



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
April 18, 2023  
7:00 PM**

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

Public participation is welcome in the following ways:

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**PROCLAMATIONS**

Arbor Day, Earth Day and National Library Week.

**COMMUNITY INITIATIVES**

1. Community Health Update from City County Health Department.

**PETITIONS AND COMMUNICATIONS**

2. Miscellaneous reports and announcements.

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

**NEIGHBORHOOD COUNCILS**

3. Neighborhood Council 3 Update.
4. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

5. Appointment to the Great Falls Planning Advisory Board/Zoning Commission.
6. Appointments/Reappointment to the Mansfield Center for the Performing Arts Advisory Board.

- Miscellaneous reports and announcements from Boards and Commissions.

## CITY MANAGER

- 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.*

9. Minutes, April 4, 2023, Special City Commission Meeting.
10. Minutes, April 4, 2023, City Commission Meeting.
11. Total Expenditures of \$2,420,652 for the period of March 16, 2023 through April 5, 2023, to include claims over \$25,000, in the amount of \$1,889,866.
12. Contracts List
13. Approve the cancellation of City of Great Falls checks issued by the Finance Department that remain outstanding and unpaid for a period of one (1) year or longer as authorized by section 7-6-4303 MCA.
14. Set Public Hearing on the CDBG & HOME Grant Annual Action Plan for May 2, 2023.

**Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member. After motion is made, Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.**

## PUBLIC HEARINGS

15. Parkview Apartments (Multifamily) Affordable Housing Proposal. *Action: Conduct a public needs hearing. No other formal action required. (Presented by Kassy Buss)*

## OLD BUSINESS

## NEW BUSINESS

16. Fire Station Infrastructure Renovations Construction Contract Award. *Action: Award or not award a contract in the amount of \$2,731,200 to James Talcott Construction utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the construction contract documents. (Presented by Sylvia Tarman)*
17. Lower Northside Water Main Replacement - Phase 2 Construction Contract Award. *Action: Award or not award a contract in the amount of \$2,030,275 to United Materials of Great Falls, Inc., and authorize the City Manager to execute the contract documents. (Presented by Christoff Gaub)*

## ORDINANCES / RESOLUTIONS

18. Resolution 10502 – Approving Minor Changes to the City’s Downtown TIF Building Programs - The Façade Program, The Life Safety/Code Compliance Program, and The Environmental Safety Program. *Action: Adopt or deny Res. 10502. (Presented by Tom Micuda)*

19. Resolution 10503, Conditional Use Permit for a “Two-family residence” use upon the property addressed as 727 4th Avenue North. *Action: Set or not set a public hearing for May 16, 2023. (Presented by Tom Micuda)*

### **CITY COMMISSION**

20. Miscellaneous reports and announcements from the City Commission.
21. Commission Initiatives.
22. Legislative Initiatives.

### **ADJOURNMENT**

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

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

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

## Great Falls Neighborhood Council 3

### Our concerns

- Fire Department coverage for north Great Falls
  - response time to Eagles Crossing neighborhood is 12 minutes vs. 4-minute required response time
  - New home/apartment construction continues in north Great Falls
  - District fire station and additional personnel would help alleviate problem
- Safety concerns related to district roadways
  - Additional traffic on Smelter Avenue and 3rd Street N.W. expected with opening of new ARC apartment complex
  - 6th Street N.W. speeding and safety of humans/animals on road
- Resident problems include nuisance properties, abandoned vehicles, and street repairs

## Great Falls Neighborhood Council 3

### Recent council activity

- Facebook Live broadcasts of meetings began April 7, 2022
- Participated in NeighborWorks GF CommUnity Cleanup
- Awarded Good Neighbor Award to district resident
- First ever NC3 Summer Celebration a huge success!
- Little Free Library added to Skyline-Optimist Park

### Our goals for 2022-23

- Raise funds to provide new pavilions to be placed in Skyline-Optimist Park and Valley View Park
- Hold 2nd annual Summer Celebration for residents
- Continue to listen, support, and assist neighbors with city resources to help solve their problems



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** 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:** Appoint one member to the Great Falls Planning Advisory Board/Zoning Commission.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (appoint/not appoint) Jake Schneiderhan to the Great Falls Planning Advisory Board/Zoning Commission for the remainder of a three-year term through December 31, 2024.”

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

---

**Summary:** Kelly Buschmeyer was appointed for her first three-year term from January 1, 2019 through December 31, 2021 and reappointed for her second term on January 18, 2022. Due to time constraints with her current work schedule she resigned from the board in January 2023. Staff has advertised for citizen interest and received several applications. Applications from Kevin Taggart, Les Bruner and Jake Schneiderhan were forwarded to the Planning Board for consideration. During the Planning Board meeting on 2/28/2023 the Board assigned board members Dave Bertelson, Julie Essex and Pat Green to conduct interviews of the candidates and come back to the Board with a recommendation.

During their meeting on March 28, 2023 the Planning Board voted to recommend appointing Mr. Schneiderhan to the remainder of a three-year term through December 31, 2024.

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

Current Board Members:

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

Citizens interested in serving on the Board:

Kevin Taggart  
Les Bruner  
Jake Schneiderhan

**Alternatives:** City Commission could choose not to appoint Jake Schneiderhan and select another applicant or direct staff to continue to advertise.

**Concurrences:** During their meeting on March 28, 2023 the Planning Board recommended appointing Mr. Schneiderhan.

**Attachments/Exhibits:**

Applications



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

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

Board/Commission Applying For: Planning advisor board		Date of Application: 1/25/23	
Name: Kevin Taggart			
Home Address: 1100 23rd ave sw Great Falls MT 59404		Email address: kevin@dahlquistrealtors.com	
Home Phone:	Work Phone:	Cell Phone: 406-868-9908	
Occupation: Realtor		Employer: Dahlquist Realtors	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background:  I have been a Realtor in Great Falls since 2019 and been involved in housing since 2018			
Educational Background:  2006 CMR Grad. Associates Degree from MSU Northern in 2008			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities:  None			
Previous and current public experience (elective or appointive):  None			
Membership in other community organizations:  -I am a member of Great Falls Symphonic Choir -I sat in on the Housing Task force meetings after our recent housing survey			

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 type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)</small>	
Please describe your interest in serving on this board/commission? Having grown up in Great Falls since I was 5 and returned after college. I have a great interest in doing my part to help Great Falls grow and thrive. I try to be very involved with current events and other happenings in town.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I feel my background as a Realtor, property owner, and landlord will help bring a broad perspective to the group.	
Additional comments:	
Signature <i>Kevin Taggart</i>	Date: 1/25/23

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

**Return this form to:**

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

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

Email:  
 kartis@greatfallsmt.net





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

**RECEIVED**  
JAN 31 2023  
CITY MANAGER

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

Board/Commission Applying For: <i>Great Falls Planning Advisory Board</i>		Date of Application: <i>1/30/23</i>
Name: <i>Les Bruner</i>		
Home Address: <i>1321 Beargrass Drive GF, MT 59404</i>		Email address: <i>lesbruner08@yahoo.com</i>
Home Phone: <i>N/A</i>	Work Phone: <i>406-403-0780</i>	Cell Phone: <i>406-399-6562</i>
Occupation: <i>Sales Manager</i>	Employer: <i>Pella Windows &amp; Doors</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <i>I have been in the supply side of construction for 25 years. I understand the importance of this job.</i>		
Educational Background: <i>GF native. Graduated GFHS. Attended College of GF for 3 Semesters</i>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <i>Boy Scouts of America, Great Falls Home Builders Association, Montana Building Industry Association, Electric City Speedway.</i>		
Previous and current public experience (elective or appointive): <i>Chairman of GF Home and Garden Show. Associate Delegate for Montana with the National Home Builders Association. Past State Fair Advisory Board Member</i>		
Membership in <u>other</u> community organizations: <i>No.</i>		

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

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

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

*State Fair Advisory Board - 1 year Board was dissolved mid term.*  
Are you currently serving on a Board? Yes  No  If yes, which board?

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

Please describe your interest in serving on this board/commission?

*I would like to become a component to the growth of Great Falls. My tenure within the city, sales experience of my job, and involvement in the building industry will provide a decisive applicant.*

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

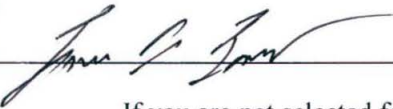
*I have worked amongst the contractors in this town for over twenty years. Within this same time, I have and will continue to dedicate a tremendous amount of time to my local home builders association on a city, state, and national level. My involvement within all the building component personnel*

Additional comments:

*Keep me informed of the city's direction, which I would like to be a part of.*

*\* A level of professionalism to deliver smart growth.*

Signature



Date:

*1/20/23*

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

**Return this form to:**

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

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

Email:  
kartis@greatfallsmt.net



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

**RECEIVED**

Agenda #5.

FEB 9 2023

CITY MANAGER

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

Board/Commission Applying For: <i>G. F. planning Board</i>	Date of Application: <i>2/3/2023</i>
--	--------------------------------------

Name: *Jake Schneiderhan*

Home Address: <i>1428 29th AVE. South Great Falls, MT 59405</i>	Email address: <i>SSSBHC@gmail.com</i>
---	--

Home Phone:	Work Phone:	Cell Phone: <i>406-788-4753</i>
-------------	-------------	---------------------------------

Occupation: <i>Own hvac company</i>	Employer: <i>Schneiderhan Brothers H/C</i>
-------------------------------------	--

Would your work schedule conflict with meeting dates? Yes  No  (If yes, please explain)

Related experiences or background: *-17 Years Construction  
-HVAC License - Osha 10 & 30  
-Gas License*

Educational Background: *4 year Union Apprenticeship Program  
MT State SATC*

**IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:**

Previous and current service activities:

Previous and current public experience (elective or appointive):

Membership in other community organizations:  
*Home Builders  
Newberry*

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

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

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

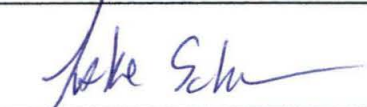
Are you currently serving on a Board? Yes  No  If yes, which board?

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

Please describe your interest in serving on this board/commission?

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

Additional comments:

Signature 

Date: 2/3/2023

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

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

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

Email:  
kartis@greatfallsmt.net



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Appointments/Reappointment to the Mansfield Center for the Performing Arts Advisory Board

**From:** City Manager’s Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint one member to the Mansfield Center for the Performing Arts Advisory Board for a three-year term through December 31, 2025 and appoint new two members for partial three-year terms.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (reappoint/not reappoint) Grant Harville for a three-year term from January 1, 2023 through December 31, 2025 and (appoint/not appoint) Randall Knowles for a partial three-year term through December 31, 2024 and (appoint/not appoint) Emily Langston for a partial three-year term through December 31, 2023.”

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

**Summary:** Since January 2021, the City has been advertising on the City’s Website for various vacancies on the Mansfield Advisory Board. Most recently the City Commission appointed Board members Benjamin Nelson and Caryl Olmstead to the board for three-year terms leaving one vacancy on the Board.

Members of the Board are:

Grant Harville	12/19/2017 – 12/31/2022
Carl Donovan	6/7/2022 – 12/31/2024
Caryl Olmstead	12/6/2022 – 12/31/2025
Benjamin Nelson	12/6/2022 – 12/31/2025
Christina Horton	10/3/2018 – 12/31/2023
Krystina Thiel-Smalley	1/6/2021 – 12/31/2023
Vacant	– 12/31/2025

The term for Grant Harville was scheduled to end on December 31, 2022. Mr. Harville is interested in serving another term. Christina Horton has moved out of city limits and is not eligible to remain on the Board and Krystina Thiel-Smalley has not been able to attend a meeting in over a year. Currently, this leaves the Board down three members.

The Events Supervisor has also been reaching out to community members to encourage interested applicants. Through this process the city received applications from Randall Knowles and Emily Langston.

**Board Recommendation:** During their meeting on March 17, 2023 the Mansfield Board reviewed the applications and recommended appointing Mr. Knowles and Ms. Langston. They also recommended reappointing Mr. Harville for an additional term.

The City will continue to advertise for the last vacancy.

**Background:** The Civic Center Advisory Board was created in 1997 and was amended by Ord. 2928 in February of 2006 to change the name to the Mansfield Center for the Performing Arts Advisory Board. The Board acts in an advisory capacity to the City Commission and the City Manager on matters related to the successful operation of the Civic Center as the Mansfield Center for the Performing Arts and public meeting rooms.

The Board consists of five to seven members with an attempt to have representation from the areas of performing arts, conventions and meetings, and civic leaders.

**Alternatives:** The Commission could choose to not appoint applicants or reappoint member and direct staff to continue advertising.

**Attachments:**  
Applications



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

Agenda #6.

*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: Mansfield Center for the Performing Arts Advisory Board		Date of Application: 4/15/21
Name: Emily Langston		
Home Address: 1117 9th St NW #10 Great Falls, MT 59404		Email address: emm.langston@gmail.com
Home Phone: N/A	Work Phone: 406-761-2800	Cell Phone: 406-750-6228
Occupation: Traffic Manager	Employer: STARadio	
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: involved in theater in some form for the last 14 years involved in concert, pep and/or worship band for the better part of 10 years		
Educational Background: high school diploma Belt Valley High School 2017		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: volunteer for the Belt Performing Arts Center serve as a percussionist for the First Alliance Church worship team		
Previous and current public experience (elective or appointive): senior class of 2017 president BVHS 2015-2016 & 2016-2017 student body representative BVHS		
Membership in other community organizations: N/A		

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

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

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

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

Please describe your interest in serving on this board/commission?

I would love to give back to my community through serving on this board helping to make decisions to bring the arts to Great Falls and the surrounding area.

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

I have been involved in theater and band for most of my life and have also enjoyed being a part of student government in high school.

Additional comments:

N/A

Signature



Date:

4/15/21

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





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

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

Board/Commission Applying For: <b>MANsfield Advisory Board</b>		Date of Application: <b>10-10-2022</b>
Name: <b>RANDALL Knowles</b>		
Home Address: <b>3017 9<sup>th</sup> Ave So</b>		Email address: <b>KnowlesMONTANA@JUNO.COM</b>
Home Phone: <b>406-799-1547</b>	Work Phone: <b>406-799-1547</b>	Cell Phone: <b>4067991547</b>
Occupation: <b>Financial Planner</b>	Employer: <b>Self</b>	
Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: <b>MANAGE A Foundation - Raised \$ for 6TF Shooting Sports Complex - Volunteer Usher</b>		
Educational Background: <b>Economics - Insurance - Investments</b>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <b>Safari club INTL - Missouri River Shooters - Central Christian Church</b>		
Previous and current public experience (elective or appointive): <b>NONE</b>		
Membership in other community organizations: <b>6TF SENIO<sup>r</sup>e CARE - And Those Above.</b>		

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

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

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

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

Please describe your interest in serving on this board/commission? *Mansfield Needs New seating IF the Mansfield is going to be an Economic Asset to Great Falls.*

Please describe your experience and/or background which you believe qualifies you for service on this board/commission? *Fund raising & community Activist*

Additional comments:  
*The ARTS ~~is~~ requires A variety of Venue sizes & the Mansfield fills a particular niche that makes GTF a full service community.*

Signature *Randall Knowles*

Date: *10-12-2022*

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

*↳ does NOT work  
10-12-2022*

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

Special City Commission Meeting

Mayor Kelly presiding

**CALL TO ORDER:** 4:00 PM

Civic Center Gibson Room 212

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were the City Manager Greg Doyon, City Attorney David Dennis, and City Clerk Lisa Kunz.

**PETITIONS AND COMMUNICATIONS**

None.

1.

**NEW BUSINESS**

**CITY MANAGER’S ANNUAL PERFORMANCE EVALUATION AND CONTRACT REVIEW.**

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

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

At 4:03 PM the members of the Commission, Manager Doyon and the City Clerk met in executive session in the City Manager’s Office for the purpose of the Commission conducting the City Manager’s annual performance evaluation and contract review.

**- EXECUTIVE SESSION -**

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

JOURNAL OF SPECIAL COMMISSION PROCEEDINGS  
April 4, 2023

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The executive session concluded at 5:18 PM.

The meeting reconvened into an open meeting in the Gibson Room. Mayor Kelly called the meeting back to order at 5:21 PM.

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

- The Commission is in agreement that Greg has done an outstanding job.
- Specific instances of good performance this year were that Greg has done a great job creating a good working relationship with our delegation in Helena and creating a two-way conversation so that the legislators, regardless of the way they vote, are well informed about how those bills affect City issues.
- Department Head replacements have done an incredible job due to the patience and management style of the City Manager, as well as the interim folks that have helped out. This is a reflection of the good team work and team feeling that Greg promotes with his Department Heads.
- Navigating the ARPA and CARES funds has been difficult at best. Greg provided direction to the Department Heads so that those dollars were spent wisely, efficiently, and effectively.
- It’s a difficult situation to communicate upstream to the Commissioners and Mayor because Greg can only do it one or two people at a time. It requires a tremendous amount of redundant conversation. Greg has always been a good communicator during his tenure. Greg has also been very quick to respond to Commission requests whether it is for information, concerns or background information on community issues.

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

- Goals provided to Greg for the upcoming year included, as he is talking to his Department Heads about self-care and making sure that they keep their work life balance in check, that he do the same.

Manager Doyon expressed appreciation to the Commission for the feedback.

**Mayor Kelly moved, seconded by Commissioner Tryon, that the City Commission approve the Employment Agreement with City Manager Gregory T. Doyon, with the following amendments:**

**Section A. Term** – will continue the contract from April 5, 2023, to April 5, 2026

**Section B. Salary** – A 3½ percent salary increase at the commencement of the contract term which equates to a base annual wage of \$190,142.

**Section G. Deferred Compensation** – the City will contribute an additional 2 percent (2%) of the Manager’s salary to the ICMA-RC Deferred Compensation program.

All other sections of the Employment Agreement dated March 20, 2017, remain in effect.

Mayor Kelly asked if there was any public comment. Hearing none, Mayor Kelly asked if there was any further discussion amongst the Commissioners.

Mayor Kelly expressed appreciation to the Commissioners for the open and honest conversation and willingness to listen to each other. He also appreciates that, during this process, Greg is an integral part of the session. It is his belief that there should never be surprises during an evaluation. It is an ongoing conversation with the person that reports to the Commission. The Commission feels very fortunate to have Greg Doyon and his family here in Great Falls leading the City forward in all of the important, executive functions.

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

Motion carried 5-0.

**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**April 4, 2023**

**ADJOURNMENT**

There being no further business to come before the Commission, **Mayor Kelly adjourned the special meeting of April 4, 2023, at 5:28 PM.**

Motion carried 5-0.

\_\_\_\_\_  
Mayor Bob Kelly

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

Minutes Approved: April 18, 2023

DRAFT

**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 4, 2023**

Regular City Commission Meeting

Mayor Kelly presiding  
 Commission Chambers Room 206

**CALL TO ORDER:** 7:00 PM

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were City Manager Greg Doyon, Deputy City Manager Chuck Anderson, Interim Planning and Community Development Director Tom Micuda, Finance Director Melissa Kinzler and ARPA Project Manager Sylvia Tarman, City Attorney David Dennis and Deputy City Attorney Rachel Taylor, Police Chief Jeff Newton, and City Clerk Lisa Kunz.

**AGENDA APPROVAL:** City Manager Greg Doyon noted that a Proclamation was added for Animal Control Officer Appreciation Week. There were no proposed changes to the agenda by the City Commission. The agenda was approved as amended.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:** None.

**PROCLAMATIONS:** Animal Control Officer Appreciation Week and Public Safety Telecommunicators Week [April 9-15, 2023].

1.

**PETITIONS AND COMMUNICATIONS**

**Ben Forsyth**, City resident, commented that science has proven that THC in marijuana reduces brain density in three major parts of the brain. He discussed the increase in violent crime in the community. This does not represent a good community and the quality of many of our citizens.

On behalf of Jamie Marshall, **Susie McIntyre**, City resident, provided information about No More Violence Week and encouraged citizens to attend events April 10-14, 2023 in Great Falls.

**Mario Martinez**, 18 Missouri Bend Rd, and two Local 82 carpenter members, commented that they are bringing awareness to the community about tax fraud in construction. When folks are cheating the tax system, honest contractors are unable to compete in those arenas. It is estimated that construction tax fraud is responsible for cheating communities across the United States of up to \$8.4 billion dollars in tax revenue each year that could be going towards renovating or building schools, repairing roads, caring for Veterans, sheltering the homeless, and funding essential public programs. April 10-18, 2023, Local 82 Carpenters in Great Falls and the United Brotherhood of Carpenters are taking part in a national tax fraud day of action.

**Richard Liebert**, 289 Boston Coulee Road, submitted written comments and concerns about the Cascade County Election Administrator's lack of articulated purpose and outline in her March 31<sup>st</sup> PowerPoint presentation, and lack of answers to critical questions the public expects answered pertaining to upcoming elections.

**JOURNAL OF COMMISSION PROCEEDINGS**

April 4, 2023

**NEIGHBORHOOD COUNCILS****2. COMMENDATION AND APPRECIATION TO I M BISON CLUB FROM NEIGHBORHOOD COUNCIL #9.**

Neighborhood Council 9 members Barney Danishefsky and Shannon Wilson presented two of seven Great Falls High School students and members of I M Bison, a student-led cultural inclusion club, with a resolution of commendation and appreciation for inspiring those around them to interact with their fellow students in a positive and helpful way, and offering fellowship and inclusion. The citizens of Great Falls were encouraged to celebrate I M Bison as they continue to positively impact the atmosphere of Great Falls High School and the community.

**3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS AND COMMISSIONS****4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.**

None.

**CITY MANAGER****5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon updated the Commission with the following:

- Great Falls Police Officers Peyton Mitchell and Alyssa Olson were sworn in today.
- He appointed Chuck Anderson to the Montana Defense Alliance Board in his stead. The City of Great Falls is a stakeholder in that organization. Chuck will be a great fit as he has served in the Air Force and retired as a Command Chief, has a good awareness of all things Air Force and, as the installation to the east undergoes its new missile upgrade, Chuck will be a great liaison to represent the City on that board.
- The City resumed the orientation program and supervisor training.
- Great Falls Fire Rescue secured an aerial apparatus after Commission approval at its March 21, 2023 meeting. The total cost of the truck will be \$1.5 million.
- The Great Falls Animal Shelter will be open an extra afternoon each week from 2:00 to 4:00 pm to help the Shelter focus on reuniting lost pets with owners.
- A lot of what is before the legislators this session and what ultimately may be passed into law will have an impact on the community in ways they may not fully appreciate.
- The Leadership Montana program is important to his development. There have been common discussions in the communities large and small during this program regarding struggling with drug and mental health issues and recruitment challenges.

**JOURNAL OF COMMISSION PROCEEDINGS****April 4, 2023**

Mayor Kelly thanked Manager Doyon for his 14 years of serving on the Association of Defense Communities and the Montana Defense Alliance.

**CONSENT AGENDA.**

6. Minutes, March 21, 2023, Special City Commission Meeting.
7. Minutes, March 21, 2023, City Commission Meeting.
8. Total Expenditures of \$3,316,826 for the period of February 28, 2023 through March 22, 2023, to include claims over \$25,000, in the amount of \$2,753,590.
9. Cancellation of Outstanding and Unpaid Checks Over a Year Old issued by Great Falls Municipal Court.
10. Approve a Professional Services Agreement in the amount of \$113,239 to Great West Engineering Inc., for the Central Ave / 3rd Street Drainage Improvements Phase 2 project, and authorize the City Manager to execute the agreement documents. **OF 1779.1**
11. Set a public hearing for May 16, 2023 on Resolution 10498 Establishing Residential and Commercial Water, Sewer and Storm Drain Utility Service Rates Effective June 1, 2023.
12. Postpone consideration of a bid award and contract approval for the Fire Station Infrastructure Renovations until the April 18, 2023 Commission Meeting. **OF 1797.**

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

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

Motion carried 5-0.

**PUBLIC HEARINGS**

13. **RESOLUTION 10496 ESTABLISHING RESIDENTIAL AND COMMERCIAL SANITATION SERVICE COLLECTION RATES EFFECTIVE MAY 1, 2023.**

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

Public Works Director Chris Gaub reported that, for the Sanitation Division to continue to provide the great service that it does for the citizens of Great Falls, the requested action is to increase the rates by 10%. There were no rate increases in 2016, 2018, and 2021. Great Falls is still in a very good price point as compared to other cities in Montana. A 10% increase is about \$1.50 month for a residential customer. Inflation for supplies, vehicles, parts, fuel, etcetera make up the increase. Director Gaub also requested the addition of one full time employee (FTE) due to an increase in customer base.




# JOURNAL OF COMMISSION PROCEEDINGS

## April 4, 2023

Director Gaub reviewed and discussed the following PowerPoint presentation:

**City of Great Falls  
Sanitation Division**



**2023 RATE ANALYSIS  
Public Hearing  
April 4, 2023**

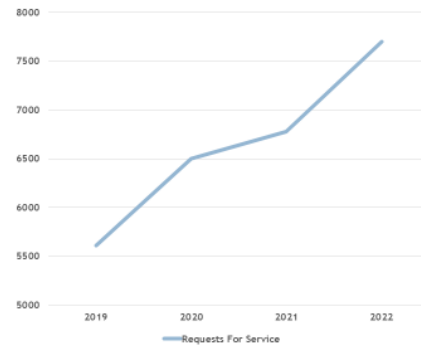
### City Sanitation Customer Base

City Utility Customer Base FY 2023 January	21,924	100%
City SN Residential Customers	17,040	
City SN Commercial Customers	1,551	
<b>Total City of Great Falls Customers</b>	<b>18,591</b>	<b>84.8%</b>
<b>Total Republic Services Customers</b> <small>Republic could not provide an accurate split between residential and commercial customers without including customers outside city limits.</small>	<b>3,333</b>	<b>15.2%</b>

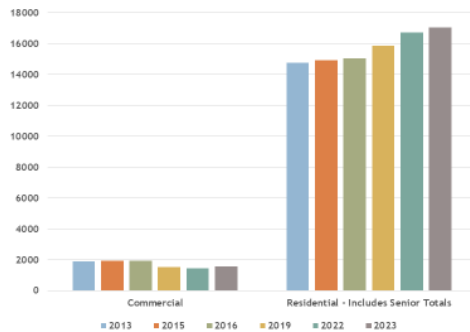
### Trends: More Customers Because...

