

**FOR BILLING INQUIRY: (406) 771-1258**

Description	Qty	Unit Price	Total Price
ENG INSPECTION FEES - INSPECTOR	51	\$59.0000	\$3,009.00

CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	CHARGES
6660	05/25/2021	06/09/2021	2021-00000069	\$3,009.00
			<i>Less Prepayment</i>	\$0.00
			<i>Total Due →</i>	<b>\$3,009.00</b>

# Office File Billing

4/5/2021 - 5/1/2021

OF 1767.0 Little Shell

Jake Broden

Date	Rate	Hours	Cost
4/20/2021	Standard	3.50	\$206.50
<b>Total Hours</b>		<b>3.50</b>	<b>Total Cost \$206.50</b>

Josh Dowell

Date	Rate	Hours	Cost
4/21/2021	Standard	8.00	\$472.00
4/22/2021	Standard	8.00	\$472.00
4/22/2021	Standard		\$0.00
4/26/2021	Standard	6.50	\$383.50
4/26/2021	Standard	0.00	\$0.00
4/27/2021	Standard	8.00	\$472.00
4/28/2021	Standard	8.00	\$472.00
4/29/2021	Standard	8.00	\$472.00
4/30/2021	Standard	1.00	\$59.00
<b>Total Hours</b>		<b>47.50</b>	<b>Total Cost \$2,802.50</b>

<b>Total Hours</b>	<b>51.00</b>	<b>Total Cost</b>	<b>\$3,009.00</b>
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Date Fri 04/30/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

56° 

Overcast

Wind: 10 MPH | Precipitation: .0" | Humidity: 54%

12:00 PM

75° 

Overcast

Wind: 17 MPH | Precipitation: .0" | Humidity: 27%

4:00 PM

79° 

Overcast

Wind: 19 MPH | Precipitation: .0" | Humidity: 13%

### Work Logs

Name	Description	Quantity	Hours
Josh Dowell	<p>Little Shell O.F-1767.0 Daily M&amp;D See January 1st 2021 For Plans Friday April 30th 2021</p> <p>6:30AM- 7AM- 7:30AM- 8:00AM-In office to jobsite. 8:15AM-I am on site Cole withM&amp;D is here he is fine grading the soil in the ditch. Cole told me that he is the only one that is going to work today and he is going to work at the rec center doing work for the little shell that does not need city inspection he is building a picnic bench the rest of the crew is not here today. 8:30AM-On site finishing up daily logs for yesterday and today 9AM- Offsite 9:30AM- 10AM- 11AM- 11:45- 12PM- 12:30- 12:45- 1PM- 2PM- 3PM- 4PM- 4:30- 5PM- 5:15PM- 5:30PM- 6PM- 6:30PM- 7:PM- 7:30PM- 8:00PM-</p>	1	1

NOTICE. Voice entry may have been used for log entry. Please account for spelling and punctuation errors.

%PR=

DD=  
WD=  
M=  
%M=

Josh Dowell | 04/30/21 | 08:56AM

Total	1	1
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General Notes No entry

Site Safety Observations No entry

Quality Control Observations No entry

Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I, Josh Dowell, have reviewed and completed this report.

