



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
January 07, 2020
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PETITIONS AND COMMUNICATIONS

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

1. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

3. Reappointment/Appointment to the Great Falls Planning Advisory Board/Zoning Commission.
4. Reappointment to the Cascade County Conservation District Board of Supervisors.
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, December 17, 2019 City Commission Meeting.
8. Total Expenditures of \$4,280,001 for the period of November 15, 2019 through December 24, 2019, to include claims over \$5000, in the amount of \$3,909,910.
9. Contracts List.
10. Approve the declaration of equipment/materials as surplus and authorize sale thereof.

11. Approve the Amendment No. 1 in the amount of \$65,285 to Thomas Dean & Hoskins Engineering (TD&H) for the Water Main Crossings under the Upper Missouri River and Sun River, and authorize the City Manager to execute the contract documents.
12. Approve the final payment for the South Great Falls Storm Drain Improvements (North Basin) project, in the amount of \$102,418.07 to United Materials of Great Falls, Inc., and \$1,034.53 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents and to make the payments.
13. Approve the final payment for the Encino Drive / Grande Vista 2 Street Repairs Phase 1 project, in the amount of \$27,235.32 to United Materials of Great Falls, Inc., and \$275.10 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents and to make the payments.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

ORDINANCES / RESOLUTIONS

CITY COMMISSION

14. Appointment of Mayor Pro-Tempore.
15. Appointments to the Great Falls Citizen's Council.
16. Miscellaneous reports and announcements from the City Commission.
17. 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.



Item: Reappointment/Appointment to the Great Falls Planning Advisory Board/Zoning Commission

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Reappoint/appoint two members to the Great Falls Planning Advisory Board/Zoning Commission.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (reappoint/appoint) _____ and (reappoint/appoint) _____ to the Great Falls Planning Advisory Board/Zoning Commission for three-year terms through December 31, 2022.”

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

Summary: The terms for Michael Wedekind and Charles Pankratz expired on December 31, 2019. In order to maintain membership on the board the Commission will need to reappoint or appoint two members to the board. Mr. Wedekind was appointed to a partial term on October 7, 2015 and reappointed for a full three-year term on December 20 2016. Mr. Pankratz was appointed to the board on June 20, 2019 for the remainder of a three-year term. Both are interested and eligible for an additional three-year term. Laura Vukasin also submitted an application for consideration.

Background:

Two other vacancies on the board are attributed to Anthony Houtz terming out and Patrick VanWorth's (Sullivan) recent resignation. Mr. Houtz has served on the board since January 2014 and is not eligible for reappointment.

Planning staff along with the board began looking at the membership requirements after Mr. VanWorth's resignation and the pending term expirations of board members to evaluate the current size of the board. On multiple occasions over the past several years the Board has had problems convening a quorum of its current membership.

To address these issues, and to provide flexibility when it comes to Board membership, the City Commission adopted Ordinance 3205 on October 1, 2019. Ordinance 3205 amended the Official Code of

the City of Great Falls (OCCGF) § 17.12.1.040 pertaining to the Board’s membership. Previously, OCCGF § 17.12.1.040 provided that the Board would consist of nine members. With the adoption of Ordinance 3205, the Board now may consist of between seven and nine members. The number of members cannot be lower than seven to be consistent with State law.

Resolution 10323 was proposed and adopted by the City Commission on December 17, 2019 to reduce the Planning Board from nine members to seven.

Current Board Members	Term
Peter Fontana	4/7/2015 – 12/31/2020
Samantha Shinaberger	1/1/2019 – 12/31/2021
Dave Bertelsen	8/15/2017 -12/31/2020
Tory Mills	3/6/2018 – 12/31/2020
Kelly Buschmeyer	1/1/2019 – 12/31/2021
Members Seeking Reappointment	
Michael Wedekind	10/7/2015 – 12/31/2019
Charles Pankratz	6/20/2017 – 12/31/2019
Applications from Other Interested Citizens	
Laura Vukasin	

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

Alternatives: City Commission could choose not to reappoint or appoint at this time and direct staff to advertise for the vacancies.

Concurrences: During the Planning Board meeting on December 10, the Board recommended reappointment of Mr. Wedekind and Mr. Pankratz. The Application from Ms. Vukasin came in after the Planning Board meeting so it was not included in the discussion. OCCGF 17.12.1.040 B. sets forth: “Considerations in making appointments. Any interested and eligible citizen may be appointed to the board, but those with knowledge of or experience or interest in the fields of planning, development and zoning shall receive special consideration.” Staff has reviewed her application and it appears she would be a qualified candidate.

City Staff recommends the Commission review and consider attendance records when considering members for reappointment. As shown on the attached exhibit, Mr. Pankratz’s attendance record for 2019 was 100%; Mr. Wedekind’s attendance record for 2019 was 54%.

Attachments/Exhibits:

- Attendance List for 2019 Planning Board Meetings
- Application from Ms. Laura Vukasin

Great Falls Planning Board Members 2019 Meeting Attendance List

1 Meeting required in these months O-3056 7.20.10 - January, April, July & October (see 6/22/10 Bylaws)

AT=Attended AB=Absent U=Unexcused


Meeting/Hearing Date	Houtz			Shinaberger			Buschmeyer			Pankratz			Wedekind			Bertelsen			Sullivan/Van Worth			Fontana			Mills						
	AT	AB	U	AT	AB	U	AT	AB	U	AT	AB	U	AT	AB	U	AT	AB	U	AT	AB	U	AT	AB	U	AT	AB	U				
January 8		1		1			1			1			1			1	1		1			1			1			7			
January 22	1			1			1			1			1	1		1			1			1			1			8			
February 12	1			1			1			1			1		1	1		1			1			1			8				
February 26 CANCELED																												0			
March 12		1		1			1			1			1	1		1		1			1			1			7				
March 26		1		1			1			1			1	1		1	1		1			1			1			6			
April 9 CANCELED																												0			
April 23 CANCELED																												0			
May 14		1		1			1			1			1		1	1		1			1			1			7				
May 28																												0			
June 11		1		1			1	1		1			1	1		1	1		1			1			1			5			
June 25	1			1			1			1			1		1		1	1		1			1			1		9			
July 9		1		1			1	1		1			1	1		1	1		1			1			1			6			
July 23 CANCELED																												0			
August 13 CANCELED																												0			
August 27	1			1			1			1			1		1	1		1			1			1		1		6			
September 10 CANCELED																												0			
September 24	1			1			1			1			1		1						1			1				7			
October 8 CANCELED																												0			
October 22 CANCELED																												0			
November 12		1		1			1			1			1		1						1			1				7			
November 26 CANCELED																												0			
December 10	1			1			1	1		1			1		1	1		1			1			1				5			
																												0			
																												0			
Total Mtgs Attended	6			12			10			13			7			8			7			13			12						
Total Mtgs Absent		7	0		1	0		3	0		0	0		6	0		5	0		2	0		0	0		1	0				
% of Attendance	46%			92%			77%			100%			54%			62%			78%			100%			92%						
Per Ordinance, members may not miss more than 1/3 of the meetings in a calendar year.																															



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

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

Board/Commission Applying For: CITY OF GREAT FALLS PLANNING ADVISORY BOARD / ZONING COMMISSION		Date of Application: 12-1-2019
Name: LAURA VUKASIN		
Home Address: P.O. BOX 7491 GREAT FALLS MT 59406		Email address: Laura@prairie mountainbank.com
Home Phone: N/A	Work Phone: 406-268-0404	Cell Phone: 406-799-8405
Occupation: MARKET PRESIDENT	Employer: PRAIRIE MOUNTAIN BANK	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: PLEASE SEE ATTACHMENT		
Educational Background: PLEASE SEE ATTACHMENT		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: PLEASE SEE ATTACHMENT		
Previous and current public experience (elective or appointive): PLEASE SEE ATTACHMENT		
Membership in other community organizations: PLEASE SEE ATTACHMENT		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what board and when did you serve? CASCADE COUNTY / GFAS BOARD	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? PLEASE SEE ATTACHMENT	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? PLEASE SEE ATTACHMENT	
Additional comments: NO ADDITIONAL COMMENTS - THANK YOU!	
Signature 	Date: 12-1-2019

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

Return this form to:
City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net

Board and Commissions Citizen Interest Form

Laura Vukasin

December 1, 2019

Related experiences or background: I have lived in Great Falls for fifty-seven years and been involved in banking for thirty years. My major focus has always been studying and researching growth and real estate in Great Falls. One of my duties at the bank is processing evaluations for properties, both residential and commercial, that we are financing. I have assisted several clients through planning and zoning issues with regards to researching and planning new subdivisions.

Educational Background: I graduated from the University of Great Falls in May of 2002 with a Bachelor of Science Degree in Business Administration.

Previous and current service activities:

Business & Professional Women	Builders Exchange
Credit Professionals	Easter Seals – Goodwill
Great Falls Homebuilders Association	Great Falls Public Schools Foundation
Great Falls Public School Trustee 2000 – 2019	Montana Bankers Association
My Neighbor in Need	My Student in Need
Our Lady of Lourdes Catholic School	Rescue Mission Volunteer
United Way	

Previous and current public experience:

Great Falls Public School Trustee 2000 – 2019

Membership in other community organizations:

Please find all I can remember listed under previous and current service activities.

Please describe your interest in serving on this board/commission: I have always watched with great interest the meetings, planning, decisions and workings of both the City and County Planning Boards. My hope is that I would assist the commission through analysis and discussion to assist in the decision making process and in turn help our community to grow and thrive. I am a good listener, good negotiator and enjoy board dynamics. I also take pride in helping folks on two different sides of an issue come together for the good of all.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission: My knowledge of the Great Falls community, background, experience in the Great Falls financial markets and my genuine interest in the success and future of Great Falls would serve to enhance the committee and qualify me for service on this board. I enjoy working with and on boards and believe I could contribute in many ways to the future and success of the zoning commission. As noted earlier in my application, I am a good listener and communicator. My job and personality finds me out in the Great Falls community attending events and visiting a great deal of the time. It is common for folks to stop me in the bank and out in the community to visit and discuss issues and happenings in Great Falls. I believe I would be a good fit to the Planning Advisory Board and bring knowledge, experience and good old common sense to the table with me.

Thank you for the opportunity to submit my application.

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Item: Reappointment to the Cascade County Conservation District Board of Supervisors

From: City Manager’s Office

Initiated By: Cascade County Conservation District

Presented By: City Commission

Action Requested: Reappointment to the Cascade County Conservation District Board of Supervisors

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission reappoint John Chase to a three-year term through December 31, 2022, to the Cascade County Conservation District Board of Supervisors.”

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

Staff Recommendation: It is recommended that the City Commission reappoint John Chase to the Cascade County Conservation District Board of Supervisors for a three-year term through December 31, 2022.

Background: John Chase has served on the Cascade County Conservation District Board of Supervisors since February of 2003. The Board of Supervisors submitted a request that Mr. Chase be reappointed to another three-year term.

