



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
June 20, 2023
7:00 PM**

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

Public participation is welcome in the following ways:

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

33rd Annual Lewis & Clark Festival, 25th Anniversary of the Lewis & Clark Interpretive Center [June 30-July 2, 2023] and LGBTQ+ Pride Month [June 2023]

COMMUNITY INITIATIVES

1. Community Health Update from City County Health Department.

PETITIONS AND COMMUNICATIONS

2. Miscellaneous reports and announcements.

(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.)

NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

4. Miscellaneous reports and announcements from Boards and Commissions.

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, June 6, 2023, City Commission Meeting.
- [7.](#) Total Expenditures of \$5,149,661 for the period of May 25, 2023 through June 7, 2023, to include claims over \$25,000, in the amount of \$4,484,444.
- [8.](#) Contracts List.
- [9.](#) Lien Release List.
- [10.](#) Approve the annual bid award for asphaltic concrete material to Great Falls Sand & Gravel, Inc. of Great Falls for \$979,150.
- [11.](#) Approve the annual purchase of 250 tons of Liquid Asphalt CRS-2P from Ergon Asphalt & Emulsions, Inc., of Butte for \$182,500.

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

- [12.](#) Resolution 10504, Conditional Use Permit for Touro University Parking Lot Addition on the property addressed as 2801 18th Avenue South. *Action: Conduct a public hearing and adopt or deny Res. 10504. (Presented by Tom Micuda)*
- [13.](#) Resolution 10508, Request from the City of Great Falls Planning and Community Development Department to use up to \$400,000 of Downtown Urban Renewal District Tax Increment Finance (TIF) funds to complete the Civic Center restoration project. *Action: Conduct a public hearing and adopt or deny Res. 10508. (Presented by Tom Micuda)*
- [14.](#) Tourism Business Improvement District (TBID) FY2023 Budget Amendment. *Action: Conduct a public hearing and accept or reject the budget amendment. (Presented by Rebecca Engum)*

OLD BUSINESS

- [15.](#) Change order #1 for the Central Ave/3rd St Drainage Improvements Phase 1 Project. *Action: Approve or deny change order #1 in the amount of \$16,094 and increase the total contract amount from \$1,483,052 to \$1,499,146. (Presented by Christoff Gaub)*

NEW BUSINESS

ORDINANCES / RESOLUTIONS

- [16.](#) Resolution 10507, Submitting to the qualified electors of the City of Great Falls, Montana, the question of issuing general obligation bonds in an aggregate principal amount not to exceed \$21,175,000 for the purpose of paying costs of public safety improvements in the City and costs associated with the sale and issuance of bonds. *Action: Adopt or deny Res. 10507. (Presented by Greg Doyon)*

CITY COMMISSION

17. Miscellaneous reports and announcements from the City Commission.

18. Commission Initiatives.

ADJOURNMENT

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

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

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



2016—2020

CANCER IN MONTANA

FEATURING OBESITY-ASSOCIATED CANCERS IN MONTANA



MONTANA CENTRAL TUMOR REGISTRY ANNUAL REPORT

*March 2023
Helena, Montana*



This publication is funded in part by the Montana State General Fund and in part by Cooperative Agreement DP22-2202 from the Centers for Disease Control and Prevention-National Program of Cancer Registries of the U.S. Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC.

Full citation for national data:

United States Cancer Statistics: U.S. Cancer Statistics Working Group. U.S. Cancer Statistics Data Visualizations Tool, based on 2021 submission data (1999-2019): U.S. Department of Health and Human Services, Centers for Disease Control and Prevention and National Cancer Institute; www.cdc.gov/cancer/dataviz, released in June 2022.

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SECTION	PAGE NUMBER
All-site Cancer	4
Special Feature: Obesity-associated Cancers	8
Cancer among American Indians in Montana	12
Female Breast Cancer	16
Prostate Cancer	18
Lung Cancer	20
Colorectal Cancer	22
Melanoma	24

Table of Contents

All-site Cancer in Montana
Quick Stats

6,470
MONTANANS

DIAGNOSED WITH CANCER EACH YEAR BETWEEN 2016—2020

2 IN 5 PEOPLE

WILL BE DIAGNOSED WITH CANCER IN THEIR LIFETIME

2,090
MONTANANS

DIED FROM CANCER EACH YEAR BETWEEN 2016—2020

SECOND
LEADING

CAUSE OF DEATH AMONG MONTANANS FROM 2016—2020

All-site Cancer in Montana

Cancer is a common disease; 2 in 5 (40%) people will be diagnosed with cancer in their lifetime.¹ This report describes the burden of cancer among Montanans and includes a special feature on obesity-associated cancers in Montana.

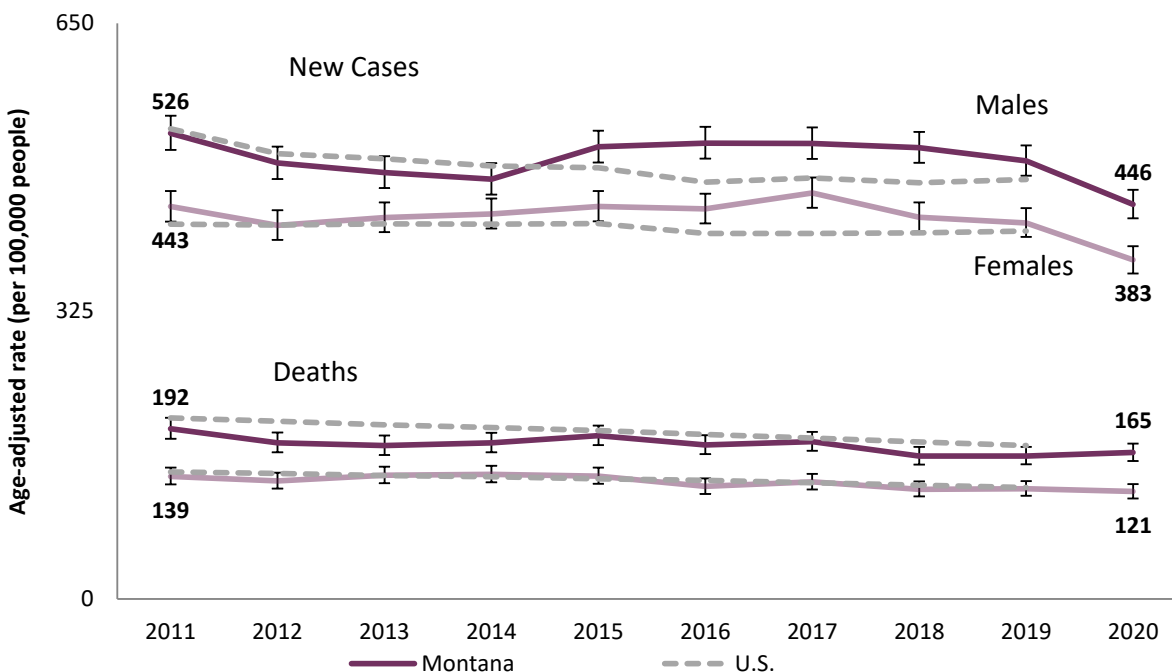
A total of 38,087 incident cancer cases were reported to the Montana Central Tumor Registry (MCTR) between 2016—2020, including invasive and in-situ cancers, benign tumors, and tumors of uncertain behavior. Invasive cancers accounted for 31,391 cases (82%); carcinoma in-situ accounted for 5,579 cases (15%). An average of 6,470 invasive cancers were diagnosed each year among Montana residents between 2016 and 2020.

Over half (54%) of cancers diagnosed in Montana occurred among men. The cancer incidence rate was higher among males compared to females in Montana and the U.S. from 2011—2020 (Figure 1).

Cancer incidence stayed about the same over the past 10 years until 2020 when there was a significant decrease in cancer diagnoses among both men and women (Figure 1). This decrease is likely due to the disruption to healthcare services caused by the COVID-19 pandemic. Routine screening and regular preventive care was drastically reduced from March to June 2020 and cancer diagnoses also decreased drastically during these months compared to the previous 5 year average.

Cancer was the second leading cause of death in Montana from 2016—2020, following heart disease. There were a total

Figure 1. Trends in age-adjusted cancer incidence (new cases) and mortality (deaths) in Montana and the U.S. by sex , 2011—2020.



Data Source: Montana Central Tumor Registry, 2011—2020; Montana Death Records, 2011—2020; United States Cancer Statistics, 2011—2019

¹ American Cancer Society. Lifetime Probability of Developing and Dying from Cancer, 2017-2019 (Cancer Facts & Figures 2023 Supplemental Data). 2023. Accessed at <https://www.cancer.org/content/dam/cancer-org/research/cancer-facts-andstatistics/annual-cancer-facts-and-figures/2023/sd4-lifetime-probability-2023-cff.pdf> on January 12, 2023.

All-site Cancer

of 10,450 cancer deaths from 2016—2020; for an average of 2,090 cancer deaths each year over this time period. Cancer mortality did not decrease in Montana during 2020 (Figure 1).

Four types of cancer accounted for about half of all new cancers diagnosed in Montana from 2016—2020. These cancers were prostate (16%), female breast (14%), lung (11%), and colorectal (8%) (Table 1).

About one in four cancer-related deaths in Montana were due to lung cancer (22%), followed by colorectal (8%), pancreatic (7%), female breast (7%), and prostate (7%) cancer.

The decrease in cancer diagnoses during 2020 was not the same across all types of

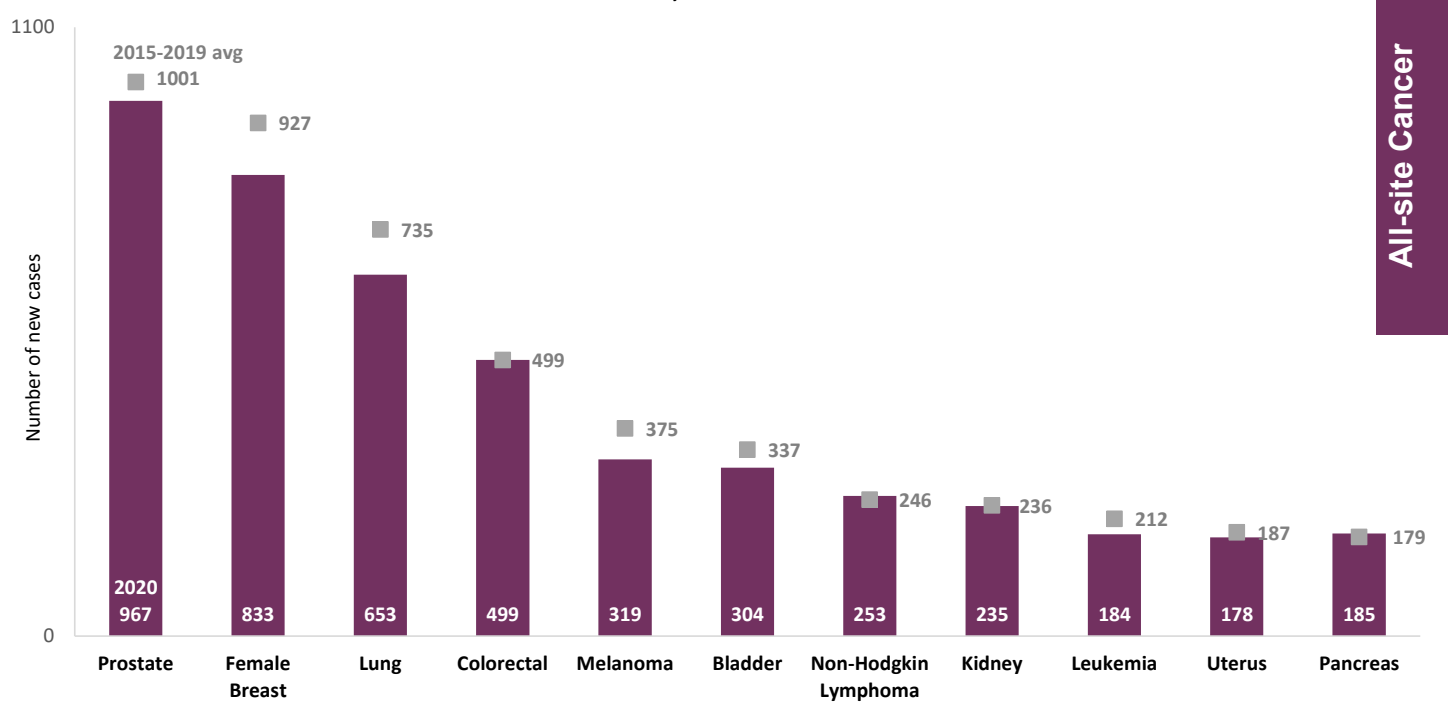
cancer. Prostate cancer, female breast cancer, lung cancer, and melanoma had the largest decreases in 2020 compared to previous years (Figure 2). Colorectal cancer, non-Hodgkin Lymphoma, kidney cancer, leukemia, and pancreatic cancer all had about the same number of cases diagnosed in 2020 as previous years (Figure 2).

Table 1. Number and percent of new cancer cases (incidence) and cancer-related deaths (mortality) among the 15 most common cancers in Montana over the 5-year period 2016—2020.

New Cancers				Deaths			
Rank	Site	Avg. # per year	Percent	Rank	Site	Avg. # per year	Percent
1	Prostate	1,024	16%	1	Lung	450	22%
2	Female Breast	924	14%	2	Colorectal	171	8%
3	Lung	716	11%	3	Pancreas	150	7%
4	Colorectal	495	8%	4	Prostate	142	7%
5	Melanoma	373	6%	5	Female Breast	139	7%
6	Bladder	333	5%	6	Liver	89	4%
7	Non-Hodgkin Lymphoma	250	4%	7	Leukemias	81	4%
8	Kidney	238	4%	8	Non-Hodgkin Lymphoma	71	3%
9	Leukemias	207	3%	9	Brain & other CNS	66	3%
10	Uterus	188	3%	10	Esophagus	63	3%
11	Pancreas	180	3%	11	Bladder	59	3%
12	Thyroid	155	2%	12	Kidney	57	3%
13	Myeloma	104	2%	13	Myeloma	48	2%
14	Liver	103	2%	14	Ovary	47	2%
15	Brain & other CNS	90	1%	15	Melanoma	35	2%
	All new cancers	6,466	100%		All cancer-related deaths	2,090	100%

Data Source: Montana Central Tumor Registry, 2016—2020; Montana Death Records, 2016—2020

Figure 2. Count of new cancers diagnosed in 2020 compared to the annual average count from 2015—2019 for the most common cancer sites, Montana.



Obesity-associated Cancers in Montana Quick Stats

**18
PERCENT**

OF ALL CANCERS DIAGNOSED IN THE US ARE ASSOCIATED WITH OBESITY,
PHYSICAL INACTIVITY, OR POOR NUTRITION.

**2,400
NEW CASES**

OF OBESITY-ASSOCIATED CANCER WERE DIAGNOSED EACH YEAR

**50
PERCENT**

HIGHER RATE OF OBESITY-ASSOCIATED CANCERS AMONG AMERICAN INDIANS

**SOUTHEAST
MONTANA**

HAD A SIGNIFICANTLY HIGHER RATE OF OBESITY-ASSOCIATED CANCER
THAN THE STATE OVERALL

Special Feature: Obesity-associated Cancers

Obesity increases the risk of 13 types of cancer. In fact, it is the second most important modifiable risk factor for cancer with about 18% of all cancers diagnosed in the US being associated with obesity, physical inactivity, or poor nutrition.² Maintaining a healthy weight reduces the risk of cancer throughout the body.

- 11,897 Montanans were diagnosed with obesity-associated cancers between 2016—2020 for an average of 2,400 cases each year.
- In 2020 the age-adjusted incidence rate of obesity-associated cancers among Montanans was 154.1 cases per 100,000 people (Figure 4).
- Obesity-associated cancer incidence in Montana is about the same as in the United States overall (Figure 4).
- Over the past 20-years the incidence rates of obesity-associated cancers among Montanans has stayed about the same (Figure 4).
- Postmenopausal breast cancer is the most common obesity-associated cancer among women with about 780 new cases each year (Figure 5).

2 Farhad Islami, MD, PHD, Ann Goding Sauer, MSPH, Kimberly D. Miller, MPH, et al. *Proportion and Number of Cancer Cases and Deaths Attributable to Potentially Modifiable Risk Factors In the United States*. CA CANCER J CLIN 2018;68:31–54

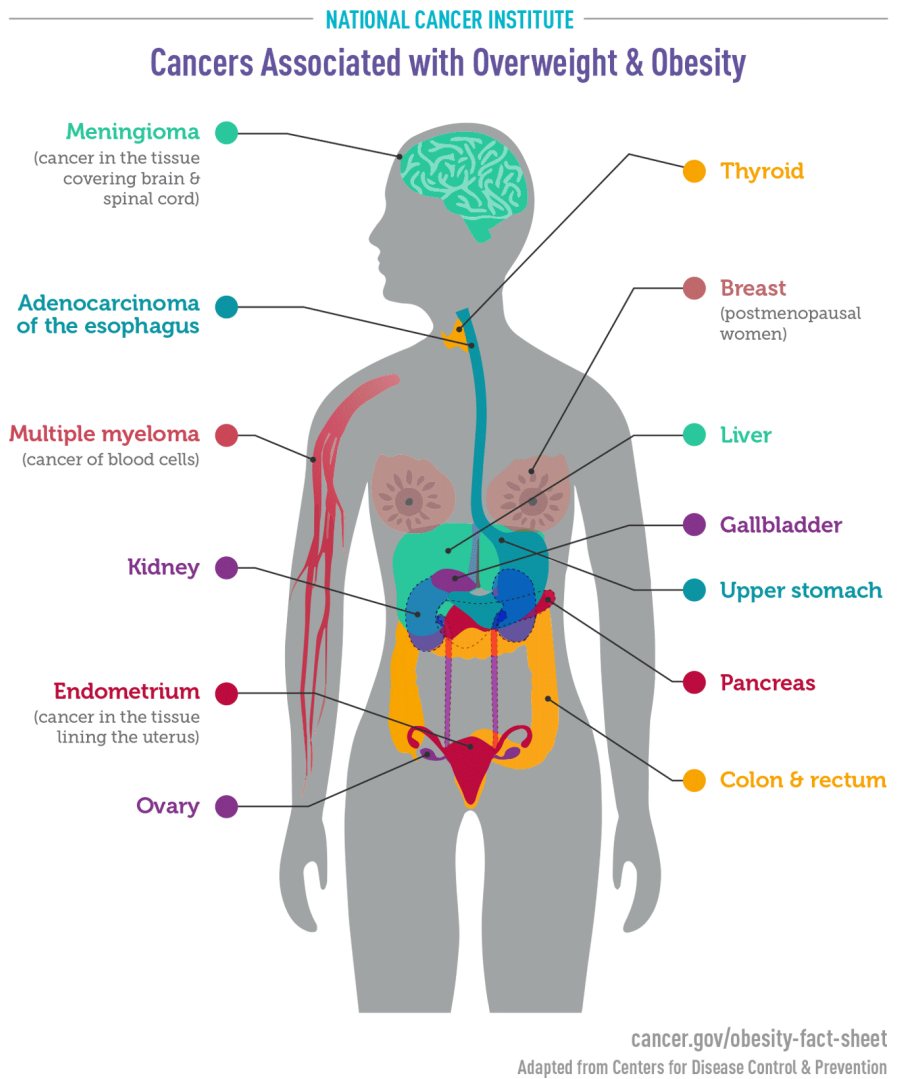
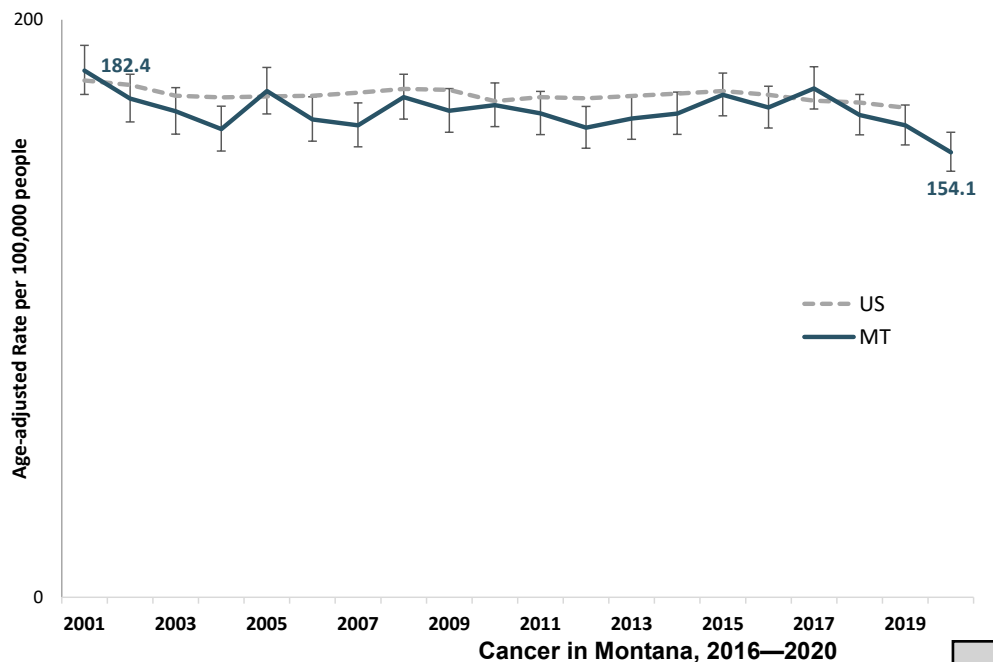


Figure 4. Trends in age-adjusted obesity-associated cancer incidence in Montana and the U.S., 2001—2020.