Josh Dowell | 04/30/21 | 08:56AM



Date Thu 04/29/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

47° 

Partly Cloudy

Wind: 9 MPH | Precipitation: .0" | Humidity: 66%

12:00 PM

67° 

Overcast

Wind: 16 MPH | Precipitation: .0" | Humidity: 33%

4:00 PM

74° 

Mostly Cloudy

Wind: 14 MPH | Precipitation: .01" | Humidity: 25%

### Work Logs

Name	Description	Quantity	Hours
Josh Dowell	<p>Little Shell O.F-1767.0 M&amp;D See January 1st 2021 For Plans Thursday April 30th 2021</p> <p>6:30AM- 7AM- 7:30AM- 8:00AM-in office to jobsite 8:15AM-Crew resumes Excavation for install of 12 inch PVC Watermain northbound on the east side of Stuckey Road where they left off last night at station 14+80 8:30AM-The crew did do some backfilling last night after 430 they also excavated for the existing gas line this morning and got set up to place their trench box 9AM- The crew is compacting subbase for the 12 inch PVC Watermain and installing 12 inch PVC Watermain. 9:30AM- 10AM- 11AM- 11:45AM-Two office lunch 12PM- 12:30- 12:45PM-Return to site the crew is excavating to remove the Existing culvert to the little shell Recreation Center. They are also starting to backfill the 12 inch PVC waterline trench. 1PM-Density test or not Hitting 95% I do not feel this is a compaction air but The proctor is not correct for the material as the material has changed Cole has called for a new proctor. 2PM- 2:30PM-Offsite to office To take densitometer in for maintenance 3PM-Return to site crew continues to backfill and excavate for install of 12 inch PVC Watermain. 4PM- 4:15-Off site crew continues to backfill. 4:30-in office. 5PM- 5:15PM- 5:30PM- 6PM- 6:30PM-</p>	1	8

7:PM-  
 7:30PM-  
 8:00PM-

There are four crewmembers here today the foreman two operators and a utility pipelayer.

Crew continues to use the Komatsu to Excavate and install 12 inch PVC Watermain.

Crew is using the caterpillar sheep's foot roller to Compact backfill

Crew is using the bobcat T5 90 skid steer for miscellaneous work

Crew is using the John Deere loader for miscellaneous work including moving dirt and moving pipe

NOTICE. Voice entry may have been used for log entry. Please account for spelling and punctuation errors.

Material changed , Cole is ordering a new proctor.

13+65 110 proctor 4/29  
 4' DEEP  
 %PR=94.6  
 DD=98.4  
 WD=108.8  
 M=9.6  
 %M=9.8

14+00 110 proctor 4/29  
 3' Deep  
 %PR=94.7  
 DD=103.3  
 WD=116.7  
 M=13.4  
 %M=13.0

4/28  
 114.0 13+00  
 %PR=95.1  
 DD=104.6  
 WD=118.3  
 M=13.7  
 %M=13.1

12+50  
 %PR=95.1  
 DD=104.7  
 WD=118.0  
 M=13.3  
 %M=12.7

14+00  
%PR=94.8  
DD=104.3  
WD=118.9  
M=14.6  
%M=14.0

13+59  
%PR=94.4  
DD=103.9  
WD=119.4  
M=15.3  
%M=14.9

13+25  
%PR=91.1  
DD=103.9  
WD=119.4  
M=15.5  
%M=14.9

Josh Dowell (16/30/21) | O&H SUAM

General Notes

1. Misc pics



Site Safety Observations No entry

Quality Control Observations No entry

Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



---

I, Josh Dowell, have reviewed and completed this report.