- **City of Great Falls is growing:**
  - New businesses, housing and apartment complexes
- **City Sanitation Customer Service:**
  - When someone calls they talk to someone local
  - City Utility Customer Service team goes above & beyond
  - Garbage charges are on same utility bill with water
  - City Sanitation drivers are top notch
- **No long term contracts required for businesses**
- **No Miscellaneous Fuel Surcharges**

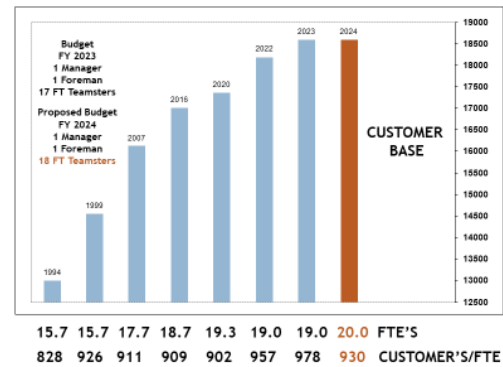
### Sanitation Requests for Service



### City Sanitation Customer Base



### City Sanitation Collection Staffing

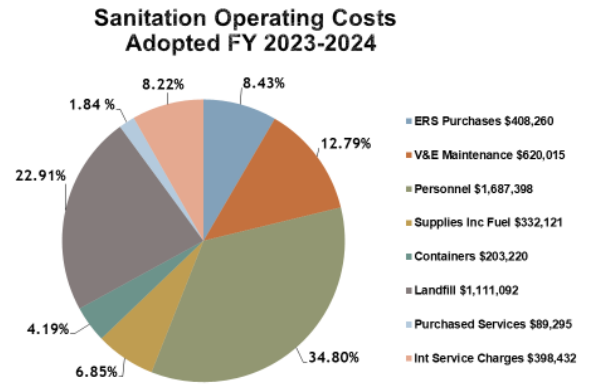


# JOURNAL OF COMMISSION PROCEEDINGS

## April 4, 2023

### MAJOR RATE DRIVERS

- **Landfill Costs:** 22.91% of Budget (Approx. \$1,111,092 per year)
  - 1.40% CPI increase 2021
  - 6.85% CPI increase 2022
  - 7.15% CPI increase 2023 (max agreement 7.00%)
- **Personnel Costs:** 34.80% of Budget
  - 4.5% average increase last 4 years (Includes salaries, health insurance, life insurance, unemployment, workers compensation, FICA, Medicare, PERS, and pensions)
- **Vehicle Replacement:** 8.43% of Budget (Updating Fleet)
  - Budgeted FY23 \$408,260 (Foreman Truck / Sideloader)
  - Projected FY24 \$607,248 10 year plan (Roll-Off / Rearloader)
- **Vehicle Maintenance:** 12.79% of Budget
  - Budgeted FY23 \$620,015
  - Projected FY24 \$651,016



### SANITATION LANDFILL

FY YEAR	REPUBLIC LANDFILL RATE	CPI RATE INCREASE PER YEAR	TONNAGE	TOTAL FEES PAID TO REPUBLIC
2002	\$18.88	2.30%	35,975	\$ 722,468
2007	\$20.98	2.00%	33,634	\$ 705,644
2012	\$23.05	3.35%	36,852	\$ 870,109
2017	\$25.61	3.00%	35,138	\$ 885,484
2018	\$26.64	4.00%	33,704	\$ 787,782
2019	\$27.35	2.65%	33,422	\$1,001,077
2020	\$27.98	2.30%	36,873	\$1,018,742
2021	\$28.37	1.40%	36,121	\$1,015,358
2022	\$30.31	6.85%	35,185	\$1,025,642
2023	\$32.43	7.00%	Estimated 36,234	Estimated \$1,103,722

Average Landfill Rate Increase Per Year since 2017: 3.89%

### Sanitation Fleet Residential

YEAR	MANUFACTURER	HOURS	MODEL
2016	Peterbilt	9,125	320
2016	Peterbilt	13,752	PB 320
2017	Auto Car	10,758	ACX 64
2017	Auto Car	11,073	ACX 64
2018	Auto Car	8,284	Expiditor
2018	Auto Car	6,881	Expiditor
2019	Peterbilt	5,335	520
2021	Peterbilt	2,480	PB 520 Side Loader
2023	Auto Car	New Truck	ACX64

Average Residential Fleet Age 5 years - Industry Target: 6-8 years

### Residential Truck



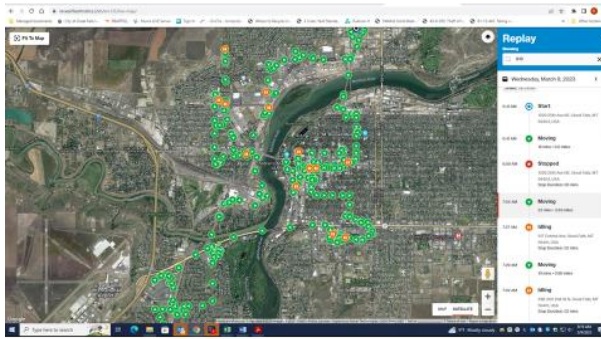
### Sanitation Fleet Commercial

YEAR	MANUFACTURER	HOURS	MODEL
2003	Volvo (Cardboard Collection)	10,304	WX64
2003	Sterling (Backup Roll-Off)	13,391	LT9500
2007	Sterling (Backup Commercial / Brush)	18,981	LT9500
2007	American LaFrance	15,263	Condor
2010	Kenworth	12,260	T800
2013	Peterbilt	10,941	320
2016	Kenworth	10,970	T440
2016	Kenworth	10,300	T800
2017	Kenworth	11,194	T440
2017	Kenworth	11,233	T440

Average Commercial Fleet Age 12 years - Industry Target: 10 years

**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 4, 2023**

**GPS – Truck 918 Wednesday Route**



13

**Internal Maintenance Charges**

Fiscal Year	Actual/Projected	Plan with no changes 7% increase per year	Intercap Loan purchased 6 new trucks in 2016 Not replacing 6 in 2023 10 Year Plan 5%
2020	Actual	\$ 566,958.60	* \$ 406,661.00
2021	Actual	\$ 606,645.70	* \$ 442,284.00
2022	Actual	\$ 649,110.90	\$ 463,933.00
2023	Actual	\$ 694,548.66	\$ 620,015.75
2024	Projected	\$ 743,167.07	\$ 651,016.00
2025	Projected	\$ 795,188.76	\$ 683,566.54
2026	Projected	\$ 850,851.97	\$ 717,744.86
2027	Projected	\$ 910,411.61	\$ 753,632.11
2028	Projected	\$ 974,140.42	\$ 791,313.71
<b>Total Cost</b>		<b>\$6,791,023.69</b>	<b>\$5,530,166.97</b>

\*With Public Works Building Improvements \$22,500  
 Expected Savings 10 Year Plan \$1,260,856.72  
 Cost of 6 Trucks 10 Year Plan \$2,170,458

14

**Cash Flow with Capital Outlay  
 10 Year Replacement of Trucks**

	FY22 Actual	FY23 Budgeted Revenue Increase 0%	FY24 Projected Revenue Increase 10%	FY25 Projected Revenue Increase 10%	FY26 Projected Revenue Increase 5%	FY27 Projected Revenue Increase 5%	FY28 Projected Revenue Increase 5%
Beginning Cash Balance	\$ 513,524	\$1,141,284	\$ 935,925	\$ 664,911	\$ 451,512	\$ 614,117	\$ 418,206
Revenues	\$4,680,607	\$4,646,874	\$5,110,861	\$5,621,248	\$5,894,960	\$6,189,708	\$6,499,193
Expenses	\$4,230,835	\$4,852,233	\$5,381,875	\$5,834,646	\$5,732,355	\$6,385,619	\$6,790,417
Over/Under	\$ 449,772	\$ (205,359)	\$ (271,014)	\$ (213,399)	\$ 162,605	\$ (195,911)	\$ (291,223)
Ending Unrestricted Cash Balance	\$1,141,284	\$ 935,925	\$ 664,911	\$ 451,512	\$ 614,117	\$ 418,206	\$ 126,983

15

**COMMERCIAL RATES**

	MONTHLY	CURRENT	10% PROPOSED
96 Gallon		\$ 25.10	\$ 27.80
300 Gallon		\$ 30.00	\$ 33.00
1.5 yard		\$ 42.45	\$ 46.70
2 yard		\$ 60.70	\$ 65.80
3 yard		\$ 72.80	\$ 80.00
4 yard		\$ 97.00	\$ 106.70
6 yard		\$ 144.30	\$ 158.70
8 yard		\$ 191.60	\$ 210.80
Cardboard Recycling		\$ 22.00	\$ 24.00
Vacant Business—Once a month pick up		\$ 5.00	\$ 6.00
<b>DROP BOX (PER PICK-UP)</b>			
3 yard construction dumpster		\$ 58.00	\$ 64.00
10 yard concrete dumpster (plus rental & disposal)		\$ 185.00	\$ 203.00
20 yard construction dumpster		\$ 329.00	\$ 362.00
30 yard construction dumpster		\$ 370.00	\$ 407.00
40 yard construction dumpster		\$ 407.00	\$ 447.00
30 yard compacted (plus disposal charge)		\$ 234.00	\$ 257.00
40 yard compacted (plus disposal charge)		\$ 234.00	\$ 257.00
Flat Rate Surcharge (overweight containers)		\$ 115.00	\$ 125.00
Dry Run Fee		\$ 55.00	\$ 60.00
Per Day Rental Fees		\$ 2.00	\$ N/A

16

**RESIDENTIAL RATES**

	MONTHLY	CURRENT	10% PROPOSED
Regular 96 Gallon		\$ 15.00	\$ 16.50
Duplex (\$15.00 per unit)		\$ 30.00	\$ 33.00
Triplex (\$15.00 per unit)		\$ 45.00	\$ 49.50
Additional 96 Gallon		\$ 8.50	\$ 9.35
Senior Citizen		\$ 10.50	\$ 11.55
Extra PU 96 Gallon		\$ 15.00	\$ 16.50
Extra PU 300 Gallon		\$ 21.00	\$ 23.00
Plus Extra's – per minute		\$ 7.00	\$ 8.00
Large Appliances		\$ 20.00	\$ 22.00
Large Appliances with Freon		\$ 60.00	\$ 66.00
<b>Special Services – Dumpster Cleaning</b>			
Residential Dumpster		\$ 15.00	\$ 16.50
Commercial Dumpster		\$ 50.00	\$ 55.00
Compactors/Receiver Box		\$ 100.00	\$ 110.00

17

**Previous Residential  
 96 Gallon Rate Increases**

Year	Residential Rate	Residential Increase
2014	\$10.96/mo.	\$1.00/mo.
2015	\$11.51/mo.	\$0.55/mo.
2016	\$11.51/mo.	\$0
2017	\$12.09/mo.	\$0.58/mo.
2018	\$12.09/mo.	\$0
2019	\$12.70/mo.	\$0.61/mo.
2020	\$13.65/mo.	\$0.95/mo.
2021	\$13.65/mo.	\$0
2022	\$15.00/mo.	\$1.35/mo.
2023	\$16.50/mo. proposed	\$1.50/mo. proposed

10 year average annual increase: \$ .65

18

**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 4, 2023**

PUBLIC	MONTHLY RESIDENTIAL RATE	COMPETITION	LANDFILL FEE PER TON	OWN LANDFILL
Bozeman	\$26.73	YES	\$27.00 Regular \$48.00 Construction Material	NO
Kalispell	\$17.48	YES	\$31.05	NO
Havre	\$16.33	NO	\$30.00	NO
Great Falls	\$15.00	YES	\$32.43	NO
Helena	\$14.68	NO	\$56.75 Transfer Site \$26.00 Landfill City Only	NO
Billings	\$12.45	NO	\$23.50 Other Towns/County \$35.25	YES

PRIVATE	MONTHLY RESIDENTIAL RATE	COMPETITION	LANDFILL FEE PER TON	OWN LANDFILL
Republic Services Missoula (2023)	\$34.66 + fuel sc \$39.74	YES	\$62.96	YES
Republic Services Bozeman (2019)	\$25.68	YES	\$27.00	NO
Republic Services Outside GF 2023	\$29.53 + fuel sc \$33.20	NO	\$37.62	YES
Evergreen Kalispell (2019)	\$15.95	YES	\$31.05	NO
Republic Services Great Falls 2023	\$14.28 + fuel sc \$17.61	YES	\$37.62	YES

**RECOMMENDATION  
NEXT STEPS**

- 4/04 City Commission - Public Hearing
- 5/01 Proposed Rates Effective

Mayor Kelly asked if the Commission members had any questions of staff. Hearing none, Mayor Kelly asked if there were any comments from the public in support of or in opposition to Resolution 10496. Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10496 establishing residential and commercial sanitation service collection rates effective May 1, 2023.**

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

Commissioner Tryon expressed appreciation to Director Gaub for his work on improving efficiencies. Some folks do not see the secondary impact of inflation that comes through on things like this. Every City department is affected by inflation. As much as he does not like voting to raise rates, it is necessary and he will be voting in favor.

Commissioner McKenney commented that when the costs of goods and services go up in the private sector it is passed on to the customer. Some people think government entities are immune from those same economic conditions. The question policy makers look at is whether the department is working efficiently and using taxpayer money the best they can. The department is, costs are going up, and the Commission needs to act accordingly.

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

Motion carried 5-0.

**14. RESOLUTION 10494 TO EXPAND THE BOUNDARIES OF THE GREAT FALLS BUSINESS IMPROVEMENT DISTRICT.**

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

Finance Director Melissa Kinzler reported that Montana Code Annotated provides statutory authority to the City Commission to expand the boundaries of the Great Falls Business Improvement District. Adoption of Resolution 10494 pertains only to the expanded boundaries of the District.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 4, 2023**

The City of Great Falls has been presented with petitions signed by 65.65% of the property owners within the proposed expanded area to be included in the District. Pursuant to MCA 7-12-1111(1), upon receipt of a petition signed by the owners of more than 60% of the area of the property proposed in the petition to be included in a district or in the expansion of a district, a governing body shall establish a district or expand a district as provided in this part.

Staff mailed letters regarding the City's intention to expand the boundaries of the district, Resolution 10493 adopted February 21, 2023, along with a copy of the published legal notice, and outlined the protest procedures for each person, firm or corporation or known agent having property within the boundaries of the proposed expansion of the District. During the 15-day protest period, two protest letters were received by the City regarding the expansion of the district. The two protest letters did not meet the state requirements to stop the public hearing on expansion of the District.

No direct fiscal impact to the City is anticipated as a result of expansion of the District. All costs are assessed against the properties within the boundaries of the district and those costs will be used to benefit the surrounding Business Improvement District. The proposed expanded area will bring in an estimated \$16,900 in assessments.

Staff recommends that the City Commission conduct the public hearing to expand the boundaries of the Business Improvement District.

**Kellie Pierce**, Executive Director of the Great Falls Business Improvement District, 318 Central Avenue, reported that the Great Falls Business Improvement District (BID) was originally created in 1989 and only expanded one time, which was last year into the 700 block. The BID firmly believes that their revitalization efforts are making a difference. She provided a brochure that explained the benefits of the BID.

Mayor Kelly asked if the Commission members had any questions of staff or the applicant.

Commissioner Tryon inquired if there was any provision to grant an exception for non-business entities, such as a social or non-profit organization.

Director Kinzler responded in the negative. City Attorney David Dennis added that the entity could make an objection to be included within the District and the protest would be considered during the Commission's approval process.

BID Executive Director Pierce noted that the BID is a non-profit 501(c)3 and pays the assessment on their property.

Mayor Kelly received clarification that solicitation pertaining to expansion of the boundaries comes from both the BID members going out and talking to businesses, and businesses requesting to be included.

Mayor Kelly inquired the number of properties that made up the 65%.

BID Executive Director Pierce responded 13 parcels total. Of those, Subaru is the majority. The BID did reach out to the remaining parcel owners, and some were via absentee ballots from property

**JOURNAL OF COMMISSION PROCEEDINGS****April 4, 2023**

owners that do not live in Great Falls. Eight or nine of the 13 said yes, two letters were received in protest, and others were assumed to be no because of no answer.

Mayor Kelly inquired if there has ever been an opportunity for an area to be carved out, such as half a block, east or west side of the block or that does not include the alley.

BID Executive Director Pierce clarified that the boundaries run along the alleyways as set up in 1989. As the BID expands, they are trying to include the entire block.

Mayor Kelly inquired the plans for this additional block going forward if, in fact, it does expand to that area.

BID Executive Director Pierce responded that the prior streetscape projects have included lighting and sidewalks. The BID would add banners, provide snow removal, mural projects, traffic signal box projects, and expand the beautification efforts to make it a safer part of downtown.

Commissioner Tryon inquired how the expansion would benefit the Masonic Temple.

BID Executive Director Pierce responded that, currently, the benefits set forth in the brochure are not provided past the 700 block. It is an attempt to continue the revitalization efforts of the BID and to provide the services set forth in the brochure. The assessment is reinvested into those efforts within the District.

Mayor Kelly inquired if a larger business has ever taken on more of the assessment.

BID Executive Director Pierce responded that the assessment is based on the parcel value.

Mayor Kelly asked if there were any comments from the public in favor of Resolution 10494.

**Alison Fried**, Dragonfly Dry Goods, 504 Central Avenue, commented that she has been on the BID board on and off for the past 17 years. She has seen a transition in the last five years with an increase in traffic, new event venues and restaurants. When the BID expanded the district last year, it was also involved in the City wayfinding sign project. Now that the signs with an arrow pointing to the downtown historic district are up, it is driving more traffic downtown.

**Sherrie Arey**, Executive Director of NeighborWorks Great Falls and BID board member, commented that the BID has helped with revitalization and improvement in the downtown area. Intended consequences of expansion of the BID is economic growth and development of the community and downtown, promotes commercial and business activities, attracts new businesses, and helps existing businesses thrive. By expanding the BID, more resources and services can be provided to local businesses, stimulating economic activity, and creating jobs. There is also an increase in safety and security by the enhancements provided by the BID. The BID advocates for downtown businesses in many different ways, and the increase in marketing and promotion brings more to the downtown.

**JOURNAL OF COMMISSION PROCEEDINGS****April 4, 2023**

**Jolene Schalper**, Great Falls Development Authority (GFDA), commented that she pays the BID assessment on three parcels in the current District. She and GFDA are in concurrence with the staff recommendation and the nine of the 13 parcel owners who do want this assessment. The reason being is economic vitality. Downtown was thriving in the 1970's and 1980's. In the late 1980's and 1990's there was a decline downtown and the reason for implementation of the BID. In the last 20 years, because of the tools and resources and the intentionality the BID has made success. We see prosperity in downtown that is continuing to grow, and property values have increased. The BID wants all of downtown to be prosperous, thriving and safe. The BID is implementing best practices from the national Main Street initiatives. The three elements of the Main Street program is the BID investing economically into the physical well-being of the downtown, business economic vitality to attract businesses into the District and redevelopment with property owners and events.

Mayor Kelly asked if there were any comments from the public in opposition to Resolution 10494.

**Martin Eberly**, City resident, commented that he does not oppose the Business District. He feels the BID brings pride to the community and businesses downtown. He opposes the expansion to include the Masons of Great Falls properties. The Masons of Great Falls are a non-profit organization, and are not a business. The Masons are a fraternal organization. The previous speakers spoke about businesses and economic growth. The Masons have no economic growth. The assessment is approximately \$4,300. The Masons have no way to take that out of any kind of profits, or to pass that along to any kind of a customer.

Mr. Eberly commented that Mont. Code Ann. § 7-12-1151 does provide an exemption for non-profit water users. He urged the Commission to exempt the properties of the Masons of Great Falls from the BID assessment.

**Ron Zobrak**, City resident, Masonic Temple Board President, commented that the Masonic Temple is not a business and has no way of recouping this assessment. The cost would directly be passed on to its membership. The Masonic Temple may not be able to stay open, and would not be able to support its charities. The Masons are a 501(c)2 non-profit organization. As a non-profit, their already dwindling and financially stressed membership cannot afford the \$4,300 BID yearly assessment. They have been a tax-exempt organization for 170-years. The assessment will have serious short-term impacts, which will lead to the building closing. Great Falls does not need another building sitting empty. The Masons recommend that the City Commission exempt their property from the assessment as long as the property is owned by the Masonic Temple Association. The Masons would like to continue to support education and charities such as dental for special needs kids as they have done for the past 100 years.

**William Ross**, City resident, Master Mason of Euclid Lodge No. 58, read Mont. Code Ann. § 7-12-1133 emphasizing that the assessment on each lot or parcel is equitable in proportion to the benefits to be received. Under the BID proposal the Great Falls Masonic Temple Association will be levied \$4,370.11, which is the highest individual lot assessment under the proposed expansion. Per the referenced statute, this implies that the Masonic Temple stands to receive the greatest amount of benefit to the BID expansion. He commented that emptying trash cans and shoveling a pathway is not worth that price tag. These are tasks the building manager has done for free for the past 20-years. He suggested this expansion is either a poorly planned "let's do something to feel good about ourselves decision, or a blatant attempt to grab more money from private citizens." Mr. Ross

**JOURNAL OF COMMISSION PROCEEDINGS****April 4, 2023**

inquired if the revenue from the \$4,370.11 was going to other portions of the BID that have zero impact on the Mason building. He reported that the Masons are not going to put a mural up or hang banners from a 100-year old building. He suggested the special benefits are vague, but what is not vague is Mont. Code Ann. § 7-12-1133. The Masonic Temple, a tax-exempt non-profit 501(c)(2) organization stands to be additionally taxed \$4,370.11 for no benefit to the organization. Nothing that the BID representatives talked about would apply to the Masonic Temple. While the assessment equation used by the BID may be equally applied, the equitable outcomes are not. He urged the Commission to grant the Masonic Temple an exemption from the BID or vote the Resolution down and the BID redraw the proposed expansion to exclude the Masonic Temple. Failing at that, Mr. Ross concluded that he would personally and strongly encourage the other several Masonic Lodges and bodies that make up the Masonic Temple to seek legal action.

Written opposition was received from **Roger Cathel, John Ross, and William Ross**, Great Falls Masonic Temple Association, 821 Central Avenue, stating the Masonic Temple is not a business, does not generate any income for profit, and does not provide any service that could be considered taxable. The Masonic Temple is a tax exempt, non-profit, 501(c)(2) organization that is operated by the yearly dues and donations of the membership. If adopted, the Masonic Temple stands to be additionally taxed for no benefit to the organization. The requested action was that the Masonic Temple be granted an exemption from the BID or Resolution 10494 voted down, and the BID redraw the proposed expansion to exclude the Masonic Temple; and **Bud and Deb Hudson**, Mr. Tune-Up, 800 1<sup>st</sup> Avenue North, stating that they are against the new assessment as they don't see how this assessment will benefit Mr. Tune Up.

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

**Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission deny Resolution 10494, to expand the boundaries of the Great Falls Business Improvement District.**

Mayor Kelly asked if staff or the applicant wanted to further comment or respond to prior speakers. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Tryon commented he would prefer to amend the motion to adopt the Resolution with an amendment to exempt the Masonic Lodge.

City Manager Greg Doyon commented that he does not think the Commission can carve that property out in this venue. He thinks to carve the property out, the BID process would need to start over.

City Attorney David Dennis added that there would be more options than just carving the property out, including re-assessing the assessments that were contained in the original proposal. Legally, he does not know if properties can be carved out or need to be contiguous. If it were the will of the Commission, the best course of action would be to deny the petition and have it brought back with adjustments made to it.



## JOURNAL OF COMMISSION PROCEEDINGS

April 4, 2023

Commissioner Tryon commented that he has supported past BID actions because he believes in what it does for the District. In this case, the Masonic Temple has a valid argument that the Commission needs to respect. He suggested moving forward in a way that the boundaries are redrawn with the Masonic Temple exempted.

Mayor Kelly inquired about the authority for BID boundaries, expansions and assessments and was informed state statutes. Jurisdictionally, the City Commission does not have the ability to change the assessment calculation to pursue another way. He agrees with Commissioner Tryon that this matter needs to be revisited and brought back with more options.

Manager Doyon referred to state statute and inquired if the classifications were ever redefined for different property uses.

Director Kinzler responded in the affirmative, and would look into it further.

Manager Doyon commented that the City would work with the BID to see what options are available. As the District expands, in the future it would be good to know how to address these concerns that may come up with other properties as well.

Commissioner Wolff inquired if the Masonic Temple paid property taxes. Masonic Temple members nodded their heads in the affirmative.

Commissioner McKenney suggested another option is to table this Resolution to the first meeting in June to provide time for the parties to visit to try to come to agreement.

Manager Doyon suggested going forward with the motion on the floor as the cleaner option, granted it will be more work for the BID to go through the process.

Commissioner McKenney encouraged the BID to come back to the Commission with another Resolution.

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

Motion carried 5-0.

Mayor Kelly called for a recess at 8:51 PM and called the meeting back to order at 8:59 PM.

### NEW BUSINESS

#### 15. CIVIC CENTER PARTIAL HVAC RENOVATIONS CONSTRUCTION CONTRACT (OF 1750.2)

ARPA Project Manager Sylvia Tarman reported HVAC and Infrastructure renovations for the Civic Center have been in the works for a few years. The City awarded the design contract to Cushing Terrell, and the HVAC portion of the project was advertised for bid in late October 2022. This project includes three new rooftop units and associated mechanical ducting; indoor and cassette units and mechanical ducting throughout the Missouri Room, Gibson Room, and Commission

**JOURNAL OF COMMISSION PROCEEDINGS****April 4, 2023**

Chambers on the second floor; indoor units and mechanical ducting in the Mansfield theatre and lobby, as well as the north side stairwells on the first floor; an indoor unit and associated ducting and piping in the northeast corner of the basement; and associated lighting and electrical upgrades throughout. This system was designed by Cushing to create a more comprehensive HVAC design, to work in conjunction with the other areas that have been updated recently, in order to provide more system-wide efficiency. This project, in conjunction with the Transformer/Boiler upgrades, will provide for a more efficient, safe, and reliable heating and cooling system, and represents a major overhaul in the building's operating infrastructure, much of which is original to the building.

The City Commission set forth a budget cap for the two projects at \$2.3 million in December 2022. Between the two projects, the construction bids have come in approximately \$420,000 over the project budget cap. City staff are working with Cushing and the contractors to identify areas to bring costs down. City staff are also working with Wadsworth to place a hold potentially on the work in the Missouri room, as they are sensitive to the possibility of design changes. With that understanding, the rest of the work that will not be affected by building usage needs to be evaluated and equipment needs to be ordered quickly, as there are some long lead equipment and components that need to be ordered. City Staff and Cushing Terrell have reviewed the bid proposals received, and are confident that Wadsworth Builders' bid proposal will satisfy the project's needs and recommend that the Commission award the construction contract, in the amount of \$1,126,700 to Wadsworth Builders for the Civic Center Partial HVAC Renovations Project, utilizing American Rescue Plan Act funds.

**Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission award a contract in the amount of \$1,126,700 to Wadsworth Builders for the Civic Center Partial HVAC Renovations project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the construction contract documents.**

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**16. CIVIC CENTER INFRASTRUCTURE RENOVATIONS CONSTRUCTION CONTRACT (OF 1750.2)**

ARPA Project Manager Sylvia Tarman reported that infrastructure updates such as replacing the boilers and moving the transformer outside of the building have been in the works for years. This design project was awarded to Cushing Terrell, and the Transformer/Boiler portion of the project was advertised for bid in February 2023. This project includes removal and replacement of the two original boilers; removing the old transformer from inside the building and setting a new transformer in the north side courtyard; installing a new electrical panel and renovating some of the existing panels in the boiler room; as well as routing and installing the associated electrical conduit and wire. This system was designed by Cushing to work in conjunction with the new HVAC system to further support that system-wide efficiency. This project will also bring a large portion of our infrastructure

**JOURNAL OF COMMISSION PROCEEDINGS****April 4, 2023**

up to today's standard building codes and provide for a more reliable system, as many of our machines are difficult to find parts for or knowledgeable contractors to repair them.

The City Commission set forth a budget cap for the two projects at \$2.3 million in December 2022. Between the two projects, the construction bids have come in approximately \$420,000 over the project budget cap. City staff are working with Cushing and the contractors to identify areas to bring costs down. This project should not really be affected by building usage decisions, as most of the work will be located in the boiler room and in the hallways. Some of the electrical components on this project are extremely long lead times, approximately 72 weeks, so it is imperative we get moving on this project as soon as possible. City Staff and Cushing Terrell have reviewed the bid proposals received, and are confident that AT Klemens' bid proposal will satisfy the project's needs and recommend that the Commission award the construction contract, in the amount of \$1,407,300 to AT Klemens for the Civic Center Infrastructure Renovations Project, utilizing American Rescue Plan Act funds.

**Commissioner Hinebauch moved, seconded by Commissioner Tryon, that the City Commission award a contract in the amount of \$1,407,300 to AT Klemens for the Civic Center Infrastructure Renovations project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the construction contract documents.**

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**ORDINANCES/RESOLUTIONS**

**17. RESOLUTION 10501, DESIGNATING THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT AS THE CERTIFYING OFFICIAL FOR HUD-FUNDED PROGRAMS.**

Interim Planning and Community Development Director Tom Micuda reported that this resolution is very straightforward. For every project for grant funding under the CDBG and HOME programs, the department conducts environmental reviews to make sure the project has no negative environmental impacts in the community.

Until last month, Craig Raymond was required to sign off on these reviews. Now that responsibility passes on to him. Federal law requires the governing body to pass a resolution to give him authority. Adoption of Resolution 10501 accomplishes this, and nothing else changes.

**Commissioner McKenney moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10501.**

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

## JOURNAL OF COMMISSION PROCEEDINGS

April 4, 2023

Commissioner Wolff commented

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

Motion carried 5-0.

**18. RESOLUTION 10487, PROVIDING WRITTEN FINDINGS DEMONSTRATING THAT THE CRITERIA ARE MET FOR USE OF GENERAL CONTRACTOR CONSTRUCTION MANAGER (GCCM) ALTERNATIVE PROJECT DELIVERY CONTRACT FOR THE LIFT STATION NO. 1 REPAIRS FOR SUPPLEMENTAL FORCE MAIN (OF 1758.1).**

Public Works Director Chris Gaub reported that the existing Lift Station No. 1 (LS1) force main was constructed in 1959 to convey combined sewer flows generated in neighborhoods south and east of the Missouri River to the Wastewater Treatment Plant (WWTP) on the other side of the river. The lift station serves 6.8 square miles and delivers 3½ million gallons per day of sewage of the City's wastewater across the river to the WWTP. The lift station was upgraded in 1975 to include an influent mechanical bar screen, a second wet well and three additional high capacity pumps. These repairs and upgrades expanded wet well capacity and were necessary to convey wet weather flows.

In 1976, the existing 24" ductile iron pipe force main was constructed under emergency conditions in response to a failure of the original 1959 crossing. That 1976 pipe failure resulted in a protracted, direct and uncontrolled discharge of untreated sewage into the Missouri River. The older collection piping still experiences significant inflow filtration resulting in extreme flows during major storm events. In 2014 and 2016 significant rainfall events led to LS1 experiencing sanitary sewer overflows that discharged sewage directly into the Missouri River. A new force main crossing will provide several environmental and operational benefits including redundancy during scheduled repairs or catastrophic failure of the existing 24" ductile iron pipe. In addition, the opportunity to pump combined wastewater and inflow infiltration through duplex force mains during extreme events will help prevent sanitary sewer overflows from discharging into the Missouri River.