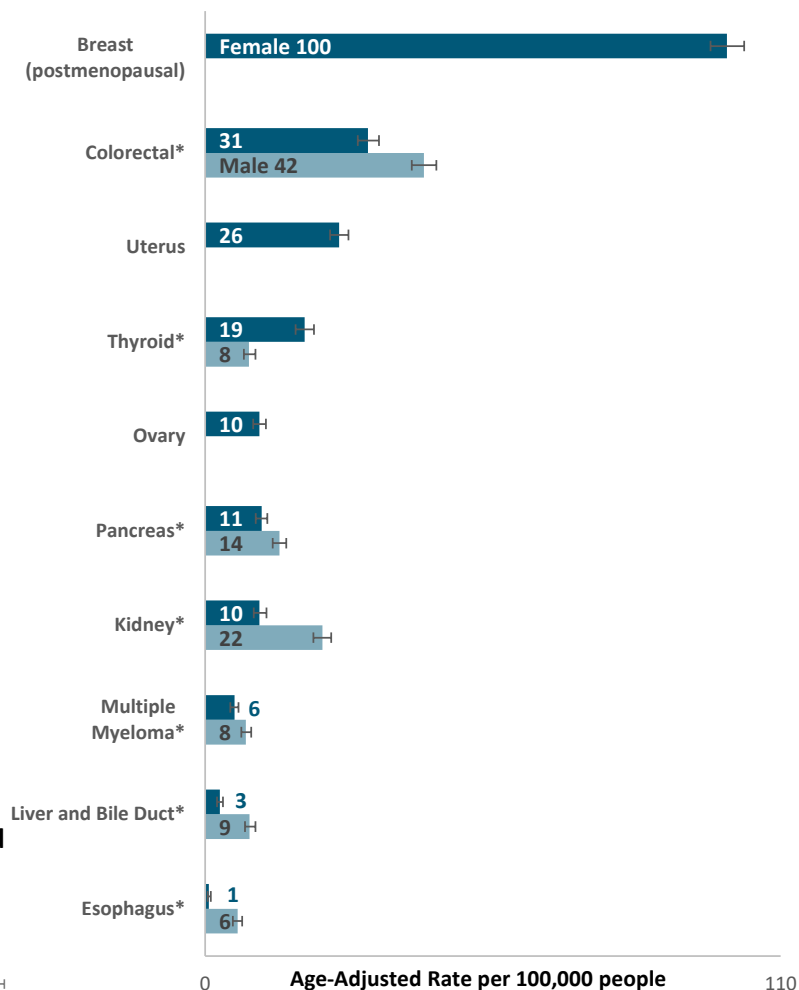


Data Source: Montana Central Tumor Registry, 2001—2020; United States Cancer Statistics, 2001—2019

Special Feature

- Colorectal cancer is the most common obesity-associated cancer among men and the second most common among women with about 500 new cases each year (Figure 5).
- Men had significantly higher rates of colorectal, pancreatic, kidney, multiple myeloma, liver, and esophageal cancers than women (Figure 5).
- Women had a significantly higher rate of thyroid cancer than men (Figure 5).
- American Indian (AI) Montanans had 50% higher incidence of obesity-associated cancers compared to White Montanans (Figure 6).
- Higher incidence of colorectal, kidney, and liver cancer among AI Montanans caused the higher rates of obesity-associated cancers (Figure 6). There was not a significant difference in the incidence of other obesity-associated cancer sites by race.

Figure 5. Age-adjusted incidence of obesity-associated cancers among men and women in Montana by site, 2016—2020.

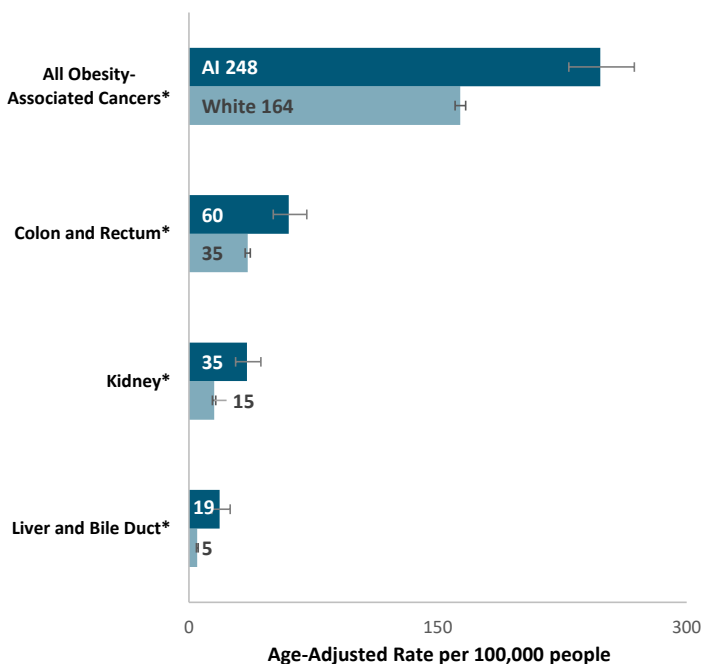


Data Sources: Montana Central Tumor Registry, 2016—2020

*Rates are significantly different between men and women

- The southeast regions of Montana, including the Billings area and the Crow and Northern Cheyenne Reservations had significantly higher incidence of obesity-associated cancers than the Montana rate overall (Figure 7).
- The southwest region of Montana, including the Missoula, Butte, and Bozeman areas had significantly lower incidence of obesity-associated cancers than the Montana rate overall (Figure 7).

Figure 6. Age-adjusted incidence of obesity-associated cancers among American Indian (AI) and White Montanans by site, 2016—2020.



Data Sources: Montana Central Tumor Registry, 2016—2020

*Rates are significantly different between AI and White Montanans

Preventing Obesity-associated Cancers

A person's lifetime risk of developing or dying from cancer is greatly reduced by:

- Staying at a healthy weight
- Staying physically active throughout life
- Eating a healthy diet
- Limiting alcohol use

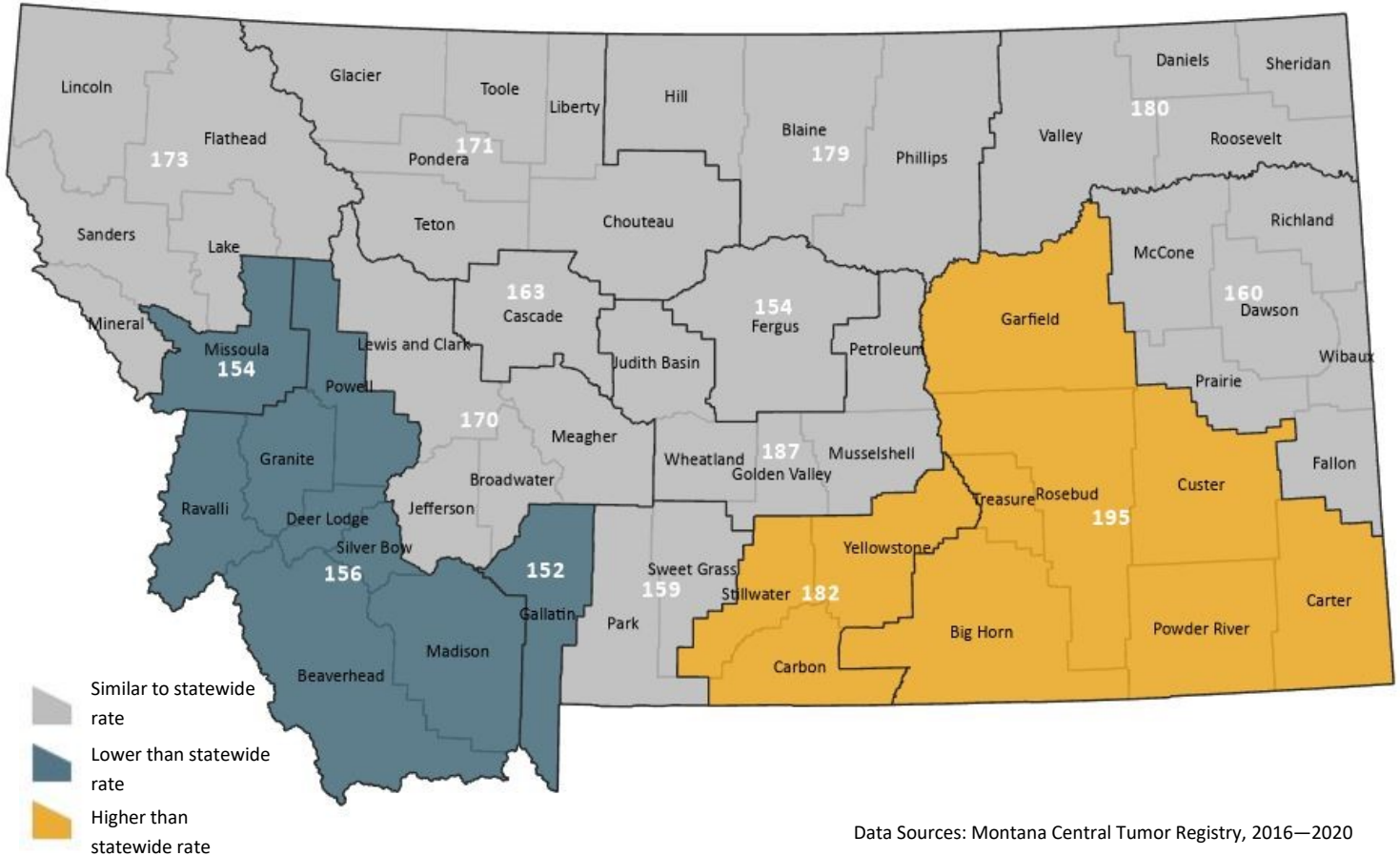
These same behaviors also lower the risk of developing heart disease and diabetes.

Find information on where to find fresh food, exercise and outdoor activities, and many types of wellness programs available in Montana at the [Joy in Health Living](#) Story Map.

Limitations

The weights and BMI history of cancer patients were not known and this report does not measure what proportion of cancer cases are attributable to obesity. Many different risk factors might contribute to the development of obesity-associated cancers such as genetic mutations; chronic infections; and tobacco, hormone, and alcohol use. Differences in the incidence of obesity-associated cancers are affected by all of these risk factors combined and this report cannot determine how much of the difference is due to obesity.

Figure 7. Map of age-adjusted obesity-associated cancer incidence by chronic disease region in Montana, 2016–2020.



Cancer Among Montana American Indians Quick Stats

**320
NEW CASES**

OF CANCER DIAGNOSED EACH YEAR

CANCER INCIDENCE RATE AMONG MT AI WAS

**24 PERCENT
HIGHER**

THAN AMONG MONTANA WHITES

**100
DEATHS**

DUE TO CANCER EACH YEAR AMONG MONTANA
AMERICAN INDIANS

**5
CANCER SITES**

ACCOUNT FOR THE HIGHER CANCER INCIDENCE AND MORTALITY
AMONG MONTANA AMERICAN INDIANS.

Cancer among American Indians in Montana

Cancer presents a significant burden to American Indian communities throughout Montana.

From 2016—2020, there were a total of 1,622 Montana American Indians (MT AI) diagnosed with cancer for an average of 320 new cases each year.

Lung cancer was the most commonly diagnosed cancer among MT AI followed by female breast, prostate, colorectal, and kidney cancers (Table 2). These five types of cancer accounted for 53% of all cancers diagnosed among MT AI.

MT AI men and women had about the same cancer incidence and mortality from 2016—2020 (Figure 8). The average age at diagnosis was 62 years old among MT AI men and 61 years old among MT AI women.

From 2016—2020, cancer was the second leading cause of death with 512 cancer related deaths among MT AI. On average, there were 100 cancer deaths each year. Lung cancer accounted for 26% of cancer related deaths among MT AI (Table 2).

Figure 8. Age-adjusted incidence (new cases) and mortality (deaths) among AI men and women, 2016—2020.

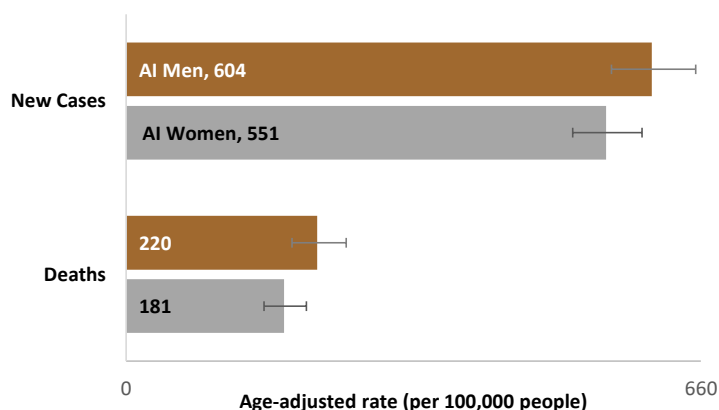


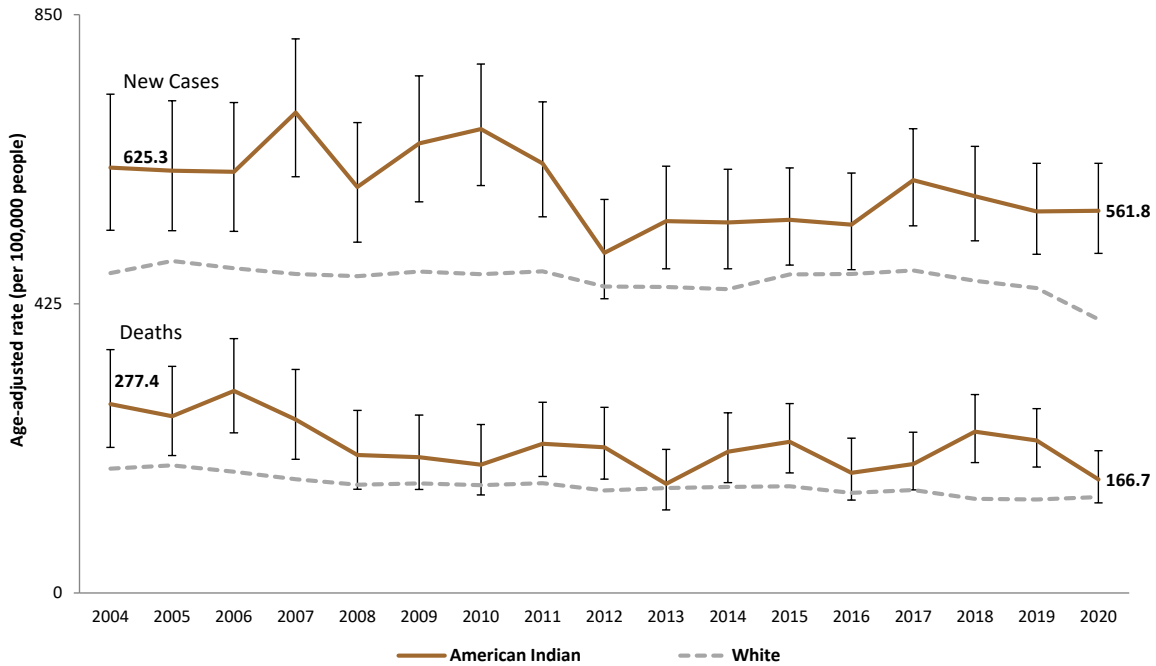
Table 2. Number and percent of new cancer cases and cancer-related deaths among American Indians for the 10 most common cancers in Montana from 2016—2020.

New Cancers			
Rank	Site	Avg # per year	Percent
1	Lung	47	14%
2	Female Breast	43	13%
3	Colorectal	32	10%
4	Prostate	31	10%
5	Kidney	19	6%
6	Liver	10	3%
7	Uterus	9	3%
8	Thyroid	9	3%
9	Non-Hodgkin Lymphoma	9	3%
10	Pancreas	8	2%
	All new cancers (total)	324	100%

Deaths			
Rank	Site	Avg # per year	Percent
1	Lung	26	26%
2	Colorectal	11	11%
3	Liver	9	9%
4	Female Breast	8	8%
5	Pancreas	6	6%
6	Prostate	5	5%
7	Kidney	3	3%
8	Esophagus Leukemia	3	3%
9	Non-Hodgkin Lymphoma	3	3%
10	Stomach	2	2%
	All cancer-related deaths (total)	102	100%

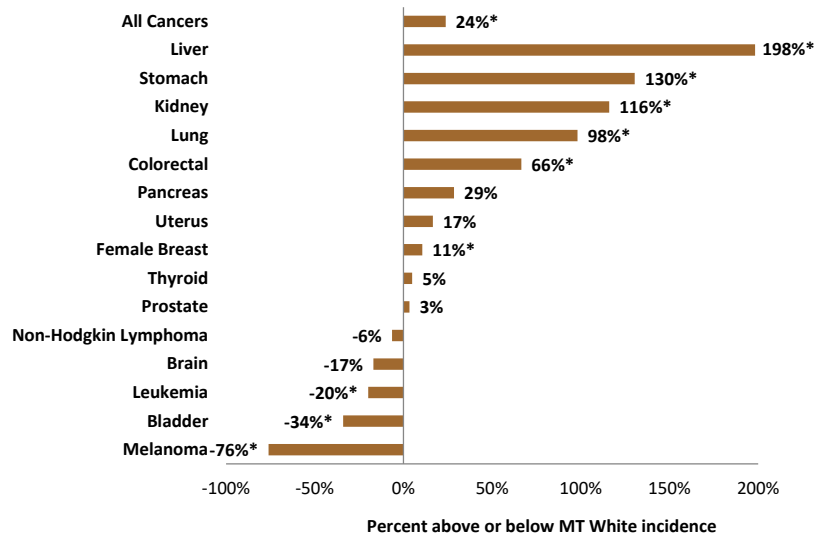
Data Source: Montana Central Tumor Registry, 2016—2020; Montana Death Records, 2016—2020

Figure 9. Age-adjusted cancer incidence and mortality trends in Montana by race, 2006—2020.



- Cancer incidence and mortality among MT AI have stayed about the same since 2006. There was not a decrease in cancers being diagnosed among MT AI in 2020 (Figure 9).
- Cancer incidence among MT AI was 24% higher than among MT Whites: 560.8 vs. 452.9 new cases per 100,000 (Figure 10).
- Cancer-related mortality was 35% greater among MT AI than among MT Whites (200.8 vs. 148.8 deaths per 100,000) (Figure 11).
- There were six types of cancer which occurred at significantly greater rates among MT AI compared to MT Whites: liver, kidney, stomach, lung, colorectal, and female breast cancer (Figure 10).
- Cancer mortality rates were significantly greater among MT AI for kidney, liver, stomach,

Figure 10. Comparison of American Indian and White incidence for select cancer sites in Montana, 2016—2020.



Figures 10 and 11 present the Montana American Indian-White Incidence Rate Ratio (IRR) and Mortality Rate Ratio (MRR) respectively. The IRR and MRR indicate which types of cancers among American Indians were above or below the age-adjusted rate of MT White population. This information is important in understanding the unique burden cancer presents to MT AI.

* Statistically significantly different. Data Source: Montana Central Tumor Registry, 2016—2020; Montana Death Records, 2016—2020

colorectal, and lung cancers compared to MT Whites (Figure 11).

- Bladder cancer, leukemia, and melanoma occurred at significantly lower rates among MT AI compared to MT Whites (Figure 10).
- Mortality rates from brain and other central nervous system cancers were significantly lower among MT AI compared to MT Whites (Figure 11).

Reducing Cancer Burden in American Indian Communities in Montana

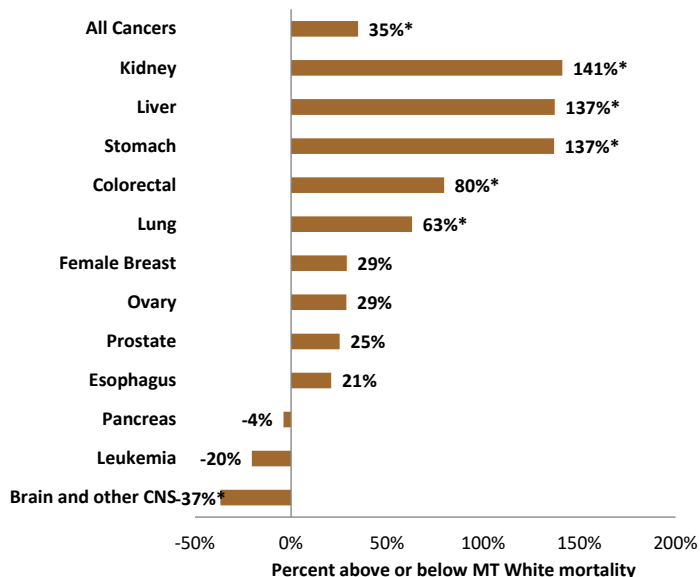
The cancer sites with higher incidence and mortality rates among MT AI have many behavioral risk factors in common. Commercial tobacco use increases the risk of all five sites; being obese increases the risk of kidney, liver, stomach, and colorectal cancers; and heavy alcohol use increases the risk of liver and colorectal cancer. More than twice as many AI adults reported current commercial tobacco use than White adults in 2021 (Figure 12).

The cancer disparity between MT AI and MT Whites could be reduced by reducing tobacco use and obesity and by increasing physical activity. Interventions focused on creating communities that support healthy behaviors with easy access to healthy food and safe physical activity and restrictions on unhealthy behaviors like smoke-free policies are an important step to reducing cancer risk.

Identifying American Indian patients in the Montana Central Tumor Registry (MCTR)

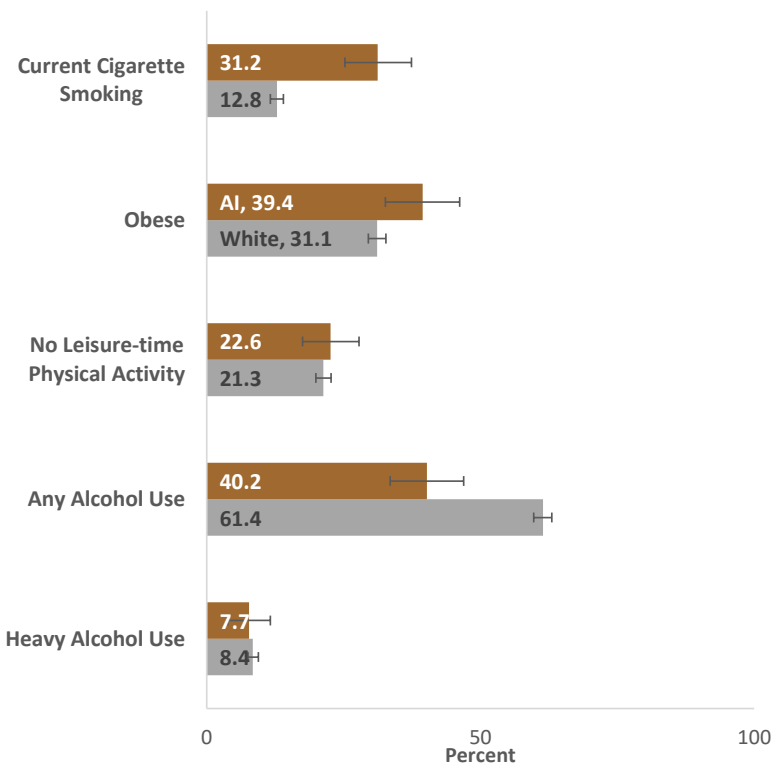
American Indians are often misclassified in health record systems. To better identify MT AI patients the MCTR links with Indian Health Services administrative files of enrolled recipients of IHS services from 1990 forward each year. This record linkage allows MCTR to identify additional AI patients in the registry. The addition of these patients greatly improves MCTR’s ability to describe the cancer burden among MT AI.