Josh Dowell | 04/30/21 | 08:50AM

Date Wed 04/28/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

41° 

Partly Cloudy

Wind: 10 MPH | Precipitation: .0" | Humidity: 63%

12:00 PM

60° 

Partly Cloudy

Wind: 15 MPH | Precipitation: .01" | Humidity: 28%

4:00 PM

68° 

Mostly Cloudy

Wind: 15 MPH | Precipitation: .01" | Humidity: 21%

### Work Logs

Name	Description	Quantity	Hours
Josh Dowell	<p>Little Shell O.F-1767.0 M&amp;D See January 1st 2021 "Raken" For Plans</p> <p>6:30AM- 7AM- 7:30AM- 8:00AM-In office to jobsite 8:15AM-On site that crew Has done some backfilling around the fire hydrant at station 13+00 and the corresponding valve boxes in this area. Crew has also excavated for install of the 20 foot trench box. 8:30AM-Crew is placing the 20 foot trench box into the newly excavated trench for install of the 12 inch PVC Watermain northbound on the east side of Stuckey Road. At this time there are only three employees on site. A pipelayer a labor and an operator. 9AM- 9:30AM-The crew resumes excavation for install of 12 inch PVC Watermain 10AM- 11AM- 11:45-Offsite to lunch 12PM-At office Left office 12:30-Return to office 12:45PM-On site 1PM- 1:30PM-Crew member Lee as told me that they are going to stop install of the 12 inch PVC Watermain and that Jesse Patton, said I no longer needed to be on site to oversee the backfill per Jesse Patton. I have called and spoke to Jesse Patton on the phone he said that is not what he said. I have also Advised Jesse as previously noted the contractor still has not got a proctor to take density test. Jesse has called Josh Pickens at M and D and told Josh that they need to have a proctor by 3 PM or they will have to stop back filling. Jesse told me to remain on site and make sure the crew continues to make compacted effort on the backfill. 2PM- 2:30PM-I have received the soil Proctor via email from Josh</p>	1	8

**Picking**  
 3PM-I am taking density test station 13+65 Some are passing and some are failing, moisture is just a little below optimum the crew is going to get a water truck some tests are passing within 2% of optimum moisture.  
 3:15-Don Davis is on site and the crew has shut down to talk to him.  
 3:30-The crew and Don Davis have gone into the rec center I asked them if they were going to work or if they wanted me to leave for the day and they told me they are going to continue laying pipe as soon as they are done doing whatever they are doing Inside the rec center.  
 4PM-Crew resumes install of a 12 inch PVC Watermain.  
 4:15PM-I am leaving the site for the day the crew has told me they are going to continue to work and backfill.  
 4:30-In office  
 5PM-Left the office home  
 5:15PM-  
 5:30PM-  
 6PM-  
 6:30PM-  
 7:PM-  
 7:30PM-  
 8:00PM-

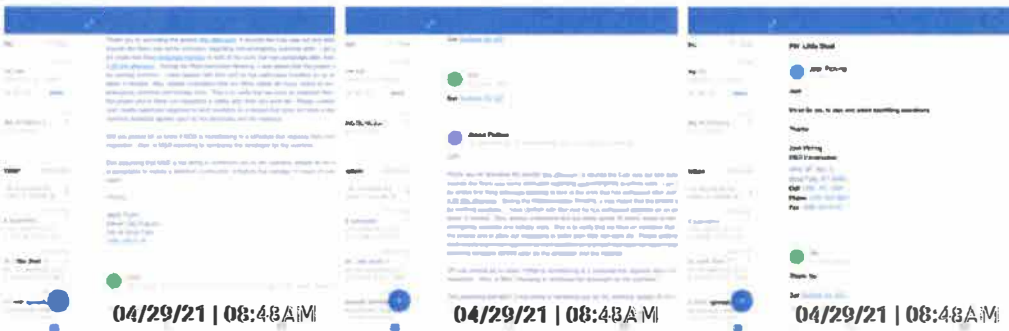
**NOTICE.** Voice entry may have been used for log entry. Please account for spelling and punctuation error

Josh Dowell | 04/29/21 | 08:48AM

Total		1	8
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## General Notes

### 1. Email correspondence 1



### 2. Miscellaneous job pictures proctors

Site Safety Observations	No entry
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Quality Control Observations	No entry
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## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Date Tue 04/27/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