In 2020, the City competitively solicited proposals from qualified engineering firms to design the project through the request for proposal process. TD&H was selected to perform a feasibility study to analyze design options, evaluate potential costs, and develop an engineering design solution based on the selected alternative.

Utilizing the recommendations from the feasibility study, TD&H developed a 30% design and scoping documents. Based on the complexity of the proposed lift station repairs and installing the redundant force main underneath the river, TD&H recommended that the City utilize the General Contractor Construction Manager (GCCM) project delivery method to complete this project. The GCCM process allows for an accelerated project schedule, reduced project risk through contractor collaboration during design and allows for a negotiated total project price or guaranteed maximum price. This project meets necessary criteria to be eligible – complexity, accelerated schedule and cost savings.

The Public Works and Legal Departments support the GCCM construction contract structure. The project is a priority for the City's wastewater treatment system.

**JOURNAL OF COMMISSION PROCEEDINGS**

**April 4, 2023**

Staff recommends that the City Commission adopt Resolution 10487, to allow staff to initiate the RFP process to select a GCCM for this project. This will allow staff and TD&H to move forward with the GCCM selection process, complete the proposed design and construction documents in anticipation of a fall 2024 construction start date to insure the City meets the December 31, 2026 deadline to use the grant funds.

**Commissioner Wolff moved, seconded by Commissioners Hinebauch and Tryon, that the City Commission adopt Resolution 10487, which provides written findings demonstrating that the criteria are met for use of an alternative project delivery contract, GCCM, for the Lift Station No. 1 Repairs and Supplemental Force Main, and authorize the City Manager to execute the documents.**

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

Commissioner Tryon received clarification that this is not the first project of this size that the Commission awarded a GCCM contract.

Commissioner Wolff noted that the GCCM process was used at the college for the dental addition when she worked there. The college was able to stay on budget and on time because everyone talked about the project through completion.

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

Motion carried 5-0.

**CITY COMMISSION**

**19. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Mayor Kelly reported on this evening’s Special Commission Meeting for the City Manager’s evaluation and review of his contract. As a part of Manager Doyon’s stellar review and long history with the City of Great Falls, the Commission extended his contract three-years, compensation increase of 3½ %, and added a 2% increase to his deferred compensation.

**20. COMMISSION INITIATIVES.**

None.

**21. LEGISLATIVE INITIATIVES.**

None.

**JOURNAL OF COMMISSION PROCEEDINGS**

**April 4, 2023**

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of April 4, 2023, at 9:18 pm.**

Motion carried 5-0.

---

Mayor Bob Kelly

---

City Clerk Lisa Kunz

**Minutes Approved: April 18, 2023**

DRAFT



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

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

**PRESENTED BY:** Finance Director

**ACTION REQUESTED:** Approval with Consent Agenda

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

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

ACCOUNTS PAYABLE CHECKS FROM NEW WORLD	03/23/2023 - 04/05/2023	659,754.35
ACCOUNTS PAYABLE CHECKS FROM MUNIS	03/23/2023 - 04/05/2023	1,667,823.74
MUNICIPAL COURT CHECKS	03/16/2023 - 03/31/2023	87,018.15
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	03/23/2023 - 04/05/2023	6,056.25
<b>TOTAL: \$</b>		<u><u>2,420,652.49</u></u>

**SPECIAL REVENUE FUNDS**

<b>COVID RECOVERY</b>		
BALL PARK ONE LLC	ARPA CENTENE FIELD REPAIR	222,247.00
<b>POLICE SPECIAL REVENUE</b>		
FARGO TECHNOLOGIES INC	FARO SCANNER UPGRADE	31,610.42
<b>PARK DISTRICT</b>		
SWANK ENTERPRISES	INDOOR AQUATIC & REC CENTER CONSTRUCTION	854,488.58

**ENTERPRISE FUNDS**

<b>SEWER</b>		
TD&H ENGINEERING	OF 1758.1 LS #1 REPAIRS & SUPPLEMENTAL FO/PMNT 14	28,096.00

**TRUST AND AGENCY FUNDS**

<b>COURT TRUST MUNICIPAL COURT</b>		
CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	68,415.49

**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	49,300.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	53,467.40
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	71,837.64
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	131,673.48
US BANK	FEDERAL TAXES, FICA & MEDICARE	210,762.23
WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	25,732.22
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	38,686.73

**UTILITY BILLS**

---

NORTHWESTERN ENERGY	ELECTRIC SUPPLY MARCH 2023	103,548.46
---------------------	----------------------------	------------

**CLAIMS OVER \$25,000 TOTAL:** \$ 1,889,865.65



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

**DATE: April 18, 2023**

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

**PRESENTED BY:** Lisa Kunz, City Clerk  
**ACTION REQUESTED:** Ratification of Contracts through the Consent Agenda  
**MAYOR’ S SIGNATURE:** \_\_\_\_\_

**CONTRACTS LIST**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>A</b>	Public Works/ Engineering	Falls Mechanical Services, LLC	04/18/2023 –	\$26,875	Professional Services Agreement for design –bid- built project that will examine the current electrical systems and provide recommendations for implementing backup generators that will power the Public Works Complex in the event of a power outage; includes designing, preparing contract documents and construction administration <b>OF 1733.9</b>
<b>B</b>	Public Works/ Environmental	Veolia ES Technical Solutions LLC	04/15/2023	\$33,376.18 [estimate only, amount will vary depending on actual quantities and validation]	Ratification of Environmental Services Agreement to provide analytical, collection, management, transportation, disposal and/or recycling services for waste materials at agreed upon Household Hazardous Waste Events in Great Falls

<b>C</b>	Public Works – Water Plant	Nash Electric	04/18/2023 – 12/31/2023	\$40,120	Public Works Non-Construction Services Agreement to remove existing base, overhaul 250 hp synchronous motor, reinstall and perform laser alignment and vibration analysis
----------	-------------------------------	---------------	----------------------------	----------	---



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

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

**From:** Finance Department

**Initiated By:** Generally Accepted Accounting Principles

**Presented By:** Melissa Kinzler, Finance Director

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

---

**Suggested Motion:**

1. Commissioner moves:

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

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

---

**Staff Recommendation:** Staff recommends that the City Commission approve the cancellation of checks that remain outstanding and unpaid for the period of one (1) year or longer.

**Background:** Section 7-6-4303, MCA, authorizes the City Commission to cancel municipal checks that have remained outstanding and unpaid for a period of one (1) year or longer. Available in the City Clerk’s Office is the required list of the instruments to be cancelled including the check number, date, amount, and payee. The Finance Department sends out two separate letters with affidavits to the address on record for the payee. If no response is received, a request to cancel the checks is sent to the City Commission. If a payee comes forward any time after the checks are cancelled, then the Finance Department will generate a replacement check. The cancellation of outstanding checks is done on a periodic basis. The last time the City Commission approved cancellation of checks issued by the Finance Department was February 15, 2022.

**Fiscal Impact:** The total amount of the checks to be written off is \$2,117.18, which will be placed in the General Fund miscellaneous revenue.

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



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Set Public Hearing for the CDBG & HOME Grant Annual Action Plan

**From:** Planning and Community Development Department

**Initiated By:** Tonya Shumaker, CDBG Administrator, Planning & Community Development

**Presented By:** Tom Micuda, Interim Director, Planning & Community Development

**Action Requested:** Set the Public Hearing for the 2023 Annual Action Plan

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing for May 2, 2023 to consider the Program Year 2023 Annual Action Plan.”

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

---

**Staff Recommendation:** Staff recommends that the City Commission set May 2, 2023 as the public hearing date to consider the recommended priorities for the Program Year 2023 Annual Action Plan related to the use of Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) funds.

**Summary:** Holding a Public Hearing is a requirement outlined in the City’s Citizen Participation Plan submitted to the U.S. Department of Housing and Urban Development (HUD). The Public Hearing is the final formal opportunity for the public to impact the priorities and projects the City will outline in the Annual Action Plan.

**Background:** CDBG and HOME programs are federal programs administered by HUD to help fund local community development programs including affordable housing, public service agency assistance, economic development and public infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in Great Falls. State and local governments receive funding from HUD based on a formula derived from population and housing statistics. HUD requires public input, especially input from lower income citizens and the agencies representing them, on issues and needs of the community.

**Proposed Funding Priorities in the Annual Action Plan:** The Annual Action Plan implements the Consolidated Plan by focusing on the following priorities: 1) Public Services, 2) Affordable Housing, 3)

Housing Rehabilitation, 4) Fair Housing, 5) Economic Development, 6) Public Facilities and Improvements, 7) Planning and Administration, and 8) CDBG Slum and Blight Removal. Additionally, the Action Plan estimates the allocation of CDBG and HOME funds for each priority category as well as the number of individuals that may be assisted by each priority.

**Public Input Process:** For the development of the 2023 Annual Action Plan, a public needs hearing was held by the City Commission on November 1, 2022; a communication flyer outlining the priorities and upcoming schedule for public participation was distributed to Neighborhood Councils and City Commission on March 6, 2023; a 30-day public comment period on the proposed Plan was provided from March 6, 2023 – April 5, 2023; and the proposed plan is currently on this agenda offering the public another opportunity to provide input. The final opportunity for public comment will be on May 2, 2023 when the 2<sup>nd</sup> Public Hearing will be held and the City Commission will presumably take action on the proposed plan.

Additional public outreach included notifications via traditional and social media outlets, including the Great Falls Tribune, and the City’s Facebook page and webpage, as well as direct emails to other public, private, and non-profit agencies. A detailed review of public outreach and citizen participation for the draft Action Plan can be found in sections AP-10 and AP-12 of the document.

After conducting the Public Needs Hearing, the City accepted applications for funding from November 18, 2022 – January 6, 2023. Staff is pleased to report that the City received a total of 9 applications for CDBG funding. Of the 9 applications received, 2 were found to be ineligible for the CDBG funding. Below is the full list of applications received along with the amount requested and category of funding being requested:

<b>Applicant</b>	<b>Project</b>	<b>Amount</b>	<b>Category</b>
COGF - Public Works	Carter Park - Sidewalks & Ramps	\$564,884.21	Public Improvement
NWGF	2023 Slum/Blight Removal	\$195,000.00	Acquisition/Housing
Habitat for Humanity	Home Run - Phase 1	\$240,000.00	Acquisition/Housing
YWCA	Childcare Center	\$65,530.00	Public Services
Boys & Girls Club	Summer Access for All	\$45,000.00	Public Services
Peace Place	Expansion Project	\$75,000.00	Public Services
NWGF	Housing Education & Counseling	\$51,250.00	Public Services
Community Health Center DBA Alluvion	Roosevelt Collaborative Project	\$469,000.00	Ineligible
Opportunities Inc.	Single Family Home Rehab	\$138,175.00	Ineligible

All eligible requests were provided to the City’s Grant Committee for review and scoring prior to holding an in person meeting. This process allowed for a combined average score to be provided and reviewed along with group discussion on January 23, 2023. One committee member recused himself from scoring and discussing one of the applications. Below is the list of applications along with the combined average scores:

<b>Applicant</b>	<b>Avg. Score</b>	<b>Amount</b>
COGF - Public Works	85	\$564,884.21
NWGF	66	\$195,000.00
Habitat for Humanity	60	\$240,000.00
YWCA	94	\$65,530.00
Boys & Girls Club	87	\$45,000.00
Peace Place	84	\$75,000.00
NWGF	80	\$51,250.00

The committee decided on the following priorities for funding in the Annual Action Plan that will be recommended to the City Commission for its decision on May 2, 2023.

<b>Applicant</b>	<b>Project</b>	<b>Fund</b>	<b>Avg. Score</b>
COGF - Public Works	Carter Park - Sidewalks & Ramps	Yes	85
YWCA	Childcare Center	Yes	94
Peace Place	Expansion Project/Childcare	Yes	84

It is important to note that the Boys & Girls Club application is proposed to start prior to the 2023/2024 Program year. Due to this factor as well as available funding this year, this project will not be included in the next Annual Action Plan, but will be proposed for full funding and on an upcoming City Commission Contracts List.

<b>Applicant</b>	<b>Project</b>	<b>Fund</b>	<b>Avg. Score</b>
Boys & Girls Club	Summer Access for All/Childcare	Yes	87

Key factors to keep in mind:

- Federal regulation only allows for 15% of an entitlement’s total allocation to be awarded to Public Service grant activities.
- Federal regulation allows for a maximum of 20% for administrative expenses which the City automatically allocates for the administration of the programs in order to take pressure off the City’s General Fund.
- The City still has funding from the current program year (PY 22), and some of those funds will be allocated to the requests so that they receive the maximum funding allowed by regulation.
- On February 27, 2023 the Fiscal Year budget for the Department of Housing and Urban Development (HUD) released the formula allocation amounts for each jurisdiction. The City of Great Falls is expected to receive \$782,543 in CDBG funding and \$299,318 in HOME funding for the 2023-2024 Program Year.
- HOME funding applications will continue to be accepted on a year-round basis as HOME funding does not have the timeliness expenditure deadline that CDBG funding does.

**Fiscal Impact:** Adoption of the Annual Action Plan is a pre-condition for the City to receive its annual allocation of CDBG and HOME grant funds from HUD. For the upcoming fiscal year (FY 2023/2024), the City will receive \$782,543 in CDBG funds and \$299,318 of HOME funds. The Consolidated Plan amendment will not have any fiscal impact.

**Alternatives:** The City Commission could elect to not set the public hearing on the Annual Action Plan, thereby deciding to delay or not accept CDBG and HOME funding for FY 2023/2024.

**Attachments:**

Proposed Annual Action Plan

Current Citizen Participation Plan

Public Comments

# CITY OF GREAT FALLS

## 2023 Annual Action Plan for HUD-Funded Programs

Community Development Block Grant (CDBG) and  
HOME Investment Partnerships Program (HOME)



Prepared by  
City of Great Falls  
Planning & Community Development  
2 Park Drive South  
Great Falls, MT 59401  
(406) 455-8443

Public Meeting: October 18, 2022  
Public Needs Hearing: November 1, 2022  
Public Comment: March 6 – April 5, 2023  
Public Meeting: April 18, 2023  
Public Hearing and City Commission Action: \*\*\*\*  
Submitted to HUD: \*\*\*\*  
Approved by HUD: \*\*\*\*



# Table of Contents

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b) ..... 3

PR-05 Lead & Responsible Agencies – 91.200(b)..... 9

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)..... 10

AP-12 Participation – 91.105, 91.200(c) ..... 15

AP-15 Expected Resources – 91.220(c)(1,2) ..... 17

AP-20 Annual Goals and Objectives..... 18

AP-35 Projects – 91.220(d) ..... 21

AP-38 Project Summary ..... 22

AP-50 Geographic Distribution – 91.220(f)..... 28

AP-55 Affordable Housing – 91.220(g) ..... 29

AP-60 Public Housing – 91.220(h)..... 30

AP-65 Homeless and Other Special Needs Activities – 91.220(i)..... 31

AP-75 Barriers to affordable housing – 91.220(j) ..... 34

AP-85 Other Actions – 91.220(k) ..... 36

AP-90 Program Specific Requirements – 91.220(l)(1,2,4) ..... 40

Appendices..... 46

## 2023 Annual Action Plan

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

The City of Great Falls Annual Action Plan for Program Year 2023 is scheduled for review by the Great Falls City Commission on May 2, 2023. City Commission action on the Annual Action Plan follows a plan development process which included input from local organizations and community residents through a public needs hearing held by the City Commission on November 1, 2022, and a 30-day public comment period extending from March 6, 2023 through April 5, 2023. There were also two City Commission Meetings that were held to set the public hearings that offered the public the opportunity to comment on the needs of low to moderate income residents; these meetings were held in October, 2022 and April, 2023.

The purpose of this Annual Action Plan is to implement program year four of the five-year 2020-2024 Consolidated Plan, identify the housing and community development needs of low and moderate income (LMI) people in the community, and develop comprehensive, coordinated strategies for addressing those needs using available federal and non-federal resources. This Annual Action Plan for Program Year 2023 serves as the budget for the City of Great Falls Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). Detailed within this Plan are the City's recommended community grant goals and priorities for the upcoming program year, which begins July 1, 2023, and ends June 30, 2024. The City expects to receive an annual allocation of \$782,543 through CDBG and \$299,318 through HOME.

The five-year Consolidated Plan and subsequent Annual Action Plans are required for participation by the City of Great Falls in the U.S. Department of Housing and Urban Development (HUD) CDBG and HOME programs. The Consolidated Plan combines the planning and application requirements for the CDBG and HOME programs. Combining the submission requirements for these two programs allows program planning and citizen participation to take place in a comprehensive context.

Eight priorities and related objectives are identified in the 2020-2024 Consolidated Plan to meet the diverse needs of low to moderate income households in Great Falls. These needs were identified primarily through the plan development process and citizen participation described in this section. Census data and other HUD-provided data were also reviewed to assist in identifying needs.

**Summarize the Objectives and Outcomes Identified in the Plan**

*This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.*

The eight objectives, or goals, identified in the City’s 2020-2024 Consolidated Plan are displayed in the following table.

**2020-2024 Goals and Objectives**

1	<b>Goal Name</b>	<b>Public Services</b>
	Goal Description	Provide support to public service agencies’ operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.
2	<b>Goal Name</b>	<b>Affordable Housing</b>
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.
3	<b>Goal Name</b>	<b>Housing Rehabilitation</b>
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City’s revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.
4	<b>Goal Name</b>	<b>Fair Housing</b>
	Goal Description	Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.
5	<b>Goal Name</b>	<b>Economic Development</b>
	Goal Description	Provide funding for projects which create decent paying jobs with benefits for persons from low to moderate income households. The City of Great Falls will fund economic development projects which will result in the creation and retention of jobs for low to moderate income people.
6	<b>Goal Name</b>	<b>Public Facilities and Improvements</b>
	Goal Description	Provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.

7	<b>Goal Name</b>	<b>Planning and Administration</b>
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.
8	<b>Goal Name</b>	<b>CDBG Slum &amp; Blight Removal</b>
	Goal Description	The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.

Based on the 2020-2024 Consolidated Plan goals and objectives, as well as citizen input during this plan development process, the following priorities have been identified in the Annual Action Plan for Program Year 2023:

**Public Improvements:** The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.

**Affordable Housing:** Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness through HOME Program funding, including the NeighborWorks Great Falls HOME-funded Down Payment Assistance and Owners in Partnership programs. Affordable housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.

**Public Services:** The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our underserved youth, homeless population, those with physical and mental health needs, and substance abuse this program year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address youth services, homelessness, physical and mental health, and substance abuse.

**Residential Housing Rehabilitation:** Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization with the use of CDBG funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.

**Economic Development** All Economic Development Activities in this Program Year will be carried out by the Great Falls Development Authority (GFDA) through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.

**Planning and Administration:** City staff from the Planning and Community Development Department will continue to administer, manage, and monitor CDBG and HOME funded activities.

In Program Year 2023, the City will continue to provide funding for the following programs utilizing program income:

**CDBG Program Income:**

City of Great Falls – Housing Rehabilitation Loan Program

Great Falls Development Authority – Economic Development Revolving Loan Fund

**HOME Program Income:**

NeighborWorks Great Falls – Down Payment Assistance and Owners in Partnership Program

At any time, program income from the above programs may be reallocated to eligible grant activities if City Staff deem it necessary. Activities to be funded as a grant from program income must meet an outlined priority already approved and a National Objective.

**Evaluation of Past Performance**

*This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.*

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Great Falls receives CDBG funds as an Entitlement City and HOME funds as a Participating Jurisdiction. Year after year, the City's HUD-funded grant programs have successfully met performance expectations to benefit low and moderate income individuals and areas within the community.

Prior to the development of the 2018 Annual Action Plan, more than midway through the 2015-2019 Consolidated Plan cycle, the City evaluated its performance to date. After careful review of the City's practices, staff determined that it was necessary to update the program's Grant Policies to meet the City's current staff capacity and to create a more strategic and sustainable community grant program. Past performance demonstrated that the City was funding many small grants, collaborating with multiple non-profit agencies, and relying solely on subrecipients to reach community goals. Another challenge was that public facility projects were difficult for non-profits to implement due to their lack of knowledge of federal requirements. Evaluation of past performance also identified that many of the same agencies continuously requested funding for the same programs.

The evaluation of these issues led to updating the City's Grant Policies in 2018. The City now balances the funding of subrecipients with providing direct programming in order to reach community goals. Instead of funding many small grants, the City's most recent Annual Action Plans have focused on fewer goals. This narrowed funding approach is intended to make a greater impact by allocating greater

funding amounts to a smaller number of projects annually. Additionally, the City had moved to a year-round application process that has posed issues in meeting timely expenditure of funding for CDBG. As a result, the City has made the change this year to return to an annual grant application cycle for CDBG funded projects. These updated policies and procedures will be implemented in Program Year 2023.

## **Summary of Citizen Participation Process and Consultation Process**

*Summary from citizen participation section of plan.*

Community involvement is a critical component of the planning process for the effective use and prioritization of CDBG and HOME funds. The Citizen Participation Plan contains the City of Great Falls' policies and procedures for involving the community in the development of the Citizen Participation Plan, Annual Action Plan and the Consolidated Plan; the review of the Consolidated Annual Performance and Evaluation Report (CAPER); and any substantial amendments to the Consolidated Plan. The City's Citizen Participation Plan was adopted by the City Commission on July 5, 2022, following a 30-day public comment period from May 16, 2022, through June 15, 2022. A copy of the Citizen Participation Plan can be found as an appendix to this document and on the City's website.

A Community Needs Assessment survey and three public meetings were held to gather citizen input for the development of the 2020-2024 Consolidated Plan. As detailed in the Consolidated Plan, a total of 529 survey responses were received, and the public meetings were attended by community residents, as well as public agencies, nonprofit agencies, and Neighborhood Council members. For the development of this 2023 Annual Action Plan, a public needs hearing was held by the City Commission on November 1, 2022; a 30-day public comment period on the proposed Plan was provided from March 6, 2023 through April 5, 2023; and a final public hearing was held at the City Commission Meeting on May 2, 2023. All public comments received and themes addressed in public meetings were transcribed and attached to this document as an appendix.

Public outreach included notifications via traditional and social media outlets, including the Great Falls Tribune, The Electric, and the City's Facebook page and webpage, as well as direct emails to other public, private, and non-profit agencies. Additionally, City Staff distributed a detailed memo to partners and to all 9 Neighborhood Councils outlining the process and important dates. A detailed review of public outreach and citizen participation for Program Year 2023 is found in sections AP-10 and AP-12 of this Plan

## **Summary of Public Comments**

*This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.*

All public comments received for the development of this Plan are attached to this document as an appendix. Below is a brief summary by commenter.

**City Commission Meeting Setting the Public Needs Hearing - October 18, 2022;**

No comments were received.

**Public Needs Hearing – November 1, 2022:**

Andrew Ryan – Commented on homeless issues and housing.

Casey More – Commented on the need for affordable housing and public services. Also would like to see operational expenses funded for nonprofits.

Jolene Schalper – Spoke about the need for housing and childcare options.

Laurie O’Leary – Spoke about the need for affordable childcare.

Sheila Rice – Spoke about the need for funds towards housing and operating expenses to grant recipients.

Sherrie Arey – Submitted comments prior to the meeting in regard to the need for housing and operational expenses.

Shyla Patera – Submitted comments prior to the meeting in regard to the need for universally accessible housing as well as needs within our homeless population. She also pointed out the need for more transportation options and ADA compliant routes for those with limited mobility.

**30 Day Public Comment Period – March 6, 2023 to April 5, 2023:**

Susie Zeak – Submitted comments in support of the Peace Place project and the need for service to children and youth especially those with special needs.

Jennifer Perez – Submitted comments in support of the Peace Place project.

Kim Martin – Submitted comments in support of the Peace Place project.

Louisa Libertelli-Dunn – Submitted comments in support of the Peace Place project.

Gloria Braucht – Submitted comments in support of the Peace Place project.

Shyla Patera – Submitted comments in regard to the need for universally accessible housing. She also pointed out the need for ADA compliant routes for those with limited mobility through accessible sidewalks, alley ways, and parking areas.

Chrissy Kirk – Submitted comments in support of the Peace Place project.

KC Beall – Submitted comments in support of the Peace Place project.

Angela Rodriguez – Submitted comments in support of the Peace Place project.

Rob Beall – Submitted comments in support of the Peace Place project.

**Public Hearing – May 2, 2023:**

**TO BE COMPLETED**

**Summary of comments or views not accepted and the reasons for not accepting them**

All public comments were noted, transcribed, or accepted into the Annual Action Plan where applicable. No comments or views were rejected.

**Summary**

The needs of the Great Falls community are greater than the funding provided from the Entitlement Community’s CDBG funds or Participating Jurisdiction’s HOME funds. Despite this, coordination of public and nonprofit leaders seeks to make the best use of these federal funds.

PR-05 Lead & Responsible Agencies – 91.200(b)

**Agency/entity responsible for preparing/administering the Consolidated Plan**

*Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.*

Agency Role	Name	Department/Agency
CDBG Administrator	GREAT FALLS	Planning & Community Development
HOME Administrator	GREAT FALLS	Planning & Community Development

**HUD Table 1 – Responsible Agencies**

**Narrative**

The Planning and Community Development Department administers the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) within the City of Great Falls,



Montana. An Annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) in order to receive federal assistance annually. The City of Great Falls receives CDBG and HOME funds as an Entitlement Community and Participating Jurisdiction, respectively. The City Commission is required to review and approve the Consolidated Plan and associated Annual Action Plans and will continue to do so in May 2023.

The City of Great Falls will submit the 2023 Annual Action Plan to HUD by July 1, 2023, following the required public comment period and City Commission review. The City program year begins July 1 and ends June 30, 2024.

### **Consolidated Plan Public Contact Information**

**On the web:** <https://greatfallsmt.net/planning/consolidated-plan-annual-action-plan>

**Call:** (406) 455-8443 or (406) 455-8432

**Mail:** P.O. Box 5021 | Great Falls, MT 59403

## AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

---

### **Introduction**

The 2023 Annual Action Plan was authored by City of Great Falls Planning and Community Development Department staff. Other City departments were heavily involved either in attendance/guidance for input meetings or available for consultation in updating current City projects, particularly the Public Works, and Park and Recreation Departments. The Great Falls Housing Authority, nonprofit service agencies, affordable housing service providers, and housing developers were heavily involved in the creation and fulfillment of past and current Consolidated Plan goals and are crucial to the further fulfillment of these goals during the 2023 program year.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City will encourage the participation of public and assisted housing residents from the Great Falls Housing Authority and Opportunities, Inc., to provide input to the City on whether their needs in regard to physical health, mental health, and basic services are being adequately met in the community. In response to this input, the City will make every effort to share this feedback with other public, private and non-profit agencies that provide housing, health services, and social services to these residents.

The City is actively engaged with the local Continuum of Care to assist with the collaboration of multiple agencies, including mental health and service agencies, to address homelessness. The City also partners with local Economic Development and Affordable Housing agencies to collaborate on enhancing community growth and providing opportunity for low-income individuals.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Montana Continuum of Care Coalition (MT CoCC) was established by representatives of relevant geographies within the state of Montana for the purpose of carrying out the duties of the CoCC program, as provided for in federal statute 24 CFR Part 578. Great Falls is within Region 5 of this statewide CoCC, and this Region is used to determine homeless survey data from the Montana Department of Health and Human Services.

The City participates in the local Continuum of Care for Homelessness (CoC) group. The CoC group meets monthly throughout the year to expand understanding of the services needed by those who are homeless, to facilitate consolidation and coordination of homeless services and to improve service delivery to people experiencing homelessness. The CoC meetings provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds. Since September 2017, the CoC has incorporated a Coordinated Entry System and bi-monthly Case Conferencing meetings. The progression of the CoC has allowed the community service providers to collaborate, partner, and offer wraparound services to address the community's needs.

The City encourages applications for federal homeless grant funds for projects assisting homeless people through the Montana Continuum of Care Coalition (MT CoCC) statewide application process. The MT CoCC is a statewide entity which addresses homelessness issues and is the main vehicle for organizations in Montana to apply for federal homeless grant funds. If local agencies pursue projects through the MT CoCC, the local CoC will support all appropriate proposals. The City will also encourage our local CoC to undertake activities which will move toward reaching the federal goal of ending chronic homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

ESG funds are not projected to be available for the City for Program Years 2020-2024.

**Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other**

entities

1	<b>Agency/Group/Organization</b>	<b>NEIGHBORWORKS GREAT FALLS</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services - Education Regional Organization Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended Public Needs Hearing and offered comments; attended meetings with City staff to develop potential project ideas.
2	<b>Agency/Group/Organization</b>	<b>GREAT FALLS DEVELOPMENT AUTHORITY</b>
	<b>Agency/Group/Organization Type</b>	Services - Education Services - Employment Regional Organization Planning Organization Business Leaders Community Development Financial Institution
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended meetings with City staff to develop potential project ideas for proposed Economic Development funds.
3	<b>Agency/Group/Organization</b>	<b>CITY PARK AND RECREATION - COMMUNITY RECREATION CENTER</b>
	<b>Agency/Group/Organization Type</b>	Services - Children Services - Persons with Disabilities Other Government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Facility/ADA Improvements
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended meetings with City staff to develop potential project ideas for proposed Public Infrastructure funds.

4	<b>Agency/Group/Organization</b>	<b>Great Falls Public Housing Authority</b>
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Fair Housing Other Government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended CoC meetings and bi-monthly Case Conferencing meetings. Attended meetings with City staff to develop potential project ideas for Public Housing Modernization.
5	<b>Agency/Group/Organization</b>	<b>North Central Independent Living Services</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing Services - Elderly Persons Services - Persons with Disabilities Services - Homeless Services - Fair Housing Regional Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended Public Needs Hearing and offered comments; attended CoC meetings.
6	<b>Agency/Group/Organization</b>	<b>HELPING HANDS</b>
	<b>Agency/Group/Organization Type</b>	Services – Food & Clothing Services - Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs – Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended Public Needs Hearing and offered comments; attended CoC meetings.

**HUD Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City has contacted local public and private agencies with public notice announcements and information via electronic mail as well as traditional and social media platforms. Media outlets included KFBB, KRTV, the Great Falls Tribune, The Electric, and the City's webpage and Facebook page. Our community is noteworthy for its numerous existing social service and housing agencies, and all play a key role in participatory and advisory sessions that shape our Annual Action Plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana Continuum of Care Coalition	Coordinates local and statewide housing and services for households experiencing homelessness
City of Great Falls Growth Policy Update	City of Great Falls	Dedicated Housing section informs needs for all four housing goals (Fair and Affordable Housing, Rental Rehabilitation, and Homeownership)
PHA 5-Year and Annual Plan	GFHA, U.S. Department of Housing and Urban Development	Quantifiable goals and objectives for very low to low income needs; including public improvements (building sites), Affordable Housing
Great Falls Downtown Master Plan (2011)	City of Great Falls	Consists of census tracts qualifying as Low to Moderate Income areas, Housing Rehabilitation, Affordable rental goals
Analysis of Impediments to Fair Housing Choice (2015-2019)	City of Great Falls	Goals and strategies that address Fair and Affordable Housing
Comprehensive Housing Affordability Strategy	City of Great Falls	Needs assessment for previous goals and included in previous Strategic Plans (2011-2015; 2015-2019)
Housing Market Demand Assessment for Great Falls, MT	Great Falls Development Authority	Dedicated Housing section informs needs for all four housing goals (Fair and Affordable Housing, Rental Rehabilitation, and Homeownership)

**HUD Table 3 – Other local / regional / federal planning efforts**

**Narrative (or Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I)).**

The City of Great Falls works closely with state and county agencies in determining the needs of the region despite the relative isolation of Great Falls from adjacent municipalities. For example, the community of Black Eagle is adjacent to the city limits but is found within the county jurisdiction, and the Malmstrom Air Force Base is adjacent but outside city limits. Over the last several years, representatives from Malmstrom have engaged extensively with City staff about the challenges in finding quality and affordable rental housing units for the Malmstrom employees who are unable or choose to live outside of airbase property. In recent years, the Comprehensive Housing Affordability

Strategy (CHAS) for 2010-2020 was conducted by a “Great Falls/Cascade County Housing Planning Group” to consider both city and county housing needs.

AP-12 Participation – 91.105, 91.200(c)

**Summary of citizen participation process/Efforts made to broaden citizen participation**

*Summarize citizen participation process and how it impacted goal-setting.*

The goals outlined in this Plan are primarily driven by community input through the Community Needs Assessment survey that was incorporated into the Consolidated Plan, a public meeting, a public needs hearing, and the public comment period. The City intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community-driven and inclusive. The 2023 goals reflect the community's identified priorities, which allows for strategic funding in areas of need.

**Citizen Participation Outreach**

<b>1</b>	<b>Mode of Outreach: PUBLIC MEETING</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	<b>Summary of response/attendance</b>	On October 18, 2022 a public meeting was held during the City Commission meeting to solicit input for Program Year 2023 activities and priorities while also setting the formal public needs hearing date.
	<b>Summary of comments received</b>	No comments were received during the Public Meeting.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>2</b>	<b>Mode of Outreach: PUBLIC NEEDS HEARING</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	<b>Summary of response/attendance</b>	Five Individuals commented at the Public Hearing that was held on November 1, 2022, while two others presented written comments via email.
	<b>Summary of comments received</b>	Comments received were in regard to addressing homelessness, the need for more housing, as well as the need for youth/childcare services. Comments received are included as an appendix.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>3</b>	<b>Mode of Outreach: PUBLIC MEETING</b>	

	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	On April 18, 2023 a second public meeting will be held by the City Commission to present the City's Plan Goals and solicit input for Program Year 2023 activities and priorities while also setting the formal public hearing date.
	<b>Summary of comments received</b>	TBD
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>4</b>	<b>Mode of Outreach: PUBLIC HEARING</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	A second Public Hearing will be held on May 2, 2023, when the City Commission will receive additional community input, followed by a vote on the 2023 Annual Action Plan.
	<b>Summary of comments received</b>	TBD
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>5</b>	<b>Mode of Outreach: INTERNET OUTREACH</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	The City's website and Facebook page were utilized to provide additional sources of Public Notice for the following: Public Needs Hearing on November 1, 2022; public comment period for the proposed Annual Action Plan from March 6 - April 5, 2023; Public Hearing on May 2, 2023; and to host the proposed Annual Action Plan drafts for public review, comment, and download.
	<b>Summary of comments received</b>	Comments received are included as an appendix.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>6</b>	<b>Mode of Outreach: NEWSPAPER AD</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	Legal Advertisements were placed with the Great Falls Tribune to run on the following dates for the corresponding Public Notices: October 16, 2022 and October 23, 2022 for the November 1, 2022 Public Needs Hearing; March 5, 2023 and March 12, 2023 for the 30-day comment period from March 6, 2023-April 5, 2023 for the proposed Annual Action Plan; April 16, 2023 and April 23, 2023 for the May 2, 2023 Public Hearing.
	<b>Summary of comments received</b>	Comments received are included as an appendix.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.

HUD Table 4 – Citizen Participation Outreach

AP-15 Expected Resources – 91.220(c)(1,2)

**Introduction**

All staff activities used in creating and implementing the Annual Action Plan are provided from the 20% of CDBG funds allotted for Administrative spending.

The expected resources include the annual allocations of CDBG and HOME federal grant funds that Great Falls receives as an Entitlement City and Participating Jurisdiction. The grant amounts are actual allocations for Program Year 2023. If the grant funding or program income comes in above or below the expected amounts identified in the Priority Table below, the project allocations (AP-38 Projects Summary) will be adjusted.

**Anticipated Resources**

Program	Source of Funds	Expected Amount Available for Program Year				Expected Amount Available Remainder of ConPlan
		Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
CDBG	public - federal	\$782,543	\$1,298,000	\$715,001	\$2,795,544	\$728,590
<i>Uses of Funds</i>	<i>Acquisition, Economic Development, Housing, Public Improvements, Public Services, Admin and Planning</i>					
<i>Description</i>	<i>CDBG funds are anticipated to be \$800,000 annually for the program years 2020-2024.</i>					
HOME	public - federal	\$299,318	\$1,243,000	\$1,316,237	\$2,858,555	\$359,518
<i>Uses of Funds</i>	<i>Acquisition, Homebuyer Assistance, Rehabilitation (Multifamily &amp; Homeowner), New Construction (Multifamily &amp; Homeowner), Admin and Planning</i>					
<i>Description</i>	<i>HOME funds are anticipated to be \$280,000 annually for the program years 2020-2024.</i>					

**HUD Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local**



**funds), including a description of how matching requirements will be satisfied**

Federal funding will be leveraged with the support of local, state, and outside (private) sources of funding. CDBG and HOME projects can maximize their local impact within the Great Falls community when combined with leveraged local resources among area providers.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

None appropriate for discussion.

AP-20 Annual Goals and Objectives

**Goals Summary Information**

	<b>Goal Name</b>	<b>Start Year</b>	<b>End Year</b>	<b>Category</b>	<b>Geographic Area</b>	<b>Needs Addressed</b>	<b>Funding</b>	<b>Goal Outcome Indicator</b>
1	<b>Public Services</b>	2023	2024	Homeless, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Services	CDBG: \$117,380 (15% CAP)	Public service activities other than Low/Moderate Income Housing Benefit: 136 Persons Assisted
2	<b>Affordable Housing</b>	2023	2024	Affordable Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Affordable Housing	HOME: \$2,828,624 CDBG: \$15,000	Homeowner Housing Added: 1 Household Housing Units Rental Units Rehabilitated: 24 Household Housing Units Direct Financial Assistance to Homebuyers: 2 Households Assisted Buildings Demolished: 1 Building

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Housing Rehabilitation	2023	2024	Affordable Housing, Public Housing, Non-Homeless Special Needs	City of Great Falls	Housing Rehabilitation	CDBG: \$1,285,000	Rental Units Rehabilitated: 49 Household Housing Units Homeowner Housing Rehabilitated: 1 Household Housing Units
4	Economic Development	2023	2024	Non-Housing Community Development, Economic Development	City of Great Falls	Economic Development	CDBG: \$13,000	Jobs created/retained: 1 Jobs
5	Public Facilities and Improvements	2023	2024	Public Housing, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Facilities and Improvements	CDBG: \$1,208,656	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3500 Persons Assisted Buildings Demolished: 1 Building
6	Planning and Administration	2023	2024	Planning and Administration	City of Great Falls	Planning and Administration	CDBG: \$156,508 (20% CAP) HOME: \$29,931 (10% CAP)	

HUD Table 6 – Goals Summary

**Program Year 2023 Goal Descriptions**

1	Goal Name	Public Services
	Goal Description	The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our underserved youth, homeless population, health/mental health needs, and substance abuse this program year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address youth services, homelessness, health/mental health, and substance abuse.

2	<b>Goal Name</b>	<b>Affordable Housing</b>
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes rehabilitation, acquisition, demolition, site preparation, and slum and blight activities. The HOME-funded Down Payment Assistance and Owners in Partnership programs will continue with HOME Program Income.
3	<b>Goal Name</b>	<b>Housing Rehabilitation</b>
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
4	<b>Goal Name</b>	<b>Economic Development</b>
	Goal Description	All Economic Development Activities in this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
5	<b>Goal Name</b>	<b>Public Facilities and Improvements</b>
	Goal Description	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
6	<b>Goal Name</b>	<b>Planning and Administration</b>
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.

AP-35 Projects – 91.220(d)

**Introduction**

The City of Great Falls will strategically focus on 10 projects for funding from the CDBG and HOME program, which includes funding for administration and planning at the HUD limit.

The City will utilize CDBG funds to carry out the Revolving Loan Fund Program as well as support the Fair Housing Specialist position.

Staff will adjust the recommendations based on Timeliness notifications from HUD. The City is required to have no more than 1.5 times its annual CDBG funding allocation plus program income by May 2nd of every year. Therefore, staff will respond to this HUD requirement as needed, while remaining within the identified and approved priorities.

**Program Year 2023 Projects**

	<b>Project Name</b>
1	2023 Public Service YWCA – Childcare
2	2023 Public Service Peace Place - Childcare
3	2023 Public Improvements COGF – Carter Park Sidewalks/Ramps
4	2023 Public Facilities and Improvements (prior year resources)
5	2023 Residential Housing Rehabilitation
6	2023 HOME Affordable Housing
7	2023 HOME NeighborWorks Direct Assistance to Homebuyers
8	2023 HOME CHDO Project
9	2023 Great Falls Development Authority Job Creation
10	2023 CDBG/HOME Administration

**HUD Table 7 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.**

The recommended funding allocation priorities are primarily driven by community input through a public needs hearing, and the public comment period. Staff intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community-driven and inclusive. The City of Great Falls’ Annual Action Plan utilizes the community's input in setting these priorities. These community-identified priorities allow for strategic funding in areas of need.

AP-38 Project Summary

**Project Summary Information**

<b>1</b>	<b>Project Name</b>	<b>2023 Public Services YWCA - Childcare</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$65,530
	<b>Description</b>	The City of Great Falls will provide CDBG funds to the Great Falls YWCA for the new childcare program which will provide childcare to Victims of Domestic or Sexual Violence that are residents of the Mercy Home Emergency Shelter.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 LMI individuals will benefit from the proposed activity.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	The City of Great Falls will provide CDBG funds to the Great Falls YWCA for the new childcare program which will provide childcare to Victims of Domestic or Sexual Violence that are residents of the Mercy Home Emergency Shelter.	
<b>2</b>	<b>Project Name</b>	<b>2023 Public Services Peace Place - Childcare</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$51,850
	<b>Description</b>	The City of Great Falls will provide CDBG funds to Peace Place for the expansion of their childcare program which will provide childcare to children with special needs and are underserved in the community.
	<b>Target Date</b>	6/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	36 LMI individuals will benefit from this proposed activity.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	The City of Great Falls will provide CDBG funds to Peace Place for the expansion of their childcare program which will provide childcare to children with special needs and are underserved in the community.
<b>3</b>	<b>Project Name</b>	<b>2023 Public Improvements COGF – Carter Park Sidewalks/Ramps</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Public Facilities and Improvements
	<b>Needs Addressed</b>	Public Facilities and Improvements
	<b>Funding</b>	CDBG: \$564,885 (\$508,655 PY23 + \$56,230 Prior Year)
	<b>Description</b>	The City of Great Falls will provide CDBG Funding for the replacement of sidewalks, curb cuts, ramps, and other necessary improvements to upgrade the public right of way around Carter Park and adjacent corners. This will allow for improved pedestrian access and connectivity to the adjacent pedestrian route system in the area.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will provide an area benefit to LMI families, an estimated 2000 residents this year.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	The City of Great Falls will provide CDBG Funding for the replacement of sidewalks, curb cuts, ramps, and other necessary improvements to upgrade the public right of way around Carter Park and adjacent corners. This will allow for improved pedestrian access and connectivity to the adjacent pedestrian route system in the area.	
<b>4</b>	<b>Project Name</b>	<b>2023 Public Facilities and Improvements</b>
	<b>Target Area</b>	City of Great Falls

	<b>Goals Supported</b>	Public Facilities and Improvements
	<b>Needs Addressed</b>	Public Facilities and Improvements
	<b>Funding</b>	CDBG: \$643,771 Prior Year Funding
	<b>Description</b>	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	These projects will primarily provide an area benefit to LMI families, an estimated 1500 residents this year.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
5	<b>Project Name</b>	<b>2023 Residential Housing Rehabilitation</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$1,285,000 (RLF Balance)
	<b>Description</b>	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
	<b>Target Date</b>	6/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 LMI households will benefit from this proposed activity.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
6	<b>Project Name</b>	<b>2023 HOME Affordable Housing</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$2,683,727 CDBG: \$15,000
	<b>Description</b>	Allocate HOME Investment Partnerships Program (HOME) funds towards new construction, rehabilitation, and homeownership. HOME funds will be granted to continue the City's mission to improve and grow the community's affordable housing stock. HOME funding can be utilized towards building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	24 LMI households will benefit from this project.
	<b>Location Description</b>	City of Great Falls



	<b>Planned Activities</b>	Allocate HOME Investment Partnerships Program (HOME) funds towards new construction and homeownership. HOME funds will be granted to continue the City's mission to improve and grow the community's affordable housing stock. HOME funding can be utilized towards building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
7	<b>Project Name</b>	<b>2023 HOME-NeighborWorks Direct Assistance to Homebuyers</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$100,000
	<b>Description</b>	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers in the form of down payment assistance, closing costs, or gap financing (OIP). Any activity providing direct assistance through this project will be required to utilize the Recapture Provision as outlined in the AAP and Program Income Plan.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI families will benefit from the proposed activity.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers in the form of down payment assistance, closing costs, or gap financing (OIP). Any activity providing direct assistance through this project will be required to utilize the Recapture Provision as outlined in the AAP and Program Income Plan.	
8	<b>Project Name</b>	<b>2023 HOME CHDO Project</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$44,897 (15% of allocation)
	<b>Description</b>	15% set-aside for HOME CHDO Project

	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 1 LMI household will benefit from this project
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	Activities to increase affordable housing stock.
<b>9</b>	<b>Project Name</b>	<b>2023 GFDA Job Creation</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$13,000
	<b>Description</b>	All Economic Development Activities this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 LMI jobs created/retained.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	All Economic Development Activities this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.	
<b>10</b>	<b>Project Name</b>	<b>2023 CDBG/HOME Administration</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration

<b>Funding</b>	CDBG: \$156,508 (20% cap) HOME: \$29,931 (10% cap)
<b>Description</b>	City staff to administer, manage, and monitor CDBG and HOME funded activities.
<b>Target Date</b>	6/30/2024
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a - City staff to administer, manage, and monitor CDBG and HOME funded activities.
<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	City staff to administer, manage, and monitor CDBG and HOME funded activities.

**HUD Table 8 – Projects Summary**

AP-50 Geographic Distribution – 91.220(f)

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The geographic area for the entitlement city, Great Falls, Montana, is outlined as the area within the city limits as established by the City of Great Falls. Data from the 2018 American Community Survey 5-year Estimate suggests that minority populations represent less than 14% of the city’s total population. When considering areas of minority concentration, [HUD’s CPD Mapping Tool](#) indicates that a larger number of minority households live in Census Tracts 3, 4, 7, and 108 when compared to the rest of the city; however, Great Falls does not have any areas of minority concentration according to Federal Financial Institutions Examination Council (FFIEC) data or as defined by HUD Minority Neighborhoods. The city does, however, have areas of low-income concentration, which are defined as areas where 51% of the population has income at or below 80% AMI.

### Geographic Distribution

Target Area	Percentage of Funds
City of Great Falls	100

HUD Table 9 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City of Great Falls does not allocate funding priorities based on geographic needs. Funding priorities are based on community need and the number of individuals or households that can benefit from the limited amount of funding available. Some allocations are based on an area need and focus efforts in LMI areas with 51% LMI residents as calculated using the HUD area benefit calculation tool. This is the only geographic distinction made by the City of Great Falls.

## AP-55 Affordable Housing – 91.220(g)

---

### Introduction

The City of Great Falls will be using CDBG and HOME funds to support a number of affordable housing projects within the city limits.

One Year Goals for the Number of Households to be Supported	
Homeless	24
Non-Homeless	53
Special-Needs	0
Total	77

HUD Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	74
Acquisition of Existing Units	2
Total	77

HUD Table 11 - One Year Goals for Affordable Housing by Support Type

## AP-60 Public Housing – 91.220(h)

---

### Introduction

The Great Falls Housing Authority (GFHA) is the only Public Housing Authority within the city of Great Falls. GFHA owns and operates one main public housing site (Chowen Springs) and four scattered public housing sites (Austin Hall, Yeoman-Tynes, Russell Apartments, and Sunrise Court). These properties include a total of 490 apartment units that range in size from 1-4 bedrooms. Additionally, GFHA has budget authority for 250 Housing Choice Vouchers (HCVs). The HCV program, formerly known as the Section 8 program, allows private landlords to contract with GFHA, who inspects the units for Housing Quality Standards and subsidizes the rent for the approved tenant.

GFHA also manages two affordable housing properties (Sand Hills and Holland Court), which have 16 apartment units each. Eight units at Sand Hills were funded with City HOME funds and are currently within their affordability period per HOME regulations. Eight units at Holland Court were funded with City HOME funds, and although the period of affordability has expired, GFHA continues to set rent for these units within HOME contract limits.

### Actions planned during the next year to address the needs to public housing

The Housing Authority will continue its multi-year rehabilitation project at the main site (MT2-1 and MT2-2) which involves upgrading the overhead electrical distribution system, street lights, sewer mains, water mains and gas distribution systems for 356 units and major interior renovation of 156 units. The units will be demolished down to the studs and rebuilt, including new roofs; windows; doors; walls; flooring; and electrical, plumbing and heating systems. Exterior sewer, water and electrical services will also be replaced. At the time of this report, the major interior renovations of 34 units have been completed as a part of this project. Currently, one 6-unit building is nearing completion, while rehabilitation of a second 6-plex is slated to begin in late spring 2023. This modernization project began in 2015 and is expected to take 10 to 15 years to complete, contingent upon funding.

### Actions to encourage public housing residents to become more involved in management and participate in homeownership

GFHA encourages tenants to be involved in the management of public housing through having two tenants on the Housing Authority Board of Commissioners. Resident board members serve two-year terms. All members serve without compensation.

GFHA does not provide direct involvement in supporting homeownership. However, they connect tenants who are interested in homeownership to other organizations within the city that provide financial management training, homeownership training, and other forms of assistance.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.**

The Great Falls Housing Authority is not currently designated as troubled.

**AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

---

**Introduction**

The City will participate in the local Continuum of Care for Homelessness (CoC) group. The CoC group will meet monthly throughout the upcoming year to expand understanding of the services needed by those who are homeless, to facilitate consolidation and coordination of homeless services, and to improve service delivery to people experiencing homelessness. The CoC meetings will provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds.

The trend of gradually increasing numbers and needs of homeless people continues in Great Falls. In particular, the Great Falls Rescue Mission continues to see a significant increase in the number of families seeking assistance.

The City will encourage application for federal homeless grant funds for projects assisting homeless people through the Montana Continuum of Care Coalition (MT CoCC) statewide application process. The MT CoCC is a statewide group which addresses homelessness issues and is the main vehicle for organizations in Montana to apply for federal homeless grant funds. The local CoC Chair will be the local liaison with the MT CoCC. If local agencies pursue projects through the MT CoCC, the CoC will support all appropriate proposals.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.**

The City of Great Falls does not provide direct assistance to homeless outreach programs. There are a number of agencies within the city that provide special outreach services for homeless persons and their individual needs. The City will continue to work with these organizations to reduce and eventually end homelessness. Opportunities, Inc., continues to be a great resource for the city, facilitating a number of local, state, and federal programs to assist with homelessness. Additionally, NeighborWorks Great Falls, Habitat for Humanity, Rural Dynamics Inc., St. Vincent de Paul of North Central Montana, Volunteers of America, Alliance for Youth, Indian Family Health Clinic, and YWCA, among others, provide services to help prevent homelessness.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Great Falls will provide grant funding to address the housing needs of homeless persons through public service activities.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Great Falls Rescue Mission is the primary emergency shelter provider in Great Falls. It is difficult to delineate the specific numbers of beds available for emergency shelter versus transitional housing, as the organization does not use governmental funding and is not restricted by specific programming requirements. As a result, the Mission can be flexible regarding bed usage. Whether a specific bed is used for emergency or transitional shelter is driven by actual need on that particular day. Overall, there are 52 beds available in the men's shelter and 65 beds in the women's shelter. In an emergency such as life-threatening weather, the Mission will also provide additional mats on the floor for men and women and foldaway cribs for children.

The Rescue Mission's Cameron Family Center accommodates 114 beds and focuses on housing homeless families. The beds are set up in 28 rooms with private bathrooms to provide a more private place for families to be together. The facility also has space available for supportive services including a medical/dental clinic, year-round youth programs, and coordinated social services.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Opportunities, Inc., provides assistance with eviction prevention and counseling. The Great Falls Housing Authorities Fair Housing Specialist provides information to landlords and tenants on how to avoid evictions. NeighborWorks Great Falls offers foreclosure prevention counseling and financial assistance as well as rental counseling, while Habitat for Humanity offers foreclosure prevention for their partner families. Additionally, Young Parents Education Center offers individual counseling and group classes to help young adults with life skills, referrals to avoid evictions, assistance with rental applications, and coordination with landlords to prevent eviction and homelessness. The Center for Mental Health provides individual counseling and assistance for people being discharged from mental health facilities.

**Discussion**

Many Rivers Whole Health has an adult case manager who provides outreach and wellness checks for chronically homeless people. They provides outreach to the mentally ill homeless population and

conducts evaluations to determine whether symptoms of a mental disorder are evident. The agency coordinates with organizations such as Opportunities, Inc., Office of Public Assistance, Great Falls Rescue Mission, Salvation Army, and St. Vincent DePaul to provide assistance with housing, food, clothing and payee services.

Opportunities, Inc., provides support to chronically homeless people through screening for homelessness issues during intake, referrals, case management, financial assistance, and job training assistance.

The YWCA provides 30 different human service agencies with vouchers for chronically homeless people to use at its used clothing store. The YWCA Mercy Home offers emergency shelter and supportive services for women and children who are victims of domestic violence. The Mercy Home can accommodate 30 women and children. The support services provided include crisis intervention, support groups, information and referral, group counseling, personal advocacy, parenting classes, a 911 cell phone lending program, transportation, legal advocacy, resume building, and employment coaching.

The Indian Family Health Clinic provides community resource information through group sessions provided by staff members.



## AP-75 Barriers to affordable housing – 91.220(j)

---

### Introduction

Great Falls first adopted a zoning ordinance to regulate the use of land and buildings in 1930. The last comprehensive update of these regulations occurred when the Unified Land Development Code was adopted in 2005. Since 2005, significant sections of the Unified Land Development Code have been updated to respond to development issues in the community. The current zoning and subdivision code implements the City's growth policy, Missouri River Corridor Plan, neighborhood plans and Long Range Transportation Plan. The purposes of the code are: 1) to ensure that all development is guided by and gives consideration to the Growth Policy; 2) to provide clear, consistent standards, regulations and procedures for the review of all proposed development within the city; and, 3) to safeguard the public health, safety and general welfare by establishing minimum standards for design and development.

The City reviews development applications to ensure that they are consistent with subdivision regulations, zoning and land use controls and annexation policies. Such codes and policies are designed to create orderly development; provide adequate services including transportation, utilities, and fire and police protection; and promote public health, safety and general welfare.

Costs for building new housing have greatly increased in recent years, but this is due to other factors previously described rather than the cost of meeting code requirements. Existing home prices have greatly increased due to low housing stock. The City's Chief Building Official reports there is also the perception that costs of new building permits are high and require a time-consuming process. However, the total estimated cost for construction permits to build a house is approximately 1% of the structure's value. The building codes may require engineered foundations and this could be a significant cost; however, this is necessary because of the clay formation underlying much of the city. The City works with homeowners to educate them on ways to reduce the cost of permitting whenever possible. The timeline for residential permitting is currently averaging approximately a 7-day turnaround time based on the quality of drawing submittals. There is good accessibility to plans examiners and access to inspectors when needed.

The current zoning and setback requirements can be restrictive for developing affordable housing in situations where developers wish to use odd-size or small lots or construct high density housing. Additionally, no affordable housing incentives such as reduced lot sizes, setback standards or waived building fees are automatically available to developers of affordable housing. Due to land prices and infrastructure costs, smaller lots are being developed for condensed housing at this time. Additionally, the City has worked very successfully with NeighborWorks Great Falls to use the Planned Unit Development process to create customized development standards to support higher density affordable housing development. As result of this partnership, NeighborWorks has successfully completed the Rockcross Apartments project (124 affordable rental units) as well as currently building affordable homes on its Meriwether Crossing subdivision. This subdivision will lead to the eventual addition of 80

affordable, owner-occupied homes into the City’s affordable housing inventory. NeighborWorks has begun outreach with community stakeholders to seek input for its next affordable housing proposal for property south of Great Falls. If NeighborWorks successfully annexes this property into the City, it would lead to phased affordable housing development of approximately 300-400 units. Additionally, NeighborWorks has just submitted a building permit to renovate the “Baatz” building located on the south side of downtown for 25 supportive housing units with on-site wraparound services. The City also expects submittal of building permits later this year for development of the *Carter Commons* affordable senior housing development in the Lower South Side area of Great Falls. This project proposes another 25 affordable rental housing units. Finally, the City approved issuance of CDBG-derived Revolving Loan Funds to assist a developer in renovating a vacant, former assisting living facility located north of the downtown area into 50 affordable rental units. A permit is expected for this project later this year.

Traditionally, mobile/manufactured housing has allowed low income families to purchase housing when a conventional home may be out of reach. However, there is limited availability of vacant affordable single lots, mobile home courts will not accept homes that are older than five years, and a zoning change would be required if a new mobile home subdivision were to be developed. There appears to be the demand for an affordable housing option such as improvements to existing mobile/manufactured home parks or development of a new mobile/manufactured home subdivision. Some of those proposed upgrades are cost prohibitive due to some existing mobile home parks being located in the floodplain.