Figure 11. Comparison of American Indian and White Mortality for select cancer sites in Montana, 2016—2020.



American Indian

Figure 12. Percent of Adults who Report Select Risk Behaviors by Race, Montana, 2021.



Data Source: Montana Behavioral Risk Factor Surveillance System, 2021

Female Breast Cancer in Montana Quick Stats

**920
WOMEN**

WERE DIAGNOSED WITH BREAST CANCER EACH YEAR

**NUMBER
ONE**

TYPE OF CANCER DIAGNOSED AMONG WOMEN

**NUMBER
TWO**

CAUSE OF CANCER DEATH AMONG WOMEN

**68
PERCENT**

DIAGNOSED AT THE LOCAL STAGE

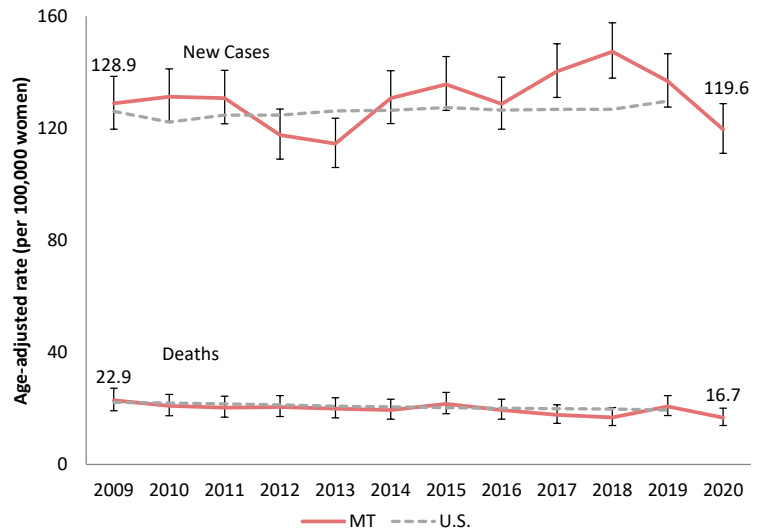
Female Breast Cancer Incidence & Mortality in Montana

Breast cancer was the most common cancer diagnosed among Montana women, accounting for 31% of new cancers.

- 4,588 women in Montana were diagnosed with invasive breast cancer between 2016—2020, for an average of 920 women each year.
- 685 women died of breast cancer in Montana between 2016—2020 for an average of 140 women each year.
- In 2020, the age-adjusted incidence rate of breast cancer in Montana was 119.6 new cases per 100,000 women and the mortality rate was 16.7 deaths per 100,000 women (Figure 13).
- The decrease in breast cancer incidence in 2020 is likely due to under-diagnosis caused by the COVID-19 pandemic. Routine screening was canceled or delayed during 2020 and some cancers that would have normally been diagnosed may have gone undetected.
- Over the past 10 years the incidence and mortality rates of breast cancer among Montana women were similar to U.S. women (Figure 13).
- In Montana, 68% of breast cancers were diagnosed at the local stage. Stage at diagnosis in Montana was similar to the U.S. (Figure 14).
- Women were, on average, 64 years old at the time of diagnosis (data not shown).
- Age at diagnosis ranged from 21 to 100. 15% of female breast cancer cases were diagnosed in women under the age of 50 (data not shown).

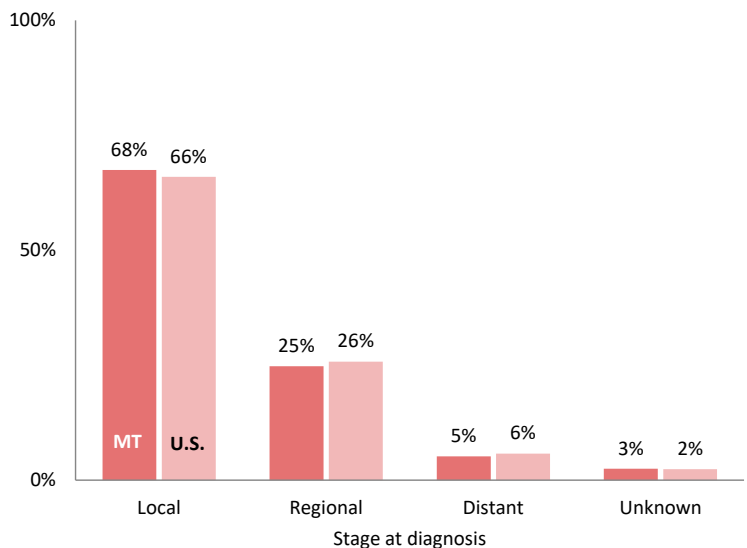
Female Breast Cancer

Figure 13. Trends in age-adjusted female breast cancer incidence and mortality in Montana and the U.S., 2009—2020.



Data Source: Montana Central Tumor Registry, 2009—2020; Montana Death Records, 2009—2020; United States Cancer Statistics, 2009—2019

Figure 14. Stage at diagnosis of female breast cancer in Montana and the U.S., 2016—2020.



Data Source: Montana Central Tumor Registry, 2016—2020; United States Cancer Statistics, 2015—2019

Prostate Cancer in Montana
Quick Stats

**1,020
NEW CASES**

OF PROSTATE CANCER WERE DIAGNOSED EACH YEAR

**NUMBER
ONE**

TYPE OF CANCER DIAGNOSED AMONG MEN

**140
DEATHS**

DUE TO PROSTATE CANCER EACH YEAR

**75
PERCENT**

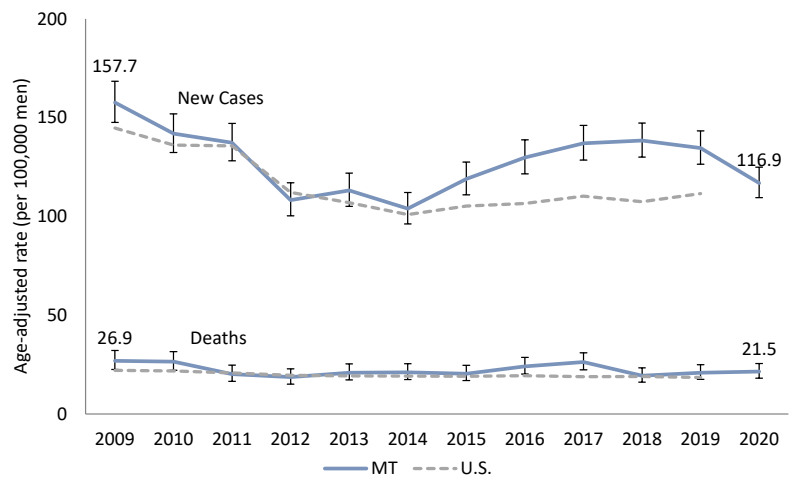
DIAGNOSED AT THE LOCAL STAGE

Prostate Cancer Incidence & Mortality in Montana

Prostate cancer was the most common cancer diagnosed among Montana men, accounting for 29% of new cancers.

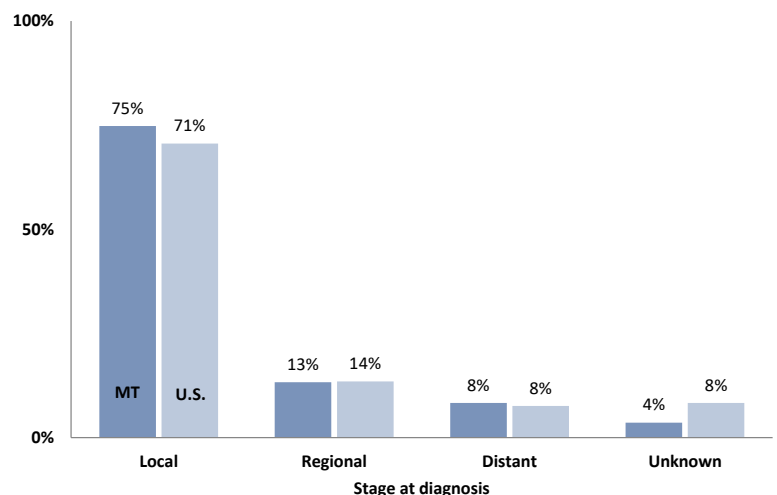
- 5,119 Montana men were diagnosed with prostate cancer between 2016—2020, for an average 1,020 new cases each year.
- 709 men died of prostate cancer between 2016—2020 for an average of 140 deaths each year in Montana.
- In 2020, the age-adjusted incidence rate of prostate cancer in Montana was 116.9 new cases per 100,000 men and the mortality rate was 21.5 deaths per 100,000 men (Figure 15).
- The decrease in prostate cancer incidence in 2020 is likely due to under-diagnosis caused by the COVID-19 pandemic. Routine screening was canceled or delayed during 2020 and some cancers that would have normally been diagnosed may have gone undetected.
- From 2009 to 2014 the incidence rate of prostate cancer in Montana decreased significantly but incidence rates increased from 2014 to 2017 and have remained about the same from 2017 to 2019 (Figure 15).
- The incidence of prostate cancer in Montana has been significantly higher than in the U.S. since 2015. However, prostate cancer mortality in Montana remains similar to the U.S. rate (Figure 15).
- 75% of prostate cancers were diagnosed at the local stage. Stage at diagnosis in Montana was similar to the U.S. (Figure 16).
- In Montana the average age at diagnosis was 68 years (data not shown).

Figure 15. Trends in age-adjusted prostate cancer incidence and mortality in Montana and the U.S., 2009—2020.



Data Source: Montana Central Tumor Registry, 2009—2020; Montana Death Records, 2009—2020; United States Cancer Statistics, 2009—2019

Figure 16. Stage at diagnosis of prostate cancer in Montana and the U.S., 2016—2020.



Data Source: Montana Central Tumor Registry, 2016—2020; United States Cancer Statistics, 2015—2019

Lung Cancer in Montana Quick Stats

**715
NEW CASES**

OF LUNG CANCER DIAGNOSED EACH YEAR

**45
PERCENT**

OF LUNG CANCER CASES DIAGNOSED AT THE DISTANT STAGE

**NUMBER
ONE**

CAUSE OF CANCER RELATED DEATHS

**450
DEATHS**

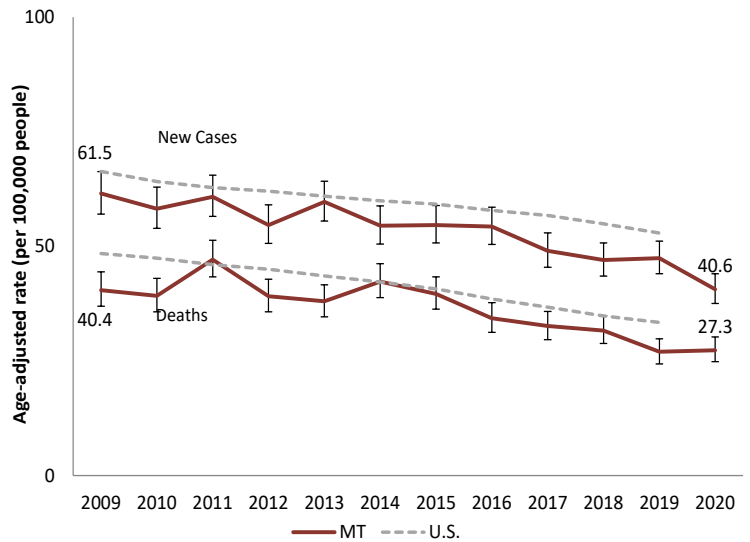
DUE TO LUNG CANCER EACH YEAR

Lung Cancer Incidence & Mortality in Montana

Lung cancer was the 2nd most common cancer in Montana men and women accounting for about 11% of all cancer cases. It is also one of the most deadly cancers and is the leading cause of cancer-related death.

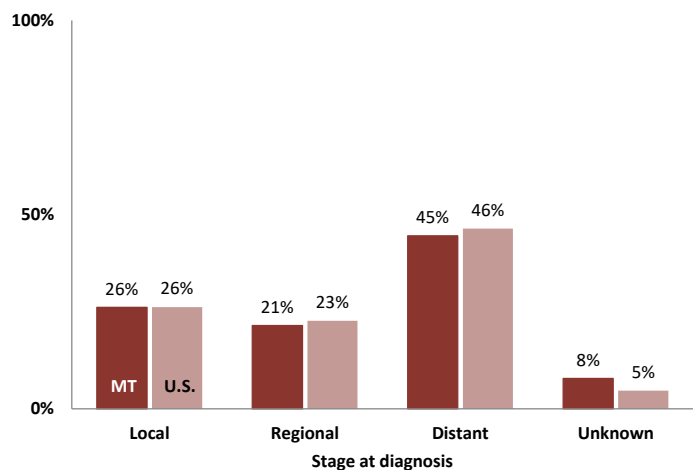
- 3,578 Montanans were diagnosed with lung cancer between 2016—2020, for an average of 715 new cases each year.
- 2,251 Montanans died of lung cancer between 2016—2020 for an average of 450 deaths each year.
- Lung cancer was the leading cause of cancer-related deaths from 2016—2020, accounting for 22% of cancer-related deaths.
- In 2020 the age-adjusted incidence rate of lung cancer in Montana was 40.6 new cases per 100,000 people and the mortality rate was 27.3 deaths per 100,000 people (Figure 17).
- Lung cancer incidence and mortality has continued to decrease in Montana and the U.S. since 2009 (Figure 17).
- Some of the decrease in lung cancer incidence in 2020 could be due to under-diagnosis caused by the COVID-19 pandemic. Routine screening was canceled or delayed during 2020 and some cancers that would have normally been diagnosed may have gone undetected.
- In Montana, 45% of lung cancers were diagnosed at the distant stage while only 26% were diagnosed at the local stage. Stage at diagnosis in Montana was similar to the U.S. (Figure 18).
- The average age at diagnosis was 71 years for both men and women (data not shown).

Figure 17. Trends in age-adjusted lung cancer incidence and mortality in Montana and the U.S., 2009—2020.



Data Source: Montana Central Tumor Registry, 2009—2020; Montana Death Records, 2009—2020; United States Cancer Statistics, 2009—2019

Figure 18. Stage at diagnosis of lung cancer in Montana and the U.S., 2016—2020.



Data Source: Montana Central Tumor Registry, 2016—2020; United States Cancer Statistics, 2015—2019

Colorectal Cancer in Montana Quick Stats

**THIRD
MOST COMMON**

TYPE OF CANCER DIAGNOSED AMONG MEN AND WOMEN

**500
NEW CASES**

OF COLORECTAL CANCER WERE DIAGNOSED EACH YEAR

**170
DEATHS**

DUE TO COLORECTAL CANCER EACH YEAR

**33
PERCENT**

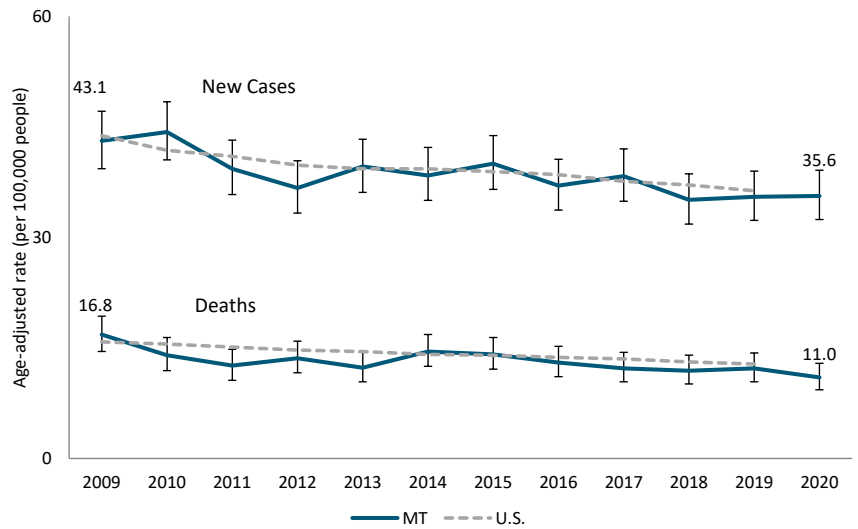
OF CASES ARE DIAGNOSED AT THE LOCAL STAGE

Colorectal Cancer Incidence & Mortality in Montana

Colorectal cancer (CRC) is the third most common type of cancer diagnosed in MT and the third most common cause of cancer deaths. MT men have significantly higher CRC incidence than MT women.

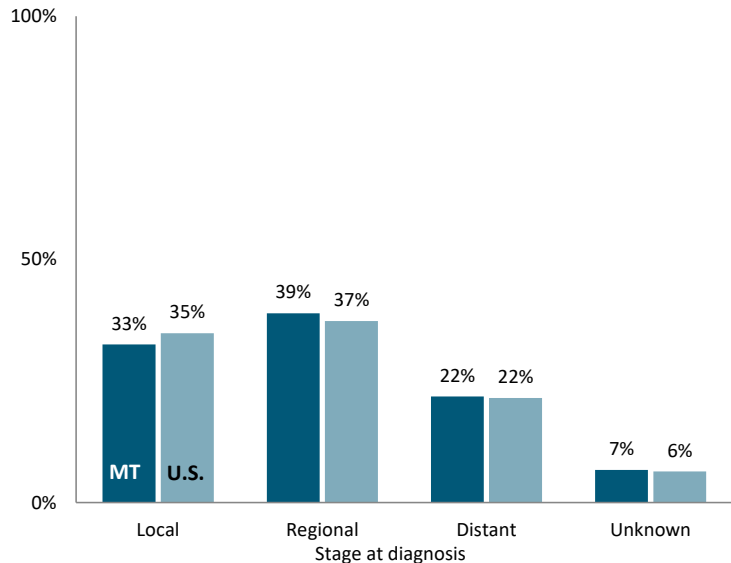
- 2,476 Montanans were diagnosed with CRC between 2016—2020 for an average of 500 cases each year.
- 854 Montanans died of CRC between 2016—2020 for an average of 170 deaths each year.
- In 2020 the age-adjusted incidence rate of CRC in Montana was 35.6 cases per 100,000 people and the mortality rate was 11.0 deaths per 100,000 people (Figure 19).
- CRC incidence and mortality in Montana has been about the same as in the U. S. since 2009 (Figure 19).
- Unlike other screening amenable cancers, CRC incidence was not lower than expected in 2020 (Figure 19).
- CRC incidence was significantly higher among men than among women (40.9 vs. 30.5 cases per 100,000) (data not shown).
- From 2016—2020, the average age at diagnosis was 67 years among men and 68 years among women (data not shown).
- 61% of CRC cases in Montana were diagnosed at the regional or distant stage (Figure 20).

Figure 19. Trends in age-adjusted colorectal cancer incidence and mortality in Montana and the U.S., 2009—2020.



Data Source: Montana Central Tumor Registry, 2009—2020; Montana Death Records, 2009—2020; United States Cancer Statistics, 2009—2019

Figure 20. Stage at diagnosis of colorectal cancer in Montana and the U.S., 2016—2020.



Data Source: Montana Central Tumor Registry, 2016—2020; United States Cancer Statistics, 2015—2019

Melanoma in Montana Quick Stats

**380
NEW CASES**

OF MELANOMA DIAGNOSED EACH YEAR

**95%
OF CASES**

ARE CAUSED BY EXPOSURE TO ULTRAVIOLET (UV) LIGHT⁵

**SECOND
MOST COMMON**

CAUSE OF CANCER AMONG TEENS AND YOUNG ADULTS (AGED 15 TO 39) IN MONTANA

**86
PERCENT**

DIAGNOSED AT THE LOCAL STAGE

⁵ Islami F, Goding Sauer A, Miller KD, et al. Proportion and number of cancer cases and deaths attributable to potentially modifiable risk factors in the United States. ICA Cancer J Clin 2018;68:31-54.

Melanoma

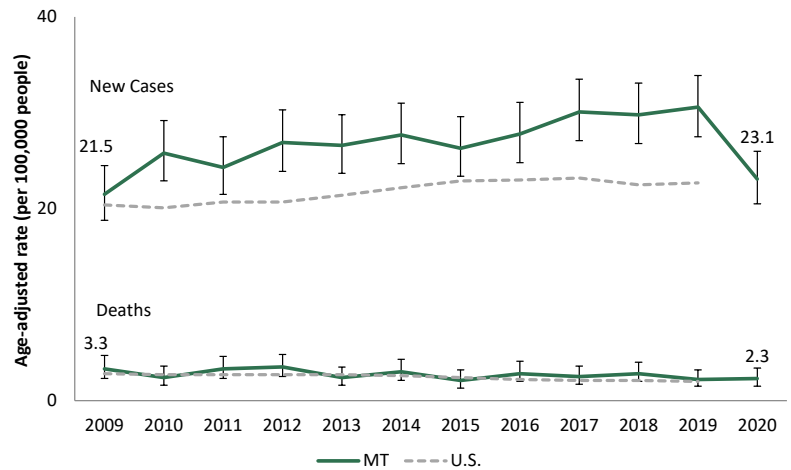
Incidence in Montana

Melanoma is the most dangerous form of skin cancer and is the most likely to spread to other areas of the body. Melanoma is the fourth most common type of cancer among men and women in MT.