31° 

Clear

Wind: 7 MPH | Precipitation: .0" | Humidity: 77%

12:00 PM

55° 

Clear

Wind: 9 MPH | Precipitation: .0" | Humidity: 30%


4:00 PM

63° 

Clear

Wind: 9 MPH | Precipitation: .01" | Humidity: 21%

### Work Logs

Name	Description	Quantity	Hours
 Josh Dowell	<p>Little Shell O.F-1767.0 M&amp;D See January 1st 2021 For Plans</p> <p>Tuesday April 27th 2021</p> <p>6:30AM- 7AM- On site the crew is installing the 12 inch gate valve pump at station 13+00 7:30AM- 8:00AM- 8:30AM-City pipelayer is on site to make a three-quarter inch test cap on the new 12 inch PVC Watermain. 8:30-The crew has installed a 4 foot pup between the tee and new valve and has noticed it's damaged and has to remove it and touch the damage off. 9AM- crew is installing the fire hydrant at station 13+00 9:30AM-The crew is installing the 6 inch PVC fire hydrant lead And fire hydrant. 10AM- 11AM-crew has set the fire hydrant at station 13+00 and is waiting for United materials to bring concrete. Crew is also cleaning the yard at little shell. 11:45-Offsite for lunch 12:30- 12:45PM-Return to site crew is still waiting for united materials to bring concrete For the thrust block on the fire hydrant 1PM-Great Falls Sanden gravel is on site with concrete for the concrete thrust block on the fire hydrant at station 13+00. 2PM-crew is backfilling the fire hydrant at station 13+00 3PM-The crew resumes install and backfill of the 12 inch PVC Watermain. 4PM- 4:15-Offsite to the office I have spoke to Cole about not doing inspectable work while I am Not on site. At this time the crew continues to backfill and excavate for install of 12 inch PVC Watermain. 4:30- 5PM- 5:15PM- 5:30PM- 6PM-</p>	1	8

6:30PM-  
7:PM-  
7:30PM-  
8:00PM-

Lead excavator Komatsu 300. Lee  
Lance in ditch  
Cole foreman  
1xlabor

Total

1

8

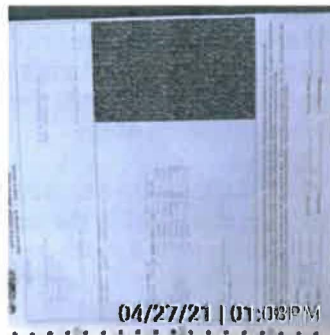
### Work Log Photos

Josh Dowell: LOTY 11095 8.0



### General Notes

- 1. Miscellaneous job pictures fire hydrant at station 13+00 12 inch gate valve at station 13+00 concrete invoice for thrust block for fire hydrant



Site Safety Observations

No entry

Quality Control Observations

No entry

Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



---

I, Josh Dowell, have reviewed and completed this report.

Josh Dowell | 04/28/21 | 08:13AM

Date Mon 04/26/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

36° 

Overcast

Wind: 4 MPH | Precipitation: .06" | Humidity: 100%

12:00 PM

49° 

Partly Cloudy

Wind: 8 MPH | Precipitation: .06" | Humidity: 43%

4:00 PM

55° 

Mostly Cloudy

Wind: 10 MPH | Precipitation: .06" | Humidity: 27%

### Work Logs

Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 M&D See January 1st 2021 For Plans  Monday April 27th  6:30AM- 7AM- in office to Little Shell 7:30AM- On site utility crew resumes excavation for install of the 12 inch PVC STA 12+35, Watermain northbound on Stuckey Road. The crew is also stripping topsoil from the east side of Stuckey Road ditch. 8:00AM- 8:30AM-crew is using the vac truck to locate the existing fiber optic line and continues to prep for install of 12" H2O 9AM- crew is placing the first 20' section of 12" water main for the day. 9:30AM- 10AM- 11AM- 12PM-Offsite lunch 12:30-Return to say crew is excavating for install of the fire hydrant 1PM-offsite office meeting 2PM-return to site 3PM-Crew works to install the 12 inch gate valve at station 13+05 4PM- 4:30-Crew has installed the 12" 12x12x6 tee 13+00 5PM-Jesse Patton has made me aware that overtime has not been approved so I will not bill for overtime today. 5:15PM- 5:30PM-offsite 6PM- 6:30PM- 7:PM- 7:30PM- 8:00PM-	1	9
<b>Total</b>		<b>1</b>	<b>9</b>

## General Notes

### 1. STA 13+00



### Site Safety Observations

No entry

### Quality Control Observations

No entry

### Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I, Josh Dowell, have reviewed and completed this report.