In Montana, property tax is the only way authorized by the legislature for cities to raise money to provide local government service and finance schools. Therefore, the tax burden falls on property owners. The cost of building new housing is also affected by the concept that the user pays. The developer of new housing must pay the full cost of extending water and sewer services, connecting to city utilities and putting in curbs, gutters, sidewalks and paved streets. While these requirements affect the cost of housing, these standards are also important to positively impact the quality, permanence, safety and environmental aspects of the Great Falls community.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Great Falls City Commission sets policy addressing barriers to affordable housing for the city. The Planning and Community Development Department (PCD) deals with all policies related to land use, zoning ordinances, building codes, growth limitations, and fees and charges. The Department researches policy questions and looks for best practices in following the policies set forth by the Commission. Recommendations to the Administration and the Commission are made with input from the public as well as stakeholders that are interested in the policies.

PCD completed an update to the City's Growth Policy in 2013. The Growth Policy strengthened and highlights existing initiatives while creating the pathway for others. It is utilized for guidance in land use, service delivery, policy making and decision making regarding annexation, rezoning, and other discretionary land use decisions. PCD staff are currently working on a minor update to the Growth Policy document that will likely be followed by a major update to the document during the timeframe of the 2020-2024 Consolidated Plan. This update will address future housing and community development needs.

## AP-85 Other Actions – 91.220(k)

---

### **Introduction**

The Planning and Community Development Department (PCD) administers the CDBG and HOME grant funds that the City is allocated each year. For the 2023 program year, PCD will administer more than one million dollars in funding for projects in public services, affordable housing, housing rehabilitation, economic development, and public facilities. These funds come from both federal dollars and program income.

### **Actions planned to address obstacles to meeting underserved needs**

The City will collaborate with non-profit agencies and other governmental departments to seek funding to fill the gaps needed to make projects financially feasible so they can serve low to moderate income families. Efforts will be made to work with social service and housing agencies to encourage collaboration when providing supportive services and housing services. In addition, ongoing technical support and coordination with housing providers and social services agencies will assist with meeting federal requirements in as timely, efficient manner as possible to avoid delays in obtaining federal funding.

### **Actions planned to foster and maintain affordable housing**

The preservation and development of quality, affordable housing continues to be a priority for the City of Great Falls. The [Consolidated Plan](#) details the overall housing strategy, which was developed based on a market analysis, an assessment of housing needs, and extensive community involvement. Data provided by HUD in the Needs Assessment section of the Consolidated Plan (NA-25) indicates that 28.2% of Great Falls households are cost-burdened, meaning they pay more than 30% of their income on housing needs. The goals listed below, as outlined in the Consolidated Plan, seek to foster and maintain affordable housing, affirmatively further fair housing, and preserve housing choice for households in Great Falls:

**Affordable Housing** Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing

homelessness. This includes acquisition and affordable housing efforts that require funding to remediate properties negatively affected by slum and blighted conditions, but is not limited to these activities.

**Housing Rehabilitation** Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization projects with the use of grant funding.

The City of Great Falls certifies to affirmatively further fair housing through its housing programs. Progress on actions taken by the City to affirmatively further fair housing will be reported annually in the City's Consolidated Annual Performance and Evaluation Report (CAPER).

By regulation, at least 15% of HOME funds must be set-aside for a Community Housing Development Organization (CHDO). As NeighborWorks Great Falls is currently the only CHDO in the community, they will be allocated at least 15% of HOME funds for the upcoming year.

### **Actions planned to reduce lead-based paint hazards**

Preventive and rehabilitative measures will be taken in all CDBG and HOME funded housing and public facilities projects that serve young children to ensure the extinction of lead-based paint hazards. All rehabilitation projects in which the building was constructed before 1978 will address lead-based paint regulations. Information about lead-based paint hazards will be provided to all people who apply for City housing rehabilitation loans. If lead-based paint is found during initial testing on a project where families with children under the age of six reside, the potentially affected children will be referred for testing for lead-based paint exposure.

All CDBG and HOME funded housing project sites which have visual paint deterioration where rehabilitation will take place will be tested by a certified risk assessor for the presence of lead-based paint using the XRF Technology Lead Analyzer. On any sites that test positive, only contractors certified in safe work practices will be used for abatement. Clearance tests will be performed by an Environmental Protection Agency (EPA) certified risk assessor and a certified laboratory after interim controls are completed.

The City will pay for lead-based paint testing on all projects through the City's housing rehabilitation programs, with homeowners only incurring greater costs if a contractor has to be hired. The City will provide outreach activities for lead-based paint hazards through notifying contractors of the availability of lead-based paint certification classes if certified private companies hold such classes during the upcoming year. Lead-based paint hazards will be taken into consideration on all pertinent CDBG-funded projects being undertaken by sub-grantees.

### **Actions planned to reduce the number of poverty-level families**

All planned activities for Program Year 2023 will promote the reduction of poverty-level families by providing resources and opportunities to assist low-income individuals to be able to grow and prosper. One specific example is that 15% of the CDBG Budget, approximately \$117,000, will be allocated to provide public services to reduce the number of poverty-level families. This will provide funding toward public service projects that specifically focus on addressing barriers in the areas of homelessness, physical and mental health, substance abuse, youth services, and fair housing. All public service projects must be new and/or expanding services that benefit low-to-moderate income persons.

### **Actions planned to develop institutional structure**

The City has no plans at this time to make any significant institutional structure changes. The Planning and Community Development Department will continue to further develop and implement best practices to streamline the administration of federal funds. For example, the City recently expanded the size of its Municipal Grant Committee and has modified its grant application process to implement a compressed CDBG grant application cycle as opposed to allowing CDBG grants to be filed throughout the program year.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

In addition to the formal structure inherent in administering CDBG and HOME funds, the City will pursue informal communication and coordination with public and private housing agencies, other government agencies, private businesses, non-profit community agencies and other entities who work to meet the housing assistance and support service needs of low income and moderate income people in the community. The City will coordinate with local agencies to help reduce duplication of programs, to emphasize efficient service delivery for local, state and federal programs and to identify and overcome gaps in the institutional structure for carrying out the previously described strategies developed to address the priority needs.

The nine Neighborhood Councils meet on a regular basis to discuss neighborhood issues. It is anticipated that local, non-profit agencies and governmental departments will use Neighborhood Council meetings as a forum to disseminate information about their organizations. There is an ongoing agenda item at all City Commission meetings to give Neighborhood Council members an opportunity to report on specific issues of concern. The Neighborhood Councils hold three Council of Council meetings in the upcoming year to discuss matters of citywide importance. The City Communications Specialist serves as the Neighborhood Council coordinator and communicates regularly with City management on issues brought up by the Neighborhood Councils. The Communications Specialist actively participates in a variety of groups and committees to help increase governmental coordination with community

members.

The Continuum of Care for Homelessness will meet in an ongoing effort to identify needs and coordinate delivery of services for people experiencing homelessness. The City will continue its close working relationship with the Great Falls Housing Authority. This relationship will include such aspects as environmental clearances, and fair housing activities.-The City will work with private and public organizations to foster communication and delivery of information to the public regarding housing and social services to be provided.

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following Table also identifies program income that is available for use.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table of this section. The following Table also identifies program income that is available for use.

Table with 2 columns: Description and Amount. Rows include: 1. Total amount of program income... 0; 2. Amount of proceeds from section 108 loan guarantees... 0; 3. Amount of surplus funds from urban renewal settlements... 0; 4. Amount of any grant funds returned... 0; 5. Amount of income from float-funded activities... 0; Total Program Income: 0

Other CDBG Requirements

Table with 2 columns: Description and Amount. Row 1: The amount of urgent need activities... 0; Row 2: The estimated percentage of CDBG funds... 70.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Great Falls does not intend to use any other form of investment beyond eligible activities listed in 24 CFR 92.205(a).

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

All City HOME funds used for ONLY development and include NO direct assistance to a homebuyer will follow the resale provisions as required by federal regulation 24 CFR 92.254(a)(5)(i)(A). The HOME funds will be secured with a deed restriction.

The resale option will require that the home remain affordable for the period of affordability by ensuring that, if the property is sold during the period of affordability, that it is sold to an income eligible buyer, that it is affordable to a reasonable range of low to moderate income homebuyers, and that the original buyer receives a fair return, if the market allows.

When defining “affordable to a reasonable range of low-income homebuyers” it will mean that the home resale price will be affordable to the individuals or families at or below 80% of AMI. The general standard for affordability is 30% as a maximum percentage of income that a household should dedicate to housing costs. Consequently, what is *affordable to a reasonable range of low-income homebuyers* would be defined as a family at or below 80% of AMI paying no more than 30% of income for principal, interest, property taxes, and insurance.

When defining “fair market return on investment” the City will calculate based on an appraisal of the property. To determine the amount of market appreciation, if any, will be done by calculating the difference between the initial and resale appraisals. This figure will represent the basis for calculating the fair return on investment. In a declining market, it is possible that there will not be a return.

**To calculate “affordable to a reasonable range of low-income homebuyers” as well as the “fair market return on investment”:**

(Resale Appraisal – Initial Appraisal) x Clearly defined standard or index = Fair return on investment to homeowner



Affordable price at sale + Fair return on investment to homeowner = Resale price

Example:

Fair Market Value at Sale (Initial Appraisal): \$200,000

Affordable Price at Sale: \$150,000

Standard or Index: 25%

Fair Market Value at Resale (Resale Appraisal): \$275,000

Increase in Market Appreciation: \$275,000 - \$200,000 = \$75,000

Fair Return on Investment: \$75,000 x .25 = \$18,750

Resale Price: \$150,000 + \$18,750 = \$168,750

City HOME funds used as subsidies augmenting the affordable purchase by low to moderate income first-time homebuyer families of newly constructed or rehabilitated single family homes will be through NeighborWorks Great Falls (NHS) for its Owners in Partnership (OIP) program where NeighborWorks Great Falls operates as the owner and developer of the properties. NeighborWorks Great Falls is the City’s only Community Housing Development Organization (CHDO). All City HOME funds used for first-time homebuyers down payment and closing cost assistance will be through NeighborWorks Great Falls in its role as a HOME grant subrecipient. The HOME funds will be secured with a deed restriction. Each down payment assistance grant to homebuyers is secured with a deed restriction stating that if the house is sold, the grant monies must be returned.

NeighborWorks Great Falls will comply with the Recapture Provisions established in §92.254(a)(5)(ii). Recapture permits the original homebuyer to sell the property to any willing buyer during the period of affordability while NeighborWorks Great Falls is able to recapture all or a portion of the HOME-assistance provided to the original homebuyer. Two key concepts in the recapture requirements – *direct subsidy to the homebuyer* and *net proceeds* - must be understood in order to determine the amount of HOME assistance subject to recapture, and the applicable period of affordability on the unit. The recapture approach requires that all or a portion of the *direct subsidy* provided to the homebuyer be recaptured from the *net proceeds* of the sale.

**Direct HOME Subsidy** - is the amount of HOME assistance, *including any program income* that enabled the homebuyer to buy the unit. The direct subsidy includes down payment, closing costs, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price. If HOME funds are used for the cost of developing a property and the unit is sold below fair market value the difference between the fair market value and the purchase price is considered to be directly attributable to the HOME subsidy.

**Net Proceeds** - are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs. Under no circumstances can NeighborWorks Great Falls recapture more than is available from the net proceeds of the sale. The recapture option is used because it is generally easier to administer than the resale option. The recapture option works well when the sale of the property will most likely preserve affordability without the imposition of resale restrictions.

Of the four basic recapture options that are described in the HOME rule and discussed in CPD 12-003, NeighborWorks Great Falls uses “**3. Shared Net Proceeds.**” In this option, the HOME rule states that if the net proceeds are not sufficient to recapture the entire HOME investment or a reduced amount as described above, plus enable the homebuyer to recover the amount of the down payment and any investment in the form of capital improvements made by the homebuyer since purchase, NeighborWorks may share the net proceeds. In practice, this approach has been the most widely used model and has been applied to all recapture situations, not just insufficient net proceeds. Shared net proceeds, in combination with the pro rata reduction over time, is the most commonly used approach.

**To calculate the amount of net proceeds (or shared appreciation) to be returned:**

- 1) Divide direct HOME subsidy by the sum of the direct HOME subsidy and the homebuyer’s investment,
- 2) Multiply by the net proceeds to calculate the amount of HOME investment to return,

$$\frac{\text{Direct HOME Subsidy}}{\text{Direct HOME Subsidy} + \text{Homebuyer Investment}} \times \text{Net Proceeds} = \text{HOME Recapture}$$

**To calculate the amount of net proceeds (or shared appreciation) available to the homebuyer:**

- 1) Divide the homebuyer’s investment by the sum of the direct HOME subsidy and the homebuyer’s investment,
- 2) Multiply by the net proceeds to calculate the amount of homebuyer investment to return to the homebuyer.

$$\frac{\text{Homebuyer Investment}}{\text{Direct HOME Subsidy} + \text{Homebuyer Investment}} \times \text{Net Proceeds} = \text{Amount to Homebuyer}$$

**Written Agreements** – NeighborWorks Great Falls executes a set of HOME written agreements that accurately reflects the recapture provisions with the homebuyer at the time of sale. These detailed written agreements, including an Occupancy Agreement, HOME rider to the Deed of Trust, and Deed Restriction Agreement, ensure that all parties are aware of the specific HOME requirements applicable to the unit (i.e., period or affordability, principal residency requirement, terms and

conditions of either the resale or recapture requirement), and helps NeighborWorks and the City of Great Falls enforce those requirements. When revisions to the recapture provisions in the City of Great Falls Annual Action Plan are submitted, homebuyer written HOME agreements are modified to reflect any changes. The written agreement creates a legal obligation for the City of Great Falls, NeighborWorks and the homebuyer. The HOME written agreements are separate legal documents from any loan instrument and comply with the requirements of §92.504(c)(5) of the HOME rule.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds (See 24 CFR 92.254(a)(4)) are as follows:

A Deed Restriction for HOME funds used ONLY for development and include NO direct assistance to a homebuyer will contain the following provisions: federal regulation 24 CFR 92.254(a)(5)(i)(A).

- Principal residency requirement (including a separate Home Occupancy Agreement signed by the borrower)
- Deed Restriction will be executed at time of closing and recorded at that time.
- Original Developer gets the right of first refusal to buy back the property
- New buyer must be income eligible
- Remaining resale restrictions apply to the new buyer upon transfer
- There must be a “*fair return on investment*” to the original buyer – if the market supports that
  - “*Fair Return on Investment*” will be calculated based on an appraisal of the property. To determine the amount of market appreciation, if any, will be done by calculating the difference between the initial and resale appraisals. This figure will represent the basis for calculating the fair return on investment. In a declining market, it is possible that there will not be a return.
- The home must be affordable

A Deed Restriction containing the following provisions will be used to enforce HOME Program requirements for activities with both HOME funded development subsidy and HOME funded direct assistance to a homebuyer:

- Principal residency requirement (including a separate Home Occupancy Agreement signed by the borrower)
- Recapture provision based on net proceeds available from sale (voluntary or involuntary)
- Deed Restriction will be executed at time of closing and recorded at that time. An agreement between NeighborWorks Great Falls and the City of Great Falls

ensures that the CHDO complies with all recapture provisions established, most recently updated in 2021. It notes when and how recapture is scheduled to occur. While a deed restriction acts as the primary agreement between borrower and lender, information provided in the Program Income Policy clearly states the terms of recapture to the prospective homeowner, the required length of affordability, and strongly associates responsibility to (ultimately) the Participating Jurisdiction, the City of Great Falls. This policy is attached as an appendix.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Great Falls has no current plans to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

## Appendices

Appendix A: Citizen Participation Comments.....49

Appendix B: Grantee Specific Appendices.....92

Appendix C: SF-424s and Certifications.....107

**CITY OF GREAT FALLS CITIZEN PARTICIPATION PLAN**  
 for COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
 and HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)  
 UPDATED APRIL 2022

## **PURPOSE**

The United States Department of Housing and Urban Development (HUD) requires the City of Great Falls to develop and follow a Citizen Participation Plan as a condition of receiving funds under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) as outlined in Section 24 of the Code of Federal Regulations Part 91.105. The Plan must describe the local annual process as well as address key elements mandated by HUD. The City's program year begins July 1 and ends June 30.

The Citizen Participation Plan contains the City of Great Falls' policies and procedures for involving the community in:

- The development of the Citizen Participation Plan, Annual Action Plan and the Consolidated Plan;
- The review of the Consolidated Annual Performance and Evaluation Report (CAPER); and
- Any substantial amendments to the Consolidated Plan.

The Citizen Participation Plan will assure that all residents are afforded adequate opportunities to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and have questions or complaints answered in a timely and responsive manner.

## **KEY ELEMENTS OF CITIZEN PARTICIPATION**

### **Encouragement of Citizen Participation**

The City will provide for and encourage citizen participation, emphasizing the involvement of low to moderate income residents in areas where housing and community development funds may be spent, particularly those in slum and blighted areas. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods (neighborhoods having 51% or higher low to moderate income populations). The City will encourage the participation of public/assisted housing residents being served by the Great Falls Housing Authority and Opportunities, Inc.

The City will make reasonable efforts to consult with other public, private, and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. The City will encourage input and solicit comments from Neighborhood Councils and will notify the Councils about public hearings related to development of the Consolidated Plan or Annual Action Plan. The city will encourage community input for the Annual Action Plan through a minimum of two public hearings. Additionally, during the development of the 5-year Consolidated Plan, the City will

utilize community surveys, focus groups, and other public forums as methods of obtaining community input and assessing community needs. Policies involving access to public meetings and information are outlined in following sections of this Plan.

When preparing the portions of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the Great Falls Housing Authority certified lead-based paint risk assessor to define what specific activities will be undertaken to mitigate and abate lead-based paint in housing units subsidized to be affordable for low to moderate income households. Activities required for lead-based paint hazards will also be addressed in non-profit facilities which receive CDBG grant funds as sub-recipients of the City where children spend the amount of time which meets the minimum threshold criteria.

The City Commission is the final citizen policy body that reviews and takes action on the Citizen Participation Plan, Annual Action Plan, and Consolidated Plan. After receipt and consideration of public comments, the City Commission votes on these Plans. During all City Commission meetings, citizens have the opportunity to provide public comment.

#### **Access to Meetings**

The City will afford adequate, timely notification so that residents can attend local meetings and public forums and be involved in decision making at various stages of the program. The City will provide reasonable accommodations for persons with disabilities to all public hearings and meetings. Reasonable accommodations include but are not limited to holding meetings in handicapped accessible buildings and providing for language interpreters, when requested.

#### **Access to Information**

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan and all of their components, and the City's planned use of financial assistance received under the relevant federal programs during the upcoming program year. The public will have the opportunity to receive information, review and submit comments on any proposed submission, including the Consolidated Plan adoption by the City Commission and any plan amendments. Information on the required comment period related to any proposed submission amendments, or adoption of the Consolidated Plan and Annual Action Plan will be available to the public.

Information will also be available on the range of programs and the amount of funding assistance the City expects to receive proposed to benefit low to moderate income residents. These groups will have access to the City's plans to minimize displacement of residents and businesses and assist those displaced because of these activities. The City will also provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to all processes associated with the CAPER.

Information and public records will be available during regular business hours in the City Planning and Community Development Department. Special accommodations will be available for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats of distribution and/or translated versions of the proposed document.

The final version of the current Consolidated Plan and current Annual Action Plan will be available on the City's website on an ongoing basis.

### Technical Assistance

The City will provide appropriate technical assistance to all groups that request assistance in developing proposals for financial assistance under any of the programs covered by the Consolidated Plan.

### Public Hearings

The City Commission will hold at least two public hearings during each program year cycle to obtain citizens' opinions.

The hearings must be conveniently timed for people who are likely to benefit from program funds. The hearings must be accessible to people with disabilities, and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. Material presented at the public hearings will be made available in electronic format on the City's website. The public hearings will occur on a weekday evening in the Civic Center, which is centrally located, easily accessible with adequate parking, and handicap accessible. Individuals with specific special needs should contact the City before public hearing dates to make arrangements if they wish to attend.

The first public hearing will give citizens the opportunity to comment and provide input on the following:

- Any housing and non-housing community development needs they have identified
- Development of proposed activities
- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds

The second public hearing will offer the opportunity for the citizens to comment on the following:

- Adoption of the Consolidated Plan or Annual Action Plan
- Use of federal funds
- Performance of the administration and implementation of funded projects

Notification to the public will be published at a minimum 14 days in advance of all public hearings. This will include publishing at least two legal notices not less than six days apart in a publication designated by the City of Great Falls for legal notices. In addition, a press release will be sent out to local media, and the information will be posted on the City's website and social media outlets. Direct emails will be sent



to all individuals, agencies, and government departments which have expressed an interest in or have received CDBG or HOME grant funds in previous years.

### **Publication of the Consolidated Plan/Annual Action Plan/CAPER**

The City will publish its proposed Consolidated Plan/Annual Action Plan/CAPER documents so that affected residents have sufficient opportunity to review them and provide comments. The requirement for publishing will be met by making copies of the proposed plan available at the Great Falls Public Library, the City's Planning and Community Development Office, and on the City's website. The City will provide a reasonable number of free copies of the Consolidated Plan/Annual Action Plan/CAPER to citizens and groups upon request.

### **Comments**

A period of not less than 30 days will be provided to the public for review and comment on the proposed Consolidated Plan and/or Annual Action Plan prior to submission to HUD unless HUD has allowed for a shortened comment period. A period of no less than 15 days will be provided to the public for review and comment on the CAPER prior to submission to HUD. Notices of periods for public comment and review will be published in a publication designated by the City of Great Falls for legal notices and on the City's website and social media platforms. Citizens may comment on the adoption of the Citizen Participation Plan every five years or any time the Citizen Participation Plan has substantial revisions or has been re-written. Prior to adopting the Citizen Participation Plan, the City will distribute the plan for review and comment for a 15-day period.

The City will consider any comments or views of residents, public agencies, units of general local government, and other interested parties concerning the Consolidated Plan and/or Annual Action Plan, any amendments to these plans, and the CAPER and attach a summary of such comments to the final submissions. Comments can be submitted to the Planning and Community Development Department via written submission, phone, email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate comments from citizens who are deaf, hard-of-hearing, or have speech disabilities.

### **Complaints and Grievances**

The City will consider any complaints and grievances from citizens, agencies, units of general local government, or other interested parties concerning the Consolidated Plan or Annual Action Plan, any amendments to these plans, and the CAPER. Complaints and grievances can be submitted to the Planning and Community Development Department via written submission, phone, email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate complaints and grievances from citizens who are deaf, hard-of-hearing, or have speech disabilities.

The Planning and Community Development Department will address any complaints and grievances with written responses within 15 working days, where practical. Depending on the nature of the complaint and grievance, staff may refer the issue to the City Manager or the City Commission if the response from staff is unsatisfactory to the complainant. As appropriate, a summary of responses will be attached to

the final submissions of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan, and CAPER.

### **Non-English Speaking Residents**

Special accommodations will be available for persons with limited English proficiency upon request and within reason, including translated versions of proposed documents and translation services for non-English speaking residents at public hearings.

### **Substantial Amendments**

Substantial changes in the City's planned or actual program activities will require an amendment to the Consolidated Plan or Annual Action Plan. The following criteria determines what constitutes a substantial change and governs Consolidated Plan or Annual Action Plan amendments:

- Change in allocation priorities or method of distribution
- Carrying out new program activities, not identified in the Consolidated Plan or Annual Action Plan
- Change in purpose, scope, location or beneficiaries of activities identified in the Consolidated Plan or Annual Action Plan

The City will provide a notice, published twice, in a publication designated by the City of Great Falls for legal notices and have notifications on the City's website. The City will also make available any substantial amendments to the Consolidated Plan or Annual Action Plan for citizen comment for a 30-day period, unless HUD has allowed for a shortened comment period.

### **Minor Amendment**

Minor amendments represent any changes to the Consolidated Plan or Annual Action Plan that do not qualify as "substantial amendments." Minor amendments require the signature of the Planning and Community Development Director or Deputy Director but do not require public notice of 30 days or City Commission approval.

## **SOLICITATION OF CITIZEN COMMENTS ON THE CITIZEN PARTICIPATION PLAN**

Prior to the adoption of the Citizen Participation Plan and approval by the City Commission, a notice will be published twice in a publication designated by the City of Great Falls for legal notices. Notices of the Citizen Participation Plan and/or any amendments to this Plan will be available for a 15-day comment period and will designate the sites where a citizen may obtain a copy of the Plan. These sites will include the City's website and the City Planning & Community Development Department. State relay 711 and reasonable accommodations are available upon request.

The City will consider all written and oral comments or views of residents received during the public comment period. The final Plan will include a summary of public comments and a summary of any comments not accepted and the reasons therefore.

## **SOLICITATION OF CITIZEN COMMENTS IN PREPARING THE CONSOLIDATED PLAN OR THE ANNUAL ACTION PLAN**

The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process. The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. State relay 711 and reasonable accommodations are available upon request.

The proposed Consolidated Plan or Annual Action Plan will be available to all citizens via the City's website, the Great Falls Public Library, and the City Planning and Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by notifications on the City's website, published notices in a publication designated by the City of Great Falls for legal notices, and emailed notices to a wide variety of public service agencies. Notification will describe the availability of the Plan and the 30-day period to receive public comment, unless HUD has allowed for a shortened comment period.

The City Commission will conduct at least two public hearings requesting input from citizens and representatives of low to moderate income level people on the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance.

The City will provide a reasonable number of free copies of the Consolidated Plan or Annual Action Plan to citizens and groups upon request. Electronic copies will be made available for download from the City's website. All information and public records will be available during regular business hours in the City's Planning and Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats for important documents associated with the public participation process.

## **EXPEDITED CITIZEN PARTICIPATION OPTIONS**

If, for any reason, HUD has allowed for an expedited Citizen Participation process the City maintains the right to utilize those waivers without needing to amend the approved Citizen Participation Plan. This includes, but is not limited to, virtual hearing options, expedited public comment processes, and any other waivers that may be necessary and granted by HUD. If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

**Tonya Shumaker**

---

**From:** Angela Rodriguez <sbcdaisy@hotmail.com>  
**Sent:** Wednesday, April 5, 2023 9:52 AM  
**To:** Tonya Shumaker  
**Subject:** I support Peace Place

Ms Shumaker,

I am writing to show my support for Peace Place. I hope that the committee approves funding that will allow Peace Place to expand its program, allowing more families to receive FREE respite care. Families with special needs children already face numerous financial obstacles. By providing free respite care, Peace Place removes the burden of paying for yet another thing, while allowing parents time to work, attend meetings, or even relax for an hour or two. It is imperative that Great Falls assists Peace Place's efforts to support healthy families.

Thank you for listening,  
Angela Newman  
Peace Place Parent and Board Member

## Tonya Shumaker

---

**From:** Chrissy Kirk <mrschrissykirk@gmail.com>  
**Sent:** Tuesday, April 4, 2023 6:14 PM  
**To:** Tonya Shumaker  
**Subject:** Peace Place

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

To whom it may concern,

My 3 year old attends Peace Place in Great Falls. The time he has spent there has been invaluable to my family. My son has blossomed in the time he's spent there and it has given me the respite I so desperately need. The staff is incredible, my mother owned and operated a daycare for 17 years and so I am extremely picky about childcare. I didn't think I would find a facility that I would be comfortable to watch my son as he can be quite difficult but they have exceeded my hopes and expectations. We can't possibly express our gratitude enough.

Thank you,  
Chrissy Kirk

## Tonya Shumaker

---

**From:** Gloria Braucht <gloriabraucht@yahoo.com>  
**Sent:** Tuesday, April 4, 2023 11:24 AM  
**To:** Tonya Shumaker  
**Subject:** Support for Peace Place Expansion Project

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

I am writing in support of Peace Place's Expansion Project. Peace Place is a highly beneficial program for children with unique medical, developmental and neurological needs. The respite care provided is one of kind and has personally helped my son flourish, like attending traditional daycare never could. He is Autistic and moderate sensory needs. Even with all his therapies, he never could get the proper social emotional skills he so badly needed. Peace Place has been a live saver in this regard. I cannot express enough how grateful I am for their free program, since we live a one income household. I am unable to work due to the extra care my son needs. I 100% support Peace Place's request for the Community Development Block Grant. This will help them to serve so many more kiddos that fall between the cracks of traditional care and not considered "severe" enough for other services.

Thank You so much for you time and consideration.

Gloria Braucht  
504 36<sup>th</sup> St So, Great Falls, MT  
406-899-4279

Sent from [Mail](#) for Windows

**Tonya Shumaker**

---

**From:** Jennifer Perez <jmarthaperez@gmail.com>  
**Sent:** Monday, April 3, 2023 10:22 AM  
**To:** Tonya Shumaker  
**Subject:** Support for Peace Place Expansion Project

Dear Tonya Shumaker ,

I am writing to express my strong support for the funding of Peace Place's childcare program expansion in the City of Great Falls.