Per City legal opinion by former City Attorney James Santoro, City policy concerning appointments to Boards and Commissions does not apply to the Conservation District Board of Supervisors. Therefore, Mr. Chase is eligible for reappointment to another term.

Purpose

The Cascade County Conservation District is a seven member commission, five members elected at-large at the general election, and two appointed. Conservation district officials establish and implement programs to protect and conserve soil, water, prime and unique farmland, rangeland, woodland, wildlife, energy and other renewable resources on local, non-federal lands. Member duties include: identify local conservation needs, and develop, implement, and evaluate programs to meet them; educate and inform landowners and operators, general public, and local, state and federal legislators on conservation issues and programs; supervise other volunteers and paid staff working with the district, coordinate with

cooperating agency personnel; administer the district by delegating tasks through a structure of board officers and members, committees, and others, raise and budget district funds and report on activities to the public; coordinate assistance and funding from federal, state and local government district associations and private groups. Desirable member qualifications include an interest and background in conserving renewable natural resources.

Evaluation and Selection Process

No advertising was done for this opening since Mr. Chase is eligible for reappointment and it is recommended by the Board of Supervisors.

Concurrences: The Conservation District has indicated support for Mr. Chase's reappointment.

Attachments/Exhibits: Letter of Support
Legal Opinion



**Cascade
Conservation
District**

12 Third St. NW, Ste 300
Great Falls, MT 59404

Tel 406-727-3603 ext 125

Fax 406-727-4810

Email info@cascadedcd.com

Web cascadedcd.com

RECEIVED

DEC 19 2019

CITY CLERK

December 17, 2019

Great Falls City Commission
Attn: Mayor Bob Kelly
PO Box 5021
Great Falls, MT 59403

RE: Urban Supervisor Reappointment

Dear Mayor Kelly:

As you know, Montana law allows the incorporated cities located within the Cascade County Conservation District to appoint a representative to the District board. This "urban supervisor" as they are known, is appointed by the City to a 3-year term as a full-voting member of the board representing the city's interests.

Mr. John Chase has served on the CCD board of supervisors as the City of Great Falls appointee for the past 13 years and is actively involved in many projects that benefit Great Falls interests including the Rivers Edge Trail, North bank stabilization and more. John has stated an interest in continuing in his current role as an urban supervisor with the Cascade Conservation District and therefore, we respectfully request the reappointment of John to another 3-year term. This term will commence immediately.

Thank you for your time and prompt attention to this matter.

Cordially yours,

CASCADE CONSERVATION DISTRICT

Elliot Merja, Vice-chair
Board of Supervisors

Local leadership in conservation stewardship..





James W. Santoro, City Attorney

P.O. Box 5021
Great Falls, Montana 59403
Office (406) 455-8441
Fax (406) 727-0005
jsantoro@greatfallsmt.net

LEGAL OPINION

November 30, 2010

Re: The Conservation District Board of Supervisors, Cascade County

Issue: Whether Resolution No. 9484 that establishes a policy concerning appointments to Boards and Commissions applies to the Conservation District Board of Supervisors (Cascade County)?

Answer: No.

Legal Opinion: The Conservation District Board of Supervisors, Cascade County (hereinafter, the "Conservation District") is governed under the Conservation District Laws (see, MCA Title 76, Chapter 15). The Conservation District Board is a separate political entity and consists of seven (7) members—five (5) elected at large at the general election, two (2) appointed residents of municipalities within the district.¹ (See, Sections 76-15-301-305, MCA). The two (2) appointed resident of municipalities represent all affected municipalities; thus, a City of Great Falls resolution is not binding on other municipalities. Further, the Conservation District is not part of a City or County government--it is a Montana State Board. The Conservation District is not an advisory Board to the City and the City Commission does not maintain the Conservation District.

Conclusion: In sum, it is my opinion that Resolution No. 9484 that establishes a policy concerning appointments to Boards and Commissions **does not** apply to the Conservation District.²

Presented By:

James W. Santoro
City Attorney

¹ The appointed residents of municipalities serve a three-year term. Under state law, there exists no term limits.

² Please delete references to Resolution No. 9484 that relate to the Conservation District on the City Web Site.

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December 17, 2019

Regular City Commission Meeting

Mayor Bob Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Bill Bronson, Mary Sheehy Moe, Owen Robinson, and Tracy Houck. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; Fire Chief Steve Hester; Assistant City Attorney Joe Cik; and, Police Chief Dave Bowen.

Mayor Kelly expressed appreciation to all of the public safety officials for their response and teamwork with regard to a recent shooting incident in the community.

AGENDA APPROVAL: There were no changes proposed by the City Manager or City Commission. The agenda was approved as submitted. City Manager Greg Doyon mentioned that a draft Memorandum of Understanding (MOU) between the Great Falls Development Authority and the City for Item 15 was submitted after the original posting of the Agenda.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: Commissioner Bronson announced that he would be abstaining from the vote on Item #15.

PETITIONS AND COMMUNICATIONS

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Shane Etzweiler, President/CEO Great Falls Area Chamber of Commerce, 100 1st Avenue North, presented Commissioner Bronson with a certification of appreciation in recognition for his valuable contribution to the City, as well as the Chamber of Commerce.

Referring to the sustainability plan from Citizens for Clean Energy and Climate Resiliency, **Kevin Westie**, 602 35th Street North, expressed concern with regard to the language from a handout about climate change resilience. Mr. Westie commented that the sustainability plan is a state issue, and suggested that the Commission focus on City issues.

Brett Doney, Great Falls Development Authority, 405 3rd Street Northwest, commented that Neighborhood Councils (NC) 5 and 6 have passed resolutions with regard to the Madison Food Park. Mr. Doney expressed concern that the resolution from NC 5 pre-judges the impacts on development projects, and urged other NC's to consider the resolution from NC 6.

John Hubbard, 615 7th Avenue South, expressed concern with regard to the quality of the drinking water.

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NEIGHBORHOOD COUNCILS

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

BOARDS & COMMISSIONS

3. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.**

Commissioner Robinson reported that the Complete Count Committee for the Census 2020 is continuing to hire part-time employees at \$19.50 hour and that citizens can apply on the website at 2020census.gov/jobs.

CITY MANAGER

4. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon reported on the following:

- The Mansfield Center will be showing the Polar Express movie on December 21, 2019 at 2:00 p.m.
- The City won the 2019 American Council of Engineering Companies (ACEC) Water Resources Honor Award for the AE2S project.
- The Park and Recreation Department will receive a \$264,000 grant from the Missouri-Madison River fund for the River's Edge Trail project and NorthWestern Energy will be providing \$16,300 towards the project.
- A Reasonable Suspicion Training was held on December 10th for employees in supervisory positions. An amendment was made to the drug testing policy, which included random drug testing for employees in safety sensitive positions. The City has filed a Declaratory action in District Court for a grievance that was filed by Collective Bargaining groups.
- City Manager Doyon and Mayor Kelly attended the Great Falls Area Lodging Association Annual Meeting on December 10, 2019.
- The Planning and Community Development Department had a meeting for the 2020- 2024 Community Development Block Grant (CDBG) Consolidated Plan.

City Manager Doyon extended appreciation to Commissioner Bronson for his institutional knowledge and balanced approach with regard to discussions dealing with complex issues.

CONSENT AGENDA.

5. Minutes, December 3, 2019, Commission Meeting.

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6. Total Expenditures of \$2,255,428 for the period of November 21, 2019, through December 4, 2019, to include claims over \$5000, in the amount of \$2,066,717.
7. Contracts List.
8. Approve the Great Falls Housing Authority Community Based Policing Agreement effective January 1, 2020 and authorize the City Manager to sign the Agreement.
9. Approve the Franchise Agreement between Spectrum Pacific West, LLC and the City of Great Falls.

Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission approve the Consent Agenda as presented.

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

Motion carried 5-0.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

10. **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND AUDIT REPORT, FY 2018-2019.**

Finance Director Melissa Kinzler reported that the City's Audit Committee met on December 10, 2019. The Audit Committee received a copy of the FY 2019 Comprehensive Annual Financial Report (CAFR), the Independent Auditor's report, and a brief summary of the FY 2019 audit. The Required Client Communication Letter was reviewed by the audit committee.

The Required Client Communication Letter comments on any internal control recommendations related to the operations of the City that would adversely affect the City's ability to record, process, summarize, and report financial data. The auditors have one recommendation for FY 2019, and there were no prior year comments from FY 2018.

This is the first year of a three-year audit contract with Anderson ZurMuehlen & Co., P.C. (AZ). The audit contract is between AZ, the City of Great Falls, and the Montana Department of Administration, Local Government Services Bureau.

Referring to the County Option Tax Fund, **Sarah Stanger**, Anderson ZurMuehlen & Co., P.C., 21 10th Street South, explained the City is a sub-recipient of the Option Tax Funds, and that tracking those funds is difficult since it is not a constant revenue source. She further explained that the City continued to receive other Local Option Tax Funds that remained constant. Ms. Stanger stated that there is no way of tracking the County Local Option Tax Funds.

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Ms. Stanger reported that CAFR is required to be submitted to the Government Finance Officers Association's (GFOA) Certificate of Achievement Program for review, and she noted that the City has received the Certificate of Achievement for Excellence in Financial Reporting every year since FY 1993-1994.

She explained the four sections of the CAFR, which included: the Introductory, Financial, Statistical, and Single Audit.

Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission accept the FY 2018-2019 CAFR, the Required Client Communication Letter and the City's response to the Required Client Communication Letter, and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.

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

Jeni Dodd, 3245 8th Avenue North, expressed concern with regard to the County not being able to report to the City about the Local Option Tax Funds.

Mayor Kelly replied that there are several funds that are coming directly from the County and that the County is the collection agency for the Local Option Tax.

John Hubbard, 615 7th Avenue South, opined that past Commissions were responsible for losing City money.

Commissioner Houck expressed appreciation to the Finance Department's efforts with regard to compiling information for the CAFR.

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

Motion carried 5-0.

11. FIRE STATION PLUMBING UPGRADES AT STATIONS 1, 2 AND 4 (OF 1727.5).

Fire Chief Steve Hester reported that in late 2017, City personnel discussed moving forward on several fire station building improvements. As a result of these discussions, various fire station kitchen and restroom remodels were planned. During the initial stages of these planned remodels, it was discovered that the sewer pipes under the floor drains had deteriorated and failed at Fire Stations one, two and four. These discoveries prompted an investigation of the sewer drainage plumbing at all of the Fire Stations and additional problems were found. The primary objective of the project is to restore under floor sewer drains to proper function. Once the project is complete, other anticipated restroom and kitchen remodels can begin.

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission award the construction contract in the amount of \$149,750 to Copper Creek Construction

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for the Fire Station Plumbing Upgrades total base bid amount, and authorize the City Manager to execute the construction contract documents.

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

Commissioner Robinson inquired about alternate bids that had been dismissed. He commented that he was surprised that the bid was so low with the extent of the damage at the Fire Stations.