(Josh Dowell) 04/27/21 10:25:04M

Date Fri 04/23/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

25° 

Overcast

Wind: 7 MPH | Precipitation: .03" | Humidity: 84%

12:00 PM

33° 

Overcast

Wind: 6 MPH | Precipitation: .04" | Humidity: 66%

4:00 PM

41° 

Overcast

Wind: 4 MPH | Precipitation: .04" | Humidity: 48%

### Work Logs

Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 M&D See January 1st 2021 For Plans  Friday April 23rd  6:30AM- 7AM- Cole called and they are not going to work in lieu of inclement weather. 7:30AM- 8:00AM- 8:30AM- 9AM- 9:30AM- 10AM- 11AM- 12PM- 12:30- 1PM- 2PM- 3PM- 4PM- 4:30- 5PM- 5:15PM- 5:30PM- 6PM- 6:30PM- 7PM- 7:30PM- 8:00PM-  Josh Dowell (04/23/21) 08 06AM	1	0
<b>Total</b>		1	0

### General Notes

No entry

### Site Safety Observations

No entry

# Quality Control Observations

No entry

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	




---

I, Josh Dowell, have reviewed and completed this report.

*Josh Dowell | 01/26/21 | 09:06AM*

Date Thu 04/22/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

34° 

Clear

Wind: 9 MPH | Precipitation: .0" | Humidity: 69%

12:00 PM

39° 

Possible Light Rain

Wind: 16 MPH | Precipitation: .05" | Humidity: 89%


4:00 PM

36° 

Overcast

Wind: 13 MPH | Precipitation: .11" | Humidity: 85%

### Work Logs

Name	Description	Quantity	Hours
 Josh Dowell	Little Shell O.F-1767.0 M&D See January 1st 2021 For Plans Thursday April 22nd  6:30AM- 7AM- 7:30AM- 8:00AM-On-site crew continues to excavate and prep to install 12 inch PVC Watermain Jesse Patton is also on site. 8:30AM-The crew places the next 20 foot section of 12 inch PVC Watermain. 9AM- 9:30AM- 10AM-crew continues to excavate and install 12" PVC water main going northbound. 11AM-crew is backfilling the 12" water main using the skid steer and sheep's,foot roller. 12PM-off site lunch 12:30-return to site, the crew continues to excavate and install 12" water main. 1PM- 2PM- 3PM-crew continues to backfill and install 12" water main going north bound. 4PM- 4:30- 5PM-off site to office. 5:15PM- 5:30PM- 6PM- 6:30PM- 7:PM- 7:30PM- 8:00PM-  Josh Dowell   04/26/21   04/22/21	1	9.5
<b>Total</b>		1	9.5

### Work Log Photos



Josh Dowell: | CITY PROJECTS # 5



General Notes No entry

Site Safety Observations No entry

Quality Control Observations No entry

Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



---

**I, Josh Dowell, have reviewed and completed this report.**

Josh Dowell | 04/26/21 | 08:04AM

Date Wed 04/21/2021

Job # 1767.0

Prepared By Josh Dowell

### Weather

6:00 AM

23° 

Clear

Wind: 6 MPH | Precipitation: .0" | Humidity: 74%

12:00 PM

48° 

Clear

Wind: 9 MPH | Precipitation: .0" | Humidity: 40%

4:00 PM

55° 

Clear

Wind: 8 MPH | Precipitation: .0" | Humidity: 22%

### Work Logs

Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 M&D	1	8

See January 1st 2021 For Plans

6:30AM-

7AM-

7:30AM-

8:00AM-On site MD is preparing to turn the water off on Stuckey Road and remove the existing 12 inch gate valve. STA-10+15.78

8:30AM-Bob coming from the city of Great Falls is on site making a three-quarter inch test tap on the new 12 inch PVC Watermain he is also going to turn the water off.

