



City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
May 21, 2024
7:00 PM

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

Public participation is welcome in the following ways:

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

Meeting Decorum Statement

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

1. National Public Works Week [May 19-25, 2024]

COMMUNITY INITIATIVES

2. Miscellaneous Reports and announcements from City County Health Department.

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and either your address or whether you are a city resident for the record.)

3. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

4. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

5. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

6. 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.

7. Minutes, May 7, 2024, Special City Commission Meeting.
8. Minutes, May 7, 2024, City Commission Meeting.
9. Total Expenditures of \$5,037,244 for the period of April 18, 2024 through May 8, 2024, to include claims over \$25,000, in the amount of \$3,946,918.
10. Contracts List.
11. Approve final payment for the Wastewater Treatment Plant Clarifier Rehabilitation project, totaling \$108,887; which includes \$107,798.13 allocated to Sletten Construction Company and \$1,088.87 to the State Miscellaneous Tax Fund and authorize the City Manager to execute these payments.
12. Approve the 2024 Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process.
13. Approve the cancellation of City of Great Falls checks that remain outstanding and unpaid for a period of one (1) year or longer as authorized by section 7-6-4303 MCA.

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

14. Resolution 10547, A request from Elmore Roberts Community Partners, LP to use Downtown Urban Renewal district Tax Increment Financing (TIF) funds in the amount of \$430,000 for the rehabilitation of Roberts Building located at 6 6th Street South. *Action: Conduct a public hearing and adopt or deny Res. 10547. (Presented by Lonnie Hill)*

OLD BUSINESS

NEW BUSINESS

15. Growth Policy Update - Consultant Contract. *Action: Approve or deny the proposed Growth Policy Update Contract with Orion Planning & Design in the amount of \$371,184. (Presented by Lonnie Hill and Andrew Finch)*
16. City of Great Falls Growth Policy Update Steering Committee. *Action: Approve or deny the recommended appointments listed in the Agenda Report to the Growth Policy Update Steering Committee. (Presented by Lonnie Hill and Andrew Finch)*

ORDINANCES / RESOLUTIONS

CITY COMMISSION

17. Appointments, Great Falls Citizen's Council. *Action: Appoint two Commissioners to serve on the Great Falls Citizen Council for the May 28, 2024 meeting.*
18. Miscellaneous reports and announcements from the City Commission.
19. 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.



PROCLAMATION

WHEREAS, Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Great Falls; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of Public Works professionals, who are engineers, managers, operators and employees at all levels of government, who are responsible for rebuilding, improving, operating and protecting our nation’s transportation, water supply, water treatment and solid waste systems, city vehicle fleet, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Great Falls to gain knowledge of and to maintain an ongoing interest and understanding of the importance of Public Works and Public Works programs in their respective communities; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.


NOW, THEREFORE, I, CORY REEVES, MAYOR OF THE CITY OF GREAT FALLS, do hereby proclaim May 19-25, 2024 as

National Public Works Week

in the City of Great Falls, and I urge all residents to join with representatives of the American Public Works Association, the City of Great Falls and government agencies in activities, events, and ceremonies designed to pay tribute to our Public Works professionals, engineers, managers, operators and employees and to recognize the substantial contributions they make to protecting our City’s health, safety, and quality of life.



IN WITNESS WHEREOF, I have hereto set my hand and caused the Seal of the City to be affixed this 21st day of May, 2024.


 Cory Reeves, Mayor

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May 7, 2024

Special City Commission Meeting

Mayor Reeves presiding

CALL TO ORDER: 4:00 PM

Civic Center Gibson Room 212

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Cory Reeves, Shannon Wilson, Joe McKenney, Rick Tryon and Susan Wolff. Also present were the City Manager Greg Doyon, and Deputy City Clerk Darcy Dea.

PETITIONS AND COMMUNICATIONS

None.

NEW BUSINESS

1. CITY MANAGER’S ANNUAL PERFORMANCE EVALUATION.

Mayor Reeves stated that this special meeting is to discuss the City Manager’s annual performance evaluation and contract review. He read the provisions of Mont. Code Ann. § 2-3-203(3).

Manager Doyon asserted his right to privacy. Mayor Reeves determined that the City Manager’s individual privacy exceeded the merits of public disclosure, and closed the meeting for the Commission to discuss the City Manager’s performance evaluation and contract review in executive session.

At 4:02 PM the members of the Commission, Manager Doyon and the Deputy City Clerk met in executive session in the City Manager’s Office for the purpose of the Commission conducting the City Manager’s annual performance evaluation and salary review.

- -EXECUTIVE SESSION - -

[REDACTED]

[REDACTED]

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[REDACTED]

The executive session concluded at 5:15 PM.

Manager Doyon returned to the meeting at 5:22 PM.

The meeting reconvened into an open meeting in the Gibson Room. Mayor Reeves called the meeting back to order at 5:22 PM.

2. **CITY MANAGER’S ANNUAL PERFORMANCE AND SALARY REVIEW.**

Mayor Reeves summarized the Commission’s performance review of Manager Doyon and discussion of his contract that included:

- The Commission is in agreement that Greg has done an outstanding job for the past 16 years.
- Manager Doyon brings stability to the community, has excellent leadership skills and is

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very professional.

- Manager Doyon has done some great financial moves to save the taxpayers money, specifically with worker compensation.
- Team development and bringing in Department Heads.

Mayor Reeves moved, seconded by Commissioner Wolff, that the City Commission approve the Performance Review, and approve an amendment to Section B. Salary of the City Manager’s Employment Agreement:

Section B. Salary – A 4 percent salary increase at the commencement of the contract term with City Manager Doyon.

Mayor Reeves asked if there was any public comment or further discussion amongst the Commissioners.

Hearing none, Mayor Reeves called for the vote.

Motion carried 4-0-1. (Commissioner Tryon stepped out at 5:22 p.m. and returned at 5:27 p.m.)

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Reeves adjourned the special meeting of May 7, 2024, at 5:25 PM.**

Motion carried 4-0-1. (Commissioner Tryon stepped out at 5:22 p.m. and returned at 5:27 p.m.)

 Mayor Cory Reeves

 Deputy City Clerk Darcy Dea

Minutes Approved: May 21, 2024

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Regular City Commission Meeting

Mayor Reeves presiding
 Commission Chambers Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Shannon Wilson and Susan Wolff. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Public Works Director Chris Gaub; Planning and Community Development Director Brock Cherry; Finance Director Melissa Kinzler and ARPA Project Manager Sylvia Tarman; City Attorney David Dennis; Police Chief Jeff Newton; and City Clerk Lisa Kunz.

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

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: Commissioner McKenney noted that Agenda Item 21 is a request by Town Pump for a zoning change. He had a past business relationship with Town Pump as an amusement and gaming route operator. He was also past president of the Montana Gaming Industry Association. Those past professional connections are no longer active. He will have no personal gain and intends to participate and vote on that agenda item.

1.

PROCLAMATIONS

Building Safety Month [May], Early Childhood Appreciation Day [May 10], Jewish American Heritage Month [May], National Preservation Month [May] and Peace Officers' Memorial Day [May 15] and Police Week [May 12-18].

MILITARY UPDATES

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MALMSTROM AIR FORCE BASE (MAFB).**

Mayor Reeves expressed appreciation to Colonel Little for his service to our country and wished him well in his retirement.

Colonel Little commented that it has been an honor to command this mission, and an honor to be partners with the City and to witness local government at work. He provided the Commission updates of recent events:

- MAFB partnered with the School District to host a CMR High School versus MAFB basketball tournament, a Purple Star Ceremony, and showcased their military working dogs at Loy Elementary
- Celebrations were held for Chief Master Sergeant Recognition and Holocaust Remembrance Day

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- Changes of command will occur May 9th for the 22nd Space Operations Squadron, May 13th for the 582nd Operations Squadron, and his change of command will occur June 5th
- A Response Task Force (RTF) exercise began today
- The USAF is bringing back warrant officers in the IT and Cyber Defense fields

USAF leaders addressed the Senate Appropriations Committee. Secretary of the Air Force Frank Kendall has stated repeatedly “We are running out of time in our competition with China.” Time is his greatest concern. We are in a race for military technological superiority. Secretary Kendall asked Congress to pass full budgets to allow their modernization efforts to complete and allow their forces to maintain their level of readiness.

Colonel Little expressed appreciation for the great friendship, fellowship, and partnership that he has experienced the past two years with the City.

3. **PETITIONS AND COMMUNICATIONS**

Keith Duncan, City resident, thanked the Commission for assuming responsibility of vetting candidates for the Library Board, and urged the Commission to adopt this new process into a permanent policy.

NEIGHBORHOOD COUNCILS

4. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

BOARDS AND COMMISSIONS

5. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

6. **APPOINTMENT/REAPPOINTMENT TO THE MANSFIELD CENTER FOR THE PERFORMING ARTS ADVISORY BOARD.**

Mayor Reeves reported that, since January 2021, the City has been advertising on the City’s Website for various vacancies on the Mansfield Advisory Board. Currently there is one vacancy and one Board member with a term end date of December 2023. Emily Lund (Langston) was appointed on April 18, 2023 to fill a partial term and is interested in continuing to serve on the Board. Her application was included in the agenda packet, along with two new applications from Shannon Hudson and Gina Marie Winters, for review and consideration

Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission reappoint Emily Lund for a three-year term through December 31, 2026 and appoint Gina Winters for a partial three-year term through December 31, 2026.

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

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Commissioner Tryon recommended Gina Winters because this is the second board she has recently applied for. She is qualified and ready to serve.

Commissioner Wolff will support the motion. She encouraged Shannon Hudson to reapply. Ms. Hudson has an extended background in the arts and theater and would have been very productive in this role.

Commissioner Wilson expected Shannon Hudson to be nominated. Her hope is that the Commission pick the best persons possible for board positions.

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

Motion carried 5-0.

7. APPOINTMENT TO THE ETHICS COMMITTEE.

Mayor Reeves reported that Seana Westcarr-Gray was appointed to the Ethics Committee June 7, 2021 for three-year term through December 31, 2023. Ms. Gray decided to step down from the Committee at the end of her term.

City staff advertised for the vacancy and received two applications from Daniel Barnett and Jessica Betley Burrow.

Commissioner Wolff moved that the City Commission appoint Jessica Betley Burrow to the Ethics Committee for a three-year term through December 31, 2026.

Motion failed for lack of a second.

Commissioner Tryon moved, seconded by Commissioner Wilson, that the City Commission appoint Daniel Barnett to the Ethics Committee for a three-year term through December 31, 2026.

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

Jeni Dodd, City resident, suggested the appointment of Daniel Barnett to avoid the appearance of impropriety as applicant Jessica Betley Burrow is related to a City employee.

Written comments were received from **Jeni Dodd**, City resident, in support of the appointment of Dan Barnett.

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

Commissioner Wilson supports the appointment of Daniel Barnett due to his qualifications.

Commissioner McKenney commented that Daniel Barnett is the Commission's best choice today. He encouraged residents to continue to send in applications.

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Commissioner Wolff noted that there were two excellent candidates. Even though there may appear to be potential for a conflict, truly there is not a conflict because the Police Department has its own board to handle matters.

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

Motion carried 5-0.

CITY MANAGER

8. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon made the following announcements:

- Police Chief Newton has 25 years with the City of Great Falls.
- The Library Board was awarded the Jane Lopp Trustee of the Year Award, Library Director Susie McIntyre won the Sheila Cates Award for Librarian of the Year, and Jenn Rowell of The Electric won Montana Library Association media award.
- Public Works will be hosting the Public Works Directors Association in July, and showcasing City projects and sharing best practices.
- He attended the Great Open Space City Managers Association (GOSMA) conference last week in Spearfish. The topic of the day was using AI for public purposes. Kelly Lynch from the Montana League of Cities and Towns presented on Montana's land use change and regulations that occurred the last Legislative session. GOSMA represents a four state region. It was nice to talk to others about common interests and issues that they share. The top issues were recruitment, retention, housing, life balance, and mental health.
- Lanni Klasner, Communication Specialist and Neighborhood Council Coordinator, has accepted a position with Calumet. A farewell celebration for Lanni will be held May 15th.
- GFFR, GFC-MSU and ADF partnered to construct two burn cells that the GFFR Fire Prevention Bureau can use for public demonstrations or to help with fire investigator training. Those props will be used as GFFR hosts the Montana Chapter of International Association of Arson Investigators annual training.

Manager Doyon expressed condolences to the family of former mayor Donna Stebbins, who recently passed away.

CONSENT AGENDA.

9. Minutes, April 16, 2024, Special City Commission Meeting.
10. Minutes, April 16, 2024, City Commission Meeting.
11. Total Expenditures of \$1,744,742 for the period of April 4, 2024 through April 17, 2024, to include claims over \$25,000, in the amount of \$1,224,167.

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12. Contracts List.
13. Award a contract in the amount of \$146,700 to United Materials of Great Falls, Inc., for the 7th Avenue Northwest Paving project, and authorize the City Manager to execute the construction contract documents. **OF 1806.2**
14. Reject a contract to Geranios Enterprises for the Southwest Side Water Main Replacement, Phase 4 project, due to lack of competitive bids and budget shortfall. **OF 1432.5**

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

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

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

PUBLIC HEARINGS

15. **RESOLUTION 10537, ESTABLISHING RESIDENTIAL AND COMMERCIAL WATER, SEWER AND STORM DRAIN UTILITY SERVICE RATES EFFECTIVE JUNE 1, 2024.**

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

Public Works Director Chris Gaub reported that the requested rate increase is 12.5% due to many of the same factors as last year. The City provides a service at cost, and has to budget to repair and replace facilities to provide services today and 50 years from now. The Department also has to budget for the ever-increasing regulations coming its way.

Director Gaub, Utilities System Manager Jake McKenna and Water Plant Manager Jason Fladland reviewed and discussed the attached PowerPoint slides.

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

Mayor Reeves asked if the upcoming federal mandates are unfunded and was responded to in the affirmative.

Mayor Reeves asked if there were any comments from the public in support of Resolution 10537.

Brett Doney, Great Falls Development Alliance (GFDA), commented that when things do not work, the costs go way up. There is more damage done to communities that do not keep up their system. He is confident the City is doing everything it can to save money wherever it can. He also knows it is a tough vote, but the costs are the costs. He supports the continued investment in the water, sewer and storm water infrastructure because businesses all need the system to continue to work.

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Judith Mortenson, City resident, commented it has always been her contention that it easier to pay the bill forward than to try to catch up to it. She received clarification that there were no fee changes during Covid. Ms. Mortenson inquired the material used to reline pipes.

Mayor Reeves asked if there were any comments from the public in opposition to Resolution 10537.

Jeni Dodd, City resident, suggested the City should have been taking care of its own needs first, before giving grants to GFDA and others. Many taxpayers cannot afford any more and feel they are being nickel and dimed to death.

Written comments were submitted by **Michael Bailey**, 2507 7th Avenue North. Mr. Bailey commented the rates are already high and, combined with inflation, creates a serious burden on people. He suggested keeping the increase at \$3.00 total for the three services through 2024.

There being no one further to address the Commission, Mayor Reeves closed the public hearing and asked if Director Gaub had a response to Ms. Mortenson's inquiry.

Director Gaub responded that CIPP stands for "Cured In Place Pipe" and is a polyester vinyl with epoxy resin that is inlaid with a fiberglass liner.

Mayor Reeves asked the will of the Commission.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10537 establishing residential and commercial water, sewer and storm drain utility service rates effective June 1, 2024.

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

Commissioner Wilson commented that last year's presentation included comparisons, and Great Falls was very economical compared to other cities in Montana. As a project engineer most of her career she dealt with water quality and water issues. She is always impressed by the work of Public Works and how they make every dollar stretch. The increasing product and chemical prices is incredible. The rate increase of 12.5% is reasonable compared to the inflation Public Works has had to deal with.

Commissioner Wolff reiterated that fees were not raised for three years during Covid. With inflation, Public Works knows these dollars are needed to prepare budgets going forward.

Commissioner Tryon commented he does not like raising fees any more than anyone else. This is the reality the City is in right now with the cost of inflation and federal mandates. He is confident that Public Works is working as economical as possible and those employees have to pay these rates as well. The City has utilized millions of ARPA and CARES money on public infrastructure. ARPA and CARES were one-time funds, and these are ongoing infrastructure costs that the City needs to take care of forever. He prefers to live in a clean, modern city and to do that, he has to pay a little more on his utility bill.

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Commissioner McKenney commented he hears frequently “run government like a business.” In the private sector when goods and services go up, it has to be passed on to the customer. The business owners are having the same difficult conversations. If the City does not keep up with the cost of goods and services by raising prices also then the end game is the City has a system that fails. He is in favor of making small increases and not kicking the can down the road.

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

Motion carried 5-0.

16. RESOLUTION 10538, ESTABLISHING RESIDENTIAL AND COMMERCIAL SANITATION SERVICE COLLECTION RATES EFFECTIVE JUNE 1, 2024.

Mayor Reeves noted this is another public hearing pertaining to residential and commercial sanitation service collection rates, and asked for presentation of the staff report.

Public Works Director Chris Gaub reported that the requested increase is 5%. A lot of the drivers are out of the City’s control. He reviewed and discussed the attached PowerPoint slides.

Mayor Reeves asked if the Commissioners had any questions of staff. Hearing none, Mayor Reeves asked if there were any comments from the public in support of Resolution 10538.

Hearing none, Mayor Reeves asked if there were any comments from the public in opposition to Resolution 10538.

Jeni Dodd, City resident, discussed a “nightmare” experience with City garbage service as one reason she is opposed to a rate increase. The containers in her neighborhood are located in the alley and supposedly meant to be shared by two adjacent households. She described an incident of one neighbor repeatedly filling garbage bins, including with construction waste, leaving other neighbors without readily accessible garbage service. Three households were affected by this and complained to the City for the better part of a year. One neighbor said it continues to this day and that neighbor switched to Republic for garbage service. The neighbor that created the problem should have been required to pay for an additional bin. She complained that the Sanitation Manager was rude to the neighbors that complained about the neighbor that created the problem. She also inquired why the Sanitation Manager is allowed to drive a City vehicle to commute to work. Ms. Dodd concluded that it is unfair and unjust that City Code makes households responsible for what is in and around the bins, when those households have no control over who uses those bins.

Written comments were submitted by **Jeni Dodd**, City resident, inquiring if the City tried to find ways to decrease costs, or utilized any grant money to try to avoid rate increases.

There being no one further to address the Commission, Mayor Reeves closed the public hearing and asked the will of the Commission.

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Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10538 establishing residential and commercial sanitation service collection rates effective June 1, 2024.

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

Commissioner Tryon referred to his Agenda Item 15 comments.

Commissioner Wilson commented that this is a service that is provided to the citizens. With budgetary restrictions, the service needs to pay for itself.

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

Motion carried 5-0.

Commissioner Tryon asked Director Gaub to revisit Ms. Dodd's concerns. Director Gaub will discuss same with the Sanitation Manager and will provide a response.

17. RESOLUTION 10541 AND 10542, REQUEST FROM THE DOWNTOWN DEVELOPMENT PARTNERSHIP (DDP) TO USE DOWNTOWN URBAN RENEWAL DISTRICT TAX INCREMENT FINANCING (TIF) FUNDS TO ASSIST WITH THE COST OF DDP OPERATIONS FOR FY 2024 AND FY 2025.

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

Planning and Community Development Director Brock Cherry reported that the Downtown Development Partnership of Great Falls (DDP) serves as the coordinating body for downtown development. DDP members include NeighborWorks Great Falls, the Great Falls Development Authority, the Great Falls Business Improvement District, the Downtown Great Falls Association, the City of Great Falls, Great Falls Public Schools, the Great Falls Area Chamber of Commerce, Neighborhood Council #7, the City of Great Falls Parking Advisory Commission and Historic Preservation Advisory Commission, Cascade County, and other downtown advocates. Just one of many elements of the DDP's activities is acting as the recommending body to the City Commission for Downtown Urban Renewal District TIF requests. For final action, the City Commission reviews the DDP recommendation and approves or rejects TIF funding requests. In this case, the DDP is the applicant for TIF funds.

The DDP is requesting \$110,750 for fiscal year 2024 and \$117,450 for fiscal year 2025 to assist with operating support, including ArtsFest Montana, and 50% of the direct costs of the Downtown Business Development Officer.

The Downtown TIF fund is healthy and able to absorb these requests. Independent counsel reviewed the approved the legality of these requests.

Applicant **Brett Doney**, Treasurer of the Downtown Development Partnership (DDP) Board, reported that nine community members are currently attending the National Main Street Conference

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in Birmingham, Alabama. Attendance at the national conferences has proven to be a wonderful learning experience. Most of those members paid their own way to attend this year's conference.

Mr. Doney noted that the Civic Center façade project was made possible without having to lean on the taxpayers of the city, because of the success of downtown and driving private investment. This has been a good partnership and downtown is making good progress. The slight increase for FY 25 was due to inflation and the DDP is not asking for anything new.

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

Hearing none, Mayor Reeves asked if there were any comments from the public in support of or in opposition to Resolutions 10541 and 10542.

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

Commissioner McKenney moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10541 to allow the use of up to \$110,750 in Downtown Urban Renewal District Tax Increment Financing funds to assist DDP operating costs for fiscal year 2024, and approve the Tax Increment Contribution Agreement.

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

Commissioner Wilson noted when she retired and came back to Great Falls in 2012 downtown was pretty dead. The DDP has done a lot in the last 10-12 years to revitalize downtown. She would like to see that progress continue.

Commissioner McKenney commented that a downtown is the flagship of the community, and it is either positive or negative. For many years, the downtown was blighted. It has turned the corner and it is exciting now to bring out of town people to downtown and show them the thriving community.

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

Motion carried 5-0.

Commissioner Tryon moved, seconded by Commissioner Wilson, that the City Commission adopt Resolution 10542 to allow the use of up to \$117,450 in Downtown Urban Renewal District Tax Increment Financing funds to assist DDP operating costs for fiscal year 2025, and approve the Tax Increment Contribution Agreement.

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

Commissioner Wolff commented that this demonstrates the value and results of partnerships, and collaboration for our downtown. It is a vibrant place to be. This is money well spent.

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Commissioner Tryon cautioned that, although he agrees with the progress made downtown, he still hears about serious safety issues that need to be addressed downtown. The City needs more resources for the Great Falls Police Department.

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

Motion carried 5-0.

OLD BUSINESS

18. ELECTRIC CITY WATER PARK SPLASH PAD INSTALLATION PROJECT OF 1810.1.

ARPA Project Manager Sylvia Tarman reported that the Electric City Water Park Splash Pad Installation Project includes purchase and installation of a comprehensive splash pad package in the current baby pool area of the Electric City Water Park. Park and Recreation staff have been working over the last year to obtain options and quotes for the baby pool area, and obtained a satisfactory plan and quote from Play Space Designs. This project was identified to be funded with Community Development Block Grant (CDBG) funds because it is a project that serves the general population of Great Falls and falls within an LMI area. The funding agreement for this project was approved by the City Commission in July 2022.

A construction contract was put forth to the Commission on February 6, 2024. The contract was signed by Play Space but never fully executed, as Play Space discovered that they could not provide all of the City required bonds and insurance required for the project. Play Space Designs are not classified as “contractors” and do not have a contractor’s license, and therefore cannot provide the required bonds and insurance. They intended to have their installer provide the required bonds and insurance. However, given the contract structure this was not a recommended solution after discussing the issue with the City legal department. City staff has been working with Play Space and their installer for the last few weeks to come up with a solution. Through further consultation with the involved parties and the City Legal team, staff decided that the best path forward would be to separate the contract into individual scopes and to contract directly with each entity. Play Space will provide the design and equipment, as they can satisfy the legal requirements for an equipment supply contract. United Materials will complete the demolition and required backfill and grading of the baby pool area. City staff is working with Play Space’s preferred contractor as well as a local contractor to obtain a satisfactory quote for installation.

Staff recommends that the Commission rescind the previous award to Play Space Designs, and award separate contracts to Play Space Designs in the amount of \$93,909.50, and to United Materials Inc. in the amount of \$28,650.00.

Commissioner Wilson moved, seconded by Commissioner Tryon, that the City Commission rescind award of a contract in the amount of \$210,931.50 to Play Space Designs for the Electric City Water Park Splash Pad Installation Project, utilizing Community Development Block Grant funds, approved at the February 6, 2024 Commission meeting.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none, Mayor Reeves called for the vote.

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Motion carried 5-0.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve award of an equipment supply contract with Play Space Designs, in the amount of \$93,909.50; and approve award of a contract with United Materials, Inc., in the amount of \$28,650, for the Electric City Water Park Splash Pad Installation, utilizing Community Development Block Grant funds, and authorize the City Manager to execute the contract documents.

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

Commissioner McKenney inquired if it would be better to wait until there is also a contract to install the equipment.

ARPA Project Manager Tarman responded that the goal is to complete the work before the Water Park opens this summer. The existing baby pool needs to be demolished. This is the best way to get all of the contracting rolled out. Two installers have provided quotes. Staff is in the process of verifying installation requirements and are working out final prices.

Commissioner Wilson received clarification that CDBG funds are not time restricted.

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

Motion carried 5-0.

NEW BUSINESS

19. FIRE STATION INFRASTRUCTURE RENOVATIONS CHANGE ORDER #1 OF 1797.1.

ARPA Project Manager Sylvia Tarman reported that the Fire Station Infrastructure Renovations Project was identified as a Tier 1 ARPA project in April 2022. Project design began shortly after that, and the project was put out to bid in early 2023. The City Commission awarded the construction contract to James Talcott Construction Inc. at the April 18, 2023 Commission meeting. Construction began in June of 2023. At the beginning of the project, the project team agreed to hold on work at Station 4 to account for any scope or budget overruns at the other stations. Station 4 was identified as the lowest priority building because it had received substantial infrastructural refurbishment in 2019.

As work has progressed over the last year, the project team has identified numerous opportunities to optimize the functionality of Fire Stations One, Two, and Three by changing the designs of certain infrastructure items and completing items that were not included in the original scope. The construction crew also encountered many unknown obstacles over the course of the project that needed to be accommodated for, including additional asbestos containing materials, plumbing issues, and old, abandoned features within the walls and ceilings. Through coordination with the project team, these items were scrutinized and tracked against the scope of work for Station #4. In other words, as the budgets at the other stations increased, the budget at Station 4 decreased.

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With the temperature drops over the winter, numerous issues occurred with the boilers at Station 4 that needed to be addressed with temporary fixes to maintain operations. It became apparent that limping the existing boilers along for another season was not a viable solution. Therefore, the project team decided that while the other scope items at Station #4 could be handled at a later date, the boiler replacement had to remain a priority for this project. For those reasons, this change order maintains the scope of work for replacing the boiler and electrical panel, but removes the rest of the scope at Station 4 in order to cover the necessary changes at the other three stations.

This Change Order increases the contract amount by \$32,717.68, for a contract total of \$2,763,917.68, an overall increase of approximately 1% of the original contract total. This increase affects the overall ARPA allocations, but as other projects have come in under budget, there are unallocated funds to offset this increase.

Staff recommends that the commission award Change Order #1, in the amount of \$32,717.68, to James Talcott Construction.

Commissioner Wolff moved, seconded by Commissioner Wilson, that the City Commission approve Change Order #1 to James Talcott Construction, Inc. for the Fire Station Infrastructure Renovations Project in the amount of \$32,717.68, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

20. NORTH PARKING GARAGE – PROPOSAL FOR FREE 2-HOUR SUMMER PARKING TRIAL.

Planning and Community Development Director Brock Cherry reported that, on April 18, 2024, the Parking Advisory Commission voted 7-0 to recommend that the City Commission approve the proposal to initiate 2-hour free parking at the North Parking Garage from June 1, 2024, through August 31, 2024.

On an annual basis, the North Parking Garage provides approximately \$12,000 in revenue. After discussions with the Finance Department, undertaking this trial will cost approximately \$4,000 of projected performance revenues from that garage.

This period marks the city's busiest time of the year. During the trial period, staff will record and analyze data, such as the garage's capacity, availability of metered curb parking, and downtown activity. A report outlining potential recommendations will be produced and presented at a work session for the Parking Advisory Committee and the City Commission to discuss future parking policy.

Staff will collaborate with the Parking Advisory Commission, SP+, Business Improvement District, Great Falls Tourism, and downtown businesses to ensure the trial program's success by:

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- Clearly and effectively communicate and advertise the summer trial, including temporary banners/signage on the garage, a press release, an informational brochure/flyer, a social media campaign, etc.
- Administering a survey for businesses and downtown customers regarding their experience with the trial.
- The PCD Transportation Planning Group is working with SP+ to analyze garage occupancy, metered curb parking occupancy, and other related data.

The projected benefits from the free parking trial include relieving residents and downtown visitors of the cost of parking downtown, relieving congestion of occupied metered curb parking, receiving feedback from businesses and residents regarding the City's downtown parking policies, and will educate the public regarding access to the parking garages.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission approve the proposal to initiate 2-hour free parking at the North Parking Garage from June 1, 2024 through August 31, 2024.

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

Ron Pollock, City resident, commented to encourage people to go downtown all the time the proposal should be made permanent and not be for a trial period.

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

Commissioner Tryon commented that jurors get tokens to park in that garage. He asked if the County paid for those tokens.

Director Cherry responded that, historically, that has been administered as a complimentary service to those participating in jury duty and to the County.

Commissioner Wolff referred to page 164 of the agenda packet and noted that the South Parking Garage had a lower occupancy than the North Parking Garage.

Director Cherry clarified that the focus is on the North Parking Garage because the South Parking Garage currently does not have parking equipment for staff to be able to measure any effectiveness of any policy. If the North Garage becomes more popular, staff will come up with a similar trial period for the South Parking Garage.

In response to Mr. Pollock, Mayor Reeves commented that the goal is, if the trial period is successful and people utilize that parking garage, that it be labeled properly as public parking and to adopt it permanently.

Commissioner Tryon noted that the businesses do not want free parking all day downtown. They want turnover and not someone parking in the same spot for an entire day.

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Commissioner Wilson noted that she hears more complaints about people having to walk to the pay stations to pay for parking.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

21. ORDINANCE 3266, ZONING MAP AMENDMENT TO CHANGE THE ZONING FOR THE PROPERTY ADDRESSED AS 1525 3RD ST NW FROM M-2 MIXED-USE TRANSITIONAL TO C-2 GENERAL COMMERCIAL.

Planning and Community Development Director Brock Cherry reported that the subject property, located at 1525 3rd Street NW, includes a vacant commercial building on 0.87 acres and is currently within the M-2 Mixed-use Transitional Zoning District. The applicant requests a zoning map amendment to rezone the subject property to C-2 General Commercial to allow for the redevelopment of the existing building into a lounge, casino, and provide off-premise alcohol sales. The proposed land uses are not permitted within the M-2 Zoning District, necessitating the request to rezone the property to C-2, which allows a lounge, casino, and off-premise alcohol sales as permitted uses.

The property was most recently the west side location of the restaurant “Best Wok,” which was established in 2016. Before Best Wok, the site was the location of the restaurant “New Peking,” which included a lounge, casino, and liquor sales. At that time, each use was considered legal nonconforming as they were established upon the property before current zoning regulations. According to OCCGF §17.64.020, if a nonconforming use ceases for any reason for more than twenty-four (24) months, any subsequent use shall conform with this Title. According to City records, the previous uses of a lounge, casino, and liquor sales have not occurred on-site in more than (24) months, and therefore, the establishment of these uses necessitates a rezone to C-2.

Commissioner Wilson moved, seconded by Commissioner Tryon, that the City Commission accept Ordinance 3266 on first reading and set a public hearing for June 4, 2024.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

CITY COMMISSION

22. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Wolff expressed appreciation to ARPA Project Manager Tarman for her good work with the CDBG program, to Great Falls Fire Rescue, Police Department and Planning and Community Development for allowing her to ride along and observe their work, and to Public Works for their new signage for street sweeping.

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She announced that the Airport Board built a three-condo unit building along the Frontage Road that has now been leased. That will bring in high bay manufacturing space in a very visible area and is what GFDA has been seeking for a while.

Commissioner Wilson expressed appreciation to Public Works for her ride on the street sweeper.

23. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the regular meeting of May 7, 2024, at 9:15 p.m.**

Motion carried 5-0.

Mayor Cory Reeves

City Clerk Lisa Kunz

Minutes Approved: May 21, 2024



\$2B Capital Replacement Value

Heavy regulatory oversight

REGULATION: EPA, DEQ

- Nutrient Removal
- Manganese
- Poly Vinyl Chlorides
- Plastics (Micro and Nano)
- Lead & Copper
 - Lead Line Removal
 - Corrosion Control
- PFOS/PFOA (Forever Chemicals)
- Disinfection byproducts
- Arsenic
- Ammonia
- Manganese

OPPORTUNITIES:

- Malmstrom AFB Installation Resiliency Study

COST DRIVERS: Nutrient Removal

- Electric Grid
- Wage Growth
- Zero rate increases 3 yrs (COVID) = \$8.5M deferred capital investment
- High Inflation

DEVELOPMENT

- Stormwater solutions
- Aging Infrastructure vs new Infrastructure requirements
- Calcium Pretreatment (City or Calumet?)

FINANCING IS ONLY GETTING MORE DIFFICULT

PROPOSED RATE ADOPTION SCHEDULE

- April 2, 2024 - City Commission sets Public Hearing Date
- Public Notices will be published three times
- Individual Customer Notices will be mailed
- May 7, 2024 Public Hearing at City Commission Meeting
- June 1, 2024 proposed rates take effect after City Commission adoption

MAJOR COST DRIVERS

- Electricity: Rates Increased over 300% 2022 & 2023
- Chemical Rates Increased by 30%
- Inflation: double and triple digits
 - "We have not experienced a level of Inflation like this in 40-45 years. It's a completely different environment."
 - Chris Goodman, professor of public administration, expert in municipal finance at Northern Illinois University
- On the Horizon: Undefined regulator requirements (lead lines, nutrient removal, disinfection byproducts, PVC, WWTP expansion, etc...)

AVERAGE MONTHLY UTILITY BILL CITY OF GREAT FALLS (PROPOSED INCREASES)

- Residential: average utility bill would increase \$6.72 (12.6%)
 - Average water bill increase \$3.02 (16%) from \$20.18 to \$23.20 per month
 - Average sewer bill increase \$2.62 (10%) from \$26.29 to \$28.91 per month
 - Average storm drain bill increase \$1.08 (15%) from \$7.26 to \$8.34 per month
- Commercial: average monthly utility bill increase \$19.42 (12.6%)
 - Average water bill increase \$9.48 (15%), from \$63.21 to \$72.69 per month
 - Average sewer bill increase \$8.38 (10%) from \$83.84 to \$92.22 per month
 - Average storm drain bill increase \$1.56 (15%) from \$10.40 to \$11.96 per month

RESIDENTIAL CHARGES 3/4" METER, 800 CF WATER, 600 CF SEWER, LOT SIZE 7,500 SQ FT

Year	Water bill	Total % Incr.	Sewer bill	Total % Incr.	Storm drain bill	Total % Incr.	Total \$ Incr	Total % Incr	Total avg bill
2012	\$13.55	5%	\$19.54	10%	\$4.27	0%	\$3.35	6%	\$37.96
2013	\$14.23	5%	\$21.49	10%	\$4.27	0%	\$3.44	7.0%	\$39.99
2014	\$14.93	5%	\$21.49	0%	\$4.27	0%	\$1.42	1.8%	\$40.89
2015	\$15.97	7%	\$22.12	3%	\$4.70	10%	\$3.22	5.2%	\$42.79
2016	\$17.59	10%	\$22.78	3%	\$5.17	10%	\$4.40	8.4%	\$45.54
2017	\$19.35	10%	\$23.49	3%	\$5.69	10%	\$4.79	6.6%	\$48.53
2018	\$17.64	-9%	\$23.72	1%	\$6.26	10%	\$0.91	-1.9%	\$47.62
2019	\$18.35	4%	\$23.90	1%	\$6.60	5%	\$1.21	2.6%	\$48.85
2020	\$18.35	0%	\$23.90	0%	\$6.60	0%	\$0.00	0.0%	\$48.85
2021	\$18.35	0%	\$23.90	0%	\$6.60	0%	\$0.00	0.0%	\$48.85
2022	\$18.35	0%	\$23.90	0%	\$6.60	0%	\$0.00	0.0%	\$48.85
2023	\$20.18	10%	\$26.29	10%	\$7.26	10%	\$4.88		\$53.73
2024	\$23.20	15%	\$28.91	10%	\$8.34	15%	\$6.72	12.5%	\$60.45

Average Rate Increase Per Year: 3.06%

COMMERCIAL CHARGES

1" METER, 2,400 CF WATER, 2,400 CF SEWER,
LOT SIZE 7,500 SQ FT

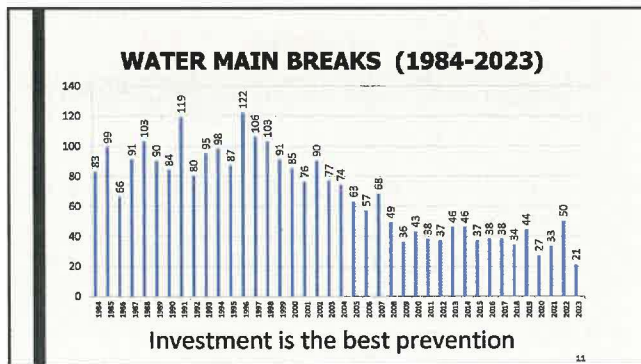
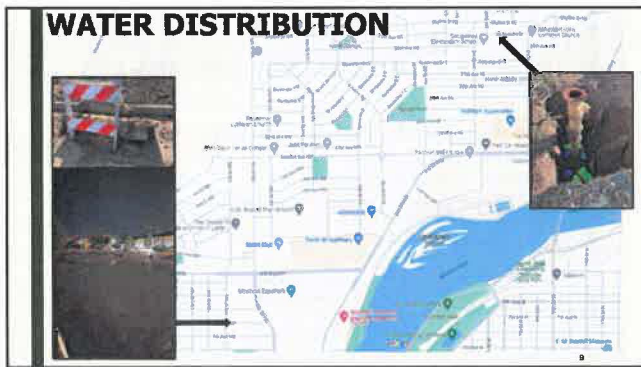
Year	Water bill	Total % Inc.	Sewer bill	Total % Inc.	Storm drain/bill	Total % Inc.	Total \$ Inc.	Total % Inc.	Total avg. bill
2012	\$36.37	5%	\$60.01	10%	\$6.14	0%	\$3.15	6%	\$102.52
2013	\$38.09	5%	\$66.01	10%	\$6.14	0%	\$3.44	7.5%	\$110.24
2014	\$40.07	5%	\$66.01	0%	\$6.14	0%	\$1.42	1.8%	\$112.22
2015	\$42.90	7%	\$67.93	3%	\$6.75	10%	\$3.22	4.8%	\$117.58
2016	\$47.17	10%	\$70.09	3%	\$7.42	10%	\$4.40	6.0%	\$124.68
2017	\$51.74	10%	\$72.03	3%	\$8.18	10%	\$4.79	5.8%	\$131.95
2018	\$54.46	5%	\$74.12	3%	\$9.00	10%	\$0.91	4.3%	\$137.58
2019	\$57.47	6%	\$76.22	3%	\$9.45	5%	\$1.21	4.0%	\$143.14
2020	\$57.47	0%	\$76.22	0%	\$9.45	0%	\$0.00	0.0%	\$143.14
2021	\$57.47	0%	\$76.22	0%	\$9.45	0%	\$0.00	0.0%	\$143.14
2022	\$57.47	0%	\$76.22	0%	\$9.45	0%	\$0.00	0.0%	\$143.14
2023	\$63.21	10%	\$83.84	10%	\$10.40	10%	\$14.31		\$157.45
2024	\$72.69	15%	\$92.22	10%	\$11.96	15%	\$19.42	12.5%	\$176.87

Average Rate Increase Per Year 3.65%

UTILITIES SERVICE CONNECTIONS

	Residential	Commercial
Water	19,886	2,672
Sewer	19,724	2,602
Storm Drain	19,900	2,789

Water Mains - 331 Miles
Sanitary Sewer Mains - 271 Miles
Storm Mains - 128 Miles
Utilities staff repairs and maintains



WATER MAIN REPLACEMENTS

Year	Cost	Footage	Miles	Emergency Repair Costs
2012	\$1,531,862	9,246	1.75	\$299,634
2013	\$1,680,436	12,831	2.40	\$322,641
2014	\$1,388,989	7,392	1.40	\$922,841
2015	\$1,672,072	4,182	79	\$277,507
2016	\$1,688,250	9,680	1.82	\$286,791
2017	\$1,610,681	8,634	1.63	\$285,891
2018	\$2,061,000	8,843	1.67	\$77,438
2019*	\$6,170,000	10,800	2.05	\$290,718
2020	\$930,000	3,900	74	\$174,507
2021	\$1,590,000	6,765	1.28	\$321,732
2022	\$1,637,000	4,995	95	\$415,563
2023	\$3,725,271	6,791	1.28	\$178,600

* Year 2019 includes the added cost of installing 24 inch water main crossing under the Missouri River

MATERIAL COSTS DUE TO INFLATION

Material	2019 cost (\$)	2023 cost (\$)	2024 costs (\$)
¾" Corp Stop (water main to service line valve)	\$57.59	\$93.45 (62%) ↑	\$91.28 (2%) ↓
1" Corp Stop (water main to service line valve)	\$71.77	\$132.59 (84%) ↑	\$118.18 (11%) ↓
¾" Water Meter	\$198.78	\$214.89 (8%) ↑	\$216.47 (1%) ↑
1" Water Meter	\$253.43	\$282.85 (11%) ↑	\$382.54 (35%) ↑
Radio antenna for water meter	\$159.47	\$189.50 (18%) ↑	\$190.00 (.3%) ↑
7" Fire Hydrant Assembly	\$1917.00	\$3568.27 (86%) ↑	\$3650.00 (2%) ↑





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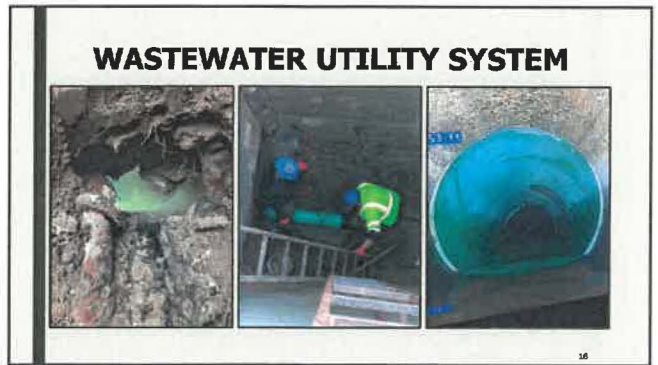
WATER MAIN TAPS

Size	2019 Parts, Equipment, and Labor	2023 Parts, Equipment, and Labor	2024 Parts, Equipment and Labor (Proposed)
¾"	\$584	\$685	\$720
1"	\$613	\$775	\$815
1.5"	\$924	\$1260	\$1325
2"	\$1166	\$1740	\$1830
4"	\$550	\$605	\$635
6"	\$574	\$631	\$665
8"	\$598	\$658	\$690
12"	\$644	\$708	\$745

* Prices are per tap up to 5 taps, up to 2" are City supplied parts

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- ## FUTURE PRIORITY CAPITAL NEEDS
- Water main replacement
 - 25 Blocks (\$15M FY23-FY28)
 - Projected 75-100 more phases depending on cost
 - North side river crossing for water (Design: \$3.3M FY28)
 - Regulation accommodation: TBD (LSLR, PVC, etc)
- 15



SANITARY SEWER COLLECTION REHAB AND REPLACEMENT

Year	Cost	Footage	Miles	Emergency repair Cost
2012	\$1,223,120	14,760	2.80	\$96,848
2013	\$380,000	13,400	2.54	\$47,815
2014	\$373,617	13,882	2.63	\$23,925
2015	\$448,384	11,574	2.19	\$156,076
2016	\$580,775	15,699	2.97	\$106,287
2017	\$528,000	12,789	2.42	\$17,000
2018	\$1,792,690	22,741	4.31	\$96,000
2019	\$360,728	12,604	2.38	\$19,687
2020	\$830,711	11,782	2.23	\$18,619
2021	\$764,666	12,962	2.45	\$64,776
2022	\$856,914	13,804	2.61	\$36,691
2023	\$825,938	20,015	3.79	

Retining is 20-50 times less expensive than replacing.