City Manager Doyon responded that he would look into the alternate bid and report back to the Commission. He explained that the Fire Stations were all built around the same time and all have similar issues that need to be addressed.

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

Motion carried 5-0.

12. CONSTRUCTION CONTRACT AWARD: CENTRAL MONTANA AGRICULTURE AND TECHNOLOGY PARK (CMATP) TIF PHASE III STORM DRAIN PROJECT (OF 1658.1).

Public Works Director Jim Rearden reported that the agenda item is to award a construction contract to MRTE, Inc. to install approximately 4,500 lineal feet of 12 inch to 54 inch diameter storm drain piping to serve the Central Montana Agriculture and Technology Park (CMATP). The industrial area is located north of the City and has been developing since approximately 2005. The industrial park currently has several businesses including the MaltEurop malting facility and ADF International. A Tax Increment District was created in 2005 and has previously been utilized to construct and pave Great Bear Avenue.

The project provides a storm drain system to serve the businesses in the area and will also mitigate some downstream erosion which has occurred over the years. Each of the businesses have their own on-site storm drain detention facilities, which will be connected to the new piping system.

The project and a subsequent phase 2 will be funded from the current Tax Increment Finance (TIF) balance and will be supplemented by money borrowed against the TIF. The current TIF district is set to expire in May, 2020; however, will be extended for the length of the loan placed against the TIF.

Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission award a contract in the amount of \$1,366,871 to MRTE, Inc., for the Central Montana Agriculture and Technology Park (CMATP) TIF Phase III Storm Drain project, and authorize the City Manager to execute the construction contract documents.

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

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Brett Doney, Great Falls Development Authority, 405 3rd Street Northwest, expressed appreciation to the Commission, past and present, as well as City staff, for the efforts that have been put into the North Industrial area.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

13. **RESOLUTION 10325 RELATING TO A CENTRAL MONTANA AGRICULTURE AND TECHNOLOGY PARK (CMATP) TIF FUNDING APPLICATION FROM THE CITY OF GREAT FALLS PUBLIC WORKS DEPARTMENT FOR \$1,100,000; AND RESOLUTION 10318, A RESOLUTION RELATING TO AN ADDITIONAL REQUEST FOR \$1,500,000 OF TAX INCREMENT INDUSTRIAL INFRASTRUCTURE REVENUE BONDS FROM THE DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM, SERIES 2020; AUTHORIZING THE ISSUANCE AND FIXING THE TERMS AND CONDITIONS THEREOF.**

Planning and Community Development Director Craig Raymond reported that the agenda item is a request to approve a funding package for a major storm water project that will benefit the Central Montana Agriculture and Technology Park. The project is designed to protect properties from damage as a result of unmitigated storm water drainage and to serve future development within the TIF district and beyond as industrial development continues to expand in the vicinity.

This project is part of an ongoing multiple phase infrastructure project where the storm water elements will be bid and constructed in multiple phases. The total funding request of \$2.6 million is intended to fund the project and the next phase of the project, which will include channel restoration, as well as other storm drain improvements to be awarded under separate action in the near future.

The Central Montana Agriculture and Technology Park Tax Increment Financing District was adopted by the Great Falls City Commission in 2005 and expanded in 2007 to encompass property east of US Highway 87 and west of Black Eagle Road. The boundary of the TIF District includes Lots, 1A, 2, 3 and 5, Block 1 of the International Malting Company LLC Addition. Within the district is the Malteurop Barley Malting facility, ADF International Steel Fabrication, T&K Performance LLC, and Cargill research laboratories. The purpose of creating the CMATP TIF district was to provide needed infrastructure to attract and encourage the location of secondary value-added industries to strengthen and diversify the community's existing economic base. The Public Works Department has applied for TIF funds in this district in the past, including projects improving roadway paving, sewer mains, and storm drains.

As part of the Capital Improvement Plan for the TIF District, the City has been working with the local engineering firm, Thomas Dean & Hoskins, Inc. to complete the final design and contract documents to construct a storm drainage network across the Industrial Park. On November 12,

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2019, the Planning Advisory Board adopted a motion to recommend that the City Commission approve the \$1,100,000 of TIF funds.

The City Commission is being asked to consider a request for \$1,500,000 of Tax Increment Industrial Infrastructure Revenue Bonds from the DNRC Water Pollution Control State Revolving Loan Program. Because the estimated total project cost is approximately \$2,600,000, it is necessary for the City to utilize both local TIF funds as well as the State's Loan Program to execute the project. Additionally, if the Commission chooses to not adopt Resolution 10318, which authorizes the requested debt issuance, the TIF district will expire in May 2020. The CMATP TIF District receives sufficient annual funding to support debt financing through the State's Program.

Commissioner Bronson moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10325.

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

Motion carried 5-0.

Commissioner Moe moved, seconded by Commissioners Robinson and Houck, that the City Commission adopt Resolution 10318.

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

Motion carried 5-0.

14. RESOLUTION 10323, A RESOLUTION DECLARING THE GREAT FALLS PLANNING ADVISORY BOARD AND ZONING COMMISSION SHALL CONSIST OF SEVEN MEMBERS.

Assistant City Attorney Joe Cik reported that on multiple occasions over the last several years, the Great Falls Planning Advisory Board and Zoning Commission (the Board) has had problems convening a quorum of its current membership. Additionally, one member has recently resigned from the Board, and an additional member will term off the Board at the end of 2019.

To address these issues, and to provide flexibility when it comes to Board membership, the City Commission adopted Ordinance 3205 on October 1, 2019. Ordinance 3205 amended the Official Code of the City of Great Falls (OCCGF) § 17.12.1.040 pertaining to the Board's membership.

Previously, OCCGF § 17.12.1.040 provided that the Board would consist of nine members. With the adoption of Ordinance 3205, the Board now may consist of between seven and nine members. The number of members cannot be lower than seven to be consistent with State law. The Resolution under consideration would set the number of Board members at seven.

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At its regularly scheduled meeting December 10, 2019, the Board voted to recommend that the City Commission adopt the resolution under consideration. If adopted, Resolution 10323 will become effective January 1, 2020.

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10323.

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

Commissioners Bronson and Moe concurred that there needs to be a stronger commitment to attendance and a stronger expectation of the board with regard to attendance.

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

Motion carried 5-0.

15. **RESOLUTION 10326, RELATED TO THE GREAT FALLS DEVELOPMENT AUTHORITY APPLICATION TO THE BIG SKY ECONOMIC DEVELOPMENT TRUST FUND PROGRAM, MONTANA DEPARTMENT OF COMMERCE, FOR A PLANNING GRANT, TO ASSIST PLANNING EFFORTS BY THE BIG SKY COUNTRY NATIONAL HERITAGE AREA, INC.**

Commissioner Bill Bronson reported that in January 2015, the City-County Historic Preservation Advisory Commission helped sponsor a two-day program promoting the concept of heritage tourism and economic development in Great Falls. Based on a presentation at that event by a representative of the Yuma Crossing National Heritage Area, a group of local citizens embarked on a plan to seek a National Heritage Area (NHA) designation from Congress, to promote heritage-related tourism and economic development in north-central Montana. The group formed a non-profit corporation, now known as Big Sky Country National Heritage Area, Inc., (BSCNHA) to pursue these goals. BSCNHA is a 501(c)(3) tax-exempt organization.

Over the past four years, BSCNHA has raised funds from private sources to finance a feasibility study, to ascertain the appropriateness of an NHA designation for the region consisting of Cascade County and a small portion of Chouteau County bounded by the Missouri River, through Fort Benton to Loma. The study will be reviewed by the National Park Service, and the agency's recommendation will be passed on to Congress. Major funding for the study was obtained from Northwestern Energy and British Petroleum/ARCO. The study will be completed in early January 2020.

BSCNHA representatives have been engaging with the Park Service and with the Montana Congressional delegation in advance of what is expected to be a favorable recommendation from the Park Service. Although Congressional action is likely another two years in the making, BSCNHA has been advised to consider developing the next step in the process, which is essentially a business plan for management of projects in the designated area.

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BSCNHA was advised by the Great Falls Development Authority (GFDA) that the corporation may be eligible for a Big Sky Trust Fund grant, from the Montana Department of Commerce, for partial funding of the management plan. GFDA has offered to prepare the application and administer the grant, if the application is accepted.

The process being pursued is similar to that involved with past applications to the Department of Commerce, including the First Call Resolution (FCR) grant application approved by the City Commission in 2016. Department of Commerce policy requires a local government to approve the grant request, even though the City will not be involved in administration. If Resolution 10326 is approved, the City and GFDA would enter into a separate, but related Memorandum of Understanding (MOU) that would clarify that GFDA will manage the grant and that City is under no financial obligation.

Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10326.

Written correspondence expressing support of Resolution 10326 was received from the **River's Edge Trail organization** (via December 17, 2019 email), **John Taillie**, Montana Fish, Wildlife & Parks Regional Park Manager, Region 4 (via December 16, 2019 email), **Murry Moore**, Mayor of the Town of Cascade (via December 13, 2019 email), **Charlene Porsild, PhD**, President/CEO of the Montana History Fundation (via December 17, 2019 email), and **Gayle Fisher**, Executive Director of the Central Montana Tourism Region (via December 17, 2019 email).

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

Jane Weber, BSCNHA Board Member, 701 4th Avenue North, expressed appreciation to the Commission for its consideration of sponsoring the grant request application and to GFDA for bringing the grant forward. Ms. Weber explained that the BSCNHA functions on donated funds from major corporations, private citizens, and BSCNHA board members. She commented that the Feasibility Study has been a major effort that has involved all communities around Cascade County and that the community had hosted several public meetings. Ms. Weber concluded that the goal of the BSCNHA is to bring economic development and additional tourism to the community.

Richard Ecke, City-County Historic Preservation Advisory Commission Chairman, 301 3rd Avenue North, expressed support of the concept of the National Heritage Area. Mr. Ecke commented that the grant would provide the opportunity to accomplish projects.

Ken Robison, BSCNHA Board Member, 315 Lamplighter Lane, commented that there are four National Historic Landmarks between Chouteau and Cascade County, and that having a NHA would tie the two counties together.

Jeni Dodd, 3245 8th Avenue North, read from a prepared statement in opposition to Resolution 10326. She opined that the proposed NHA poses a threat of private property rights, is not an economic development entity, and is not self-sufficient. Ms. Dodd inquired if the Commission met privately with regard to language in Resolution 10326.

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Brett Doney, Great Falls Development Authority, 405 3rd Street Northwest, commented that if there were any administrative fees for the grant, GFDA would donate the money back to BSCNHA. Mr. Doney commented that NHA's promote cultural tourism and that there is legislative prohibition with regard to private property rights.

Keith Ochs, 1507 3rd West Hill Drive, received clarification that the cost of the grant would be approximately \$20,000 and that the grant money is through the Montana Department of Commerce. Mr. Ochs expressed concern with regard to taxpayers paying for the grant, and to violating farmers and ranchers private property rights. Mr. Ochs further expressed concern with regard to the cost of maintaining the River's Edge Trail.