It is commendable that the City of Great Falls has prioritized public services in its goals and identified the need to address the public services gap in the community. Peace Place's childcare program expansion is an excellent opportunity to meet this need, particularly for children with special needs who are underserved in the community.

The provision of CDBG funds totaling \$51,850 to Peace Place for the childcare program expansion is a significant investment that will undoubtedly have a positive impact on the community. The program will provide access to quality childcare services for families who may not have been able to access them before, particularly those who are low-to-moderate income individuals.

The City of Great Falls' 2023 Annual Action Plan outlines that 36 low-to-moderate income individuals will benefit from this proposed activity. This is an impressive number of families that will directly benefit from the program's expansion, and their children will have access to care that is appropriate for their specific needs.

In conclusion, I urge you to support the funding of Peace Place's childcare program expansion in the City of Great Falls. This program aligns with the City's goals and objectives, addresses a significant public services need, and will have a direct positive impact on the community.

Thank you for your consideration of this request.

Sincerely,

Jennifer Perez

## Tonya Shumaker

---

**From:** KC Beall <kc@peaceplacegf.com>  
**Sent:** Tuesday, April 4, 2023 7:58 PM  
**To:** Tonya Shumaker  
**Subject:** Support for the Peace Place Expansion Project

Dear Tonya Shumaker, Mayor Kelly, and Great Falls City Commissioners;

I am writing to you in support of the Peace Place Expansion Project. This project matches many of the City of Great Falls Community Development Block Grant priorities under social services, to include affordable childcare, serving underserved youth, assisting those with physical and mental disabilities, and providing services to people of low-to-moderate income levels.

Peace Place provides an invaluable service to the community- we wrap our arms around the stressed-out families who need us. Not only do we provide free respite services for the children, but we also provide a great deal of resources and support for the parents. We provide "respite with a purpose," which means we make our interactions with the children meaningful, all the while keeping in mind the overarching goal of keeping children safe in their homes. We are working daily to prevent the abuse or neglect that is more likely to occur in a home filled with the added stress from having a child with medical or developmental disabilities.

As we work on our Building Renovation Project, these funds will allow us to expand our reach by allowing Peace Place to hire and train more qualified staff, purchase more program equipment/supplies, and provide quality activities and snacks to the additional children we will be able to serve. And although our numbers will expand greatly with the added help, there is still a need for so much more in our area.

I'd like to share with you an example of the impact Peace Place had last year on just one family. This family has two adopted children who face extreme challenges. Their daughter was exposed to severe trauma at an early age, and we have helped her to begin to self-regulate the intense emotions and subsequent behaviors that come from her past. In addition, their son has a very severe medical condition, which will eventually be fatal. He has early onset dementia, which includes seizures, decreased motor control, cognitive decline, issues with recognizing unsafe situations, and often goes several days without sleeping. To say their mother is exhausted is an understatement. Peace Place staff have taken the time to learn how to support both children, provide the best possible care for them, and keep them safe. This in turn, provides the family with respite and room to breathe for a few hours each day, which they absolutely need.

That is what we do at Peace Place- provide safety, support, rest, and (most importantly) hope for families. But just as importantly, we provide a place for each child to feel successful and like they belong. By recognizing our kiddos with special needs and their value to our community, you are lifting up our entire city as an example of what inclusion should be. Thank you for wanting to partner with us through the CDBG and come alongside Peace Place to help us do such important work!

Yours truly,

--  
**KC Beall**  
 Director of Administration



## Tonya Shumaker

---

**From:** KC Beall <kc@peaceplacegf.com>  
**Sent:** Tuesday, April 4, 2023 7:58 PM  
**To:** Tonya Shumaker  
**Subject:** Support for the Peace Place Expansion Project

Dear Tonya Shumaker, Mayor Kelly, and Great Falls City Commissioners;

I am writing to you in support of the Peace Place Expansion Project. This project matches many of the City of Great Falls Community Development Block Grant priorities under social services, to include affordable childcare, serving underserved youth, assisting those with physical and mental disabilities, and providing services to people of low-to-moderate income levels.

Peace Place provides an invaluable service to the community- we wrap our arms around the stressed-out families who need us. Not only do we provide free respite services for the children, but we also provide a great deal of resources and support for the parents. We provide "respite with a purpose," which means we make our interactions with the children meaningful, all the while keeping in mind the overarching goal of keeping children safe in their homes. We are working daily to prevent the abuse or neglect that is more likely to occur in a home filled with the added stress from having a child with medical or developmental disabilities.

As we work on our Building Renovation Project, these funds will allow us to expand our reach by allowing Peace Place to hire and train more qualified staff, purchase more program equipment/supplies, and provide quality activities and snacks to the additional children we will be able to serve. And although our numbers will expand greatly with the added help, there is still a need for so much more in our area.

I'd like to share with you an example of the impact Peace Place had last year on just one family. This family has two adopted children who face extreme challenges. Their daughter was exposed to severe trauma at an early age, and we have helped her to begin to self-regulate the intense emotions and subsequent behaviors that come from her past. In addition, their son has a very severe medical condition, which will eventually be fatal. He has early onset dementia, which includes seizures, decreased motor control, cognitive decline, issues with recognizing unsafe situations, and often goes several days without sleeping. To say their mother is exhausted is an understatement. Peace Place staff have taken the time to learn how to support both children, provide the best possible care for them, and keep them safe. This in turn, provides the family with respite and room to breathe for a few hours each day, which they absolutely need.

That is what we do at Peace Place- provide safety, support, rest, and (most importantly) hope for families. But just as importantly, we provide a place for each child to feel successful and like they belong. By recognizing our kiddos with special needs and their value to our community, you are lifting up our entire city as an example of what inclusion should be. Thank you for wanting to partner with us through the CDBG and come alongside Peace Place to help us do such important work!

Yours truly,

--

**KC Beall**  
 Director of Administration



**Tonya Shumaker**

---

**From:** Kim Martin <realtorkimmartin4u@gmail.com>  
**Sent:** Monday, April 3, 2023 10:39 AM  
**To:** Tonya Shumaker  
**Subject:** THE PROPOSED 2023 ANNUAL ACTION PLAN FOR HUD-FUNDED PROGRAMS

Hi Tonya,

I just wanted to type a quick note with my support for funds being utilized for the expansion project at the new Peace Place - Childcare location.

I believe Peace Place is needed in Great Falls and does help to serve low to moderate income families with the care and respite for children and their caregivers. Support is given to families with a child who has medical diagnoses and/or developmental disabilities. Peace Place provides these services, regardless of income, race, ethnicity, diagnosis, level of functioning, or IQ score.

Their current childcare program provides attention to children with special needs and continues to grow. Peace Place is in need of more space and resources as they discover more about these underserved people in the community.

As a mom of a son that was diagnosed on the *Autism Spectrum*, I truly understand the despair that is felt sometimes when you're not sure what to do or where to turn. If this service saves one child from abuse or the mental breakdown that could lead to suicide by a parent, why wouldn't everyone support it?

Thank you for your consideration.

*Kim Martin, Broker*  
*Dascoulias Realty Group*  
406-799-3145  
[KimSells.realestate](http://KimSells.realestate)

**Tonya Shumaker**

---

**From:** Louisa Libertelli-Dunn <louisa@peaceplacegf.com>  
**Sent:** Tuesday, April 4, 2023 10:54 AM  
**To:** Tonya Shumaker  
**Subject:** Support Peace Place

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Greetings,

Today, I am writing you this letter of support for the Peace Place program in Great Falls, Montana. Our organization supports families that experience challenges as a result of their child(ren)’s diagnosis and need extra care. Since 2019, I have been a part of the Peace Place organization and worked up to the Director of Operations role that I was awarded in June 2020. During this time of being the Director of Operations, Peace Place has grown from only serving children ages 0 through 5 years old, to including an After-School program and summer camps for school-aged individuals who register to be a part of the program with Peace Place. One of the most sought-after and successful summer programs is the Back-to-School Regulation Boot Camp. This helps children bridge the gap from summer vacation to reentering the academic year, which can often be difficult for all children, especially those who have extra needs for support. On top of this, Peace Place consistently offers, as is continuing to add, support groups, caregiver training, and school support for children that are all free of charge to our families that we have the pleasure of working with.

At Peace Place, our team believes that every child is a joy and a gift. We strive to be the most accepting and flexible environment that we can be while providing exceptional services and making things fun and accessible for everyone. We believe all individuals can reach a higher potential when they are given the support and access that they need. As our special needs and the medical community continue to grow, and the needs continue to expand and remain challenging, it has become obvious that more support is necessary. Peace Place has made a commitment to place the needs of the families that we work with, first and foremost. We believe that expanding our program, as well as our staff’s training, to be a part of the progressive change in our community is one step closer to achieving our goal: support, acceptance, and access for all.

Thank you for your time

--  
**Louisa Libertelli-Dunn**  
 Director of Operations  
 Peace Place



**PEACEPLACE**  
RESPIRE WITH A PURPOSE  
[louisa@peaceplacegf.com](mailto:louisa@peaceplacegf.com)  
 (718)640-7732 -Cell  
 Please Follow us on Facebook: Peace Place Great Falls  
 Website: PeacePlacegf.com

***There needs to be a lot more emphasis on what a child can do instead of what they cannot-Temple Grandin***

**Tonya Shumaker**

---

**From:** Rob Beall <rbeall234@gmail.com>  
**Sent:** Wednesday, April 5, 2023 6:36 PM  
**To:** Tonya Shumaker  
**Subject:** Support for Peace Place Expansion Project

Good afternoon!

I am writing to express my support for the Peace Place expansion project, as you consider it for funding. My kids have attended Peace Place for several years and I have watched first hand how they have grown over time.

My oldest son, Rydell, has special needs. Peace Place has been instrumental in his growth as a person. He gets to work on social skills, behavioral challenges, and proper peer interaction on a daily basis. The kiddos and staff have become very close and many of them are as close as family.

My youngest, Grady, gets to interact with kids of all ages and development levels and even "works" at Peace Place in the summer. He is able to help out with the younger kids' classes and his growth as a young man has been incredible, as well as his ability to interact with his own brother.

Peace Place continues to expand and help out as many children as they can. At this point, they are only limited by space and the funding necessary for growth to happen. I am hopeful that with your help, Peace Place can provide the opportunity to many more families that it has provided for ours.

Thank you for your consideration!

Rob Beall

**Tonya Shumaker**

---

**From:** Susie Zeak <director@tobyshousemt.org>  
**Sent:** Monday, April 3, 2023 6:50 AM  
**To:** Tonya Shumaker  
**Cc:** kc@peaceplacegf.com  
**Subject:** Peace Place

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

My name is Susie Zeak, executive director of Toby's House Crisis Nursery. I am emailing you today to let you know that Toby's House and myself personally are in support of the expansion of Peace Place.

Peace Place offers respite to parents with children with special needs. They also help educate parents on how to reduce stress. As an educator and advocate for young children, I know first hand the lack of services that are available to children with special needs. I hear everyday from parents of special needs children how overwhelming it can be and difficult it can be to navigate through the process. Peace Place is and has been at max capacity for sometime now. The children in our community with special needs deserve a place like Peace Place and so do their parents. Parenting can be overwhelming with typically developing children, but parenting can be extremely overwhelming when you have a child with special needs. Peace Place makes parenting just a little easier for parents.

Please consider funding Peace Place for expansion. Our community needs them.

Susie

Susie Zeak

Executive Director

Toby's House Crisis Nursery

406-770-3191

[www.tobyshousemt.org](http://www.tobyshousemt.org)

@tobyshousemt

**Tonya Shumaker**

---

**From:** Shyla Patera <shycpat@icloud.com>  
**Sent:** Tuesday, April 4, 2023 2:22 PM  
**To:** Tonya Shumaker; Thomas Micuda; aliciaeatherly@gfhousing.org; Carol Bronson; Tom Osborn; garyowen@uwccmt.org  
**Subject:** Fwd: City of Great Falls annual action plan

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Sent from my iPhone

Begin forwarded message:

**From:** Shyla Patera <shycpat@icloud.com>  
**Date:** January 10, 2023 at 12:48:07 PM MST  
**To:** Shyla Patera <spatera@ncils.org>  
**Subject:** Fwd: Montana statewide consolidated plan in caper

Sent from my iPhone

Begin forwarded message:

**From:** Shyla Patera <shycpat@icloud.com>  
**Date:** June 28, 2022 at 9:22:44 AM MDT  
**To:** DOCConPlan@mt.gov  
**Subject:** Montana statewide consolidated plan in caper

My name is Shyla Patera. I am an Independent Living Specialist employed by and representing North Central Independent Living Services, Inc. In Black Eagle, Montana. I wish to comment on the City of Great Falls Home and Community Annual Action Plan funding as well as Community needsactivities. NorthCentral Independent Living Services, Inc. advocates not only for accessible affordable universal designed housing stock but also policies that would allow with disabilities and those city residents who need or are eligible for income supports throughout our state to access and afford housing. The City of Great Falls must encourage our development community to invest in accessible ,affordable home building



and rental stock. We must collaborate as well as approach MBOH in order to ensure that our city scores regarding community development and housing application to ensure that our community development score on any potential housing applications is high enough to be funded by MBOH. MBOH and community developers must ensure that accessibility and universal designed features are available in many individual units and community development projects.

MBOH must ensure that all development used for housing and appropriate rental properties must incorporate universal design to the highest degree. Mixed use design can cause issues often when trying to maximize accessibility. MBOH, Montana Housing, The Montana Department of Transportation and the city of Great Falls also need to encourage and enforce accessible pathways, sidewalks, and accessibility parking availability. Both in Great Falls and throughout our Canning Cascade County.

Regarding affirmative housing policies, MBOH and Montana Housing officials should encourage use of all housing tools in our toolbox available to us as a community. We need to maximize use of Section 8 vouchers, McKinney-Vento Funding, HUD, Vash vouchers, mainstream 811 vouchers and more. I thank Montana Housing for partnering with DPHHS to implement the housing stability fund. We must as a community serve all with various disabilities and make sure if there is a medical emergency where someone needs to be hospitalized in a medical setting that they can return to an accessible housing option in Great Falls that offers accessible features and potential services if needed, wanted, and requested by citizens with disabilities. I want to see the city of Great Falls utilizing mainstream 811 vouchers as well as other programs to make sure that those with the highest needs and opportunities have the chances to become housed. The City of Great Falls and the State of Montana or assisting communities in utilizing and implementing small community ADA grants or the revolving loan funds to modernize both existing rental units and existing housing stock.

The City of Great Falls should encourage housing shelters or nonprofits who are seeking to shelter to maximize disability accessibility of all types. We need to encourage partnerships between all non profit organizations providing housing sheltering and different opportunities for all. we need to be a community that prioritizes not only crisis intervention but also takes steps to ensure that if chemical dependency treatment is needed and wanted that plentiful options abound in Great Falls that are mobility and sensory accessible. I believe and having worked with the COC on a limited basis and capacity that we need to also engage the nonprofit community so that all of us can have hservice records in HMIS a person has been and what kind of services they are receiving through each service and agency affiliated with the COC and others providing medical and social service options in this community.

The City of Great Falls should be encouraging an undertaking of an accessible housing stockstudy and implement policies regarding fair housing and disparate impacts based upon income particularly if someone lives on a fixed income and that person find a need to appeal a HUD bill or a landlord action in a unit. Just as we prorate for income eligibility in HUD programs based on medical expenses as well as family and custodial needs, should to also prorate HUD fines and adjust appeal time frames and opportunities to better match the Montana Human Rights Act.

On CDBG funding , the City Planning and Public Works should be encouraging all City businesses to ,implement ,and enforce ADA accessibility measures and. follow transition plan for accessible sidewalks ,alleys ,and pathways. The Community Development Dividiom should assist homeowners, community members, and businesses where sidewalks are in need of repair to help develop and enforce diability parking policies which both encourage and promote accessibility in our neighborhoods rather than just leaving it up to the

individual property owner or a business to ensure maximum disability accessibility in our sidewalk repair . I also advocate for accessible transportation options and policies through out both local and state wide community development opportunities through the potential use of discretionary grants and other opportunities . The City ,as well as our business, military, employment , and our nonprofit sectors, need to explore innovative ways to grow our accessible transportation and housing infrastructure networks.

Thank you for the time and opportunity to submit comments on our Annual Action

Plan.

Shyla Patera IL Specialist  
North Central Independent Living Services,Inc.  
1120 25th Avenue North East  
Black Eagle, Montana 59414  
406-452-9834  
spatera@ncils.org

Sent from my iPhone

Sent from my iPhone

Sent from my iPhone



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Parkview Apartments (Multifamily)  
 Affordable Housing Proposal Public Hearing

**From:** Parkview Housing Partners, LP, and Bjornson Jones Mungas PLLC

**Initiated By:** Kassy J. Buss, Bjornson Jones Mungas PLLC

**Presented By:** Kassy J. Buss, Bjornson Jones Mungas PLLC

**Action Requested:** Conduct Public Hearing

**Public Hearing:**

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

**Suggested Motion:**

No action is required by the City Commission. A record of the public hearing will be forwarded to the Department of Commerce, Board of Housing.

**Staff Recommendation:** Staff recommends the City Commission conduct the public hearing on whether Parkview Apartments meets a community housing need. Bjornson Jones Mungas PLLC has arranged for publication of the notice of the public hearing before the City Commission in the Great Falls Tribune on April 4, 2023, and April 18, 2023.

**Summary:** Parkview Housing Partners, LP, is applying for Low-Income Housing Tax Credits from the Montana Board of Housing (“LIHTCs”) to finance the preservation of Parkview Apartments as affordable housing and is planning to apply for the exemption from real property taxes available to qualifying low-income housing tax credit projects under Montana Code Annotated Section 15-6-221 in connection with the projects. As a part of the requirements related to such applications, Parkview Housing Partners, LP, is required to solicit public comment on whether the proposed qualifying low-income rental housing property meets a community housing need. This is the public’s opportunity to comment on the proposal.

**Background:** LIHTCs are a federal tax credit which serve as a financing source for rent and income restricted housing. They are a primary financing source for affordable multifamily homes in the United States. The Montana Board of Housing administers the LIHTC program in Montana.

**Attachments/Exhibits:** See attached project summary.

## *Parkview Apartments Great Falls, Montana*

*Parkview Housing Partners, LP*

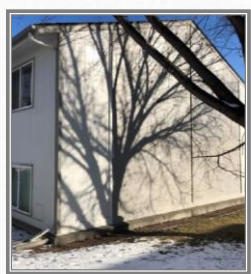
Presented by:

Kassy J. Buss of  
Bjornson Jones Mungas, PLLC  
Missoula, Montana



## Parkview Apartments

624 5th Avenue NW, Great Falls, MT

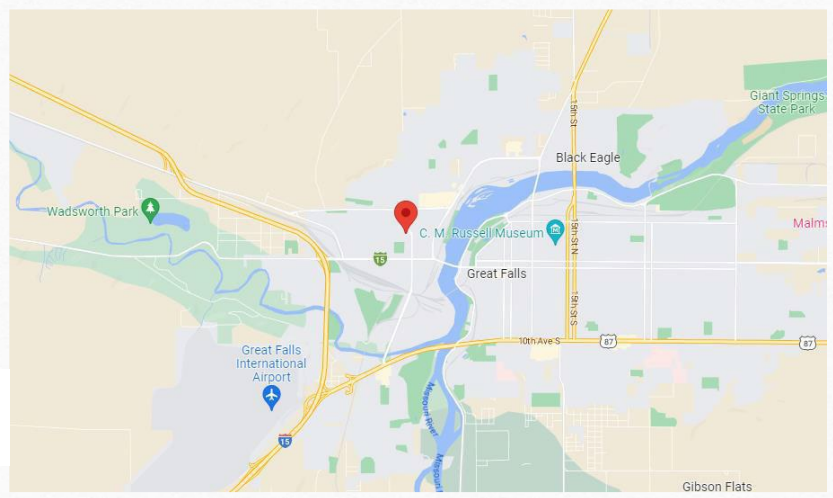


- **Parkview Apartments** is an 83-unit multifamily housing project, originally built in 1971. The property currently operates under a Section-8 HAP contract. The project consists of eight buildings, with a combination of one-bedroom, two-bedroom, and three-bedroom units, all on a 4.197-acre lot. The project has on-site laundry facilities, a playground, basketball court, and two gazebos.

# Parkview Apartments

Location:

624 5<sup>th</sup> Avenue NW  
Great Falls, MT



## Preservation of Current Housing

### Financing rehabilitation:

- Low-income housing tax credits (4%) through Montana Board of Housing
- Mont. Code Ann. §15-6-221 property tax exemption for qualifying affordable housing

### Affordability restrictions:

- Current HAP contracts expire in 2034
- Requesting a 20-year renewal of the current HAP contract (providing approximately 31 years of continuing affordability restrictions)
- Rent and income restrictions through a MBOH LURA for a minimum of 30 years
- Targeting tenants at 60% AMI

Unit Mix	
Unit Type	# Units
1bd	36
2bd	29
3bd	18



## Rehabilitation and Updates

- Energy efficient upgrades, such as upgrading the plumbing fixtures with low flow fixtures, replacing lighting fixtures with high efficiency lighting, and evaluating appliances for replacement with ENERGY STAR qualified appliances
- Evaluation and completion of any necessary safety improvements, including exterior lighting, locks, alarms, and other security features
- Improved outdoor gathering area
- Common area ADA modifications and evaluation of parking areas for resurfacing as needed

# Community Housing Needs

Pursuant to the requirements for low-income housing tax credit financing and Montana Code Ann. § 15-6-221, the parties are holding a public hearing to solicit comment on whether the proposed projects meet a community housing need

You are also encouraged to submit comments regarding the need for affordable multi-family rental housing in your area to:

Montana Board of Housing,  
PO Box 200528  
Helena, MT 59620-0528  
FAX (406) 841-2841



# Questions?

Kassy J. Buss

Bjornson Jones Mungas, PLLC

2809 Great Northern Loop, Suite 100  
Missoula, MT 59808

(406) 721-8896

kassy@bjornsonlaw.com

30+  
YEARS OF  
EXPERIENCE  
127  
FAMILY  
COMMUNITIES  
60  
SENIOR  
COMMUNITIES



<https://www.affh.org>

**VITUS**

By the  
numbers

25+  
YEARS IN BUSINESS

100+  
PROPERTIES DEVELOPED

25,000+  
RESIDENTS SERVED





Commission Meeting Date: April 18, 2023

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Award Construction Contract: Fire Station Infrastructure Renovations, O.F. 1797.1

**From:** Finance Department, Fire Department

**Initiated By:** Finance Department

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

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

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (award/not award) a contract in the amount of \$2,731,200.00 to James Talcott Construction for the Fire Station Infrastructure Project, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the construction contract documents.”

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

---

**Staff Recommendation:**

Approve construction contract award to James Talcott Construction for the Fire Station Infrastructure Renovations Project.

**Summary:**

The Fire Station Infrastructure Renovations project includes upgrades to the HVAC and electrical systems, as well as renovations to the dorm areas in all 4 Fire Stations. The project went out for bid in February 2023, and bids were opened March 22<sup>nd</sup>. City Staff and Cushing Terrell have reviewed the bid proposals and recommend awarding the construction contract to James Talcott Construction, who submitted the low bid.

**Background:**

The Fire Station Infrastructure Project was identified as a Tier 1 ARPA project by the City Commission at the April 5, 2022 meeting. The project budget was set at 2.8 million for the project in December 2022. The City awarded the design contract to Cushing Terrell in December 2022, and has been working with them since to complete the designs for renovations at all four Fire Stations. The project went out for bid in February, and bids were opened March 22<sup>nd</sup>. City Staff and Cushing have reviewed the bid proposals received, and are confident that James Talcott Construction’s bid proposal will satisfy the project’s needs and recommend that the Commission award the construction contract.



**Fiscal Impact**

This project is being awarded through ARPA Funds.

**Alternatives:**

The City Commission could vote to deny award of the construction contract, re-bid, and/or cancel the project. This action would result in the project to suffer timeline delays. This work will entail intense schedule coordination to complete work at all four fire stations, while maintaining Fire Service throughout construction. Because phasing will be necessary, it is imperative to start this work soon in order to complete within the ARPA timeframes.

**Concurrences:**

This action is supported by the staff of the Finance and Fire Departments.

**Attachments/Exhibits:**

Letter of Recommendation from Cushing Terrell including Bid amounts



## MEMORANDUM

Date: March 24, 2023  
 To: Great Falls City Commission  
 Cc: Sylvia Tarman, Project Manager  
 From: Anthony Houtz, AIA  
 RE: Great Falls Fire Stations 1,2,3, and 4 Infrastructure Renovations

Members of the Commission :

As you are aware, we have undergone full design and bid process for updating the mechanical and fresh air systems for each of the four fire stations. The bid results are indicated below:



**City of Great Falls Fire Department  
 Stations 1, 2, 3, 4 Renovations**  
 Bid Tabulations: March 22, 3:00PM

Contractor	Contractor #	Addendums (4) Acknowledged	Bid Security	Insurance Compliance	NonSegregated Facilities	Station #1 Bid	Station #2 Bid	Station #3 Bid	Station #4 Bid	Total Base Bid \$
Wadsworth Builders	8108	X	X	X	X	\$1,091,500.00	\$495,900.00	\$666,800.00	\$483,900.00	\$2,738,100.00
James Talcott Construction	5102	X	X	X	X	\$1,040,600.00	\$508,200.00	\$730,400.00	\$452,000.00	\$2,731,200.00
Oswood Construction	10498	X	X	X	X	\$1,105,000.00	\$520,000.00	\$660,000.00	\$460,000.00	\$2,745,000.00
Engineer's Opinion of Probable Cost						\$1,209,359	\$621,065	\$703,411	\$586,774	\$3,120,609

We have reviewed the scope of the project and the requirements for oversight and construction project management with the apparent low bidder and they have confirmed their understanding of the full scope of work. We therefore recommend acceptance of James Talcott Construction as the low bidder. We do highly recommend that the Commission also set aside a contingency for unforeseen conditions to be used at the City's direction only. If you have further question or comment regarding the bid results, please contact our office.

Thank you,



**Anthony Houtz**  
 Project Manager | Architect | Associate Principal  
 406.452.3321 | [cushingterrell.com](http://cushingterrell.com)



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Construction Contract Award: Lower Northside Water Main Replacement - Phase 2, O. F. 1467.1

**From:** Engineering Division

**Initiated By:** Public Works Department

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

**Action Requested:** Consider Bids and Award Construction Contract

**Suggested Motion:**

1. Commissioner moves:

"I move the City Commission (award/not award) a contract in the amount of \$2,030,275.00 to United Materials of Great Falls, Inc. for the Lower Northside Water Main Replacement – Phase 2, 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:** Staff recommends awarding the contract to United Materials of Great Falls, Inc. in the amount of \$2,030,275.00. United Materials of Great Falls, Inc. has executed all the necessary documents.

**Summary:** The project consists of replacing approximately 3,870 lineal feet of aging water main on the north side of downtown.

**Background:** This project is necessary to replace water mains that have been failing with increasing frequency; causing damage to property and roadways, disruption to traffic, and interruptions to water services for local residents and businesses. This project will replace water mains that have had 27 breaks in the last 30 years including 10 in the last 5 years. The water main breaks are primarily due to corrosive soils, age, and the type of pipe material used. The water mains were installed in 1957, 1960, and 1989. This project will also increase the diameter of some of these water mains as they are currently undersized due to City growth.

Significant Impacts: During construction local residents and businesses will need to be placed on temporary water. Traffic will also need to be detoured around the affected project locations.

Workload Impacts: City Engineering staff designed the project and will perform construction inspection and contract administration duties.

Project Work Scope: This project will replace approximately 2,500 lineal feet of 6-inch cast iron water main,

1,300 lineal feet of 8-inch ductile iron water main, and 70 lineal feet of 12-inch cast iron water main. These mains will be replaced with 3,870 lineal feet of PVC water mains including both 8-inch and 12-inch diameter pipe. This project will also include replacement of 8 fire hydrants, 98 water service connections, 3,400 square yards of base course, and 1,430 square yards of asphalt pavement.

Project locations include:

- Park Dr. from 5<sup>th</sup> Ave North to 7<sup>th</sup> Ave North
- 7<sup>th</sup> Ave North from Park Dr. to 9<sup>th</sup> Street
- 3<sup>rd</sup> Ave North from Park Dr. to 3<sup>rd</sup> Street

This project's tentative start date is July 10, 2023 depending on weather conditions, material availability, and Contractor's scheduling.