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- ### Future Sewer Capital Needs
- Sewer lining phase 23-28 (\$5.9M FY23-27)
 - Estimated 75-100 more phases depending on costs
 - Lift station # 1 upgrades and Missouri River force main crossing (\$7.8M FY23-24)
 - Manhole rehab phase 7-11 (\$500,000 FY23-27)
 - Estimated 90-125 more phases depending on costs
 - 6th St and 3rd St rehab of 48" and 30" main trunk lines FY23-27
 - Regulation accommodation: Nutrient removal
- 18

STORM DRAIN SYSTEM



19

FUTURE STORM DRAIN NEEDS

- NW Great Falls & Northwest bypass (\$450,000 FY23)
- South Great Falls storm drain improvements (\$600,000 FY24)
- Valeria way phase III rehab of old main (lining) (\$600,000 FY23)
- Central Ave and 3rd St drainage construction phase I-IV(\$8.3M FY23-25)
- 5th St and 12th Ave S drainage improvements (\$1.8M FY26)
- Future conversation: who pays for storm water retention ponds? Rate payer (directly or debt service) or developer (directly or SID?)
- SDDM, SDMP, Rate Study

20

WATER TREATMENT PLANT



21

FUTURE WATER TREATMENT NEEDS

- Regulatory requirements
 - Lead & Copper
 - PFAS/PFOs
 - Manganese
 - Disinfection By-products
- Capital improvements
 - Head house concrete repairs
 - High & Low service pump and MCC upgrades
 - 33rd Street Reservoir Rehab (CY2024)
 - On-site Chlorine generation

22

High service #1 Repairs



23

Head House Floor Repairs

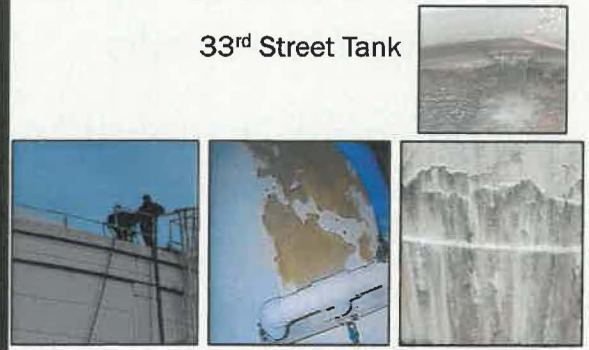


24

Travelling Screen Replacement and Floor Bay cleaning



33rd Street Tank



CURRENT ONGOING PROJECTS

- Corrosion study completed moving towards implementation (Orthophosphate & Sodium Hydroxide)
- Solids mitigation facility (Screw Press) (\$12M split with sewer, FY 23-24)
- Hill 57 pump station upgrades (\$700K, FY 26)
- 33rd St water storage tank rehab (\$3m, FY 25)



FUTURE PRIORITY CAPITAL NEEDS

- 33rd St water storage tank rehab (\$3M FY23) or replacement (\$12M FY 24)
 - Tank has exposed rebar concrete degradation, leaking
- Secondary east zone booster station and tank (\$2.2M FY26-27)
- Filtration improvements phase 3 (\$3.5M FY27)
- High/Low service pump upgrades (\$5.6M FY 25-27)
- Head house structural improvements (\$2.3M FY 25-26)
- Emergency power supply (\$3.6M FY26)
- On Site Chlorine Generation (\$1.5); ROI 5 years; eliminates safety risk and EPA reporting
- Result of MAFB IR Study
- Cost of Development, Growth Management Policy strategic decisions

28

Waste Water Treatment Plant



29

COMPLETED PROJECTS

- Final Basins 1 & 2 rehab
 - Final Basin 2 equipment failure



ONGOING PROJECTS

- Lift station # 1 upgrades and Missouri River force main crossing (\$7.8M FY23-24)
- Final clarifier No. 1 & No. 2 rehabilitation (\$3M FY23)
- Lift Station #4 (\$1M FY25)
- Lift Station #31 (\$750,000 FY25)
- Solids building HVAC improvements(\$1.1M FY23-24)
- Westside pump station bar screen improvements (\$1.5M FY23-24)



31

WWTP IMPROVEMENTS



HVAC repairs on solids building (\$1.1M)



WWTP Final Clarifier Rehabilitation(\$4.3M)

32

FUTURE PRIORITY CAPITAL NEEDS

- Nutrient removal improvements
 - Driven by EPA guidelines
- Additional centrifuge
 - Increased reliability and redundancy for the WWTP
- Lift station #4, #15, #25, #30, #31 rehabilitation
 - Maintain and preserve current infrastructure
- Lift station backup power generators
 - Crucial to prevent sewage from over flowing into city streets, generators keep lift stations running when times of outages.



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AVERAGE MONTHLY UTILITY BILL CITY OF GREAT FALLS (PROPOSED 15% INCREASE)

- Residential: average utility bill would increase \$6.72 (12.5%)
 - Average water bill increase \$3.02 (15%) from \$20.18 to \$23.20 per month
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PROPOSED RATE ADOPTION SCHEDULE

- April 4, 2023 – City Commission sets Public Hearing Date
- Public Notices will be published three times
- Individual Customer Notices will be mailed
- May 16, 2023 Public Hearing at City Commission Meeting
- June 1, 2023 proposed rates take effect after City Commission adoption

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THANK YOU




**City of Great Falls
Sanitation Division**



**2024 RATE ANALYSIS
Public Hearing
May 7, 2024**



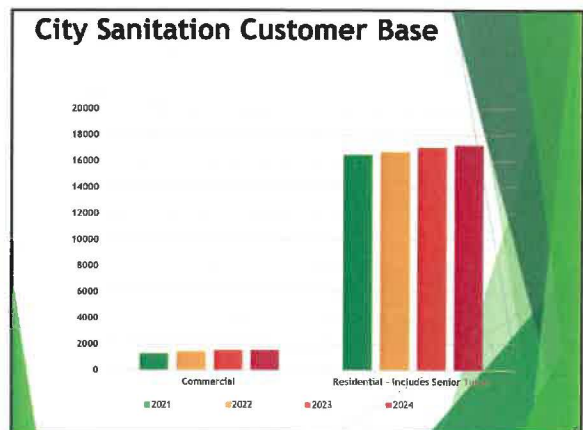
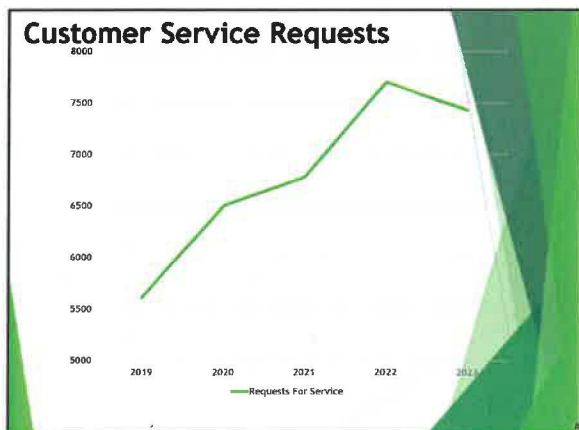
**Day in the Life of a
Sanitation Employee**



**Day in the Life of a
Sanitation Employee**

City Sanitation Customer Base

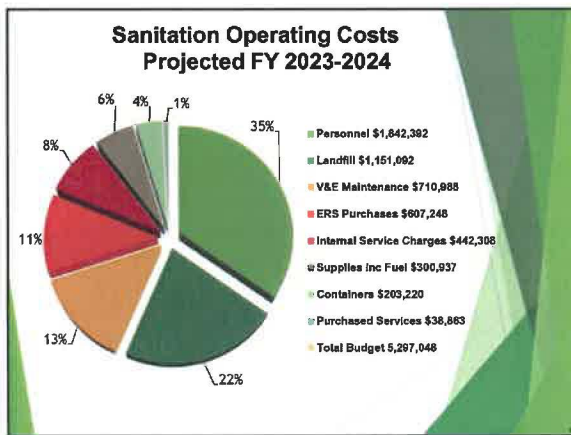
Sanitation Customers In the City limits of Great Falls FY 2024 January	21,924	100%
City SN Residential Customers	17,231	
City SN Commercial Customers	1,553	
Total City of Great Falls Customers	18,784	85.6%
Total Republic Services Customers <small>Republic could not provide an accurate split between residential and commercial customers without including customers outside city limits.</small>	*3,333 <small>*2023</small>	14.4%





MAJOR RATE DRIVERS

- ▶ **Landfill Costs:** 22% of Budget (Approx. \$1,151,092 per year)
 - 1.40% CPI Increase 2021
 - 6.85% CPI Increase 2022
 - 7.15% CPI Increase 2023 (max agreement 7.00%)
 - 3.12% CPI Increase 2024
- ▶ **Personnel Costs:** 35% of Budget
 - 4.5% average increase last 4 years
- ▶ **Vehicle Replacement:** 11% of Budget (Updating Fleet)
 - Budgeted FY24 \$607,248 (Roll-Off / Rearloader)
 - Projected FY25 \$1,299,240 (10 (2-Res sideload / 1-Comm sideload))
- ▶ **Vehicle Maintenance:** 13% of Budget
 - Budgeted FY24 \$710,988
 - Projected FY25 \$746,537



Cost of residential dumpsters



96 - Gallon Kart
 2016 - \$43.72 each
 2024 - \$52.84 each
 30% increase



300 - Gallon Dumpster
 2016 - \$231.33 each
 2024 - \$399.00 each
 72% increase

\$94,720 budgeted each year for Residential dumpsters

Cost of Commercial Dumpsters



3-cubic yard dumpsters
 2016 - \$554.65 each
 2024 - \$760.00 each
 37% increase



30-yard roll-off dumpsters
 2016 - \$4,700.00 each
 2024 - \$7,269.00 each
 54% increase

\$108,500 budgeted each year for commercial dumpsters.

Cost of Trucks



Residential Sideload
 2016 - \$259,650
 2024 - \$453,740
 74% increase
Average Residential Fleet Age 6 years - Industry Target: 7-10 years



Commercial Rear load
 2016 - \$207,224
 2024 - \$333,878
 61% increase
Average Commercial Fleet Age 9 Years - Industry Target: 8-12 years

Insured Value to replace our whole fleet \$4,581,949

SANITATION LANDFILL

FY YEAR	REPUBLIC LANDFILL RATE	CPI RATE INCREASE PER YEAR	TONNAGE	TOTAL FEES PAID TO REPUBLIC
2017	\$25.61	3.00%	35,138	\$ 885,484
2018	\$26.64	4.00%	33,704	\$ 787,782
2019	\$27.35	2.65%	33,422	\$1,001,077
2020	\$27.98	2.30%	36,873	\$1,018,742
2021	\$28.37	1.40%	36,121	\$1,015,358
2022	\$30.31	6.85%	35,185	\$1,025,642
2023	\$32.43	7.00%	38,462	\$1,185,760
2024	\$33.43	3.12%	24,035 <small>**As of 3/1/24</small>	\$779,160 <small>**As of 3/1/24</small>

Average Landfill Rate Increase Per Year since 2017: 3.75%

5 Year Cash Flow with Capital Outlay

	FY23 Actual	FY24 Projected Revenue Increase 10%	FY25 Projected Revenue Increase 5%	FY26 Projected Revenue Increase 5%	FY27 Projected Revenue Increase 5%	FY28 Projected Revenue Increase 5%	FY29 Projected Revenue Increase 5%
Beginning Cash Balance	\$1,143,684	\$1,482,820	\$1,777,250	\$1,324,772	\$1,257,192	\$1,337,357	\$1,448,080
Revenues	\$5,361,614	\$5,625,062	\$5,906,315	\$6,201,631	\$6,511,712	\$6,837,298	\$7,179,163
Expenses	\$5,022,478	\$5,330,632	\$6,358,793	\$6,269,211	\$6,431,547	\$6,726,575	\$6,957,099
Over/Under	\$ 339,136	\$ 294,430	\$ (452,478)	\$ (67,580)	\$ 80,165	\$ 110,723	\$ 222,064
Ending Unrestricted Cash Balance**	\$1,482,820	\$1,777,250	\$1,324,772	\$1,257,192	\$1,337,357	\$1,448,080	\$1,670,144

**17% of Operating Expenses (2 months)

COMMERCIAL RATES

	MONTHLY	CURRENT	5% PROPOSED
96 Gallon		\$ 27.00	\$ 28.00
300 Gallon		\$ 53.50	\$ 56.00
1.5 yard		\$ 48.79	\$ 49.00
2 yard		\$ 56.80	\$ 59.00
3 yard		\$ 69.00	\$ 74.00
4 yard		\$ 106.70	\$ 112.00
6 yard		\$ 158.70	\$ 167.00
8 yard		\$ 210.80	\$ 221.00
Cardboard Recycling		\$ 24.00	\$ 25.00
Vacant Business		\$ 6.00	\$ 7.00
DROP BOX (PER PICK-UP)			
3 yard construction dumpster		\$ 84.00	\$ 87.00
6 yard construction dumpster		N/A	\$ 150.00
8 yard construction dumpster		N/A	\$ 180.00
10 yard concrete dumpster (plus rental & disposal)		\$ 203.00	\$ 213.00
20 yard construction dumpster		\$ 382.00	\$ 396.00
30 yard construction dumpster		\$ 497.00	\$ 527.00
40 yard construction dumpster		\$ 447.00	\$ 470.00
30 yard compacted (plus disposal charge)		\$ 257.00	\$ 270.00
40 yard compacted (plus disposal charge)		\$ 257.00	\$ 270.00
Flat Rate Surcharge (overweight containers)		\$ 128.00	\$ 133.00
Dry Run Fee		\$ 90.00	\$ 93.00
Per Day Rental Fees		\$ 2.50	\$ N/A

Blue Text = Most Common

RESIDENTIAL RATES

	MONTHLY	CURRENT	5% PROPOSED
Single Family Home (SFH)		\$ 16.50	\$ 17.33
Duplex (SFH rate x 2 units)		\$ 33.00	\$ 34.66
Triplex (SFH rate x 3 units)		\$ 45.00	\$ 51.99
Additional 96 Gallon		\$ 9.35	\$ 9.82
Senior Citizen		\$ 11.55	\$ 12.13
Large Appliances		\$ 22.00	\$ 23.00
Large Appliances with Freon		\$ 66.00	\$ 70.00
Special Services - Dumpster Cleaning			
Residential Dumpster		\$ 16.50	\$ 20.00
Commercial Dumpster		\$ 55.00	\$ 60.00
Compactors/Receiver Box		\$ 110.00	\$ 120.00

Blue Text = Most Common

Previous Residential Rate Increases

Year	Residential Rate	Residential Increase
2015	\$11.51/mo.	\$0.55/mo.
2016	\$11.51/mo.	\$0
2017	\$12.09/mo.	\$0.58/mo.
2018	\$12.09/mo.	\$0
2019	\$12.70/mo.	\$0.61/mo.
2020	\$13.65/mo.	\$0.95/mo.
2021	\$13.65/mo.	\$0
2022	\$15.00/mo.	\$1.35/mo.
2023	\$16.50/mo.	\$1.50/mo.
2024	\$17.33/mo. proposed	\$0.83/mo. proposed

10 year average annual increase: - \$.64

PUBLIC	MONTHLY RESIDENTIAL RATE	COMPETITION	LANDFILL FEE PER TON	OWN LANDFILL
Bozeman	\$29.94	YES	\$27.00 Regular \$48.00 Construction Material	NO
Great Falls	\$16.50	YES	\$33.44	NO
Helena	\$10.18	NO	\$68.76 Transfer Sta \$24.00 Landfill City Only	NO
Billings	\$13.90	NO	\$26.00 Other Town/County \$39.00	YES
PRIVATE	MONTHLY RESIDENTIAL RATE	COMPETITION	LANDFILL FEE PER TON	OWN LANDFILL
Republic Services Outside OF 2024	\$24.81 / \$32.40 + fuel recovery fee	NO	\$37.02	YES
Republic Services Great Falls 2024	\$15.42 + fuel recovery fee	YES	\$37.02	YES
Republic Services Missoula (2024)	\$34.68 + fuel recovery fee	YES	\$40.88	YES
Republic Services Bozeman (2016)	\$25.88 + fuel recovery fee	YES	\$27.00	NO

RECOMMENDATION NEXT STEPS

- ▶ ~~4/2 - City Commission - Set Public Hearing~~
- ▶ 5/7 - Public Hearing
- ▶ 6/1 - Proposed Rates Effective

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Questions?

20



Commission Meeting Date: May 21, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

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

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

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

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

ACCOUNTS PAYABLE CHECKS FROM NEW WORLD	04/18/2024 - 05/08/2024	89,609.41
ACCOUNTS PAYABLE CHECKS FROM MUNIS	04/18/2024 - 05/08/2024	4,917,781.02
MUNICIPAL COURT CHECKS	04/18/2024 - 05/08/2024	9,181.51
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	04/18/2024 - 05/08/2024	20,671.66
TOTAL: \$		<u><u>5,037,243.60</u></u>

GENERAL FUND

OTHER ADMIN

US DEPARTMENT OF TREASURY IRS	Q3 2023 TAX PENALTY PAYMENT	42,515.22
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SPECIAL REVENUE FUNDS

COVID RECOVERY

JAMES TALCOTT CONSTRUCTION	ARPA FIRE STATION INFRASTRUCTURE	237,108.30
IDEAL OPTION PLLC	ARPA SERVICES FROM 01/01/24-01/31/24	55,032.18
WADSWORTH BUILDERS	CIVIC CENTER PARTIAL HVAC RENOVATION	143,507.88
WADSWORTH BUILDERS	CIVIC CNTR COURT RELOCATION PROJECT	59,480.98

PARK DISTRICT

SWANK ENTERPRISES	AQUATIC & REC CENTER CONSTRUCTION	317,390.17
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FEDERAL BLOCK GRANTS

UNITED MATERIALS OF GREAT FALLS	1806.1 7TH AVE NW ADA UPGRADES/PMT1	308,892.64
UNITED MATERIALS OF GREAT FALLS	1806.1 7TH AVE NW ADA UPGRADES/PMT 2	157,834.70
LAUREL 2 SPARTAN LLC	PURSUIT TAHOE 4X4 SPB-IFB-2024-0487 JB	60,153.27

SHUMAKER TRUCKING & EXCAVATING	NATATORIUM DEMOLITION	36,606.14
ROCKY MOUNTAIN HARDSCAPES	KRANZ PARK CONCRETE & EXCAVATION	36,200.00
UNITED MATERIALS OF GREAT FALLS	1806.1 7TH AVE NW ADA UPGRADES	193,043.42

DEBT SERVICE FUNDS

CAPITAL PROJECT FUNDS

ENTERPRISE FUNDS

WATER

SLETTEN CONSTRUCTION COMPANY	PROF ENG SERV WTP SOLIDS MIT/PMT13 (SPLIT AMONG FUNDS)	271,225.88
ADVANCED ENGINEERING	PRO ENG SERVICES WTP SOLID MIT/PMT 30 (SPLIT AMONG FUNDS)	14,322.63

SEWER

CENTRAL PLUMBING & HEATING	1633.3 WWTP HVAC EVAL & REHAB/PMT3	238,228.65
TD&H ENGINEERING	LIFT STATION #1 REPAIRS & SUP FM/PMT 26	49,013.75
VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	306,297.54
SLETTEN CONSTRUCTION COMPANY	PROF ENG SERV WTP SOLIDS MIT/PMT13 (SPLIT AMONG FUNDS)	271,225.88
PROSPECT CONSTRUCTION	LIFT STAT 1 REPAIRS & SUPP FM/PMT 2	60,150.00
ADVANCED ENGINEERING	PRO ENG SERVICES WTP SOLID MIT/PMT 30 (SPLIT AMONG FUNDS)	14,322.62

PARKING

STANDARD PARKING CORPORATION	PARKING PROGRAM MARCH 2024	31,777.53
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INTERNAL SERVICE FUNDS

CENTRAL GARAGE

MOUNTAIN VIEW CO-OP	UNLEADED 121929 GAL DIESEL152332 GAL	27,512.83
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HEALTH & BENEFITS

HEALTH CARE SERVICE CORP	BCBS HEALTH INSURANCE APRIL 2024	793,443.00
SUN LIFE FINANCIAL	SUN LIFE DENTAL AND VISION APRIL 2024	48,190.36

TRUST AND AGENCY FUNDS

UTILITY BILLS

NORTHWESTERN ENERGY	ELECTRIC SUPPLY APRIL 2024	65,324.84
HIGH PLAINS LANDFILL	LANDFILL CHARGES APRIL 2024	108,117.33

CLAIMS OVER \$25,000 TOTAL: \$ 3,946,917.74

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

DATE: May 21, 2024

ITEM: CONTRACTS LIST
Itemized listing of administratively approved contracts.
(Listed contracts are available for inspection in the City Clerk’s Office.)

PRESENTED BY: Lisa Kunz, City Clerk
ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR’ S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Public Works – Engineering	Hydrometrics, Inc.	05/21/2024	\$79,105	Professional Services Agreement to define and validate the City of Great Falls’ water portfolio, and protect the water rights to ensure their ongoing defensibility for the future OF 1801.1

<p>B</p>	<p>Public Works – Engineering</p>	<p>State of Montana, Department of Transportation (MDT)</p>	<p>Ten (10) year period</p>	<p>\$28,441 (City’s funding portion is 13.42% local match through the Downtown TIF District)</p>	<p>Funding, Construction, Maintenance and Local Agency Guidelines (LAG) Agreement [PE – TA 5234(1), CN – TA 5234(2) Central Ave Curb Ramps – GTF UPN 10423000] to replace forty (40) colored concrete sidewalk panels and adding truncated domes for ADA compliance OF 1822.1</p>
<p>C</p>	<p>Park & Recreation</p>	<p>State of Montana, Department of Transportation (MDT)</p>	<p>Ten (10) year period</p>	<p>\$43,757 (City’s funding portion is 13.42% local match by Park and Recreation)</p>	<p>Construction, Maintenance, Funding and Local Agency Guidelines (LAG) Agreement [TA 5299(149) Path Preservation – GTF UPN 10424000] for Public Works Engineering to design and provide project oversight, and MDT to fill cracks along approx. 14,100 linear feet of the trail and mill and overlay approx. 4,200 square yards OF 1822.0</p>



Commission Meeting Date: May 21, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Construction Final Pay: Wastewater Treatment Plant Clarifier Rehabilitation OF 1731.3

From: Engineering Division

Initiated By: Public Works Department

Presented By: Christoff T. Gaub, Public Works Director

Action Requested: Consider and Approve Final Pay Request

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) final payment for the Wastewater Treatment Plant Clarifier Rehabilitation project, totaling \$108,887.00; which includes \$107,798.13 allocated to Sletten Construction Company and \$1,088.87 to the State Miscellaneous Tax Fund and (authorize or not authorize) the City Manager to execute these payments.”

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

Staff Recommendation: City Staff recommends approving final payment request.

Summary: This project consisted of rehabilitation and improvements associated with the Secondary Clarifiers in the Wastewater Treatment Plant (WWTP). Project work included the replacement of the standpipe and mechanism, replacement of the effluent launder, restoration of concrete surface, and replacement and addition of controls equipment. Secondary Clarifier standpipe, mechanism, and accompanying work are pictured on the attached Project Summary Sheet.

Background: The WWTP utilizes four Secondary Clarifiers within the treatment process. In late 2021, damage was identified on the standpipe support column of the rotating mechanism of Secondary Clarifier No. 2. The standpipe had a significant tilt to one angle, where it should have been straight and plum. The tilt had resulted in precautionary measures of taking Secondary Clarifier No. 2 out of service, resulting in operational limitations at the WWTP. Additionally, the clarifier mechanisms of Secondary Clarifiers No. 1, 2, and 3 had been constructed in approximately 1977, and were approaching 50 years old.

On November 23, 2021, City Staff, Advanced Engineering and Environmental Services, LLC (AE2S), Veolia, and Loenbro evaluated the damage to the clarifier mechanism. On December 21, 2021 AE2S provided a technical memo identifying the issues and made the recommendation to replace the rotating clarifier mechanism. The technical memo also suggested leveraging the economy of scale and exploring

the replacement of the mechanisms in either or both Secondary Clarifiers No. 1 and 3, in addition to No. 2. Due to limited funding, the City elected to execute a project rehabilitating Secondary Clarifiers No. 2 and 1. The rehabilitation of Secondary Clarifier No. 3 is in the Capital Improvement Plan and is tentatively slated to begin in 2026.

Significant Impacts

This project put the Secondary Clarifier No. 2 back into service at the WWTP, replaced the mechanism of Secondary Clarifier No. 1, extended the useful life of the clarifier concrete by making surficial repairs and improvements, and reduced future maintenance costs by utilizing stainless steel in lieu of a coated ferrous metal for the mechanism. Stainless steel is highly resistant to corrosion and rust.

Workload Impacts

City staff involvement was primarily the Public Works Engineering Division, which included project oversight and coordination, assistance in construction administration, and serving as a point of contact for City correspondence.

Project Work Scope

Refer to the attached Project Summary Sheet.

Final Payment

This contract was originally awarded on October 4, 2022 in the amount of \$4,435,400.00. The final project cost is \$4,355,480.00 which is \$79,920.00 less than the total contract amount. The reduced contract amount is a result of the concrete surface restorations being less extensive than initially expected.

Conclusion

City staff recommends making final payment. Sletten Construction Company has completed all work and punch list items in accordance with the plans and contract. The two year warranty period started at the time of substantial completion on September 28, 2023.

Fiscal Impact: This project had been programmed and prioritized as a necessary capital improvement and was funded through the Wastewater Enterprise Fund with no debt servicing.

Alternatives: The City Commission could vote to reject final pay and instruct City staff to provide the contractor with a written statement detailing the reason for the disapproval. Failure to provide a valid reason for disapproval could potentially result in the City of Great Falls violating the twenty-one-day prompt payment window specified in the agreement.

Attachments/Exhibits:

Final Pay App
Project Summary Sheet
WWTP Process Diagram

Final
Hold for Commission

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1731.3, WWTP Secondary Clarifier Rehab

PREPARED BY THE CITY ENGINEERS OFFICE: RCS

DATE: 5/1/24

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONSULTANT: AE2S	Engineer Service 5310564.49325	\$6,979.75	\$16,275.60	\$17,786.00	\$12,158.70	\$17,914.50	\$244,463.00	\$220,246.83	\$24,216.17
	DATE	4/12/2022	5/10/2022	6/14/2022	7/12/2022	8/9/2022			
		NO. 6	NO. 7	NO. 8	NO. 9	NO. 10			
	Engineer Service 5310564.49325	\$31,351.25	\$13,669.00	\$3,133.75	\$11,212.75	\$2,589.00			
	DATE	9/13/2022	10/11/2022	11/10/2022	12/20/2022	1/10/2023			
		NO. 11	NO. 12	NO. 13	NO. 14	NO. 15			
	Engineer Service 5310564.49325	\$2,015.50	\$4,383.00	\$14,762.56	\$14,447.96	\$15,776.44			
	DATE	2/7/2023	3/7/2023	4/18/2023	5/15/2023	6/16/2023			
		NO. 16	NO. 17	NO. 18	NO. 19	NO. 20			
	Engineer Service 5310564.49325	\$9,767.00	\$9,416.75	\$11,024.32	\$3,561.00	\$1,025.00			
	DATE	7/12/2023	8/11/2023	9/18/2023	10/10/2023	11/7/2023			
		NO. 21	NO. 22	NO. 23	NO. 24	NO. 25			
Engineer Service 5310564.49325	\$205.00	\$852.00							
DATE	12/6/2023	4/9/2024							
Subtotal =						\$244,463.00	\$220,246.83	\$24,216.17	

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
Contractor:	Sewer Treatment 5310564.493100	\$532,087.88	\$532,087.87	\$416,547.45	\$817,341.53	\$758,155.85	\$4,391,046.00	\$4,311,925.20	\$79,120.80
	DATE	12/01/22	12/01/22	02/09/23	04/11/23	05/08/23			
		NO. 6	NO. 7	NO. 8	NO. 9	NO. 10			
Sletten Construction Company	Sewer Treatment 5310564.493100	\$243,118.00	\$130,541.40	\$424,180.55	\$133,875.47	\$215,894.50			
	DATE	06/16/23	07/11/23	08/11/23	09/12/23	11/14/23			
		NO. 11	NO. 12	NO. 13	NO. 14	NO. 15			
	Sewer Treatment 5310564.493100	\$107,798.13							
	DATE	04/19/24							
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
Contractor:	Sewer Treatment 5310564.493100	\$5,374.63	\$5,374.62	\$4,207.55	\$8,255.98	\$7,658.14			
MT DEPT. OF REV. 1%	DATE	01/01/22	01/01/22	02/09/23	04/11/23	05/08/23			
		NO. 6	NO. 7	NO. 8	NO. 9	NO. 10			
	Sewer Treatment 5310564.493100	\$2,453.73	\$1,318.60	\$4,284.65	\$1,352.28	\$2,180.75			
	DATE	06/16/23	07/18/23	08/11/23	09/12/23	11/14/23			
		NO. 11	NO. 12	NO.13	NO.14	NO.15			
	Sewer Treatment 5310564.493100	\$1,088.87							
	DATE	04/19/24							
Subtotal =						\$4,435,400.00	\$4,355,480.80	\$79,920.00	

MISCELLANEOUS MISC EXPENDITURES	Miscellaneous	Misc	Misc	Misc	Misc	Misc			
	5310564.43590						\$5,000.00	\$0.00	\$5,000.00
	DATE								
	VENDOR								

Total = \$4,684,863.00 \$4,575,726.83 \$109,136.17

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW322204					
	5310564.493100	Improvements - Construction	\$4,435,400.00	\$4,355,480.00	\$79,920.00
	5310564.493250	Engineering Services	\$244,463.00	\$220,246.83	\$24,216.17
	5310564.435900	Miscellaneous	\$5,000.00	\$0.00	\$5,000.00
TOTALS			\$4,684,863.00	\$4,575,726.83	\$109,136.17

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gmp
ALV



Contractor's Application for Payment No. 010

Application: FINAL RETENTION RELEASE
 Period: April 19, 2024
 From (Contractor): Sletten Construction Company
 Contract: Contractor's Project No.: 2753-22845
 To: City of Great Falls
 Project: Wastewater Treatment Plant Clarifier Rehabilitation OF 1731.3
 Owner's Contract No.: O.F. 1731.3
 Via (Engineer): AEZS
 Engineer's Project No.: P05231-2021-008

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
FINAL CO-UNUSED			\$79,920.00
TOTALS			\$79,920.00
NET CHANGE BY CHANGE ORDERS			-\$79,920.00

- 1. ORIGINAL CONTRACT PRICE..... \$ 4,435,400.00
- 2. Net change by Change Orders..... \$ -\$79,920.00
- 3. Current Contract Price (Line 1 ± 2)..... \$ 4,355,480.00
- 4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)..... \$ 4,355,480.00
- 5. RETAINAGE:
 - a. X \$4,355,480.00 Work Completed..... \$
 - b. 5% X Stored Material..... \$
 - c. Total Retainage (Line 5a + Line 5b)..... \$
- 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 4,355,480.00
- 7a. LESS PREVIOUS PAYMENTS TO CONTRACTOR..... \$ 4,204,127.07
- 7b. LESS PREVIOUS PAYMENTS TO MT DEPT OF REVENUE..... \$ 42,465.93
- 8. AMOUNT DUE THIS APPLICATION (Line 6 - Lines 7a and b)..... \$ 108,887.00
- 9. AMOUNT DUE TO MT DEPT OF REVENUE GROSS TAX (1% of Line 8)..... \$ 1,088.87
- 10. AMOUNT DUE TO CONTRACTOR (Line 8 - Line 9)..... \$ 107,798.13
- 11. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 - Line 6)..... \$

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

CONTRACTOR: Sletten Construction Company
 1000 25th St N
 Great Falls, MT 59401

By:  Date: 4/19/24

State of: Montana
 County of: Cascade
 Subscribed and sworn to before me this 19th day of April 2024

Payment of: \$ 108,887.00 (Line 8 or other - attach explanation of the other amount)

is recommended by:  (Engineer) 4/30/2024 (Date)

Payment of: \$ 108,887.00 (Line 8 or other - attach explanation of the other amount)

is approved by:  (Owner) 5/1/2024 (Date)

Approved by: N/A Funding Agency (if applicable) (Date)

Notary Public: 
 My Commission Expires: March 2, 2028

TRACY GILBERT
 Residing at Great Falls, Montana
 My Commission Expires March 2, 2028

SEAL

Final
Hold for
Commission

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1731.3, WWTP Secondary Clarifier Rehab

PREPARED BY THE CITY ENGINEERS OFFICE: RCS

DATE: 5/1/24

PAYEE CONSULTANT:	FUND	CLAIM - NUMBER / AMOUNT / DATE										CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE	
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10				
AE2S	Engineer Service 5310564.49325	\$6,979.75	\$16,275.60	\$17,786.00	\$12,158.70	\$17,914.50							\$244,463.00	\$220,246.83	\$24,216.17
	DATE	4/12/2022	5/10/2022	6/14/2022	7/12/2022	8/9/2022									
	Engineer Service 5310564.49325	\$31,351.25	\$13,669.00	\$3,133.75	\$11,212.75	\$2,569.00									
	DATE	9/13/2022	10/11/2022	11/10/2022	12/20/2022	1/10/2023									
	Engineer Service 5310564.49325	\$2,015.50	\$4,383.00	\$14,762.56	\$14,447.96	\$15,776.44									
	DATE	2/7/2023	3/7/2023	4/18/2023	5/15/2023	6/16/2023									
	Engineer Service 5310564.49325	\$9,707.00	\$9,416.75	\$11,024.32	\$3,561.00	\$1,025.00									
	DATE	7/12/2023	8/11/2023	9/18/2023	10/10/2023	11/7/2023									
	Engineer Service 5310564.49325	\$266.00	\$852.00												
	DATE	12/26/2023	4/9/2024												
Subtotal =												\$244,463.00	\$220,246.83	\$24,216.17	

PAYEE Contractor:	FUND	CLAIM - NUMBER / AMOUNT / DATE										CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE	
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10				
Sletten Construction Company	Sewer Treatment 5310564.493100	\$532,087.88	\$532,087.87	\$416,547.45	\$817,341.53	\$758,155.85							\$4,391,046.00	\$4,311,925.20	\$79,120.80
	DATE	12/01/22	12/01/22	02/09/23	04/11/23	05/08/23									
	Sewer Treatment 5310564.493100	\$243,414.57	\$130,541.40	\$424,180.55	\$143,875.47	\$215,694.50									
	DATE	06/16/23	07/18/23	08/11/23	09/12/23	11/14/23									
	Sewer Treatment 5310564.493100	\$107,786.13													
	DATE	04/19/24													
	Sewer Treatment 5310564.493100	\$5,374.63	\$5,374.62	\$4,207.55	\$8,255.98	\$7,658.14									
	DATE	12/01/22	12/01/22	02/09/23	04/11/23	05/08/23									
	Sewer Treatment 5310564.493100	\$2,456.73	\$1,318.60	\$4,294.65	\$1,352.28	\$2,180.75									
	DATE	06/16/23	07/18/23	08/11/23	09/12/23	11/14/23									
Sewer Treatment 5310564.493100	\$1,098.87														
DATE	04/19/24														
Subtotal =												\$4,435,400.00	\$4,355,480.00	\$79,920.00	

MISCELLANEOUS MISC EXPENDITURES	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
Miscellaneous	Misc	Misc	Misc	\$5,000.00	\$5,000.00
Total =				\$4,884,863.00	\$4,575,726.83
Total =				\$4,884,863.00	\$4,575,726.83

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW322204	5310564.493100	Improvements - Construction	\$4,435,400.00	\$4,355,480.00	\$79,920.00
	5310564.493200	Engineering Services	\$244,463.00	\$220,246.83	\$24,216.17
	5310564.493500	Miscellaneous	\$5,000.00	\$5,000.00	\$5,000.00
TOTALS			\$4,684,863.00	\$4,575,726.83	\$109,136.17

for
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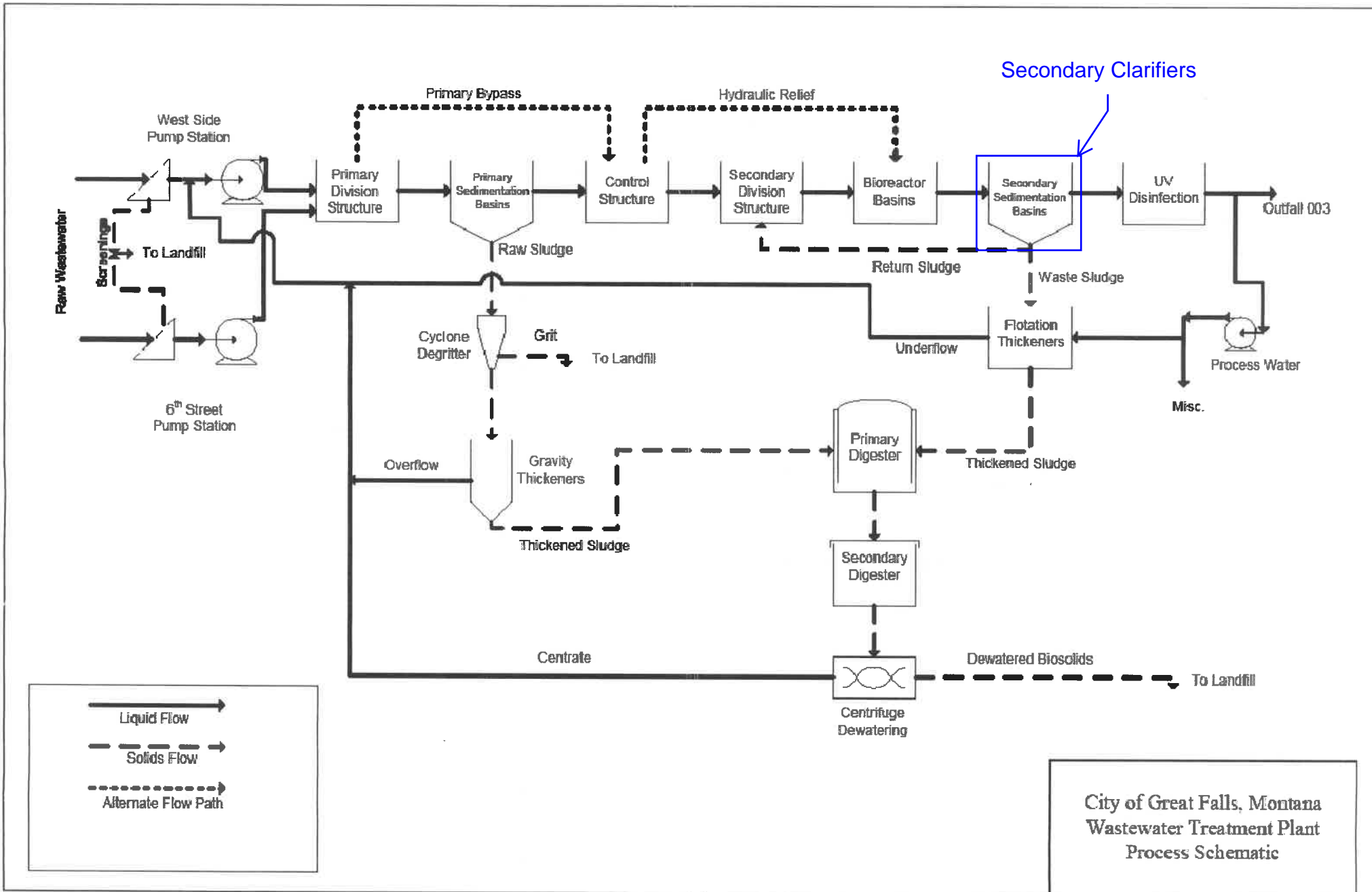


Figure 6-1. Great Falls WWTP Process Diagram

**PROJECT SUMMARY SHEET:
 Secondary Clarifier Basin 1 & 2, O.F. 1731.3
 FY 2024 Capital Improvement Plan
 Current as of: April 30, 2024**

Description: To replace the mechanisms of Secondary Clarifiers No. 1 & 2, extend the useful life of the concrete basins, and to reduce future maintenance costs.

Justification: Secondary Clarifiers 1 & 2 were approaching 50 years old and had exceeded their expected lifespan. Secondary Clarifier 2 was taken out of service in 2021 due to damage to the standpipe support column of the rotating mechanisms.

Scope: This project involved complete rehabilitation to the designated Secondary clarifiers, including standpipe and mechanism column replacement, effluent launder replacement, and replacement and addition of controls equipment. Additionally, the useful life of the concrete will be extended by concrete surface restoration and coatings.

Added to CIP: 1st half FY 2024

CIP Timeline: The project has been shifted to the 2nd half of FY 2024 due to lead times required for equipment procurement. Most aspects of the project have been successfully completed, and we are currently awaiting the arrival of the final equipment components. Once these are in place, we can proceed with releasing retainage and moving towards Final Pay.

Cost:

- CIP programmed cost/FY: \$4.7M/FY 2024
- Current Working Estimate: \$4.35M
- Awarded Cost: \$4.43M
- Final Cost: \$4.35M

Funding Source(s): 100% Wastewater Enterprise Fund

- Funding Match Requirements: N/A

Planned Execution Method: Design-Bid-Build

Planned Construction CY: Fall/Winter 2023

Current Project Stage (Estimated Completion Date): Final Pay

- Design Method: Consultant (AE2S)
- Contractor: Sletten Construction Company

Map & Site Pictures:



**PROJECT SUMMARY SHEET:
Secondary Clarifier Basin 1 & 2, O.F. 1731.3
FY 2024 Capital Improvement Plan
Current as of: April 30, 2024**





Commission Meeting Date: May 21, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: 2024 Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process

From: Great Falls Metropolitan Planning Organization (MPO)

Initiated By: Federal Transit Administration/MPO Staff

Presented By: Andrew Finch, Senior City Planner

Action Requested: Approve Memorandum of Agreement

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) the 2024 Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process.”

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

Staff Recommendation: Approve the 2024 Memorandum of Agreement for the Great Falls Metropolitan Planning Process.

Summary: The Memorandum of Agreement for the Great Falls Metropolitan Planning Process outlines the local process for federally mandated transportation planning in the Great Falls area. The agreement has been in place since 1964, and is occasionally updated. The most recent update was in 2018.

Background: As required by Federal law, the Great Falls Metropolitan Transportation Planning Process is established through an Agreement among the various local planning and governmental entities. In the Great Falls area, this includes the City of Great Falls, Cascade County, Great Falls Planning Advisory Board, Cascade County Planning Board, Great Falls Transit District and the State of Montana. Originally created in 1964, the most recent Agreement update was in 2018.