- 1,866 Montanans were diagnosed with melanoma between 2016—2020, for an average of 380 new cases each year.
- 173 Montanans died of melanoma between 2016—2020 for an average of 35 deaths each year.
- Melanoma was the 2nd leading cause of cancer among teens and young adults aged 15 to 39, accounting for 13% of cases in that age group from 2016—2020 (data not shown).
- In 2020, the age-adjusted incidence rate of melanoma in Montana was 23.1 new cases per 100,000 people and the mortality rate was 2.3 deaths per 100,000 people (Figure 21).
- The decrease in melanoma incidence in 2020 is likely due to under-diagnosis caused by the COVID-19 pandemic. Routine screening was canceled or delayed during 2020 and some cancers that would have normally been diagnosed may have gone undetected.
- Prior to 2020, melanoma incidence had increased significantly since 2009 (Figure 21).
- The melanoma incidence in Montana was significantly higher than in the U.S but mortality was similar in Montana and the U.S. (Figure 21).
- The overall incidence rate for men and women was similar but women have higher incidence at younger ages and men have higher incidence at older ages (Figure 22).

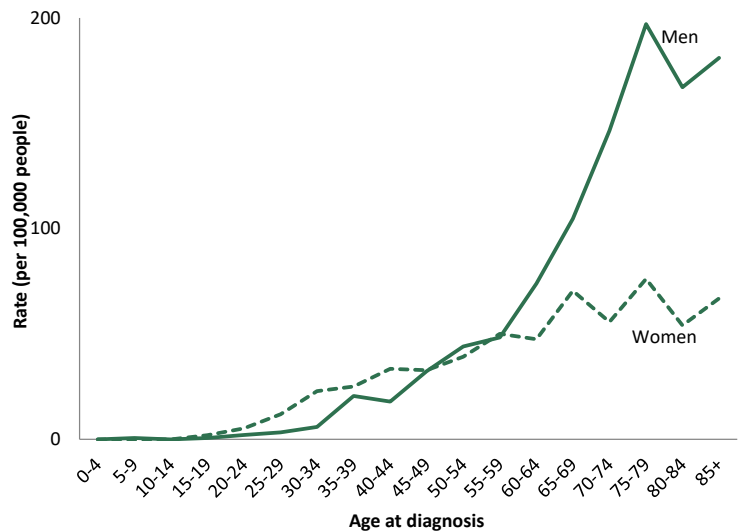
Melanoma

Figure 21. Trends in age-adjusted melanoma incidence and mortality in Montana and the U.S., 2009—2020.



Data Source: Montana Central Tumor Registry, 2009—2020; Montana Death Records, 2009—2020; United States Cancer Statistics, 2009—2019

Figure 22. Melanoma incidence by age group among males and females in Montana, 2016—2020.



Data Source: Montana Central Tumor Registry, 2016—2020;

JOURNAL OF COMMISSION PROCEEDINGS
June 6, 2023

Regular City Commission Meeting

Mayor Kelly presiding
 Commission Chambers Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon, and Susan Wolff. Also present were City Manager Greg Doyon; Public Works Director Chris Gaub; Interim Planning and Community Development Director Tom Micuda; Finance Director Melissa Kinzler and Grant Manager Tom Hazen; Park and Recreation Director Steve Herrig; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Fire Chief Jeremy Jones; Police Chief Jeff Newton; and City Clerk Lisa Kunz.

AGENDA APPROVAL: City Manager Greg Doyon noted that a Proclamation for Juneteenth was added after original posting. Mayor Kelly noted that the Montana Air National Guard (MANG) military update would be rescheduled for August. The agenda was approved as presented with the addition of the proclamation and removal of MANG's military update.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

PROCLAMATIONS: National Homeownership Month [June], NeighborWorks Week [June 3-10, 2023], and Juneteenth [June 19, 2023]

MILITARY UPDATES

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

MANG's military update will be rescheduled for August 2023.

2. PETITIONS AND COMMUNICATIONS

None.

NEIGHBORHOOD COUNCILS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

BOARDS AND COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

JOURNAL OF COMMISSION PROCEEDINGS**June 6, 2023****5. REAPPOINTMENT TO THE HOUSING AUTHORITY BOARD OF COMMISSIONERS.**

Mayor Kelly reported that the Board met on May 18, 2023 and recommended that the City Commission reappoint Mr. Fink to the Great Falls Housing Authority Board of Commissioners for a five-year term through June 30, 2028. David Fink was appointed to the Great Falls Housing Authority Board of Commissioners on July 17, 2018 for his first five-year term. His term is set to expire on June 30, 2023 and he is interested and eligible to serve a second five-year term.

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission reappoint David Fink to the Great Falls Housing Authority Board of Commissioners for a five-year term through June 30, 2028.

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

CITY MANAGER

6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon reported the following updates:

- Public Works Director Chris Gaub appointed current employees to superintendent roles in the Utilities, Street and Traffic, Central Garage and Engineering Divisions to increase accountability, responsibilities and operational efficiencies within the Department.
- The refurbished Pierce Fire Engine is on its way back from Wisconsin to Great Falls Fire Rescue to serve in Fire Station #2.
- Great Falls Fire Rescue initiated a Community Connect Program for residents to provide certain information that could be used in an emergency response.
- The ARPA project designated for overhead doors at Fire Station #1 is almost complete.
- Rachel Campbell was hired as a certified permit technician for Planning and Community Development.
- There were 575 survey responses to the Long Range Transportation Plan.
- The first of two Public Safety Town Hall Meetings is scheduled for June 14, 2023 at 6:00 pm in the Mansfield Center for citizens to hear more about the public safety levy and staff to answer questions. Per state law, staff cannot opine on whether or not the public safety levy is needed, but can educate in their official capacities so residents can make well-informed decisions when they get their ballots. There will also be opportunities for organizations to request and schedule a speaker to get more information about the public safety levy effort.

CONSENT AGENDA.

JOURNAL OF COMMISSION PROCEEDINGS
June 6, 2023

7. Minutes, May 16, 2023, City Commission Meeting.
8. Minutes, May 16, 2023, Port Authority Meeting Minutes.
9. Total Expenditures of \$5,934,166 for the period of May 40, 2023 through May 24, 2023, to include claims over \$25,000, in the amount of \$4,972,290.
10. Contracts List.
11. Approve the Memorandum of Understanding acknowledging acceptance of the 1941 Seagraves Ladder Truck donated by Jim and Joyce Moerkerke.
12. Approve the ESRI Small Enterprise Agreement for County and Municipal Government in the amount of \$170,100 total over a 3-year term (\$56,700 Year 1, \$56,700 year 2, and \$56,700 Year 3) and authorize the City Manager to execute the Agreement documents.
13. Approve a Professional Services Agreement in the amount of \$455,870 to Great West Engineering Inc., for the City of Great Falls Stormwater Master Plan Update project, and authorize the City Manager to execute the agreement documents. **OF 1361.6**
14. Set Public Hearing for Tourism Business Improvement District (TBID) FY2023 Budget Amendment for June 20, 2023.

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

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

Commissioner McKenney recognized and thanked Jim and Joyce Moerkerke for their generous donation [agenda item 11].

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

Motion carried 5-0.

PUBLIC HEARINGS

15. **ORDINANCE 3259, AMENDMENT TO OCCGF TITLE 17, CHAPTER 20 ALLOWABLE USES - ALLOWING RESIDENCE, MULTI-FAMILY IN THE GENERAL COMMERCIAL ZONING DISTRICT.**

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

JOURNAL OF COMMISSION PROCEEDINGS**June 6, 2023**

Interim Planning and Community Development Director Tom Micuda reported that Ordinance 3259 is a very simple but important proposed amendment to the City's Land Development Code – Title 17. The amendment proposes that “Residence, Multi-family” be added as a Permitted Use in the City's C-2, or General Commercial, zoning district.

This amendment is being proposed because staff has received inquiries from developers for the last few years about doing multifamily development projects in this zoning district. Due to the current code language, staff has had to direct them to the rezoning process rather than the building permit process. Time is money, and those projects have not come forward.

This proposed code amendment will open up more marginal C-2 zoned land to another development scenario – multifamily and mixed-use development. Another benefit is the City will get ahead of changes made during this Montana State Legislature session. There is no downside. The amendment will simply add another development option in an era where retail commercial enterprises have more risk and the City has the need for more housing supply.

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

Commissioner Tryon inquired how passage of this ordinance would provide additional financial sources for commercial development.

Interim Director Micuda responded that this amendment provides an opportunity for developers to go vertical with mixed-use, as well as stand-alone multi-family. The financing benefits is to be able to go vertical with upper stories instead of a one-story retail platform.

Commissioner Wolff received clarification that adoption of this amendment applies to new and existing building stock.

Mayor Kelly asked if there were any comments from the public in support of Ordinance 3259.

Shyla Patera, North Central Independent Living Services, Inc. submitted written comments generally in support of housing affordability and other opportunities for community building and neighborhood growth. However, Ms. Patera inquired how accessibility of neighborhoods, businesses, as well as environmental factors that might impact the zoning change would be addressed.

Mayor Kelly asked if there were any comments from the public in opposition to Ordinance 3259.

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

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission adopt Ordinance 3259.

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

JOURNAL OF COMMISSION PROCEEDINGS

June 6, 2023

Commissioner Tryon commented that this is a good example of the development review process. He noted that the City is better situated to make these decisions locally than the State Legislature.

Commissioner McKenney received clarification of broad outlines of the C-2 zoning district: 10th Avenue South from 4th Street to 57th Street, Northwest Bypass, Central Avenue West, and 3rd Street Northwest, that comprises 15-20% of properties in Great Falls. It is already allowed in the downtown periphery and neighborhood commercial districts.

From an entrepreneurs point of view, Commissioner McKenney commented that the development process could be frustrating. He expressed appreciation for making the process easier and quicker for those making the investment in Great Falls.

Commissioner Wolff commented that infill helps departments that support the City and serve the residents, rather than spreading development out further.

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

Motion carried 5-0.

OLD BUSINESS

16. CHANGE ORDER NO. 3 - INDOOR AQUATICS AND RECREATION CENTER. OF 1770.0

Park and Recreation Director Steve Herrig reported that staff recommends the City Commission approve Change Order No. 3 in the amount of \$116,680.25 to Swank Enterprises. On March 1, 2022, the City Commission approved deductive Change Order No. 1 for Swank Construction for a savings of \$244,655 from the original awarded contract price. The change order did not affect any of the amenities of the facility; changes affected materials used to accomplish a cost savings without jeopardizing the quality of amenities or facility. On July 5, 2022, the City Commission approved Change Order No. 2 for Swank Construction for \$91,029.98 that addressed plan review and permit fees as well as structural enhancements. Change Order #3 will be paid for with money raised through the formal fundraising campaign with the possibility of supplemental funds from the Park District or other Park and Recreation Funds.

Change Order No. 3 includes the following:

1. Add 2 each volleyball inserts	\$ 1,329.57
2. Interior partition framing size changes	\$ 1,423.03
3. 4” to 6” backflow and riser for fire sprinkler system	\$ 8,469.27
4. Gym finish revisions	\$ 2,119.79
5. Corner guard change	\$ 2,404.78
6. Alternate #12 – operable partition	\$19,632.07
7. Tile changes in locker room area	\$12,299.47
8. RCP storm water connection in 29 th Street	\$ 2,944.15
9. Alternate #5 – section 11 66 53 gymnasium divider	\$17,282.17
10. Alternate #6 – sauna 125	<u>\$48,775.95</u>
Total	\$116,680.25

JOURNAL OF COMMISSION PROCEEDINGS
June 6, 2023

The acoustic tile panels for the gymnasium and two pool areas are currently being priced.

Commissioner Hinebauch moved, seconded by Commissioner McKenney, that the City Commission approve Change Order No. 3 to Swank Enterprises in the amount of \$116,680.25 for the Indoor Aquatics and Recreation Center, and authorize the City Manager to execute the change order documents.

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

Commissioner Tryon received clarification that if the Commission did not vote in favor it wouldn't jeopardize the entire project, but would jeopardize what the project is trying to accomplish and that is envisioned with the alternates in place when the doors open.

Commissioner Tryon inquired what would happen if the fund raising campaign did not raise enough money.

Director Herrig responded that he is comfortable that it would. He will prepare an update for the Commission in memo form with regard to the amount of money raised, the anticipated amount that is forthcoming, and the amount paid out to Bannack.

Commissioner Wolff commented that the changes would provide for more revenue from City, Regional and State activities.

Mayor Kelly received clarification that the project renderings, construction photos, etc. are located on the City's Park and Recreation webpage.

Mayor Kelly commented that the community is anxious to hear about the fee structure.

Director Herrig responded that staff received the pro forma from Pros Consulting. Staff will formulate those fees this fall, ahead of the opening of the building, because they want to start selling memberships before the building opens.

Commissioner Tryon inquired if the fee structure would be the same for Malmstrom personnel and citizens of Great Falls.

Director Herrig responded that staff would bring the fee structure and whether to provide a military discount to the Commission for consideration.

Commissioner McKenney inquired the timeline for opening.

Director Herrig responded the best-case scenario is May 2024. The contractor has commented he wants all exterior work done by September so that if the project work is done early he can hand over the keys and not have a punch list of outdoor work.

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

JOURNAL OF COMMISSION PROCEEDINGS

June 6, 2023

Motion carried 5-0.

17. CIVIC CENTER PARTIAL HVAC RENOVATIONS AND INFRASTRUCTURE RENOVATIONS PROJECT, AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT. OF 1750.2

Grant Administrator Tom Hazen reported that improvements to the Civic Center HVAC and Boiler systems were among the Tier One List of ARPA funded projects approved by this Commission at the April 5, 2022 Work Session. Preliminary designs were conducted by Cushing Terrell (Cushing) over the ensuing months. While these projects were initially proposed separately, they were eventually combined into one project due to their integrated nature. A contract for the final design of this project was ultimately awarded to Cushing during the December 6, 2022 Commission meeting.

A line item for Construction Administration was not included in the design contract. This omission was intentional. Construction Administration costs are expenses associated with activities including, but not limited to, the review of equipment specifications, contractor questions, and/or any design alterations due to unforeseen developments. Given the in-depth nature of these tasks, these administrative responsibilities are better suited for a project designer as opposed to in-house project management. Typically, these costs are calculated based upon the overall construction cost, complexity, and other factors. At the time the design contract was awarded these estimates had not been finalized.

Environmental improvements were being planned concurrently with several other complex capital improvement projects including the Civic Center Façade project, the HR remodel, and Court remodel. These three projects encompassed elements that would be impacted by ventilation and environmental improvements. Assigning elements of these shared scopes to individual plans required designs beyond the preliminary stage. For example, when it became evident that it was more feasible to upgrade portions of the ventilation system as the HR remodel was progressing, that scope was removed from the Environmental Improvements and added to the HR project.

Designs are now sufficiently finalized to identify a reasonable amount to be allocated to Construction Administration expenses for these projects. Based upon designs and estimates, the administration of this project will cost \$40,000.00. Staff believes this to be a reasonable sum for the associated services and recommends that the Commission approve the proposed amendment to the contract for design services.

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission approve Amendment No. 1 to Professional Services Agreement with Cushing Terrell in the amount of \$40,000 for the Civic Center Partial HVAC Renovation and Infrastructure Renovation Projects, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.

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

JOURNAL OF COMMISSION PROCEEDINGS

June 6, 2023

Commissioner Tryon expressed concern that when the Commission awarded the contract in December 2022 there was no mention in the agenda report of possible construction administration fees being added later. He inquired where the extra administrative costs would be coming from in the ARPA allocation that the Commission already voted on.

Grant Administrator Hazen responded that, as the project progressed, staff took into account administrative costs would need to be allocated. The designers were made aware of staff's limitations in terms of the budget and the costs of the overall project, and to adjust the scope of the related projects if need be to account for administration costs.

Commissioner Tryon requested that, if possible, information be provided in the agenda reports to make the Commission aware of subsequent project costs.

Mayor Kelly noted that the agreement language sets forth any alteration or deviation from the described work that involves extra costs will be performed by consultant after written request by the City, and will become an extra charge over and above the contract amount. There were some changes made based on discoveries in the HR area and map of HVAC in the Civic Center building. The Commission wants to see the potential costs that may come forward so the Commission can make a decision and be aware that it might come back before the Commission.

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

Motion carried 5-0.

18. FIRE STATION INFRASTRUCTURE RENOVATIONS PROJECT, AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT. OF 1797.1

Grant Administrator Tom Hazen report that the nature of this agenda item is nearly identical to the item previously discussed. Therefore, in the interest of brevity, he will not repeat the procedural dates, or the discussion on the nature of Construction Administration.

The Fire Station Infrastructure project is a complicated undertaking that encompasses numerous systems at each of the four Fire Stations. At the time that the design project was awarded the final scope of this project had not been arrived at. Some of the items that were included in preliminary designs have been removed as plans have coalesced.

Final designs are now in place and a construction contract has been awarded. Based upon those designs, the administration of this project will cost \$48,000.00. Staff believes this to be a reasonable sum for the associated services and recommends that the Commission approve the proposed amendment to the contract for design services.

Commissioner Hinebauch moved, seconded by Commissioner Tryon, that the City Commission approve Amendment No. 1 to Professional Services Agreement with Cushing Terrell in the amount of \$48,000 for the Fire Station Infrastructure Renovations Project, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.

JOURNAL OF COMMISSION PROCEEDINGS

June 6, 2023

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

Commissioner Wolff commented that, knowing the age of the four fire stations, she does not think there is a way to anticipate additional costs until after renovation into the buildings begins.

Grant Administrator Hazen commented that staff added costs to account for that as much as possible, including a line item for abatement, if necessary.

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

Motion carried 5-0.

NEW BUSINESS

19. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AGREEMENT FOR THE PURCHASE OF FIRE EQUIPMENT FOR SERVICE RESPONSE AT FIRE STATION #1.**

Interim Planning and Community Development Director Tom Micuda reported that Great Falls Fire Rescue has submitted a CDBG grant request to fund the purchase of fire equipment to assist its service response for Fire District #1. That fire district covers both the downtown and near downtown areas of the community. Fire District #1 is the only eligible district for CDBG because of its higher percentage of low to moderate-income residents being served.

The total amount of the request is \$442,861.35 and includes the following equipment: 1) thermal imaging cameras, 2) cardiac monitors, 3) a new Utility Terrain Vehicle to access tight spaces, 4) an Alternate Response Vehicle (for paramedic use), 5) Extrication Equipment (to extricate victims of incidents), 6) a Fire Investigation Vehicle, 7) an Incident Command Vehicle, 8) airbags (used for structures that are in danger of collapse), and 9) ice rescue suits.

Staff has verified that all requested items are eligible for CDBG funds. The project was also evaluated by the City's Grant Committee. Staff recommends approval of the submitted CDBG grant agreement. These are critical life safety items using federal money and alleviating pressure on the City's general fund.

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission approve the CDBG Funding Agreement in the amount of \$442,861.35 to Great Falls Fire Rescue to purchase fire equipment for service response at Fire Station #1.

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

Appreciation was expressed to Tonya Shumaker for researching and bringing this item forward.

Commissioner McKenney inquired about use of CDBG funds for the Great Falls Police Department.

**JOURNAL OF COMMISSION PROCEEDINGS
June 6, 2023**

Interim Planning and Community Development Director Micuda explained the difference is a public agency that services the entirety of Great Falls (Great Falls Police Department) cannot be funded with CDBG monies.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

CITY COMMISSION

20. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

21. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of June 6, 2023, at 8:18 pm.**

Motion carried 5-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: June 20, 2023



Commission Meeting Date: June 20, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

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

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT
<https://greatfallsmt.net/finance/checkregister>

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

ACCOUNTS PAYABLE CHECKS FROM NEW WORLD	05/25/2023-06/07/2023	558,417.79
ACCOUNTS PAYABLE CHECKS FROM MUNIS	05/25/2023-06/07/2023	4,520,732.54
MUNICIPAL COURT CHECKS	05/25/2023-06/07/2023	40,112.50
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	05/25/2023-06/07/2023	30,398.56
TOTAL: \$		<u><u>5,149,661.39</u></u>

GENERAL FUND

SPECIAL REVENUE FUNDS

COVID RECOVERY

WADSWORTH BUILDERS COMPANY	HR OFFICE REMODEL	48,846.43
GREAT FALLS DEVELOPMENT AUTH	DISBURSEMENT OF GRANT CRGFDA01	1,400,000.00
DOOR SYSTEMS OF MONTANA	OF 1797.0 OVERHEAD DOOR REPLAC/FD/PMT1	228,270.64

GAS TAX BARSAA

UNITED MATERIALS	OF 1432.2 SW SIDE STREET RECON/PMT13 (SPLIT AMOUNG FUNDS)	147,917.42
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STREET DISTRICT

UNITED MATERIALS	OF 1432.2 SW SIDE STREET RECON/PMT13 (SPLIT AMOUNG FUNDS)	7,785.13
SHUMAKER TRUCKING	18 TONS STREET SWEEPING DISPOSAL	29,298.48

PARK MAINTENANCE DISTRICT

MRTE INC	PR642110 ADA SIDEWALKS TO PLAY STRUC	29,179.34
SWANK ENTERPRISES	INDOOR AQUATIC & REC CONSTRUCTION	678,109.10

FEDERAL BLOCK GRANTS		
GREAT FALLS HOUSING AUTHORITY	AUSTIN HALL ELEVATOR REPAIR	33,086.70

DEBT SERVICE FUNDS

CAPITAL PROJECT FUNDS

ENTERPRISE FUNDS

WATER

SLETTEN CONSTRUCTION	FO 1698.1 GCCM PHASE 1 PRECON SVC (SPLIT AMONG FUNDS)	27,000.00
ADVANCED ENGINEERING & ENVIRONMEI	OF 1637.1 WTP FILTRATION IMPROVE /PMT50	27,260.00
KUSTOM CITY FIBERGLASS INC	FIBERGLASS LINE ALUM TANK 2	45,800.00
GERANIOS ENTERPRISES INC	OF 1432.4 SW SIDE WMR PHASE III/PMNT 5	28,530.16
PROSPECT CONSTRUCTION INC	OF 1637.6 WTP FILTERS PHASE 2/PMT 12	94,943.48

SEWER

SLETTEN CONSTRUCTION	OF 1731.3 WWTP CLARIFIER REHAB/PMNT 5	758,155.85
SLETTEN CONSTRUCTION	FO 1698.1 GCCM PHASE 1 PRECON SVC (SPLIT AMONG FUNDS)	27,000.00
TD&H ENGINEERING	OF 1758.1 LIFT STAT ION#1 REPAIR SUP FM/F	35,253.30

CIVIC CENTER EVENTS

INNOVATION ARTS & ENTERTAINMENT	BROADWAY CATS SETTLEMENT	29,954.71
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INTERNAL SERVICE FUNDS

INSURANCE & SAFETY

MONTANA MUNICIAPL INTERLOCAL AUTHORITY	MONTHLY LIABILITY MMIA	27,298.74
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TRUST AND AGENCY FUNDS

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	33,377.25
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PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	49,692.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	53,404.25
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	73,249.77
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	133,303.98
US BANK	FEDERAL TAXES, FICA & MEDICARE	213,910.00

UTILITY BILLS

HIGH PLAINS LANDFILL	LANDFILL CHARGES MAY 2023	146,953.70
NORTHWESTERN ENERGY	ELECTRIC CHARGES MAY 2023	76,863.47

CLAIMS OVER \$25,000 TOTAL: \$ 4,484,443.90

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

DATE: June 20, 2023

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

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Planning and Community Development	Montana Department of Commerce – Main Street Program	07/01/2023 – 06/30/2024	\$50,000 grant \$14,000 local match	Ratification of the Montana Department of Commerce Main Street Program Contract #MT-MMS-CG-23-010 grant award for design and installation of up to 10 Wayfinding Kiosks to fully implement the adopted City Wayfinding Plan done in coordination with the Downtown Development Partnership (DDP) (CR: 120622.11B)

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

DATE: June 20, 2023

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

PRESENTED BY: Lisa Kunz, City Clerk

ACTION REQUESTED: Ratification of Lien Releases through the Consent Agenda

MAYOR’S SIGNATURE: _____

LIEN RELEASES

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Finance Department	MT2000, LLC (current owner) Laiten G. Marney (at time of recording)	Current	\$223.80	Partial Release of Resolution #9936 for levying and assessing the cost of removal and disposal of nuisance weeds at 27 20 th St SW, Lot 15, Block 6, Community Hall Addition – Parcel #597300



Commission Meeting Date: June 20, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Asphaltic Concrete Material
From: Eric Boyd, Street/Traffic Manager
Initiated By: Public Works Department
Presented By: Christoff T. Gaub, Public Works Director
Action Requested: Approve Purchase

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the bid award for asphaltic concrete material to Great Falls Sand & Gravel, Inc. of Great Falls for \$979,150.”