Coordination with other projects: A separate full street reconstruction project, funded with the Bridge and Road Safety and Accountability Act (BaRSAA) Fuel Tax revenues, is scheduled for 2024 for the following locations:

- 7<sup>th</sup> Ave North from Park Dr. to 9<sup>th</sup> Street
- 3<sup>rd</sup> Ave North from Park Dr. to 3<sup>rd</sup> Street

This water main project is planned to be completed ahead of the planned 2024 street reconstruction project.

Evaluation and Selection Process: This project was advertised on March 19, 2023 and March 26, 2023. There were two plan holders for this project and two bids were received and opened on April 5, 2023. The bids ranged from \$2,030,275.00 to \$2,498,149.60. The lowest responsive bid for this project was \$2,030,275.00, submitted by United Materials of Great Falls, Inc. They have executed all necessary bid documents. United Materials of Great Falls, Inc. is an established responsible local contractor and has previously completed projects within the City.

Conclusion: This project has been programmed, vetted, coordinated, and scheduled to provide the least negative impact to citizens, while performing necessary upgrades to the water distribution system. The project has been selected and prioritized, and executed in accordance with the Public Works Capital Improvements Program and budgeted in the Water Utility Enterprise Fund.

**Fiscal Impact:** This project has been programmed and prioritized as a needed capital improvement and is being funded through the Water Utility Enterprise Fund.

**Alternatives:** The City Commission could vote to deny award of the construction contract and re-bid the project at a later date or do nothing and repair future water main breaks and road surfacing as they occur.

**Concurrences:**

The Montana Department of Environmental Quality (DEQ) has reviewed and approved this project.

**Attachments/Exhibits:**

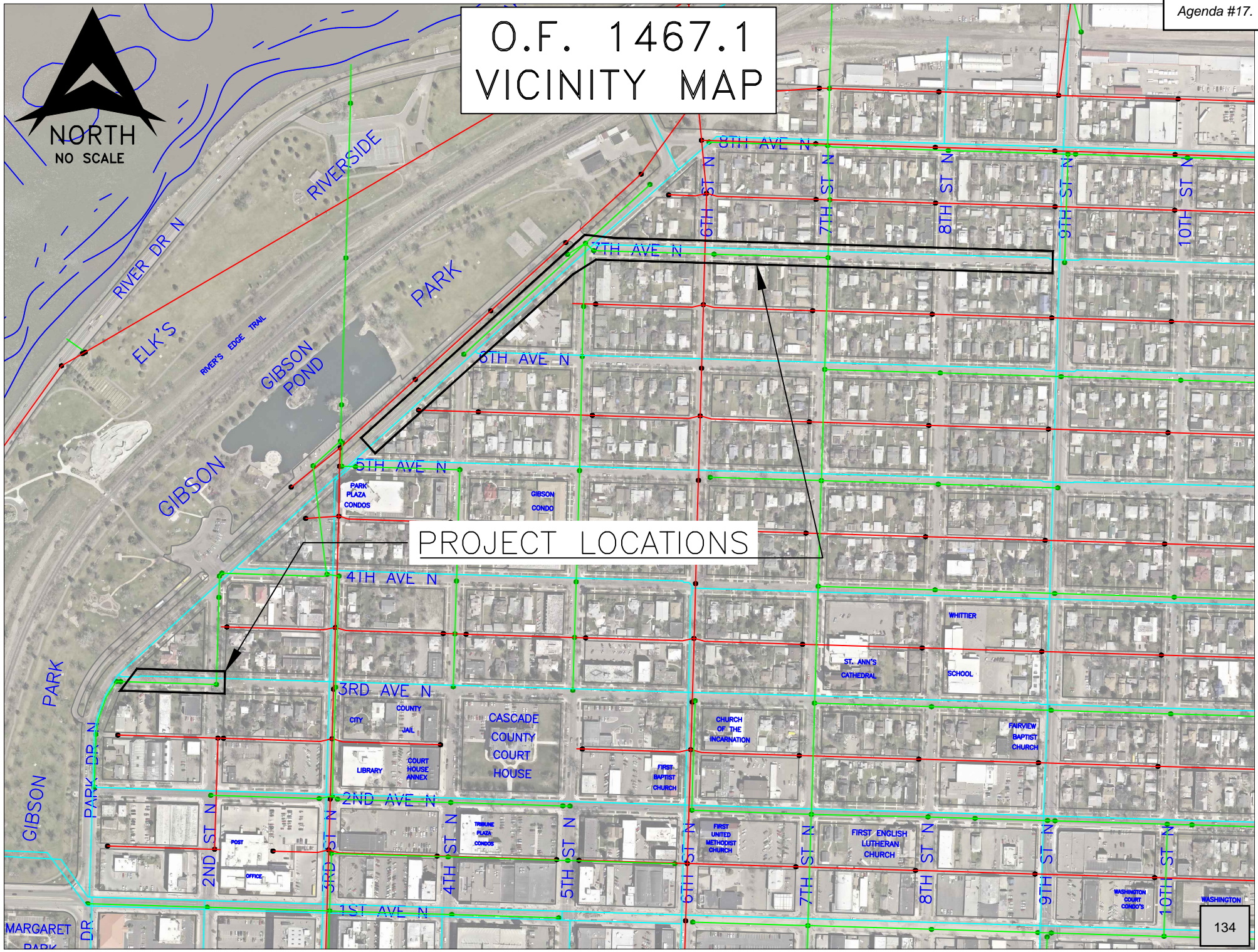
Bid Tabulation  
Vicinity Map

**LOWER NORTHSIDE WATER MAIN REPLACEMENT - PHASE II**  
Office File 1467.1

5-Apr-23

Item #	Description of Pay Items	Qty	Unit	United Materials		Geranios Enterprises	
				Unit Price	Total	Unit Price	Total
101	Mobilization (5% max)	1	L.S.	\$100,000.00	\$100,000.00	\$107,324.40	\$107,324.40
102	Traffic control	1	L.S.	\$45,000.00	\$45,000.00	\$32,617.40	\$32,617.40
103	6" and 8" Water Main - C-900 DR14 PVC Pipe	1,030	L.F.	\$200.00	\$206,000.00	\$214.20	\$220,626.00
104	12" Water Main - C-900 DR14 PVC Pipe	2,840	L.F.	\$140.00	\$397,600.00	\$186.90	\$530,796.00
105	Connection to Existing 6", 8", and 12" Water Main	8	Ea.	\$1,625.00	\$13,000.00	\$3,754.10	\$30,032.80
106	8" Gate Valve with Box	8	Ea.	\$3,500.00	\$28,000.00	\$2,831.70	\$22,653.60
107	12" Gate Valve with Box	11	Ea.	\$6,000.00	\$66,000.00	\$4,665.40	\$51,319.40
108	6" Cut-in-Gate Valve Installation	1	Ea.	\$8,000.00	\$8,000.00	\$9,681.30	\$9,681.30
109	Fire Hydrant (incl. hyd. tee & aux. valve w/box)	8	Ea.	\$10,500.00	\$84,000.00	\$9,497.70	\$75,981.60
110	Ductile Iron Water Min Fittings C153 Approx. Wt.	1,800	LB	\$30.00	\$54,000.00	\$35.20	\$63,360.00
111	3/4" or 1" Water Service Connection to Main	94	Ea.	\$1,800.00	\$169,200.00	\$1,093.00	\$102,742.00
112	3/4" or 1" Type "K" Copper Service Line Pipe	1,600	LF	\$65.00	\$104,000.00	\$247.50	\$396,000.00
113	3/4" or 1" Curb Stop with Box	68	Ea.	\$2,000.00	\$136,000.00	\$422.30	\$28,716.40
114	Water Service Crossing Storm Main - Over	12	Ea.	\$1,500.00	\$18,000.00	\$5,471.30	\$65,655.60
115	Water Service Crossing Storm Main - Under	12	Ea.	\$3,000.00	\$36,000.00	\$11,891.50	\$142,698.00
116	1½" or 2" Water Service Connection to Main	4	Ea.	\$2,000.00	\$8,000.00	\$1,472.20	\$5,888.80
117	1½" or 2" Type "K" Copper Service Line Pipe	110	LF	\$75.00	\$8,250.00	\$352.20	\$38,742.00
118	1½" or 2" Curb Stop with Box	4	Ea.	\$3,000.00	\$12,000.00	\$324.40	\$1,297.60
119	Type II Bedding	250	C.Y.	\$100.00	\$25,000.00	\$47.00	\$11,750.00
120	Imported Backfill Material	1,200	C.Y.	\$54.00	\$64,800.00	\$44.90	\$53,880.00
121	Miscellaneous Utility Crossings	1	L.S.	\$150,000.00	\$150,000.00	\$21,403.80	\$21,403.80
122	Base Course, 1-1/2" Minus, 8" Depth	2,100	S.Y.	\$21.00	\$44,100.00	\$57.00	\$119,700.00
123	Base Course, 1-1/2" Minus, 12" Depth	1,300	S.Y.	\$29.00	\$37,700.00	\$57.00	\$74,100.00
124	Woven Separation/Seperation Geotextile	1,300	S.Y.	\$4.00	\$5,200.00	\$9.10	\$11,830.00
125	4" A.C. Pavement Replacement	1,430	S.Y.	\$50.00	\$71,500.00	\$62.80	\$89,804.00
126	4" Concrete Sidewalk	300	S.F.	\$12.75	\$3,825.00	\$16.50	\$4,950.00
127	6" Reinforced Concrete	300	S.F.	\$22.00	\$6,600.00	\$18.30	\$5,490.00
128	Curb and Gutter	200	L.F.	\$85.00	\$17,000.00	\$113.10	\$22,620.00
129	Sub-Min. X-ing including Flowable Fill	2	Ea.	\$10,000.00	\$20,000.00	\$27,525.70	\$55,051.40
130	Flowfill	100	C.Y.	\$265.00	\$26,500.00	\$187.00	\$18,700.00
131	Post-Construction Site/Trench Maintenance - 3rd/7th Ave North	5	mo.	\$5,000.00	\$25,000.00	\$8,547.50	\$42,737.50
132	Miscellaneous Water Main Replacement Work	40,000	Unit	\$1.00	\$40,000.00	\$1.00	\$40,000.00
<b>Total Base Bid , Items 101-132</b>					<b>\$2,030,275.00</b>		<b>\$2,498,149.60</b>

# O.F. 1467.1 VICINITY MAP



PROJECT LOCATIONS



Commission Meeting Date: April 18, 2023

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Resolution 10502 – Resolution to Approve Minor Changes to the City’s Downtown TIF Building Programs - The Façade Program, The Life Safety/Code Compliance Program, and The Environmental Safety Program

**From:** Tom Micuda, Interim Director, Planning and Community Development

**Initiated By:** Planning and Community Development

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

**Action Requested:** City Commission adopt Resolution 10502

---

**Suggested Motion:**

Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10502.”

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

---

**Staff Recommendation:**

Staff recommends that City Commission adopt Resolution 10502.

**Background:** In 2012, the City Commission adopted the Downtown Urban Renewal Plan (DURP). The creation of the DURP was the result of the development and adoption of the Downtown Master Plan. The Downtown Master Plan (DMP) provides a blueprint for the revitalization and redevelopment of Downtown, and recommended the creation of an Urban Renewal District that utilizes Tax Increment Financing to help fund public improvements called out within the DMP and the City’s Growth Policy.

In 2021, Planning & Community Development staff worked with Joan Redeen and Kellie Pierce of the Business Improvement District, Brett Doney of the Great Falls Development Authority as well as the City’s outside counsel Erin McCrady of Dorsey Whitney, LLC, to produce three distinct improvement programs intended to encourage and support public safety, blight elimination and increased code compliance in the historic Downtown Urban Renewal Area. These programs are as follows:

**Life Safety/Code Compliance Program** - This program is designed to increase the fire safety and handicap accessibility in downtown buildings. Due to the historic nature of the downtown building inventory, many buildings are rife with building and fire code violations as well as features that impede the use and enjoyment of services and activities for those with physical and mobility impairments. The City Commission adopted creation of this program on July 6, 2021 to fund up to \$25,000 for eligible improvements.

**Environmental Safety Program** – This program works toward the elimination of blight based upon the principles of Crime Prevention Through Environmental Design (CPTED) and other safety and security design principles. Environmental Safety is a set of design principles used to discourage crime and promote building security through additional lighting and security cameras. It can also be used to create inviting and safe public spaces where people can gather and socialize. The total reimbursement benefit for each eligible project was set by the Commission at \$5,000.

**Façade Program** – This program funds projects designed to improve the public facing building facades in the downtown. This includes projects such as window replacement, new façade materials, improved building entrances, and other projects designed to greatly enhance the attractiveness of downtown buildings. The maximum funding awarded for eligible projects was set at \$50,000.

**Proposed Program Changes** – The origin of the proposed program changes was the most recent TIF Building Program request that City staff received from Keith Cron – for life safety/code compliance improvements associated with the building located at 313 Central Avenue. The applicant requested \$68,560 of Program funds to install fire suppression system needed for his proposed distillery business. Staff recommended denial of the request because it: 1) exceeded the \$25,000 program limit, 2) was not fixing a fire code violation but was an improvement mandated by the building’s change of use, and 3) wasn’t deemed to have been needed due to “extraordinary circumstances” as outlined in the guidance needed for the Commission to approve larger funding requests.

By a 3-2 vote, the Commission approved the applicant’s request and directed staff to consider program revisions to raise the funding limit on the Life Safety/Code Compliance Program, loosen the program language to create more flexibility for fire suppression requests, and address the question of when the City Commission can approve larger funding requests.

The proposed minor changes to the adopted Building Programs address all City Commission guidance as follows:

- The maximum Life Safety/Code Compliance award that can be approved by City staff has been increased from \$25,000 to \$75,000.
- The Eligibility guidance in the Life Safety/Code Compliance has been changed to ensure that projects installing fire suppression and ADA improvements are automatically eligible.
- The Commission has been given broad guidance to approve projects exceeding administrative caps for all three programs.
- The total allowance of all three programs has been increased from \$80,000 to \$130,000 reflecting the larger amount approved for the Life Safety/Compliance Program.

**Concurrences:**

The Planning and Community Development Department has coordinated this program change with members of the Downtown Development Partnership (DDP). The DDP reviewed and endorsed the proposed program revisions at their meeting on February 22, 2023.

**Fiscal Impact:**

When the Commission created the Downtown Building Programs in 2021, they released \$500,000 in City TIF funds towards building renovations in the Downtown TIF District. Buildings that have already been



improved under this program include: 1) the Sip N Dip Lounge, 2) the Columbia Grain building (120 1<sup>st</sup> Ave. North), 3) the Honey Hippo project (325 1<sup>st</sup> Ave. North), 4) the Newberry, and 5) the Wild Hare project. The increase in funding towards Life Safety projects will generate even more positive fiscal impact in the downtown.

**Alternatives:**

The City Commission could vote to deny Resolution 10502. This would continue the Life Safety/Code Compliance Program at the \$25,000 funding limit.

**Attachments/Exhibits:**

Resolution 10502

Downtown Urban Renewal Area Façade Program

Downtown Urban Renewal Area Life Safety/Code Compliance Program

Downtown Urban Renewal Area Environmental Safety Program

RESOLUTION 10502

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, APPROVING MINOR REVISIONS TO THE CITY'S DOWNTOWN BUILDING PROGRAMS CONTAINED WITHIN THE DOWNTOWN URBAN RENEWAL TAX INCREMENT FINANCING (TIF) DISTRICT

\* \* \* \* \*

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

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

**WHEREAS**, pursuant to Ordinance No. 3088, duly adopted on May 15, 2012 after a duly called and noticed public hearing thereon adopted the Downtown Urban Renewal Plan containing a tax increment financing provision; and

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

**WHEREAS**, through adoption of Ordinance 3229, the City has adopted three Building Programs for the District, the primary objectives of which are the elimination and prevention of blight in the District and the redevelopment of the Downtown core through improvements to facades, enhanced fire protection and ADA upgrades, and crime prevention through security cameras and lighting; and

**WHEREAS**, City staff have determined that the purpose of the adopted Building Programs will be better achieved through greater usage of allocated TIF funds for fire protection and ADA improvements, specifically by making eligibility easier to determine,

increasing allowable spending caps from \$25,000 to \$75,000, and making it easier for the City Commission to review and approve larger funding requests; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Great Falls, Montana that Resolution 10502 be adopted to amend the Façade, Life Safety/Code Compliance, and Environmental Safety Building Programs.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, April 18, 2023.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

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

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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

**CITY OF GREAT FALLS  
DOWNTOWN URBAN RENEWAL DISTRICT  
FAÇADE IMPROVEMENT PROGRAM**

**IMPORTANT: Costs to be paid with Tax Increment Funds (TIF) may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.**

**INTRODUCTION:**

The Downtown Development Partnership (DDP) advocated for the creation of several programs that would allow developers to utilize TIF for assistance in redevelopment or rehabilitation of private properties within the Downtown Urban Renewal District (District).

Any approved subsidies are in the form of matching funds to private investment, up to a maximum of \$50,000 for permanent Façade Improvements. The Applicant has the sole responsibility to repay any loans used to finance the private portion of the project.

Information on these programs is available through Planning & Community Development at the City of Great Falls (City). Each program targets various conditions and has different criteria that must be addressed through the application process.

The following is a summary of the Façade Improvement Program.

**PROGRAM OBJECTIVES:**

The primary objective of the Façade Improvement Program is the elimination and prevention of blight and the redevelopment of the Downtown core by encouraging voluntary repair of existing commercial property within the District and providing for improvements of the public facing exteriors of buildings in the District.

The intent of the Façade Improvement Program is to improve the urban core and encourage redevelopment and elimination of blight through the use of TIF funds as specified by Montana Urban Renewal Act, Title 7, Chapter 15, Parts 42 and 43, Montana Code Annotated (MCA). Authorization for the City to administer a program such as the Façade Improvement Program can be found in Montana Urban Renewal Act, including:

- 7-15-4206 MCA – Blight – the substantial physical dilapidation, deterioration, age obsolescence, or defective construction, material, and arrangement of building or improvements;
- 7-15-4206 MCA – Rehabilitation – carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements;
- 7-15-4233 MCA – Powers which may be exercised by an urban renewal agency – to formulate and coordinate a workable program as specified in 7-15-4209; and to prepare plans for carrying out a program of voluntary or compulsory repair and rehabilitation of buildings and improvements;
- 7-15-4209 MCA – a municipality may formulate a workable program for utilizing appropriate private and public resources to encourage needed urban rehabilitation; and
- 7-15-4288 MCA – Costs that may be paid by Tax Increment Financing (TIF) – costs incurred in connection with the redevelopment activities allowed under 7-15-4233.

Authorization for these programs was called for in the Downtown Master Plan under Aesthetics, item 1.c.

Additional objectives are to:

1. Encourage elimination of conditions that could be a serious and growing menace, injurious to public health, safety, and welfare.
2. Encourage private investment in commercial property in the District through the use of public incentives.
3. Stimulate economic and business development within the District by providing safe environments for workers, businesses, and the public.
4. Retain and expand safe employment opportunities through economic development.

The approved funding is given at the discretion of the City based upon review of the Applicant's compliance with program objectives, eligibility requirements, eligible construction activities, and availability of TIF funds.

### **ELIGIBILITY REQUIREMENTS:**

The following eligibility requirements have been established to accomplish the Façade Improvement Program objectives. These requirements involve the specifics of individual requests for approved funds, and the materials that the Applicant must submit to have a successful application. Application forms may be obtained from the City – Planning and Community Development. Application forms must be completed in their entirety before the project will be considered.

1. For the purposes of the Façade Improvement Program, a "project" is defined as any permanent improvements on public facing exterior surfaces within the District. This could include, but is not limited to, window upgrades/installation, entryways, masonry, installation, and refurbishment or major overhaul of permanent overhangs
2. Matching funds for the subsidy may total up to fifty percent (50%) of the project's eligible expenses.
3. The maximum aggregate limit of TIF funds granted through the Façade Improvement Program by the City on any one project is \$50,000.
4. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City on any one project is ~~\$80,000~~ \$130,000.
5. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City on any one parcel is ~~\$80,000~~ \$130,000 over a fifteen (15) year period.
6. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City in any one fiscal year is \$500,000; provided that TIF funds granted in a fiscal year may be disbursed in a subsequent fiscal year.
7. Notwithstanding anything herein to the contrary, the City Commission reserves the right and discretion, ~~upon the demonstration of extraordinary circumstances,~~ to approve grants in excess of the above referenced aggregate limits.
8. All applications will be reviewed in the order in which they are received by the City.
9. All commercial property within the District is eligible for the Façade Improvement Program, with the exception of publicly owned buildings. For the purposes of the Façade Improvement Program, residential properties with four or more units will be considered commercial properties.

10. All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date. Evidence of payment in the form of a tax receipt is required and must be submitted with the application.
11. Documentation from architects or engineers licensed to practice in Montana will be accepted if their analysis and plans are verified in writing. In addition, a listing of the construction materials, project elements, and a rendering of the proposed project may also be required.
12. If approved for TIF funds, the Applicant is required to follow requirements for public construction contracts as it pertains to payment, competitive bidding and standard prevailing rate of wages. All expenditures must be itemized by materials and labor, and construction estimates must be obtained from licensed and bonded contractors and submitted with the application. Receipts, or invoices marked as paid by the contractor or vendor or comparable documentation will be required for all work undertaken on eligible project improvements prior to reimbursement being approved.
13. All plans, materials, construction techniques and the completed project are subject to inspection and verification by City personnel.
14. If any one of these requirements are not met TIF funding may be withheld.
15. The Office Planning & Community Development will review Applications and determine eligibility for TIF subsidies and project reimbursements.

**ELIGIBLE ACTIVITIES:**

**IMPORTANT:** All construction undertaken pursuant to the Façade Improvement Program must be in accordance with a design that has been reviewed and approved by City Building Officials to ensure compliance with program objectives, design criteria and City Code compliance. The Applicant must also obtain all applicable permits and comply with all municipal ordinances and applicable building codes.

The Façade Improvement Program was created to encourage voluntary repair of existing commercial property within the District and provide for improvements of public facing exteriors of the buildings in the District. All applications must meet these specific criteria to be eligible for TIF funds subsidy, if applicable.

Eligible activities include, but are not limited to the following:

1. Installation, construction, or significant permanent improvements to include replacement of public facing exterior surfaces including, but not limited to, window upgrades/installation, entryways, masonry, installation, and refurbishment or major overhaul of permanent overhangs.
2. All improvements covered by the Façade Improvement Program must be of a permanent nature.
3. Architectural/engineering assistance and design fees are eligible expenses. All fees and permit charges must be itemized, and receipts provided.
4. The following are ineligible activities for funding through the Façade Improvement program:
  - a. Improvements that are not of a permanent nature;
  - b. Routine maintenance or repair of window casings, entryways, or permanent overhangs;
  - c. Corrections of structural deficiencies of the building;
  - d. Fines or charges levied against the property for any reason; and
  - e. Work initiated prior to necessary program approvals.

**PLEASE NOTE:** Items ineligible for assistance under the Façade Improvement Program may be eligible under other TIF Programs offered by the City. An Applicant may submit an application for or be concurrently involved in those programs, subject to the caps set forth above. Items listed in the application for TIF assistance will be reviewed by the City to determine the appropriate program or programs they may fall under. All applications are evaluated on a case-by-case basis. The City shall have sole discretion with respect to the administration of TIF funds under the Façade Improvement Program and the other programs and the submission of application materials by an Applicant shall in no way result in any entitlement by such Applicant to any TIF funds under the Façade Improvement Program and the other programs unless and until awarded by the City and then only upon satisfaction of all pre-requisites established by the City for receipt of TIF funds.

**APPLICANT RESPONSIBILITIES:**

The Applicant agrees to the following pursuant to the Façade Improvement Program.

1. Applicant completes TIF application and complies with all program requirements. This material is provided to the City for review.
2. In the application process, Applicant provides expected date of completion of the project. If project is not completed by this date, TIF funds obligated may be rescinded.
3. Applicant selects the architect, engineer, and contractors who will participate in the project, complies with competitive bidding and standard prevailing wage requirements, and obtains all permits and necessary approvals from the City associated with the project.
4. If the Applicant finances all or part of the private portion of the project using a lending institution, the Applicant will be solely responsible for all loan repayments and for compliance with all lender requirements.
5. Applicant is solely responsible for the full payment of all material, laborers and subcontractors employed in the project.
6. At the completion of the Project, the Applicant must submit copies of all relevant contractor or vendor invoices, receipts verifying payment. Invoices must be marked as paid by the contractor or vendor.
7. It is the Applicant's responsibility to ensure that the Applicant and all of the Applicant's contractors or sub-contractors have adequate liability and workers compensation insurance for the project.
8. Applicant agrees to protect, indemnify, defend, and save harmless the City against and from any and all claims, liabilities, demands, causes of action, judgments (with any costs and fees that might be awarded), attorney's fees, and losses to the City arising in favor of or asserted by any person or entity on account of personal injury, death or damage to property arising out of, in connection with, or incidental to the negligence or willful misconduct of Applicant, or its agents or employees related to the activities under the Façade Improvement Program.

**CITY RESPONSIBILITIES:**

1. The City provides the Applicant with the Façade Improvement Program application.
2. The City reviews the application and determines which activities and expenses are eligible.
3. The City evaluates the eligible expenses as they relate to the program objectives and calculates the matching funds subsidy to determine any potential TIF contribution to the project.
4. The City notifies the Applicant of project approval.

5. The City closes out the application upon satisfactory completion of the project:
  - a. Inspection of the project for completeness and compliance to design submitted in the application.
  - b. Reviews lien waivers from contractors, subcontractors, and vendors.
  - c. Reviews paid invoices and/or prevailing wage payroll certification from contractors and vendors.
  - d. Processes claim for payment.
6. The City has absolutely no responsibility for payment of any Applicant's material, laborers, or contractors.
7. The City shall have no civil liability for any damages or claims arising from any of the Applicant's undertakings.



**CITY OF GREAT FALLS  
DOWNTOWN URBAN RENEWAL DISTRICT  
LIFE-SAFETY CODE COMPLIANCE PROGRAM**

**IMPORTANT: Costs to be paid with Tax Increment Funds (TIF) may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.**

**INTRODUCTION:**

The Downtown Development Partnership (DDP) advocated for the creation of several programs that would allow developers to utilize TIF for assistance in redevelopment or rehabilitation of private properties within the Downtown Urban Renewal District (District).

Any approved subsidies are in the form of matching funds to private investment, up to a maximum of ~~\$25,000~~\$75,000, to ~~correct existing address~~ Life-Safety Code ~~violations~~conditions in downtown buildings. The Applicant has the sole responsibility to repay any loans used to finance the private portion of the project.

Information on these programs is available through Planning & Community Development at the City of Great Falls (City). Each program targets various conditions and has different criteria that must be addressed through the application process.

The following is a summary of the Life-Safety Code Compliance Program (CCP).

**PROGRAM OBJECTIVES:**

The primary objective of the CCP is the elimination and prevention of blight and the redevelopment of the Downtown core by encouraging voluntary repair of existing commercial property within the District and providing for improvements to ~~correct existing address~~ Life-Safety Code ~~violations~~conditions in downtown buildings.

The intent of the CCP is to improve the urban core and encourage redevelopment and elimination of blight through the use of TIF funds as specified by Montana Urban Renewal Act, Title 7, Chapter 15, Parts 42 and 43, Montana Code Annotated (MCA). Authorization for the City to administer a program such as the CCP can be found in the Montana Urban Renewal Act, including:

- 7-15-4206 MCA – Blight – the substantial physical dilapidation, deterioration, age obsolescence, or defective construction, material, and arrangement of building or improvements; and unsanitary or unsafe conditions;
- 7-15-4206 MCA – Rehabilitation – carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements;
- 7-15-4233 MCA – Powers which may be exercised by an urban renewal agency – to formulate and coordinate a workable program as specified in 7-15-4209; and to prepare plans for carrying out a program of voluntary or compulsory repair and rehabilitation of buildings and improvements;;
- 7-15-4209 MCA – a municipality may formulate a workable program for utilizing appropriate private and public resources to encourage needed urban rehabilitation; and
- 7-15-4288 MCA – Costs that may be paid by Tax Increment Financing (TIF) – costs incurred in connection with the redevelopment activities allowed under 7-15-4233.

Authorization for these programs was called for in the Downtown Master Plan, under Aesthetics, item 1.c. Additional objectives are to:

1. Encourage elimination of conditions that could be a serious and growing menace, injurious to public health, safety, and welfare.
2. Encourage private investment in commercial property in the District through the use of public incentives.
3. Stimulate economic and business development within the District by providing safe environments for workers, businesses, and the public.
4. Retain and expand safe employment opportunities through economic development.

The approved funding is given at the discretion of the City based upon review of the Applicant's compliance with program objectives, eligibility requirements, eligible construction activities and availability of TIF funds.