Referring to a previous speakers inquiry, Mayor Kelly responded that the Commission did not meet privately with regard to Resolution 10326, and that the BSCNHA's meetings have been advertised.

Commissioner Houck explained that she is not currently a BSCNHA Board Member, the BSCNHA meetings were advertised, and that NHA's do not jeopardize private property rights.

Commissioner Bronson commented that Congress prohibits NHA's to interfere with property rights. He reported that both NorthWestern and British Petroleum support the project, and see it as an opportunity to participate in economic development and heritage tourism.

Commissioner Moe expressed concern with regard to paragraphs six and nine of the draft MOU.

Referring to paragraph six of the draft MOU, Assistant City Attorney Joe Cik responded that both the City and GFDA would mutually work together in order to satisfy the responsibilities of the grant; however, GFDA would be the managing entity. Referring to paragraph nine, he explained that a 30-day written notice to terminate or amend the agreement, is standard language for all contracts. Assistant City Attorney Cik concluded that Resolution 10326 relates to the grant application, and not the MOU.

Brett Doney, Great Falls Development Authority, 405 3rd Street Northwest, explained that the draft MOU is not required to submit the grant application, and that the MOU could be customized, if there is an actual grant award contract. Mr. Doney further explained that the grant application is due on December 18th and that the application does not require an MOU to be signed with GFDA at this time.

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

Motion carried 4-0-1 (Commissioner Bronson abstaining).

CITY COMMISSION

16. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

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Kevin Westie, 602 35th Street North, expressed appreciation to Commissioner Bronson for his long-time service.

Jane Weber, 701 4th Avenue North, commented that she and Commissioner Bronson have been involved with several projects in the community over the years, and that it was a pleasure working with him. Ms. Weber added that Commissioner Bronson sacrificed his personal time, and offered pro bono of legal counsel to organizations in the community.

Bruce Pollington, 3217 8th Avenue South, commented that many developments in the community were fostered with the efforts of Commissioner Bronson. Mr. Pollington added that both Commissioner Bronson, and his wife, contribute greatly to the community.

Ken Robison, 315 Lamplighter Lane, expressed appreciation to Commissioner Bronson for serving the community with great distinction and for his thoughtful and factual comments at Commission meetings.

Mayor Kelly presented Commissioner Bronson with a plaque expressing appreciation for his service and betterment of our community.

The Commission expressed its appreciation to Commissioner Bronson for his experience, knowledge, and years of service to the community.

Commissioner Bronson commented that he has enjoyed serving the community for 20 years; however, it is time to pursue his other passions in life. Commissioner Bronson requested that the Commission do three things for him: display the Little Shell Tribe flag in the Commission Chambers; continue to fight the Legislature for more local control over decisions; and pass an ordinance requiring two lines at coffee establishments.

17. COMMISSION INITIATIVES.

None.

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December 17, 2019

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Moe, to adjourn the regular meeting of December 17, 2019, at 9:00 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: January 7, 2020

DRAFT



ITEM: \$5,000 Report
 Invoices and Claims in Excess of \$5,000

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

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

TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$5000:

ACCOUNTS PAYABLE CHECK RUNS FROM DECEMBER 5, 2019 - DECEMBER 24, 2019	4,214,189.13
MUNICIPAL COURT ACCOUNT CHECK RUN FOR NOVEMBER 15, 2019 - DECEMBER 04, 2019	60,444.50
MUNICIPAL COURT ACCOUNT CHECK RUN FOR DECEMBER 6, 2019 - DECEMBER 23, 2019	5,367.00
TOTAL: \$	<u><u>4,280,000.63</u></u>

GENERAL FUND

OTHER ADMIN

MUNICIPAL CODE CORPORTATION	ANNUAL SUBSCRIPTION FOR MUNICODE MEETINGS 12/1/2019 - 11/30/2020	7,000.00
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POLICE

STATE OF MONTANA MLEA	RECRUITMENT COSTS	6,180.00
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FIRE

L N CURTIS & SONS	FF TURNOUT PANTS & COATS	39,840.00
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SPECIAL REVENUE FUND

EAST INDUSTRIAL AG TECH PARK TID

GREAT FALLS AGRI TECH PARK, LLC	EAST INDUSTRIAL AG TECH PARK JAN 1-	159,911.62
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POLICE SPECIAL REVENUE

FOSTER & FREEMAN USA INC	CRIME LITE	13,878.25
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HIDTA SPECIAL REVENUE

LITHIA CHRYSLER JEEP DODGE OF MISSOULA	2019 CHRYSLER PACIFICA	26,294.00
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SPECIAL REVENUE FUND (CONT.)

STREET DISTRICT

KUGLIN CONSTRUCTION	OF 1715.4 ADA HANDICAP RAMPS GIANT SPRINGS PH II	10,293.72
UNITED MATERIALS OF GREAT FALLS GERANIOS ENTERPRISES INC	OF 1708 SKYLINE ADDITION OF 1679.9 43 ST N & 8 AVE N RECONSTRUCTION	73,110.23 5,511.60

PARK DIST

WADSWORTH BUILDERS COMPANY INC	OF 1737.1 GIBSON PARK RESTROOM	58,330.05
ALTEC NUECO LLC	2016 FREIGHTLINER M2-106 TREE TRUCK	118,500.00

PERMITS

TYLER TECHNOLOGIES INC	PCD SOFTWARE CONTRACT	13,606.25
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CENTRAL MONTANA AG TECH PARK TID

TD&H ENGINEERING	OF 1658.1 CMTAP TIF PHASE 3 STORM DRAIN	5,071.30
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CAPITAL PROJECTS

GENERAL CAPITAL

SPARK ARCHITECTURE, INC	PROGRESS BILLING FOR FINANCE OFFICE REDESIGN	6,333.60
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ENTERPRISE FUNDS

WATER

THATCHER CO OF MONTANA STATE OF MONTANA	CHEMICALS 1% TAX WATER MAIN CROSSING UNDER THE UPPER MISSOURI	10,918.06 6,399.11
THE HDD COMPANY, INC	OF 1494.6 WATER MAIN CROSSING UNDER THE UPPER MISSOURI	633,511.81
LANDMARK STRUCTURE I, L.P. AE2S INC	OF 1625.2 GORE HILL TANK REPLACEMENT OF 1637.1 WTP FILTRATION IMPROVEMENT	17,463.60 50,942.15

SEWER

VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	247,722.79
VEOLIA WATER NORTH AMERICA	MONTHLY CONTRACTED CAPITAL IMPROVEMENTS	12,500.00
MJD CONTRACTING LLC	OF 1731.2 WWTP DEWATERING PUMP REPLACEMENT	46,414.80
BOLAND DRILLING	OF 1731.1 SEPTAGE RECEIVING STATION	102,493.14

911 DISPATCH CENTER

ZUERCHER TECHNOLOGIES, LLC	911 DISPATCH CPE REPLACEMENT	107,618.22
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PARKING

STANDARD PARKING CORPORATION	NOVEMEBER 2019 PARKING SERVICES	29,960.82
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CIVIC CENTER EVENTS

GREAT FALLS SYMPHONY ASSOCIATION	MANNHEIM STEAMROLLER SETTLEMENT	106,587.11
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INTERNAL SERVICES FUND

HEALTH & BENEFITS

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	JANUARY 2020 INSURANCE PREMIUMS	869,871.45
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INSURANCE & SAFETY

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	OCTOBER 2019 MONTHLY DEDUCTABLE RECOVERY	8,090.50
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FISCAL SERVICES

DATAPROSE LLC	POSTAGE & STATEMENT PRINTING FOR NOVEMBER 2019	10,144.06
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INFORMATION TECHNOLOGY

ZUERCHER TECHNOLOGIES LLC	ANNUAL MAINTENANCE AGREEMENT	70,292.40
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CENTRAL GARAGE

GREAT FALLS OVERHEAD DOOR	OF 1733.3 PW DOOR REPLACEMENT PH II (SPLIT AMONG FUNDS)	22,725.62
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MOUNTAIN VIEW CO-OP	FUEL	24,303.89
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PUBLIC WORKS ADMINISTRATION

GREAT FALLS OVERHEAD DOOR	OF 1733.3 PW DOOR REPLACEMENT PH II (SPLIT AMONG FUNDS)	21,106.38
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CC FACILITY SERVICES

MR. GREEN LANDSCAPE SOLUTIONS	SNOW REMOVAL & ICE MELT	5,450.00
TILLERAAS LANDSCAPE NURSERY INC	LANDSCAPE CONTRACT	8,825.00

TRUST AND AGENCY

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	45,467.68
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PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	53,433.00
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ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	8,077.93
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FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	57,284.08
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STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	71,055.85
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PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	139,073.47
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POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	11,768.00
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US BANK	FEDERAL TAXES, FICA & MEDICARE	227,305.29
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AFLAC	EMPLOYEE CONTRIBUTIONS	9,631.52
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LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	27,456.17
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WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	18,154.12
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MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	27,461.39
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NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	16,214.95
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WSCFF EMPLOYEE BENEFIT TRUST	EMPLOYEE CONTRIBUTIONS	7,275.00
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UTILITY BILLS

ENERGY KEEPERS INC	NOVEMBER 2019 CHARGES	49,227.75
ENERGY WEST RESOURCES INC	NOVEMBER 2019 CHARGES	20,284.56
HIGH PLAINS LANDFILL	NOVEMBER 2019 CHARGES	78,008.01
NORTHWESTERN ENERGY	NOVEMBER 2019 SLD CHARGES	85,529.59

CLAIMS OVER \$5000 TOTAL: \$ 3,909,909.89

COMMUNICATION TO THE CITY COMMISSION

DATE: January 7, 2020

ITEM: CONTRACTS LIST
 Itemizing contracts not otherwise approved or ratified by City Commission Action
 (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	Park & Recreation	Nick Brown Wildland LLC	12/20/2019-04/01/2020	\$3,600	Ratification of Agreement to burn estimated 30-60 cubic yards of wood waste, tree trunks and branches
B	Great Falls Fire Rescue	Montana Disaster and Emergency Services (MTDES)	10/01/2019 – 09/30/2020	\$55,294 Federal Grant Award \$13,823.50 Required Match \$69,117.50 Total	FY20 Hazardous Materials Emergency Preparedness (HMEP) Grant Award Agreement managed by GFFR for all six regional teams to attend National Fire Academy Course training of advanced life support and to certify HazMat team paramedics to treat victims exposed to toxic chemicals

C	Park & Recreation	Thomas Dean & Hoskins, Inc. (TD&H Engineering)	01/07/2020 – 12/31/2020	\$25,700 for tasks 1.0-3.0; estimated \$24,000-\$27,000 for task 4.0	Professional Services Agreement for design, construction drawings, bidding, and construction management services to upgrade the irrigation at Jaycee, Roosevelt and Valleyview Parks OF 1740.3
D	Public Works/ Water Plant	A+ Electric Motor, Inc.	12/31/2019 – 02/28/2020	N/A	Amendment No. 1 extends the term of the Agreement for two months for the installation of the 500 HP GE Synchronous Motor SO#G10927 in the Water Treatment Plant pump station at 1301 Lower River Road (CR 090319.9)



Item: Sale of Surplus Equipment/Materials.
From: Paul Skubinna, Environmental Division Manager
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Declare Equipment/Material Surplus and Authorize Sale Thereof.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the declaration of the attached list of equipment/materials as surplus and authorize sale thereof.”