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

Staff Recommendation: Staff recommends that the City Commission approve the bid award for asphaltic concrete material to Great Falls Sand & Gravel, Inc., of Great Falls for \$979,150.

Background:

Purpose

The asphaltic concrete material requested will be used by the Street Division to conduct street repair and maintenance projects, including overlays and street opening patches.

Evaluation and Selection Process

On May 16, 2023 City Staff recommended the City Commission not approve the Asphaltic Concrete Material bids under a new state standard for aggregate size. City Staff conferred with suppliers and could see how this product would result in sub-par performance in the field. This action allowed City Staff to re-advertise using the previous standards. The specifications were updated and sent out for new bids.

The specifications were advertised two times in the Great Falls Tribune; mailed to three prospective bidders and advertised on the City of Great Falls website. The bids were opened on June 7, 2023. There were two responsive bids.

Along with price per ton numbers staff calculates a mileage factor; calculations are figured using the miles from the City Shop to the manufacturer source. MRTE is 1.8 miles, Great Falls Sand & Gravel is 3.3 miles, and United Materials is 7.3 miles. Great Falls Sand & Gravel submitted the low bid.

See table:

Mileage Factor: 14,000 tons \$.21 per ton = \$2,940 x _____ miles

Bidder	Type B	Type C	Mileage Factor	Total Bid
Great Falls Sand & Gravel, Inc.	\$ 766,150	\$ 213,000	\$ 9,702	\$ 979,150
United Materials	\$ 814,000	\$ 243,000	\$ 21,462	\$1,078,462
MRTE, Inc.	No Bid	No Bid	No Bid	

Conclusion

The materials bid by Great Falls Sand & Gravel, Inc., meets specifications for the asphaltic concrete material.

Fiscal Impact: The current bid price from Great Falls Sand & Gravel is \$69.65 per ton for MPWSS Type B and \$71.00 per ton for MPWSS Type C. The contracted price for asphaltic concrete in FY 2022 was \$65.85 per ton for MPWSS Type B and \$66.35 per ton for MPWSS Type C. The total bid price difference from last year is an increase of \$55,750 or +6%. Funding for this year’s purchase for asphaltic concrete is in the proposed FY 2024 Street Maintenance Budget.

Alternatives: The City Commission could vote not to approve the bid award for asphaltic concrete material. Without the asphaltic concrete material, the Street Division would not be able to perform contractor or other city department hot mix patches; or continue the pavement preservation program which provides up to 60 blocks of mill and overlay on city streets.

Attachments/Exhibits:

Bid List, Bid Tab

ASPHALTIC CONCRETE MATERIAL BID LIST

1. GREAT FALLS SAND & GRAVEL
P.O. BOX 1989
GREAT FALLS, MT 59403

2. UNITED MATERIALS
P.O. BOX 1690
GREAT FALLS, MT 59403

3. MRTE, INC
PO BOX 538
BLACK EAGLE, MT 59414

CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS MT 59403

ASPHALTIC CONCRETE MATERIAL

Project Number
 Bids Taken at Civic Center
 Date: June 7, 2023
 Tabulated By: Debbie Kimball
 Page 1 of 1

NAME & ADDRESS OF BIDDER	Bid Security	Affidavit of Non- Collusion	MPWSS Type B Cost per Ton <u>Total-11,000 Tons</u>	MPWSS Type C Cost per Ton <u>Total-3,000 Tons</u>	Total Bid	Site of Manuf. Source	Miles to City Shop
Great Falls Sand & Gravel, Inc.	Bid Bond 10%	√	\$69.65 \$766,150	\$71.00 \$213,000	\$979,150	GF Sand & Gravel	3.3 miles
United Materials of Great Falls, Inc.	Bid Bond 10%	√	\$74.00 \$814,000	\$81.00 \$243,000	\$1,057,000	McIver Ranch Pit	7.3 miles
MRTE, Inc.			No Bid			MRTE, Inc.	1.8 miles



Commission Meeting Date: June 20, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Liquid Asphalt CRS-2P
From: Eric Boyd, Street/Traffic Manager
Initiated By: Public Works Department
Presented By: Christoff T. Gaub, Public Works Director
Action Requested: Approve Purchase

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the purchase of 250 tons of Liquid Asphalt CRS-2P from Ergon Asphalt & Emulsions, Inc., of Butte for \$182,500.”

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

Staff Recommendation: Staff recommends that the City Commission approve the purchase of 250 tons of Liquid Asphalt CRS-2P from Ergon Asphalt & Emulsions, Inc., of Butte for \$182,500.

Background:

Purpose

The asphalt emulsion will be used by the Street Division in the street chip-sealing program.

Evaluation and Selection Process

The specifications were advertised two times in the Great Falls Tribune; mailed to three prospective bidders and advertised on the City of Great Falls website. The bids were opened on June 7, 2023 with one bidder responding.

Conclusion

The bid by Ergon Asphalt & Emulsions, Inc., of Butte meets specifications for the liquid asphalt.

Fiscal Impact: The bid received in 2023 of \$730 per ton is \$42,250 lower than the bid received in 2022 of \$899 per ton. Funding for this year’s purchase of liquid asphalt is in the proposed FY 2024 Street Maintenance Budget.

Alternatives: The City Commission could vote not to approve the purchase for Liquid Asphalt CRS-2P. One of the Street Division’s goals each year is to chip-seal 100 blocks of City streets.

Attachments/Exhibits: Bid List, Bid Tab

CITY OF GREAT FALLS
PO BOX 5021
GREAT FALLS MT 59403

LIQUID ASPHALT CRS-2P

Project Number
Bids Taken at Civic Center
Date: June 7, 2023
Tabulated By: Debbie Kimball
Page 1 of 1

NAME & ADDRESS OF BIDDER	Bid Security	Affidavit of Non- Collusion	Cost Per Ton	Total 250 Tons
Ergon Asphalt & Emulsions	10% Bid Bond	√	\$730.00	\$182,500.00

LIQUID ASPHALT CRS-2P BID LIST

1. NORMONT
2101 9th AVE NW
GREAT FALLS, MT 59404
406-453-4344
ATTN: LUKE

2. WESTERN EMULSION PLANT
7315 MOSSMAIN LANE
BILLINGS, MT 59106
406-628-1401
ATTN: SEAN OR PHYLLIS

3. ERGON ASPHALT & EMULSIONS, INC.
119873 RICK JONES WAY
BUTTE, MT 59701
ATTN: SEAN PELLERSELS
406-876-4000



Commission Meeting Date: June 20, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10504 – Conditional Use Permit for Touro University Parking Lot Addition on the property addressed as 2801 18th Avenue South and legally described as Lot 1A, Block 2, Mount Olivet Minor Subdivision, Section 17, T20N, R4E, Cascade County, Montana.

From: Brad Eatherly, Planner II, Planning and Community Development

Initiated By: Touro University Montana, Owner

Presented By: Tom Micuda, Interim Director, Planning and Community Development

Action Requested: City Commission adopt Resolution 10504.

Public Hearing:

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

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10504 subject to the applicant fulfilling the listed Conditions of Approval.”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

Staff Recommendation:

At the conclusion of a public hearing held on April 25, 2023, the Zoning Commission recommended that the City Commission approve the applicant’s request for a Conditional Use Permit for additional off-street parking above the maximum allowed by code. In addition, staff recommends approval with the following conditions:

Conditions of Approval:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted

for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **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.
5. **Landscaping:** The applicant shall provide a new landscape plan to be reviewed by City Staff for compliance with Title 17 of the Official Code of the City of Great Falls.
6. **Stormwater:** The applicant shall provide City Staff the necessary documents so that staff may determine that the stormwater system can handle the additional run-off from the increased impervious surface area. If not, the applicant will need to adjust the design of the stormwater system so that it can handle both the water quality and quantity of the additional run-off.
7. **Acceptance of Conditions:** No 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.

Background:

On October 12, 2021, the Touro College and University System applied for a building permit at the property addressed as 2801 18th Avenue South. Part of the building permit includes the Site Civil package which, in turn, includes the proposed parking lots. The Official Code of the City of Great Falls (OCCGF) requires 2 spaces per classroom plus 1 per 4 students. The submitted plans indicate that there will be 11 classrooms and 405 students. The OCCGF does allow for an increase of parking spaces over the 20% of the minimum allowed. Touro's plans indicated that the university would implement that allowance in their plans. Because of this, the plans showed that Touro was proposing 124 spots based off the minimum the City allows, with an additional 23 owing to the 20% allowance, for a total of 147 proposed parking spaces.

In December of 2022, the general contractor indicated that the Touro University System staff were concerned that the proposed amount of parking stalls would not be adequate for their needs. He inquired whether the City would be amenable to allowing Touro to provide for additional parking above the 20% overage allowed. It was explained at the time that in order to provide additional parking, a Conditional Use Permit would be required. OCCGF 17.36.2.020(B)(1) states, "The number of parking spaces provided in a ground surface parking lot shall not exceed the minimum number by more than twenty (20) percent or by ten (10) spaces, whichever is greater." However, OCCGF 17.36.2.020(B)(3) states, "Any additional ground parking spaces above the maximum exceedance may be allowed as a conditional use and shall be granted upon a finding that additional spaces are needed for that particular use and/or location."

The basis for a decision for a Conditional Use Permit is listed in OCCGF §17.16.36.040. The Zoning Commission's recommendation and 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 demonstrates that the criteria which are attached as Basis of Decision have been met.

Impacts:

In order to accommodate the additional parking stalls, a portion of the approved landscaping will need to be removed. It will be a condition that the applicant must provide an updated landscape plan prior to permit issuance to ensure that the landscaping requirements set forth by the OCCGF will still be met. Additionally, adding impervious surface to the site will increase the amount of stormwater runoff. Another condition will be that the applicant must show that the existing stormwater system will be able to handle the additional runoff or that modifications be made to improve water quantity and quality control.

Improvements:

The City will require improvements to the stormwater system if the approved system cannot handle the additional runoff caused by the increased amount of impervious surface. The parking lot surface will be required to be improved to standards set forth in the OCCGF.

Fiscal Impact:

Approval of the CUP would have no adverse financial impact upon the City of Great Falls.

Alternatives:

The City Commission could deny the Conditional Use Permit, providing an alternate Basis of Decision to support the action.

Concurrences:

Representatives of the City's Public Works Department have reviewed the proposal and have no objections to issuance of the Conditional Permit as long as the condition regarding storm water is met.

Attachments/Exhibits:

Resolution 10504
Basis of Decision
Site Layout
Aerial Map
Zoning Map
Applicant Narrative

RESOLUTION 10504

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE NUMBER OF PARKING SPACES IN A SURFACE PARKING LOT TO EXCEED THE MINIMUM NUMBER BY MORE THAN TWENTY (20) PERCENT UPON A PARCEL OF LAND ADDRESSED AS 2801 18TH AVENUE SOUTH AND LEGALLY DESCRIBED AS LOT 1-A, BLOCK 2, MOUNT OLIVET SUBDIVISION, SECTION 17, T20N, R4E, PMM, CASCADE COUNTY, MT.

* * * * *

WHEREAS, the applicant owns a medical college at 2801 18th Avenue South and currently operates with 145 parking spaces; and,

WHEREAS, the applicant wishes to increase the on-site parking count to 189 spaces rather than the 145 spaces allowed by the Official Code of the City of Great Falls (OCCGF) to better address the current and future demand for parking spaces; and,

WHEREAS, the City of Great Falls has been petitioned to approve a Conditional Use Permit to allow the number of parking spaces in a surface parking lot to exceed the minimum number by more than twenty (20) percent upon the property legally described as Lot 1-A, Block 2, Mount Olivet Subdivision, Section 17, T20N, R4E, PMM, Cascade County, Montana; and,

WHEREAS, the proposed Conditional Use Permit to allow the number of parking spaces in a surface parking lot to exceed the minimum number by more than twenty (20) percent 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 April 25, 2023, 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, subject to the following conditions:

Conditions of Approval:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **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.
5. **Landscaping:** The applicant shall provide a new landscape plan to be reviewed by City Staff for compliance with Title 17 of the Official Code of the City of Great Falls.
6. **Stormwater:** The applicant shall provide City Staff the necessary documents so that staff may determine that the stormwater system can handle the additional run-off from the increased impervious surface area. If not, the applicant will need to adjust the design of the stormwater system so that it can handle both the water quality and quantity of the additional run-off.
7. **Acceptance of Conditions:** No 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 allow the number of parking spaces in a surface parking lot to exceed the minimum number by more than twenty (20) percent at the property addressed as 2801 18th Avenue South, and legally described as Lot 1-A, Block 2, Mount Olivet Subdivision, T20N, R4E, PMM, Cascade County, 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 from and after the date of the filing of said document in the office of the Cascade County Clerk and Recorder.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on June 20, 2023.

Bob Kelly, 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 approval of a Conditional Use Permit to allow for a parking lot addition that exceeds the minimum parking count by more than 20 percent for the property located at 2801 18th Avenue South.

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

The proposed conditional use is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. More specifically, it is consistent with the following policies in the City's Growth Policy:

Eco3.3.1 – Support the growth of the City's college community.

Soc1.5.3 – Consider the Great Falls Medical District Master Plan, and its boundaries, in City decision-making and land use case review.

Phy4.1.5 – Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City's existing infrastructure.

Eco3.7.11 – Consider and pursue, where economically sound, catalyst projects and partnerships such as:

a. Projects that support the implementation of the *Great Falls Medical District Master Plan* or the *Missouri River Urban Corridor Plan*.

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 proposed parking lot expansion will improve the safety for staff, faculty, and students. The creation of additional parking for the university will reduce the need for employees and students to park on the street.

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 adjacent properties. In fact, the condition of adjacent properties should be enhanced because the additional on-site parking will reduce parking pressure on the street.

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 ordinary development and improvement of surrounding properties. Adjacent property owners have been notified regarding the project, and City Staff have received no statements of opposition. The required landscaping will continue

to be met with the addition of the parking lot. The applicant will also be required to ensure that the stormwater facilities can handle the stormwater run-off. Based off of these requirements, the proposed CUP should not impede the potential to improve nearby properties. In fact, successful completion of the project should accelerate additional development of nearby properties.

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

The facility is currently under construction that includes services and infrastructure that meet all City standards.

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 facility is currently under construction that includes providing functioning ingress and egress. The proposed parking lot expansion will not require additional ingress and egress access points.

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 project will conform to all the applicable regulations of the Land Development Code.

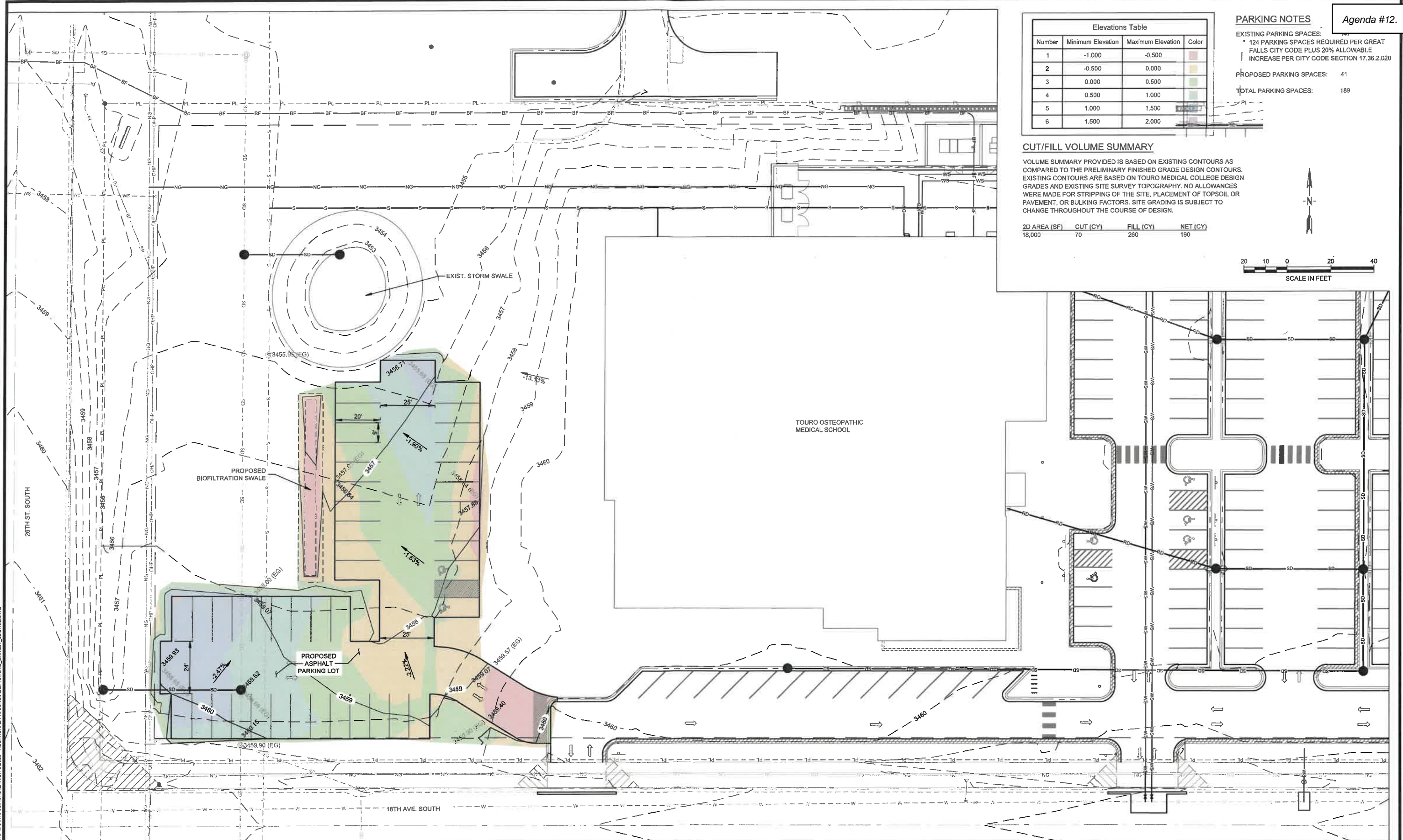
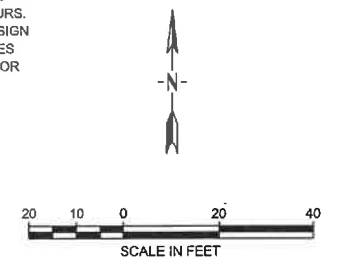
Elevations Table			
Number	Minimum Elevation	Maximum Elevation	Color
1	-1.000	-0.500	[Pink]
2	-0.500	0.000	[Yellow]
3	0.000	0.500	[Light Green]
4	0.500	1.000	[Green]
5	1.000	1.500	[Dark Green]
6	1.500	2.000	[Dark Blue]

PARKING NOTES
 EXISTING PARKING SPACES:
 * 124 PARKING SPACES REQUIRED PER GREAT FALLS CITY CODE PLUS 20% ALLOWABLE INCREASE PER CITY CODE SECTION 17.36.2.020
 PROPOSED PARKING SPACES: 41
 TOTAL PARKING SPACES: 189

CUT/FILL VOLUME SUMMARY

VOLUME SUMMARY PROVIDED IS BASED ON EXISTING CONTOURS AS COMPARED TO THE PRELIMINARY FINISHED GRADE DESIGN CONTOURS. EXISTING CONTOURS ARE BASED ON TOURO MEDICAL COLLEGE DESIGN GRADES AND EXISTING SITE SURVEY TOPOGRAPHY. NO ALLOWANCES WERE MADE FOR STRIPPING OF THE SITE, PLACEMENT OF TOPSOIL OR PAVEMENT, OR BULKING FACTORS. SITE GRADING IS SUBJECT TO CHANGE THROUGHOUT THE COURSE OF DESIGN.