9AM- Crew is working to remove the existing 12 inch PVC Watermain concrete thrust block.

9:30AM-

10AM-Bob Cummings city pipelayer on site and is going to take the existing 12 inch gate valve to the shop the crew is getting ready to load it into his truck.

11AM-crew excavating for install of trench box

12PM-off site lunch

12:30-return to site crew prepping for install of 12" water main. Crew is also using the vac truck to locate existing utilities.

1PM-

2PM-Crew is backfilling the first section of C900 Watermain. Bob is hooking up to the existing fire hydrant and going to start to purge the existing 12 inch Watermain in preparation to put back into service.

3PM-

3:30PM-Don Davis is on site himself myself and Cole I have spoke about overtime, and working hours, Don Davis said he was unaware he had to pay overtime For city inspection. I explained any hours worked by myself outside of 8 to 430 is overtime. Cole wants to work 7 to 530. M/F , Don Davis has verbally approved the overtime for today and tomorrow, he said that he will call Dave Grossman tomorrow morning.

4PM-crew continues excavation for install of water main and begins to backfill the new water main. I told Cole earlier I will need a proctor so I can take density tests, NTL is on site getting the sample.

4:30-.I spoke with Jesse Patton via phone and he said Don needs to provide written authorization for my overtime.

I have spoke with Cole and he said he will clean up the rest of today and tomorrow between 7 and 8 am until until the overtime issue is resolved.

5PM-off site to office.

5:15PM-

5:30PM-

6PM-

6:30PM-

7:PM-

7:30PM-

8:00PM-

Josh Brown | 04/21/21 | 08:30AM

Total	1	8
-------	---	---

## General Notes

### 1. Misc job pics

Josh Brown | 04/21/21 | 09:23AM



### 2. 20' section of 12" C-900 with .75 test tap Station 10+15-10+35

Josh Brown | 04/21/21 | 01:39PM



### Site Safety Observations

No entry

### Quality Control Observations

No entry

### Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



I, Josh Dowell, have reviewed and completed this report.

Josh Dowell | 04/22/21 | 08:17AM

1501 Stuckey Rd Great Falls, MT 59404

Date Tue 04/20/2021

Job # 1767.0

Prepared By Jake Broden

## Weather

6:00 AM

26°

Mostly Cloudy

Wind: 6 MPH | Precipitation: .0" | Humidity: 98%

12:00 PM

37°

Overcast

Wind: 5 MPH | Precipitation: .01" | Humidity: 76%

4:00 PM

43°

Mostly Cloudy

Wind: 3 MPH | Precipitation: .01" | Humidity: 46%

## Work Logs

Name	Description	Quantity	Hours
Jake Broden	<p>8am:</p> <p>8:30am:</p> <p>9am: Visiting site, covering for Josh due to him being sick today. Called by Bunker and told to visit site and crew plans to dig at noon today. On site Lance is only one here. He is working on wrapping valves and fittings with wax tape. Told him I'd be back around 12 when they plan to dig in. Leaving site to measure quantities on my job.</p> <p>9:30am:</p> <p>10am:</p> <p>10:30am:</p> <p>11am:</p> <p>11:30am:</p> <p>12pm: No lunch, back on site for crew to start digging. Lance and Dylan on site at 12:15, have fence and waiting for Cole.</p> <p>12:30pm Cole on site, talked to him and plan is to expose water main in preparation for 4 hour shut down tomorrow to pull and replace valve and start running water main.</p> <p>1pm: Cole starting to dig.</p> <p>1:30pm: Utilities on site to prep for shut down scheduled for tomorrow. Bob C is locating gates that will be shut tomorrow for MD to take valve off and set new valve and start running water main.</p> <p>2pm: Cole continues to dig to expose existing water main. End dump on site to haul off materials.</p> <p>2:30pm:</p> <p>3pm: Leaving site for inspection for Andre. Vac truck on site to locate 1" that feeds north of main.</p> <p>3:30pm:</p> <p>4pm:</p> <p>4:30pm:</p> <p>5pm:</p> <p><small>Jake Broden   04/20/21   01:55PM</small></p>	1	3.5
<b>Total</b>		<b>1</b>	<b>3.5</b>