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 declare the attached list of equipment/materials as surplus and authorize sale thereof.

Background:

Purpose

City Code Section 3.04.070 requires that any property with an estimated value of \$1,000 or more be formally declared surplus by the City Commission before the property may be sold.

The Public Works Pipe Yard located at 1610 6th St. NE has a 2400 sf storage facility on the east end of the property. The storage facility contains approximately 60 old motors/pumps and miscellaneous equipment/materials that have accumulated over the years. Most of these items came from the Wastewater Treatment Plant as a result of project upgrades. The motors/pumps lack newer pump efficiency standards. The other miscellaneous items are either outdated or have little value for future City projects.

The Public Works Department would like to sell all of the items within the storage facility as well as all of the items outside and directly northwest of the storage facility. These items located outside the storage facility are similar to the items inside the storage facility and are delineated on the attached map, Attachment B.

Fiscal Impact:

The City is no longer holding public auctions for the sale of surplus equipment. A sealed bid process is now used.

Net proceeds from the sale of surplus equipment/materials will go to the Sanitary Sewer Treatment Revenue Account.

Alternatives:

The City Commission could vote to not approve the declaration of the equipment/materials as surplus.

Attachments/Exhibits:

Attachment A – Vicinity Map

Attachment B – Map delineating areas of items to be sold

Attachment C – Surplus Declaration of Equipment/Materials

Attachment D – Pictures of items to be sold (2 Pages)



O.F. 1749.0
ATTACHMENT A
VICINITY MAP



PROJECT LOCATION

MISSOURI RIVER



O.F. 1749.0
ATTACHMENT B

6TH ST. NE

17TH AVE S.

SURPLUS ITEMS AREA
(OUTSIDE STORAGE FACILITY)

SURPLUS ITEMS AREA
(STORAGE FACILITY)



**City of Great Falls
Public Works Department
RE: City Equipment/Materials to be sold**

ATTACHMENT "C"

CITY EQUIPMENT/MATERIALS PROPOSED FOR SURPLUS DECLARATION

Location	DESCRIPTION	Dept.
Inside Storage Facility	Approximately 60 pump motors ranging in size from 0.5 to 15+ Horsepower; 4" perforated drain pipe; drainage fabric; miscellaneous steel tubing; electrical and control panels, and misc. fittings/parts/equipment.	Public Works
Outside Storage Facility	Approximately 10 pump motors ranging in size from 0.5 to 15+ Horsepower; barbed wire; miscellaneous pipe; 3 large storage bins; and miscellaneous fittings/parts/equipment.	Public Works

**City of Great Falls
Public Works Department
RE: City Equipment/Materials to be sold
ATTACHMENT "D" (Pg 1 of 2)**



**City of Great Falls
Public Works Department
RE: City Equipment/Materials to be sold**

ATTACHMENT "D" (Pg 2 of 2)





Item: Amendment No. 1 to Professional Services Agreement: Water Main Crossings under the Upper Missouri River and Sun River, OF 1494.6.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider and Approve Amendment No. 1 to Professional Services Agreement.

Suggested Motion:

1. Commissioner moves:

"I move the City Commission (approve/not approve) Amendment No. 1 to the Professional Services Agreement approved by the Commission on June 5, 2018, adding to the scope of work, increasing the payment in the amount of \$65,285, and extending the term of the agreement to August 1, 2020, with Thomas Dean & Hoskins Engineering (TD&H) for the Water Main Crossings Under the Upper Missouri River and Sun River, and authorize the City Manager to execute the contract documents."

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

Staff Recommendation: Approve Amendment No. 1 to the Professional Services Agreement.

Summary:

TD&H was awarded a contract for professional services on June 5, 2018 for design and construction management services for the Water Main Crossings under the Upper Missouri River and Sun River. The project utilized horizontal directional drilling (HDD) to install water transmission mains under both rivers. This was the first such project of this type of installation method undertaken by the City of Great Falls. Due to the complexity of the project, TD&H's construction management services required more time than originally anticipated.

Background:

The City needed to install additional water mains crossing the Upper Missouri River and Sun River to ensure adequate water pressure and quantity for our expanding City and to provide redundancy for unexpected breaks and repairs in the system. A construction contract was bid and awarded to The HDD Company (prime contractor) from El Dorado Hills, California on July 16, 2019. The HDD Company did the horizontal directional drill work to install water mains under both rivers. HDD's subcontractor, United Materials of Great Falls, installed the portion of the water main that was outside of the river crossings in

the Meadowlark and Verde Park areas. HDD's other subcontractor, Underground Solutions, assisted with the pipe fusing and pulling.

TD&H and its sub consultants, AE2S and Brierley Associates were retained to provide design and construction phase services including project inspection. The construction phase work scope increased due to 1) Additional inspection time required for the HDD pipe installation, 2) Additional submittal review due to changes in work scope, 3) Additional coordination time due to construction schedule changes, and 4) Unexpected amount of requests for information. City staff from the Engineering, and Utilities Divisions have assisted with project coordination and construction phase engineering including inspection.

The Amendment No. 1 includes the following services:

- Continue to conduct project update meetings.
- Review any outstanding submittals and shop drawings.
- Answer any RFI's, work change directives, review any change orders.
- Coordinate contractors work schedule.
- Process Pay Applications.
- Perform Final Inspection, prepare punch list, and issue substantial completion.
- Prepare and submit record drawings.
- Issue Montana Department of Environmental Quality (MDEQ) certifications and submit documents to MDEQ.
- Provide warranty assistance as required.

The original contract award to TD&H was \$866,028. City staff recommends approval of the Amendment No. 1 in the amount of \$65,285 increasing the contract amount to \$931,313.

Fiscal Impact:

This project is being funded through the Water Capital Improvement Fund.

Alternatives

The City Commission could vote not to approve Amendment No. 1.

Attachments/Exhibits:

Amendment No. 1 to the Professional Services Agreement
Exhibit "B"

AMENDMENT NO. 1

PROFESSIONAL SERVICES AGREEMENT

**CITY OFFICE FILE 1494.6
WATER MAIN CROSSINGS
THE UPPER MISSOURI RIVER & SUN RIVER**

This AMENDMENT made this 7th day of January, 2020 by and between the CITY OF GREAT FALLS (OWNER), and THOMAS, DEAN & HOSKINS, INC. (CONSULTANT) shall amend the Professional Services Agreement dated the 6th day of June, 2018 between the aforementioned parties, whereby the CONSULTANT shall perform additional activities not authorized by the original contract. Services identified in this Amendment include additional Construction Phase tasks provided by the CONSULTANT to the City of Great Falls.

Amendments to sections of the original Agreement are as follows:

2. Term of Agreement:

Unless City, Contractor or other unforeseen factors impact construction completion or delay project closeout, the estimated schedule for completion of Amendment No. 1 services is August 1, 2020, including Record Drawing preparation.

3. Scope of Work:

Additional project management, construction administration and resident project representative services associated with extensive bidding and negotiating efforts; expanding the Contractor's work schedule to allow 12-hour days, 7 days a week; approval of additional contract days; implementing a winter shutdown; and additional Contractor oversight and coordination. Estimated efforts to complete Tasks 4.0 and 5.0 of the Professional Services Agreement, Exhibit "A" are summarized in "Exhibit B", attached to this Amendment.

4. Payment:

City agrees to pay Consultant Sixty-Five Thousand, Two Hundred Eight-Five Dollars (\$65,285.00) for services performed pursuant to the Amendment No. 1 Scope of Services described above and in Exhibit "B".

WITNESSETH:

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment the day and year first above written.

OWNER
CITY OF GREAT FALLS, MONTANA

CONSULTANT
THOMAS DEAN & HOSKINS, INC.

By _____
Gregory T. Doyon, City Manager

By _____

Date _____

Printed Name Dustin Nett

Title PRINCIPAL

Date 12-17-2019

ATTEST:

Darcy Dea, Deputy City Clerk

* APPROVED AS TO FORM:

By _____
Sarah R. Sexe, 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 "B"

ADDITIONAL CONSTRUCTION MONITORING AND ADMINISTRATION FEE ESTIMATE

Water Main Crossings Under Upper Missouri River & Sun River

City of Great Falls

December 17, 2019

UPPER MISSOURI RIVER CONSTRUCTION PHASE - SCHEDULE A														
Task No.	Task	Principal (Wade)	Engineer VI (Dustn)	Engineer III (Camille)	Production (Cindy)	Designer II (Morris)	GAD	Geotechnical Engineer IV (Craig)	Construction Representative II (Steve)	Labor Cost per Task	Mileage (miles)	Subcontractors/ Direct Expenses	Reimbursables Cost per Task	Total Cost per Task
4.1	Project Management		6							1,050.00				1,050.00
4.8	Upper Missouri River - Milestone Inspections		6							1,050.00				1,050.00
4.11	Upper Missouri River - Progress Meetings		12							2,940.00				2,940.00
4.13	Upper Missouri River - Construction Administration (RFI's, Field Orders, Work Directives, and Change Orders)		6							1,566.00				1,566.00
4.14	Upper Missouri River - Review and Process Contractor Pay Applications		4							1,082.00				1,082.00
4.15	Perform Final Inspection, Prepare Punchlist, and Issue Substantial Completion		6							2,492.00	40	1,000.00	1,028.00	3,910.00
4.16	Collect Lien Releases, Inspect and Approve Punchlist Items, and Issue Final Completion		1							1,427.00				1,427.00
4.17	Prepare Record Drawings including 22x34 Mylar and Electronic Files		2							3,328.00				3,328.00
4.18	Issue MDEQ Certifications and Submit Documents to MDEQ		4							916.00				916.00
4.19	Provide Warranty Assistance, as Requested		8							2,240.00				2,240.00
4.20			55		17		14	24	28		140	N/A		84.00
	Total	195.00	175.00	130.00	66.00	2,210.00	88.00	148.00	105.00	17,881.00	112.00	2,000.00	2,112.00	19,993.00
	Labor Cost	\$ 195.00	\$ 175.00	\$ 130.00	\$ 66.00	\$ 2,210.00	\$ 88.00	\$ 148.00	\$ 105.00	\$ 17,881.00	\$ 112.00	\$ 2,000.00	\$ 2,112.00	\$ 19,993.00
	Check													19,993.00