2D AREA (SF)	CUT (CY)	FILL (CY)	NET (CY)
18,000	70	260	190



C:\8813\BENEFITS\TOURO MEDICAL SCHOOL\AD\EXHIBITS\2023 - ADDITIONAL PARKING\ADDPARKING_EXHIBIT_03.07.23.DWG

VERIFY SCALE:
 THESE PRINTS MAY BE REDUCED.
 LINE BELOW MEASURES ONE INCH
 ON ORIGINAL DRAWING.
 MODIFY SCALE ACCORDINGLY!

REVISIONS			
NO.	DESCRIPTION	BY	DATE

Morrison Maierle
 engineers • surveyors • planners • scientists

1321 8th Ave. North, Suite 104
 Great Falls, MT 59401
 406.454.1513
 www.m-m.net

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DRAWN BY: JEL
 DSGN. BY: JEM
 APPR. BY: JEM
 DATE: 03.31.23
 Q.C. REVIEW BY: _____
 DATE: _____



TOURO MEDICAL SCHOOL - ADDITIONAL PARKING

PRELIMINARY PARKING LAYOUT EXHIBIT

PROJECT NUMBER 6813.002
 SHEET NUMBER 1
 DRAWING NUMBER C1. 59

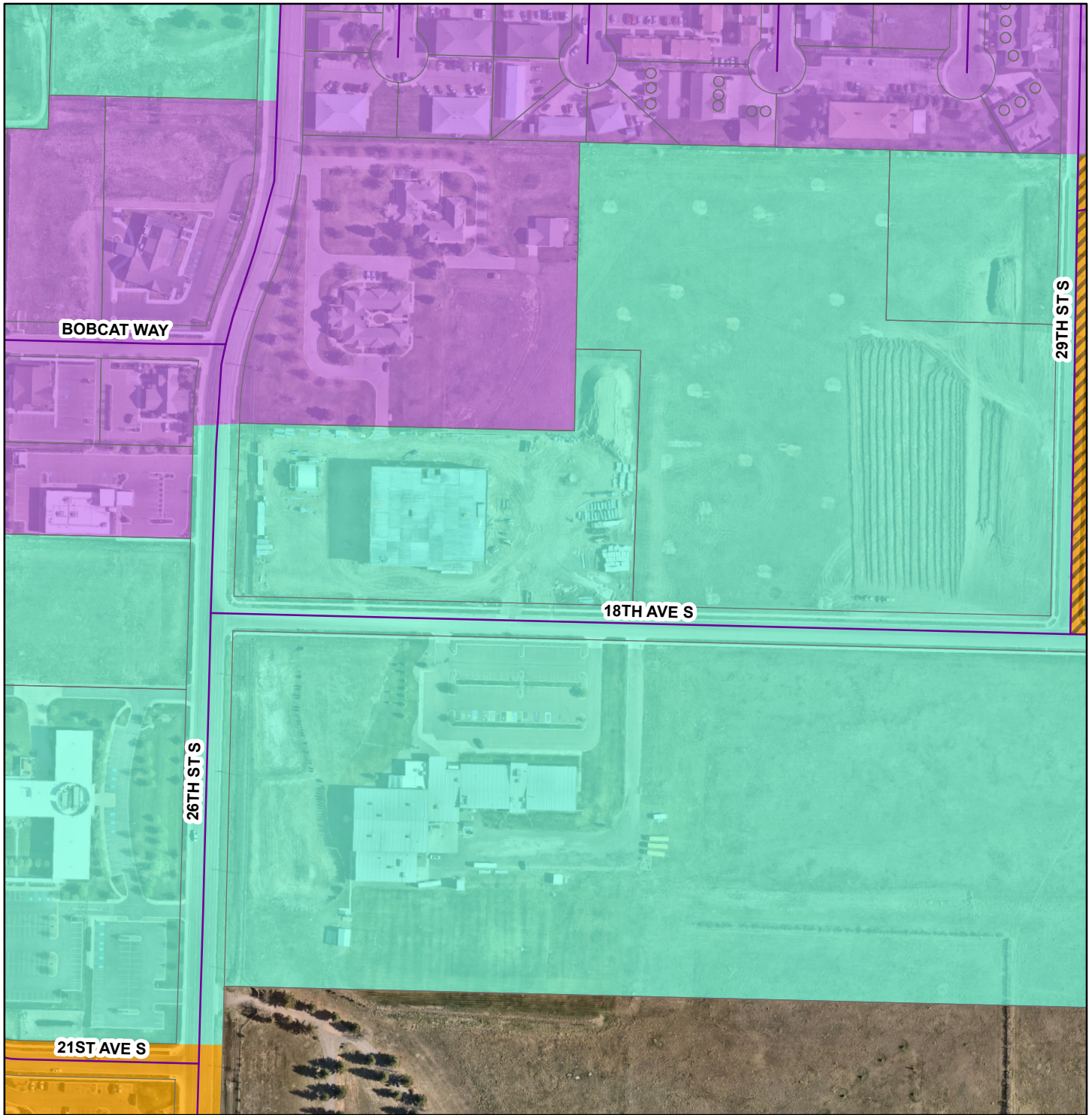
Aerial Map







-  Parcel selection
-  City Limits

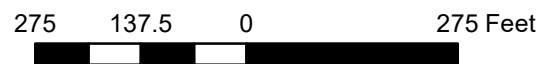


ZONING MAP



Legend

-  R-6 Multi-family High Density
-  PUD Planned Unit Development
-  M-1 Mixed-use District
-  PLI Public Lands and Institutional



N



March 31, 2023

City of Great Falls Planning and Zoning Office

Attn: Brad Eatherly

127 E Main St. Suite 302

RE: Touro Medical College – Additional Parking Conditional Use Application

The purpose of this document is to request a conditional use permit for 41 additional parking spaces on the western side of the Touro Medical College, located at 2801 18th Ave. South, in Great Falls, MT. The Touro Medical College (the College) received City design approval in late 2021 and is currently nearing completion of construction. Original facility designs included the zoning required parking spaces plus an allowable 20% increase beyond the minimum requirements. The following narrative presents the additional parking needs to support the facility beyond this maximum exceedance, as required by City of Great Falls City Code, Section 17.36.2.020.3.

Parking Needs

The Touro Medical College is located in between 26th Street South and 29th Street South and runs along the north side of 18th Avenue South. The building is approximately 98,000 square-feet over three stories located on an approximately 5.12 AC lot. Site design for the project included the previously mentioned 147-space parking area on the east side of the building that is accessed by two driveways on the south side of the site, off 18th Ave. South.

Future residential developments (and associated parking areas) are planned on the properties adjacent to the College to the north and east, which will serve as housing for the main College's population. As such, a majority of the College population is anticipated to park off-site at the residential developments and walk or bike to the College campus. These developments are currently under construction, however, and will not be completed prior to the College's occupancy. Based on anticipated attendance rates and building capacity, proposed parking areas on the College site will not be adequate to serve the College population, and additional on-site parking will be necessary to serve the commuter population.

Stormwater Management Concepts

According to the Touro Medical School Drainage Report, dated October 2021, the site's current stormwater management system generally consists of two detention facilities located on the east and west sides of the site. Existing storm drain piping along the west side of the site has a shallow bury which prevented a single detention facility for the entire site on the undeveloped western area. As such, the majority of the developed area of the site relies on a series of inlets and conveyance pipes that direct stormwater to a detention pond northeast of the building which

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discharges into an existing stormwater conveyance system at rates below the pre-developed condition per City standards.

The western detention pond was designed to accommodate runoff from the open vegetated area and a small portion of hardscaped area west of the building. The previously approved drainage report for the College described this basin as Sub-basin 9S, which included approximately 57,650 SF comprised of 5% impervious areas (a gravel path, concrete patio and sidewalk) with the remaining being turf grass and landscape. The additional parking will increase the impervious area of Sub-Basin 9S to 34%.

Preliminary stormwater calculations were prepared for the additional parking area by revising the amounts of pervious and impervious areas for Subbasin 9S. The Touro Medical School Drainage Report stated that the western detention basin provided a total detention volume of 4,397 cf, and calculations for the 100-year 2-hr runoff volume (including outflow from the 3.7" diameter orifice), required a total storage volume from Subbasin 9S of 1,163 CF.

Including the proposed additional parking areas, the proposed 100-year 2-hr runoff volume and including outflow from the orifice results in an additional approximately 2,200 CF of required storage volume, for a total storage requirement of 3,362 CF. As stated above, as designed, the western detention basin has adequate capacity for the additional runoff volume from the proposed parking areas.

Previous design for the detention basin did not include additional water quality treatment as drainage basin 9S consisted of limited impervious areas and the initial infiltration volume from the basin accounted for the water treatment. The additional paved parking will require water quality treatment prior to discharge into the detention basin. This will be provided by a biofiltration swale facility located along the western edge of the proposed parking area. Stormwater will sheet flow to the biofiltration swale where suspended solids will be settled and removed prior to discharge to the detention basin. The biofiltration swale will be designed in accordance with the Montana Post-Construction Storm Water BMP Design Guidance Manual.



Commission Meeting Date: June 20, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10508 – Resolution approving a request from the City of Great Falls Planning and Community Development Department to use up to \$400,000 of Downtown Urban Renewal District Tax Increment Finance (TIF) funds to complete the Civic Center restoration project

From: Planning and Community Development

Initiated By: Planning and Community Development

Presented By: Tom Micuda, Interim Director – Planning and Community Development

Action Requested: Approve Resolution 10508

Public Hearing:

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

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10508.”
 2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Staff Recommendation: Staff recommends that the City Commission adopt Resolution 10508.

Background: On April 6, 2021, the City Commission awarded a contract in the amount of \$5,411,682 to Talisman Construction Services. This contract authorized Talisman to construct improvements to the Civic Center building envelope to ensure the long term stability and safety of the historic building. Construction work has been proceeding steadily, and full completion of the project is expected to occur in October, 2023.

Because of the project’s significant construction costs, the City Commission adopted Resolution 10383, which gave the City bonding authority for up to \$6 million to finance the construction of this project. The City moved forward with the bond issuance, but chose to issue a bond with a lesser amount - \$5,500,551.75.

Since bond issuance, the construction has proceeded smoothly. However, two change orders have been required with a minor change order still expected before the project is completed in October. On October 19, 2021, the City Commission approved Change Order #1 to allow the following work activities to be added to the project.

- Repair of the Auditorium Parapet
- Repair of Protruding and Failing Bricks
- Removal of Excess Mortar
- Repair of Steel Corrosion
- Fly Loft Parapet Work
- Parapet Through-Wall Flashing
- East Entry Soffit Panel
- East Entry Substrate Rebuild
- Revised East Row Panels and Substrate Prep
- Additional Concrete at East Side Stair

The impact of this action was an approximately \$300,000 increase in project cost from \$5,411,682 to just over \$5.7 million. Before the project is completed in October, the City expects to receive one last change order from the contractor. This change order, which could be approximately \$100,000 or higher, will be presented to the Commission after it is reviewed by City staff.

Because the City decided to issue a bond below the \$6 million authorized by Resolution 10383, the impact of the first two change orders as well as the upcoming change order will increase project cost above the bonded amount the City has set aside to pay the contractor (\$5,500,551.75). As a result, the City is seeking up to \$400,000 of additional funds from the Downtown TIF to ensure full payment for the project.

Montana Code Annotated (MCA) TIF Regulations: Creation and administration of Tax Increment Financing (TIF) Districts is governed by the Montana State Urban Renewal statutes (Title 7, Chapter 15, Parts 42 and 43, MCA). City staff believes that the requested \$400,000 from the Downtown TIF is an eligible expense pursuant to MCA 7-15-4288.

7-15-4288. Costs that may be paid by tax increment financing. The tax increments may be used by the local government to pay the following costs of or incurred in connection with an urban renewal area or targeted economic development district as identified in the urban renewal plan or targeted economic development district comprehensive development plan:

1. *land acquisition;*
2. *demolition and removal of structures;*
3. *relocation of occupants;*
4. *the acquisition construction, and improvement of public improvements or infrastructure, including streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings, and any public improvements authorized by Title 7, chapter 12, parts 41 through 45; Title 7, chapter 13, parts 42 and 43; and Title 7,*

chapter 14, part 47, and items of personal property to be used in connection with improvements for which the foregoing costs may be incurred;

5. *costs incurred in connection with the redevelopment activities allowed under 7-15-4233;*
6. *acquisition of infrastructure-deficient areas or portions of areas;*
7. *administrative costs associated with the management of the urban renewal area or targeted economic development district;*
8. *assemblage of land for development or redevelopment by private enterprise or public agencies, including sale, initial leasing, or retention by the local government itself at its fair value;*
9. *the compilation and analysis of pertinent information required to adequately determine the needs of the urban renewal area or targeted economic development district;*
10. *the connection of the urban renewal area or targeted economic district to existing infrastructure outside the area or district;*
11. *the provision of direct assistance to secondary value-adding industries to assist in meeting their infrastructure and land needs within the area or district; and*
12. *the acquisition, construction, or improvement of facilities or equipment for reducing, preventing, abating, or eliminating pollution.*

Downtown Urban Renewal Plan and Requested TIF Funding Allocation Decisions: In order for the City Commission to approve TIF funding requests, such requests must be determined to be in compliance with the local jurisdiction's Urban Renewal Plan, as well as be eligible for TIF funding in accordance with the MCA Statutes noted in the previous section. To aid in the City Commission's decision, the City's Tax Increment Application Process establishes twelve specific criteria to assess the merits of a project in relation to the Downtown Urban Renewal Plan. Because the original Civic Center bond project was evaluated for compliance with both local and state TIF requirements, staff believes that the additional funding request for the same project also complies with applicable TIF regulations.

City of Great Falls TIF Review Criteria:

1) **Public Infrastructure Improvements** - Public infrastructure improvements have the benefit of improving and impacting an entire district. Each district may have its own Capital Improvement Plan, which may include things such as roadway improvements, storm drains, sewer and waterlines, railroads, etc.

Staff Analysis: Improvements to publicly owned buildings fall within the statutory allowance of the public infrastructure improvement category.

2) **Economic Stimulus**- The amount of economic activity to be generated within a district through the development is assessed, as well as the leverage ratio of public to private investment. In general, the maximum limit of any one development is 10% of the construction/rehabilitation costs, exclusive of acquisition costs. Projects demonstrating extraordinary benefit to Districts or the community may, at the discretion of City

Commission, receive additional TIF assistance for eligible items. All applications should contain credible, measurable information substantiating the project's economic stimulus in the District and the community.

Staff Analysis: The proposed request to increase the City's project funding allocation from just over \$5.5 million to over \$5.9 million won't have a direct economic stimulus impact. With that stated, the original decision in 2021 to restore the Civic Center façade does have a significant economic stimulus impact because it will allow an important government building in the heart of downtown to be preserved and remain functional for a very long period of time, The Civic Center is regularly used for events in the Convention Center, Missouri Room, and Mansfield Theater that provide significant economic impact in the community.

3) Tax Generation – The increase in taxable value due to the new district development, including construction/rehabilitation, as estimated by the County Assessor's office to determine tax increment generation.

Staff Analysis: The City is a property tax exempt organization, so this request will not increase tax generation.

4) Employment Generation – Total employment generated by the district development is assessed in terms of permanent and part-time jobs, and construction jobs.

Staff Analysis: While the proposed funding increase will not directly create new jobs, the existing project is creating significant construction jobs and will preserve permanent jobs by stabilizing the building for the foreseeable future.

5) Elimination of Blight – The development's direct and indirect impact on the physical and fiscal deterioration within the appropriate district and the community, as identified in the appropriate district plan.

Staff Analysis: It is difficult to label a National Register building as blighted, but securing full funding for completion of the restoration project will eliminate the obvious physical deterioration of the building that was occurring before the commencement of this project.

6) Special or Unique Opportunities – The extent to which the district's development represents a unique opportunity, meets a special need, or addresses specific district or community goals. The restoration of a historic property or the provisions of an unmet community need is an example of special or unique opportunities.

Staff Analysis: Full funding of the Civic Center restoration project clearly is consistent with the criterion of utilizing TIF funds to address a special and unique opportunity to restore one of the most significant historic buildings in downtown Great Falls.

7) Impact Assessment – The extent of both positive and negative environmental impacts, appropriateness of the developer's project design, and impact on existing businesses or residents.

Staff Analysis: Because of the building's National Historic Register status, it has always been clear that restoring the Civic Center facade to a standard consistent with National Park Service guidelines was always going to add cost above and beyond a normal building restoration project.

8) **Financial Assistance** – Other forms of financing available to the Applicant, Lender participation, industrial development revenue bonds, and state and federal grant monies, for example are examined to assess the need for TIF assistance.

Staff Analysis: This issue was discussed at length during the 2021 City Commission to utilize TIF bond financing. At that time, it was determined that TIF bond funding was a superior choice to using City general funds or using general obligation bonds.

9) **Development's Feasibility** – A determination of feasibility is made on the strength of the applicant's demonstration of market demand for the development in the district and is contained primarily on the pro forma and financing commitments.

Staff Analysis: Because the project is only months from completion, the feasibility of the construction project has already been demonstrated by the project contractor.

10) **Developer Ability to Perform** – An assessment of the Applicant's capability to undertake the relative complexities of the development based on past performance on similar projects.

Staff Analysis: The City, Cushing Terrell, and Talisman Construction Services have clearly demonstrated their ability to perform the project over the last two years.

11) **Timely Compensation** – The feasibility of completing the development according to the Applicant's development schedule.

Staff Analysis: Originally, the project was proposed to be completed in August of 2023. This time frame has been extended with the City's blessing because it has proven difficult for the contractor to work at the same pace during very cold winter weather. As a result, the project was paused for about a month in winter. That is the only reason the August time frame was extended.

12) **Payment of Taxes** – All property taxes, special improvement district assessments and other assessments on the project property must be paid to date.

Staff Analysis: This criterion is not applicable.

Determination of Appropriateness: In discussions with outside legal counsel, Staff has concluded that the request for TIF funds is appropriate. MCA 7-15-4288 (4) includes, "the acquisition, construction, and improvement of public improvements or infrastructure, including streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off street parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunications lines, rail lines, rail spurs, bridges, *publicly owned buildings*, and any public improvements authorized by Title 7, chapter 12, parts 41 through 45; Title 7, chapter 13, parts 42 and 43; and Title 7, chapter 14, part 47, and items of personal property to be used in connection with improvements for which the foregoing costs may be incurred," as an eligible TIF activity under this category.

Fiscal Impact: Currently, the Downtown TIF fund has a balance of \$4,316,637. As a result, there is adequate funding in the TIF district to fulfill the request.

Alternatives: The Commission could choose to deny this request, which would force the City to pay the contractor from another funding source such as CARES or the General Fund. Given the balance available in the Downtown TIF, staff doesn't recommend using another funding source.

Concurrences: Staff from Planning and Community Development have coordinated with the project contractor, Talisman, the project designer, Cushing Terrell, and the Finance Department on this request for additional TIF funds. Additionally, staff presented the TIF funding request to the Downtown Development Partnership at their May 24. Members of the DDP did express concern about the Civic Center continuing to receive TIF funding, particularly because the Civic Center project was specifically called out during the recent legislative session for pushing the envelope for how TIF funds should be used. With this concern noted, the DDP still voted unanimously to recommend in favor of the request.

Attachments/Exhibits:

Resolution 10508

City TIF Funding Application

RESOLUTION 10508

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, APPROVING THE CITY OF GREAT FALLS PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION FOR USE OF DOWNTOWN URBAN RENEWAL TAX INCREMENT FINANCING (TIF) DISTRICT FUNDS

* * * * *

WHEREAS, under the provisions of the Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended, an urban renewal district may be established so that a municipality may undertake urban renewal projects therein, provide for the segregation and collection of tax increment with respect to taxes collected in such district, and apply all or a portion of the tax increment derived from such district to the payment of costs of such urban renewal projects; and

WHEREAS, the City Commission, pursuant to Resolution No. 9961, duly adopted on March 6, 2012, created an urban renewal area as the Downtown Urban Renewal District; and

WHEREAS, the City Commission, pursuant to Ordinance No. 3088, duly adopted the Downtown Urban Renewal Plan containing a tax increment provision on May 15, 2012 after a duly called and noticed public hearing, and pursuant to Ordinance 3222, adopted a revision to the Downtown Urban Renewal Plan on October 6, 2020 after a duly noticed public hearing; and

WHEREAS, in April 2013, the City Commission approved the revised Tax Increment Application and Forms that outline eligible activities under state statute, the application process to be followed, and criteria to be used when evaluating applications; and

WHEREAS, the purpose of the Downtown Tax Increment Financing District is to stimulate revitalization and redevelopment of the Central Business District; and

WHEREAS, the City of Great Falls Planning and Community Development Department is currently overseeing the restoration of the Civic Center building facade, which received City Commission approval for bond funding from the City’s Downtown Urban Renewal District; and

WHEREAS, City staff has determined that project bond funding in the amount of \$5,500,551.75 is not sufficient to complete the project to the satisfaction of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Great Falls, Montana, that the City of Great Falls Planning and Community Development’s Application for use of Downtown Urban Renewal Tax Increment Financing District Funds is approved in the amount of up to \$400,000 in order to complete the Civic Center façade restoration project.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, June 20, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

CITY OF GREAT FALLS



TAX INCREMENT FINANCING (TIF)

APPLICATION FOR FUNDS

**CITY OF GREAT FALLS
TAX INCREMENT FINANCING (TIF)
APPLICATION FOR FUNDS**

Project Name: Civic Center Restoration Project

Date Submitted: May 11, 2023

Name of TIF District: Downtown TIF

APPLICANT INFORMATION

Name: City of Great Falls Planning and Community Development Department

Address: 2 Park Drive South, Great Falls, MT

Telephone: 406-455-8432

DEVELOPMENT INFORMATION

- 1. Building Address: 2 Park Drive South, Great Falls, MT
- 2. Ownership: City of Great Falls
Address: 2 Park Drive South, Great Falls, MT
- 3. If property is not owned by the Applicant, list leasehold interest: *(Attach evidentiary materials)*.
Name: N/A
Address: N/A
- 4. Existing/Proposed Businesses: Government
Business Description: City Offices, Convention Center, Mansfield Theater
- 5. Employment: Existing FTE Jobs: 100+ employees
New Permanent FTE Jobs created by project: None Construction FTE jobs: 25+
- 6. Architectural/Engineering Firm: Cushing Terrell
Address: 219 2nd Avenue South, Great Falls, MT
Representative: Tony Houtz

**CITY OF GREAT FALLS
TAX INCREMENT FINANCING (TIF)
APPLICATION FOR FUNDS**

7. Please provide a description of the Total Project Development (attach a narrative explanation).

This request for Downtown TIF funds will facilitate full completion of the previously funded Civic Center restoration project. The project is slated to be completed in October 2023. Currently, the contractor's work is being paid out of a TIF-backed bond in the amount of \$5,500,551.75. However, in order to fully pay the contractor for two change orders and a final change order that is expected later this year, the Planning and Community Development Department is requesting an additional \$400,000 of TIF funds.