Periodically, the State of Montana, the Metropolitan Planning Organization (MPO) staff, and the federal partners (Federal Highway Administration and Federal Transit Administration) review the Agreement (referred to as the Memorandum of Agreement for the Great Falls Metropolitan Transportation Planning Process.) Due to a recent interpretation by the Federal Transit Administration (FTA) on required contents of the Agreement, a minor modification to the Agreement is necessary. The minor modification includes the addition of the following language, shown in italics:

“The operational scope of the transportation planning process will generally involve conducting the following general activities:

(c) Collect, maintain, analyze and disseminate basic planning information, financial information and plans, and engineering data to support the development of the metropolitan transportation plan, annual listing of projects and transportation improvement program.”

Additionally, the MPO staff has updated the titles of the various representatives for the Technical Advisory Committee (TAC) to reflect the most current attendees.

To ensure our Agreement is up-to-date and compliant with Federal regulations, a new agreement has been prepared and each participating agency is being asked to renew its commitment to the process.

Fiscal Impact: Approving the Agreement will allow the MPO to continue to operate and ensure compliance with Federal regulations. This, in turn, will ensure Federal transportation planning dollars are available, as well as Federal gas tax funding for area transportation projects.

Alternatives: Not approving the Agreement will result in the loss of Federal Transportation funding for the Great Falls area.

Concurrences: The Agreement is currently being considered by the other entities participating in the Great Falls Transportation Planning Process.

Attachments/Exhibits: Memorandum of Agreement – Great Falls Metropolitan Transportation Planning Process

MEMORANDUM OF AGREEMENT

GREAT FALLS METROPOLITAN TRANSPORTATION PLANNING PROCESS

THIS AGREEMENT is made and entered into by and between the STATE OF MONTANA, DEPARTMENT OF TRANSPORTATION, hereinafter referred to as “STATE”, the CITY OF GREAT FALLS, hereinafter referred to as “CITY”, the COUNTY OF CASCADE, hereinafter referred to as “COUNTY”, the GREAT FALLS TRANSIT DISTRICT BOARD, hereinafter referred to as “TRANSIT BOARD”, the GREAT FALLS PLANNING ADVISORY BOARD, hereinafter referred to as “CITY PLANNING BOARD”, and the CASCADE COUNTY PLANNING BOARD, hereinafter referred to as “COUNTY PLANNING BOARD”.

WITNESSETH THAT:

WHEREAS, Title 23, Chapter 1, Section 134 of the United States Code, Title 23 Section 150, and Title 49, Chapter 53, Section 5303 of the United States Code require that a Metropolitan Planning Organization (MPO) be designated for each urbanized area with a population of more than 50,000 and, as a condition for the receipt of Federal highway and transit funds, that the metropolitan area have a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process that provides for consideration and implementation of projects, strategies, and services that consider all transportation modes and supports community development and sound goals that lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods; and,

WHEREAS, the parties to this Agreement desire to continue to cooperate in the transportation planning process now in progress and further desire to ensure that transportation planning is an integral part of continuing, cooperative and comprehensive planning; and,

WHEREAS, the parties to this Agreement desire to take a performance-driven, outcome-based approach to planning and programming linking investment decision making to the achievement of performance targets; and,

WHEREAS, the CITY PLANNING BOARD was designated in the December 6, 2005 agreement titled, “Cooperative Agreement – Great Falls Metropolitan Transportation Planning Process,” as the Metropolitan Planning Organization (MPO) by the Governor of the State of Montana and affected local units of government representing at least 75 percent of the population in the entire metropolitan area, including the largest incorporated city; and,

WHEREAS the STATE, CITY, COUNTY and TRANSIT BOARD recognize the CITY PLANNING BOARD as the officially designated MPO for the Great Falls urbanized area; and,

WHEREAS, the Policy Coordinating Committee (PCC) has been established as the official governing body of the Great Falls Metropolitan Transportation Planning Process, thus having final local approval of all Federal Surface Transportation Program-Urban Funded transportation projects in the Great Falls Metropolitan Planning Area, approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program; and,

WHEREAS, the TRANSIT BOARD operates a transit system and maintains responsibility for providing district residents with safe and reliable transit service, as well as implementing improvements to meet changing travel needs; and,

WHEREAS, Title 23, U.S.C., Section 104 (f) and Title 49 U.S.C., Section 5303 provide planning funds (PL and Section 5303) for the purpose of carrying out metropolitan transportation planning requirements of Section 134 of the Title 23; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for the distribution of PL and Section 5303 funds; and,

WHEREAS, the STATE and designated MPO shall execute or cause to be executed separate agreements for the roles and responsibilities for air quality conformity and developing and sharing performance data, setting performance targets, reporting targets, and tracking progress towards meeting targets.

NOW, THEREFORE, BE IT RESOLVED that the parties hereto do mutually agree to:

1. Cooperatively carry out transportation planning and programming in the Great Falls Metropolitan Planning Area through the following established forum and process:

A. The Policy Coordinating Committee (PCC) shall manage the executive business of the Great Falls Metropolitan Transportation Planning Process and develop and keep current transportation planning in the Great Falls Metropolitan Planning Area. The PCC shall consist of the following officials:

Voting Members:

- Mayor or Commission Designee by and from the membership of the City of Great Falls City Commission
- Chairman or Commission Designee by and from the membership of the Board of Cascade County Commissioners
- Chairman or Board Designee by and from the membership of the Great Falls Transit District Board
- Chairman or Board Designee by and from the membership of the Great Falls Planning Advisory Board
- President or Board Designee by and from the membership of the Cascade County Planning Board
- District Administrator – Montana Department of Transportation

Non-Voting Members:

- Division Administrator – Federal Highway Administration

B. The Transportation Technical Advisory Committee (TAC) shall provide technical advice to the PCC and technical direction to and coordination of the metropolitan transportation planning staff concerning transportation planning. The TAC shall, at a minimum, consist of the following members or alternate designee:

Voting Members

- Manager – Great Falls Transit District
- Director – City of Great Falls Public Works Department
- City Engineer – City of Great Falls Engineering Division
- Civil Engineer – City of Great Falls Engineering Division
- Division Manager – City of Great Falls Street & Traffic Division
- Traffic Foreman – City of Great Falls Street & Traffic Division
- Director – City of Great Falls Planning & Community Development Department

- Senior Transportation Planner – City of Great Falls Planning & Community Development Department
- Environmental Health Manager – City-County Health Department
- Director – Cascade County Planning Department
- Planner – Cascade County Planning Department
- Director – Cascade County Public Works Department
- Superintendent – Cascade County Road & Bridge Division
- District Construction Operations Engineer – Montana Department of Transportation
- District Projects Engineer – Montana Department of Transportation
- Statewide and Urban Planner – Montana Department of Transportation
- Deputy Base Civil Engineer – Malmstrom Air Force Base
- Director – Great Falls International Airport Authority

Non-Voting Members

- Statewide and Urban Planner - Federal Highway Administration – Montana Division

- C. A Citizens Advisory Committee may be established, at the discretion of the PCC, to act as a sounding board for proposals advanced by the TAC and PCC. Appointment to the committee shall be by the PCC.
- D. Public Involvement. Procedures for obtaining public involvement will be adopted by the PCC. These procedures will describe methods to obtain additional local input in the planning process.
- E. Transportation Planning Area. At a minimum, continuing, cooperative and comprehensive transportation planning will be conducted in that portion of the Great Falls area that is expected to become urbanized during any forecast period. Said area shall be referenced as the “Great Falls Transportation Planning Area.” Any transportation planning that may be conducted outside the transportation planning area will be determined by the TAC and approved by the PCC.
- F. Scope of Services. The transportation planning process shall be:
- 1) Cooperative, in that, the STATE, COUNTY, CITY, TRANSIT BOARD and PLANNING BOARDS shall cooperatively accomplish the transportation planning process in response to the needs and changes occurring in the planning area.

The STATE, MPO and TRANSIT BOARD shall coordinate their respective targets for performance measurement to ensure consistency, to the maximum extent practicable. This includes, but is not limited to, identifying how performance-based planning provisions will be cooperatively implemented.
 - 2) Comprehensive, in that, all elements affecting metropolitan area development and transportation shall be considered. These elements and requirements are described in various documents published by the U. S. Department of Transportation.
 - 3) Continuing, in that, the planning process is intended to continue indefinitely and shall be maintained as long as this Agreement is in force.

The operational scope of the transportation planning process will generally involve conducting the following general activities:

- (a) Establish a coordinated process for the collection and sharing of performance data, the selection of performance targets, reporting targets, and tracking progress towards meeting targets for the metropolitan area.
- (b) Collect, maintain, analyze and disseminate basic planning information, financial information and plans, and engineering data to support the development of the metropolitan transportation plan, annual listing of projects and transportation improvement program.
- (c) Serve the public and private sectors, by providing current information concerning plans, programs, projects, recommendations and implementation schedules.
- (d) Prepare, update and revise long and short-range transportation plans to consider all transportation modes in the transportation planning area; develop transportation improvement programs for project implementation; prepare, update and revise a public involvement plan; and, conduct air quality conformity determinations, to the extent required, for new or revised transportation plans and improvement programs.
- (e) Prepare and distribute studies, reports, maps, plans, etc., for documentation and information purposes; participate in meetings, seminars, etc., at all levels of government; coordinate planning and plan implementation activities; and, conduct public information and involvement programs.
- (f) Research, investigate and develop estimating, forecasting and related planning procedures.

G. Work Program – An annual unified planning work program shall be prepared yearly by the MPO, which outlines the urban transportation and transportation related planning activities to be conducted within the planning area, regardless of funding sources. The unified planning work program shall include:

- 1) A brief discussion of program objectives and accomplishments, including performance targets, during the previous year; and
- 2) A description of major activities to be performed during the next year, the agency or entity to perform the work, the resulting products and a summary of the estimated total amounts and sources of federal and non-federal funds to be used to accomplish the major work activities during the next year.

2. Mechanisms governing this Agreement are as follows:

- A. Changes in Agreement – Any alteration, extension or supplement to the terms of this Agreement, as detailed herein, shall be agreed to, in writing, by the signatory parties.
- B. Bylaws – Both the PCC and the TAC shall adopt and comply with bylaws as are justified and warranted to enact the purposes of this Agreement.
- C. Term of Agreement – This Agreement shall be for a perpetual term unless changed as provided for in paragraph 2.A. above or terminated in the manner described as follows: Any party may terminate its interests and obligations under this Agreement by giving at least ninety (90) days’ notice, in writing, to the other parties.
- D. Previous Agreements – This Agreement supersedes previous Agreements between the STATE, CITY, COUNTY, PLANNING BOARDS and TRANSIT BOARD executed on June

24, 1964, October 12, 1971, December 19, 1972, June 27, 1978, July 1, 1981, March 9, 1983, April 17, 1997, December 6, 2005, and December 4, 2018.

IN WITNESS WHEREOF, the parties hereto have approved this Agreement on the dates indicated below.

APPROVED FOR CITY OF GREAT FALLS

ATTEST:

By _____
City Manager, City of Great Falls
Date: _____

By _____
City Clerk

APPROVED FOR COUNTY OF CASCADE

ATTEST:

By _____
Chairman, Board of County Commissioners
Date: _____

By _____
County Clerk & Recorder

APPROVED FOR GREAT FALLS TRANSIT BOARD

ATTEST:

By _____
Chairman, Great Falls Transit District Board
Date: _____

By _____
Manager, Great Falls Transit District

APPROVED FOR THE STATE

By _____
Division Administrator, MDT Rail, Transit, & Planning
Date: _____

By _____
Legal Counsel, Montana Dept. of Transportation

APPROVED FOR GREAT FALLS PLANNING ADVISORY BOARD

ATTEST:

By _____
Chairman, Great Falls Planning Advisory Board
Date: _____

By _____
Secretary, Great Falls Planning Advisory Board

APPROVED FOR CASCADE COUNTY PLANNING BOARD

ATTEST:

By _____
President, Cascade County Planning Board
Date: _____

By _____
Secretary, Cascade County Planning Board



Commission Meeting Date: May 21, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Cancellation of Outstanding and Unpaid Checks Over a Year Old

From: Finance Department

Initiated By: Generally Accepted Accounting Principles

Presented By: Melissa Kinzler, Finance Director

Action Requested: Approve cancellation of outstanding and unpaid checks over one (1) year old

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) the cancellation of City of Great Falls checks that remain outstanding and unpaid for a period of one (1) year or longer as authorized by section 7-6-4303 MCA.”

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 cancellation of checks that remain outstanding and unpaid for the period of one (1) year or longer.

Background: Section 7-6-4303, MCA, authorizes the City Commission to cancel municipal checks that have remained outstanding and unpaid for a period of one (1) year or longer. Available in the City Clerk’s Office is the required list of the instruments to be cancelled including the check number, date, amount, and payee. The Finance Department sends out two separate letters with affidavits to the address on record for the payee. If no response is received, a request to cancel the checks is sent to the City Commission. If a payee comes forward any time after the checks are cancelled, then the Finance Department will generate a replacement check. The cancellation of outstanding checks is done on a periodic basis. The last time the City Commission approved cancellation of checks issued by the Finance Department was April 18, 2023.

Fiscal Impact: The total amount of the checks to be written off is \$3,270.14 which will be placed in the General Fund miscellaneous revenue.

Attachments/Exhibits: List of checks to be cancelled is available in the City Clerk’s Office.



Commission Meeting Date: May 21, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Public Hearing - Resolution 10547 - A request from Elmore Roberts Community Partners, LP to use Downtown Urban Renewal district Tax Increment Financing (TIF) funds for the rehabilitation of Roberts Building located at 6 6th Street South

From: Sara Doermann, Associate Planner, Planning and Community Development

Initiated By: Ryan Kucich, Elmore Roberts Community Partners, LP

Presented By: Lonnie Hill, Deputy Director, Planning and Community Development

Action Requested: Approve Resolution 10547 and the accompanying Development Agreement to allow the use of up to \$430,000 in Downtown Urban Renewal District Tax Increment Financing (TIF) funds for the rehabilitation of the Roberts Building located at 6 6th Street South.

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 10547 to allow the use of up to \$430,000 in Downtown Urban Renewal District Tax Increment Financing (TIF) funds and approve the accompanying Development Agreement for the rehabilitation of the Roberts Building located at 6 6th Street South.”

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

Staff Recommendation: City staff has assessed the request in relation to the goals and objectives of the Downtown Urban Renewal Plan, evaluated the project based on the evaluation criteria, and determined that expenditure of TIF funds in the amount of \$430,000 is warranted for the purpose of paying for the proposed project which will further support economic development in the District.

Summary: Elmore Roberts Community Partners, LP is purchasing a contributing building within the Central Business Historic District located at 6 6th Street South that dates back to 1917, originally known as the Roberts Building. The applicant is proposing rehabilitation of this historic building including

preservation of the brick façade, installation of historically compatible windows required by the State Historic Preservation Office (SHPO) as a condition of Historic Preservation Tax Credits, and preservation of existing elevator. In addition, Elmore Roberts Community Partners, LP are proposing enhancement of environmental safety features, creation of three additional ADA living units, and installation of a new fire alarm system. The total cost of the proposed renovations is \$5,681,620.38. The applicant has chosen to apply for TIF funding through the approval of City Commission due to the aggregate amount requested exceeding the \$130,000 limit of the Downtown TIF Program awards reviewed and approved administratively by City staff. The project is expected to begin this summer and be completed by the end of 2024.

Downtown Urban Renewal Plan and Requested TIF Funding Allocation Decisions: In order for the municipality 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. 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. Staff has reviewed the applicant's request based on the review criteria noted below, as well as the project's general consistency with the Downtown Urban Renewal District Plan.

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: The project will not directly improve public infrastructure as work will occur on the exterior and interior of the building. However, there are benefits to the district that will occur due to the rehabilitation of the façade and installation of historically compatible windows. In addition, the applicant will be installing a new fire alarm system within this building that will provide added safety to the downtown district. Further, the applicant will be enhancing environmental safety features including the addition of new wall pack lighting and upgrading the existing exterior camera system

As the Commission created the TIF Building Program through legislative action in 2021, the City has already made the policy decision that privately owned building improvements consistent with the program do provide public benefit. Further, the Montana Legislature passed Senate Bill 388 in 2021 which amended state law to specifically include workforce housing within the infrastructure types that are appropriate and eligible for TIF funding.

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 total cost of the rehabilitation project is \$ 5,681,620.38. The request of \$430,000 in TIF funds represents approximately 7.5% of the total cost. The rehabilitation of the

Roberts Building will aid in the longevity of a historic building in the Downtown district while preserving 60 units of existing workforce housing and commercial spaces on the ground floor, providing a valuable mixed-use building downtown.

In addition, staff finds workforce housing listed throughout both the Downtown Urban Renewal Plan (DURP) and the Downtown Master Plan (DMP).

The following goals are identified within the Downtown Urban Renewal Plan (DURP):

Living Strategy #1 (Page 10): *Promote a wide range of housing choices throughout Downtown.*

Living Strategy #1A (Page 10): *Evaluate zoning and land use regulations to ensure policies allow for and encourage Downtown housing in the form of rehabilitation and preservation of existing buildings, infill development and new construction.*

Living Strategy #2 (Page 10): *Ensure existing housing is safe and attractive.*

Living Strategy #3 (Page 10): *Attract private investment and financing for Downtown housing.*

In addition to preserving housing and commercial opportunities, this project will be rehabilitating a Downtown historic building, another goal identified within DURP

Aesthetics Strategy #1 (Page 11): *Preserve, restore, and reuse Downtown's historic buildings and sites.*

The importance in diversity of housing is also highlighted in Downtown Master Plan (DMP), which states the following on page 50 of the plan:

“Downtown is home to a dynamic population that spans a wide range of ages and incomes. Each segment of the Downtown population has diverse set of housing needs and preferences that should be reflected in the types of housing provided Downtown.”

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 project will increase tax generation as it includes the rehabilitation of a historical downtown building in addition to increasing the longevity of existing commercial and residential spaces provided within.

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: According to information provided, this project will create sixty-six part time jobs during construction and rehabilitation. After work is completed, there will be two full-time staff employed at the property for the workforce housing portion of the building in addition to the potential employees that serve existing commercial spaces below.

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: The rehabilitation of the Roberts Building includes repointing façade brick and installing historically compatible windows resulting in increased longevity of the Roberts Building. Increasing longevity of this active historic building in the downtown district will ensure continued access to workforce housing and provide commercial spaces on the street level immediately adjacent to Central Avenue.

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: This is a criterion for the City Commission to consider in its decision to award an amount over the program limit. The applicant’s request can be partially funded through the three available programs for Downtown TIF – Façade Program, Life Safety Code Compliance Program, and the Environmental Safety Program. However, the proposed TIF funding request exceeds the capped aggregate amount of \$130,000. Any request from the program over this amount must be brought to the City Commission, with the Commission having the discretion to approve the request.

With a recommendation from DDP, staff views the applicant’s request as a special opportunity that will significantly contribute to the Central Business Historic District. This project will include the addition of a new fire alarm system, three additional ADA units, and preservation of the façade and existing elevator. In addition, the proposed project seeks to improve environmental safety and increase curb appeal of the downtown district. Because rehabilitation of this building increases the longevity and ensures workforce housing for 60 family units for the next 50 years while also providing ground-floor commercial opportunities, staff recommends that the Commission consider this project a unique opportunity to grant additional TIF funds.

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: The rehabilitation of the Roberts Building will have a positive impact on the downtown district and surrounding community by ensuring the longevity of an active historic building, repointing the historic façade, and improving curb appeal. All of which are goals included within DURP.

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 project will be leveraging Low Income Housing Tax Credits, Historic Tax Credits, a Montana Healthcare Foundation permanent loan, and Coal Trust Funds in addition to this TIF request, along with the conversion of the two Mod-rehab contracts to a new 20 year HAP contract. The combination of financing efforts and subsidy will ensure continued affordability of the living units for decades to come.

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: As it exists today, the Roberts Building serves as a workforce housing community comprising of 60 households. Market demand for workforce housing continues to be strong in the district and throughout the City. This project includes multiple sources of funding, including leveraging Low Income Housing Tax Credits, Historic Tax Credits, a Montana Healthcare Foundation permanent loan, and Coal Trust Funds in addition to this TIF request.

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: As stated within the application, Community Preservation Partners (CPP) has deep roots in the low-income housing market. CPP's parent company WNC & Associates has been investing in workforce housing since 1971. Since its inception, CPP has successfully acquired and rehabilitated over 14,000 units of affordable housing across 16 states, totaling over \$3.5 billion of investments. The applicant is capable of completing the proposed project.

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

Staff Analysis: The applicant has stated that at the time of approval of this application, they will begin construction for this project. Elmore Roberts Community Partners, LP is expecting to complete this project by end of 2024. Their proposed timeline does take into account temporary relocation of residents with all temporary relocation costs being paid for by the ownership group.

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: All assessments and taxes are paid to date.

Determination of Appropriateness: The request from Elmore Roberts Community Partners, LP is found to be eligible according to Montana Code Annotated (MCA) guidance as well as being in conformance with the Downtown Urban Renewal Plan. If Resolution 10547 is approved by the City Commission, the applicant is required to complete the project according to the terms of the *Development Agreement* provided as the attachment to this report.

Downtown Development Partnership Recommendation: The Downtown Development Partnership (DDP) is the recommending body for the City Commission for project requests within the Downtown TIF district. The applicant presented the project at the April 24, 2024 meeting, and the DDP voted to approve the application. An approval letter from DDP is provided as *Attachment B – DDP Letter of Support*.

Fiscal Impact: The City's Downtown TIF has a current cash balance of \$4,476,320 and outstanding obligations of \$3,817,846. Of those outstanding obligations, approximately \$2,558,443 are expected to be paid out within one year. The TIF receives approximately \$2,000,000 annually of tax increment revenue.

Staff recommends funding the first \$130,000 of the request from the \$500,000 earmarked annually for the Downtown TIF Building Programs. As a result, the impact to the TIF cash balance would be \$300,000. Staff has determined adequate funding is available in the TIF district to fulfill the request. Staff has provided more information regarding the Downtown TIF balance as an attachment to this report. Refer to *Attachment A – Downtown TIF Cash Flow Analysis* for more detail.

Alternatives: The City Commission could vote to deny the TIF expenditures or approve a lesser amount.

Concurrences: The City’s Legal Department and Historic Preservation Officer as well as the City’s outside TIF Legal Counsel have reviewed the request and determined the request to be eligible and appropriate for TIF funding.

Attachments/Exhibits:

- Resolution 10547
- Development Agreement
- Attachment A – Downtown TIF Cash Flow Analysis
- Attachment B - DDP Letter of Support
- Attachment C – Application Packet

RESOLUTION 10547

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, APPROVING A REQUEST TO EXPEND GREAT FALLS 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 (the “Act”), 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 of the City (the “Commission”), pursuant to the Act and Ordinance No. 3088, duly adopted on May 15, 2012, as amended and restated by Ordinance No. 3222, duly adopted on October 6, 2020 (the “Ordinance”), created an urban renewal area known as the Downtown Urban Renewal District (the “District”) and adopted the Amended and Restated Downtown Urban Renewal Plan (the “Plan”) containing a tax increment financing provision; and

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

WHEREAS, the purpose of the District is to stimulate revitalization and redevelopment of the central business district; and

WHEREAS, Elmore Roberts Community Partners, LP (the “Developer”) has proposed to substantially rehabilitate and renovate the historic Elmore Roberts Building (the “Roberts Building”) in the District, which serves as a 60-unit affordable housing community with ground floor commercial space (the “Project”); and

WHEREAS, the Developer has requested tax increment financing assistance with respect to certain qualified improvements associated with the Project, consisting of façade improvements, including restoration of exterior brick façade and installation of new windows on the public facing sides of the Roberts Building (the “Infrastructure Improvements”); and

WHEREAS, City Staff has assessed the Project in relation to the goals and objectives of the Plan, evaluated the Project based on the evaluation criteria, and determined that expenditure of TIF funds in the amount of \$430,000 is warranted for the purpose of paying for the Infrastructure Improvements will further support economic development in the District.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Great Falls, Montana, that the Project is contemplated by and within the scope of the Plan, the Infrastructure Improvements are eligible for tax increment financing under the Act and based on representations from the Developer all persons displaced from their housing by the Project will be provided temporary housing; and

RESOLVED, FURTHER, that the request to expend Great Falls Downtown Urban Renewal Tax Increment (TIF) District Funds for the purpose of paying or reimbursing the Developer for costs of the Infrastructure Improvements is hereby approved pursuant to the terms and conditions set forth in a Development Agreement to be entered into by the City and the Developer; and

RESOLVED, FURTHER, that the City Manager and City Clerk are hereby authorized to execute and deliver the Development Agreement, substantially in the form presented to the Commission, with such changes (including to the exhibits attached thereto) as may be approved by the City Manager, which approval shall be deemed made by the execution thereof. The execution of the Development Agreement shall be a condition precedent to the reimbursement of the Infrastructure Improvements.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
May 21, 2024.

Cory Reeves, Mayor

ATTEST:

Lisa Kunz, City Clerk
(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

05/03/2024

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT is dated as of _____, 2024 (this “**Agreement**”), among the CITY OF GREAT FALLS, a municipal corporation of the State of Montana (the “**City**”), and Elmore Roberts Community Partners, LP, a limited partnership (the “**Developer**”).

WITNESSETH:

WHEREAS, under the provisions of the Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended (the “**Act**”), 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, issue its bonds to pay the costs of such projects, and pledge to the repayment of the bonds all or a portion of the tax increment derived from the urban renewal district; and

WHEREAS, the City Commission of the City (the “**Commission**”), pursuant to the Act and Ordinance No. 3088, duly adopted on May 15, 2012, as amended and restated by Ordinance No. 3222, duly adopted on October 6, 2020 (as such may be further amended and supplemented, the “**Ordinance**”), created an urban renewal area known as the Downtown Urban Renewal District (the “**District**”) and adopted the Amended and Restated Downtown Urban Renewal Plan (the “**Plan**”) containing a tax increment financing provision; and

WHEREAS, the Developer owns the historic Elmore Roberts Building located at 6 6th Street South in the District, which serves as a 60-unit affordable housing community with ground floor commercial space (the “**Roberts Building**”).

WHEREAS, the Developer proposes to substantially rehabilitate and renovate the Roberts Building, including historic preservation improvements to the façade, original elevator and other interior and exterior features, installation of new energy efficient windows, roof replacement, siding repairs, new paint, flooring and lighting, utility improvements, ADA and parking improvements, and other repairs and updates (collectively, the “**Project**”);

WHEREAS, the Developer submitted an Application for City of Great Falls Tax Increment Financing (TIF) Funds dated April 1, 2024 (the “**Application**”) for tax increment financing assistance with respect to certain qualified improvements associated with the Project, including installation of new windows on the public facing sides of the Roberts Building, as further described on Exhibit B hereto (the “**Infrastructure Improvements**”); and

WHEREAS, the City has determined that it is appropriate to pay for or reimburse the Developer for the costs of the Infrastructure Improvements with Tax Increment (as defined herein), subject to the terms and conditions set forth in this Agreement; and

WHEREAS, the City has determined that the Infrastructure Improvements are authorized by the Plan, and pursuant to Resolution No. [____], duly adopted on May 21, 2024, the City is

authorized to enter into this Agreement which sets forth the obligations and commitments of the City and the Developer with respect to the Project and the Infrastructure Improvements.

NOW THEREFORE, the City and the Developer, each in consideration of the representations, covenants and agreements of the other, as set forth herein, mutually represent, covenant and agree as follows:

Section 1. Definitions; Rules of Interpretation; Exhibits.

1.1. Definitions. For all purposes of this Agreement, except as otherwise expressly provided or unless the context clearly requires otherwise, the following terms have the meanings assigned to them, respectively:

“**Act**” has the meaning given such term in the recitals.

“**Agreement**” means this Development Agreement, including any amendment hereof or supplement hereto entered into in accordance with the provisions hereof.

“**City**” means the City of Great Falls, Montana, or any successors to its functions under this Agreement.

“**Commission**” has the meaning given such term in the recitals.

“**Developer**” has the meaning given such term in the preamble.

“**District**” has the meaning given such term in the recitals.

“**Environmental Laws and Regulations**” means and includes the Federal Comprehensive Environmental Compensation Response and Liability Act as amended by the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. §§ 9601 et seq.; the Federal Resource Conservation and Recovery Act of 1976, 42 U.S.C. §§ 6901 et seq.; the Clean Water Act, 33 U.S.C. § 1321 et seq.; and the Clean Air Act, 42 U.S.C. §§ 7401 et seq., all as the same may be from time to time amended, and any other federal, State, county, municipal, local or other statute, code, law, ordinance, regulation, requirement or rule which may relate to or deal with human health or the environment including without limitation all regulations promulgated by a regulatory body pursuant to any such statute, code, law or ordinance.

“**Indemnified Parties**” has the meaning given such term in Section 6 hereof.

“**Infrastructure Improvements**” means those improvements in the District described on Exhibit B hereto.

“**Land**” means the real property and interests in real property described in Exhibit A hereto.

“**Land Use Regulations**” means all federal, State and local laws, rules, regulations, ordinances and plans relating to or governing the development or use of the Land or the Project.

“**Ordinance**” has the meaning given such term in the recitals.

“**Plan**” has the meaning given such term in the recitals.

“**Prevailing Wage Rates**” has the meaning given such term in Section 3.3 hereof.

“**Project**” has the meaning given such term in the recitals.

“**State**” means the State of Montana.

“**Tax Increment**” shall mean tax increment (as defined in the Act) from the District.

“**Unavoidable Delay**” means a delay resulting from a cause over which the party required to perform does not have control and which cannot or could not have been avoided by the exercise of reasonable care, including but not limited to acts of God, accidents, war, civil unrest, embargoes, strikes, epidemics, pandemics, unavailability of raw materials or manufactured goods, litigation and the delays of the other party or its contractors, agents or employees in the performance of their duties under or incident to this Agreement.

1.2. Rules of Interpretation.

(a) The words “herein,” “hereof” and words of similar import, without reference to any particular section or subdivision, refer to this Agreement as a whole rather than to any particular section or subdivision hereof.

(b) References herein to any particular section or subdivision hereof are to the section or subdivision of this Agreement as originally executed unless otherwise indicated.

(c) “Or” is not exclusive but is intended to contemplate or encompass one, more or all of the alternatives conjoined.

1.3. Exhibits. The following Exhibits are attached to and by reference made a part of this Agreement:

Exhibit A—Legal Description of the Land

Exhibit B—Infrastructure Improvements

Exhibit C—Project Costs

Exhibit D—Form of Developer Requisition

Section 2. Developer Representations. The Developer hereby represents to the City as follows:

(a) The Developer is a limited partnership, duly formed, validly existing and in good standing under the laws of the State and is duly qualified to do business in the State. The Developer has the power to enter into this Agreement and by all necessary corporate action has duly authorized the execution and delivery of this Agreement.

(b) The representations and warranties of the Developer in the Application are true and correct as of the date hereof, including with respect to the total investment to be made by the Developer with respect to the Project and the Infrastructure Improvements.

(c) The Developer has good marketable title to the Land, free and clear of all liens, encumbrances and defects except such as do not materially affect the value of the Land or materially interfere with the use made and proposed to be made of the Land by the Developer.

(d) The Developer estimates the total costs of the Project (including Land acquisition) is \$5,681,620.38 as described in Exhibit C hereto and the Developer has the financial capability and/or financing commitments to complete the Project.

(e) The Developer is not aware of any facts the existence of which would cause the Developer to be in violation of any Environmental Laws and Regulations applicable to the Project or the Infrastructure Improvements. The Developer has not received from any local, State or federal official any notice or communication indicating that the activities of the Developer may be or will be in violation of any Environmental Laws and Regulations applicable to the Project or the Infrastructure Improvements.

(f) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prohibited or limited by, conflicts with or results in a breach of the terms, conditions or provisions of the certificate of formation or partnership agreement of the Developer or any evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(g) There is no action, suit, investigation or proceeding now pending or, to the knowledge of the Developer, threatened against or affecting the Developer or its business, operations, properties or condition (financial or otherwise) before or by any governmental department, commission, board, authority or agency, or any court, arbitrator, mediator or grand jury, that could, individually or in the aggregate, materially and adversely affect the ability of the Developer to complete the Project.

Section 3. Developer's Undertakings.

3.1. Construction and Maintenance of Project. The Developer hereby agrees and commits to the City that it will diligently prosecute to completion the rehabilitation of the Project in accordance with this Agreement, the site plan submitted to the City and all applicable federal, State and local laws, rules, regulations and ordinances relating to or governing the development or use of the Project, including applicable Land Use Regulations and Environmental Laws and Regulations. The Developer agrees and commits to the City that rehabilitation of the Project shall be completed by December 31, 2025, subject to Unavoidable Delays. The total costs of the Project are shown on Exhibit C hereto. The Developer has the financial capacity to complete the Project, and the Developer agrees to pay all such costs thereof. If there is an increase in the costs of the Project from that shown on Exhibit C hereto and that cannot be covered by the contingency amount, the Developer shall notify the City of the increase and submit additional

evidence in a form acceptable to the City that the Developer has the financial capacity and/or financial commitments to cover such additional costs and complete the Project. At all times during the term of this Agreement, the Developer will operate and maintain, preserve and keep the Project or cause the Project to be operated, maintained, preserved and kept for the purposes for which it was constructed, and with the appurtenances and every part and parcel thereof, in good repair and condition. The Developer agrees to permit the City and any of its officers, employees or agents access to the Land for the purpose of inspection of all work being performed in connection with the Project; *provided, however*, that the City shall have no obligation to inspect such work.

3.2. Preparation, Review and Approval of Construction Plans. In connection with the Project, the Developer, at its sole expense, shall prepare and submit construction plans, drawings, and related documents for each portion of the Project to the appropriate City officials for architectural, engineering or land use review and written approval or permits. The Developer acknowledges that no review or approval by City officials may be in any way construed by the Developer to replace, override or be in lieu of any required review, inspection, or approval by the City Building Office, or any other building construction official review or approvals required by any State laws or local ordinances or regulations.

3.3. Competitive Bidding; Prevailing Wage Rates; and Preference for Montana Residents. The Developer understands that the City is obligated to follow certain laws with respect to the expenditure of public funds, which includes Tax Increment. The Developer agrees that in the awarding of contracts or subcontracts for the Infrastructure Improvements that (i) it will and it will cause its contractors to competitively bid the contracts and subcontracts for each component of the Infrastructure Improvements; (ii) it will and it will cause its contractors and subcontractors to pay Prevailing Wage Rates on such contracts or subcontracts related to the Infrastructure Improvements; (iii) it will and it will cause its contractors and subcontractors will give preference to the employment of bona fide residents of the State, as required by Montana Code Annotated Section 18-2-403 and as such term is defined by Montana Code Annotated Section 18-2-401(1) and the Administrative Rules of the State, including but not limited to A.R.M. 24.17.147, obliging the Developer and its contractors and subcontractors to hire 50% bona fide Montana residents with respect to the installation of the Infrastructure Improvements; and (iv) when making assignments of work, it will and it will cause its contractors and subcontractors to use workers both skilled in their trade and specialized in their field of work for all work to which they are assigned. The Developer will provide to the City all documentation requested to verify the compliance of the Developer and its contractors and subcontractors with the foregoing requirements. Failure of the Developer and its contractors and subcontractors to pay Prevailing Wage Rates with respect to the Infrastructure Improvements shall be considered a breach of this Agreement and the City shall be entitled to exercise any and all measures to assure compliance and retroactive compensation plus interest to employees not paid in accordance with this Agreement, and recovery of any penalty or fine assessed by the State attributed to any failure to pay Prevailing Wage Rates. Additionally, the Developer acknowledges that a violation of these requirements shall result in the City not being able to pay or reimburse the Developer for costs of the Infrastructure Improvements. **“Prevailing Wage Rates”** means (i) Montana Prevailing Wage Rate for public works projects published from time to time by and available from the Montana Department of Labor and Industry, Research and Analysis Bureau, P.O. Box 1728, Helena, Montana 59624, telephone number (800) 541-3904; and (ii) applicable Federal

Prevailing Wage Rates for public works projects published from time to time by and available at <https://www.dol.gov/whd/govcontracts/PrevailingWageResources.htm> or any successor website.

3.4. Easements. To the extent that the Infrastructure Improvements are to be located on the Land, the Developer hereby agrees to grant to the City and applicable utility companies from time to time such easements, rights-of-way and similar licenses as are reasonably necessary to permit the City or applicable utility company to own, operate and maintain the Infrastructure Improvements. The City and the Developer shall agree to the reasonable location, scope, duration, type, form and use of such easements, rights-of-way or similar licenses pursuant to separate instruments to be negotiated between the parties hereto in accordance with the intent of this Section 3.4.

3.5. Utilities. The Developer shall not interfere with or permit interference with, or construct any improvements over, any public street or utility easement without the prior written approval of the City. All connections to public utility lines and facilities shall be subject to approval of the City and any private utility company involved. The Developer at its own expense shall replace any public facilities or utilities damaged during the Project by the Developer or its agents or by others acting on behalf of or under their direction or control of the Developer or its agents.

3.6. Permits; Environmental Laws and Regulations. The Developer will obtain in a timely manner all required permits, licenses and approvals, and will meet all requirements of all federal, State and local laws, rules, regulations and ordinances, which must be obtained or met in connection with the acquisition and rehabilitation of the Project and the Infrastructure Improvements. Without limiting the foregoing, the Developer will request and seek to obtain from the City or other appropriate governmental authority all necessary variances, conditional use permits and zoning changes. The Developer will comply in all material respects with all Environmental Laws and Regulations applicable to the rehabilitation, acquisition and operation of the Project and the Infrastructure Improvements, obtain any and all necessary environmental reviews, licenses or clearances under, and comply in all material respects with, Environmental Laws and Regulations.

3.7. Nondiscrimination; Anti-Competitive Conduct. The Developer agrees that all hiring by the Developer and its contractors and subcontractors and persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by State and/or federal law.

3.8. Worker's Compensation Insurance. The Developer shall provide in all construction contracts and subcontracts with respect to the Project and the Infrastructure Improvements that each contractor and subcontractor is to be covered by a Worker's Compensation insurance program with the State, a private insurance carrier, or an approved self-insurance plan in accordance with State law.

Section 4. Reimbursement.

4.1. Reimbursement Obligation. Subject to the provisions of this Section 4, the City shall reimburse the Developer for up to \$430,000 of the costs of the Infrastructure Improvements. The obligation of the City to reimburse the Developer for costs of the Infrastructure Improvements shall be subject to (i) the completion of the Project in its entirety (including all Infrastructure Improvements) and approval of the costs thereof pursuant to Section 4, (ii) the approval by the City of the Infrastructure Improvements and the costs thereof and (iii) the availability, in the sole discretion of the City, of sufficient Tax Increment for purposes of such reimbursement. The City will not have any obligation to issue bonds, notes or other obligations in order to finance the reimbursement of the Infrastructure Improvements.

4.2. Subordination. The Developer understands and agrees that the City currently has, and may in the future have, one or more series of bonds payable from Tax Increment and the reimbursement obligations of the City pursuant to this Agreement is hereby subordinated in right of payment to any and all of such bonds and related insurance obligations and shall be payable only from and to the extent of Tax Increment available after payment of all amounts then due and owing with respect to the bonds, as determined in the sole discretion of the City.

4.3. Conditions to Reimbursement. Reimbursement for costs of the Infrastructure Improvements will be based on paid invoices for costs incurred by the Developer and its contractors and subcontractors. The City may reject, in its sole discretion, any invoice to the extent it is not part of the Infrastructure Improvements. The parties hereto agree that the City will not be required to reimburse costs of Infrastructure Improvements unless at the time of such request:

- (a) all of the Developer's representations as set forth in Section 2 hereof are true and correct;
- (b) the Developer is not in breach of any covenant or undertaking as set forth in Section 3 hereof as of the time of such reimbursement;
- (c) all of conditions to reimbursement set forth in this Section 4 have been satisfied; and
- (d) a certificate signed by Developer in substantially the form attached as Exhibit D hereto shall accompany any invoices or requests for payment or reimbursement by the City (the "**Developer Requisition Form**").

Within 60 days of receipt from the Developer of a Developer Requisition Form, the City shall issue a check payable to the Developer in the amount thereby requested pursuant to the terms and conditions of this Agreement or shall otherwise communicate with the Developer regarding the remaining conditions to reimbursement set forth in this Section 4 to be satisfied prior to such check being issued (including the availability of sufficient Tax Increment funds, as determined by the City in its sole discretion).

Section 5. Covenants.

5.1. Taxes. The Developer shall pay or cause to be paid when due and prior to the imposition of penalty all Taxes and all installments of any special assessments payable with respect to the Land and the Project and any improvements thereto or extension thereof.

5.2. Maintenance of Land and Project. Developer agrees to use commercially reasonable efforts to maintain and operate the Land and the Project so as to be able at all times to pay promptly and when due all property taxes levied with respect to the Land and the Project.

Section 6. Release, Indemnification and Insurance.

6.1. Release and Indemnification. The Developer releases the City and all Commission members, officers, agents, servants and employees thereof (the “**Indemnified Parties**”) from, and covenants and agrees that the Indemnified Parties shall not be liable for, and agrees to indemnify, defend and hold harmless the Indemnified Parties against, any loss, damage, cost (including reasonable attorneys’ fees), claim, demand, suit, action or other proceeding whatsoever (i) arising or purportedly arising out of, or resulting or purportedly resulting from, the acquisition and rehabilitation of the Project and the Infrastructure Improvements, any violation by the Developer of any agreement, condition or covenant of this Agreement, the ownership, maintenance and operation of the Project, or the presence on any portion of the Land, of any dangerous, toxic or hazardous pollutants, contaminants, chemicals, waste, materials or substances or (ii) which is caused by the Developer or its officers, agents, contractors, consultants or employees; except that such indemnification shall not apply to the extent that the loss, damage or cost is determined by a court of competent jurisdiction to have been caused by the gross negligence, willful misconduct or bad faith of the Indemnified Party.

NEITHER THE CITY NOR THE DEVELOPER WILL BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, BY STATUTE, IN TORT OR CONTRACT.

6.2. Insurance. Developer shall keep and maintain the Project at all times insured against such risks and in such amounts, with such deductible provisions, as are customary in connection with facilities of the type and size comparable to the Project, and the Developer shall carry and maintain, or cause to be carried and maintained, and pay or cause to be paid timely the premiums for direct damage insurance covering all risks of loss (which need not include flood or seismic), including, but not limited to, the following:

1. fire
2. extended coverage perils
3. vandalism and malicious mischief
4. boiler explosion (but only if steam boilers are present)
5. collapse

on a replacement cost basis in an amount equivalent to the Full Insurable Value thereof. “Full Insurable Value” shall include the actual replacement cost of the Project, without deduction for architectural, engineering, legal or administrative fees or for depreciation. The policies required

by this Section 6.2 shall not be subject to a coinsurance clause or contain an agreed amount clause, and may contain a deductibility provision not exceeding \$100,000.

Subject to the terms of any mortgage relating to the Project, policies of insurance required by this Section 6.2 shall insure and be payable to Developer, and shall provide for release of insurance proceeds to Developer for restoration of loss. The City shall be furnished certificates showing the existence of such insurance. In case of loss, the Developer is hereby authorized to adjust the loss and execute proof thereof in the name of all parties in interest.

During rehabilitation of the Project, any and all of the foregoing insurance policies may be maintained by the Developer's contractor; *provided* that once the Project is placed into service, Developer shall maintain all of the foregoing insurance policies.

Section 7. General Provisions.