## Work Log Photos

Jake Broden: 107Y 11HRS: 3.5



General Notes No entry

Site Safety Observations No entry

Quality Control Observations No entry

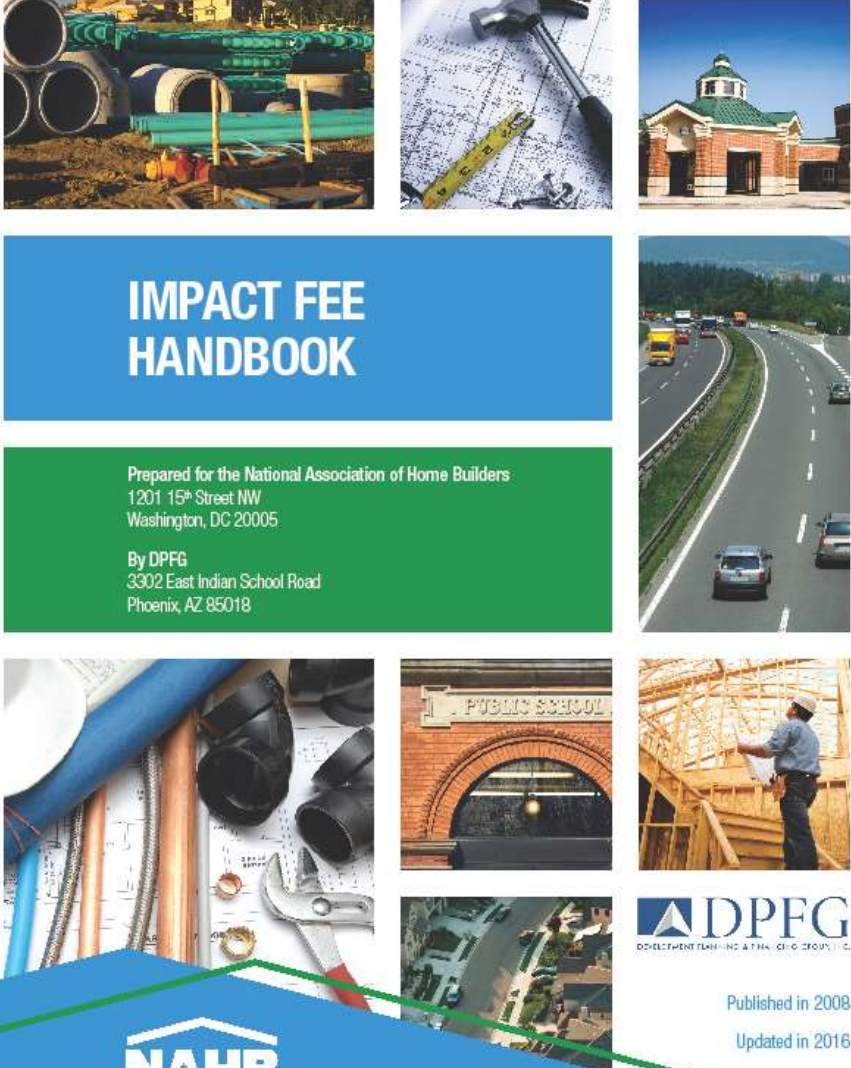
Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I, Jake Broden, have reviewed and completed this report.