8. Please provide rehabilitation/construction plans (attach schematics, site and landscaping plans).

Plans as well as the two change orders are available upon request.

9. What is the development schedule or estimated completion date for the Total Project Development? The Total Project Development is best defined as the entire development, not just the TIF improvements (please include project phasing if appropriate).

As noted above, the project is nearing completion and expected to be 100% complete by October 2023.

11. Do you plan on asking for any other tax abatements, grants, tax credits or other forms of relief? If so, what type?

No. The project would be fully funded through the City's Downtown TIF.

12. Please describe your funding needs and the anticipated timing schedule for your identified Eligible TIF Activities (example: *I will be fronting the costs of all identified TIF improvements and would like to be reimbursed incrementally as TIF funds become available; I am interested in utilizing bond financing to complete the identified project improvements and would like to be reimbursed with TIF funds as they become available, I need TIF funds immediately to complete the identified TIF improvements, etc.*)

The City is requesting an additional \$400,000 of Downtown TIF funds in addition to the \$5,500,551.75 of TIF bond funds previously awarded for the project.

13. Please indicate the amount of Public Infrastructure Need and the amount of Public Infrastructure being requested to be financed by the TIF District.

No public infrastructure funds are being requested. The \$400,000 of requested funds would be used to complete the building restoration change order items.

TOTAL PROJECT DEVELOPMENT COSTS

The total project development cost is the cost to develop the entire project/site, and should include the cost of the TIF improvements.

Land and Site Preparation Improvements (Itemized)

1. <u>Value of Land</u>	\$ <u>N/A</u>	
2. _____	\$ _____	
3. _____	\$ _____	
4. _____	\$ _____	
5. _____	\$ _____	
Subtotal		\$0.00

Construction/Rehabilitation Costs (Use general construction trade divisions)
(Total value of improvements)

1. Outlined in Change Orders # 1 and #2		
Subtotal		\$400,000

Equipment Costs
(Total value of equipment)

1. <u>N/A</u>		
Subtotal		\$0.00

Total Project Development Costs		\$400,000
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CERTIFICATION

I (we), Thomas Micuda (please print), certify that the statements and estimates within this Application as well as any and all documentation submitted as attachments to this Application or under separate cover are true and correct to the best of my (our) knowledge and belief.

Signature _____

Title Interim Planning and Community Development Director

Address 2 Park Drive South, Great Falls, MT, Room 112

Date May 11, 2023



Commission Meeting Date: June 20, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Conduct Public Hearing for Tourism Business Improvement District (TBID) FY2023 Budget Amendment

From: Rebecca Engum, Great Falls Tourism Director

Initiated By: Tourism Business Improvement District Board of Directors

Presented By: Rebecca Engum, Great Falls Tourism Director

Action Requested: City Commission conduct public hearing and accept the Tourism Business Improvement District (TBID) FY2023 Budget Amendment

Public Hearing:

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

Suggested Motion:

1. Commissioner moves:
 - “I move that the City Commission (accept/reject) the FY2023 Tourism Business Improvement District Budget Amendment.”
 2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.
-

Staff Recommendation: The TBID recommends that the City Commission accept the FY2023 TBID Budget Amendment.

Background: The Commission approved the 2022/2023 TBID Budget and Work Plan on July 19, 2022. The actual amount of assessments levied was lower than the approved budget.

Two major efforts the TBID had planned would happen did not materialize this fiscal year so funds were reallocated. Funds have been allocated for the recruitment of a low-cost air initiative. The funds were not needed this fiscal year so were removed from the budget. The funds are still available for this effort and are reflected in the upcoming FY24 budget. Great Falls Montana Tourism had also hoped to recruit a signature event to Great Falls, however, all the leads for this would not have been possible in FY23.

Great Falls Montana Tourism was presented a unique marketing partnership opportunity with Montana's Newest Concert Venue, The Newberry, which provided Great Falls Montana Tourism with tickets to The Newberry events to use with our owned and paid media. The Board of Directors approved the partnership.

In a previous audit of the Great Falls Tourism Business Improvement District, the auditor delivered one finding related to increased expenses over the approved budget. This finding noted that an amendment to the budget was not submitted to the City of Great Falls, even though presented, and approved by the TBID Board.

To prevent any future findings, the TBID Board approved budget amendment is presented to the City of Great Falls for approval.

Fiscal Impact: There is no fiscal impact to the City of Great Falls. The budget amendment reflects a 11% decrease, decreasing the total budget from \$1,133,693 to \$1,003,344.

Alternatives: The City Commission could not approve and TBID would receive an audit finding.

Concurrences: Finance staff is responsible for assessing and collecting the revenues for the TBID. TBID maintains a staff to fulfil the strategic plan as set by the Board of Directors.

Attachments/Exhibits:

Approved 2022/2023 Budget

Amended Budget

3/16/2023 Board of Directors Meeting Minutes

Great Falls Montana Tourism Budget
 July 1, 2022 - June 30, 2023
 Adopted 4-21-2022

	CVB	General	TBID	Total	Nat Avg
Income					
1 Bed Tax	\$176,000	\$0	\$0	\$176,000	
2 TBID Assessment	\$0	\$0	\$772,693	\$772,693	
3 Reserves			\$170,000	\$170,000	
4 Membership	\$0	\$15,000	\$0	\$15,000	
5 Grant	\$0	\$0	\$0	\$0	
6 Advertising	\$0	\$0	\$0	\$0	
Total Income	\$176,000	\$15,000	\$942,693	\$1,133,693	
Expenses					
7 Personnel	\$30,391	\$0	\$239,443	\$269,834	24% 42%
Administration					
8 Rent	\$0	\$0	\$4,500	\$4,500	
9 Utilities	\$0	\$0	\$9,200	\$9,200	
10 Memberships	\$0	\$0	\$13,000	\$13,000	
11 Subscriptions	\$0	\$0	\$16,000	\$16,000	
12 Maintenance	\$0	\$0	\$6,000	\$6,000	
13 Supplies	\$0	\$0	\$12,000	\$12,000	
14 Postage	\$0	\$0	\$1,000	\$1,000	
15 Insurance	\$1,459	\$0	\$3,200	\$4,659	
16 Professional Fees	\$1,850	\$0	\$18,200	\$20,050	
17 TAC	\$1,500	\$0	\$0	\$1,500	
18 Professional Development	\$0	\$0	\$5,000	\$5,000	
Total Admin	\$4,809	\$0	\$88,100	\$92,909	8% 11%
19 Leisure Traveler Marketing					
19a Media Placement	\$87,000	\$0	\$140,000	\$227,000	
19b Management & Production	\$27,800	\$0	\$45,150	\$72,950	
20 Conventions Meetings & Groups	\$0	\$0	\$40,000	\$40,000	
21 Destination Development	\$0	\$0	\$185,000	\$185,000	
22 Opportunity	\$1,000	\$0	\$25,000	\$26,000	
23 Photo & Video Library	\$0	\$0	\$10,000	\$10,000	
24 Visitor Guide	\$20,000	\$6,500	\$0	\$26,500	
25 Joint Venture	\$5,000	\$0	\$0	\$5,000	
26 Trade Shows	\$0	\$0	\$5,000	\$5,000	
27 Website	\$0	\$0	\$20,000	\$20,000	
28 Events	\$0	\$3,500	\$145,000	\$148,500	
29 Reserves	\$0	\$5,000	\$0	\$5,000	
Total Program	\$140,800	\$15,000	\$615,150	\$770,950	68% 47%
Total Expenses	\$176,000	\$15,000	\$942,693	\$1,133,693	
Net Profit	\$0	\$0	\$0	\$0	

Great Falls Montana Tourism Budget
 July 1, 2022 - June 30, 2023
 Adopted 3-16-2023

	CVB	General	TBID	Total	CHANGE
Income					
1 Bed Tax	\$221,508	\$0	\$0	\$221,508	26%
1a Previously Undistributed Bed Tax	\$19,448		\$0	\$19,448	100%
2 TBID Assessment	\$0	\$0	\$757,388	\$757,388	-2%
3 Reserves		\$0	\$0	\$0	-100%
4 Membership	\$0	\$5,000	\$0	\$5,000	-67%
5 Grant	\$0	\$0	\$0	\$0	
6 Advertising	\$0	\$0	\$0	\$0	
Total Income	\$240,956	\$5,000	\$757,388	\$1,003,344	
Expenses					
7 Personnel	\$39,493	\$0	\$227,978	\$267,470	-1%
Administration					
8 Rent	\$0	\$0	\$4,500	\$4,500	
9 Utilities	\$0	\$0	\$9,200	\$9,200	
10 Memberships	\$0	\$0	\$13,000	\$13,000	
11 Subscriptions	\$0	\$0	\$16,000	\$16,000	
12 Maintenance	\$0	\$0	\$6,000	\$6,000	
13 Supplies	\$0	\$0	\$12,000	\$12,000	
14 Postage	\$0	\$0	\$1,000	\$1,000	
15 Insurance	\$1,459	\$0	\$3,200	\$4,659	
16 Professional Fees	\$1,850	\$0	\$18,200	\$20,050	
17 TAC	\$1,500	\$0	\$0	\$1,500	
18 Professional Development	\$0	\$0	\$5,000	\$5,000	
Total Admin	\$4,809	\$0	\$88,100	\$92,909	0%
19 Leisure Traveler Marketing					
19a Media Placement	\$121,855	\$0	\$128,000	\$249,855	10%
19b Management & Production	\$27,800	\$0	\$41,310	\$69,110	-5%
20 Conventions Meetings & Groups	\$0	\$0	\$25,000	\$25,000	-38%
21 Destination Development	\$0	\$0	\$22,500	\$22,500	-88%
22 Opportunity	\$22,000	\$0	\$87,500	\$109,500	321%
23 Photo & Video Library	\$0	\$0	\$10,000	\$10,000	
24 Visitor Guide	\$20,000	\$0	\$0	\$20,000	-25%
25 Joint Venture	\$5,000	\$0	\$0	\$5,000	
26 Trade Shows	\$0	\$0	\$5,000	\$5,000	
27 Website	\$0	\$0	\$20,000	\$20,000	
28 Events	\$0	\$3,500	\$0	\$3,500	-98%
29 Reserves	\$0	\$1,500	\$102,000	\$103,500	1970%
Total Program	\$196,655	\$5,000	\$441,310	\$642,965	-17%
Total Expenses	\$240,957	\$5,000	\$757,388	\$1,003,344	-11%
Net Profit	\$0	\$0	\$0	\$0	



Thursday, March 16, 2023 | 9:00 AM – 9:30 AM | 100 1st Ave N, Lower Level Conference Room and ZOOM

CVB DIRECTORS: Ron Korb, Beth Leatham, Wayne Thares, Steve Herrig, John Faulkner, Brian Thompson, Susan Shannon, Wendy Lee, Lexi Jones, Jay Russell, Kellie Pierce

TBID DIRECTORS: Becky Amaral-Miller, David Buckingham, Peter Jennings, Jeff Shull, Jeff Page

STAFF: Kali Jean Tuckerman, Rebecca Engum, Shannon Newth

GUESTS: Jane Weber

9:01 | 1. Welcome, Introductions, Call to Order – Ron Korb, Becky Amaral-Miller

9:03 | 2. Public Comment – Ron Korb, Becky Amaral-Miller
Opportunity for public comment related to items on the agenda and related to Tourism in Great Falls, Montana.

No Public Comment.

9:03 | 3. Consent Agenda – Ron Korb, Becky Amaral-Miller
Convention and Visitors Bureau Board of Directors
a) approve 2-16-2022 Minutes
b) accept February Financials

CVB ACTION TAKEN
Motion made to approve consent agenda. Seconded. No discussion. All in favor. None opposed.
Motion passed.

Tourism Business Improvement District Board of Directors
a) approve 2-16-2022 Minutes
b) accept February Financials

TBID ACTION TAKEN
Motion made to approve consent agenda. Seconded. No discussion. All in favor. None opposed.
Motion passed.

9:04 | 4. National Heritage Area Update – Jane Weber

Weber presented about Big Sky Country National Heritage Area.

9:30 | 5. FY23 Budget Amendment – Rebecca Engum
Tourism Business Improvement District Board of Directors approve/deny FY23 Budget Amendment.

TBID ACTION TAKEN

Motion made to approve FY23 Budget Amendment. Seconded. No discussion. All in favor. None opposed. Motion passed.

9:45 | 6. 4th of July Hootenanny \$2,500 Sponsorship – Rebecca Engum

Tourism Business Improvement District Board of Directors approve/deny \$2,500 to sponsor the 4th of July Hootenanny.

TBID ACTION TAKEN

Motion made to approve \$2,500 to sponsor the 4th of July Hootenanny. Seconded. Discussion regarding the value of sponsorship, would the event occur if not for tourism support, additional efforts tourism does to promote the event, room demand due to the event. All in favor. None opposed. Motion passed.

9:55 | 7. Main Street Program Grant Match of \$2,500 for Wayfinding Kiosks – Rebecca Engum

Tourism Business Improvement District Board of Directors approve/deny \$2,500 for match of the awarded Main Street Program Grant for wayfinding kiosks as part of Great Falls' Wayfinding Plan.

TBID ACTION TAKEN

Motion made to approve \$2,500 for match of the awarded Main Street Program Grant for wayfinding kiosks as part of Great Falls' Wayfinding Plan. Seconded. Discussion about type of kiosks, other locations, total cost, items on kiosks. All in favor. None opposed. Motion passed.

10:00 | 8. Reports

a. Marketing – Shannon Newth & Rebecca Engum

Newth and Engum provided reports.

b. Business Development – Kali Jean Tuckerman

Tuckerman provided report.

c. Executive Director – Rebecca Engum

Engum provided report.

10:15 | 9. Open Discussion – Ron Korb, Becky Amaral-Miller

Directors share items impacting Great Falls, Montana and Tourism, such as:

- changes in services
- updates on key initiatives
- exciting developments
- noticeable trends
- potential issues
- announced/unannounced events
- new ideas
- important efforts

Scheels after hours shopping event. Upcoming events at Montana ExpoPark. Great Falls will host the Montana Downtown conference this October.

10:25 | 10. Public Comment – Ron Korb, Becky Amaral-Miller

Opportunity for public comment related to Tourism in Great Falls, Montana.

No public comment.

10:30 | 11. Adjourn – Ron Korb, Becky Amaral-Miller



Commission Meeting Date: June 20, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Change Order #1: Central Ave/3rd St Drainage Improvements Phase 1, O.F. 1779.0

From: Engineering Division

Initiated By: Public Works Department

Presented By: Christoff Gaub, Public Works Director

Action Requested: Approve Change Order #1

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) change order #1 in the amount of \$16,094 and increase the total contract amount from \$1,483,052 to \$1,499,146.”

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

Staff Recommendation: Approve Change Order #1.

Summary:

During discussions with Meadow Gold’s plant manager, Tony Denio, the current proposed construction method along the front of the milk receiving bay would cause Meadow Gold to incur tens of thousands of dollars in additional operations expenses related to disinfection and delivery of raw milk.

Background:

On November 2, 2022 the City commission voted to approve the award of a contract for the referenced project to Ed Boland Construction in the amount of \$1,483,052.00. City staff invited Meadow Gold to the Pre-Construction meeting held December 20, 2022. During the discussion regarding construction sequencing, traffic control, and proposed construction methods. Tony Denio of Meadow Gold indicated that the entrance to the truck tanker bay is the critical node of access to their facility. Many of the larger milk delivery tankers access the tanker bay from the street side of 3rd Ave S. Due to their length trucks must back into the facility in order to make delivery.

The current proposed standard construction methods would require Meadow Gold to pay overtime to employees, rent specialized equipment, and alter operating permits during the construction period. Additional expenses due to lost product and additional sanitation efforts would also be incurred.

Proposed construction methods would restrict Meadow Gold’s operations to receiving and washing only one truck at a time, which would set daily operations back approximately 4-5 hours per day. Adverse

impacts to cleaning and sanitation operations could lead to the loss of 100s of gallons of milk per day and affect the quality of the milk. These daily setbacks would have a cumulative effect through the construction process and disrupt the trucking company's scheduled pickup times from producers. A disruption in pickup times would disturb producers' daily milking schedules and could lead to the dumping of raw milk onto the ground, costing producers thousands of dollars.

Additionally, the proposed construction methods would cause Meadow Gold to set up milk receiving operations outside their facility. This would require the renting of special safety equipment for fall protection standards for workers who have to get samples from the top of the tankers. This would also require special quality measures to be enacted or purchased to ensure that milk is being handled properly according to federal guidelines of the Pasteurized Milk Ordinance (PMO). Additionally, this would require alteration of their Stormwater Pollution Prevention Program (SWPPP) and Spill Prevention Containment Control (SPCC) plan throughout the construction process, which would impact both operations and costs with associated permit fees.

City Staff has been diligently working with Meadow Gold and the contractor to develop a solution that would work in the best interest of both parties. Through discussions two alternate construction methods were presented for consideration.

Option #1: Jack and bore the storm drain under the approach to the receiving bay as an alternate construction method. The scope of the proposed work change includes the following items: excavation of boring pits; jack and boring 24-inch steel encasement pipe; corrosion protection; inspecting and cleaning the casing pipe; furnishing and placing storm pipe; furnishing and installing casing spacers, and end seals; and all other work necessary for completion of the item. Construction activities could take place during regular work hours. This proposed method would allow Meadow Gold to continue to receive the raw product through their regular daily operations. The contractor's proposed additional cost for this work is \$16,094.

Option #2: Install the storm drain under the approach to the receiving bay after hours. This would involve night time construction. In conjunction with the standard construction equipment the proposed work change includes the following additional items to complete the work: use of generators and lighting sufficient to safely conduct construction activities at night; steel plating placed across the open trench during daily work hours so that Meadow Gold could continue to receive the raw product through their regular process; and variances to local ordinances and extra safety precautions. The contractor's proposed additional cost for this work is \$24,467.

Conclusion:

Based on discussions, both options are acceptable; however, the jack and bore construction method (Option #1) is the most efficient and cost effective alternative in allowing delivery semi-trucks to get in and out of the facility. This alternate construction method will allow Meadow Gold to continue to receive raw product with minimal interruption to their operation.

The proposed change order will help minimize disruptions and expenses to Meadow Gold's operations while allowing the contractor to move forward with construction.

Staff recommends utilizing Storm Sewer Enterprise Funds to fund the proposed change order. Staff will continue to do its due diligence to minimize unforeseen circumstances that occasionally arise during construction. It is always a challenge to balance the extent and costs of preliminary investigations for

design and engineering with total construction costs, in order to remain fiscally responsible with the rate payers' funding.

Fiscal Impact:

During discussions with Tony Denio, open trench construction would cause Meadow Gold to incur additional expenses related to disinfection and delivery of raw milk to the holding tanks. The estimated fiscal impact to Meadow Gold is a minimum of \$4,600 per day. In the three to four days it would take to complete the construction across the access to the tanker receiving bay the minimum cost to the business would be between \$13,800 and \$18,400. Improper sanitation or incomplete evacuation of individual tankers could lead to over \$50,000 in additional costs or losses.

The proposed change will increase the total construction contract by \$16,094 and increase the total contract amount from \$1,483,052 to \$1,499,146. Despite additional project costs due to the proposed change order, the additional project expenses are less than the potential fiscal impacts to Meadow Gold.

Alternatives:

Alternative #1: The City Commission could vote to deny approval of change order #1 and direct City Staff to continue with the standard method of construction, and execute the construction contract as awarded. This would potentially burden Meadow Gold with expenses as a result of altering their operations to accommodate the construction.

Alternative #2: The City Commission could vote to deny approval of change order #1 and direct City Staff to utilize proposed option 2. This would be the more expensive alternative. Nighttime construction poses additional safety concerns and would take additional time to complete.

Concurrences:

Meadow Gold, Ed Boland Construction

Attachments/Exhibits:

Exhibit 1 - Vicinity Map

Change Order No. 1



P:\Engineering\inspector\Russell\ - Projects\1779_0-CentralAve-3rdst-Drainage-Improvements\1779_017-Design Information-Engineering Reports\1779_0-TIF-MAP.dwg



CENTRAL AVE / 3RD STREET
DRAINAGE IMPROVEMENTS PHASE 1

VICINITY
MAP

OF 1779.0

06-08-2

Change Order

No. 1

Date of Issuance: June 20, 2023 Effective Date: March 16, 2023

Central Ave /3rd St Drainage Improvements Phase I	Owner: City of Great Falls	Owner's Contract No. : O.F. 1779.0
Contractor: Ed Boland Construction Inc.		Date of Contract: 11/3/2022
Address: 4701 North Star Boulevard Great Falls, MT 59405		Project Number.: PW392014

The Contract Documents are modified as follows upon execution of this Change Order:

During discussions with Meadow Gold's plant manager, Tony Denio, the current proposed construction method along the front of the milk receiving bay would cause Meadow Gold to incur additional expenses related to disinfection and delivery of raw milk. Fiscal impacts would be in the tens of thousands of dollars to Meadow Gold's operations. The proposed solution is to Jack and Bore a 24-inch steel casing from sta. 3+10 to sta. 4+00. This alternate method of construction will minimize the impacts to Meadow Gold's daily operations.

The estimated additional work items are as follows:

ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT
24-inch Steel Casing	90	FT
Jack and Bore	90	FT
Casing Spacers	1	LS

Additional Work items includes the following work scope: Excavation of boring pits; jack and boring 24-inch steel encasement pipe; sacrificial anodes; inspecting and cleaning the casing pipe; furnishing and placing storm pipe; furnishing and installing casing spacers, and end seals; backfill; compaction; proper disposal of unused excavated material; dewatering; erosion control; dust control; and all other work necessary for completion of the item.