7.1. Conflicts of Interest; City's Representatives Not Individually Liable. No member, officer, agent, servant or employee of the City shall have any personal interest, direct or indirect, in this Agreement, the Project or the Infrastructure Improvements, nor shall any such member, officer or employee participate in any decision relating to this Agreement that affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is, directly or indirectly, interested. No member, officer or employee of the City shall be personally liable to Developer in the event of any default under or breach of this Agreement by the City, or for any amount that may become due to Developer for any obligation issued under or arising from the terms of this Agreement.

7.2. Rights Cumulative. The rights and remedies of the parties hereto, whether provided by law or by this Agreement, shall be cumulative, and the exercise by any party hereto of any one or more of such remedies shall not preclude the exercise by such party, at the same or different times, of any other remedy for the same default or breach or of any of its remedies for any other default or breach of the party subject to the limitation of remedies provided herein. No waiver made by such party with respect to the performance or the manner or time thereof, of any obligation under this Agreement, shall be considered a waiver with respect to the particular obligation of the other party or a condition to its own obligation beyond those expressly waived in writing and to the extent thereof, or a waiver in any respect in regard to any other rights of the party making the waiver of any obligations of the other party. Delay by a party hereto instituting or prosecuting any cause of action or claim hereunder shall not be deemed a waiver of any rights hereunder.

7.3. Term of Agreement. If all conditions precedent for the reimbursement by the City of the costs of all Infrastructure Improvements have not been satisfied by December 31, 2025, this Agreement will terminate and the City will have no obligation to reimburse the Developer for costs of the Infrastructure Improvements. Otherwise, this Agreement will terminate when all obligations hereunder have been satisfied or discharged. Notwithstanding any termination of this Agreement, Sections 5, 6 and 7 shall in all events survive.

7.4. Limitation on City Liability. No agreements or provisions contained in this Agreement nor any agreement, covenant or undertaking by the City contained in this Agreement

or any other document executed by the City in connection with the Infrastructure Improvements will give rise to any pecuniary liability of the City or a charge against its general credit or taxing powers, or will obligate the City financially in any way except with respect to the Tax Increment. No failure of the City to comply with any term, condition, covenant or agreement herein will subject the City to liability for any claim for damages, costs or other financial or pecuniary charge except to the extent that the same can be paid or recovered from the Tax Increment; and no execution on any claim, demand, cause of action or judgment will be levied upon or collected from the general credit, general funds or taxing powers of the City (except as such constitute Tax Increment). Nothing herein will preclude a proper party in interest from seeking and obtaining specific performance against the City for any failure to comply with any term, condition, covenant or agreement herein; *provided* that no costs, expenses or other monetary relief will be recoverable from the City except as may be payable from the Tax Increment.

7.5. Notices. All notices, certificates or other communications required to be given to the City or the Developer hereunder will be sufficiently given and will be deemed given when delivered or deposited in the United States mail in certified form with postage fully prepaid and addressed as follows:

If to the City: City of Great Falls
P.O. Box 5021
Great Falls, Montana 59403
Attn: Fiscal Services Director

If to the Developer: Elmore Roberts Community Partners, LP
17782 Sky Park Circle
Irvine, CA 92614

The City and the Developer, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications should be sent.

7.6. Assignment. This Agreement is unique between the City and the Developer and no party may assign any rights or privileges or delegate any duties or obligations under this Agreement without first obtaining the written consent of the other parties hereto.

7.7. Binding Effect. The right and obligations set forth in this Agreement shall inure to the benefit of and shall be binding upon the City and the Developer and their respective successors and assigns.

7.8. Prior Agreements. This Agreement supersedes, merges and voids any and all prior discussions, negotiations, agreements and undertakings between the parties hereto with respect to the subject matter of this Agreement. The parties waive and release each other from any claims, actions, or causes of action that relate in any manner to any prior discussions, negotiations, agreements and undertakings between the parties with respect to the subject matter of this Agreement.

7.9. Severability. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

7.10. Amendments, Changes and Modifications. This Agreement may be amended or any of its terms modified only by written amendment authorized and executed by the City and the Developer.

7.11. Disputes. If any disagreement, dispute, claim, counterclaim, action or cause of action arises with respect to this Agreement, or the interpretation, performance or enforceability hereof, or the parties' relative rights, obligations and remedies hereunder, the parties shall first confer in good faith to resolve any disputes and, if a resolution cannot be mutually agreed to within thirty (30) days of written notice thereof, the parties shall attempt to resolve the dispute through non-binding mediation. If the parties cannot resolve the dispute through non-binding mediation within sixty (60) days of written notice thereof, the District Court of the State of Montana in and for Cascade County, Montana will be the exclusive location and/or forum for any legal actions arising under this Agreement.

7.12. Governing Law. This Agreement and the legal relations between the parties hereto shall be governed by and construed in accordance with the laws of the State, without giving effect to any choice of law statutes, rules, or principles.

7.13. Further Assurances and Corrective Instruments. The City and the Developer agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Project or the Infrastructure Improvements or for carrying out the expressed intention of this Agreement.

7.14. Execution Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

7.15. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope of intent of any provisions or Sections of this Agreement.

[remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the ____ day of _____, 2024.

CITY OF GREAT FALLS, MONTANA

[SEAL]

By _____
Gregory T. Doyon, City Manager

Attest:

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

*By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

EXHIBIT A

LEGAL DESCRIPTION OF THE LAND

LOTS 6, 7, 9 AND 10, BLOCK 363, TOWNSITE OF GREAT FALLS, CASCADE COUNTY, MONTANA, ACCORDING TO THE OFFICIAL MAP OR PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK AND RECORDER OF SAID COUNTY.

EXHIBIT B
INFRASTRUCTURE IMPROVEMENTS

Windows on Public Facing Sides of Project	\$430,000.00
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EXHIBIT C

PROJECT COSTS AND SOURCES OF FUNDS

Land and Site Preparation Improvements (Itemized)	
Value of Land	\$150,000
Concrete Work	\$84,503.28
Construction and Rehabilitation Costs	
Demolition & Paint/Drywall/Flooring	\$686,159.37
Metal & Masonry	\$280,374.73
Windows	\$1,065,975.00
Woods, Plastics, Doors/Hardware	\$634,831.80
Roofing & Elevator Upgrades	\$1,182,275.79
Plumbing/HVAC, Electrical	\$1,124,005.98
Specialties	\$170,580.47
Equipment Costs	
Equipment	\$244,663.98
Equipment Cost	\$58,250.00
TOTAL PROJECT COST	\$5,681,620.38

EXHIBIT D

FORM OF DEVELOPER REQUISITION

TO: City of Great Falls, Montana (the “City”)
FROM: Elmore Roberts Community Partners, LP (the “Developer”)
SUBJECT: Payment/Reimbursements for Infrastructure Improvements

This represents Developer Requisition No. ____ in the total amount of \$_____ for payment of the Infrastructure Improvements.

The undersigned, as Authorized Developer Representative, intends that this certificate will satisfy the requirements of Section 4.3(c) of the Development Agreement, dated as of [____], 2024 between the City and the Developer, and does hereby certify on behalf of the Developer that:

- (a) the expenditures for which payment or reimbursement is requested are listed in summary form in the attached schedule;
(b) the amounts requested have been paid by the Developer for property or to contractors, subcontractors, materialmen, engineers, architects or other persons who will perform or have performed necessary or appropriate services or will supply or have supplied necessary or appropriate materials for the acquisition, construction, renovation, equipping and installation of the Infrastructure Improvements, as the case may be, and that, to the best of my knowledge, the fair value of such property, services, or materials is not exceeded by the amounts requested to be paid;
(c) the cost of work to be paid or reimbursed has been competitively bid and the contractor or subcontractor has paid the Montana prevailing wage for such work;
(d) no part of the several amounts requested to be paid or reimbursed, as stated in such certificate, has been or is the basis for the payment or reimbursement of any money in any previous or pending request; and
(e) the payment or reimbursement of the amounts requested will not result in a breach of any of the covenants of the Developer contained in the Agreement.

Dated: _____, 20__

ELMORE ROBERTS COMMUNITY PARTNERS, LP

By: _____
Authorized Developer Representative

Schedule to Developer Certificate No. _____

Payee

Purpose

Amount

ATTACHMENT A

Downtown TIF Cashflow Projection

		FY 24 7/1/23 - 6/30/24	FY 25 7/1/24 - 6/30/25
Beginning Cash	<i>Starting TIF Funds</i>	\$ 4,435,631.00	\$ 3,641,043.98
Increment Revenue	<i>Projected Annual Increment</i>	\$ 2,000,000.00	\$ 2,000,000.00
Debt Service, ISCs, build programs	<i>Fixed Annual Obligations</i>	\$ (1,030,298.00)	\$ (1,030,298.00)
YTD actuals	<i>Projects Paid Out Year to Date</i>	\$ (969,672.02)	\$ -
Awards not Paid yet	<i>Outstanding Project Obligations</i>	\$ (794,617.00)	\$ (951,785.00)
Projected ending cash	<i>Available TIF Funds</i>	\$ 3,641,043.98	\$ 3,658,960.98
Proposed Roberts Building Request			\$ (300,000.00)
Projected ending cash if approved			\$ 3,358,960.98

*See Fixed Annual Obligations chart below

*See Outstanding Project Obligations chart below

*Staff is proposing 130k be funded out of Building Program FY 24

Fixed Annual Obligations

	FY 24 7/1/23 - 6/30/24	FY 25 7/1/24 - 6/30/25
Debt Service (Civic Center Façade bond)	\$412,725.00	\$412,725.00
Internal Service Charges (ISCs)	\$117,573.00	\$117,573.00
Building Program	\$500,000.00	\$500,000.00
Total Fixed Annual Obligations	\$ 1,030,298.00	\$ 1,030,298.00

Outstanding Project Obligations

	FY 24 7/1/23 - 6/30/24	FY 25 7/1/24 - 6/30/25
Parking Garage Improvements		183,785
Storm Drain Project	250,000	500,000
BID trees - 25k for 5 years	7,455	25,000
BID mural lighting	144,550	
Keith Cron, distillery (Brush Crazy)	68,560	
Downtown economic vitality study	30,000	
Kellergeist Building Renovation	263,000	
ADA ramp project - 13% match for Federal fun	31,052	
7th Street South Streetscape		243,000
Total Outstanding Project Obligations	794,617	951,785

*500k in FY 26 and FY 27

*25k approved for FY 26



*Downtown Development Partnership of Great Falls, Inc.
318 Central Avenue, Great Falls, MT 59401
406-727-5430*

May 6, 2024

BY HAND

Lonnie Hill
Deputy Director
Planning & Community Development Department
City of Great Falls

RE: Elmore Roberts Apartments TIF Request

Dear Lonnie,

I am writing on behalf of the Board of Directors of the Downtown Development Partnership (DDP) in support of the tax increment financing application submitted by Elmore Roberts Community Partners, LP for renovation of the Elmore Roberts Apartments.

The DDP Board considered this application at its April 24, 2024 meeting and voted to recommend City Commission approval.

Renovation of this property and the preservation of affordable housing will have a positive impact on the Downtown Urban Renewal District. The \$430,000 in requested TIF funds will leverage over \$5 million of additional investment in our downtown. This is a significant project with very high public benefit that we believe is worthy of City investment through the tax increment funds.

Thank you for great staff work on this application!

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Brett Doney', is written over a light blue horizontal line.

Brett Doney
Treasurer



CITY OF GREAT FALLS APPLICATION AND PROCESS FOR TAX INCREMENT FINANCING FUNDS

IMPORTANT: The material included below outlines the Tax Increment Financing application process and the responsibilities of the Applicant and the City of Great Falls. The Planning and Community Development Department is charged with processing all applications and accomplishing the plans established with creation of each district. Private projects requesting Tax Increment financial assistance will be evaluated by the Great Falls Planning Advisory Board. The Board will prepare a recommendation to the City Commission concerning each individual request using the criteria outlined in this document. Please review this information carefully before submitting the application forms or finalizing your development plans.

Failure to receive approval of a completed application BEFORE construction begins may affect the Applicant's eligibility for Tax Increment Financing assistance from the City of Great Falls.

INTRODUCTION

The City of Great Falls is responsible for administering the urban renewal program in Great Falls, pursuant to Montana Urban Renewal Law (Title 7 Chapter 15 parts 42 and 43, Montana Code Annotated). Tax Increment Financing (TIF) is an important element of the program as it provides the City with a means to finance urban renewal, industrial, technology or aerospace activities. The TIF program operates by first establishing a base year taxable value for all properties within the appropriate district. All increases in property taxes in the district above this base valuation, due to new development or reappraisals, are assigned to the City to be used to finance eligible activities within the district.

The City has adopted four TIF districts:

Central Montana Agri-Tech Park

Boundaries Amended – May 7, 2013 (Ord. 3106)
 Boundaries Amended – December 4, 2007 (Ord. 2996)
 Original Adoption Date – May 17, 2005 (Ord. 2911)
 Base Year – January 1, 2005

West Bank Urban Renewal District

Adopted – March 20, 2007 (Ord. 2967)
 Base Year – January 1, 2007

Great Falls International Airport Tax Increment Industrial District

Boundaries Amended - September 1, 2009 (Ord. 3043)

Original Adoption Date – November 5, 2008 (Ord. 3022) and boundaries were amended

Base Year – January 1, 2008

Downtown Urban Renewal District

Adopted – May 15, 2012 (Ord. 3088)

Base Year – January 1, 2012

East Industrial Park Tax Increment Financing

Adopted – May 7, 2013 (Ord. 3105)

Base year: January 1, 2013

Applicants for TIF assistance are subject to program eligibility analysis and project review criteria listed below. In addition, project applications will be accepted and processed in the order in which they are received and approved based on the availability of funds in consideration of goals of the plan for the appropriate district.

ELIGIBLE TIF ACTIVITIES

7-15-4288, M.C.A defines how tax increments can be used by the municipality to pay costs of or incurred in connection with an urban renewal project, industrial infrastructure development project, technology infrastructure development project or aerospace transportation and technology infrastructure development project and includes:

1. Land acquisition, including acquisition of infrastructure-deficient areas and assemblage of land for development by private enterprise or public agencies, including sale, initial leasing, or retention by the municipality itself at fair value.
2. Demolition and removal of structures.
3. Relocation of occupants.
4. Public improvements such as the acquisition, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, waterlines, waterways, sewage and water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and other public improvements.
5. Costs incurred in the exercise of urban renewal powers allowed under 7-15-4233, M.C.A.

APPLICATION PROCESS

Applicants seeking TIF assistance from the City must submit a written application for each TIF-assisted project.

The following procedure has been developed to allow for a thorough and public review of TIF funding requests.

1. Initial Contact. Contact the Planning and Community Development Department, Room 112 in the Civic Center, to discuss the project and determine eligibility for TIF assistance.
2. Prepare a Written Application. The Applicant must submit a complete written application for each funding request. Additional information may be required of Applicants by staff when deemed necessary for the evaluation process. City of Great Falls initiated and administered projects are required to complete an application. (City projects should complete the following sections of the application—Application for Funds, Eligible Activities and the Certification Page.)
3. Staff Review. Upon submittal of all necessary information, a staff group consisting of Fiscal Services, Planning and Community Development, Park & Recreation, and Public Works department heads and the Deputy City Manager will review the merits of the project and the need for funding. The Planning and Community Development Department staff will prepare a staff report and recommendation for the Planning Advisory Board and/or Downtown Development Partnership.
4. Advisory Board. The staff recommendation will be considered by the Planning Advisory Board or Downtown Development Partnership. The Downtown Development Partnership will consider all applications submitted for the Downtown Urban Renewal District, the Planning Advisory Board will consider all other TIF applications. The advisory boards, will in turn prepare a recommendation to the City Commission for final approval. At any point in the review process the staff, the Planning Advisory Board, Downtown Development Partnership or the City Commission may request more information of the Applicant or solicit comments on the project from other public agencies.
5. City Commission Review and Approval. The City Commission will review the project, will consider the recommendation from the Planning Advisory Board and/or Downtown Development Partnership will approve or reject the funding request or any part thereof along with any special terms of TIF assistance.
6. Development Agreement. If TIF assistance is approved, the City and the Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the TIF assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project, may require the Applicant to guarantee repayment of TIF assistance

if the terms of the Agreement are violated by the Applicant and may require an agreement for payment of an annual tax deficiency fee pursuant to §7-15-4294, MCA. The Development Agreement shall also specify whether the Applicant or City will be responsible for bidding or obtaining cost estimates and selecting contractors for funded activities. If receiving TIF dollars, the applicant is required to follow requirements for public construction contracts as pertains to payment and performance bonding and standard prevailing rate of wages. The Development Agreement must be approved by the City Commission. Projects initiated and/or administered by the City of Great Falls are not required to complete a Development Agreement.

IMPORTANT NOTE: Costs to be paid with TIF monies may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.

CRITERIA FOR REVIEW

Materials contained in TIF applications are used to assess the merits of projects in relation to the goals and objectives of the appropriate district plan. To measure the public benefit derived from the project, the City evaluates projects based on the following criteria. Each district development is judged on its own merit; therefore, no weight is given to any of the criteria. The City Commission may establish additional criteria per district that would provide specific funding priorities.

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 water lines, railroads, etc.
2. Economic Stimulus – The amount of economic activity to be generated within the district through the development is assessed, as well as the leverage ratio of public to private investment. In general, the maximum limit of participation in any one development is 10% of the construction/rehabilitation costs, exclusive of acquisition cost. Development projects clearly demonstrating extraordinary benefit to districts or the community may, at the discretion of the 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.
3. Tax Generation – The increase in taxable value due to new district development, including construction/rehabilitation, as estimated by the County Assessor’s office to determine tax increment generation.
4. Employment Generation – Total employment generated by the district development as assessed in terms of new permanent and part-time jobs, and

construction jobs.

5. Elimination of Blight (applies to Urban Renewal Districts) – 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.
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 provision of an unmet community need is an example of special and unique opportunities.
7. Impact Assessment – The extent of both positive and negative environmental impacts, appropriateness of the development’s project design, and impact on existing businesses or residents.
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.
9. Development’s Feasibility – A determination of feasibility is made based on the strength of the Applicant’s demonstration of market demand for the development in the district as contained primarily on the pro forma and financing commitments.
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.
11. Timely Completion – The feasibility of completing the development according to the Applicant’s development schedule.
12. Payment of Taxes – All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date.

CITY OF GREAT FALLS



TAX INCREMENT FINANCING (TIF)

APPLICATION FOR FUNDS

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

Project Name: Elmore Roberts Apartments

Date Submitted: _____

Name of TIF District: Downtown Urban Renewal District

APPLICANT INFORMATION

Name: Ryan Kucich / Elmore Roberts Community Partners, LP

Address: 17782 Sky Park Circle, Irvine, CA 92614

Telephone: 209-981-4595

DEVELOPMENT INFORMATION

1. Building Address: 6 6th Street S, Great Falls, MT 59401

2. Legal Description: _____

LOTS 6, 7, 9 AND 10, BLOCK 363, TOWNSITE OF GREAT FALLS, CASCADE COUNTY, MONTANA,
ACCORDING TO THE OFFICIAL MAP OR PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE
OF THE CLERK AND RECORDER OF SAID COUNTY.

3. Ownership: Elmore Roberts Community Partners, LP

Address: 17782 Sky Park Circle, Irvine, CA 92614

4. If property is not owned by the Applicant, list leasehold interest: (*Attach evidentiary materials*).
Name: _____

Address: _____

5. Existing/Proposed Businesses: Low Income Housing

Business Description: The Elmore Roberts Apartments is an affordable housing
development with commercial space on the first floor. The applicant proposes to acquire and
rehab the property giving the community 50+ years of sustained affordability.

6. Employment: Existing FTE Jobs: 2

New Permanent FTE Jobs created by project: 1 Construction FTE jobs: 66

7. Architectural/Engineering Firm: Hooker De Jong

Address: 665 Seward Ave NW Suite 404, Grand Rapids, MI 49504

Representative: Nichole McNamara

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

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

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

10. 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).

The development is proposed to begin construction in July 2024 and is estimated to be completed by 12/31/2024

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

Federal Low Income Housing Tax Credits

Federal Historical Tax Credits

Montana Healthcare Foundation Perm Loan (2nd Position)

Coal Trust Funds Perm Loan (1st Position)

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.*)

We have numerous items that should qualify for TIF funds in our project, the key piece being the window replacement that will meet the historical requirements. We are requesting \$430,000 in TIF funds. We would need access to the funds upon the start of construction, which is slated for July 1st, 2024.

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

N/A

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>150,000</u>	
2. <u>Concrete Work</u>	\$ <u>84,503.28</u>	
3. _____	\$ _____	
4. _____	\$ _____	
5. _____	\$ _____	
Subtotal		\$ <u>234,503.28</u>

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

1. <u>Demolition & Paint/Drywall/Flooring</u>	\$ <u>686,159.37</u>	
2. <u>Metal & Masonry</u>	\$ <u>280,374.73</u>	
3. <u>Windows</u>	\$ <u>1,065,975.00</u>	
4. <u>Woods, Plastics, Doors/Hardware</u>	\$ <u>634,831.80</u>	
5. <u>Roofing & Elevator Upgrades</u>	\$ <u>1,182,275.79</u>	
6. <u>Plumbing/HVAC, Electrical</u>	\$ <u>1,124,005.98</u>	
7. <u>Specialties</u>	\$ <u>170,580.47</u>	
Subtotal		\$ <u>5,144,203.13</u>

Equipment Costs
(Total value of equipment)

1. <u>Equipment</u>	\$ <u>244,663.98</u>	
2. <u>Equipment Cost</u>	\$ <u>58,250.00</u>	
3. _____	\$ _____	
4. _____	\$ _____	
5. _____	\$ _____	
Subtotal		\$ <u>302,913.98</u>

Total Project Development Costs \$ 5,681,620.38

ELIGIBLE TIF ACTIVITIES

Land Acquisition

	Total	Amount Requested from TIF	Timing for Funds
1.	_____	_____	_____

Demolition & Removal of Structures

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Relocation of Occupants

1.	_____	_____	_____
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Public Improvements

(acquisitions, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, etc.)

1.	<u>1,065,975.00</u>	<u>430,000</u>	<u>07/01/2024</u>
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Fees (associated with eligible activities)

(A&E design/supervision, permits & other fees)

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

CERTIFICATION

I (we), Ryan Kucich (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 Senior Development Manager

Address 17782 Sky Park Circle

Date 04/01/2024

Signature _____

Title _____

Address _____

Date _____

Elmore Roberts Preservation Narrative

The Roberts Building was built in 1917 in association with William Roberts, a builder who played a critical role in developing downtown Great Falls. William Roberts arrived in Great Falls in 1886, five years after the city was founded. He quickly became known as one of the city's leading builders, driving projects such as the Dunn Block (now "Dunn Brown"), the Great Falls Opera House, and landmarks. While designing the Elmore Roberts building, Roberts spent time studying mixed-use buildings in California to find inspiration. At the time of construction of The Roberts it was said that it was one of the city's most modern and elegant developments.

Today Elmore Roberts is an affordable housing community serving 60 households at an area median income (AMI) of 50% or less. Of those 60 units, 3 are currently ADA and an additional 3 units will be added over the course of the planned renovation. The property also includes 7 units of ground floor commercial space. Currently the property benefits from two Mod-Rehab contracts, which are set to expire in 2024. Community Preservation Partners (CPP) plans to acquire and renovate the building to preserve its historic novelty, extend the affordability, and positively impact the residents and community of Great Falls as a whole. The proposed financing leverages Low Income Housing Tax Credits, Historic Tax Credits, a Montana Healthcare Foundation permanent loan, Coal Trust Funds, and TIF funds, along with the conversion of the two Mod-Rehab contracts to a new 20 Year HAP contract. The combination of financing efforts and subsidy will ensure affordability for the next 50 years. CPP has deep roots in the low-income housing market, founded in 2004 by its parent company WNC & Associates who have been investing in affordable housing since 1971. Since its inception CPP has successfully acquired and rehabilitated over 14,000 units of affordable housing across 16 states, totaling over \$3.5 billion of investments.

The proposed renovation would include energy star rated refrigerators, stoves, and ceiling fans. New low VOC vinyl plank flooring will be installed, along with LED lighting fixtures, formaldehyde free cabinets and counters, low VOC paint and low flow plumbing fixtures. The exterior will be updated with new energy rated windows, paint, roof replacement and siding repair. ADA path of travel to all common area facilities will be designated and the parking lot resurfaced. Additional work will focus on preserving the façade and original elevator as well as other historical features of the property both on the interior and exterior.

During the construction period, residents will be asked to temporarily relocate to a hotel for a period of 3 days while we renovate their units. After the 3 days temporary relocation, residents will be able to move back into their fully renovated units. All of the costs for the temporary relocation will be paid for by the ownership group. This will include the cost of a hotel with kitchenette, moving and storage costs, transportation costs, and a per diem for food allowance. In addition, there are 3 units currently designated as ADA units. Upon completion of the project, there will be 6 total ADA units. Those residents inhabiting ADA units will be asked to temporarily relocate for a period of 3 weeks while we renovate their apartment homes. After which, each resident will be able to return to their unit. As before, all of the temporary relocation costs will be paid entirely by the ownership group and at no cost to residents.

The impact of this project will have a lasting effect on Great Falls as a whole. From an economic perspective, the construction will bring in an estimated 66 part time jobs to complete the renovations. The majority of the employees working on this project will be subcontractors that are

either local to Great Falls, or from a nearby town. Upon completion, there will be two full-time staff employed at the property. Furthermore, we believe this kind of rejuvenation has the possibility of attracting more investments into downtown Great Falls. The renovations will also increase the curb appeal of the property from the preservation of historic brick façade and the installation of historic approved windows, making the site a proud landmark in the downtown area. Lastly, new appliances will lead towards a more energy efficient building which will reduce its carbon footprint.

CPP is pleased to be in the unique position to propose a development that will both preserve affordable housing and an historic landmark.

The Elmore Roberts - TIF Break down

Scope Item

Environmental Safety Program

(Items Below are Currently Alternates in the Budget)

- Allowance – Camera System Repairs and Updates \$ 15,000.00
- Allowance – Install New Wall Pack Lighting for Parking Lot Area \$ 8,000.00

Life-Safety Code Compliance Program

- Install New ADA Door Hardware at Interior Doors (ADA Units Only) \$ 8,400.00
- Install ADA Interior and Entry Doors Per Plan(ADA Units Only) \$ 69,030.00
- Supply and Install Grab Bars with Backing At ADA Unit Bathrooms (2 Per Set) \$ 9,000.00
- Upgrade Elevator Equipment, Controls and Modernization (Excludes Interior Cab Upgrades) \$ 431,454.00
- Install 10- Year Sealed Battery Smoke Detectors in Unit Bedrooms \$ 18,000.00
- Install Hardwired Smoke/ CO Combo in Unit Hallway \$ 15,000.00
- Audio Visual Upgrades (5%) – Strobes, Audible Chirps and Annunciators \$ 5,790.00
- ADA Electrical Upgrades \$ 26,100.00
- Install New Smoke Detector with Strobe at ADA Units \$ 10,200.00
- **(Items Below are Currently in Alternates in Budget)**
 - o Allowance- Install New fire Alarm System \$ 200,000.00

Façade Improvement Program

- Allowance – Pressure Wash Exterior Masonry \$ 35,000.00
- Brick Repoint at High Priority Ares Only \$ 195,430.00
- **(Items Below are Currently Alternates in Budget)**
 - o Allowance – Install New Entry Foyer Storefront Doors \$ 45,000.00
 - o Repoint Street Facing and Red Brick \$ 440,000.00
 - o Allowance – Repaint Decorative Parapet and Window Trim \$ 100,000.00
- Install New ProVia Vinyl Windows at Units \$ 634,576.00

Total Project Cost (Hard & Soft Costs)	\$ 13,102,671.00
Total Project Cost (Hard aka Rehab Costs)	\$ 5,681,620.38
Total TIF Eligible Item Cost	\$ 1,480,980.00
Total TIF Ask	\$ 430,000.00

PROJECT NUMBER	2023.0082	
ISSUANCE		
NO.	DATE	DESCRIPTION
3	2023.08.15	QC CD REVIEW
4	2023.09.22	SD REVIEW
5	2023.10.28	SD PRELIMINARY SET
7	2024.04.12	QC CD REVIEW

NOT FOR CONSTRUCTION

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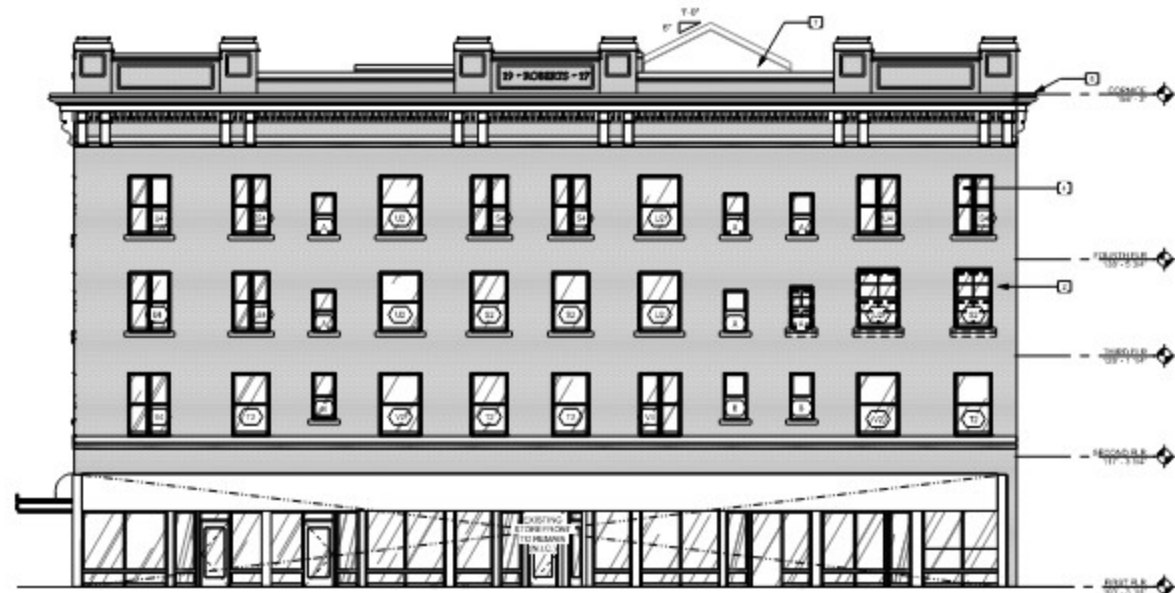
EXTERIOR ELEVATIONS

GENERAL ELEVATION NOTES

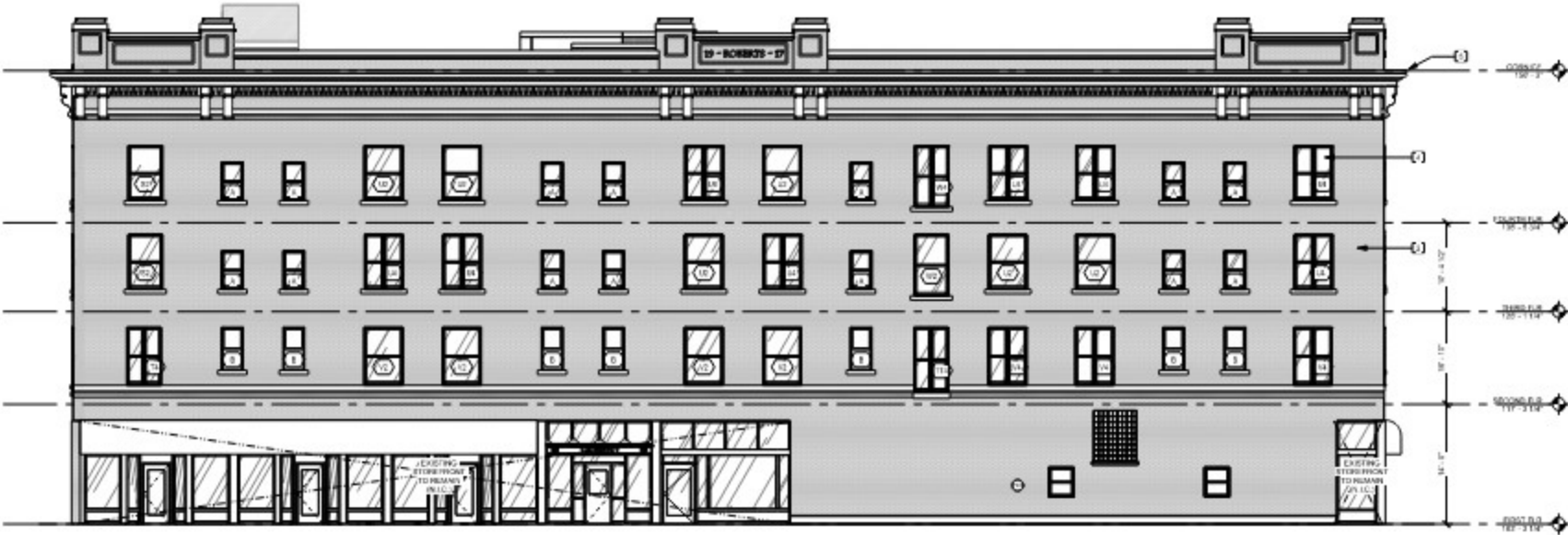
- (APPLIES TO ALL ELEVATION DRAWINGS)
1. PROVIDE COMPPOSITE TRIM LOCATED AT ALL EXTERIOR PENETRATIONS, MOUNTING LOCATIONS, SCULPTURES, DOWNSPouts, ETC. (IN SETS).
 2. MATCH ALL EXTERIOR FINISHES TO MATCH ADJACENT WALL COLOR, FINISH, COVERS, ETC. TO MATCH ADJACENT WALL COLOR.

(C) EXTERIOR ELEVATION KEYNOTES

1. REPAIR AND REPLACE DAMAGED MASONRY UNITS, FLAT AND BRICK-ON-HORSESHOE JOINTS, THE NEW MASONRY MUST MATCH THE HISTORIC MASONRY IN COLOR, TEXTURE, AND TOOKING. THE SAND MUST MATCH THE SAND IN THE HISTORIC MORTAR. THE NEW MORTAR MUST HAVE CRACKS UNDER PENETRABILITY AND BE SOFTER THAN THE MASONRY UNITS AND MUST BE AS WORKABLE AS POSSIBLE AND NO SOFT OR CRACKED THAN THE HISTORIC MORTAR (RED BRICK AT REAR AND COURTYARD).
2. WATER CLANS BRICKWORK SURFACES WITH NEW RING OF LARGEST AND RING (ALL FACES)
3. NOT USED
4. REPAIR AND REPLACE WINDOWS, PROVIDE FACTORY FINISHED ALUMINUM CLIP INSIDE WINDOWS, DOUBLE GLAZED FACTORY GLAZING OPERATING HARDWARE, AND PEGS SCREENS MATCH HISTORIC SIZE, CONFIGURATION, PROFILES AND TEXTURES, TYPICAL THROUGHOUT.
5. NOT USED
6. NOT USED
7. REMOVE AND REPLACE WOOD PANEL SIDING WITH 1/2" TEXTURE WITH NEW HORIZONTAL VINYL SIDING AND TRIM.



2 NORTH ELEVATION
A4.1 10' x 11'



1 EAST ELEVATION
A4.1 10' x 11'



Commission Meeting Date: May 21, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Consultant Contract - Growth Policy Update

From: Planning & Community Development

Initiated By: Planning & Community Development

Presented By: Lonnie Hill, Planning & Community Development Deputy Director
Andrew Finch, Senior City Planner & Growth Policy Co-Project Manager

Action Requested: Approval of the proposed Growth Policy Update Contract with Orion Planning & Design.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) the Professional Services Agreement with Orion Planning & Design in the amount of \$371,184 for services pertaining to the Growth Policy Update.”

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

Staff Recommendation: Staff recommends approval.

Summary: On December 22nd, 2023, a request for proposals (RFP) was issued to seek proposals from qualified consultant teams for a complete update to the Growth Policy of the City of Great Falls. Six (6) proposals were received by the deadline of 5:00 PM MST on March 15th, 2024. The proposals were submitted by Burian & Associates, Cushing Terrell, EConorthwest, Houseal Lavigne, SJC Alliance, and Orion Planning & Design.

The Consultant Selection Committee, comprising Brock Cherry (PCD Director), Lonnie Hill (PCD Deputy Director), Andrew Finch (Senior Planning & Co-Project Manager), Chris Gaub (PW Director), Jesse Patton (City Engineer), Melissa Kinzler (Finance Director), Kirsten Wavra (Finance Deputy Director), and Brian Patrick (GFPS Business Services Director), reviewed the proposals. The Consultant Selection Committee evaluated and scored the proposals and subsequently interviewed the top three entities: Cushing Terrell, EConorthwest, and Orion Planning & Design.

After a competitive interview process, the Consultant Selection Committee unanimously recommended Orion Planning & Design as the consultant for the Growth Policy Update.

The Growth Policy Selection Committee's recommendation is based on Orion Planning & Design's past work in similar communities both in and outside of Montana, their intimate knowledge of the newly adopted 'Montana Land Use Planning Act,' and their demonstrated ability to complete the requested work.

Fiscal Impact: The City of Great Falls has allocated \$300,000.00 for the Growth Policy Update, which will be used to hire a consultant to assist with the effort. Further, Planning & Community Development expects to receive \$30,000.00 from the Montana Community Reinvestment Plan Act. Lastly, Great Falls Public Schools has provided \$50,000.00 to go towards the Growth Policy. Thus, **\$380,000.00** is currently allocated for the Growth Policy Update.

After extensive negotiations, City Staff and Orion Planning & Design have come to an agreement on a proposed sum of **\$371,184.00**. This amount is subject to the approval of the City Commission. City Staff has ensured that the Growth Policy Update will not only comply with state requirements but will also offer additional valuable services. These services include:

- Evaluating existing school district boundaries, conducting a thorough review of GFPS administration and growth projections, and determining future land acquisition needs as part of the existing conditions/issues/opportunities framework. All of these will be done in synergy with the City of Great Falls' growth strategies.
- Conducting a comprehensive market assessment that focuses on future growth trends, housing, and market sectors. It will also analyze the financial/administrative impact on service delivery, cost of development, and infrastructure decision-making (specifically schools).

Alternatives: If the proposed contract with Orion Planning & Design is rejected, the Consultant Selection Committee may reproach Orion Planning & Design for renegotiation, or seek to begin negotiations with the next-ranked consultant.

Concurrences: The Growth Policy Selection Committee unanimously recommends Orion Planning & Design as the consultant for the Growth Policy Update.

Attachments/Exhibits:

Orion Planning & Design – City of Great Falls Growth Policy Proposal

Proposed Scope of Work

Professional Services Agreement – Growth Policy Update

Insurance Certificate

Request for Qualifications and Proposals:
Great Falls Growth Policy Update

March 14, 2024
Great Falls, Montana

Submitted by:
Orion Planning + Design
Water & Environmental Technologies
Cascadia Management Group
Rundell Ernstberger Associates
Tunnel-Spangler-Walsh



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March 14, 2024

Brock Cherry, Director
 P.O. Box 5021
 Great Falls, Montana 59403
 Email: Bcherry@greatfallsmt.net

Dear Mr. Cherry:

On behalf of our team, I am pleased to submit this proposal to assist the City of Great Falls with the update to the Growth Policy. As our proposal will highlight, our team brings decades of experience working for and with cities and counties across Montana and beyond, helping communities realize the future they've envisioned through aspirational, innovative, and approachable plans and code.

In addition to the partners and planners at Orion Planning + Design (OPD), our team includes Water & Environmental Technologies, Cascadia Management Group, Rundell Ernstberger Associates, and Tunnel-Spengler-Walsh & Associates. We bring critical skills and experience in comprehensive planning, outreach and community engagement, housing, economic development, urban and environmental design, mobility, and infrastructure planning. We provide significant depth and range in our professional perspective, having worked on projects from coast to coast while demonstrating years of experience working with Montana communities. We value close collaboration with staff and stakeholders and make community outreach a key element of our approach to any project, facilitating a locally driven, publicly engaged process. Our team has extensive experience working with and for governments of all sizes, and that experience in and knowledge of the local planning process - especially here in Montana - sets us apart from other planning teams in the region. As recent work and references will attest, we have significant experience evaluating current trends and projecting future demand, using planning best practice to address how our communities must evolve in the face of unprecedented growth, housing affordability and availability concerns, shifts in the local and regional economy, demands on aging infrastructure, mobility concerns, environmental hazards, and resource constraints, all of which have an impact on Great Falls' resilience both now and into the future.

As project manager, I will serve as the principal contact throughout the duration of the project. However, our team of skilled planners, engineers, analysts, and design professionals will support every aspect of our collaboration with you. The scope of services requested by the City of Great Falls is consistent with other comprehensive planning efforts led by our team.

Please do not hesitate to let us know if you have any questions or seek additional information regarding our proposal. We look forward to having an opportunity to discuss our team's experience and approach to the Great Falls Growth Policy Update in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allison Mouch', is written over a light blue circular stamp.

Allison Mouch, AICP
 Managing Partner
 Orion Planning + Design Main Office
 1105 Village Way
 Missoula, MT 59802

QUALIFICATION & UNDERSTANDING

Given the complexities that go along with developing a robust, engaging, and effective growth policy, coupled with the influence and importance of Malmstrom Air Force Base and the evolving public school system in Great Falls, we have assembled a team of industry leaders to assist the city with a comprehensive update to the growth policy.

Local & Regional Understanding

Our team has extensive experience working in and around Great Falls, throughout Montana, and across the country, in similar settings and on equivalent projects. Many of our team members also live and recreate in Montana and in communities similar to Great Falls. Orion Planning + Design (OPD), Water & Environmental Technologies (WET), and Cascadia Management Group (CMG) are all based in Montana, while Rundell Ernstberger Associates (REA) and Tunnell-Spangler-Walsh (TSW) are longtime collaborating partners of OPD's and have worked on several projects together in Montana and the greater Rocky Mountain West region. As a team, we have experienced the unique challenges and opportunities Montana communities now face, and we know that it is unlikely that any growth policy conceived and adopted prior to 2020 could anticipate the growth pressures resulting from the post-pandemic demographic shift in mobility, infrastructure, employment, and housing demand.

We are aware that Great Falls, like other Montana communities, is facing budget cuts for public schools. Difficulties with funding, complicated by increased cost of living, increased property values, and the residual impact of the pandemic, makes planning for the future growth and management of the public school system paramount to the current Growth Policy update effort.

We are also familiar with the role of Malmstrom Air Force Base within the Great Falls community and its importance to future planning efforts. WET currently facilitates meetings between Malmstrom and the City of Great Falls of water and sanitary sewer projects located on-base. As a part of this project, our team recommends involving the Military Affairs Committee (MAC) as a stakeholder group for coordination with Malmstrom Air Force Base as base commanders and enlisted officers are often present at this committee along with Public Works

personnel, the city engineer, and county commissioners. This growth policy update will be designed to facilitate future coordination between the City of Great Falls, Great Falls Public Schools, and Malmstrom.

Public Engagement & Place-Based Planning

Our team recognizes the importance of place-based planning; we avoid prescriptive processes and aim to rely heavily on local voices and input. We feel it is important to first be curious and inquisitive; to learn and then synthesize, testing our own assumptions and takeaways alongside the true experts on the topic – staff, stakeholders, and community members of Great Falls – as we go. Our team has a history of fostering strong relationships with local stakeholders, including the Blackfeet Tribe, the Chippewa Cree Tribe of the Rocky Boy's Reservation and Malmstrom Air Force Base. The values and priorities expressed by residents of Great Falls and surrounding areas must be taken into consideration and implemented through policy decisions and regulation that reflects the spirit of the west.