SUN RIVER CONSTRUCTION PHASE - SCHEDULE B														
Task No.	Task	Principal (Wade)	Engineer VI (Dustn)	Engineer III (Camille)	Production (Cindy)	Designer II (Morris)	GAD	Geotechnical Engineer IV (Craig)	Construction Representative II (Steve)	Labor Cost per Task	Mileage (miles)	Subcontractors/ Direct Expenses	Reimbursables Cost per Task	Total Cost per Task
5.1	Sun River - Review Schedule, Shop Drawings, and Substitution Requests		6							1,050.00				1,050.00
5.3	Sun River - Milestone Inspections		6							2,520.00				2,520.00
5.8	Sun River - Construction Administration (RFI's, Field Orders, Work Change Directives, and Change Orders)		6							1,738.00				1,738.00
5.9	Perform Final Inspection, Prepare Punchlist, and Issue Substantial Completion		4							1,466.00	40	1,000.00	1,928.00	2,494.00
5.9	Collect Lien Releases, Inspect and Approve Punchlist Items, and Issue Final Completion		1							781.00				781.00
5.10	Prepare Record Drawings including 22x34 Mylar and Electronic Files		2							3,068.00				3,068.00
5.11	Issue MDEQ Certifications and Submit Documents to MDEQ		2							569.00				569.00
	Total	195.00	175.00	130.00	66.00	2,122.00	88.00	148.00	105.00	11,188.00	140.00	2,000.00	2,140.00	13,929.00
	Labor Cost	\$ 195.00	\$ 175.00	\$ 130.00	\$ 66.00	\$ 2,122.00	\$ 88.00	\$ 148.00	\$ 105.00	\$ 11,188.00	\$ 140.00	\$ 2,000.00	\$ 2,140.00	\$ 13,929.00
	Check													13,929.00

SUMMARY				
EXCEEDED CONTRACT AMOUNT AS OF 12-11-19 (Included Current AE2S & Briarley Invoicing)				\$ 31,962.50
UPPER MISSOURI RIVER CONSTRUCTION PHASE - SCHEDULE A				\$ 19,993.00
SUN RIVER CONSTRUCTION PHASE - SCHEDULE B				\$ 13,329.00
ESTIMATED ADDITIONAL CONSTRUCTION ADMINISTRATION COST				\$ 65,285.00



Item: Approve Final Payment: South Great Falls Storm Drain Improvements (North Basin), O.F. 1554.4

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Approve Final Payment

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) Final Payment for the South Great Falls Storm Drain Improvements (North Basin) project, in the amount of \$102,418.07 to United Materials of Great Falls, Inc., and \$1,034.53 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents and to make the payments.”

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

Staff Recommendation: Approve Final Payment.

Summary:

United Materials of Great Falls, Inc. completed the construction of the South Great Falls Storm Drain Improvements (North Basin) project, has completed the punch list items and is requesting Final Payment.

Background:

Purpose:

The purpose of the project was to extend storm drainage facilities to serve a portion of the recently annexed Upper and Lower River Road area. The purpose of the improvements was to alleviate minor flooding and ponding water caused by uncontrolled storm water runoff from the surrounding area. This project is the second phase of several phases of improvements recommended in the South Great Falls Storm Drainage Master Plan. This phase extended storm drain in the northern portion of the master plan area from an outfall at the Missouri River to a point near 4th Street South and 21st Avenue South.

Workload Impacts:

Design phase engineering and plans and specifications were completed by Outrigger Consultants, LLC. Outrigger Consultants and City Engineering staff provided construction phase engineering services and project inspection.

Project Work Scope:

Work performed under this contract included the following: 2,737 lineal feet of storm drain piping, including 12-inch PVC, 12-inch Reinforced Concrete Pipe (RCP), 18-inch PVC, 30-inch RCP, 36-inch RCP and 26-inch Rise X 43-inch Span Reinforced Concrete Pipe Arch (RCPA); thirteen concrete manholes; nine storm drain inlets; concrete storm drain inlet structure; street reconstruction on 24th Avenue South; and land restoration of grass, gravel and asphalt surfaces impacted by trenching.

Final Payment:

The original contract was awarded on March 5, 2019 in the amount of \$774,805.00. The final project cost is \$714,460.35 which is \$60,344.65 less than the amount that was originally awarded and approved. The difference was due to the cooperative efforts of the City and Contractor to reduce materials required for construction throughout the project. The cooperative efforts of the City and Contractor also minimized use of the miscellaneous funds programmed for this project.

Conclusion:

City staff recommends approving the Final Payment. United Materials of Great Falls, Inc., has completed all work and punch list items in accordance with the plans and contract. The two year warranty period began at the date of substantial completion which was September 30, 2019.

Fiscal Impact:

The total project cost was funded through City Storm Drain and City Street revenues.

Alternatives:

The City Commission could vote to deny approval of final payment.

Concurrences:

Engineering staff, City Street Division and Utilities Division recommend making the final payment.

Attachments/Exhibits:

Final Pay documents

Vicinity Map

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1554.4, South Great Falls Storm Drain Improvements (North Basin)

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 12/18/2019

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: North West Energy								\$0.00	\$0.00
	Storm Drain 5315-31-575-49310	\$6,058.00					\$6,058.00	\$6,058.00	\$0.00
		\$6,058.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,058.00	\$6,058.00	\$0.00
	DATE	3/25/2019							

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: United Materials	Improvements other than Buildings 2520-31-531-49310			\$49,500.00			\$49,500.00	\$49,500.00	\$0.00
	Storm Drain 5315-31-575-49310	\$367,118.62	\$237,779.05	\$52,918.07			\$717,556.95	\$657,815.74	\$59,741.21
		\$367,118.62	\$237,779.05	\$102,418.07	\$0.00	\$0.00	\$767,056.95	\$707,315.74	\$59,741.21
	DATE	8/5/2019	9/11/2019	12/18/2019					

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT. DEPT. OF REV. 1%	Improvements other than Buildings 2520-31-531-49310			\$500.00			\$500.00	\$500.00	\$0.00
	Storm Drain 5315-31-575-49310	\$3,708.27	\$2,401.81	\$534.53			\$7,248.05	\$6,644.61	\$603.44
		\$3,708.27	\$2,401.81	\$1,034.53	\$0.00	\$0.00	\$7,748.05	\$7,144.61	\$603.44
	DATE	8/5/2019	9/11/2019	12/18/2019					

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	Improvements other than Buildings 2520-31-531-43590						\$0.00	\$0.00	\$0.00
	Storm Drain 5315-31-575-49310	\$224.37					\$1,000.00	\$224.37	\$775.63
		\$224.37	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$224.37	\$775.63
	DATE	01/22/19							
	VENDOR	Tribune							

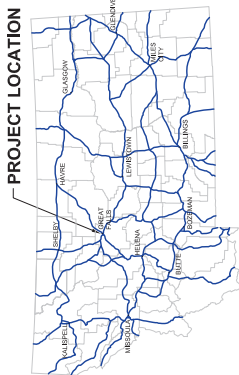
PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW391901					
	2520-31-531-49310	Improvements other	\$50,000.00	\$50,000.00	\$0.00
	5315-31-575-49310	Storm Drain	\$730,863.00	\$670,518.35	\$60,344.65
	5315-31-575-49310	Storm Drain	\$1,000.00	\$224.37	\$775.63
		TOTALS	\$781,863.00	\$720,742.72	\$61,120.28