The cost for this work will be \$16,094.00 and will be paid for according to the attached costs provided by the contractor.

Attachments: (List documents supporting change): Cost breakdown proposal from contractor.

CHANGE IN CONTRACT PRICE:
Original Contract Price:
 \$ 1,483,052.00
 [Increase] [Decrease] from previously approved Change Orders No. 0 to No. _____:
 \$ _____
 Contract Price prior to this Change Order:

CHANGE IN CONTRACT TIMES:
Original Contract Times:
 Working days 120 Calendar days
 Substantial completion (days or date): _____
 Ready for final payment (days or date): _____
 [Increase] [Decrease] from previously approved Change Orders No. 0 to No. _____:
 Substantial completion (days): _____
 Ready for final payment (days): _____
 Contract Times prior to this Change Order:
 Substantial completion (days or date): 0

\$ 1,483,052.00 _____

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

[Increase] [Decrease] of this Change Order:

Substantial completion (**days** or date): 0 _____

\$ +16,094.00 _____

Ready for final payment (days or date): _____

Contract Price incorporating this Change Order:

Contract Times with all approved Change Orders:

Substantial completion (**days** or date): 0 _____

\$ 1,499,146.00 _____

Ready for final payment (days or date): _____

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

Approved by Funding Agency (if applicable): _____

Date: _____

EJCDC No. C-941 (2002 Edition)
Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the
Associated General Contractors of America and the Construction Specifications Institute.

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directives must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.



4701 North Star Blvd., Great Falls, MT 59405
Ph: 406-761-1063 Fax: 406-761-1076

email: office@bolandconstruction.net

May 25, 2023

Russell Brewer, P.E.
Senior Civil Engineer
City of Great Falls – Engineering
1025 25th Ave NE
Great Falls, MT 59404

Mr. Brewer.

We are responding to your request for a cost proposal for boring vs. open cut trenching in front of Meadow Gold milk processing plant. Additionally, we have broken down open cut trenching using night work and placing steel plates to accommodate Meadow Gold access during daytime hours.

Option 1: Original Line-Item Cost for Open Cutting

- Item # 106 SDR 35 pipe - \$195 lf x 90 ft = \$17,550
- Item # 124 Geotextile – 80 sq yd x \$7.00 sq yd = \$560
- Item # 125 1 ½ minus sub-base course – 27 cu yd x \$38 cu yd = \$1026
- Item # 127 Asphalt removal and replacement - \$61 sq yd x 80 sq yd = \$4880
- Total for open cut = **\$24,016**

Option 2: 24-inch Horizontal Boring with Steel Casing

- 24-inch steel casing \$141 per lf x 90 lf = \$12,690
- Tunnel and boring cost \$288 per lf x 90 = \$25,920
- Casing spacers / seals = \$1500
- Total for boring = **\$40,110**

Total difference = \$16,094 vs Open Cut Trenching

Option 3: Pricing for Night Work and Using Street Plates

- Item # 106 SDR 35 pipe - \$195 lf x 90 ft = \$17,550
- Item # 124 Geotextile – 80 sq yd x \$7.00 sq yd = \$560
- Item # 125 1 ½ minus sub-base course – 27 cu yd x \$38 cu yd = \$1,026
- Item # 127 Asphalt removal and replacement - \$244 sq yd x 80 sq yd = \$19,520
- 1" Plate costs utilizing single layer sheets - \$3,500
- Additional night work costs,
Generators and Lighting - \$2,500
3 Operators and 4 Laborers apx. 3 to 4 nights- \$ 3,827
- Total for night work and utilizing street plates = **\$48,483**

Total difference = \$24,467 vs Daytime Open Cut Trenching

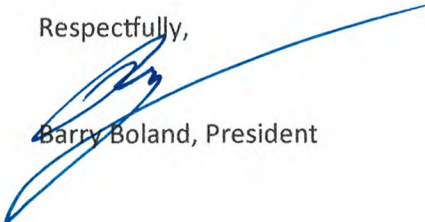
Option Summary;

- | | |
|---|--|
| 1. Original Cost for Open Cut During Daytime | \$24,016 original contract amount |
| 2. Cost for Horizontal Boring | \$40,110 added cost for change order= \$16,094 |
| 3. Cost for Night Work Using Plates | \$48,483 added cost for change order - \$24,467 |

We feel that it is in our company's best interest to perform the horizontal boring option vs working nights and installing the street plates. After speaking to Meadow Gold personal some of the tanker trucks can weigh up to 100,000 pounds loaded. If for some reason our street plates could not withstand the weight, the liabilities could be enormous.

Hopefully this breakdown will be helpful in making your decision.
Please call with any questions or concerns you may have.

Respectfully,



Barry Boland, President



Commission Meeting Date: June 20, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10507, Submitting to the qualified electors of the City of Great Falls, Montana, the question of issuing general obligation bonds in an aggregate principal amount not to exceed Twenty-one Million One Hundred Seventy-five thousand and No/100 Dollars (\$21,175,000.00) for the purpose of paying costs of public safety improvements in the City and costs associated with the sale and issuance of bonds.

From: Greg Doyon, City Manager

Initiated By: City Commission

Presented By: Greg Doyon, City Manager

Action Requested: Adopt Resolution 10507

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10507.”

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

Staff Recommendation: Staff recommends adoption of Resolution 10507.

Summary: If adopted, Resolution 10507 will call and direct that a special City election be held on November 7, 2023 and will approve the ballot language that will be used for said election.

The question being proposed to the registered voters of the City is set forth as follows:

Shall the City Commission of the City of Great Falls, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City for the purpose of paying the costs of public safety improvements in the City, including acquiring land and designing, constructing and equipping thereon a new fire station, which may serve additional safety functions, purchasing new fire equipment and, if funds remain, making improvements to existing fire stations; renovating and expanding the police department and city attorney’s offices; and related improvements; and costs associated with the sale and issuance of the bonds?

The bonds may be sold in one or more series, in an aggregate principal amount not to exceed Twenty-One Million One Hundred Seventy-Five Thousand and No/100 Dollars (\$21,175,000.00), bearing interest at rates to be determined at the time of the sale, payable semiannually over the term not to exceed twenty years for each series of bonds.

If this bond election is passed, based on the taxable value of the City in fiscal year 2023, and assuming the bonds are issued in one series at the interest rate of 5.00% per annum, the property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$22.20 per year; property taxes on a home with an assessed market value for tax purposes of \$300,000 would increase by \$66.60 per year; and property taxes on a home with an assessed market value for tax purposes of \$600,000 would increase by \$133.20 per year.

An increase in property taxes may lead to an increase in rental costs.

Background: In April 2021, the City Commission established the Great Falls Crime Task Force through Resolution 10395. The primary purpose of the Great Falls Crime Task Force (the "Task Force"), was to study, review, evaluate, and make recommendations to the City Commission, City Manager, and general public on strategies to address crime. The Committee's findings will include specifics and actionable recommendations that are within the scope, authority, and financial ability of the City Commission, City Manager, and general public.

The Task Force provided numerous recommendations under the categories of Resources for Local Criminal Justice System, Communication and Education, Consequences, and Partnerships and Collaboration.

After receipt of the Task Force findings, the Commission further summarized findings into action items identified as:

- A) Recommendations that can be supported with Great Falls Police Department or City budget allocations
- B) Recommendations that will impact current GFPD and /or City budget
- C) Unfunded Recommendations. The proposed Public Safety Levy includes items detailed in Unfunded Recommendations as they relate to the Great Falls Police Department, City Attorney's Office and Municipal Court.

Upon further discussion with the City Commission, there was general recognition that the City's broader public safety response posture has been inadequate, and is unable to service current and future needs of a growing community. Over several work sessions, community discussions, and annual budget adoption processes, the Commission concluded that the General Fund, capped by a statewide property tax cap, would never be able to sufficiently meet the service level desired by taxpayers and fund the broad continuum of public safety needs across fire, police, court, and legal departments.

Multiple Work Sessions were conducted in 2022 and the beginning of 2023 with Departments presenting their public safety needs based on the findings and recommendations from the Crime Task Force and the City Commission. Each department began identifying their "Good, Better, Best Scenarios" in the event that a Public Safety Levy was requested. On November 15, 2022, these Scenarios were presented to the Commission and provided specific detail on the departments' requests and initial cost ranges for each of the options:

GOOD: \$10M - \$12M
BETTER: \$22M - \$25M
BEST: \$33M - \$36M

During the Work Session on January 3, 2023 the Commission’s general consensus was to focus on using \$12 million for the operational needs for legal, court, fire and police and have a portion identified for the capital needs. The 2023 Great Falls Public Safety Levy Summary providing a breakdown of the Operational and Capital Requests from each Department was prepared and provided to the Commission on January 17, 2023. The proposed ballot language was discussed during the City Commission work session and it was decided that there would be two ballot questions due to the difference in language needed for an Operational ballot question versus a Capital ballot question (general obligation bonds). One for the Operational requests and one for the Capital requests. The Operational request ballot language was adopted with Resolution 10500 on March 7, 2023. Due to legislation changes during the 2023 Montana State Legislature minor changes to this resolution will be needed. The changes will be on the presented to the City Commission at the July 5th City Commission with a new resolution.

The department breakdown for capital needs:

Department	Capital Needs
Fire Department	\$14,358,000
Police Department	\$6,500,000
Municipal Court	\$0
Legal Department	\$317,000
Total Request	\$21,175,000

Discussions on capital needs identified by the departments were held at the April 18, 2023, May 16, 2023, and June 6, 2023 City Commission Work Sessions. The draft ballot language was delayed slightly waiting for the completion of the 2023 Montana State Legislature.

The City was unsuccessful in a Public Safety Levy request in 2009 and has been operating under static budgets while the footprint of the community continues to grow. The last voter approved safety request was in the late 1960’s when voters approved a General Obligation Bond for the construction of the four current fire stations and a fire training center.

Fiscal Impact: If this bond election is passed, based on the taxable value of the City in fiscal year 2023, and assuming the bonds are issued in one series at the interest rate of 5.00% per annum, the property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$22.20 per year; property taxes on a home with an assessed market value for tax purposes of \$300,000 would increase by \$66.60 per year; and property taxes on a home with an assessed market value for tax purposes of \$600,000 would increase by \$133.20 per year.

Alternatives: The Commission could request changes to the proposed language or choose not to send the levy question to the ballot for the November election.

Concurrences: City Manager’s Office, Attorney’s Office, Municipal Court, Police and Fire Departments.

Attachments/Exhibits:
Resolution 10507
Capital Request Summary

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and appointed City Clerk of the City of Great Falls, Montana (the "City"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "A RESOLUTION OF THE CITY COMMISSION SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF GREAT FALLS, MONTANA, THE QUESTION OF ISSUING GENERAL OBLIGATION BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED TWENTY-ONE MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$21,175,000.00) FOR THE PURPOSE OF PAYING COSTS OF PUBLIC SAFETY IMPROVEMENTS IN THE CITY AND COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS" (the "Resolution"), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Commission at a regular meeting on [_____], 2023, and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Commission members voted in favor thereof: _____; voted against the same: _____; abstained from voting thereon: _____; or were absent: _____.

WITNESS my hand officially this __ day of [_____], 2023.

Lisa Kunz, City Clerk

RESOLUTION NO. 10507

A RESOLUTION OF THE CITY COMMISSION SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF GREAT FALLS, MONTANA, THE QUESTION OF ISSUING GENERAL OBLIGATION BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED TWENTY-ONE MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$21,175,000.00) FOR THE PURPOSE OF PAYING COSTS OF PUBLIC SAFETY IMPROVEMENTS IN THE CITY AND COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS

BE IT RESOLVED by the City Commission (the “Commission”) of the City of Great Falls, Montana (the “City”) as follows:

Section 1. Recitals.

1.01. Authorization. Pursuant to Section 7-7-4221, Montana Code Annotated (“MCA”), the City is authorized to issue general obligation bonds pledging the general credit of the city for the purpose of designing, constructing and equipping public buildings, upon approval of the electorate of the City, provided that such indebtedness will not cause the total indebtedness of the City to exceed 2.5% of the total assessed value of taxable property of the City, determined as provided in Section 15-8-111, Montana Code Annotated, ascertained by the last assessment for state and county taxes. The Commission is authorized pursuant to Section 7-7-4223, MCA, to call a bond election by adopting a resolution to that effect.

1.02. Proposed Improvements; Bonds. The Commission has determined that the City’s public safety infrastructure requires improvement and expansion in order to service the needs of the City’s growing population, and has identified particular public safety improvements that should be undertaken. To finance these public safety improvements, the Commission hereby determines that there should be submitted to the qualified electors of the City the question of whether the Commission shall be authorized to sell and issue bonds of the City to obtain funds to pay costs of public safety improvements in the City, including acquiring land and designing, constructing and equipping thereon a new fire station, which may serve additional public safety functions, purchasing new firefighting equipment and, if funds remain, making improvements to existing fire stations; renovating and expanding the police department and city attorneys’ offices; and related improvements; and costs associated with the sale and issuance of the bonds. It is the judgment of the Commission that the total principal amount of up \$21,175,000 in general obligation bonds will be necessary to carry out the purpose set forth above. It is also the judgment and determination of the Commission that such general obligation bonds may be issued in multiple series, each series payable during a term not to exceed twenty (20) years.

1.03. Debt Limitation. The Commission has determined that the issuance of general obligation bonds up to the total principal amount of \$21,175,000 will not cause the City to exceed its general obligation indebtedness limitation, which is currently calculated to be \$84,657,390.

Section 2. Calling of the Election. The Commission hereby calls and directs that a special City election be held on November 7, 2023, to be conducted in accordance with the

provisions of Title 13, Chapter 19, Parts 1-3, Montana Code Annotated, for the purpose of voting on the following question:

Shall the City Commission of the City of Great Falls, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City for the purpose of paying the costs of public safety improvements in the City, including acquiring land and designing, constructing and equipping thereon a new fire station, which may serve additional safety functions, purchasing new fire equipment and, if funds remain, making improvements to existing fire stations; renovating and expanding the police department and city attorney’s offices; and related improvements; and costs associated with the sale and issuance of the bonds?

The bonds may be sold in one or more series, in an aggregate principal amount not to exceed Twenty-One Million One Hundred Seventy-Five Thousand and No/100 Dollars (\$21,175,000.00), bearing interest at rates to be determined at the time of the sale, payable semiannually over the term not to exceed twenty years for each series of bonds.

If this bond election is passed, based on the taxable value of the City in fiscal year 2023, and assuming the bonds are issued in one series at the interest rate of 5.00% per annum, the property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$22.20 per year; property taxes on a home with an assessed market value for tax purposes of \$300,000 would increase by \$66.60 per year; and property taxes on a home with an assessed market value for tax purposes of \$600,000 would increase by \$133.20 per year.

An increase in property taxes may lead to an increase in rental costs.

Section 3. Conduct of Election. All qualified electors of the City shall be entitled to vote at the bond election. The City Clerk is hereby authorized and directed to give notice of the call and details of this election to the Cascade County Election Administrator promptly, and in any event on or the before the date required by the Cascade County Election Administrator, to inform the Cascade County Election Administrator of the details of the special election and the pertinent requests and authorizations as to the conduct of the special election. The Cascade County Election Administrator is requested to give notice of the close of registration and thereafter prepare printed lists of the qualified electors in the City entitled to vote in the election in the City and to conduct the election in the form and manner prescribed by law and consistent with the mail ballot plan.

Section 4. Notice of Election. The City Clerk is hereby authorized and requested to cause notice of the call and holding of the election to be given by publishing notice at least three times, no earlier than 40 days and no later than 10 days before the election, in the *Great Falls Tribune*, a newspaper of general circulation in Cascade County. The notice of election as published shall read substantially as shown on Exhibit A hereto (which is incorporated by reference and made a part hereof).

Section 5. Form of Ballot. The ballot shall be printed in substantially the following form:

[remainder of page intentionally left blank]

FORM OF OFFICIAL BALLOT

CITY OF GREAT FALLS, MONTANA

GENERAL OBLIGATION BOND ELECTION
TO BE CONDUCTED ON
NOVEMBER 7, 2023

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS—YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS—NO.”

Shall the City Commission of the City of Great Falls, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City for the purpose of paying the costs of public safety improvements in the City, including acquiring land and designing, constructing and equipping thereon a new fire station, which may serve additional safety functions, purchasing new fire equipment and, if funds remain, making improvements to existing fire stations; renovating and expanding the police department and city attorney’s offices; and related improvements; and costs associated with the sale and issuance of the bonds?

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BONDS – YES

BONDS – NO

Section 6. Reimbursement Expenditures.

(a) For purposes of this Section 6, “project” means the public safety improvements as described in Section 1.02. The United States Department of Treasury has promulgated final regulations governing the use of proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City for project expenditures paid by the City prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds within 18 months (or three years, if the reimbursement bond issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) after the later of (i) the date the expenditure is paid or (ii) the date the project is placed in service or abandoned, but (unless the issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

(b) Other than (i) expenditures to be paid or reimbursed from sources other than the bonds, (ii) expenditures permitted to be reimbursed under the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for a project within the scope of this resolution have been paid by the City before the date 60 days before the date of adoption of this resolution.

(c) The City reasonably expects to reimburse the expenditures made for costs of such a project out of the proceeds of bonds in an estimated maximum aggregate principal amount of up to \$21,175,000 after the date of payment of all or a portion of the costs of such a project. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations.

(d) As of the date hereof, there are no City funds reserved, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to such a project, other than pursuant to the issuance of the bonds. The statement of intent contained in this resolution, therefore, is determined to be consistent with the City’s budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

(e) The City’s Fiscal Services Director shall be responsible for making the “reimbursement allocations” described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the bonds to reimburse the source of temporary financing used by the City to make prior payment of the costs of the project. Each allocation shall be evidenced by an entry on the official books and records of the City

maintained for the bonds or the project and shall specifically identify the actual original expenditure being reimbursed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this [____] day of [_____], 2023.

CITY OF GREAT FALLS, MONTANA

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

EXHIBIT A

NOTICE OF GENERAL OBLIGATION BOND ELECTION
 City of Great Falls, Montana
 November 7, 2023

NOTICE IS HEREBY GIVEN by the City Commission of the City of Great Falls, Montana (the “City”), that pursuant to a certain resolution duly adopted at a regular meeting of the Commission on [_____], a special election of the registered voters of the City will be held on November 7, 2023, for the purpose of voting on the following question:

Shall the City Commission of the City of Great Falls, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City for the purpose of paying the costs of public safety improvements in the City, including acquiring land and designing, constructing and equipping thereon a new fire station, which may serve additional safety functions, purchasing new fire equipment and, if funds remain, making improvements to existing fire stations; renovating and expanding the police department and city attorney’s offices; and related improvements; and costs associated with the sale and issuance of the bonds?

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The election will be conducted solely by mail ballot. Ballots will be mailed to all eligible registered electors on October 18, 2023, and must be returned by each voter (1) by mail, to the Cascade County Election Administrator, P.O. Box 2305, Great Falls, MT 59403, or (2) delivered in person to the Cascade County Election Office located at 325 2nd Ave N, Room 100, in Great Falls, Montana during regular business hours (8:00 a.m. to 5:00 p.m.) weekdays (exclusive of holidays) October 19, 2023 through November 6, 2023.

If returning by mail, please use the then-prevailing first-class-postage price or one Forever Stamp. Postmark date does not apply; ballots returned by mail must be received by the 8:00 p.m. Election Day deadline to be counted.

On Election Day, November 7, 2023, the only places for deposit of voted ballots will be the office of the Cascade County Election Administrator located at Cascade County Election Office located at 325 2nd Ave N, Room 100, in Great Falls, Montana, and such other ballot drop-off locations as are identified in the election instructions provided by the Cascade County Election Administrator, which will be open from 7:00 a.m. to 8:00 p.m. All ballots will be tallied in the office of the Cascade County Election Administrator on November 7, 2023 as required by law.

A qualified voter who will be absent during the time the election is being conducted may:

- (a) vote in person in the office of the Cascade County Election Administrator as soon as the ballots are available and until 8:00 p.m. on Election Day; or
- (b) make a written request prior to noon on November 6, 2023, signed by the applicant and addressed to the office of the Cascade County Election Administrator requesting the ballot be mailed to an address other than that which appears on the registration records.

An elector may obtain a replacement ballot if his or her ballot is destroyed, spoiled, lost, or not received by the elector, by filling out and mailing, emailing, or faxing back a completed replacement ballot request form or by personally appearing at the office of the Cascade County Election Office located at 325 2nd Ave N, Room 100, in Great Falls.

Electors who miss the close of registration deadline may register late and vote in the election if the County Election Administrator receives and verifies the electors' voter registration information prior to 8 p.m. on November 7, 2023.

DATED this ____ day of _____, 2023.

/s/Sandra Merchant
Cascade County Election Administrator

Publish: October 8, October 15, and October 22, 2023

2023 Great Falls Public Safety Levy Summary <i>Department Requests as of 1/5/23</i> Capital Request Summary		
Fire Department (Presented Work Session 12/20/22)		
	Proposed	Public Benefit
<i>Capital Request</i>		
One-time Equip Revolving Schedule buy in	\$4,358,000	Long-Term Equipment/Apparatus replacement purchase.
Fire Station #5	\$10,000,000	Improve citywide GFFR coverage and response.
Total Capital Request	\$14,358,000	
Police Department (Presented Work Session 1/3/23)		
	Proposed	Public Benefit
<i>Capital Request</i>		
Expansion/ renovation of Police Department	\$6,500,000	Reconfigure existing building to maximize space for personnel and operations, which is financially less expensive than a new facility.
Total Capital Request	\$6,500,000	
Legal (Work Session 12/20/22)		
	Proposed	Public Benefit
<i>Capital Request</i>		
Office renovation/expansion relocation	\$317,000	Office renovation/expansion relocation
Total Capital Request	\$317,000	
Total Public Safety Capital Request	\$21,175,000	

Assumes Bond 20 Year Term at 5% interest Rate
Requests originally presented during 1/17/23 Work Session