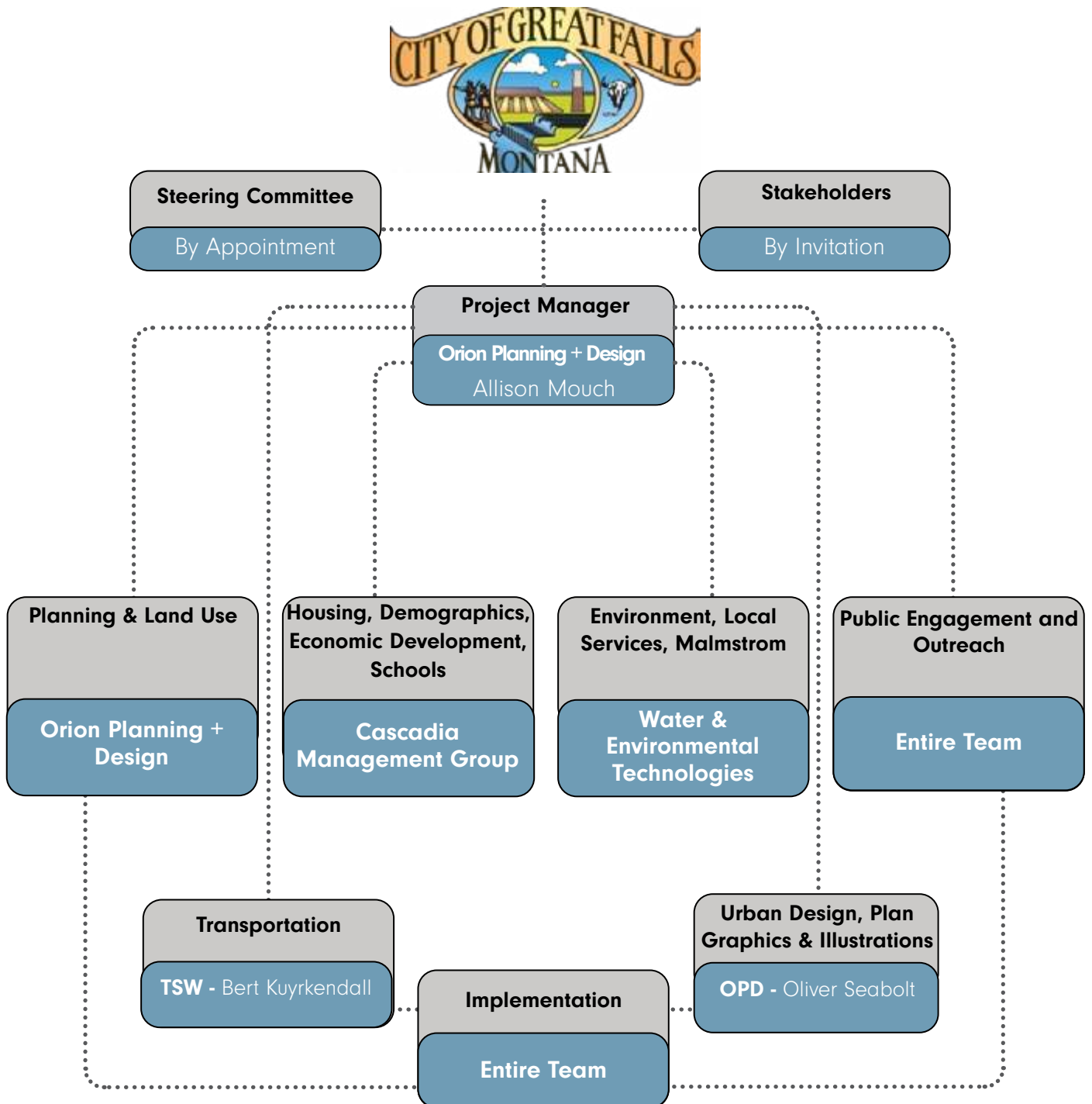
Holistic Approach

Our team understands the critical importance of aligning regulations to recent policy and planning work. Each of our projects begins with some level of a regulations audit prior to amendments or updates. We excel in assessing plans and codes to better understand what needs updating and reformatting, what needs to be aligned, and where the code would benefit from a more extensive overhaul. Relevant to the recent adoption of the Montana Land Use and Planning Act (SB 382), we also strive to ensure all our products are applicable to future planning efforts.

Our team will work closely with each other and with staff, stakeholders, and the community at large to develop an achievable plan for the future of Great Falls. Members of our team have collaborated on plans and code work throughout Montana and beyond, bringing together unique professional perspectives, vast experience, and collective strengths to achieve the goals of each project. Our diverse team is skilled at integrating meaningful engagement, comprehensive analysis, and realistic visioning in the development of plans, an approach we feel Great Falls will be well-served by.

TEAM STRUCTURE

The team structure diagram depicts the proposed organizational structure of the project, highlighting each firm's area of expertise and focus. It is followed by profiles of each firm and each team member.



FIRM PROFILES



Orion Planning + Design
 1105 Village Way
 Missoula, MT 59802
 419.297.1604

Locations
 Missoula, MT (Main Office)
 Hernando, MS
 St. Simons Island, GA
 Cold Spring, NY
 Winterport, ME

Service Areas
 Comprehensive and Area Planning
 Zoning and Development Codes
 Master Planning and Site Planning
 Public Outreach and Visioning
 Urban Design
 3-D Modeling and
 Computer Imaging

www.orionplanningdesign.com

Orion Planning + Design

Project Lead - Land Use, Design, Outreach, Implementation

Orion Planning + Design (OPD) is a multi-disciplinary firm specializing in the creation of dynamic, inclusive, resilient communities that can adapt and thrive in a changing world. Our team of professionals has experience in nearly every aspect of local, regional, and state planning. We work coast-to-coast and internationally offering a variety of professional community planning and design services to government, private developers, landowners, and non-profits. Together our team has a breadth of experience in both the private and public sectors, bringing together our common philosophy in best practice to help communities succeed through thoughtful planning and active implementation of a collective vision.

Using a holistically integrated team approach, OPD provides the highest level of service to our clients. Our processes engage and motivate, and our products inspire and enrich. OPD believes in collaborative planning and place-based, context-sensitive solutions. We believe in building and maintaining strong working relationships with staff, committees, and the public, and using their expertise and local knowledge to guide the planning process. And we believe in implementation, understanding the role of a plan and its relationship to the regulatory framework that follows.



Water & Environmental Technologies

Montana Locations
 Great Falls
 Butte
 Kalispell
 Anaconda
 Bozeman

Remote Offices:
 Missoula

Service Areas
 Project Management
 Planning
 Landscape Architecture
 Public Facilitation, Outreach &
 Education
 GIS

Online Map Development
 Trail Development

www.watervntech.com

Water & Environmental Technologies

Subconsultant: Environment, Infrastructure & Local Services, Malmstrom

WET has an extensive background with large projects, including complex, multi-year work. Relevant to the Great Falls Comprehensive Plan, WET is the engineer of record for the Malmstrom Air Force Base and has numerous projects in the Great Falls area including the AMC Smelter and Refinery site, as well as a local office. WET has grown from a niche water firm into a full-service, employee-owned consulting firm. Our combination of consultants with various backgrounds and expertise make WET uniquely qualified to provide a holistic project outcome. With landscape architects who understand system-based approaches, to hydrogeologists who can identify future ramifications to watersheds, we have a team that is unmatched in diverse experience. With our local understanding of the Great Falls community and investment in the business community, we will be available to the City of Great Falls team for the long haul.

Key Relationships

- Malmstrom AFB
- Rocky Boy
- National Center for Appropriate Technology
- Green Business Certification (GBCI)
- Montana DEQ
- Montana Fish Wildlife & Parks
- Environmental Protection Agency

FIRM PROFILES



Cascadia Management Group
 269 W Front Street, Ste D
 Missoula, MT 59802
 406.239.3547

Locations

Missoula, MT (Main Office)
 Denver, CO

Service Areas

Community Facilitation
 and Outreach
 Public Relations
 Strategic Planning
 Research & Data Analysis
 Local & State Economic
 Development
 Budgeting and Financial Oversight
 Communications
 Marketing and Brand Management

www.cascadiamg.com

Cascadia Management Group

Subconsultant: Housing, Demographics, Economic Development, Schools

Cascadia Management Group works with leaders, businesses, and communities to strengthen functional capacity, build process stability, drive strategic and operational transformation, and provide financial and human resource support. CMG intimately understands how planning documents can achieving meaningful and long-lasting impacts by developing actions that are agile that will allow a community to pivot when faced with the unexpected. The firm is experienced with building and working within multi-disciplinary teams across public and private sectors to support community development, analyzing and projecting data trends, and facilitating public participation. CMG is passionate about enhancing communities through crafting actionable plans and guiding implementation to ensure specific outcomes and sustainable futures.

Key Relationships

- Fish, Wildlife and Parks
- MT Dept. of Commerce
- MT Office of Economic Dev.
- MT World Trade Center
- MT Nonprofit Association
- MT Small Business Administration
- Bureau of Business and Economic Research
- Western MT Economic Dev.
- MT Economic Development Association
- U.S. Dept. of Agriculture
- Vital Ground
- Rocky Mountain Elk Foundation



Water & Environmental Technologies
 618 E Market Street
 Indianapolis, IN 46202
 317.263.0127

Locations

Indianapolis, IN
 Louisville, KY

Service Areas

Comprehensive and Area Planning
 Zoning and Development Codes
 Master Planning and Site Planning
 Civil Engineering
 Public Outreach and Visioning
 Urban Design

www.reasite.com

Rundell Ernstberger Associates

Subconsultant: Outreach, Land Use

Rundell Ernstberger Associates is committed to making our world a better place. That starts with celebrating the unique identity, culture, and history of each community. We make space for connection, for building new relationships and deeper engagement — and for improving the health of people and the planet. Our work reflects who we are and what our communities can become.

Since 1979, we’ve put this vision into practice as a trusted partner for municipalities, universities, nonprofits, government agencies, and corporations in more than 25 states. We are recognized as a creative, interdisciplinary firm with a diverse portfolio and a growing stable of international design awards.

REA’s is known for a diversity of diversity of planning and design project types, including land use and transportation planning, ordinance development, urban design and active transportation, placemaking and public spaces.

FIRM PROFILES



PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE

Tunnell-Spangler-Walsh
110 Somerville Avenue
Suite 266
Cattanooga, TN 37405

Locations
Chattanooga, TN
Atlanta, GA
Lexington, KY
Tulsa, OK

Service Areas
Comprehensive and Area Planning
Transportation Planning
Higher Education Planning
Zoning and Development Codes
Master Planning and Site Planning
Public Outreach and Visioning
Urban Design

www.tsw-design.com

Tunnell-Spangler-Walsh

Subconsultant: Transportation, Mobility, and Infrastructure

TSW Planners, Architects, Landscape Architects is a leader in creating award-winning designs that embody the principles of livable communities, walkability, sense of place, compelling public spaces, human-scaled buildings, and connectivity. We are involved in all stages of placemaking, including outreach, visioning, coding, public and private planning, architecture, and streetscape design, and are gratified to see many of our projects move from concept to completion in a range of diverse locations throughout the Southeast, around the U.S. and overseas.

We have worked towards creating and improving neighborhoods, towns, and cities so all people can live together and support each other. This statement affirms our belief that we are better together, and by sharing our strengths, differences, experiences, hopes, and dreams, we build a brighter future for everyone. Over our 30+ year history, we have been gratified to win numerous awards for projects such as downtown master plans, comprehensive plans, corridor studies, coding and guidelines, mixed-use developments, civic and community buildings, Houses of Worship, multifamily residential, townhouses, parks and recreation facilities, and streetscapes.



TEAM MEMBERS

Our team members bring diverse skills and backgrounds, but share the same core values when it comes to community planning and design. We will strive to highlight the distinct character and qualities that make Great Falls a special place, honor all viewpoints in the process, and do so by working closely with staff, stakeholders, the public, and each other. A brief description of each team member you will work with directly throughout the lifetime of this project follows below, identifying areas of expertise, primary roles and responsibilities for this project, and the minimum number of hours each team member is expected to allocate. Hours are subject to change. Full resumes for each team members can be found in the appendix.



ALLISON MOUCH
MANAGING PARTNER / AICP
ORION PLANNING + DESIGN

- Project Manager
- Outreach & Facilitation
- Placetype Development
- Implementation

Allison has eighteen years of professional planning and design experience in the public, private and non-profit sectors. Her areas of specialization include comprehensive plans, public engagement, code development, project management, mapping, and analysis, with a focus on collaboration as a means of achieving positive outcomes. Allison will serve as project manager overseeing outreach, communications, plan development, and coordination. She will lead community visioning and outreach efforts, land use analysis, and placetype development, ensuring all elements of the plan tie back to meaningful public participation and result in clear implementation of policy.

Location: Missoula, MT
Projected Hours: 290



OLIVER SEABOLT
PARTNER
ORION PLANNING + DESIGN

- Urban Design
- Graphics Lead
- Outreach & Facilitation
- Placetype Development

Oliver has more than 20 years of combined experience in landscape architecture, urban design, and real estate. He has extensive experience in the design, management, and implementation of complex domestic and international projects of varying scales. Oliver will support plan development and community outreach activities through modeling and visualization, and support planning efforts related to the built environment and urban design. Oliver will lead on branding, document design, and plan composition, ensuring the final product is user-friendly and graphically rich.

Location: Saint Simons Island, GA
Projected Hours: 200



ROBERT BARBER
PARTNER / FAICP
ORION PLANNING + DESIGN

- Outreach and Facilitation
- Land Use Analysis
- Placetype Development
- Plan Synthesis

Bob has over 30 years of experience in planning and community development at the regional, county, and municipal levels, including substantial practice with private sector development. He has successfully implemented nationally recognized and award winning place making principles. Bob will support in-person and remote outreach and facilitation efforts, lead a comprehensive land use analysis, and assist in the development of placetypes alongside Allison. Bob will also focus on past and current plan alignment to ensure the community plan reflects a cohesive vision and approach.

Location: Hernando, MS
Projected Hours: 120



JOHANNA TUTHILL
PLANNER
ORION PLANNING + DESIGN

- Outreach & Facilitation
- Placetype Development
- GIS Mapping and Analysis
- Implementation

Johanna has over 3 years of planning and community development experience working in public, private, and non-profit sectors. Her areas of specialization include environmentally sustainable development, equitable community building, food sovereignty, and GIS analysis of community resources. Johanna will support the team's various public outreach and facilitation needs, both in person and remotely, while leading the development of various survey tools necessary to collect, analyze, and accurately reflect public input. Johanna will also support the development of a clear implementation strategy as a core component of the final growth policy document.

Location: Winterport, ME
Projected Hours: 272



LILA OSBORN
 PLANNER
ORION PLANNING + DESIGN

- Outreach & Facilitation
- Land Use Analysis
- Plan Synthesis
- Placetype Development

Lila is a planning and community development specialist with 3 years of experience working in the public, private, and non-profit sectors. In her role as Senior Planner for Butte-Silver Bow, MT, Lila was involved in all areas of municipal planning. She will support the team’s various public outreach and facilitation needs, both in person and remotely, while assisting with land use analysis, plan alignment, and document composition.

Location: Cold Spring, NY
 Projected Hours: 298



BERT KUYRKENDALL
 SENIOR ASSOCIATE / PE, AICP
TSW

- Transportation and Mobility
- Land Use Analysis

Bert has over 25 years of experience in the field of transportation and infrastructure planning in both public and private sectors. Previously an OPD partner, Bert has collaborated with and continues to collaborate on several projects with the firm. He has extensive experience in street and multimodal facility design, with a firm grasp on state and city/county design standards, including the ability to modify and draft new transportation standards. Bert will lead the transportation and mobility component of the growth policy update.

Location: Chattanooga, TN
 Projected Hours: 87



STEPHEN COE
 SENIOR PLANNER / PE
WET

- Outreach & Facilitation
- Environment & Sustainability
- Malmstrom
- Implementation

Stephen has over 30 years of experience in engineering and community development. He possesses expertise in state and federal planning, environmental and climate action planning, stormwater management, and hazardous air pollutant management. Along with Megan and the WET team, Stephen will work on the environmental and natural resource components of the growth policy update, coordinate Malmstrom inclusion, and facilitate public engagement.

Location: Butte, MT
 Projected Hours: 136



MEGAN TERRY
 SENIOR LANDSCAPE ARCHITECT / PLA,
 ASLA, SITES-AP
WET

- Outreach & Facilitation
- Environment & Sustainability
- Malmstrom
- Implementation

Megan has fourteen years of experience as a landscape architect, working on projects across the west that range from large-scale land use planning studies to intimate neighborhood developments. Her diverse portfolio includes commercial, residential, municipal, and transportation projects. Megan will lead WET’s contributions to the project, including environmental and natural resource analysis, Malmstrom coordination, and public engagement.

Location: Butte, MT
 Projected Hours: 217



RICH WEST
 SENIOR CIVIL ENGINEER / PE
 GREAT FALLS MANAGER
WET

- Outreach & Facilitation
- Environment & Sustainability
- Malmstrom
- Implementation

Rich is WET’s Great Falls branch manager and brings over 30 years of expertise as a Senior Civil Engineer. He specializes in project management, transportation, drainage, site development, and municipal engineering. His commitment to the Great Falls community and relationships with the City, Malmstrom AFB, and other local entities make him an asset to our team for effectively incorporating Malmstrom in the growth policy update and implementing the plan once complete.

Location: Great Falls, MT
 Projected Hours: 20



JEFF LEPROWSE
 GIS / IT MANAGER
WET

- GIS Mapping and Analysis
- Implementation

Jeff has over 20 years of experience with GIS. He has developed various GIS software, including ArcPad applications, special programming applications, custom databases for municipal clients, and award-winning extensions of ESRI software. Jeff will assist with geographic analysis and ensure accurate and efficient data collection, storage, and reporting.

Location: Butte, MT
 Projected Hours: 72



TRACY WORLEY
SENIOR CONSULTANT
CASCADIA MANAGEMENT GROUP

- Housing
- Economic Development
- School District Assessment
- Implementation

Tracy has a diverse background in project management, research and data analysis, strategy development, trauma-based care, and public facilitation in both public and private sectors. Tracy will lead Cascadia’s contribution to the growth policy update, including housing analysis and projection, economic development, school district assessment and projection, and growth policy implementation, working to bridge the gap between statistical indicators and community well-being.

Location: Missoula, MT
Projected Hours: 219



COLLEEN RUDIO
CHIEF STRATEGIST, CEO
CASCADIA MANAGEMENT GROUP

- Housing
- Economic Development
- School District Assessment
- Implementation

Colleen has over 30 years of experience in community and economic development. Her focuses lie in ensuring long-term sustainability and adaptability, embracing a philosophy of continuous improvement and innovation. She has partnered with several key state agencies, including Montana Mainstreet and the Office of Economic Development, cultivating a unique perspective on the intricate web connecting community, industry, social services, education, and culture. Her expertise and systems thinking will elevate the growth policy update, ensuring thorough analysis, clear and effective implementation strategy, and applicability to other existing and future community development efforts.

Location: Missoula, MT
Projected Hours: 14



LIBBY BRUNELL
SENIOR CONSULTANT
CASCADIA MANAGEMENT GROUP

- Housing
- Economic Development
- School District Assessment
- Implementation

Libby is an experienced community development consultant and a dedicated Montanan. Libby’s transformative work focuses on efficiency, adaptability, and stakeholder collaboration. Libby was very involved in strategic planning for Darby Public Schools and will play a key role in assessing and integrating future planning considerations for Great Falls Public Schools within the growth policy update. She will also contribute to housing and economic development analysis, and project implementation.

Location: Missoula, MT
Projected Hours: 96



CYNTHIA BOWEN
PARTNER, PLANNER / FAICP, LEED AP
REA

- Supplementary Outreach & Facilitation
- Plan Synthesis

Cynthia is an experienced planner and has collaborated with OPD on several past and recent projects. She tailors plans to address each community’s needs, creating a unifying vision and a solid foundation for action. Cynthia believes that a diverse and equitable process is vital to building consensus and fostering solutions. She has actively served the American Planning Association for over two decades and is now a past president. She will provide planning support, capacity, and quality control to help generate a highly effective growth policy update for the City of Great Falls.

Location: Indianapolis, IN
Projected Hours: 117



ALLISON RICHARDSON
PLANNER
REA

- Supplementary Outreach & Facilitation
- Plan Synthesis

Allison is an experienced planner, having served with the City of Indianapolis for nearly a decade. She is passionate about site development, historic preservation, and transportation planning to promote walking and biking throughout communities. Allison’s expertise in policy management and code enforcement reinforces the importance of aligning and bridging plans with policy. She will provide support, capacity, and quality control to help ensure the growth policy update will be a clear guide for future policy decisions.

Location: Indianapolis, IN
Projected Hours: 98



EXPERIENCE

Relevant Project Experience

Our team of consultants has extensive experience working in and around Great Falls, throughout Montana, and across the country. The matrix below highlights our team’s work on projects and components that are pertinent to the proposed project scope for the city, demonstrating a range of relevant project experience. A more detailed look at select projects including brief descriptions, contact information, and contract amounts follow. We feel these project examples provide a robust snapshot of recent work that embodies the qualifications and experience that equip us to complete a strong and successful update to the Great Falls Growth Policy.

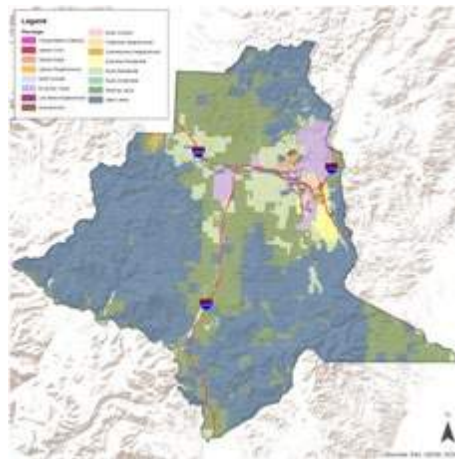
PROJECT	FIRM	LOCATION	CONTRACT	COMPONENT					
				HOUSING	ECONOMIC DEVELOPMENT	NATURAL RESOURCES	TRANSPORTATION AND MOBILITY	URBAN DESIGN/HISTORIC PRES.	SCHOOLS AND INFRASTRUCTURE
Butte-Silver Bow Growth Policy Update	OPD	Butte, MT	\$75,000	●	●	●	●		
Twin Falls County Comprehensive Plan & Code Update	OPD	Twin Falls County, ID	\$185,000	●	●	●	●	●	
Move 2040 Kalispell Area Transportation Plan	OPD	Kalispell, MT	\$55,000				●	●	●
West Memphis Comprehensive Plan	OPD	West Memphis, MS	\$150,000	●	●	●	●	●	
Mainstreet Mississippi	OPD	Mississippi, multiple cities	\$225,000		●	●	●	●	●
Pascagoula Flagship District Redevelopment Plan [Phases 1&2]	OPD	Pascagoula, MS	\$75,000		●		●	●	
New Albany Railroad District Redevelopment Plan	OPD	New Albany, MS	\$50,000			●	●	●	●
Envision Daphne 2042 Comprehensive Plan & Mobility	OPD	Daphne, AL	\$200,000	●	●	●	●	●	
Chapel Hill Transit Oriented Development, LUMo Audit and Update	OPD, REA	Chapel Hill, NC	\$650,000	●	●	●	●	●	●
Maui County Title 19 Zoning Code Audit and Update	OPD, REA	Maui County, HI	\$475,000	●	●	●	●	●	●

EXPERIENCE

PROJECT	FIRM	LOCATION	CONTRACT	COMPONENT					
				HOUSING	ECONOMIC DEVELOPMENT	NATURAL RESOURCES	TRANSPORTATION AND MOBILITY	URBAN DESIGN/HISTORIC PRES.	SCHOOLS AND INFRASTRUCTURE
Malmstrom Air Force Base	WET	Great Falls, MT	\$10,000-\$100,000+ (varies per project)	●	●	●	●	●	
Butte Parks and Recreation Master Plan	WET	Butte, MT	\$100,000	●	●	●	●	●	
Butte-Silver Bow Climate Action Plan (SHARP)	WET	Butte, MT	\$50,000		●	●	●	●	
Darby School District	CMG	Darby, MT	\$10,000		●			●	●
Mainstreet Montana	CMG	Montana	**	●	●		●	●	
Uptown Butte BID	CMG	Butte, MT	\$50,000	●	●		●	●	
Veteran Navigation Network	CMG	Montana	\$12,000	●	●		●		
Access Montana	CMG	Ronan, MT	**		●		●		●
Actions, Inc.	CMG	Various counties in MT	**	●			●		●

****A non-disclosure agreement has been signed for this project.**

BUTTE - SILVER BOW COUNTY GROWTH POLICY UPDATE



PROJECT DESCRIPTION

Orion Planning + Design was hired to assist the City-County government of Butte Silver-Bow (BSB) with an update to the countywide comprehensive plan - otherwise referred to as a "growth policy". BSB is one of two regional governments in Montana, uniting administration and oversight of the urban community of Butte with the rural county and community outposts beyond the City's borders. Previous planning efforts focused almost singularly on the historic core of Butte.

Orion was asked to help to broaden the plan's reach to meaningfully include county residents and rural communities in the update, using innovative outreach and place-based planning tools. The update process began in November 2018 with a series of stakeholder conversations aimed at identifying issues and opportunities present in Butte-Silver Bow. These conversations provided the foundation for a comprehensive community survey launched in January 2019 and the development of a set of community values to drive the planning process and guide broader conversations with stakeholders and the public during Community Planning Week and beyond.

Over 500 participants engaged in the survey, public workshops, listening sessions, stakeholder conversations, and open house events over the course of 18 months; the plan was formally adopted in November 2020.

PROJECT INFORMATION

Orion led public engagement, plan drafting, mapping and adoption.

 Butte - Silver Bow, Montana

 2018-2020

 Client: Butte Silver-Bow City-County Government

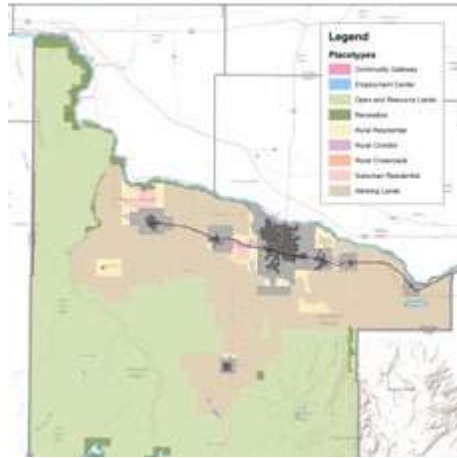
 Contact: Julia Crain, Planning Director

 406.497.6264

 jcrain@bsb.mt.gov

 www.co.silverbow.mt.us


TWIN FALLS COMPREHENSIVE PLAN AND CODE UPDATE



PROJECT INFORMATION


Orion led planning, design, and public engagement for both the Comprehensive Plan and zoning code updates.

 Twin Falls County, ID

 2018-present

 Client: Twin Falls County

 Contact: Jon Laux, CFM, Community Development Director

 208.734.9490

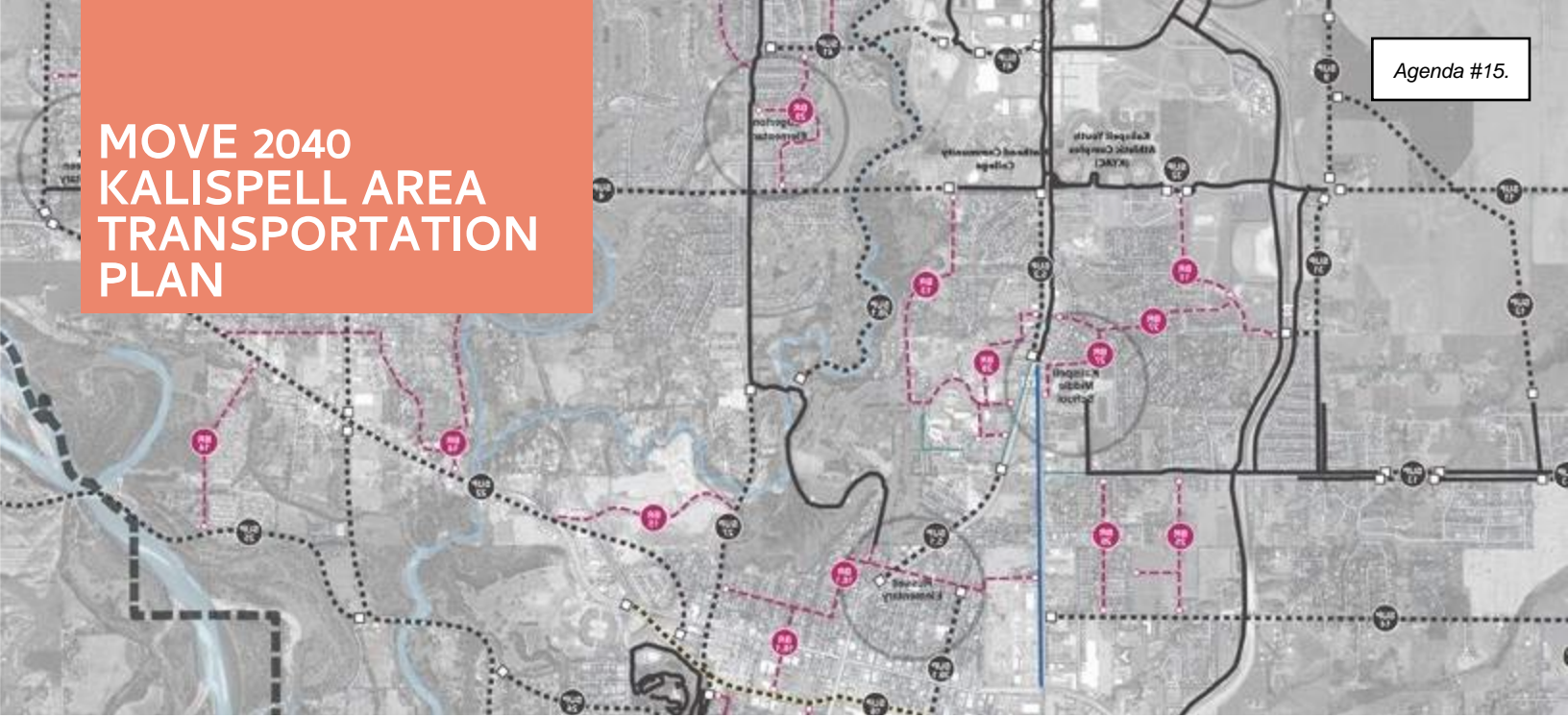
 jon.laux@tfco.org

 www.twinfallscounty.org

PROJECT DESCRIPTION

Twin Falls County selected Orion Planning + Design to complete an audit of the 2008 comprehensive plan in early 2018. Following the audit, the Orion team was engaged by the County to update the comprehensive plan according to audit recommendations, setting the County on a path toward a zoning code update and plan implementation. Twin Falls County 2020 Vision for the Future was adopted in June of 2021 following a year of extensive public outreach and engagement, both in-person and virtual to account for the ongoing pandemic. A rural county with an urban population center in the City of Twin Falls, the plan created a palette of placetypes upon which the County began a comprehensive update of their zoning code. The zoning code update is now in progress.

MOVE 2040 KALISPELL AREA TRANSPORTATION PLAN



PROJECT DESCRIPTION

The Move 2040 Kalispell Area Transportation Plan is the cornerstone of the transportation planning process for Kalispell. The Plan serves as a twenty-year blueprint for transportation investment and policy that considers all modes of transportation including roadways, transit, bicycles, pedestrians, trails, freight and aviation. Development of the Plan was based on an extensive participatory process which drew input from partners, stakeholders, and the general public.

The Move 2040 plan document describes the current status of the Kalispell area transportation system, projects population and employment growth, estimates changes in travel demand, and evaluates the future transportation system across a range of scenarios. In addition, the document establishes a transportation vision and set of goals which serve to anchor the Plan and its recommendations in the desires and priorities of the community.

PROJECT INFORMATION


Orion led planning, design, and public engagement.

 Kalispell, MT

 2020-2021

 Client: City of Kalispell

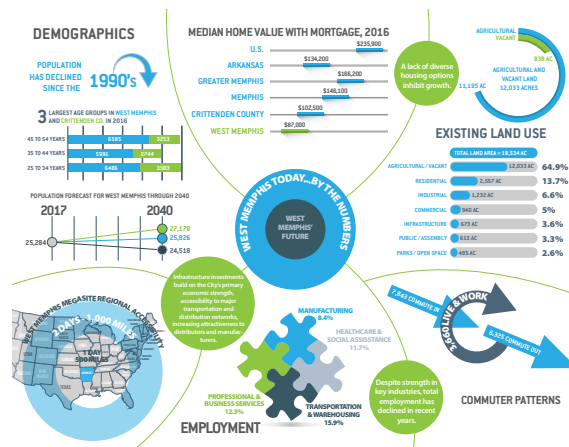
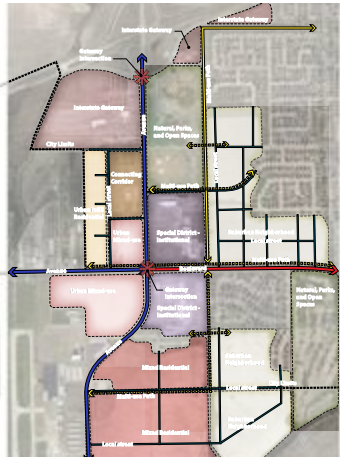
 Contact: Jarod Nygren,
Development Services Director

 406.758.7942

 jnygren@kalispell.com

 www.kalispell.com

WEST MEMPHIS COMPREHENSIVE PLAN










PROJECT DESCRIPTION

West Memphis serves as one of America’s strategic crossroads and Arkansas’s flagship cities. Its key Mississippi River port location, cultural resources, vast economic infrastructure and potential for growth led city leaders to initiate new planning to shape the future of the city for the next 20 years--*Grow West Memphis 2040*. Under the guidance of a broad focus group and inclusive community engagement, *Grow West Memphis 2040* is based on an analysis of the city’s strategic assets and community development challenges as well as identified quality of life and economic growth scenarios. The planning process helped the city to rediscover its potential as a community of quality places, strong parks, renewed neighborhoods, vibrant schools, a renewed downtown, and shopping areas containing a network of well-designed streets and pedestrian and bike-friendly pathways. With a fresh understanding of community revitalization dynamics, the city is revising its development policies, creating projects, and managing its processes to embrace its identity, strength, and vision to *Grow West Memphis*!

PROJECT INFORMATION

Orion led planning, design, and public engagement.

-  West Memphis, AR
-  2018–2019
-  Client: City of West Memphis
-  Contact: Paul Luker
-  228.222.4626
-  pluker@citywm.com
-  www.westmemphisar.gov

MISSISSIPPI MAIN STREET ENVISION - CONNECT



envision)connect



PROJECT DESCRIPTION


Envision-Connect is an initiative of the Mississippi Main Street Association which provides targeted planning and design resources to Mississippi Main Street communities. The work is funded by the USDA with the aim of partnering with communities to develop a public investment strategy that, when implemented, will generate quality of life enhancements, facilitate private investment, and advance community vitality. Orion focused primarily on mobility/connectivity projects and public facility retrofit opportunities.

Key steps in this process included:


- Identifying public facilities in, or close to, downtown;
- Identifying overall community context of economic and demographic trends;
- Determining which of the public facilities are potential community catalysts if improved, enhanced, or redesigned;
- Prioritizing these catalysts;
- Conceptualize, envision and plan; and
- Identify investment resources and policy support to implement the strategy.


PROJECT INFORMATION

Orion led planning, design, and public engagement.

 Mississippi, multiple cities

 2021

 Client: Mississippi Main Street

 Contact: Thomas Gregory

 601.339.2042

 thomas@msmainstreet.com

 www.msmainstreet.com

PASCAGOULA FLAGSHIP DISTRICT REDEVELOPMENT PLAN [PHASES I & II]



PROJECT DESCRIPTION

Pascagoula’s downtown endured decades of economic decline but was put to a halt when a consortium of public, private, and non-profit entities united to start an initiative to facilitate economic prosperity for their downtown. The consortium branded the downtown area as the Flagship District and engaged OPD to produce a tool that would envision, plan, and facilitate opportunities for renewal, reinvestment, and redevelopment in the downtown core. The Flagship District (Re) Development Plan was created with initiation of Phase I, which focused on key areas and properties within the district that could act as catalyst projects to generate interest and momentum for both new development and redevelopment within the district. Key public and private properties were evaluated, re-envisioned, tested for economic viability, and packaged as a marketable development portfolio which had astounding success. The surge of redevelopment interest generated in Phase I prompted Phase II, which provided an overall redevelopment vision for downtown through streetscape and connectivity enhancement in the public realm, general development, and risk mitigation strategies designed to support the proposed private investment opportunities.

PROJECT INFORMATION

Orion leads planning, design, and public engagement.

-  Pascagoula, Mississippi
-  2021-2023
-  Client: Main Street Pascagoula & City of Pascagoula
-  Contact: Michael Silverman, City Manager
-  228.372.6888
-  msilverman@cityofpascagoula.com
-  www.cityofpascagoula.com

NEW ALBANY RAILROAD DISTRICT REDEVELOPMENT



Agenda #15.



PROJECT DESCRIPTION

The Railroad District, identified as a key redevelopment area in OPD’s comprehensive plan for the city (adopted 2019), became a primary focus for New Albany to expand and improve their downtown in 2022. The district, was literally and figuratively the ‘other side of the tracks’ from New Albany’s bustling downtown. Blight, residential and commercial vacancies, crime and other undesirable activities, incompatible uses, active rail lines, and a landscape representative of a post-industrial war zone were all clear obstacles to New Albany’s desire for the area to be an inclusive and vibrant extension of their downtown. OPD began work on a goal-oriented redevelopment plan for the district that focused on specific catalyst projects as well as an overall vision for the district’s future. The plan provided a visual road map for the future and included redevelopment strategies for improving the public realm, cultural amenities, sociability, walkability, safety, and overall livability of the area. Additionally, the plan laid out strategies for adaptive reuse, new development, infrastructure improvements, expansion of their art’s district, additional cultural attractions, new community-based resources, and a new linear park that would connect the surrounding neighborhoods to the new district and existing downtown.

PROJECT INFORMATION

Orion leads planning, design, and public engagement.

-  New Albany, MS
-  2022-2023
-  Client: City of New Albany
-  Contact: Billye Jean Stroud, Director of Community Development
-  662.534.3438
-  billyejeanstroud@newalbanymainstreet.com
-  www.newalbanymainstreet.co

ENVISION DAPHNE 2042 COMPREHENSIVE PLAN & MOBILITY PLANNING



PROJECT DESCRIPTION

Orion led the Envision Daphne 2042 comprehensive planning project to create a fresh vision and an updated planning approach for this rapidly growing and changing city. Rapid growth is creating an evolving landscape characterized by the conversion of many forest and agricultural areas into new neighborhoods, shopping areas and community facilities. In addition to growth, Daphne’s future challenges include the related aspects of environmental management, creating a balanced mobility network, and implementing best development practices and sound community design principles. The focus of the comprehensive plan is to better understand the impact of these challenges, explore the city’s best potential, and establish a plan to manage and guide the future.

Integral to this planing effort was the development of a citywide mobility masterplan that emphasizes street connectivity to provide a more integrated multimodal network, complete street designs to guide new street projects and retrofits, enhanced transit access at key locations, new blueway access points and wayfinding, and an expanded trail system that includes greenways along natural corridors and sidepaths along existing and future streets. Detailed greenway corridors are integrated with the plan that will connect neighborhoods to schools, parks, and shopping and employment centers, laying the foundation for Daphne to develop as a walkable and bikeable city.

PROJECT INFORMATION

Orion led planning, design, and public engagement.


 Daphne, Alabama

 2021-2022

 Client: City of Daphne

 Contact: Adrienne Jones, AICP
Dir. of Community Development

 251.620.1700

 ajones@daphneal.com

 www.daphneal.com

BUTTE - SILVER BOW PARKS AND RECREATION MASTER PLAN



BUTTE-SILVER BOW | PARKS MASTER PLAN

CLARK PARK PROPOSED IMPROVEMENT

SUGGESTED IMPROVEMENTS
The existing Clark's Park outdoor skating rink is a well-used, currently winter-only ice rink in a central location of the city. To maintain the rink in an optimal condition, upgrades are proposed to ensure and increase its usability and longevity. Creating a maintainable hard surface with a permanent shade structure would allow for better ice skating during winter and other uses during the rest of the year, such as roller skating or other court-type sports.

RECOMMENDATIONS:

- Permanent shade canopy on the southern portion or around the circumference.
- Light colored concrete paving the skating surface to provide a year-round and multi-functional area.
- Permanent curbing around the circumference.
- Seating areas.
- Skate equipment rental building, with potential food and beverage options.
- Upgraded landscaping and perimeter planting around the rink.
- Upgrade existing tot lot south of, but directly adjacent to the rink.
- Permanent overhead lighting and speakers build into the overhead shade structure.
- Zero barrier entry location to accommodate ADA.