Jake Broden | 04/20/21 | 02:55PM

**These Additional Documents for the 6/1/2021 Work Session presentation are available at:  
<https://greatfallsmt.net/citycommission/work-session-meeting-june-1-2021>**



**IMPACT FEE HANDBOOK**

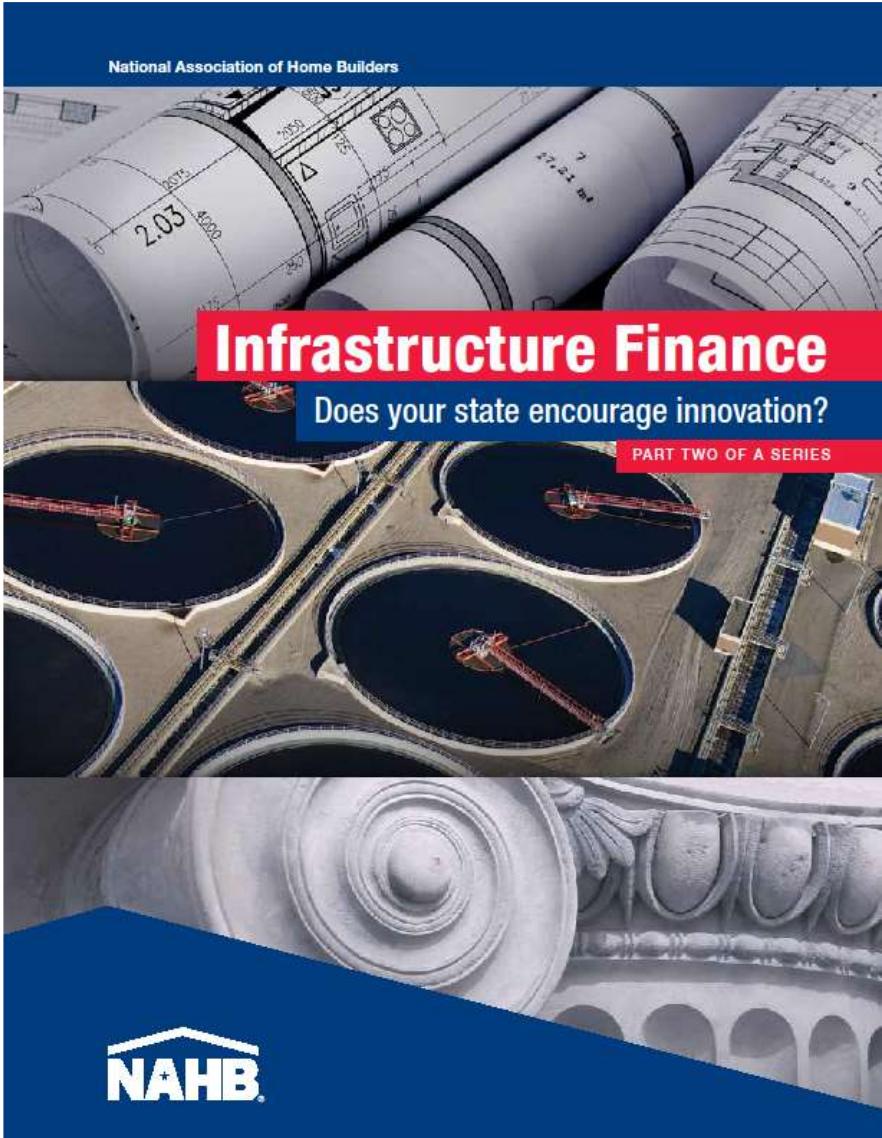
Prepared for the National Association of Home Builders  
1201 15<sup>th</sup> Street NW  
Washington, DC 20005

By DPF&G  
3302 East Indian School Road  
Phoenix, AZ 85018

**NAHB**

**DPF&G**  
DEVELOPMENT PLANNING & FINANCE GROUP, LLC

Published in 2008  
Updated in 2016



National Association of Home Builders

**Infrastructure Finance**

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