Project Totals **\$781,863.00** **\$13,426.98** **\$768,436.02**

ITEM #	DESCRIPTION	EST. QUANTITY	UNITS	UNIT PRICE	EST. AMOUNT	July Quantity	July Amount	August Quantity	August Amount	September Quantity	September Amount	October Quantity	October Amount	Total Quantity	Total Amount	Percent Complete
South Great Falls Storm Drain Improvements																
OF 1554.4																
Pay Application 3 Summary																
100	MOBILIZATION	1.00	LS	\$38,500.00	\$38,500.00	0.50	\$19,250.00	0.40	\$15,400.00	0.10	\$3,850.00	0.00	\$0.00	1.00	\$38,500.00	100.00%
101	TRAMPIC CONTROL	1.00	LS	\$23,100.00	\$23,100.00	0.50	\$11,550.00	0.40	\$9,240.00	0.10	\$2,310.00	0.00	\$0.00	1.00	\$23,100.00	100.00%
102	12" SPR 33 PVC STORM DRAIN	175.00	LF	\$45.00	\$7,875.00	50.00	\$2,250.00	109.00	\$4,905.00	0.00	\$0.00	0.00	\$0.00	159.00	\$7,155.00	90.86%
103	18" SPR 33 PVC STORM DRAIN	20.00	LF	\$83.00	\$1,660.00	19.50	\$1,618.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	19.50	\$1,618.50	97.50%
104	12" RCP STORM DRAIN (CL 3)	23.00	LF	\$102.00	\$2,346.00	0.00	\$0.00	23.00	\$2,346.00	0.00	\$0.00	0.00	\$0.00	23.00	\$2,346.00	100.00%
105	30" RCP STORM DRAIN (CL 3)	1.851	LF	\$105.00	\$194,355.00	0.00	\$0.00	599.00	\$62,985.00	0.00	\$0.00	0.00	\$0.00	1,851.00	\$194,355.00	99.14%
106	36" RCP STORM DRAIN (CL 3)	620.00	LF	\$171.00	\$106,020.00	616.00	\$105,366.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	616.00	\$105,366.00	99.35%
107	26" X 43" RCPA STORM DRAIN (CL 3)	76.00	LF	\$270.00	\$20,520.00	19.50	\$5,265.00	65.00	\$17,550.00	0.00	\$0.00	0.00	\$0.00	84.50	\$22,815.00	111.18%
108	CONCRETE INLET STRUCTURE	1.00	LF	\$9,600.00	\$9,600.00	0.00	\$0.00	1.00	\$9,600.00	0.00	\$0.00	0.00	\$0.00	1.00	\$9,600.00	100.00%
109	60" BASIC MANHOLE - SUBTRACT 1 (MHI)	5.00	EACH	\$35,500.00	\$177,500.00	2.00	\$71,000.00	2.00	\$71,000.00	0.00	\$0.00	0.00	\$0.00	4.00	\$142,000.00	80.00%
110	72" BASIC MANHOLE - ADD 1 (MHI)	7.00	EACH	\$8,750.00	\$61,250.00	5.00	\$43,750.00	3.00	\$26,250.00	0.00	\$0.00	0.00	\$0.00	8.00	\$69,999.99	114.29%
111	84" MANHOLE	1.00	EACH	\$9,850.00	\$9,850.00	1.00	\$9,850.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$9,850.00	100.00%
112	ADDITIONAL 60" MH DEPTH	5.00	VF	\$335.00	\$1,675.00	3.97	\$1,329.95	0.57	\$190.95	0.00	\$0.00	0.00	\$0.00	4.54	\$1,520.90	90.86%
113	ADDITIONAL 72" MH DEPTH	20.00	VF	\$425.00	\$8,500.00	12.30	\$5,227.50	12.96	\$5,508.00	0.00	\$0.00	0.00	\$0.00	25.26	\$10,735.50	126.30%
114	24" DRIP INLET	8.00	EACH	\$2,250.00	\$18,000.00	3.00	\$6,750.00	5.00	\$11,250.00	0.00	\$0.00	0.00	\$0.00	8.00	\$18,000.00	100.00%
115	48" DRIP INLET	1.00	EACH	\$2,950.00	\$2,950.00	1.00	\$2,950.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$2,950.00	100.00%
116	2" WATER MAIN LOWERING	1.00	LS	\$3,900.00	\$3,900.00	1.00	\$3,900.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$3,900.00	100.00%
117	WATER SERVICE LOWERING AND INSULATING	7.00	EACH	\$1,150.00	\$8,050.00	4.00	\$4,600.00	2.00	\$2,300.00	0.00	\$0.00	0.00	\$0.00	6.00	\$6,900.00	85.71%
118	SEWER SERVICE LOWERING AND INSULATING	5.00	EACH	\$6,125.00	\$30,625.00	2.00	\$12,250.00	1.00	\$5,125.00	0.00	\$0.00	0.00	\$0.00	3.00	\$15,375.00	60.00%
119	BURIED TELEPHONE LINE ADJUSTMENT	4.00	EACH	\$2,925.00	\$11,700.00	2.00	\$5,850.00	2.00	\$5,850.00	0.00	\$0.00	0.00	\$0.00	4.00	\$11,700.00	100.00%
120	BURIED TELEPHONE LINE ADJUSTMENT	5.00	EACH	\$2,825.00	\$14,125.00	2.00	\$5,650.00	2.00	\$5,650.00	0.00	\$0.00	0.00	\$0.00	4.00	\$11,300.00	80.00%
121	TEMPORARY POWER POLE BRACING	1.00	LS	\$525.00	\$525.00	0.00	\$0.00	1.00	\$525.00	0.00	\$0.00	0.00	\$0.00	1.00	\$525.00	100.00%
122	SEPARATION GEOTEXTILE	2,540.00	SY	\$1.60	\$4,064.00	134.00	\$214.40	2540.00	\$4,064.00	0.00	\$0.00	0.00	\$0.00	2674.00	\$4,278.40	105.28%
123	TYPE 2 BEDDING	125.00	CY	\$24.00	\$3,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00%
124	1.5" MINUS CRUSHED GRAVEL SURFACING	355.00	CY	\$29.00	\$10,295.00	180.00	\$5,220.00	0.00	\$0.00	65.00	\$1,885.00	0.00	\$0.00	245.00	\$7,105.00	69.01%
125	24TH AVE S - ASPHALT REMOVE AND REPLACE	2,170.00	SY	\$23.00	\$49,910.00	0.00	\$0.00	0.00	\$0.00	2194.10	\$50,464.30	0.00	\$0.00	2194.10	\$50,464.30	101.11%
126	24TH AVE S - BASE COURSE REMOVE AND REPLACE	760.00	CY	\$51.00	\$38,760.00	0.00	\$0.00	760.00	\$38,760.00	0.00	\$0.00	0.00	\$0.00	760.00	\$38,760.00	100.00%
127	REMOVE AND RESET SHED	3.00	EACH	\$650.00	\$1,950.00	0.00	\$0.00	1.50	\$975.00	0.00	\$0.00	0.00	\$0.00	3.00	\$1,950.00	100.00%
128	BL. OCK RETAINING WALL AND SAFETY FENCE	1.00	LS	\$14,200.00	\$14,200.00	0.00	\$0.00	0.90	\$12,780.00	0.10	\$1,420.00	0.00	\$0.00	1.00	\$14,200.00	100.00%
129	SLOPE GRADING	1.00	LS	\$5,200.00	\$5,200.00	0.00	\$0.00	1.00	\$5,200.00	0.00	\$0.00	0.00	\$0.00	1.00	\$5,200.00	100.00%
130	REMOVE AND RESET FENCE	1.00	LS	\$1,100.00	\$1,100.00	0.00	\$0.00	0.50	\$550.00	0.50	\$550.00	0.00	\$0.00	1.00	\$1,100.00	100.00%
131	SEEDING AND FERTILIZING	3,400.00	SY	\$3.00	\$10,200.00	0.00	\$0.00	0.00	\$0.00	3400.00	\$10,200.00	0.00	\$0.00	3400.00	\$10,200.00	100.00%
132	MISCELLANEOUS	50,000.00	UNIT	\$1.00	\$50,000.00	3352.75	\$3,352.75	4392.00	\$4,392.00	-360.00	-\$360.00	0.00	\$0.00	-1399.25	-\$1,399.25	-2.80%
TOTAL					\$774,805.00		\$390,344.10		\$252,821.95		\$71,284.30		\$0.00		\$714,460.35	92.21%
PERCENT COMPLETE					92.21%											
Miscellaneous Work Summary - Through 7/31/2019																
1	Low Clearance Water Line Crossing - 7/22	1.00	LS	\$1,000.00	\$1,000.00	1.00	\$1,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,000.00	100.00%
2	Extend Unmarked 8" Water Main - 7/23	1.00	LS	\$1,892.75	\$1,892.75	1.00	\$1,892.75	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,892.75	100.00%
3	Stand By Awaiting Decision on Sewer Service 7/25	1.00	LS	\$460.00	\$460.00	1.00	\$460.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$460.00	100.00%
4	Inspector Overtime July August	1.00	LS	-\$4,392.00	-\$4,392.00	0.00	\$0.00	1.00	-\$4,392.00	0.00	\$0.00	0.00	\$0.00	1.00	-\$4,392.00	100.00%
5	Inspector Overtime September	1.00	LS	-\$360.00	-\$360.00	0.00	\$0.00	0.00	\$0.00	1.00	-\$360.00	0.00	\$0.00	1.00	-\$360.00	100.00%
0	Misc Work	0.00	LS	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00%

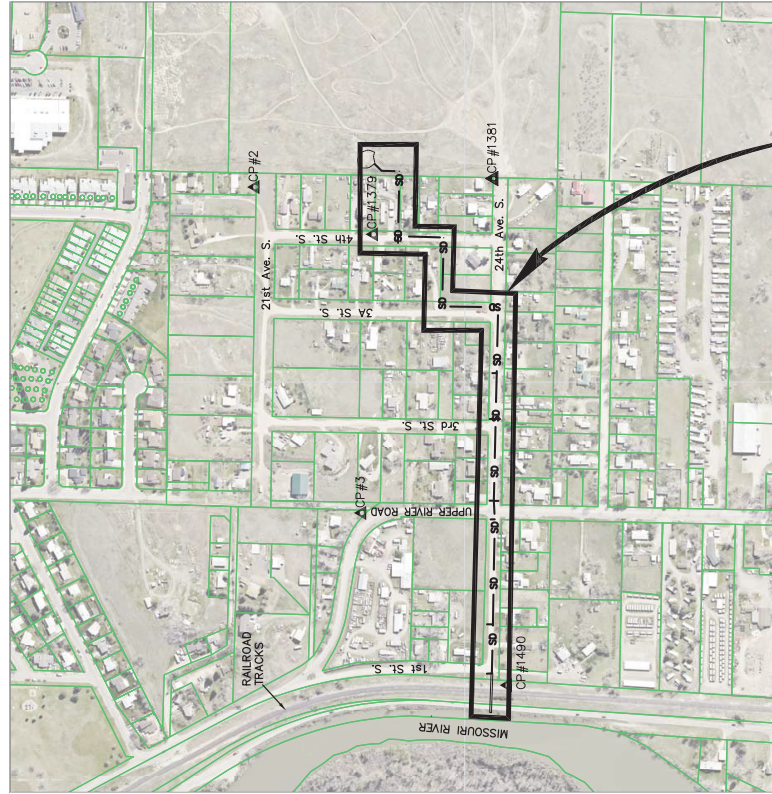
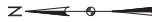
SOUTH GREAT FALLS STORM DRAIN IMPROVEMENTS (NORTH BASIN) CITY OF GREAT FALLS, MONTANA

**O.F. 1554.4
DECEMBER 2018**



WORK SCOPE

1. APPROXIMATELY 2,765 LINEAL FEET OF STORM DRAIN PIPING, INCLUDING 12" PVC, 12" RCP, 18" PVC, 30" RCP, 36" RCP AND 26-5/8" R X 43-3/4" S RCPA.
2. THIRTEEN CONCRETE MANHOLES.
3. NINE STORM DRAIN INLETS.
4. CONCRETE STORM DRAIN INLET STRUCTURE.
5. ASPHALT STREET RECONSTRUCTION ON 24TH AVENUE SOUTH.
6. RESTORATION OF GRASS, GRAVEL AND ASPHALT SURFACES IMPACTED BY TRENCHING.



SHEET INDEX

- 1 COVER SHEET
- 2 OVERALL SITE PLAN AND PROJECT NOTES
- 3-7 STORM DRAIN PLAN AND PROFILES
- 8 ENLARGED PLANS
- 9 24th AVENUE SOUTH STREET RECONSTRUCTION DETAILS
- 10-11
- 12-13 CROSS SECTIONS AT APPROACHES

LEGEND

- | | |
|---------|---------------------------------------|
| — W — | EXISTING WATER MAIN |
| — WS — | EXISTING WATER SERVICE |
| — S — | EXISTING SANITARY SEWER MAIN |
| — SS — | EXISTING SANITARY SEWER SERVICE |
| — UGE — | EXISTING UNDERGROUND ELECTRIC |
| — OHE — | EXISTING OVERHEAD ELECTRIC |
| — TEL — | EXISTING UNDERGROUND TELEPHONE |
| — GAS — | EXISTING GAS LINE |
| — X — | EXISTING FENCE |
| — SD — | NEW STORM DRAIN |
| ▲ ACP # | SURVEY CONTROL POINT |
| ▨ | LOW PERMEABILITY TRENCH BACKFILL PLUG |

PRELIMINARY
NOT FOR CONSTRUCTION



DATE: 12/20/2018
PLAN SET NO.:

PROJECT LOCATION



REV.	DATE	DESCRIPTION

JOB NO.: 18-023
DESIGNED BY: JRS
DRAWN BY: JWG
CHECKED BY:
APPROVED BY:

702 SECOND STREET SOUTH, SUITE 2
GREAT FALLS, MONTANA 59405
(406) 952-1109



Dec 21, 2018 - 3:00pm - C:\Projects\18-023 - Great Falls Storm Drain\Drawings\Plan Set\18-023 Storm Cover & Notes.dwg



Item: Approve Final Payment: Encino Drive / Grande Vista 2 Street Repairs Phase 1 - O.F 1679.7.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Approve Final Payment.

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) Final Payment for the Encino Drive / Grande Vista 2 Street Repairs Phase 1 project, in the amount of \$27,235.32 to United Materials of Great Falls, Inc., and \$275.10 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents and to make the payments.”

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

Staff Recommendation: Approve Final Payment.