PROJECT DESCRIPTION

WET was the lead consultant for the BSB Parks & Recreation Department to create a comprehensive Parks, Recreation, Open Space, and Trails Plan. With the final remedy designs in progress for the Superfund area, BSB, along with several stakeholders, recognized the need to include this important community green space in the conversation. The PROST Plan is an integral step to ensure parks and open space are planned in conjunction with cleanup activities to maximize potential opportunities, manage timelines and implementations, and identify maintenance liabilities. The BSB PROST Plan includes:

- An intensive public outreach strategy
- Stakeholder interviews and continued communication
- A complete inventory of the planning area (which included county-wide evaluations both physical and economic)
- A community survey that produced a heat-map of community visions as well as an immediate maintenance list for the BSB Parks & Recreation Staff to review
- A priority matrix for current and projected future needs of the community
- An analysis of existing facilities, connectivity, and associated infrastructure
- Operational evaluation and improvement plan
- A five-year capital improvement plan (CIP) with preliminary master planning on multiple projects
- A twenty-year capital improvement project identification

PROJECT INFORMATION

Butte - Silver Bow, Montana

2022-2023

Client: Butte Silver-Bow City-County Government

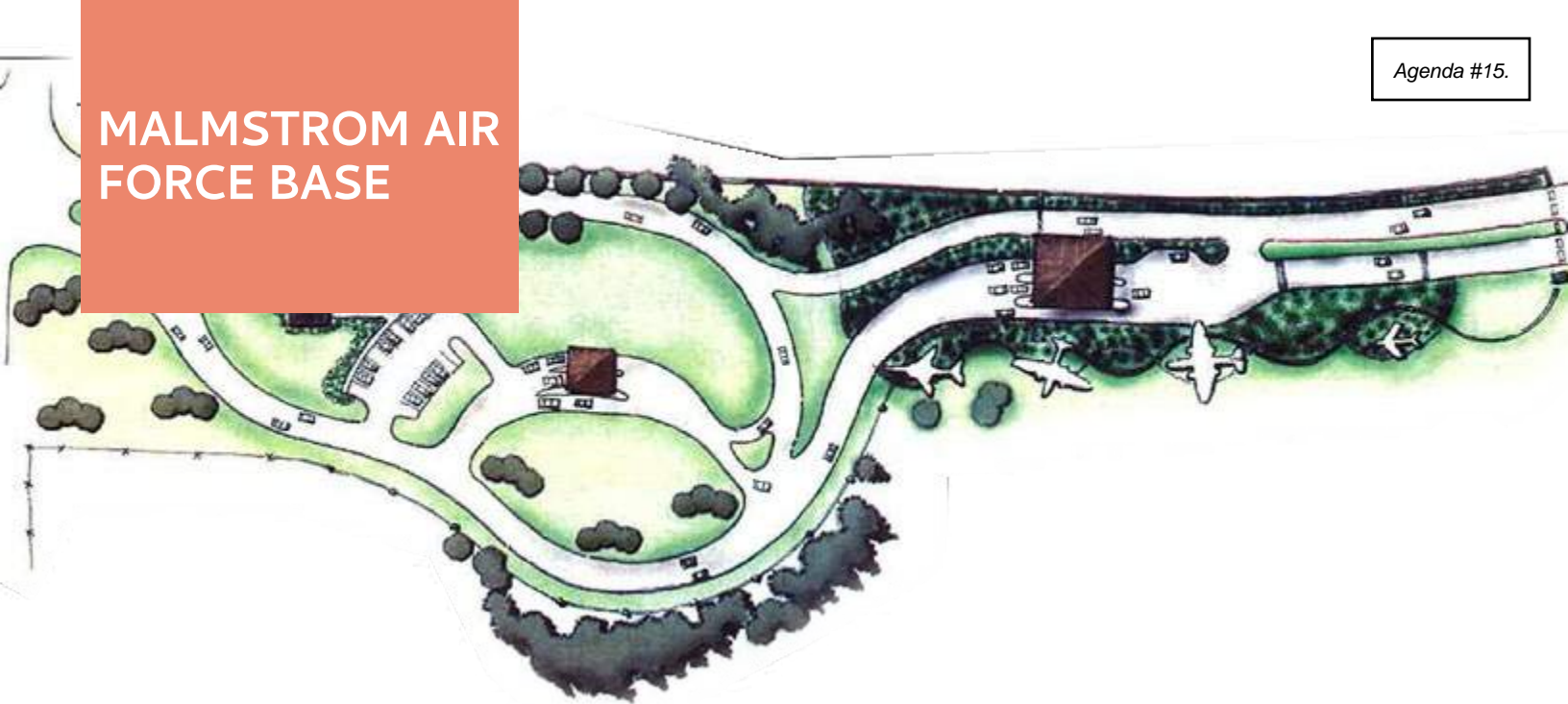
Contact: Bob Lazzari, BSB Parks and Recreation Director

406.497.6535

blazzari@bsb.mt.gov

www.co.silverbow.mt.us

MALMSTROM AIR FORCE BASE










PROJECT DESCRIPTION

WET has a multi-year relationship with Malmstrom and the Great Falls ID/IQ program and has worked on numerous projects as the engineer on record. The majority of the projects completed at Malmstrom are infrastructure or environmental related, with the occasional project in other service lines that WET offers. Below is a selection of recent projects completed in the last 2-3 years:

- **Phase 1 Environmental Site Assessment (ESA) - Delta-01**
WET completed this Phase 1 Environmental Site Assessment under the Great Falls ID/IQ contract for the acquisition of an easement at Launch Facility Delta 1.
- **Gate Relocation Environmental Assessment (EAMa)**
WET completed an environmental assessment under NEPA for the relocation of the north and south entrance gates at Malmstrom AFB under the Great Falls ID/IQ contract. The period of performance for the project was 1-year.
- **Environmental Assessment Delta-02**
WET completed an environmental assessment for planned dewatering efforts at Delta 02 under the Great Falls ID/IQ contract. The assessment was completed to determine effects to water quality or other environments near the facility when discharged.
- **Environmental Assessment Troop**
WET completed an environmental assessment for planned troop training exercises. The assessment was completed to determine if troop training exercises will significantly affect environments near the facilities.
- **Environmental Baseline Surveys**
WET has completed several Environmental Baseline Survey for MAFB from 2020-2022 including the most recent at two parcels adjacent to the boundary of the base.
- **Sanitary Sewer Infiltration & Inflow Study**
WET completed an I&I study of the entire MAFB sanitary collection system which entails 600 manholes and 145,000 lf of main.
- **Gravel Road Training Course**
WET designed the gravel road obstacle course as needed to train military vehicle operators to safely drive in various conditions.



PROJECT INFORMATION

-  Cascade County, MT
-  2018-2023
-  Client: Malmstrom AFB
-  Dedra Blood
-  406-731-3567
-  dedra.blood@us.af.mil
-  www.malmstrom.af.mil/

BUTTE - SILVER BOW SHARP CLIMATE ACTION PLAN (SHARP)



PROJECT DESCRIPTION

WET is nearing the completion of development for the SHARP for Silver Bow County. The project is overseen by the National Center for Appropriate Technology and the Resilient Butte Committee in partnership with Butte-Silver Bow and Montana Technological University. The SHARP is taking an alternative path from most climate action plans - it is prioritizing funding to align action items to obtainable implementation goals. The group has already been working with other organizations across the state, such as Climate Smart Missoula and Families for a Liveable Climate, to identify opportunities and constraints state-wide. The SHARP will:

- Implement a robust public strategy to build recognition and support across the community
- Align the efforts of multiple organizations to a clear path
- Work with Montana Technological University to collaborate in outreach and research
- Identify key community groups that are missing from the public input to develop a strategy to diversify response groups
- Identify funding resources and assist in the preparation of grant writing
- Develop a toolkit for presenting the information
- Develop a branding and marketing campaign for the Resilient Butte Committee
- Communicate with stakeholders, such as the community health department, watershed committees, Action Inc, energy providers and more

PROJECT INFORMATION

- Butte - Silver Bow, Montana
- 2023-2024
- Client: National Center for Appropriate Technologies (NCAT)
- Steve Thompson
- 800-275-6228
- sthompsonmt@gmail.com
- www.ncat.org

COMMUNITY DEVELOPMENT PUBLIC PARTICIPATION



PROJECT DESCRIPTION

Currently collaborating with the Veterans Navigation Network (VNN), this program actively engages the community, including military personnel, veterans, families, and service providers. The initiative provides an open forum to address community needs, discuss the expansion of existing programs and services, and explore ways to enhance community support by introducing added programs and services across Montana and Wyoming.



At Action, Inc., our team facilitated community focus groups to address poverty in the six-county region we serve. These dialogues aim to identify current needs, evaluate how Action Inc. addresses them, and strategize on effective partnerships and services to address growing community needs. Establishing connections and growing relationships with service providers in each county is crucial, as is building awareness of Action Inc.'s programs and services. Additionally, these dialogues helped foster local leadership relationships and engaging in open dialogues with constituents, including law enforcement, first responders, schools, medical and mental healthcare providers, daycares, housing authorities, and transportation officials.

In collaboration with the Darby school district, Cascadia played a key role in validating and ideating strategic plan initiatives for capacity building. This involved developing a new three-year strategic plan, transitioning from the challenges of Covid to a return to school. Stakeholders, including community members, the board, school leadership, and staff, were actively engaged in shaping these initiatives. These initiatives include:

- Stakeholder Engagement Plan
- Community Needs Assessment
- Facilitation of Community Collaboration
- Strategic Planning
- Infrastructure Development
- Capacity Building
- Monitoring and Evaluation
- Implementation of Action Plans
- Public Safety
- Cultural Programs
- Inclusive Decision Making



PROJECT INFORMATION

Montana

2019-Current

Clients:
Vererans Navigation Network
Action, Inc.
Darby School District

Contact: Jay Preston,
President

406.676.3300

jay.preston@accessmt.com

www.accessmontana.com

ACCESS MONTANA AGENCIES



PROJECT DESCRIPTION

Cascadia navigated the complexities of a transformative period working with Ronan Telephone, operating as Access Montana. Cascadia played a pivotal role as Interim General Manager, supporting a comprehensive sustainability initiative during a two-year succession transformation. Our team engaged diverse stakeholders, including tribal governments, regional and national industry regulators, legal teams, urban and rural community members, local and state economic development offices, as well as government officials.



Responsibilities encompassed various aspects, such as community and customer relations, assessing workforce capacity and workflows, overseeing regulatory and vendor relationships, managing daily operations, overseeing legal actions, fostering intergovernmental relationships, managing boards and leadership, conducting organizational capacity assessments, and implementing project improvements. These efforts helped build stronger connections with the community, tribal entities, and various government and regulatory agencies involved.

Cascadia's commitment extended to providing crucial support in human resource and fiscal management, ensuring the success and sustainability of Ronan Telephone's transformation while fostering positive relationships with stakeholders across the community, tribal, government, and regulatory sectors.

Economic Development Growth Initiatives


- Sustainability Initiative
- Workforce Capacity and Workflow
- Regulatory & Vendor Relationship Management
- Capacity Assessments
- Project Improvements
- Fiscal Management Support
- Intergovernmental Relationships


Agency Relationships

- Tribal Governments
- Industry Regulators
- Legal Teams
- Community Members
- Local and State Economic Development Offices
- Government Officials




PROJECT INFORMATION


 Ronan, Montana

 2019-2020

 Client: Ronan Telephone
a.k.a. Access Montana

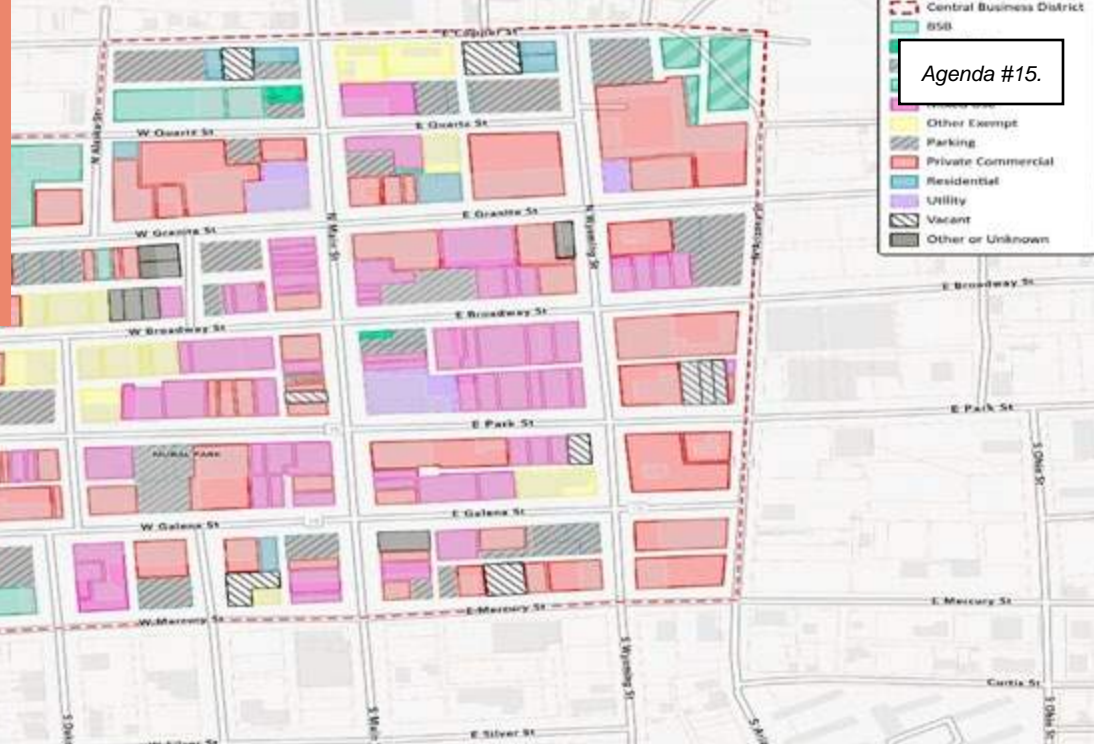
 Contact: Jay Preston,
President

 406.676.3300

 jay.preston@accessmt.com

 www.accessmontana.com

UPTOWN BUTTE BUSINESS IMPROVEMENT DISTRICT



Agenda #15.

PROJECT DESCRIPTION

Cascadia and WET are currently collaborating to facilitate a comprehensive business improvement district initiative for Uptown Butte.

Emphasizing stakeholder input, our approach involves a comprehensive model that generates opportunities and value specifically tailored for the Uptown Butte Business Improvement District. Acknowledging the fundamental value of community building in the city of Butte, our ongoing strategic engagement focuses on an inclusive dialogue targeted toward building diversity, allowing all stakeholders to actively contribute to the development of resilient and equitable solutions.

In collaboration with Uptown Butte and community partners, our team is actively developing a targeted public engagement strategy to achieve a successful petition with a 60% approval rate. Our strategic approach centers around relationship building to underscore the value of the Business Improvement District (BID) and a proven partnership model that will consistently elevate value for BID members and the wider community.

Together, we are implementing a systems-based approach to Uptown Butte BID, with a focus on preserving history, create sustainable value-driven business models, and provide essential services that continually add value for BID members and access for future generations.

Key Considerations:

- Sustainable Infrastructure
- Safety
- Peacemaking
- Mobility/Accessibility
- Strategic Partnership(s)
- Community Engagement
- Data Analysis
- Financial Model
- Marketing Model
- Value Driven
- Provide Essential Services
- Future Planning
- Association Model



PROJECT INFORMATION

Butte, Montana

2019-2020

Client: Uptown Butte Master Plan, Butte Local Development Corporation

Contact: Kelly Sullivan, Executive Director
Headwaters RC&D

406.490.8439

ksullivan@headwatersrcd.org

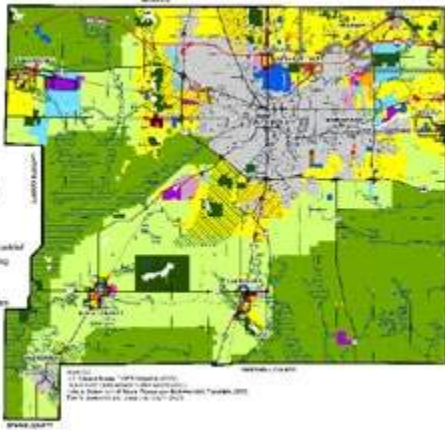
www.headwaterscd.org

UPTOWN BUTTE PARTNERSHIP

Uptown Butte Partnership's mission is to foster a vibrant, safe, and successful business and cultural community in uptown Butte by celebrating our past and defining our future.

Uptown Masterplan Association 1919 (Revised: 07-13-18)	Uptown Butte Business Improvement District 1919 (Revised: 08)	Uptown Butte Foundation 1919 (Revised: 07-13-18)
The Uptown Masterplan Association is a not-for-profit organization dedicated to creating and implementing a master plan that ensures a high quality of life, maintains the authentic character, and supports diverse economic vitality.	The purposes of the BID are to serve a public use, promote the health, safety, prosperity and general welfare of the inhabitants of the BID and the people of the state of Montana, and to be of special benefit to the property within the boundaries of the BID pursuant to the provisions of Montana law.	The Uptown Butte Foundation is a public benefit corporation organized specifically for charitable and educational purposes of supporting and promoting activities such as the enhancement of the arts and culture, livability, economy, safety and infrastructure of the Uptown Butte area.
Serves the Uptown Butte Stakeholders Issues On: Advocacy, Marketing and Events, Master Plan Implementation	Serves Uptown Butte Property Owners Issues On: Accessibility and Safety, Clean and Safe, Economic Prosperity, Master Plan Implementation	Serves Individuals and Donors Issues On: Project Funding, Long-term Sustainability and Events, Events, Master Plan Implementation

ST. JOSEPH COUNTY COMPREHENSIVE PLAN



PROJECT DESCRIPTION

The creation of a new St. Joseph County Comprehensive Plan will illustrate a vibrant vision for the future by guiding the location, quantity and quality of future growth in the County. During the visioning phase, 8 pillars were identified that support the overall vision. Goals and recommendations are supportive the pillars of innovative land use, robust economic development, connective transportation, diverse housing, environmental stewardship, farmland preservation, communicative government and policy, advancement of utilities, and enriched quality of life.

REA’s planning process outlined a vision and a strategic framework of eight pillars that support the vision that become the building blocks for the plan. Each pillar was developed to include goals, focus priority area maps, and recommendations that were developed by working groups formed by subject matter experts and the public. A total of over 300 people were involved in the development of these pillars. A strong land use plan is the overarching entity that links all the pillars together. A detailed work plan is being prepared to supplement the implementation matrix so staff can implement the plan. This is all contained in a graphic, well-organized, and highly interactive pdf that allows the public to effortlessly move to different sections of the plan.

PROJECT INFORMATION

Planning, Urban Design, Community/ Stakeholder Engagement

St. Joseph County, Indiana

2022-current

Client: St. Joseph County, Area Plan Commission

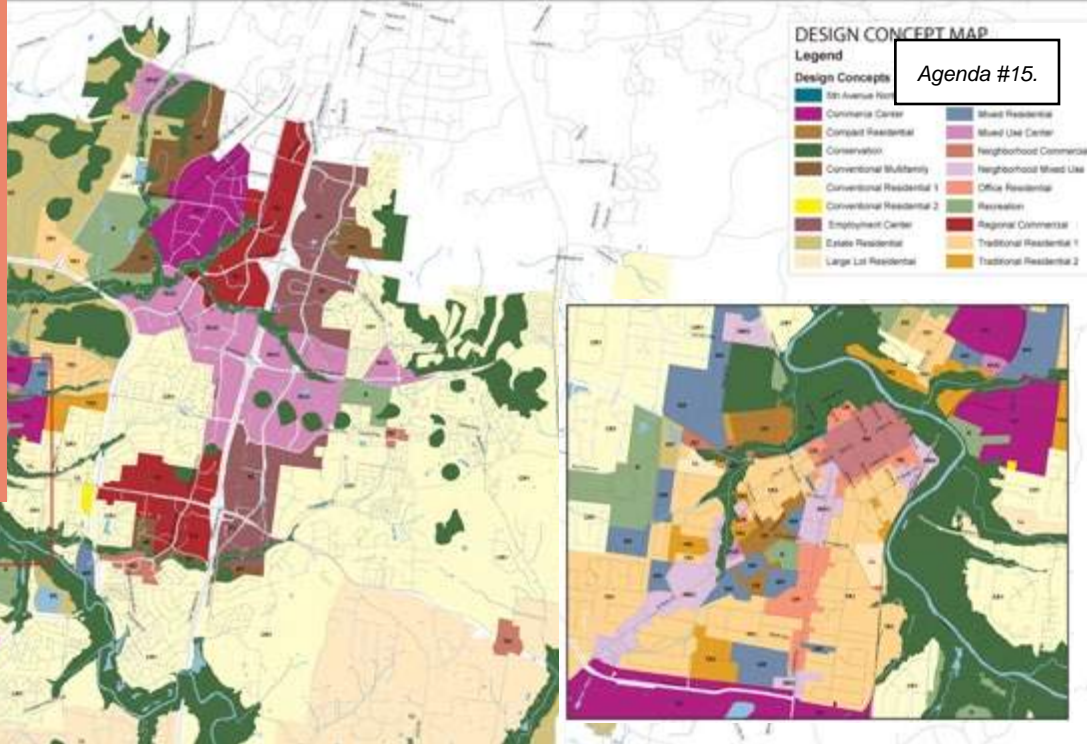
Contact: Abby Wiles, AICP
Executive Director of Area Plan Commission

(574) 235-9810

awiles@sjcindiana.com

reasite.mysocialpinpoint.com/p

FRANKLIN, TN COMPREHENSIVE PLAN - TRANSPORTATION PLAN, AND GOOSE CREEK SUB AREA PLAN



PROJECT DESCRIPTION


REA, as consultants to CHA, led the planning tasks for the preparation of an updated city and urban growth area-wide land use and transportation plan back in 2015. The land use plan was called Envision Franklin and the transportation plan Connect Franklin. The City of Franklin municipal limits encompass approximately 41 square miles, while the urban growth boundary includes an additional 34 square miles of land area. In 2022, the City re-engaged with REA to create a subarea plan for Goose Creek, a high growth commercial and residential area currently being annexed into the City. This subarea is focused on both land use and transportation improvements to this area. This study contained a market analysis, land use plan, and modeling of the transportation network and identification of policies to manage growth, and the transportation and infrastructure projects necessary to support that growth.

In 2022, the City re-hired REA to update Envision Franklin. The land use plan will map a series of 25 unique design concept classifications. Each classification addresses the form and character of development as well as appropriate land uses. Recommendations identify primary and secondary uses, development character and intensity, site design principals, and related transportation infrastructure needs within each design concept.

PROJECT INFORMATION


Planning, Urban Design,
Community Engagement


 Franklin, Tennessee

 2015-current

 Client: City of Franklin

 Contact: Andrew Orr, AICP
Long Range Planning Supervisor

 615.550.6741

 andrew.orr@franklintn.gov

 www.franklintn.gov

METHODS

Our methods are grounded in collaboration, and we have focused our proposed scope and approach with partnership in mind. Learning and listening are paramount to every planning process, and our approach is designed to encourage participation, build consensus among disparate groups, and help the community articulate a clear and achievable vision. Using our team's "Gracious Space" training, we are well-versed in welcoming in and collaborating with communities to solicit informative feedback.

Founded on Vision

Planning is the art and science of identifying issues, forecasting change, and ultimately creating a vision that moves the community forward in a way that minimizes challenges and risk and maximizes opportunities, community health, and wellbeing. This process requires a community to assess its strengths and weaknesses, it facilitates conversation and visioning, and it represents a consensus opinion on what the community desires for its future. Good plans also provide guidance on how to implement goals, policies and actions. Our plans always include a robust implementation element that provides solid guidance for our clients. We find that for plans to be effective, they:

Must be compelling. The plan must have a clear vision that makes community leaders, developers, land owners, and residents want to work together toward its fulfillment. This vision is usually expressed as a concise vision statement or set of planning principles and a series of well thought out goals and actions.

Must be written for everybody. The work that goes into plans is often complex and can be difficult for lay readers to understand. One of the primary roles of planners is to understand these complex issues, determine how they may impact or benefit their communities, and then communicate what they know simply and truthfully so that the community can determine their best course of action. That course of action is typically written as a plan. The written document needs to be complete without being overly long or complex.

Must be implemented. A plan that isn't implemented is often worse than no plan at all. Successful planning efforts harness the energy and talents of the community and create excitement and expectation. Plans that result from that process only to sit on a shelf destroy public trust, damage the reputation of planners and community leaders, and make the next honest planning effort very difficult.

Must be sustainable. For a community to thrive, to be livable and healthy, the plan must meet the needs of both current and future residents. The American Planning Association's Planning for Sustainable Places notes that communities accomplish this by balancing economic, environmental, and social resources, incorporating strategies for resilience and linking local issues and action to regional, national, and global concerns.



Driven by Data and Knowledge

Our learning and listening approach includes thorough research and analysis of current conditions and trends. We will collect data from all available sources to help us better understand the past and present conditions in and around Great Falls, while also spending time on the ground to evaluate existing conditions and analyze future possibilities. We will evaluate all existing plans relevant to the area and employ the extensive capabilities of GIS in our planning analysis. Our approach will result in a plan that is firmly grounded in economic realities present in the area, utilizing available resources including recent market assessments and current Census data to inform the appropriate direction for improvements.



Inclusive and Engaging

Every community is different, and public engagement should be tailored to meet the specific needs of the Great Falls population. Our team believes it is critical to collaborate with staff early in the process to define public engagement goals, desired methods and a tentative schedule. It is important that the Public Engagement Plan be developed with input from staff and detail:

HOW the public will be engaged in the process: public workshops, roundtable discussions, information meetings, project website, press releases, e-mail, social media, and more.

WHO will be the target audience of specific engagement strategies such as the general public, property owners, the business community, etc.

WHEN in the process certain methods of engagement will be used and whether they are continuous or discreet.

WHERE public engagement will occur.

WHY particular engagement strategies are needed to help ensure that the entire community has more than one way to provide input and stay involved.

WHAT is needed from each type of engagement activity to understand how the results of the engagement will be used to inform the growth policy development process.

In addition to answering these core questions, the Public Engagement Plan will also detail who, our team or staff, will lead and provide support. The plan will help us to ensure that we incorporate appropriate public participation throughout the update process.

Our team advocates a multi-faceted public engagement approach that includes but is not limited to:

Stakeholder Roundtables involving adjacent property owners and local stakeholders who live and work within Great Falls and who can provide valuable perspectives to the update of the growth policy.

Visioning Workshops engaging the public at large. These workshops may be community-wide or focus on local school districts, specific neighborhoods, incorporated and unincorporated towns in the county or other community geographies not often targeted for outreach and input.

A Project Website providing the community with an online portal through which to download information, provide comments, view upcoming meeting dates and opportunities to participate.

Public and Stakeholder Surveys aimed at gathering additional insight from participants at various stages of the visioning process.

Social Media posts to alert the community at large of project events and how they can stay involved.

Special Outreach Events designed to capture a diversity of voices. A series of participatory community-wide events will be incorporated into our approach with the intent to educate and engage community members in settings comfortable and convenient to them. We have found it is especially important to schedule events outside of traditional venues, to capture input from those who otherwise would have no interaction with the planning process or attend typical meetings. Events to consider could include sporting events, farmers markets, art walks or other activities specific to the Great Falls area.



Our team will work closely with staff, the Steering Committee, and various local governing bodies and groups throughout the life of the project. We strongly believe in integrating staff as part of our team; no matter how much time we spend in Great Falls, how many people we talk to, or how familiar we become with the area, we will never know it as deeply as the people who live and work there. Staff involvement is critical to our process and the development of successful priority recommendations at its conclusion. At minimum we expect staff support to:

- Coordinate with committees and boards on meeting times, public notice announcements, etc.;
- Post to and manage social media outlets and content;
- Collect and respond to public comment;
- Complete reviews of all draft documents produced; and
- Collect comments received.

Turning Next Steps Into Reality

While most teams disengage once a plan is adopted by City Council, we have deliberately built a team that can not only deliver on this project, but be a partner for implementation over the long haul. From capacity building to training, our consultant team is prepared to assist in any capacity to bring the goals and visions of the growth policy to life. As Montanans, many of us have personal connections to Great Falls, with relatives and colleagues living in the City's neighborhoods, working in the community, playing in the parks, and sending children to public schools. We care about the reality of the future of Great Falls, and will work to create a plan that not only embodies the values and priorities of the community but brings those values to life.



Project Management

Our team of industry leaders have years of experience managing and contributing to a wide variety of complex projects in Montana and nationwide. Together, Orion Planning + Design, Water & Environmental Technologies, Cascadia Management Group, and Rundell Ernstberger Associates, and Tunnell-Spangler-Walsh complete a strong team of collaborators passionate about their services and the outcomes they help create. Our team members are very comfortable working across offices, groups, teams, and remotely, using the latest in collaboration and project management technology. The consultant team will work together closely and build in multiple check-points to monitor progress and quality.

As Project Manager, Allison Mouch and the Orion team will serve as the primary point of contact with the city and implement regular (bi-weekly or monthly) updates with the city's Project Manager, to be completed in person, by phone or using the web-conference capabilities described below. At the conclusion of each month and upon invoicing the Project Manager will provide a detailed summary of activities completed to date, to ensure the project is progressing according to the agreed-upon schedule and budget.

Our approach to quality assurance and quality control (QA/QC) is multi-faceted and integrated within all our plan development processes. This is important when working on large projects which entail multiple phases, deliverables, and review timelines to consider. If selected, our team will employ the following strategy to ensure our work products meet the highest standards:

- Establish a **Dropbox** (or similar) platform for the project, to allow seamless coordination for file sharing and editing of documents throughout the life of the project;
- Assignment of primary and secondary **internal reviewers/editors**, as well as the use of proof sheets for all content created, in addition to review checkpoints built in for County staff prior to any public release of content. All team members identified in this proposal will be involved in writing content, document preparation and review, with the Project Manager serving as the final reviewer of content prior to sending deliverables to staff for evaluation;
- Use of **Zoom or Teams** meeting capabilities for interactive progress reports and exercises with the Project Managers, the consultant team, and city staff. We prefer to capitalize on technology for general project updates, relying on frequent conference calls and emails; however, our presence in Missoula means that we also have the ability to get to Great Falls to meet with staff and provide in-person updates to the Planning Board and elected officials at regular intervals. The bottom line is we will work with you to determine the most appropriate and cost-effective method(s) for continuous communication, timing, and expectations for the project, beginning on day one.

SCOPE OF WORK

Below is the outline for the understood Scope of Work. We feel very confident that our skills and service offerings will help the City’s exceed its stated goals, the level of analysis desired (to conform with SB 382 requirements) and the extent of community outreach needed are two variables that may impact cost and progress of this effort. However, these variables are easily addressed through contract negotiations and work plan development, and we feel confident our partnership with the City can address any concerns head-on, to avoid pitfalls down the road.

Phase 1: Establish Project Identity & Work Plan

This phase kicks off the Great Falls Growth Policy update process. The collaborating consultant team will orient themselves to the project, collaborating with staff to identify specific goals and challenges of the plan. A distinct plan identity will be created through branding and content generation, and early outreach and collaboration between our team, staff, and community members will begin.



TASK 1.1. Work Plan and Timeline. The consultant team will coordinate with the City and County to develop a scope of work that encompasses the life of the project, identifying key decision points, team communication strategies, data needs, anticipated time frames for meetings and outreach, and roles and responsibilities of all team members. This will include consideration of key schedules and local support necessary for a successful growth policy audit and update.

TASK 1.2. The Engagement Strategy will be developed through collaboration with staff and review of the City of Great falls Citizen Participation Plan. The strategy will flesh out all aspects of public engagement activities recommended and will include time frames, team roles and responsibilities, intended outcomes, materials and support needed, and methodologies for communicating with key stakeholders and the public. This engagement plan will comply with Senate Bill 382 Section 6 - Public Participation.

TASK 1.3. Create Branding unique to the city of Great Falls including a project title to be used throughout the process. This task includes setting up the project website and generating content to advertise the project kick-off and subsequent events through multiple media outlets (social, online, newspaper, etc.).

TASK 1.4. Team Trip 1 involves on-site team discovery and orientation activities. Once a Steering Committee and stakeholders have been established with direction from staff, members of the consultant team will hold kick-off meetings with City staff, the Steering Committee, and stakeholders. This trip will also involve a team tour of Great Falls and will conclude with a follow-up survey for the Steering Committee and stakeholders to summarize initial priorities, perceptions, and project directions.



DELIVERABLES FOR PHASE 1

- » Draft and final Work Plan with timeline
- » Draft and final Public Engagement Plan
- » Project branding and media content
- » Published Project Website
- » Steering Committee survey

Phase 2: Evaluate Existing Conditions

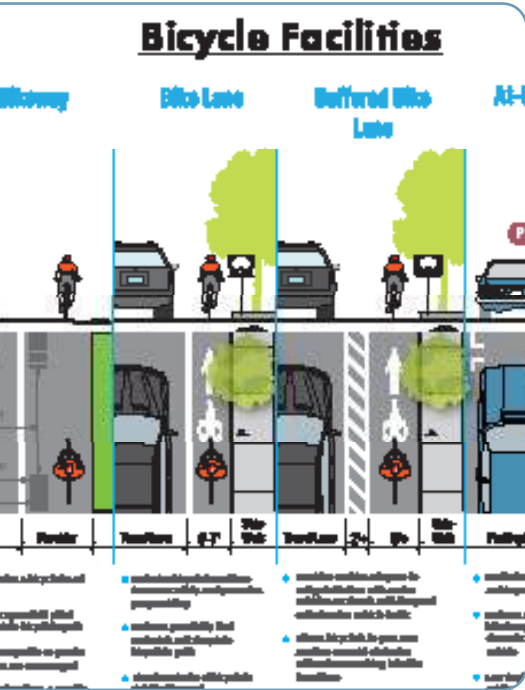
Phase 2 will focus on collecting information and completing an analysis of the context and conditions of Great Falls today. The Orion team's unique public engagement methods will be heavily utilized in this phase to build an informed knowledge base and understand residents' future visions. This phase entails a variety of opportunities for the Great Falls community to be involved in the planning process and provide meaningful feedback to shape the updated Growth Policy.

TASK 2.1 Audit and Plan Review. The consultant team will audit the 2013 City of Great Falls Growth Policy and review all related applicable plans, policies, and studies. Materials may include transportation and mobility plans, parks and recreation plans, area plans, environmental reports, zoning regulations, Malmstrom plans, and Great Falls Public Schools statistics and materials. Each firm will bring their specialized knowledge and perspectives to the table during this phase to assess the effectiveness of existing plans, highlight data and context gaps, and synthesize all information to inform project direction and implementation strategies. Recommendations will be developed to support the mission of the Air Base and the long-term needs of the Great Falls Public Schools cohesively with the Great Falls community.

TASK 2.2 Complete an existing conditions baseline analysis. In addition to plan and policy analysis, the following community components will be analyzed to create an existing conditions baseline report for the city of Great Falls:

- Housing analysis to understand availability, affordability and future needs;
- Local services and facilities analysis to determine current and future demand of public and emergency services;
- Market and economic analysis to anticipate potential future change across all sectors;
- Environmental resources and hazards analysis to inventory existing resources and risks; and,
- Historic preservation inventory to protect and enhance historic resources;
- Malmstrom mission assessment and analysis of related data to inform policy supportive of future goals; and,
- Great Falls Public Schools resource & needs assessment.





Additional components may be analyzed to fulfill the needs of the project. Findings will be synthesized into a summary report which shall inform the basis of the next phases of the project and serve as the existing conditions component of the plan. The information collected will facilitate analysis of those components specified in Senate Bill 382.

TASK 2.3 Evaluate trends geographically through GIS data analysis gathered from local, state, national, and other related resources. This process will create a series of basemaps that will continue to be developed through the growth policy update process, as well as existing land use and draft future land use maps.

TASK 2.4 Planning Week (Team Trip 2) involves the presence of the consultant team for a week of intensive on-site community engagement and plan development. This week requires strong collaboration between the City and the consultant team. Typically, the City will provide the logistical arrangements, advertise events, and recruit participants. The consultant team will facilitate a series of workshops, interviews, and public meetings to engage participants in hands-on planning of Great Falls. A multi-faceted approach to planning week allows multiple meetings to be accomplished in multiple neighborhoods. To collect substantial community input, special effort will be made to encourage participation and ensure the meetings are broadly inclusive, meaningful, and engaging. This may be accomplished by providing varied meeting formats and times, using techniques such as small group discussions and interactive maps to actively engage participants, and implementing multiple channels for feedback. Presentations may also be recorded and posted to the project website for public view.

TASK 2.5 Conduct a community survey. A community survey will be circulated to collect feedback and define community-driven values in Great Falls as well as identify existing opportunities and constraints. The consultant team will utilize this data in conjunction with in-person engagement strategies to establish clear goals of the update process. This survey will be advertised on the project website and distributed to participants to share via an established project list serve.

DELIVERABLES FOR PHASE 2:

- » Existing plan, regulation and study summary
- » Existing conditions synthesis (to be incorporated within plan)
- » Base maps, including existing land use and draft future land use map(s)
- » Content for media communications
- » Presentation and outreach materials
- » Interactive mapping implement
- » Web-based community survey
- » Summary of engagement effort outcomes

Phase 3: Draft & Refine the City of Great Falls Growth Policy

Phase 3 relies heavily on the data and insights amassed in phases 1 and 2 and results in the development of a community-informed and implementable growth policy draft. Once consensus on the plan framework is achieved, and existing conditions and future trends are assessed, development of the document can begin. The consultant team will seek to create an updated plan that is representative of the City of Great Falls and its vision and priorities for the future. In addition to clear and actionable implementation strategies, elements of the plan will include future development direction, desired land use patterns and place types, recommendations on key community focus areas, provisions for the natural environment, infrastructure needs, support for the future of the Air Base and Great Falls Public Schools, and any other components that may emerge during the public outreach and planning process.

TASK 3.1 Identify a growth scenario and future land use designations. Utilizing the data collected in Phases 1 and 2, a series of growth scenarios will be generated. Staff and Steering Committee input will be relied upon for selecting the preferred growth scenario that best represents the city and the goals of the plan. The consultant team will create a palette of unique place types for the planning area that will be used to map current and potential future development based on the identified growth scenario. The growth scenario and placetype approach expands on the minimum land use planning requirements specified in Senate Bill 382.

TASK 3.2 Build a future land use map using the basemaps, GIS analysis, and the selected growth scenario. This land use map will incorporate the placetype framework to provide descriptions of realistic and desired development of residential, commercial, mixed-use, industrial, agricultural, recreations, conservation, and other land use categories as identified in the update process. This map will be designed to satisfy the intent of Senate Bill 382, assisting the community with projecting and accommodating population changes, needs and associated impacts.

TASK 3.3 Draft plan elements will be established with guidance and input from City Planning staff and based on audit recommendations; plan, policy and data analysis; and emerging themes of stakeholder and public engagement efforts. Plan elements will likely include, but are not limited to, housing, local services and facilities, market and economy, environment, land use, historic preservation, Malmstrom, and Great Falls Public Schools. During Phase 3, existing and projected deficiencies in the planning area including infrastructure, housing, and historical and natural resource management will be identified and outlines for potential solutions will be defined.

TASK 3.4 Draft implementation strategies will be developed that include prioritization, time frames for completion, identification of responsible entities, sources of funding, and sets monitoring provisions. All implementation strategies will be designed to mesh well with recent and future transportation and land use plans. Plan elements and implementation strategy will be reviewed by staff throughout the drafting process.



TASK 3.5 Present and revise draft Growth Policy (Team Trip 3). Phase 5 will culminate with the first draft of the Great Falls Growth Policy. The consultant team will present the complete draft plan to staff, Steering Committee, City Commission, and the public for review and input. Based on the design of the project workplan, draft review may occur both virtually and during Team Trip 3, which includes a series of public open houses, stakeholder and Steering Committee conversations to introduce the complete draft.

DELIVERABLES FOR PHASE 3:

- » Preferred growth scenario and placetype palette
- » Final future land use map
- » Draft City of Great Falls Growth Policy (with set of revisions following review)
- » Outreach materials and content for website update



Phase 4: Deliver the Growth Policy for Adoption

In Phase 4, the consultant team will iterate the City of Great Falls Growth Policy based on review and feedback from various groups and entities. The plan will be revised to reflect ongoing feedback until a final draft is presented for adoption.

TASK 4.1 Draft revisions. Following the rollout of the public review draft of the growth policy to staff, stakeholders, City and County officials, and the public, the consultant team will revise the draft plan to reflect the feedback received and prepare a final draft for formal consideration. The final draft will undergo at least one more public interface and staff review before consideration for adoption.

TASK 4.2 Present the new City of Great falls Growth Policy for adoption. Once staff and the consultant team are pleased with revisions to the draft, the consultant team will conduct a full presentation of the final draft plan to the City Commission for approval and adoption. The new City of Great Falls Growth Policy will conform to the requirements and goals of Senate Bill 382 and allow for application of the plan in future land use plans and maps.

DELIVERABLES FOR PHASE 4:

- » Final draft plan (with one set of revisions following staff review)
- » Presentation materials

Phase 5: Plan Implementation

In Phase 5, the consultant team will provide direction and assistance with plan implementation, helping staff and leadership prioritize next steps to ensure the vision expressed in the City of Great Falls Growth Policy is executed.

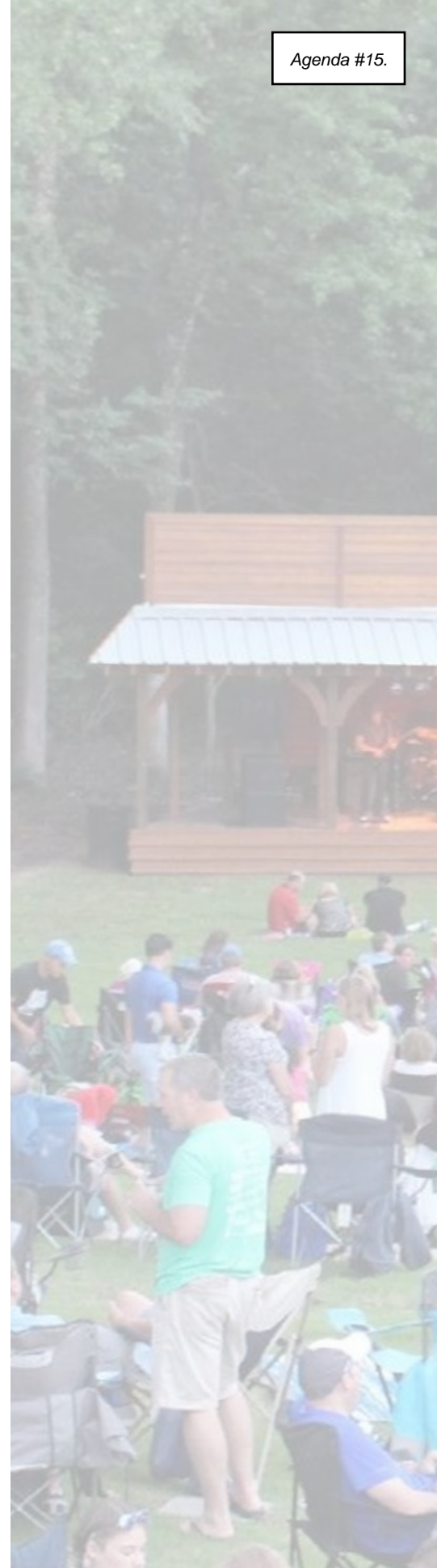
TASK 5.1 Establish an implementation timeline that complements current and future projects programmed and planned in the project area. This effort will involve identifying supports needed and assigning responsibilities for adopted implementation actions and strategies.

TASK 5.2 Finalize an executive summary report describing the growth policy update process, key findings, and recommendations for the City of Great Falls in the months and years ahead.

TASK 5.3 Create a monitoring and evaluation framework to track plan progress and assess the effectiveness of the updated plan over time.

DELIVERABLES FOR PHASE 5:

- » Implementation timeline
- » Executive summary report
- » Monitoring and evaluation framework



SCHEDULE



	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
Notice to proceed	█																	
1.1 Work Plan & Timeline	█																	
1.2 Engagement Strategy	█																	
1.3 Create Branding	█	█																
1.4 Team Trip 1		█																
2.1 Audit & Plan Review			█	█														
2.2 Existing Conditions Analysis	█	█	█	█	█	█												
2.3 Geographic Analysis	█	█	█	█	█	█												
2.4 Planning Week (trip 2)					█	█												
2.5 Community Survey							█											
3.1 Growth Scenario & Placetype Development						█	█	█	█									
3.2 Future Land Use Map									█									
3.3 Draft Plan Elements						█	█	█	█	█	█							
3.4 Draft Implementation Strategies												█						
3.5 Present & Revise Draft Growth Policy												█	█					
4.1 Draft revisions															█			
4.2 Present for Adoption																█	█	█
5.1 Implementation Timeline																		█
5.2 Executive Summary Report																		█
5.3 Monitoring & Evaluation																		█

Additional Scope Options

In addition to the tasks and deliverables outlined above, the consultant team would be glad to provide additional services to enhance the project and expand the growth policy’s impact - before, during, and after it is adopted. We have put together the proposed work plan with the City’s budget and capacity in mind. Additional services to include analysis of Great Falls School District boundary adjustments, staffing and operations, and potential land acquisitions is something our team is able to accommodate, should additional resources be available. Team members are also well-versed and capable of providing more in-depth economic analysis of land value per acre, as requested in the additional scop notes. We would welcome an opportunity to discuss with staff how these additional services could fit within the framework of our work plan and be of ultimate benefit to the City’s Growth Policy Update.