Summary:

United Materials of Great Falls, Inc. completed the construction of the Encino Drive / Grande Vista 2 Street Repairs Phase 1, and has completed the punch list items and is requesting Final Payment.

Background:

Purpose:

Due to numerous resident complaints and recurring maintenance issues, this project was initiated to complete the reconstruction of Encino Drive from the intersection of Park Garden Road to the cul-de-sac.

Phase 1 of the reconstruction included removal of the existing pavement and base course, proper compaction of the clay subgrade soils, installation of drainage elements, installation of a separation and subgrade support fabric, and installation and compaction of new base course and asphaltic concrete pavement.

Due to the extensive nature of the required reconstruction of the street, the length of the project, access to funding, and disruption reasons, the project was split into phases.

- Phase 1 extended from 150-feet south of the intersection of Madera Drive and Encino Drive, south to the cul-de-sac at Station 15+50. The project consisted of reconstructing approximately 600 feet of road way; installing curb and gutter, sidewalk, storm drain, strip drains, and ADA curb ramps.
- Phase 2 will extend from the intersection of Park Garden Road and Encino Drive to 150-feet south of the intersection of Madera Drive and Encino Drive. The preliminary schedule for this project is summer 2020.

Workload Impacts:

The geotechnical subsurface investigation was completed by Terracon Consultants, Inc. Design phase engineering and plans and specifications were completed by the City Engineering staff with assistance from City Street Division and Utilities. City Engineering staff provided construction phase engineering services and project inspection.

Project Work Scope:

Work performed under this contract included reconstructing 600-feet of roadway which included: integral concrete curb and gutter; prefabricated geo-composite strip drain; 4-inch concrete sidewalk; 6-inch reinforced concrete; ADA Ramps; Type I Curb Inlets with concrete aprons; and landscape restoration.

Final Payment:

The original contract was awarded on February 5, 2019 in the amount of \$557,289.00. The final project cost is \$486,786.39 which is \$70,502.61 less than the amount that was originally awarded and approved. The difference was due to the contractor's ability to minimize excavation limits. This reduced the amount of sub-base and base course material required for construction. The cooperative efforts of the City and Contractor also minimized use of the miscellaneous funds programmed for this project.

Conclusion:

City staff recommends approval of the Final Payment. City staff has verified that United Materials of Great Falls, Inc., has completed all work and punch list items in accordance with the plans and contract. The two-year warranty period began at the date of substantial completion which was August 31, 2019.

Fiscal Impact:

The total project cost was funded through BaRSAA Fuel Tax revenues and supplemented by City Street funds.

Alternatives:

The City Commission could vote to deny approval of final payment.

Concurrences:

City Engineering staff, City Street Division and Utilities Division recommend making the final payment.

Attachments/Exhibits:

Final Pay documents
Vicinity Map

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1679.7, Encino Drive / Grande Vista 2 Street Repairs

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 02/06/2018

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: Terracon, LLC.	<i>Improvements other than Buildings</i> 2520-31-531-49310	\$12,000.00					\$12,000.00	\$12,000.00	\$0.00
	<i>Gas Tax BaRSAA</i> 2821-31-531-49310							\$0.00	\$0.00
		\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
	DATE	9/29/2017							

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: United Materials of Great Falls, Inc.	<i>Improvements other than Buildings</i> 2520-31-531-49310		\$16,009.13	\$81,866.76	\$27,235.32		\$194,908.80	\$125,111.21	\$69,797.59
	<i>Gas Tax BaRSAA</i> 2821-31-531-49310	\$177,477.35	\$179,329.96				\$356,807.31	\$356,807.31	\$0.00
		\$177,477.35	\$195,339.09	\$81,866.76	\$27,235.32	\$0.00	\$551,716.11	\$481,918.52	\$69,797.59
	DATE	6/7/2019	7/10/2019	7/29/2019	12/18/2019				

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT. DEPT. OF REV. 1%	<i>Improvements other than Buildings</i> 2520-31-531-49310		\$161.71	\$826.94	\$275.10		\$1,968.78	\$1,263.75	\$705.03
	<i>Gas Tax BaRSAA</i> 2821-31-531-49310	\$1,792.70	\$1,811.41				\$3,604.11	\$3,604.11	\$0.00
		\$1,792.70	\$1,973.12	\$826.94	\$275.10	\$0.00	\$5,572.89	\$4,867.86	\$705.03
	DATE	6/7/2019	7/10/2019	7/29/2019	12/18/2019				

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	<i>Improvements other than Buildings</i> 2520-31-531-43590	\$280.23	\$280.23				\$5,000.00	\$560.46	\$4,439.54
	<i>Gas Tax BaRSAA</i> 2821-31-531-43590							\$0.00	\$0.00
		\$280.23	\$280.23	\$0.00	\$0.00	\$0.00	\$5,000.00	\$560.46	\$4,439.54
	DATE	05/25/18	12/03/18						
VENDOR	Tribune	Tribune							

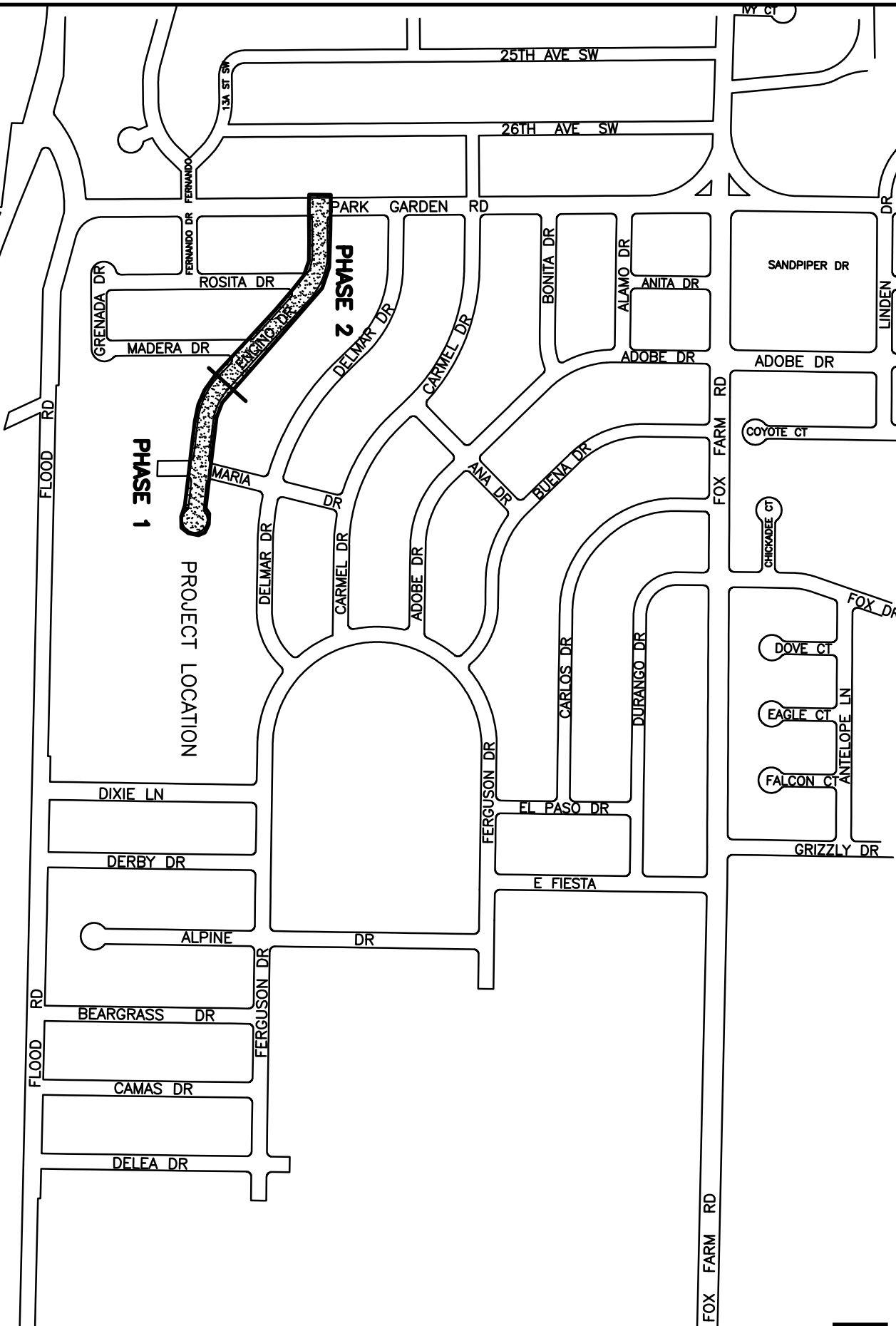
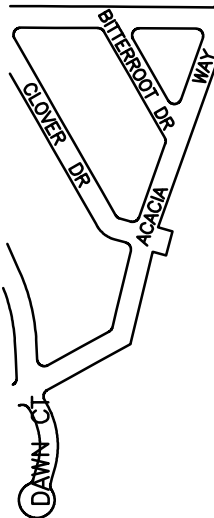
PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW391801					
	2520-31-531-49310	Improvements other	\$208,877.58	\$372,411.42	(\$163,533.84)
	2821-31-531-49310	Gas Tax BaRSAA	\$360,411.42	\$360,411.42	\$0.00
	2520-31-531-43590	Improvements other	\$5,000.00	\$560.46	\$4,439.54
		TOTALS	\$574,289.00	\$733,383.30	(\$159,094.30)

Project Totals

\$574,289.00 \$487,346.84



26TH AVE SW





Item: Appointment, Mayor Pro-Tempore
From: Lisa Kunz, City Clerk
Initiated By: Charter of the City of Great Falls
Presented By: City Commission
Action Requested: Appoint one member of the City Commission to serve as Mayor Pro-Tempore

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint _____ to serve as Mayor Pro-Tempore, effective immediately, for a two-year term or until the City Commission has held an election.”

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

Background: Article III, Section 3 of the City Charter sets forth that “The Mayor Pro-Tempore shall serve in the absence of the elected mayor. The City Commission shall elect from among its members a Mayor Pro-Tempore no later than one month after taking office. The Mayor Pro-Tempore shall serve a term of two-years, or until the City Commission has held an election. Any vacancy in this office shall be filled by a special election among the remaining City Commissioners. Any person elected to fill such a vacancy shall serve the remaining portion of the term in which the vacancy occurred.

Current City Commissioners are:

Tracy Houck
Mary Sheehy Moe
Owen Robinson
Rick Tryon



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 2020.

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 a one-year term ending on December 31, 2020.”

-Or-

“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 January 28, 2020 meeting; appoint _____ and _____ to serve on the Council for the May 26, 2020 meeting; and appoint _____ and _____ to serve on the Council for the October 27, 2020 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. The January meeting is scheduled for January 28, 2020 at 7:00 PM in the Gibson Room of the Civic Center. The tentative dates for the other meetings are May 26 and October 27, 2020.