APPENDIX: TEAM RESUMES



ALLISON MOUCH

MANAGING PARTNER, AICP

419.297.1604 (C) 

allison@orionplanningdesign.com 



RELEVANT PROJECTS

- BUTTE-SILVER BOW COMPREHENSIVE PLAN AND ZONING – Butte-Silver Bow, MT **COMP. PLAN & CODE UP** – Project Manager
- MISSOULA COUNTY ZONING – Missoula County, MT **CODE AUDIT & UPDATE** – Project Manager
- MADISON ON TRACK COMPREHENSIVE PLAN – Madison, AL **COMPREHENSIVE PLAN** – Project Manager
- TWIN FALLS CO. COMPREHENSIVE PLAN AND ZONING – Twin Falls County, ID **COMP. PLAN & CODE UP** – Project Manager
- HELENA DOWNTOWN ZONING – Helena, MT **CODE AUDIT & UPDATE** – Project Manager
- MOVE 2040 KALISPELL REGIONAL TRANSPORTATION PLAN – Kalispell, MT **TRANSPORTATION PLAN** – Project Team
- MAUI COUNTY ZONING – Maui County, HI **CODE AUDIT & UPDATE** – Project Manager
- WHITEFISH TRANSPORTATION PLAN, BIKE/PED COMPONENTS – Whitefish, MT **TRANSPORTATION PLAN** – Project Team
- LAND USE MANAGEMENT ORDINANCE – Chapel Hill, NC **LUMO AUDIT & UPDATE** – Project Manager
- HAWAII COUNTY ZONING – Hawaii County, HI **CODE AUDIT & UPDATE** – Project Team
- BAY SAINT LOUIS COMPREHENSIVE PLAN – Bay St. Louis, MS **COMPREHENSIVE PLAN** – Project Team
- STATE OF MONTANA MODEL SUBDIVISION REGULATIONS – MT **REGULATIONS UPDATE** – Project Manager



PROFESSIONAL EXPERIENCE

- ORION PLANNING + DESIGN **PARTNER**
– Missoula, Mt
- MONTANA DEPT. OF COMMERCE **COMMUNITY PLANNING BUREAU CHIEF**
– Helena, Mt
- FLATHEAD CO. PLANNING & ZONING **PLANNER II**
– Kalispell, MT
- INSTITUTE FOR ENVIRONMENTAL NEGOTIATION **ASSOCIATE**
- EQUESTRIAN SERVICES, LLC **LAND PLANNER**
– Charlottesville, VA
- METRO PARKS OF THE TOLEDO AREA **PLANNING CONSULTANT**
– Toledo, OH



EDUCATION

- MASTER OF URBAN & ENVIRONMENTAL PLANNING **UNIVERSITY OF VIRGINIA**
- BACHELOR OF ARTS IN ARCHITECTURE **MIAMI UNIVERSITY (OH)**

PUBLICATIONS & PRESENTATIONS



- LAND USE PLANNING IMPACTS IN EASTERN MONTANA – MONTANA POLICY REVIEW, FALL 2012 **PUBLICATIONS**
- BUILDING SUSTAINABILITY FROM THE GROUND UP – GRADUATE THESIS, 2007-2008
- DESIGNING FOR THE HOMELESS AND THE HOME HOUSE PROJECT – JOURNAL OF ARCHITECTURAL EDUCATION, 2005



- MONTANA, IDAHO, MISSISSIPPI AND ALABAMA STATE PLANNING CHAPTER CONFERENCES **PRESENTATIONS**
- WESTERN PLANNER & MONTANA DOWNTOWN CONFERENCES
- NATIONAL PLANNING CONFERENCE SESSIONS
 - LAS VEGAS (2008)
 - CHICAGO (2013)
 - ATLANTA (2014)
 - SAN FRANCISCO (2019)
- JUROR FOR THE 2021 NATIONAL PLANNING AWARDS



LEADERSHIP, AFFILIATIONS & AWARDS

- AMERICAN PLANNING ASSOCIATION REGION V BOARD DIRECTOR 2022 - PRESENT
- AMERICAN INSTITUTE OF CERTIFIED PLANNERS
- AMERICAN PLANNING ASSOCIATION MEMBER
- MONTANA ASSOCIATION OF PLANNERS BOARD MEMBER, 2013 - PRESENT
- CITY OF HELENA ZONING COMMISSION MEMBER, 2014 - 2016
- LEADERSHIP HELENA, 2015-2016

BOB BARBER

FOUNDING PARTNER, FAICP

901.268.7566 (C) 

bob@orionplanningdesign.com 



RELEVANT PROJECTS

- **BAY SAINT LOUIS COMPREHENSIVE PLAN**
– Bay St. Louis, MS COMPREHENSIVE PLAN
– Project Manager
- **OXFORD COMPREHENSIVE PLAN AND DEVELOPMENT CODE**
– Oxford, MS COMP. PLAN & CODE UP
– Project Manager
- **NEW ALBANY NEXT COMPREHENSIVE PLAN**
– New Albany, MS COMPREHENSIVE PLAN
– Project Manager
- **BRANDON COMPREHENSIVE PLAN AND DEVELOPMENT CODE**
– Brandon, MS COMP. PLAN & CODE UP
– Project Manager
- **JEFFERSON COUNTY COMPREHENSIVE PLAN**
– Birmingham, AL COMPREHENSIVE PLAN
– Project Co-Manager
- **HORN LAKE FORWARD 2044 COMPREHENSIVE PLAN**
– Horn Lake, MS CODE AUDIT & UPDATE
– Project Team
- **MISSOULA COUNTY ZONING**
– Missoula County, MT COMP. PLAN & CODE UP
– Project Team
- **TWIN FALLS CO. COMPREHENSIVE PLAN AND ZONING**
Twin Falls County, ID CODE AUDIT & UPDATE
– Project Team
- **HELENA DOWNTOWN ZONING**
– Helena, MT CODE AUDIT & UPDATE
– Project Team
- **MAUI COUNTY ZONING**
– Maui County, HI COMP. PLAN & CODE UP
– Project Team
- **BUTTE-SILVER BOW COMPREHENSIVE PLAN AND ZONING**
– Butte-Silver Bow, MT COMPREHENSIVE PLAN
– Project Team
- **MADISON ON TRACK COMPREHENSIVE PLAN**



PROFESSIONAL EXPERIENCE

- **ORION PLANNING + DESIGN** PARTNER
– Hernando, MS
- **ROBERT L. BARBER & ASSOCIATES** PRINCIPAL
– Hernando, MS
- **OFFICE OF PLANNING** DIRECTOR
– Hernando, MS
- **PLANNING COMMISSION OFFICE** DEPUTY DIRECTOR
– DeSoto County, MS
- **NORTH DELTA PLANNING & DEVELOPMENT DISTRICT** REGIONAL PLANNER
– Clarksdale, MS



EDUCATION

- **MASTER OF URBAN & REGIONAL PLANNING** UNIVERSITY OF MISSISSIPPI
- **BACHELOR OF ARTS, MAJOR IN PHILOSOPHY AND RELIGION** UNIVERSITY OF MISSISSIPPI



LEADERSHIP, ACTIVITIES & AWARDS

- **AMERICAN INSTITUTE OF CERTIFIED PLANNERS**
Region III Commissioner
- **AICP COLLEGE OF FELLOWS & PAST CHAIR**
Member
- **APA CHAPTER PRESIDENTS COUNCIL**
Past Chair
- **MISSISSIPPI APA - BEST PLAN AWARD 2017**
Brandon Comprehensive Plan, Brandon, MS
- **MISSISSIPPI APA - BEST PLAN AWARD 2013**
Brandon Downtown Plan, Brandon, MS
- **AWARD FOR EXCEPTIONAL PRACTICE 2013**
American Institute Of Certified Planners
- **MISSISSIPPI'S LIVABLE CITY AWARD FOR OUTSTANDING PLAN IMPLEMENTATION**
Hernando, MS, 2000
- **AMERICAN HOMETOWN LEADERSHIP AWARD, AMERICAN INSTITUTE FOR SMALL TOWNS**
Hernando, MS, 1999



TEACHING

- **LAND USE PLANNING LECTURER**
CERTIFIED MUNICIPAL OFFICIALS INSTITUTE
Mississippi Municipal League
- **DESIGNED AND WROTE CURRICULUM USED IN TRAINING OVER 1000 MUNICIPAL MAYORS AND BOARD MEMBERS IN PLANNING AND COMMUNITY DEVELOPMENT.**
- **ADJUNCT PROFESSOR OF CITY AND REGIONAL PLANNING**
University of Memphis School of Urban Affairs and Public Policy, Graduate Program

OLIVER SEABOLT

PARTNER

404.933.0143 (C) 

oliver@orionplanningdesign.com 



RELEVANT PROJECTS

- PASCAGOULA DOWNTOWN REDEVELOPMENT PLAN
– Pascagoula, MS **REDEVELOPMENT PLAN**
– Project Manager
- PASS CHRISTIAN URBAN RENEWAL PLAN
– Pass Christian, MS **URBAN RENEWAL PLAN**
– Project Manager
- DOWNTOWN PARKING AND OPEN SPACE PLAN
– Dublin, GA **PARKING & OPEN SPACE PLAN**
– Project Manager
- NEW ALBANY RAILROAD DISTRICT REDEVELOPMENT PLAN
– New Albany, MS **REDEVELOPMENT PLAN**
– Project Manager
- MISSOULA COUNTY ZONING
– Missoula County, MT **CODE AUDIT & UPDATE**
– Project Team
- BUTTE-SILVER BOW COMPREHENSIVE PLAN AND ZONING
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– Project Team
- HELENA DOWNTOWN ZONING
– Helena, MT **CODE AUDIT & UPDATE**
– Project Team
- MADISON ON TRACK COMPREHENSIVE PLAN
– Madison, AL **COMPREHENSIVE PLAN**
– Project Team
- ENVISION DIAMONDHEAD COMPREHENSIVE PLAN
– Diamondhead, MS **COMPREHENSIVE PLAN**
– Project Team
- BRANDON COMPREHENSIVE PLAN AND DEVELOPMENT CODE
– Brandon, MS **COMP. PLAN & CODE UP**
– Project Team
- WHITEFISH TRANSPORTATION PLAN, BIKE/PED COMPONENTS
– Whitefish, MT **TRANSPORTATION PLAN**
– Project Team
- DOWNTOWN REVITALIZATION MASTER PLAN
– Springdale, AR **REDEVELOPMENT PLAN**
– Lead Designer



PROFESSIONAL EXPERIENCE

- ORION PLANNING + DESIGN **PARTNER**
– St. Simons Island, GA
- ALTA PLANNING + DESIGN **SENIOR DESIGNER**
– St. Simons Island, GA
- SWA GROUP **ASSOCIATE**
– Los Angeles, CA
- SEABOLT ASSOCIATES **PRINCIPAL**
– Atlanta, GA
- HARGREAVES ASSOCIATES **PROJECT MANAGER**
– San Francisco, CA
- REECE, HOOPES, AND FINCHER **PROJECT MANAGER**
– Atlanta, GA



EDUCATION

- POST-PROFESSIONAL MASTER IN LANDSCAPE ARCHITECTURE **HARVARD UNIVERSITY**
- BACHELOR OF LANDSCAPE ARCHITECTURE **UNIVERSITY OF GEORGIA**



ACTIVITIES AND AWARDS

- COMMISSIONER-ISLANDS PLANNING COMMISSION
Glynn County, GA, 2012-2015
- VISITING REVIEW CRITIC
USC School of Architecture, 2011
- VISITING CRITIC IN LANDSCAPE ARCHITECTURE
Harvard University Career Discovery, 2001
- MISSISSIPPI APA - BEST PLAN AWARD - 2017
Brandon Downtown Plan, Brandon, MS
- ALABAMA APA - BEST PLAN AWARD - 2017
West Side Master Plan, Madison, AL
- MISSISSIPPI MAIN STREET ASSOCIATION - 2019
BEST ECONOMIC RECRUITMENT AWARD
Rehabilitate Downtown, Greenwood, MS

JOHANNA TUTHILL PLANNER

616.540.1971 (C) 

johanna@orionplanningdesign.com 



RELEVANT PROJECTS

- **BUTTE-SILVER BOW ZONING**
– Butte-Silver Bow, MT **CODE AUDIT & UPDATE**
– Project Team
- **TWIN FALLS COUNTY ZONING**
– Twin Falls County, ID **CODE AUDIT & UPDATE**
– Project Team
- **MADISON ON TRACK COMPREHENSIVE PLAN**
– Madison, AL **COMPREHENSIVE PLAN**
– Mapping and Project Team
- **BAY SAINT LOUIS 2045 COMPREHENSIVE PLAN**
– Bay St. Louis, MS **COMPREHENSIVE PLAN**
– Project Team
- **HAWAII COUNTY ZONING**
– Hawaii County, HI **CODE AUDIT & UPDATE**
– Project Team
- **CHAPEL HILL LAND USE MANAGEMENT ORDINANCE**
– Chapel Hill, NC **LUMO AUDIT & UPDATE**
– Project Team
- **JEFFERSON COUNTY COMPREHENSIVE PLAN**
– Birmingham, AL **COMPREHENSIVE PLAN**
– Project Team
- **HORN LAKE FORWARD 2044 COMPREHENSIVE PLAN**
– Horn Lake, MS **COMPREHENSIVE PLAN**
– Project Team
- **CITY OF ATHENS ZONING**
– Athens, AL **CODE AUDIT & UPDATE**
– Project Team



PROFESSIONAL EXPERIENCE

- **ORION PLANNING + DESIGN** **PLANNER**
– Winterport, ME
- **CITY OF ASHLAND** **ASSOCIATE PLANNER**
– Ashland, OR
- **CHICAGO FOOD POLICY ACTION COUNCIL** **RESEARCH INTERN**
– Chicago, IL
- **GIS FACULTY ASSISTANT-DEPAUL UNIVERSITY** **GIS FACULTY ASSISTANT**
– Chicago, IL
- **ALTERNATIVES FOR GIRLS** **PREVENTION DEPARTMENT INTERN**
– Detroit, MI



EDUCATION

- **MASTER OF SUSTAINABLE URBAN DEVELOPMENT** **DEPAUL UNIVERSITY**
- **GIS CERTIFICATE WITH HONORS** **DEPAUL UNIVERSITY**
- **BACHELOR OF SCIENCE, MAJOR IN BIOLOGY, HEALTH AND SOCIETY** **UNIVERSITY OF MICHIGAN**



ACTIVITIES AND AWARDS

- **STEANS CENTER GRADUATE FELLOW**
– Chicago, IL
- **CHADDICK INSTITUTE**
– BEST MODEL AND SITE PLAN
DePaul University
- **AMERICAN PLANNING ASSOCIATION**
– MEMBER
Northern New England Chapter

LILA OSBORN PLANNER

845.490.4243 (C) 

lila@orionplanningdesign.com 



RELEVANT PROJECTS

- BUTTE-SILVER BOW ZONING – Butte-Silver Bow, MT CODE AUDIT & UPDATE – Project Team
- CITY OF ATHENS ZONING – Athens, AL CODE AUDIT & UPDATE – Project Team
- LEWIS AND CLARK COUNTY SUBDIVISION REGULATIONS – Athens, AL REGULATIONS UPDATE – Project Team
- TWIN FALLS COUNTY ZONING – Twin Falls County, ID CODE AUDIT & UPDATE – Project Team
- CHAPEL HILL LAND USE MANAGEMENT ORDINANCE – Chapel Hill, NC LUMO AUDIT & UPDATE – Project Team
- MAUI COUNTY ZONING – Maui County, HI CODE AUDIT & UPDATE – Project Team
- CITY OF PARAGOULD ZONING – Paragould, AR CODE UPDATE – Mapping
- BUTTE-SILVER BOW COMPREHENSIVE PLAN IMPLEMENTATION – Butte-Silver Bow, MT PLAN IMPLEMENTATION – B-SB Senior Planner
- BUTTE-SILVER BOW HOUSING STRATEGIC PLAN – Butte-Silver Bow, MT PLAN DEVELOPMENT – B-SB Senior Planner
- BUTTE-SILVER BOW SHARP PLAN – Butte-Silver Bow, MT PLAN DEVELOPMENT – B-SB Senior Planner



PROFESSIONAL EXPERIENCE

- ORION PLANNING + DESIGN PLANNER
– Cold Spring, NY
- CITY-COUNTY OF BUTTE-SILVER BOW SENIOR PLANNER
– Butte, MT
- ACTION, INC. INTERN
– Butte, MT
- UNIVERSITY OF MONTANA GRADUATE TEACHING ASSISTANT
– Missoula, MT



EDUCATION

- MASTER OF SCIENCE IN GEOGRAPHY, COMMUNITY & ENVIRONMENTAL PLANNING UNIVERSITY OF MONTANA
- BACHELORS OF SCIENCE, MAJOR IN GEOGRAPHY STATE UNIVERSITY OF NEW YORK (SUNY) AT GENESEO



ACTIVITIES AND AWARDS

- RIDGE SCHOLAR UNIVERSITY OF MONTANA
Missoula, MT
- NATIONAL SCIENCE FOUNDATION TRAINEE AT THE FOOD-ENERGY-WATER NEXUS UNIVERSITY OF MONTANA
Missoula, MT
- BERTHA MORTON GRADUATE SCHOLAR UNIVERSITY OF MONTANA
Missoula, MT
- GTU PRIZE FOR EXCELLENCE IN GEOGRAPHY SUNY GENESEO
Geneseo, NY
- GTU INTERNATIONAL GEOGRAPHY HONOR SOCIETY- MEMBER
- MONTANA ASSOCIATION OF PLANNERS- MEMBER
- AMERICAN PLANNING ASSOCIATION- MEMBER
New York Metro Chapter

STEPHEN COE

SENIOR PLANNER, PE

406.299.9858 

scoe@waterenvtech.com 



Stephen, a Senior Planner at WET since February 2019, has project management and technical expertise, particularly in Municipal and Urban Planning. He also oversees the Butte-Silver Bow MS4 Stormwater Program. With a career spanning over 30 years since 1993, Stephen's extensive experience includes permitting, air quality management, stormwater management, and community engagement. He possesses expertise in state and federal planning, including State Implementation Plans (SIPs), Federal Implementation Plans (FIPs), and regional haze planning. Additionally, he excels in project management related to air quality permitting, environmental management, climate action, and hazardous air pollutant management.

PROFESSIONAL EXPERIENCE

- WATER & ENVIRONMENTAL TECHNOLOGIES Butte, MT **SENIOR PLANNER**
- MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY Butte, MT **SENIOR PLANNING ENGINEER**
- IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY Idaho **REGIONAL AIRSHED MANAGER**
- WOODGRAIN MILLWORKS INC. Fruitland, ID **CORPORATE ENVIRONMENTAL HEALTH & SAFETY MANAGER**

EDUCATION

- BACHELOR OF SCIENCE ENVIRONMENTAL ENGINEERING **MONTANA TECH**

TECHNICAL SKILLS & TRAINING

- ERMOD
- COMMUNITY ENGAGEMENT COORDINATION
- BMP-201-CERTIFIED SWPPP PREPARER AND ADMINISTRATOR (2023)
- EPA METHOD 9 PLUME EVALUATION CERTIFICATION
- SIX SIGMA GREENBELT
- LEAN MANUFACTURING
- ADVANCED ATMOSPHERIC DISPERSION MODELING
- ADVANCED NEW SOURCE REVIEW/PSD

RELEVANT PROJECTS

- BUTTE-SILVER BOW PARKS & RECREATION—PARKS MASTER PLAN Butte, MT *— Project Manager*
- BUTTE-SILVER BOW PUBLIC WORKS FLATS STORMWATER MASTER PLAN Butte, MT *— Senior Planner*
- BUTTE-SILVERBOW COMMUNITY ENRICHMENT—TARGETED ECONOMIC DEVELOPMENT DISTRICT (TEDD) INFRASTRUCTURE MASTER PLAN Butte, MT *— Senior Planner*
- CONTRACT MANAGEMENT FOR BUTTE-SILVER BOW MS4 STORMWATER PROGRAM Butte, MT *— Senior Engineer*
- STATE OF MONTANA FOR AIR QUALITY PLANNING AND POLICY Montana *— Senior Planning Engineer*
- AIR QUALITY PERMIT ANALYSIS AND DEVELOPMENT FOR MAJOR AND MINOR SOURCES Montana *— Professional Engineer*
- STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY-NONATTAINMENT AREA PLANNING Idaho *— Regional Airshed Manager*
- WOODGRAIN MILLWORKS INC. COMPLIANCE/EXCELLENCE AND SAFETY/RISK MANAGEMENT *— Corporate Environmental Health & Safety Manager*

LEADERSHIP, AFFILIATIONS, & AWARDS

- AIR AND WASTE MANAGEMENT ASSOCIATION (AWMA) & NORTHWEST INTERNATIONAL SECTION (PNWIS)-DIRECTOR-MONTANA CHAPTER CHAIR Present
- URBAN REVITALIZATION AGENCY-BOARD MEMBER Present
- BUTTE-SILVERBOW BOARD OF ZONING ADJUSTMENT-BOARD MEMBER Present



MEGAN TERRY
LANDSCAPE ARCHITECT, PLA,
SITES-AP, ASLA
406.703.1816
mterry@waterenvtech.com



Megan started her career in 2010 and was hired at WET in 2022. She has worked on projects across the west that range from large-scale land use planning studies to intimate neighborhood developments. Her diverse portfolio includes commercial, residential, municipal, and transportation projects. Megan believes that collaborative planning and thoughtful communication are the foundation of successful design, addressing regional and local challenges while benefiting the people and animals that call these places home. Her collaborative work efforts complement her valuable experience and insight, enhancing the quality of each design.

PROFESSIONAL EXPERIENCE

- WATER & ENVIRONMENTAL TECHNOLOGIES Butte, MT **SENIOR LANDSCAPE ARCHITECT**
- GROUND DESIGN GROUP Billings, MT **PRINCIPAL LANDSCAPE ARCHITECT**
- LAND DESIGN INC, Billings, MT **SENIOR LANDSCAPE ARCHITECT**
- SANDERSON STEWART Billings, MT **LANDSCAPE ARCHITECT/ LANDSCAPE DESIGNER**
- WATER & ENVIRONMENTAL TECHNOLOGIES Butte, MT **GIS/CADD DESIGNER**

EDUCATION

- BACHELOR OF LANDSCAPE ARCHITECTURE **UNIVERSITY OF IDAHO**
- STUDY ABROAD **CREMOLINO, ITALY & BERLIN, GERMANY**

TECHNICAL SKILLS & TRAINING

- ADOBE SUITE
- AUTOCAD (CIVIL 3D, LANDFX)
- SKETCHUP
- LUMION
- GIS
- PUBLIC PRESENTATIONS
- GRAPHIC DESIGN
- BRANDING/MARKETING
- SUSTAINABLE SITES INITIATIVE ACCREDITED PROFESSIONAL (SITES-AP) 00003343-SITES

PUBLICATIONS

- PAS MEMO American Planning Association April 2024 (Anticipated)
- BIOMIMICRY IN NATURE, PRESENTATION SERIES Partners in Education, March 2018



RELEVANT PROJECTS

- SUSTAINABILITY, HEALTH, AND RESILIENCE PLAN Butte, MT — *Project Manager*
- SOUTH BUTTE INFRASTRUCTURE MASTER PLAN Butte, MT — *Project Manager*
- WAYFINDING PLAN Thompson Falls, MT — *Project Manager*
- MESSIER FETTE VINEYARD PLANNING Carmel Valley, CA — *Principal Owner*
- VIA VAQUERA PRESERVE Santa Lucia Preserve, CA — *Principal Owner*
- YELLOWSTONE KELLY INTERPRETIVE SITE Billings, MT — *Landscape Architect*
- ST. VINCENT HEALTHCARE LANDSCAPE MASTER PLAN Billings, MT — *Landscape Architect*
- BILLINGS CLINIC LANDSCAPE MASTER PLAN Billings, MT — *Landscape Architect*
- DOVER PARK MASTER PLAN UPDATE BILLINGS, MT — *Landscape Architect*
- ANACONDA AND DILLON DOWNTOWN MASTER PLANS/GROWTH POLICY Anaconda & Dillon, MT — *Landscape Architect*
- LAUREL TIF DISTRICT PLAN Laurel, MT — *Landscape Architect*
- JOSEPHINE CROSSING/ ANNAFELD LID MASTER PLAN Billings, MT — *Landscape Architect*
- ANNAFELD SUBDIVISION MASTER PLAN AND RIVER CORRIDOR PERMITTING Billings, MT — *Landscape Architect*
- SILVER BOW CREEK CONSERVATION AREA (SUPERFUND) Butte, MT — *Project Manager*

LEADERSHIP

- IDAHO MONTANA CHAPTER ASLA - VICE PRESIDENT (IMASLA) Present
- BUTTE CENTRAL FOUNDATION BOARD - VICE PRESIDENT Present

RICH WEST

SENIOR CIVIL ENGINEER,

406.205.0871 

rwest@waterenvtech.com 



Rich, the WET Great Falls branch manager, brings over 20 years of expertise as a Senior Civil Engineer, specializing in project management, transportation, drainage, site development, and municipal engineering. With a diverse skill set, he caters to various clients, including local and state governments, tribal and federal entities, industrial clients, and private developers, delivering tailored solutions with a proven track record of excellence. Rich's commitment to excellence and comprehensive understanding of engineering intricacies make him invaluable in civil engineering and project management.



PROFESSIONAL EXPERIENCE

- WATER & ENVIRONMENTAL TECHNOLOGIES
Great Falls, MT SENIOR ENGINEER/
GREAT FALLS
MANAGER
- DOWL ENGINEERING
Anchorage, AK SENIOR ENGINEER/
GREAT FALLS
MANAGER
- HKM ENGINEERING
Billings, MT SENIOR ENGINEER/
GREAT FALLS
MANAGER
- DELTA ENGINEERING
Great Falls, MT PROJECT MANAGER
- DEPP FOUNDATIONS LTD.
Calgary, Alberta (Canada) FIELD ENGINEER
- WIND POWERED MACHINES
Livingston, MT DESIGN CIVIL
ENGINEER



EDUCATION

- BACHELOR OF SCIENCE IN CIVIL ENGINEERING MONTANA STATE
UNIVERSITY



TECHNICAL SKILLS & TRAINING

- PROJECT MANAGEMENT
- CIVIL DESIGN
- CONSTRUCTION OVERSIGHT AND ADMINISTRATION
- TRANSPORTATION/ROADWAY DESIGN
- MUNICIPAL DESIGN
- SITE DEVELOPMENT
- BID DOCUMENT AND CONTRACT ADMINISTRATION
- ADA DESIGN TRAINING
- DESIGN AND SIZING OF HYDRODYNAMIC SEPARATORS
- STORMWATER MANAGEMENT
- DESIGN OF GEOSYNTHETIC REINFORCED FLEXIBLE PAVEMENTS
- GEOPAK R/W DESIGN
- R/W APPRAISAL/ACQUISITION
- R/W PLANS/DEED PREPARATION



RELEVANT PROJECTS

- MALMSTROM AIR FORCE BASE GROUNDWATER MONITORING STUDY
Great Falls, MT — Project Manager
- MALMSTROM AIR FORCE BASE REPAIR WATER STORAGE TANK OVERFLOWS
Great Falls, MT — Project Manager
- MALMSTROM AIR FORCE BASE REPLACE PARKING LOT FOR BLDG 510 & 500
Great Falls, MT — Project Manager
- MALMSTROM AIR FORCE BASE, REPAIR EROSION, AND DRAINAGE
Great Falls, MT — Project Manager & QAQC
- MALMSTROM AIR FORCE BASE, WATER/GAS LEAK DETECTION
Great Falls, MT — Project Manager
- INFRASTRUCTURE EVALUATION
Box Elder, MT — Project Manager
- ROCKY BOY HIGH SCHOOL CIVIL SITE PLAN
Box Elder, MT — Project Manager
- ROCKY BOY UPPER BOX ELDER ROAD
Box Elder, MT — Project Manager
- TYNDALL ADDITION MASTER PLAN
Montana — Project Manager
QAQC, & Design
- SOUTH GREAT FALLS STORM DRAINAGE IMPROVEMENTS
Great Falls, MT — Project Manager
QAQC, & Design
- NORTH GREAT FALLS LIFT STATION AND FORCE MAIN
Great Falls, MT — Project Manager
QAQC, & Design
- MONTANA DEPARTMENT OF TRANSPORTATION R/W PLANS
East of Wagner, MT — Project Manager
- MONTANA DEPARTMENT OF TRANSPORTATION R/W PLANS
Great Falls, MT — Project Manager
- CHOTEAU CTAP SIDEWALK REPLACEMENT
Choteau, MT — Project Manager



LEADERSHIP, AFFILIATIONS, & AWARDS

- SOCIETY OF AMERICAN MILITARY ENGINEERS
Present

JEFF LEPROWSE GIS/IT MANAGER

406.723.1531 

jeleprose@waterenvtech.com 



Jeff started WET's GIS program in 2006. He continues to serve as a manager and is a vital part of the project support team. With over 20 years of experience, he has developed various GIS software, including ArcPad applications, special programming applications, and custom databases for municipal clients. Jeff's accomplishments include creating award-winning extensions for ESRI software. He specializes in designing field data collection forms for various entities, including Public Works Departments and universities, spanning both private and public sector projects. Jeff excels in designing, developing, and supporting mobile mapping solutions. He leverages his proficiency in GIS and GPS systems, relational databases, and programming languages to ensure accurate and efficient data collection, storage, and reporting.

PROFESSIONAL EXPERIENCE

- WATER & ENVIRONMENTAL TECHNOLOGIES Butte, MT **GIS/IT MANAGER**
- ELECTRONIC DATA SOLUTIONS Twin Falls, ID **TECH SERVICES MANAGER/PROGRAMMER**
- USDA NRCS Bozeman, MT **GIS Technician**
- BUREAU OF LAND MANAGEMENT Butte, MT **GIS Technician**

EDUCATION

- ASSOCIATE OF APPLIED SCIENCE GIS/GPS **MONTANA TECH**

TECHNICAL SKILLS & TRAINING

- GIS
- ESRI PRODUCTS
- ARCGIS
- SPATIAL ANALYST
- 3D ANALYST
- ARCGIS ONLINE
- COLLECTOR
- SURVEY 123
- VB SCRIPT
- PYTHON
- SDE
- .NET
- JAVASCRIPT
- SQL
- PYTHON
- TRIMBLE
- MICROSOFT SERVER
- LINUX
- CISO
- HP
- NETWORKING
- OIP
- XML
- ARCGIS PRO
- ARCGIS ONLINE
- ESRI

RELEVANT PROJECTS

- MUNICIPAL GIS PROJECT PORTFOLIO SINCE 2000 Butte & Anaconda, MT — GIS Manager
- BUTTE-SILVERBOW CUSTOM APPS AND ESRI PRODUCTS Butte, MT — GIS Manager
- TMDL AND ROAD MAPPING PROJECTS FOR THE STATE OF MONTANA Montana — GIS Manager
- BUTTE SILVER BOW MOBILE DATA COLLECTION APPLICATIONS AND A BACKEND DATABASE Butte, MT — GIS Manager
- COMPLETED MULTIPLE TMDL AND STRATIFICATION MAPPING PROJECTS FOR THE STATE OF MONTANA Montana — GIS Manager
- WORK WITH BSB SINCE 2012 TO COLLECT, ANALYZE, AND MAINTAIN THEIR SANITARY SEWER AND STORMWATER INFRASTRUCTURE Butte, MT — GIS Manager
- MANAGES ANACONDA DEER LODGE COUNTY'S (ADLC) GIS DATA FROM 2006 TO PRESENT ADLC, MT — GIS Manager

LEADERSHIP, AFFILIATIONS, & AWARDS

- MONTANA ASSOCIATION OF GEOGRAPHIC INFORMATION PROFESSIONALS (MAGIP) Present
- NORTHERN ROCKIES CHAPTER OF THE URBAN AND REGIONAL INFORMATION SYSTEMS ASSOCIATION (NRURISA) Present



COLLEEN RUDIO
CHIEF STRATEGIST, CEO

406.239.3547 (C) 

colleen@cascadiamg.com 



Colleen’s commitment to Montana and her extensive economic organizational and community capacity development, emerges as a driving force in Master Planning and Economic Development. With over 30 years of expertise spanning various industries and organizational sizes, her Butte roots have instilled an unyielding work ethic and a profound dedication to the state of Montana.

Collaborating with key state agencies such as the Montana Mainstreet Program, Office of Economic Development, Mansfield Center Professional Fellows, and Montana Manufacturing Extension Center, Colleen has cultivated a unique perspective on the intricate web connecting community, industry, social services, education, and culture. These collaborations underscore her comprehensive approach to master planning and economic development, recognizing the interdependence of these factors in fostering a thriving local, national, and global economy.

In her role as Chief Strategist, Colleen serves as the visionary architect, meticulously reviewing, designing, and facilitating the development of plans that extend far beyond immediate gains. Her focus lies in ensuring long-term sustainability and adaptability, embracing a philosophy of continuous improvement and innovation. Having navigated interim Clevel and executive leadership positions in both private and public sectors at local, state, and international levels, Colleen brings a wealth of practical knowledge to the table.



PROFESSIONAL EXPERIENCE

- CASCADIAMANAGEMENT GROUP **PARTNER, CEO**
Missoula, MT
- WESTERN MONTANA MENTAL HEALTH CENTER **INTERIM EXECUTIVE DIRECTOR, CEO**
Missoula, MT
- INTERNATIONAL ASSOCIATION OF BETTER BUSINESS BUREAU **INTERIM DIRECTOR, CEO**
Washington, D.C.
- RONAN TELEPHONE, ACCESS MONTANA **INTERIM GENERAL MANAGER**
Ronan, MT
- MISSOULA YMCA **INTERIM EXECUTIVE DIRECTOR, CEO**
Missoula, MT
- BETTER BUSINESS BUREAU HEART OF TEXAS **CHIEF STRATEGY OFFICER**
Austin, TX
- FIRST NATIONAL BANK OF MONTANA **EXECUTIVE VICE PRESIDENT OF RETAIL BANKING**
Missoula, MT
- JCCS CPAs **DIRECTOR OF MARKETING**
Missoula, MT



EDUCATION

- B.A. BUSINESS MANAGEMENT **UNIVERSITY OF MONTANA**
- A.S. PARALEGAL STUDIES **ROCKY MOUNTAIN COLLEGE**



KEY RELATIONSHIPS

- BUREAU OF BUSINESS AND ECONOMIC RESEARCH
- MONTANA DEPARTMENT OF COMMERCE
- MONTANA OFFICE OF ECONOMIC DEVELOPMENT
- MONTANA WORLD TRADE CENTER
- MONTANA SMALL BUSINESS ADMINISTRATION
- WESTERN MONTANA ECONOMIC DEVELOPMENT OFFICES
- MONTANA MANUFACTURING EXTENSION CENTER
- MONTANA ECONOMIC DEVELOPMENT ASSOCIATION
- INTERNATIONAL ASSOCIATION OF BETTER BUSINESS BUREAUS



LEADERSHIP, AFFILIATIONS & AWARDS

- AMBASSADOR OF THE YEAR *Montana Ambassadors 2023*
- MBA ESSENTIALS CERTIFICATE *University of Montana*
- PROJECT MANAGEMENT *Project Management Institute*
- LEAN ENTERPRISE CERTIFICATION *Montana Manufacturing Extension Center*
- JOHN MAXWELL LEADERSHIP CERTIFICATION *International Center*
- MONTANA AMBASSADORS *Member - 2017 to Present*
- BETTER BUSINESS BUREAU OF DIRECTORS *Board of Directors - 2013 to Present*
- MISSOULA DOWNTOWN FOUNDATION INC *President - 2010 to 2019*
- MISSOULA DOWNTOWN ASSOCIATION *Board Member - 2002 to 2010*
- MONTANA MANUFACTURING EXTENSION CENTER *Business Development - 2014 to 2018*
- MONTANA COMMUNITY DEVELOPMENT CORPORATION *Secretary and Treasurer - 2007 to 2014*

LIBBY BRUNELL
SENIOR CONSULTANT

406.370.2593 (C) 

libby@cascadiamg.com 



Libby, a dedicated Montanan with strong family ties, joined the Cascadia Management team as a Senior Consultant, contributing expertise in workforce development, instructional design, project management, and operations management. Committed to driving operational and organizational transformations at local and state levels, Libby focuses on efficiency, team engagement, and stakeholder collaboration.

In her role, Libby serves as a catalyst for organizational development, making decisions that promote long-term sustainability and adaptability. Leading teams in embracing a culture of continuous improvement and innovation, she recognizes their crucial role in the success of city master planning and economic development.

Libby's transformative role in startups, managing investor relations, financial projections, marketing, and overall operations, highlights her pivotal contributions. Her comprehensive approach extends to career transitions, team development, acquisition strategies, and recruitment and retention initiatives, contributing to organizational success.

Engaging in strategic planning at Darby Public Schools underscores her commitment to community involvement. Through surveys and collaboration, she played a key role in developing a successful strategic plan. Libby's experiences align with the principles of continuous improvement, sustainability, and community engagement.



PROFESSIONAL EXPERIENCE

- CASCADIA MANAGEMENT GROUP PARTNER
Missoula, MT
- REFLEX PROTECT CHIEF OPERATING OFFICER
Missoula, MT
- ALTER ENTERPRISE HUMANRESOURCE MANAGER
Missoula, MT
- DARBY PUBLIC SCHOOLS STRATEGIC PLANNING STRATEGYOFFICER
Darby, MT
- MOUNTAIN HOME MONTANA INTERIMEXECUTIVE DIRECTOR, CEO
Missoula, MT



EDUCATION

- MA SECONDARY EDUCATION UNIVERSITY OF MONTANA
French, English, History
- STUDY ABROAD
Dijon, France, Paris



TECHNICAL SKILLS

- STRATEGIC PLANNING
- COMMUNITY FACILITATION & ENGAGEMENT
- CORPORATE & NONPROFIT GOVERNANCE
- INTERIM EXECUTIVE MANAGEMENT
- COMMUNICATIONS & CHANGE MANAGEMENT
- BUSINESS START UP
- EXIT PLANNING
- WORKFORCE DEVELOPMENT & EXPANSION
- GRANT ACQUISITION & MANAGEMENT
- LEGAL & RISK MITIGATION
- COMMUNITY PLANNING



LEADERSHIP, AFFILIATIONS & AWARDS


- MISSOULA DOWNTOWN FOUNDATION, INC. Board
Member 2017 to Present, President 2021-2022
- MISSOULA DOWNTOWN PARTNERSHIP
Board Member 2022 to present
- MONTANA JOBS NETWORK (HIGH TECH ALLIANCE)
Board Member, Secretary 2023 to Present
- LEADERSHIP MISSOULA, 34 (MISSOULA CHAMBER OF COMMERCE)



TRAINING AND CERTIFICATIONS

- ASSOCIATION FOR TRAINING & DEVELOPMENT
- INSTRUCTIONAL DESIGN & ADULT LEARNING CERTIFICATION
- EDUCATIONAL LEADERSHIP (6-12) CERTIFICATION
- NATIONAL FORENSICS LEAGUE COMMUNICATION & COACHING CERTIFICATIONS

TRACY WORLEY
SENIOR CONSULTANT

406.273.1631 (C) 
 tracy@cascadiamg.com 



Tracy's multifaceted roles involve strategic project management, research, data analysis, and technical expertise, spanning both public and private sectors. Tracy's proficiency lies in guiding clients through operational, organizational, and cultural transformations, drawing on her extensive background in business growth and community building. With various background in project management, communication facilitation, and supply chain management, Tracy's credentials highlight her commitment to excellence in her field. Her distinctive perspective on the impact of global economic trends on local communities adds depth to the team's approach to master planning and economic development.

Tracy's learned background in project management, coordination, human resources, leadership, coaching, community diversity, trauma-based care, and public facilitation contribute to building trust and fostering a culture of collaboration within projects.

Data and economic driver analysis highlight her ability to leverage community, market trends and technology for growth. Tracy provides strategic consulting across various sectors, including government, healthcare, small businesses, non-profits, and technology. Her expertise in business development, employee engagement, data analysis, client retention, and organizational restructuring has left a lasting impact on her clients.

Her diverse skill set and recognized as a key player in shaping effective and sustainable strategic that bridge the gap between economic development and community well-being. Her strategic insights and collaborative approach make her an invaluable asset to the team and the communities they serve.



PROFESSIONAL EXPERIENCE

- CASCADIAMANAGEMENTGROUP **SENIOR CONSULTANT**
 Missoula, MT
- NEWBOS, LLC. **CHIEF PROJECT MANAGER**
 Missoula, MT
- CENNOX **VICE PRESIDENT U.S. SERVICE**
 Atlanta, GA
- RED SHOE, LLC **FOUNDER, CEO**
 Missoula, MT
- LITEHOUSE **EXECUTIVEPROJECT MANAGER**
 Sandpoint, ID
- ASSOCIATED DISTRIBUTING & LEASING **VICEPRESIDENTOF OPERATIONS**
 Boise, ID



EDUCATION

- B.A. BUSINESS MANAGEMENT **UNIVERSITY OF PHOENIX**
- MICRO MBA **BOISE STATE UNIVERSITY**



TRAINING AND CERTIFICATIONS

- PROJECT MANAGER (PMI PROFESSIONAL BUSINESS ANALYTICS)
- PROJECT MANAGER (PMI ORGANIZATIONAL TRANSFORMATION)
- SUPPLY CHAIN MANAGEMENT & PM (APICS DIVERSITY, INCLUSION & BELONGING)
- JOHN MAXWELL LEADERSHIP CERTIFICATION (FOUNDING MEMBER)
- NACM(NATIONALASSOCIATIONOFCREDITMANAGEMENT)



TECHNICAL SKILLS

- STRATEGICPLANNING
- RESEARCH AND DATA ANALYSIS
- GOVERNANCE MANAGEMENT
- ECONOMIC DEVELOPMNET
- COMMUNITY/ ORGANIZATIONAL TRANSFORMATION
- COMMUNICATION & CHANGEMANAGEMENT
- WORKFORCE DEVELOPMENT
- GAP ANALYSIS
- CROSS-FUNCTIONAL LEADERSHIP
- CONFLICTRESOLUTION
- PROJECTMANAGEMENT IMPLEMENTATION
- BUDGET AND FINANCIAL MANAGEMENT
- INNOVATION DEVELOPMENT
- AGILE STRATEGIST
- CONTINUOUS IMPROVEMENT



LEADERSHIP, AFFILIATIONS & AWARDS

- MONTANA AMBASSADORS *Member*
- LEADERSHIP MONTANA *Member, Flagship 2014*
- MONTANA CHAMBER OF COMMERCE *Member, Presidents Club (Committee)*
- PROJECT MANAGEMENT INSTITUTE *National and Montana Member*
- AMERICAN PLANNING ASSOCIATION *National and Montana Member*
- SOCIETY OF HUMAN RESOURCE *National and Montana Member*
- PROFESSIONAL ENGINEERS & PROFESSIONAL PLANNERS *Montana At Large Board Member*
- MISSOULA BUSINESSWOMENS NETWORK *President and Member*



CYNTHIA A. BOWEN

PARTNER, FAICP, LEED AP

(317) 263-0127 

cbowen@reasite.com 



Cynthia Bowen is a partner and director of planning. She plans to address each community's needs, creating a unifying vision and a solid foundation for action. Cynthia believes that a diverse and equitable process is vital to building consensus and fostering solutions. She has actively served the American Planning Association for over two decades and is now a past president.



PROFESSIONAL EXPERIENCE

- RUNDALL ERNSTBERGER ASSOCIATES **PARTNER**
Indianapolis, IN
- CHA CONSULTING **DIRECTOR OF PLANNING & URBAN DESIGN**
Indianapolis, IN
- HNTB CORPORATION **SENIOR PLANNER**
Indianapolis, IN
- CAMIROS **ASSOCIATE PLANNER**
Chicago, IL



EDUCATION

- BACHELOR OF URBAN PLANNING & DEVELOPMENT **BALL STATE UNIVERSITY**
AND ENVIRONMENTAL DESIGN



PUBLICATIONS & PRESENTATIONS

- PRESENTER AND PANELIST AT INDIANA, OHIO, ARIZONA, KENTUCKY, TEXAS, ILLINOIS, PENNSYLVANIA, MISSOURI, MICHIGAN, VIRGINIA, OREGON, NORTH CAROLINA, HAWAII, NEVADA, WASHINGTON D.C., CALIFORNIA, COLORADO, KANSAS STATE PLANNING CHAPTER CONFERENCES
Between 2007 and Present
- NATIONAL PLANNING CONFERENCE SESSIONS
 - San Francisco - 2019
 - Houston, Texas/Virtual - 2020
 - Boston, Massachusetts/virtual - 2021
 - Philadelphia, Pennsylvania- 2023



RELEVANT PROJECTS

- ENVISION FRANKLIN: LAND USE PLAN — *Project Manager*
Franklin, TN
- CONNECT FRANKLIN: TRANSPORTATION PLAN — *Project Manager*
Franklin, TN
- COMPREHENSIVE PLAN — *Project Manager*
Spring Valley, IL
- COMPREHENSIVE PLAN UPDATE — *Project Manager*
Elkhart, IN
- COMPREHENSIVE PLAN — *Project Manager*
St. Joseph County, IN
- COMPREHENSIVE PLAN — *Project Manager*
Lebanon, IN
- COMPREHENSIVE PLAN — *Project Manager*
Monroe, OH
- COMPREHENSIVE PLAN UPDATE — *Project Manager*
Decatur County, IN
- TOD DESIGN GUIDELINES — *Project Manager*
Chapel Hill, NC
- LA PORTE COMPREHENSIVE & TRANSPORTATION PLAN — *Project Manager*
La Porte, IN
- US 30 PEL CORRIDOR PLAN — *Project Manager*
Marshall, Whitley, Kosciusko, Allen Counties, IN
- CENTRAL CLARKSVILLE MASTER PLAN — *Project Manager*
Clarksville, IN




LEADERSHIP, AFFILIATIONS & AWARDS

- AMERICAN PLANNING ASSOCIATION
Region IV Board Director - 2008 to Present
Member - 1999 to Present
President - 2017 to 2018
- AMERICAN INSTITUTE OF CERTIFIED PLANNERS
Member - 1999 to Present
- URBAN LAND INSTITUTE INDIANA CHAPTER
2023 Equity Summit, Host Committee
- BALL STATE UNIVERSITY, COLLEGE OF ARCHITECTURE & PLANNING
Alumni Advisory Committee



Allison is a project planner. She is passionate about site historic preservation, and transportation planning to promote walking and biking throughout communities. Allison specializes in zoning and code compliance having served with the City of Indianapolis for nearly a decade.

ALLISON RICHARDSON PROJECT PLANNER

(317) 263-0127 

arichardson@reasite.com 



PROFESSIONAL EXPERIENCE

- RUNDRELL ERNSTBERGER ASSOCIATES **PLANNER**
Indianapolis, IN
- CITY OF INDIANAPOLIS **PLANNER**
Indianapolis, IN



EDUCATION

- MASTER OF URBAN DESIGN **BALL STATE UNIVERSITY**
- BACHELOR OF URBAN PLANNING & DEVELOPMENT **BALL STATE UNIVERSITY**



LEADERSHIP & AFFILIATIONS

- AMERICAN PLANNING ASSOCIATION
Member - 2021 to Present



RELEVANT PROJECTS

- LA PORTE COMPREHENSIVE & TRANSPORTATION PLAN *—Project Team*
La Porte, IN
- GREENFIELD COMPREHENSIVE PLAN *—Project Team*
Greenfield, IN
- ANDERSON COMPREHENSIVE PLAN *—Project Team*
Anderson, IN
- PITTSBORO COMPREHENSIVE PLAN *—Project Team*
Pittsboro, IN
- COMPREHENSIVE PLAN *—Project Team*
St. Joseph County, IN
- JACOBSVILLE REDEVELOPMENT PLAN *—Project Team*
Evansville, IN
- JAY COUNTY DEVELOPMENT PLAN *—Project Team*
Jay County, IN
- ANNEXATION STRATEGY & CODE UPDATES *—Project Team*
Elkhart, IN
- US 30 PEL CORRIDOR PLAN
Marshall, Whitley, Kosciusko, Allen Counties, IN
- TOD DESIGN GUIDELINES
Chapel Hill, NC
- NOBLESVILLE TRAIL ORIENTED DEVELOPMENT DESIGN GUIDELINES
Noblesville, IN
- HAWAII COUNTY ZONING AND SUBDIVISION CODE UPDATE
Hawaii County, HI



BERT KUYRKENDALL

SENIOR ASSOCIATE, AICP, PE

423.362.2719 (C) 

bkuyrkendall@tsw-design.com 



RELEVANT PROJECTS

- WHITEFISH TRANSPORTATION PLAN
Whitefish, MT *Bike/Ped Planning Component*
- ENVISION DIAMONDHEAD
Diamondhead, MS *Transportation Lead - Multimodal Lane Design*
- ENVISION DAPHNE
Daphne, AL *Transportation Plan Lead*
- TUSCALOOSA TRANSPORTATION STANDARDS
Tuscaloosa, AL *Project Lead*
- WHITE-HARDEE BOULEVARD CORRIDOR PLAN
Hardeeville, SC *Transportation Lead*
- GREENWAY/BIKEWAY MASTER PLAN
Pigeon Forge, TN *Planning Lead*
- TITUSVILLE NEIGHBORHOOD GREENWAY
Birmingham, AL *Project Engineer and Planner*
- NORTH AVENUE COMPLETE STREET
Atlanta, GA *Design Lead*
- COMPLETE STREET IMPLEMENTATION PLAN
Chattanooga, TN *Project Lead*
- MAJOR THOROUGHFARES PLAN
Nolensville, TN *Bike/Ped Plan Lead*
- KNOX COUNTY GREENWAY PLAN
Knox County, TN *Project Engineer*
- MLK BOULEVARD COMPLETE STREET RETROFIT
Chattanooga, TN *Project Engineer*
- BROAD STREET PROTECTED BIKE LANES
Chattanooga, TN *Project Administrator*



PROFESSIONAL EXPERIENCE

- TSW *SENIOR ASSOCIATE*
Chattanooga, TN, 2024
- ORION PLANNING + DESIGN *PARTNER*
Chattanooga, TN, 2021-2024
- BIRMINGHAM DEPARTMENT OF TRANSPORTATION *TRANSPORTATION DESIGN MANAGER*
Birmingham, AL, 2020-2021
- MODTRANSPORTATIONCONSULTING *PRINCIPAL ENGINEER AND PLANNER*
Chattanooga, TN, 2019 - 2021
- GRESHAM SMITH *SENIOR ENGINEER AND PLANNER*
Chattanooga, TN, 2017 - 2019
- CHATTANOOGA DEPARTMENT OF TRANSPORTATION *TRANSPORTATION ENGINEER*
Chattanooga, TN, 2013 - 2017
- CITY OF HATTIESBURG *CITY ENGINEER*
Hattiesburg, MS, 2009 - 2013



EDUCATION

- BACHELOR OF SCIENCE *MISSISSIPPI STATE UNIVERSITY*
Civil Engineering
- BACHELOR OF SCIENCE *BELHAVEN UNIVERSITY*
Mathematics



ACTIVITIES & AFFILIATIONS

- NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS
Licensed Professional Engineer
- AMERICAN PLANNING ASSOCIATION / AMERICAN INSTITUTE OF CERTIFIED PLANNERS
Certified Planner
- CONGRESS FOR THE NEW URBANISM
CNU Accredited
- BIKE WALK TENNESSEE
Board Member



PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE



ORION PLANNING+DESIGN

www.OrionPlanningDesign.com

Phase	Task	Sub-task(s) Associated	
<p>Phase 1: Establish project identity and timeline. This phase kicks off the Great Falls Growth Policy update process. During this phase, the collaborating consultant team of Orion Planning + Design, Water and Environmental Technologies, and Cascadia Management Group, will orient themselves to the project, collaborating with staff to identify specific goals and challenges of the plan. A distinct plan identity will be created through branding and content generation. The goal of this phase is to begin early outreach and collaboration between our team, staff, and community members.</p>	1.1 Project Kick-Off and Logistics	<p>Introductory meetings between OPD Project Manager and staff</p> <hr/> <p>Development of detailed project work plan</p> <hr/> <p>Staff review and approval of detailed project work plan</p> <hr/> <p>City Commission approval and RFP Awarding</p>	
	1.2 Creation of Public Engagement Plan	<p>Development of draft Public Engagement Plan, including youth engagement, plan academy/ambassador toolkit, and educational guidebook components</p> <hr/> <p>Staff review and approval of Public Engagement Plan</p> <hr/> <p>Growth Policy Update branding development</p> <hr/> <p>Staff review and approval of branding</p> <hr/> <p>Determine best website software (Bang the Table, EngagementHQ, city's webpage, etc.)</p> <hr/> <p>Build and launch project website</p>	
	1.3 Establish Steering Committee and Stakeholders	<p>Identify and confirm Steering Committee members</p> <hr/> <p>Schedule first Steering Committee meeting, invitation to members via email or website listserve</p> <hr/> <p>Identify key stakeholder participants in key sectors of the planning framework (housing, economy, environment, schools, infrastructure, service delivery, etc.)</p> <hr/> <p>Schedule stakeholder meetings, invitations to participants via email or website listserv</p>	
	1.4 Preliminary Collection of Background Information	<p>Preliminary review of past plans, policy, and code documents</p> <hr/> <p>Preliminary analysis of demographic and economic conditions</p> <hr/> <p>Preliminary investigation into current issues and future plans for public schools and Malmstrom AFB</p>	
	1.5 Consultant Team Trip #1	<p>Tour led by city staff</p> <hr/> <p>Kick-off Steering Committee meeting held</p> <hr/> <p>Stakeholder meetings held</p> <hr/> <p>Steering Committee survey sent via email</p> <hr/> <p>Stakeholder survey sent via email</p>	
	Phase 1 Budget		
	<p>Phase 2: Evaluate Existing Conditions: Evaluate existing conditions. Phase 2 will focus on collecting information and completing an analysis of the context and conditions of Great Falls today. The Orion team's unique public engagement</p>	2.1 Data Collection and Existing Conditions Analysis	Survey feedback compiled and summarized
			Survey feedback summary published to project website
			Identification and acquisition of key GIS data
			Audit of 2016 Great Falls Growth Policy
			Evaluation of current and historical conditions and patterns related to and influencing demographic trends, economy and housing, land use build-out, infrastructure and transportation network connectivity, natural resource availability and constraints, school districts, and Malmstrom Airforce Base impact
			Prepare summary reports of each topic area for staff review
			Conduct a thorough market assessment focused on future growth trends, housing and market sectors, and financial/administrative impact on service delivery, cost of development, and infrastructure decision-making (specifically schools)
			Complete analysis on future build-out of Great Falls given current land use and regulatory environment, highlighting policy shifts and changes necessary to accommodate anticipated market shifts
			Basemap creation and refinement
Team trip #2 (full week; potential dates)			
Workshop dates set and advertised in local paper, online, and add through social media			
Marketing and meeting materials (for print and web) designed			

<p>methods will be heavily utilized in this phase to build an informed knowledge base and understand residents' future visions. This phase entails a variety of opportunities for the Great Falls community to be involved in the planning process and provide meaningful feedback to shape the updated Growth Policy.</p>		Preparation of workshop materials, for review and refinement with staff
	2.2 Outreach and Education: Planning Week	Intensive on-site public engagement facilitated by entire consultant team, including 4 to 6 community workshops hosted at local school sites throughout Great Falls, a Steering Committee meeting, interface with the Planning Advisory Board and City Commission, stakeholder follow-up interviews, and special events as can be capitalized on during team time in Great Falls (including potential school engagement)
	2.3 Outreach and Education: Virtual Public Engagement Efforts	Build web-based community survey that includes an interactive mapping element
		Refine survey following staff review and test-run
		Publish community survey to project website
		Advertise survey in local paper, online, by list-serve, and on social media
		Schedule and advertise dates for interactive community online workshop (up to two)
		Host virtual community workshops, building upon in-person engagement events.
	2.4 Synthesis of Public Engagement Findings	Compile and summarize findings from in-person and virtual engagement efforts
		Draft summary of engagement effort outcomes for website
Upload summary of engagement effort outcomes to project website, informing the public of the outcomes of their participation		
	Upload information about next steps to project website	

Phase 2 Budget

<p>Phase 3: Draft and refine the City of Great Falls Growth Policy using comprehensive analysis and stakeholder feedback. This phase relies heavily on the data and insights amassed in Phase 1 and 2 and includes the creation of a community-driven and implementable growth policy based on all previous steps of the process. Once consensus on the plan framework is achieved, and existing conditions and future trends are assessed, development of the document can begin. The consultant team will seek to create an updated plan that is representative of the City of Great Falls and its vision and priorities for the future. In addition to clear and actionable implementation strategies, elements of the plan will include future development direction, desired land use patterns and place types, recommendations on key community focus areas, provisions for the natural environment, infrastructure needs, support for the future of the Air Base and Great Falls Public Schools, and any other components that may emerge during the public outreach and planning process.</p>	3.1 Development and Selection of Growth Scenarios	Generate a low, medium, and high growth scenario for Great Falls using data and guidance collected in phases 1 and 2 Staff and Steering Committee review and selection of preferred future growth scenario
	3.2 Placetype Development	Develop placetype palette reflective of existing character and future goals identified in phases 1 and 2 Staff review and approval of placetype palette
	3.3 Build Future Land Use Map	Build future land use map Staff review and approval of future land use map
	3.4 Plan Draft Staging	Establish growth policy document framework
		Identify community catalyst areas for modeling implementation outcomes and priorities
		Staff review and approval of plan outline and catalyst areas
	3.5 Implementation Strategy development	Develop existing conditions components of planning document, identify projected deficiencies, and establish issues and opportunities in the planning area (housing, economy, schools, infrastructure, historical/natural resource management, etc.) Evaluate existing school district boundaries, in-depth review of GFPS administration and growth projections, and determine future land acquisition needs as part of the existing conditions/issues/opportunities framework Staff review and school board approval of issues and opportunities direction
		Draft a plan implementation strategy framework (identifying key players and resources needed, timelines, level of importance, etc.) Staff review and approval of implementation strategy framework Draft individual implementation strategies that correspond to plan vision, goals, and priorities, correlating specifically with SB 382 requirements and emphasizing policy direction and redistricting related to GFPS operations.
	3.6 Outreach and Education: Progress Update	Progress update published to project website
	3.7 First Full Draft Plan to Staff	Complete full first draft of Great Falls Growth Policy Update, including initial modeling of community catalyst areas selected
		Virtual presentation of first draft to Staff for review and feedback
		Revisions made to first draft
	3.8 Presentation of Draft Plan to Steering Committee and City Commission	In-person or virtual (or both) presentation of first draft to Steering Committee Update City Commission on plan progress
Steering Committee review and feedback on the first plan draft Plan revisions based on staff and Steering Committee feedback		

	3.9 Presentation of Draft Plan to the Public	Determine dates and locations to hold open house and special events
		Prepare marketing materials (for print and media) to notify public of open house and drop-in opportunities
		Update project website with public review draft of the plan and information about open house(s) and special event(s)
		Host a series of drop-in open house and special events to share the public review draft with community members (partial team trip #3)
		Public comment period on draft plan opens
		Develop and launch online survey to solicit feedback on proposed implementation priorities

Phase 3 Budget

Phase 4: Deliver the final growth policy for adoption. In Phase 4, the consultant team will iterate the City of Great Falls Growth Policy based on review and feedback from various groups and entities. The plan will be revised to reflect ongoing feedback until a final draft is presented for adoption.	4.1 Draft Revisions	Refine draft and implementation priorities based on public feedback and survey results
		Staff review and feedback on public review draft
		Make final edits to public review draft and prepare final draft for consideration
	4.2 Present Plan to Planning Advisory Board and Zoning Commission	Identify public hearing date at Planning Advisory Board/Zoning Commission, as well as City Commission
		Advertise and update project website with dates and information on public participation opportunities at the Planning Advisory Board/Zoning Commission and City Commission meetings
		Present final draft to the Planning Advisory Board/Zoning Commission
	4.3 Present Plan to City Commission for Adoption	Refine final draft based on feedback from PAB, if needed
		Present final draft to City Commission for formal adoption
		Prepare all final documents, data, and files for transmittal to the City following adoption
		Publish final adopted Great Falls Growth Policy to project website

Phase 4 Budget

Phase 5: Plan Implementation. In Phase 5, the Orion team will provide direction and assistance with plan implementation, helping staff and leadership prioritize next steps to ensure the vision expressed in the City of Great Falls Growth Policy is executed.	5.1 Implementation Timeline	Draft timeline components to supplement implementation strategy	
		Staff review and approval of implementation timeline	
		Publish implementation timeline to project website, informing community members of next steps and ways they can continue to participate in planning	
	5.2 Executive Summary Report	Draft executive summary report, describing the growth policy update process, key findings, and recommendations in the months & years ahead	
		Staff review and approval of executive summary report	
			Publish executive summary report to project website
	5.3 Monitoring and Evaluation Framework	Create monitoring and evaluation framework	
		Staff review and approval of monitoring and evaluation framework	
			Publish monitoring and evaluation framework to project website

*The specific services provided to the school district by the OPD will include (but not be limited to):

- Potential School Boundary Adjustments, including recommendations of schools/facilities that should be combined.
- How community development and land design influence GFPS hiring, retention, or specific functions such as bussing.
- Provide a coordination framework for future land acquisitions in new development areas for GFPS development.
- Any GIS work requested by the District related to the policy planning process will be included.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as “City,” and **ORION PLANNING + DESIGN**, a professional planning and design firm registered in Montana, 1105 Village Way, Missoula, 59802, hereinafter referred to as “Consultant.”

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

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

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

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

4. Payment: City agrees to pay Consultant at the hourly rate(s) set forth in the Scope of Services, for a total not to exceed amount of THREE HUNDRED AND SEVENTY ONE THOUSAND ONE HUNDRED AND EIGHTY FOUR DOLLARS (\$371,184) for services performed pursuant to the Scope of Services. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

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

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

Consultant shall furnish the City with copies showing one of the following: **(1)** a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’

compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

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

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

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

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

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

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

*** If a request is made to waive certain insurance requirements, insert the insurance item # and corresponding description from the list above: no request is made at this time.**

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

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

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

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

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

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

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

14. Liaison: City’s designated liaison with Consultant is **Brock Cherry, M.S., Director, Planning and Community Development Department**, and Consultant’s designated liaison with City is **Allison Mouch, AICP, Managing Partner, Orion Planning + Design**.

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

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

CITY OF GREAT FALLS, MONTANA

**ORION PLANNING + DESIGN
CONSULTANT**

By: _____
Print Name: Brock Z. Cherry, M.S.
Print Title: Director
Date: May 8, 2024

By: _____
Print Name: Allison Gayle Mouch, AICP
Print Title: Managing Partner
Date: May 8, 2024

ATTEST:

(Seal of the City)

Lisa Kunz, City Clerk

APPROVED AS TO FORM:

By _____
David G. Dennis, City Attorney*

* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.



CERTIFICATE OF LIABILITY INSURANCE

DATE **Agenda #15.**

5/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Acrisure Northwest Partners Insurance Services, LLC 100 Ottawa Ave SW Grand Rapids MI 49503 License#: BR-1797487 ORIOLA-02	CONTACT NAME: Lori Segale PHONE (A/C. No. Ext): 800-442-1281 E-MAIL ADDRESS: lsegale@acrisure.com	FAX (A/C. No.): 425-291-5100	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Orion Planning + Design 1105 Village Way Missoula, MT 59802	INSURER A: Continental Casualty Company		20443
	INSURER B: American Casualty Company of Reading,		20427
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 1942226612 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		B6024991183	10/11/2023	10/11/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			B6024991183	10/11/2023	10/11/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC738294832	3/7/2024	3/7/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Professional Liability			MCH288357520	8/11/2023	8/11/2024	Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is included as Additional Insured on General Liability policy when required by written contract.

CERTIFICATE HOLDER City of Great Falls P.O. Box 5021 Great Falls MT 59403	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Commission Meeting Date: May 21, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointments to the City of Great Falls Growth Policy Update Steering Committee

From: Planning & Community Development

Initiated By: Planning & Community Development

Presented By: Lonnie Hill, Planning & Community Development Deputy Director
Andrew Finch, Senior City Planner & Growth Policy Co-Project Manager

Action Requested: Appointments to the City of Great Falls Growth Policy Steering Committee

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) the recommended Appointments herein to the City of Great Falls Growth Policy Update Steering Committee.”

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

Staff Recommendation: Staff recommends approval.

Summary: The Growth Policy Steering Committee's objective is to ensure the involvement of a diverse range of groups, entities, disciplines, and citizens throughout the Growth Policy process. Members will provide input and feedback at each stage of the planning process, including the preliminary plan vision and goals, guiding principles, base concept development, strategies, element policies, priority actions, implementation strategies, and recommendations.

To ensure the success of the Growth Policy Steering Committee, City Staff recommends seeking individuals with certain attributes and characteristics for membership and appointment, such as:

- Collaborators/Communicators – Individuals who are solution-oriented and can set aside personal agendas for the greater good.
- Passion for the Growth Policy – Visionary individuals who are enthusiastic about the Growth Policy.
- Availability for the next 24 months and dependability – Members must be committed to attending at least 75% of all meetings (a minimum of 15) between June 2024 and December 2025. Meetings are expected to last between 1 and 2 hours.

The Growth Policy Steering Committee will play a crucial role in:

- Reviewing ongoing Growth Policy drafts, objections, and goals.
- Serving as the communication channel for their area of expertise or representative group.
- Assisting with public engagement efforts.
- Ensuring cohesion, collaboration, and minimal contradictions in the Growth Policy.

The City began accepting applications for the Growth Policy Steering Committee on March 26th, 2024 and closed the application process at 5 PM on April 12, 2024. A press release was successfully shared with various local news sources, including KRTV, The Great Falls Gazette, The Electric, E-City Beat, and social media channels.

The City received 58 applications from community members interested in serving on the Growth Policy Steering Committee. To determine membership in a fair way, the Mayor and each City Commissioner provided up to 5 recommendations for each Growth Policy "interest area," ranked in order of preference. Staff then assigned a numerical value to each recommendation (the #1 preferred applicant received 5 points, #2 received 4 points, #3 received 3 points, and so on). This selection method resulted in the proposed candidates being recommended to the Growth Policy Steering Committee:

1. Rick Tryon, City Commissioner (selected by requested group)
2. Heather Hoyer, GFPS Superintendent (selected by requested group)
3. Brett Doney, GFDA CEO (selected by requested group)
4. TBD, Malmstrom Air Force Base Representative (selected by requested group)
5. Katie Hanning – Housing & Development
6. Kris Cron – Business & Industry #1
7. Michael Hallahan – Business & Industry #2
8. Brian Kaufman – Business & Industry #3
9. Tom Heisler – Agriculture & Environment
10. Abigail Hill – Public Health & Medical
11. Dr. Stephanie Erdmann – Higher Education & Adult Training
12. Spencer Woith – GF Citizen Interests #1
13. Carol Bronson – GF Citizen Interests #2
14. Wayne Klind – GF Citizen Interests #3

Fiscal Impact: The members of the Growth Policy Steering Committee are volunteers and will not receive any compensation for their service. Staff will dedicate time to facilitating Steering Committee meetings, events, and communication.

Alternatives: The City Commission has the option to modify the proposed Growth Policy Steering Committee roster, reject the roster, or choose not to utilize the steering committee.

Attachments/Exhibits:

Steering Committee Applications for:

1. Katie Hanning – Housing & Development
2. Kris Cron – Business & Industry #1
3. Michael Hallahan – Business & Industry #2
4. Brian Kaufman – Business & Industry #3
5. Tom Heisler – Agriculture & Environment
6. Abigail Hill – Public Health & Medical

7. Dr. Stephanie Erdmann – Higher Education & Adult Training
8. Spencer Woith – GF Citizen Interests #1
9. Carol Bronson – GF Citizen Interests #2
10. Wayne Klind – GF Citizen Interests #3



City of Great Falls Growth Policy Steering Committee Application

Committee Purpose: Shaping Our City's Future

Imagine a city that thrives for everyone. This is the vision behind the Growth Policy Update, and the Growth Policy Steering Committee is at the heart of making it a reality.

Your voice matters: This committee is dedicated to ensuring an inclusive conversation about our City's future by bringing together residents, experts, and community leaders from all walks of life to shape the policies and strategies that guide our growth.

Make a Difference: Apply to the Growth Policy Steering Committee (Limited Positions Available!*)

The application deadline is April 12th, 2024, at 5:00 PM. Please email your application to kartis@greatfallsmt.net or drop a physical copy off at the City Manager's Office, located at 2 Park Dr S, Room 201.

Applicant Information

Full Name:	<u>Hanning</u>	<u>Kathryn</u>	<u>A</u>	Date:	<u>03/27/2024</u>
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:	<u>327 2nd Street South</u>				
	<i>Street Address</i>				<i>Apartment/Unit #</i>
	<u>Great Falls</u>		<u>MT</u>		<u>59405</u>
	<i>City</i>		<i>State</i>		<i>ZIP Code</i>
Phone:	<u>406-452-4663</u>		Email	<u>info@hbagf.org</u>	
Occupation:	<u>Executive Officer - Home Builders Association of Great Falls</u>				

Member Commitment:


- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- | | |
|---|--|
| <input type="radio"/> Agriculture & Environment | <input checked="" type="radio"/> Housing & Development |
| <input type="radio"/> Higher Education & Adult Learning | <input type="radio"/> Public Health & Medical |
| <input type="radio"/> Business & Industry | <input type="radio"/> General Citizen Interests |

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

By serving on a housing committee, I hope to actively work toward creating more equitable and accessible housing opportunities for all. I look forward to getting involved in the decision-making processes that will directly impact our neighborhoods and living conditions by collaborating on solutions that meet the diverse needs of residents.

Signature  Date 3/27/2024



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Applicant Information

Full Name: Cron Kris J Date: 4/1/2024
Last First M.I.

Address: 2911 Acacia Way
Street Address Great Falls MT 59404
City State ZIP Code

Phone: 406-868-4579 Email krlsjcron@gmail.com

Occupation: Area Product Sales Manager - Builders FirstSource

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- | | |
|---|--|
| <input type="radio"/> Agriculture & Environment | <input checked="" type="radio"/> Housing & Development |
| <input type="radio"/> Higher Education & Adult Learning | <input type="radio"/> Public Health & Medical |
| <input checked="" type="radio"/> Business & Industry | <input type="radio"/> General Citizen Interests |

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

With a career tied to the construction industry my hometowns growth has an immediate impact on my livelihood and my future. As Great Falls advances into a new era of industry and cultural change we will need candid conversation from industry and community leaders to advance in the best direction for all of its citizens. Getting to cover both Montana and Wyoming professionally I have gotten to bear witness to both good and bad growth. I believe my commonsense approach paired with my industry knowledge and insight make me a good fit for a growth policy advisory board.

Signature  Date 4-1-24



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Applicant Information

Full Name:	Hallahan	Michael	P	Date:	03/28/2024
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:	2112 8th Ave So				
	<i>Street Address</i>				<i>Apartment/Unit #</i>
	Great Falls		MT		59405
	<i>City</i>		<i>State</i>		<i>ZIP Code</i>
Phone:	623-326-1809		Email	hallahan2@hotmail.com	
Occupation:	Self employed - Partner in Enbar, Inc.				

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- Agriculture & Environment
- Higher Education & Adult Learning
- Business & Industry
- Housing & Development
- Public Health & Medical
- General Citizen Interests

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

My interest and contribution is fairly simple; as a member of the community that has in recent past and actively is opening new businesses in Great Falls I possess an "active" prospective of what is needed. My ability to work with different groups and demographics allows me to assist in communicating what is needed and where we are going.

Signature *Nike Hill* Date 03/28/2024



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Applicant Information

Full Name: Kaufman Brian A Date: 4/12/24
Last First M.I.

Address: 1008 Carlos Dr
Street Address
Great Falls MT 59404
City State ZIP Code

Phone: 406-761-5010 Email: Kaufmansmenswear@gmail.com

Occupation: Retail Management

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- Agriculture & Environment
- Housing & Development
- Higher Education & Adult Learning
- Public Health & Medical
- Business & Industry
- General Citizen Interests

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

Family has had a business in
 downtown Great Falls since 1894. We
 have survived the good + bad times
 with the town for 130 years. Downtown
 Great Falls has been growing in the
 right direction the last 10 yrs.
 I would want to see more growth in
 downtown. I have a lot of experience
 in doing business in downtowns. A
 strong core me a strong town.

Signature  Date 4/12/24



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The application deadline is April 12th, 2024, at 5:00 PM. Please email your application to kartis@greatfallsmt.net or drop a physical copy off at the City Manager's Office, located at 2 Park Dr S, Room 201.

Applicant Information

Full Name:	Heisler	Tom	Date: 4/1/2024
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:	1000 American Ave		Apartment/Unit #
	<i>Street Address</i>		
	Great Falls	MT	59404
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Phone:	406-799-4672	Email: tomheisler3@msn.com	
Occupation:	self employed business owner and farmer		

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- | | |
|--|--|
| <input checked="" type="radio"/> Agriculture & Environment | <input checked="" type="radio"/> Housing & Development |
| <input type="radio"/> Higher Education & Adult Learning | <input type="radio"/> Public Health & Medical |
| <input checked="" type="radio"/> Business & Industry | <input type="radio"/> General Citizen Interests |

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

My name is Tom Heisler I have been a resident of Great Falls my whole life, 55 years. My family has been doing business in Great Falls for over 50 years and seen a lot of changes. I am a board member of the Cascade County Tavern Association, Vice president of Montana Tavern Association, I am also a board member of the GFDA. I would like to be involved in discussions that will affect the future of Great Falls. Thank you.

Signature Tom Heisler Date 4-1-24



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(Limited Positions Available!*)

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Applicant Information

Full Name:	Hill	Abigail	L	Date: 4/11/2024
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	
Address:	2801 7th Ave S			
	<i>Street Address</i>			<i>Apartment/Unit #</i>
	Great Falls		MT	59405
	<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Phone:	214-212-3834		Email ahill@cascadecountymt.gov	
Occupation:	Health Officer/Director Cascade City-County Health Department			

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- Agriculture & Environment
- Housing & Development
- Higher Education & Adult Learning
- Public Health & Medical
- Business & Industry
- General Citizen Interests

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

The combination of my education, professional and personal experience makes me an excellent candidate to represent public health and medical interests on the City of Great Falls growth policy steering committee.

Both my Bachelor's degree in Medicine, Health and Society and Certificate in Public Health explored the complex interplay between health and society including ways physical design, housing, and social environment impact health. I continually apply this knowledge to my professional career to improve the health of our Great Falls community. I am a graduate of MSU nursing program in Great Falls and the Health Officer of the City-County Health Department. I am a board member of the United Way, a member of Health Lives Vibrant Futures which oversees the community health improvement plan (CHIP); and I sit on the Access to Healthcare committee with stakeholders including Alluvion, Benefis, GF clinic, Indian Family Health Clinic, GF Library, GFPS, Many Rivers. I previously served on Get Fit Great Falls for seven years, including the Building Active Communities Initiative. The goals of the 2013 growth policy update include supporting CHIP by improving access of health care, increasing opportunities for recreation/active lifestyles and reducing substance use within the city. I am well positioned to use my experiences and stakeholder relationships to advise the steering committee in these areas.

On a more personal note, I participate, volunteer, and attend Destination Downtown events. I care about the vibrancy of our downtown and have touted our offerings in interviews with Great Falls tourism, the Livability Magazine and anyone who will listen. I also own a home in Great Falls where I live with my husband and two children. I would love to be a part of the process to love even more the place we call home.

Thank you for your consideration,
Abigail

Signature Abigail Hill Date 4/11/24



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Applicant Information

Full Name: Erdmann Stephanie J Date: 04/09/2024
Last First M.I.

Address: 1127 4th Ave N _____
Street Address Apartment/Unit #

Great Falls MT
City State ZIP Code

Phone: 7158510471 Email: stephanie.erdmann@afcmsu.edu

Occupation: CEO/Dean

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

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- Agriculture & Environment
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- Business & Industry
- Housing & Development
- Public Health & Medical
- General Citizen Interests

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

I am deeply interested in serving on the Growth Policy Steering Committee as a representative for higher education and adult learning. As a resident deeply invested in the well-being of our community, I recognize the critical importance of thoughtful planning to ensure our region flourishes while preserving its unique character.

My background in higher education has often provided opportunities to engage with communities in planning, providing me with a strong background to contribute meaningfully to the committee's objectives. I do understand the complexities involved in managing growth and development. I have collaborated with diverse stakeholders, including residents, businesses, and local government agencies, to develop strategic plans for higher education institutions that balance economic growth of the area to support the educational needs of the people and local industries.

My commitment to inclusivity and equitable development should align well with the vision of fostering a thriving city in beautiful Montana. I have a proven track record of advocating for marginalized communities and ensuring that their voices are heard throughout planning and in implementation of initiatives as a result of the plans. I believe that inclusive growth is not only morally imperative but also essential for the long-term prosperity and resilience of our community.

Furthermore, my analytical skills and ability to think critically will enable me to provide valuable insights into complex policy issues. I am adept at conducting research, analyzing data, and synthesizing information to inform decision-making. I am confident in my ability to contribute thoughtfully to the committee's deliberations. Overall, I am enthusiastic about the possibility to serve on the Growth Policy Steering Committee and

Signature Stephanie Erdmann Date 04/09/2024

Growth Policy Steering Committee		
1. City Commission Rep.	To ensure the Growth Policy process aligns with City Commission goals & objectives.	City Commission Selects
2. GFPS School District Rep.	To ensure coordination and collaboration with GFPS.	GFPS Selects
3. Housing & Development Rep	To provide professional expertise regarding housing and development needs in Great Falls.	City Commission Selects
4. Business & Industry Rep #1	To ensure collaboration with the private sector, and to provide professional expertise regarding Great Falls businesses, industry, services and related topics.	City Commission Selects
5. Business & Industry Rep #2	To ensure collaboration with the private sector, and to provide professional expertise regarding Great Falls businesses, industry, services and related topics.	City Commission Selects
6. Business & Industry Rep #3	To ensure collaboration with the private sector, and to provide professional expertise regarding Great Falls businesses, industry, services and related topics.	City Commission Selects
7. Malmstrom AFB	To ensure coordination and collaboration with Malmstrom AFB.	Malmstrom AFB Selects
8. Agriculture & Environmental Rep.	To provide professional expertise regarding agriculture and the environment.	City Commission Selects
9. Public Health & Medical	To provide professional expertise regarding public health and the medical services industry in Great Falls.	City Commission Selects
10. Higher Education & Adult Training	To provide professional expertise regarding Higher Education & Adult Training opportunities in Great Falls.	City Commission Selects
11. GFDA	To provide coordination and professional recommendations regarding community economic health and strategy.	GFDA Selects
12. GF Citizen at Large Rep #1	To provide representation of the "typical Great Falls resident. To help point out "blind spots" that may not be visible to the City or other organizations.	City Commission Selects
13. GF Citizen at Large Rep #2	To provide representation of the "typical Great Falls resident. To help point out "blind spots" that may not be visible to the City or other organizations.	City Commission Selects
14. GF Citizen at Large Rep #3	To provide representation of the "typical Great Falls resident. To help point out "blind spots" that may not be visible to the City or other organizations.	City Commission Selects

***Note that while we have many willing, talented, and valuable community members who would like to serve on the steering committee, membership is limited to ensure the group operates effectively and manages the tasks at hand. If not selected, there will be significant opportunities to provide feedback and comments and participate in discussions regarding the Growth Policy.**



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Applicant Information

Full Name:	Woith	Spencer	M	Date:	4/4/24
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:	405 3rd St NW				206
	<i>Street Address</i>				<i>Apartment/Unit #</i>
	Great Falls		MT		59404
	<i>City</i>		<i>State</i>		<i>ZIP Code</i>
Phone:	406 761-1955			Email	spencer@woitheng.com
Occupation:	Civil Engineer/Business Owner/Developer				

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- | | |
|---|--|
| <input type="radio"/> Agriculture & Environment | <input checked="" type="radio"/> Housing & Development |
| <input type="radio"/> Higher Education & Adult Learning | <input type="radio"/> Public Health & Medical |
| <input checked="" type="radio"/> Business & Industry | <input checked="" type="radio"/> General Citizen Interests |

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

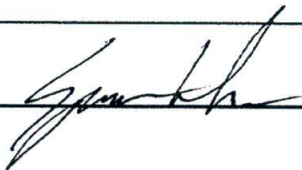
I own and operate a civil engineering firm with offices both here in Great Falls and Missoula. As a small business owner with a young family, growth and planing for the future is very important to me and my family. Myself along with partners have been developing properties for over 20 years in Great Falls. I feel that I have a very good understaing of land entitlement and development issues. I am a board member of the Great Falls Homebuilders Association, the Montana Building Industry Association and the National Assocaition of Home Builders.

I believe that good development starts at the very beginning of the process with the Growth Policy, other guiding documents, and a process for serving this plan with utilites is key to a basis for success.

Our community has a severe housing shortage and it needs to be adressed so we can provide a solution to this problem. I feel that there are ways to guide development that allows for the construction of more affordable housing, but to accomplish this goal we need to have a growth policy and eventually an updated zoning code to accomplish this goal.

Both developing and representing developers in mutple locations throught the state gives me the opportunity to see first hand how different municiplaites have approached these same issues. I have seen where some ideas have worked great and how some have failed. I feel this gives me perspective to help identify "blind spots" in the community and the drafting of this plan.

Thank you

Signature  Date 4/8/24



City of Great Falls Growth Policy Steering Committee Application

Committee Purpose: Shaping Our City's Future

Imagine a city that thrives for everyone. This is the vision behind the Growth Policy Update, and the Growth Policy Steering Committee is at the heart of making it a reality.

Your voice matters: This committee is dedicated to ensuring an inclusive conversation about our City's future by bringing together residents, experts, and community leaders from all walks of life to shape the policies and strategies that guide our growth.

Make a Difference: Apply to the Growth Policy Steering Committee
(Limited Positions Available!*)

The application deadline is April 12th, 2024, at 5:00 PM. Please email your application to kartis@greatfallsmt.net or drop a physical copy off at the City Manager's Office, located at 2 Park Dr S, Room 201.

Applicant Information

Full Name:	Bronson	Carol	A.	Date:	04/11/24
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:	733 32nd Ave. NE				
	<i>Street Address</i>				<i>Apartment/Unit #</i>
	Great Falls		MT		59404
	<i>City</i>		<i>State</i>		<i>ZIP Code</i>
Phone:	406-781-9537		Email	cwbronson@outlook.com	
Occupation:	Retired. Formerly the Director of Community Initiatives and Director of Development, NeighborWorks Great Falls				

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- Agriculture & Environment
- Housing & Development
- Higher Education & Adult Learning
- Public Health & Medical
- Business & Industry
- General Citizen Interests

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

My depth and breadth of experience qualifies me to serve on the Growth Policy Steering Committee.

I served as Director of Community Initiatives at NeighborWorks Great Falls for 14 years, retiring last September. In that role, I braided the work of organizations and residents to make positive changes in our community.

My efforts included leading Cascade County Watch, starting the first prescription drug drop box with law enforcement, working extensively with City and County law enforcement, hosting resident leadership training, creating the mural arts program downtown, and addressing housing issues, among others.

In addition, I worked with the Neighborhood Councils, as well as the Code Enforcement Officer, and multiple organizations throughout the county. I participated with others in the creation of the Downtown Master Plan, the Downtown Development Partnership, and the Downtown Safety Alliance. I also participated in the early days of the Continuum of Care, doing studies with the GFD and Municipal Court about transients in the downtown. I have also served on the City-County Historic Preservation Advisory Commission, learning to appreciate the role of our history in promoting comprehensive community development.

Through all this and other work, I participated in multiple strategic planning efforts, the development of goals and objectives, and gathering community support, all to build a stronger, more vibrant, and livable community that we are proud to call home.

A new City Growth Policy can only be completed with citizens who are willing to recognize the need to put aside personal beliefs and work together for the betterment of the community, through collaboration, public discussion, and hard work. My experience would make me a strong representative for local residents.

Signature Carol Bronson Digitally signed by Carol Bronson
Date: 2024.04.12 14:36:37 -06'00' **Date** 04/12/2024



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Applicant Information

Full Name:	<u>Klind</u>	<u>Wayne</u>	<u>W.</u>	Date: <u>4/5/2024</u>
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	
Address:	<u>3408 6th Ave N</u>			
	<i>Street Address</i>			<i>Apartment/Unit #</i>
	<u>Great Falls</u>		<u>MT</u>	<u>59401</u>
	<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Phone:	<u>406-750-4411</u>	Email <u>wayne_klind@pacific-steel.com</u>		
Occupation:	<u>Risk Manager - Pacific Steel & Recycling</u>			

Member Commitment:

- Attend at least 75% of all meetings (a minimum of 15) between May 2024 and December 2025. These meetings are intended to be between 1 and 2 hours.
- Engage in healthy debate, acknowledge differing views, and reach solutions.

Check the interest(s) you would like to represent:

- | | |
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| <input type="radio"/> Business & Industry | <input checked="" type="radio"/> General Citizen Interests |

Please summarize in 300 words or less why you are interested in serving on the Growth Policy Steering Committee and how you can contribute to it.

I am interested in serving on the Growth Policy Steering Committee because I am invested in this community and care deeply about it. I have lived here for 35 years and plan to stay here.

I am a Leadership Great Falls alumni and I served on the board of the Great Falls affiliate of Habitat for Humanity for six years. Those experiences helped me understand our community's strengths, challenges, and opportunities. When I travel to other cities in Montana I always think about what Great Falls has that other communities don't, what we could have in the future, what we don't want, and how important it will be to intelligently plan for the growth that's coming. I can contribute to the Growth Policy Steering Committee because over my 36 year business career I have learned how to listen to other people, appreciate different viewpoints, present my own ideas in a constructive way, and focus on the end goal which, in this case, is making our community an even better place to live and work.

Signature Wayne Klind Date 4/5/24



Commission Meeting Date: May 21, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Appointments, Great Falls Citizen’s Council
From: City Commission
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint two members of the City Commission to serve on the Great Falls Citizen’s Council for May 28, 2024.

Suggested Motion:

1. Mayor moves:

“I move that the City Commission appoint _____ and _____ to serve on the Great Falls Citizen’s Council also known as Council of Councils for the May 28, 2024 meeting.”

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

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

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

Background: The Great Falls Citizen’s Council was created to act as a forum to address issues of community wide concern and resolve disputes among the individual neighborhood councils. The members are comprised of one member from each neighborhood council and two members of the City Commission who shall be appointed by the Mayor. The council meets three times a year, usually in January, May and October. During the January 2, 2024 meeting the Commission voted to appoint Mayor Reeves and Commissioner McKenney to serve for the January 23, 2024 meeting.

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