### **ELIGIBILITY REQUIREMENTS:**

The following eligibility requirements have been established to accomplish CCP objectives. These requirements involve the specifics of individual requests for approved funds, and the materials that the Applicant must submit to have a successful application. Application forms may be obtained from the City – Planning and Community Development. Application forms must be completed in their entirety before the project will be considered.

1. For the purposes of the CCP, a "project" is defined as ~~the remedial~~ actions with respect to ~~existing-addressing~~ Life Safety Code ~~violations-conditions~~ per building on commercial properties located within the District.
2. Matching funds for the subsidy may total up to fifty percent (50%) of the project's eligible expenses.
3. The maximum aggregate limit of TIF funds granted through the CCP by the City on any one project is ~~\$25,000~~\$75,000.
4. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City on any one project is ~~\$80,000~~\$130,000.
5. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City on any one parcel is ~~\$80,000~~\$130,000 over a fifteen (15) year period.
6. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City in any one fiscal year is \$500,000; provided that TIF funds granted in a fiscal year may be disbursed in a subsequent fiscal year.
7. Notwithstanding anything herein to the contrary, the City Commission reserves the right and discretion, ~~upon the demonstration of extraordinary circumstances,~~ to approve grants in excess of the above referenced aggregate limits.
8. All applications will be reviewed in the order in which they are received by the City.
9. All commercial property within the District is eligible for the CCP, with the exception of publicly owned buildings. For the purposes of the CCP, residential properties with four or more units will be considered commercial properties.
10. All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date. Evidence of payment in the form of a tax receipt is required and must be submitted with the application.
11. Documentation from architects or engineers licensed to practice in Montana will be accepted if their analysis and plans are verified in writing. In addition, a listing of the

construction materials, project elements, and a rendering of the proposed project may also be required.

12. If approved for TIF funds, the Applicant is required to follow requirements for public construction contracts as it pertains to payment, competitive bidding, and standard prevailing rate of wages. All expenditures must be itemized by materials and labor, and construction estimates must be obtained from licensed and bonded general contractors and submitted with the application. Receipts, or invoices marked as paid by the contractor or vendor or comparable documentation will be required for all work undertaken on eligible project improvements prior to reimbursement being approved.
13. All plans, materials, construction techniques and the completed project are subject to inspection and verification by City personnel.
14. If any one of these requirements are not met TIF funding may be withheld.
15. The Office Planning & Community Development will review Applications and determine eligibility for TIF subsidies and project reimbursements.

### **ELIGIBLE ACTIVITIES:**

**IMPORTANT:** All construction undertaken pursuant to the CCP must be in accordance with a design that has been reviewed and approved by City Building Officials or Fire Code Officials to ensure compliance with program objectives, design criteria and Life-Safety Code compliance. The Applicant must also obtain all applicable permits and comply with all municipal ordinances and applicable building codes.

The CCP is designed to address ~~existing~~ Life-Safety Code ~~violations-conditions~~ on existing commercial properties, which may endanger occupants, visitors, or the public. All applications must address resolution of ~~documented~~ Code ~~violations-conditions~~ to be eligible for TIF funds subsidy, and the project must result in the resolution of such Code ~~violations-conditions~~ in order to be eligible for reimbursement.

Eligible activities include, but are not limited to the following:

1. Installation, construction, or significant improvement including, but not limited to, required emergency exits, fire suppression systems, fire escapes, fire detection and alarm systems, protection of open stairways, stairway shafts and/or other exit enclosures, and provision of fire-rated door, floor, ceiling and/or wall assemblies.
2. Installation, construction, or significant improvement in regard to ADA compliance including, but not limited to, installation of ADA compliant doorways, restrooms, or ramps.
3. Installation, construction, or significant improvement including, but not limited to, elevator installation.
4. All improvements covered by the CCP must be of a permanent nature.
5. Architectural/engineering assistance and design fees are eligible expenses. All fees and permit charges must be itemized, and receipts provided.
6. The following are ineligible activities for funding through the CCP:
  - a. Utility connections or replacement other than those which may be directly required by the installation of eligible item(s) such as fire suppression water connections;
  - b. Improvements or upgrades to existing electrical or plumbing systems other than those directly required by installation of an eligible item(s);
  - c. Corrections of structural deficiencies of the building;
  - d. Fines or charges levied against the property for any code violations;
  - e. Work initiated prior to necessary program approvals.

**PLEASE NOTE:** Items ineligible for assistance under the CCP may be eligible under other TIF Programs offered by the City. An Applicant may submit an application for or be concurrently involved in those programs, subject to the caps set forth above. Items listed in the application for TIF assistance will be reviewed by the City to determine the appropriate program or programs they may fall under. All applications are evaluated on a case-by-case basis. The City shall have sole discretion with respect to the administration of TIF funds under the CCP and other programs and the submission of applications materials by an Applicant shall in no way result in any entitlement by such Applicant to any TIF funds under the CCP or other programs unless and until awarded by the City and then only upon satisfaction of all pre-requisites established by the City for receipt of TIF funds.

### **APPLICANT RESPONSIBILITIES:**

The Applicant agrees to the following pursuant to the CCP.

1. Applicant completes TIF application and complies with all program requirements. This material is provided to the City for review.
2. In the application process, Applicant provides expected date of completion of the project. If project is not completed by this date, TIF funds obligated may be rescinded.
3. Applicant selects the architect, engineer, and contractors who will participate in the project, complies with competitive bidding and standard prevailing wage requirements, and obtains all permits and approvals associated with the project.
4. A letter or Certificate of Occupancy from the relevant City Building Officials or Fire Code Officials stating the work has been completed satisfactorily must be received by the City upon project completion and prior to TIF fund disbursement.
5. If the Applicant finances all or part of the private portion of the project using a lending institution, the Applicant will be solely responsible for all loan repayments and for compliance with all lender requirements.
6. Applicant is solely responsible for the full payment of all material, laborers and subcontractors employed in the project.
7. At the completion of the Project, the Applicant must submit copies of all relevant contractor or vendor invoices, receipts verifying payment. Invoices must be marked as paid by the contractor or vendor.
8. It is the Applicant's responsibility to ensure that the Applicant and all of the Applicant's contractors or sub-contractors have adequate liability and workers compensation insurance for the project.
9. Applicant agrees to protect, indemnify, defend, and save harmless the City against and from any and all claims, liabilities, demands, causes of action, judgments (with any costs and fees that might be awarded), attorney's fees, and losses to the City arising in favor of or asserted by any person or entity on account of personal injury, death or damage to property arising out of, in connection with, or incidental to the negligence or willful misconduct of Applicant, or its agents or employees related to the activities under the CCP.

### **CITY RESPONSIBILITIES**

1. The City provides the Applicant with the Code Compliance Program application.
2. The City reviews the application and determines which activities and expenses are eligible.

3. The City evaluates the eligible expenses as they relate to the program objectives and calculates the matching funds subsidy to determine any potential TIF contribution to the project.
4. The City notifies the Applicant of project approval.
5. The City closes out the application upon satisfactory completion of the project:
  - a. Reviews Certificate of Occupancy or other documentation from City Building Officials or Fire Code Officials.
  - b. Inspection of the project for completeness and compliance to design submitted in the application.
  - c. Reviews lien waivers from contractors, subcontractors, and vendors.
  - d. Reviews paid invoices and/or prevailing wage payroll certification from contractors and vendors.
  - e. Processes claim for payment.
6. The City has absolutely no responsibility for payment of any Applicant's material, laborers, or contractors.
7. The City shall have no civil liability for any damages or claims arising from any of the Applicant's undertakings.

**CITY OF GREAT FALLS  
DOWNTOWN URBAN RENEWAL DISTRICT  
ENVIRONMENTAL SAFETY PROGRAM**

**IMPORTANT: Costs to be paid with Tax Increment Funds (TIF) may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.**

**INTRODUCTION:**

The Downtown Development Partnership (DDP) advocated for the creation of several programs that would allow developers to utilize TIF for assistance in redevelopment or rehabilitation of private properties within the Downtown Urban Renewal District (District).

Any approved subsidies are in the form of matching funds to private investment, up to a maximum of \$5,000 for Environmental Safety improvements. The Applicant has the sole responsibility to repay any loans used to finance the private portion of the project.

The Environmental Safety Program works toward the elimination of blight based upon the principles of Crime Prevention Through Environmental Design (Environmental Safety) and other safety and security design principles. Environmental Safety is a set of design principles used to discourage crime and promote building security.

Information on these programs is available through Planning & Community Development at the City of Great Falls (City). Each program targets various conditions and has different criteria that must be addressed through the application process.

The following is a summary of the Environmental Safety Program.

**PROGRAM OBJECTIVES:**

The primary objective of the Environmental Safety Program is the elimination and prevention of blight and the redevelopment of the Downtown core by encouraging commercial property and business owners to install measures that provide for safety and security on the exterior of the buildings in the Downtown Urban Renewal District.

The intent of the Environmental Safety Program is to improve the urban core and encourage redevelopment and elimination of blight through the use of TIF funds as specified by Montana Urban Renewal Act, Title 7, Chapter 15, Parts 42 and 43, Montana Code Annotated (MCA). Authorization for the City to administer a program such as the Environmental Safety Program can be found in the Montana Urban Renewal Act, including:

- 7-15-4206 MCA – Blight – the substantial physical dilapidation, deterioration, age obsolescence, or defective construction, material, and arrangement of building or improvements; and unsanitary or unsafe conditions;
- 7-15-4206 MCA – Rehabilitation – carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements;
- 7-15-4233 MCA – Powers which may be exercised by an urban renewal agency – to formulate and coordinate a workable program as specified in 7-15-4209; and to prepare plans for carrying out a program of voluntary or compulsory repair and rehabilitation of buildings and improvements;

- 7-15-4209 MCA – a municipality may formulate a workable program for utilizing appropriate private and public resources to encourage needed urban rehabilitation; and
- 7-15-4288 MCA – Costs that may be paid by Tax Increment Financing (TIF) – costs incurred in connection with the redevelopment activities allowed under 7-15-4233.

Authorization for these programs was called for in the Downtown Master Plan, under Aesthetics, item 1.c.

Additional objectives are to:

1. Reduce/remove the opportunity for crime to occur in our Downtown core.
2. Prevent crime by designing a physical environment that positively influences human behavior.
3. Promote positive interactions for those frequenting Downtown.
4. Retain and expand safe employment opportunities in our Downtown core.

The approved funding is given at the discretion of the City based upon review of the Applicant's compliance with program objectives, eligibility requirements, eligible construction activities, and availability of TIF funds.

### **ELIGIBILITY REQUIREMENTS:**

The following eligibility requirements have been established to accomplish the Environmental Safety Program objectives. These requirements involve the specifics of individual requests for approved funds, and the materials that the Applicant must submit to have a successful application. Application forms may be obtained from the City – Planning and Community Development. Application forms must be completed in their entirety before the project will be considered.

1. For the purposes of the Environmental Safety Program, a "project" is defined as installation of specific safety and security measures that consist of exterior lighting and/or security cameras on commercial properties/businesses located within the District.
2. Matching funds for the subsidy may total up to fifty percent (50%) of the project's eligible expenses.
3. The maximum aggregate limit of TIF funds granted through the Environmental Safety Program by the City on any one project is \$5,000.
4. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City on any one project is ~~\$80,000~~ \$130,000.
5. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City on any one parcel is ~~\$80,000~~ \$130,000 over a fifteen (15) year period.
6. The maximum aggregate limit of TIF funds granted through the TIF Programs by the City in any one fiscal year is \$500,000; provided that TIF funds granted in a fiscal year may be disbursed in a subsequent fiscal year.
7. Notwithstanding anything herein to the contrary, the City Commission reserves the right and discretion, ~~upon the demonstration of extraordinary circumstances,~~ to approve grants in excess of the above referenced aggregate limits.
8. All applications will be reviewed in the order in which they are received by the City.
9. All commercial property within the District is eligible for the Environmental Safety Program, with the exception of publicly owned buildings. For the purposes of the Environmental Safety Program, residential properties with four or more units will be considered commercial properties.

10. All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date. Evidence of payment in the form of a tax receipt is required and must be submitted with the application.
11. Documentation from architects or engineers licensed to practice in Montana will be accepted if their analysis and plans are verified in writing. In addition, project elements, and a rendering of the proposed project may also be required.
12. If approved for TIF funds, the Applicant is required to follow requirements for public construction contracts as it pertains to payment, competitive bidding and standard prevailing rate of wages. All expenditures must be itemized by materials and labor, and construction estimates must be obtained from licensed and bonded contractors and submitted with the application. Receipts, or invoices marked as paid by the contractor or vendor or comparable documentation will be required for all work undertaken on eligible project improvements prior to reimbursement being approved.
13. All plans, materials, construction techniques and the completed project are subject to inspection and verification by City personnel.
14. If any one of these requirements are not met TIF funding may be withheld.
15. The Office Planning & Community Development will review Applications and determine eligibility for TIF subsidies and project reimbursements.

**ELIGIBLE ACTIVITIES:**

**IMPORTANT:** All construction undertaken pursuant to the Environmental Safety Program must be in accordance with a design that has been reviewed and approved by City Building Officials to ensure compliance with program objectives, design criteria and City Code compliance. The Applicant must also obtain all applicable permits and comply with all municipal ordinances and applicable building codes.

The Environmental Safety Program was created to eliminate blight and encourage redevelopment of the Downtown through the implementation of public safety and security measures of the buildings in the District. All applications must meet these specific criteria to be eligible for TIF funds subsidy, if applicable.

Eligible activities include, but are not limited to the following:

1. Installation of exterior lighting and/or security cameras on the exterior of commercial buildings located within the District.
2. All improvements covered by the Environmental Safety Program must be of a semi-permanent nature.
3. All fees and permit charges must be itemized, and receipts provided.
4. The following are ineligible activities for funding through the Environmental Safety Program:
  - a. Architectural/engineering assistance and design fees;
  - b. Improvements that are not of a semi-permanent nature;
  - c. Fines or charges levied against the property for any reason; and
  - d. Work initiated prior to necessary program approvals.

**PLEASE NOTE:** Items ineligible for assistance under the Environmental Safety Program may be eligible under other TIF Programs offered by the City. An Applicant may submit an application for or be concurrently involved in those programs, subject to the caps set forth above. Items listed in the application for TIF assistance will be reviewed by the City to determine the appropriate program or programs they may fall under. All applications are evaluated on a case-



by-case basis. The City shall have sole discretion with respect to the administration of TIF funds under the Environmental Safety Program and other programs and the submission of applications materials by an Applicant shall in no way result in any entitlement by such Applicant to any TIF funds under the Environmental Safety Program and other programs unless and until awarded by the City and then only upon satisfaction of all pre-requisites established by the City for receipt of TIF funds.

### **APPLICANT RESPONSIBILITIES:**

The Applicant agrees to the following pursuant to the Environmental Safety Program.

1. Applicant completes TIF application and complies with all program requirements. This material is provided to the City for review.
2. In the application process, Applicant provides expected date of completion of the project. If project is not completed by this date, TIF funds obligated may be rescinded.
3. Applicant selects the architect, engineer, and contractors who will participate in the project, complies with competitive bidding and standard prevailing wage requirements and obtains all permits and necessary approvals from the City associated with the project, if applicable.
4. If the Applicant finances all or part of the private portion of the project using a lending institution, the Applicant will be solely responsible for all loan repayments and for compliance with all lender requirements.
5. Applicant is solely responsible for the full payment of all material, laborers and subcontractors employed in the project.
6. At the completion of the Project, the Applicant must submit copies of all relevant contractor or vendor invoices, receipts verifying payment. Invoices must be marked as paid by the contractor or vendor.
7. It is the Applicant's responsibility to ensure that the Applicant and all of the Applicant's contractors or sub-contractors have adequate liability and workers compensation insurance for the project.
8. Applicant is responsible to register security cameras with the Great Falls Police Department.
9. Applicant agrees to protect, indemnify, defend, and save harmless the City against and from any and all claims, liabilities, demands, causes of action, judgments (with any costs and fees that might be awarded), attorney's fees, and losses to the City arising in favor of or asserted by any person or entity on account of personal injury, death or damage to property arising out of, in connection with, or incidental to the negligence or willful misconduct of Applicant, or its agents or employees related to the activities under the Environmental Safety Program.

### **CITY RESPONSIBILITIES**

1. The City provides the Applicant with the Environmental Safety Program application.
2. The City reviews the application and determines which activities and expenses are eligible.
3. The City evaluates the eligible expenses as they relate to the program objectives and calculates the matching funds subsidy to determine any potential TIF contribution to the project.
4. The City notifies the Applicant of project approval.
5. The City closes out the application upon satisfactory completion of the project:
  - a. Inspection of the project for completeness and compliance to design submitted in the application.

- b. Reviews lien waivers from contractors, subcontractors, and vendors.
  - c. Reviews paid invoices and/or prevailing wage payroll certification from contractors and vendors.
  - d. Processes claim for payment.
6. The City has absolutely no responsibility for payment of any Applicant's material, laborers, or contractors.
  7. The City shall have no civil liability for any damages or claims arising from any of the Applicant's undertakings.



Commission Meeting Date: April 18, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Resolution 10503 – Conditional Use Permit for a “Two-family residence” use upon the property addressed as 727 4<sup>th</sup> Avenue North.

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

**Initiated By:** Ramona Ramadas, Owner

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

**Action Requested:** City Commission set a public hearing for Resolution 10503 for May 16, 2023

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing for Resolution 10503 for May 16, 2023.”

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

---

**Staff Recommendation:**

At the conclusion of a public hearing held on March 28, 2023, the Zoning Commission recommended that the City Commission approve the applicant’s request for a Conditional Use Permit for a “Two-family residence”. In addition, staff recommends approval with the following conditions:

**Conditions of Approval:**

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.

3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

**Background:**

The applicant, Ramona Ramadas, has submitted an application to request a Conditional Use Permit to allow for the legalization of a “two-family residence” land use upon the property addressed as 727 4<sup>th</sup> Avenue North and legally described as Lot 8 and the East 37.5 feet of Lot 9, Block 194, Great Falls Original Townsite, Sec. 1, T20N, R3E, P.M., Cascade County, Montana. The subject property is zoned R-9, Mixed Residential, where a two-family residence land use is permitted upon receiving approval of a Conditional Use Permit and fulfillment of any required conditions.

The subject property has a primary building that is used as the applicant’s home. Behind the primary building is an old carriage house that has been converted into a two-car garage. At some point in the property’s history, a second floor was added to the garage. This second story has been used as an office, and anecdotally, as a living space. Currently it is not being used but the applicant has been working to have the space ready for a second living unit. The garage was built prior to the current zoning setback codes so that the building is built right on the rear property line. Because the carriage house is existing, it is allowed to remain in its current location with a legal, non-conforming status. The Conditional Use Permit will require the applicant to provide four off-street parking spaces. The applicant is proposing to build a parking pad off of the adjoining alley to the west of the garage. The garage is built for two stalls, which, when combined with the new parking pad, will allow the applicant to meet the four off-street parking space requirement. The applicant will also be required to conform to any building permit requirements that may apply to the project.

The subject property is larger than the typical lot found in the heart of the City which allows it to better accommodate the two living units.

The basis for a decision for a Conditional Use Permit is listed in OCCGF §17.16.36.040. The City Commission's decision to approve or deny an application shall be based on whether the application, staff report, public hearing, and additional information demonstrate that the criteria, which are attached as Findings of Fact - Conditional Use, have been met.

*Impacts:*

Increasing the residential density of the lot from one unit to two units will not adversely impact the area. There are several properties in the vicinity that have a similar land use or higher density. A more detailed analysis can be found in the attached Basis of Decision.

*Improvements:*

The City is not recommending any improvements to the subject property at this time. The property already has sidewalks, a well-maintained boulevard, and a beautifully maintained yard area.

**Neighborhood Council Input:**

On March 13, 2023, Neighborhood Council #7 made a motion to unanimously support the proposed land use. The City received written communication from Great Falls Public Schools that stated that the CUP would not adversely impact the schools in the area. Whittier Elementary, East Middle School, and Great Falls High School would be able to handle any additional students this project would potentially bring to the district.

**Fiscal Impact:**

Approval of the CUP would have no adverse financial impact upon the City of Great Falls. Approval of the CUP would result in the legal use of the second unit on the parcel, which would increase the property's taxable value.

**Alternatives:**

The City Commission could decline to set the public hearing for Resolution 10503 for the Conditional Use Permit. Due process normally requires that the City Commission schedule public hearings to hear requests of this type.

**Concurrences:**

Representatives of the City's Public Works Department have reviewed the proposal and have no objections to the issuance of the Conditional Use Permit.

**Attachments/Exhibits:**

Resolution 10503  
Basis of Decision  
Site Layout  
Aerial Map  
Zoning Map  
Applicant Narrative  
Neighbor Correspondence

RESOLUTION 10503

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A "RESIDENCE, TWO-FAMILY" LAND USE UPON A PARCEL OF LAND ADDRESSED AS 727 4<sup>th</sup> AVENUE NORTH AND LEGALLY DESCRIBED AS LOT 8 AND THE EAST 37.5 FEET OF LOT 9, BLOCK 194, GREAT FALLS ORIGINAL TOWNSITE, SEC. 1, T20N, R3E, P.M., CASCADE COUNTY, MONTANA

\* \* \* \* \*

WHEREAS, the City of Great Falls has been petitioned to approve a Conditional Use Permit to allow for the establishment of a "Residence, two-family" land use upon the property legally described as Lot 8 and the East 37.5 feet of Lot 9, Block 194, Great Falls Original Townsite, Sec. 1, T20N, R3E, P.M., Cascade County, Montana (subject property); and,

WHEREAS, the subject property is presently zoned R-9 Mixed Residential, wherein a "Residence, two-family" land use is permitted upon receiving approval of a Conditional Use Permit; and,

WHEREAS, the proposed Conditional Use Permit for the establishment of a "Residence, two-family" land use upon the subject property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF) Section 17.16.36.040; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on March 28, 2023, to consider said Conditional Use Permit application and, at the conclusion of said hearing, passed a motion recommending a Conditional Use Permit for a "Residence, two-family" land use be granted by the City Commission for the subject property, subject to the following conditions:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

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

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

That a Conditional Use Permit be granted for a “Residence, two-family” land use at the property addressed as 727 4<sup>th</sup> Avenue North and legally described as Lot 8 and the East 37.5 feet of Lot 9, Block 194, Great Falls Original Townsite, Sec. 1, T20N, R3E, P.M., Cascade County, Montana, conditioned upon the owner complying with the conditions listed herein; and,

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that, pursuant to the Official Code of the City of Great Falls (OOCGF) 17.16.36.090, the permit shall be considered a covenant that runs with the land and shall be binding on all subsequent property owners. Additionally, pursuant to OOCGF 17.16.36.100, the Conditional Use Permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion. If the Conditional Use is established, but ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective from and after the date of the filing of said document in the office of the Cascade County Clerk and Recorder.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on May 16, 2023.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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



## CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting the approval of a Conditional Use Permit (CUP) for a Two-Family Residence located at 727 4<sup>th</sup> Avenue North in the R-9 district.

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

The proposed two-family residence provides housing diversity and increased density within the City and also takes advantage of existing street and utility infrastructure. More specifically, it is consistent with the following policies in the City's Growth Policy:

Phy4.1 – Encourage a balanced mix of land uses through-out the City.

Phy4.3 – Optimize the efficiency and use of the City's Public facilities and utilities.

Soc1.4.6 – Encourage a variety of housing types and densities so that residents can choose by price or rent, location, and place of work.

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

The CUP will have no detrimental impact upon the health, safety, morals, comfort or general welfare. The subject property has been inspected by Planning and Building staff. Because the property is larger than the average property in the area, increasing the density will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare of the surrounding properties.

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

The residential uses in the neighborhood are generally mixed in density. While the majority of uses in the area are single-family, there are a number of area properties with residential densities of two-family or higher. The property directly to the east, across 8<sup>th</sup> Street, is a large multi-family building.

The height, scale and design of the existing carriage house structure being used for the proposed second unit will not change. Parking is proposed to be contained within attached and detached garages. The property already contains a nicely landscaped yard. With this design, and with the proximity of the high-density residential development adjoining to the northeast, this conditional use will not adversely impact the use, enjoyment or property value of any property in the immediate vicinity.

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

The project will not impede the normal and ordinary development and improvement of surrounding properties. All of the surrounding nearby lots are already developed. Adjacent property owners have been notified about the project and City staff has received no questions regarding project specifics. City Staff did receive a letter from Great Falls Public Schools that

the increased density would not affect the schools in the district in a negative way.

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

Adequate services and infrastructure are available to serve the two family dwelling. Water, sewer and roads already exist adjacent to the subject parcel. Any utility services needed for the duplex will need to be permitted through the City.

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

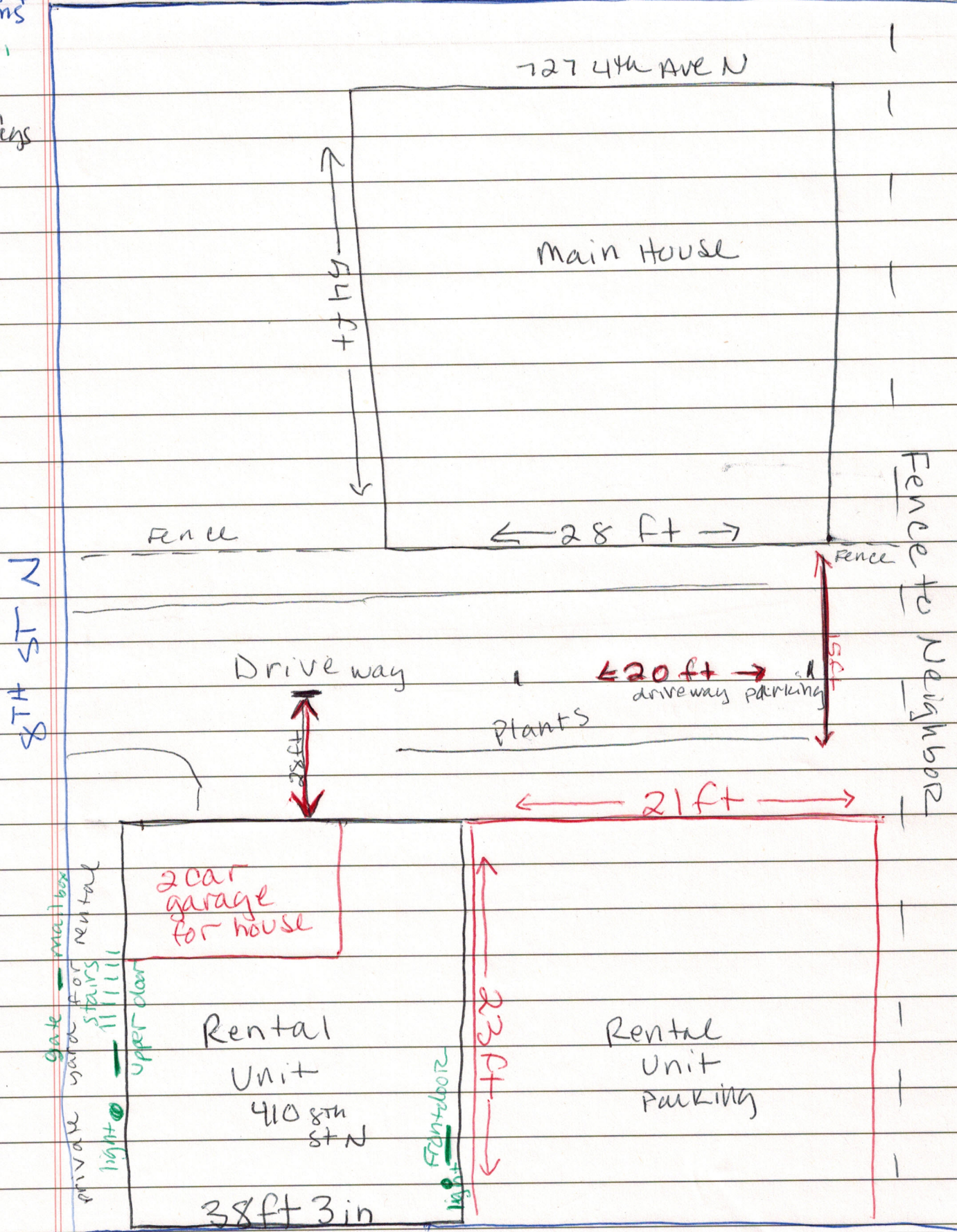
The project will generate little daily traffic, and will have no discernible impact upon the area road network. Driveway access is off 8<sup>th</sup> Street North and a parking pad will be accessed off of 5<sup>th</sup> Alley North. Local traffic in this area is minimal and the second residential unit would not congest the area further.

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

The lot is of sufficient size for the proposed two-family use to comply with all applicable regulations in the City's Land Development Code and, more specifically, the R-9 Zoning District.

# 4th Ave N

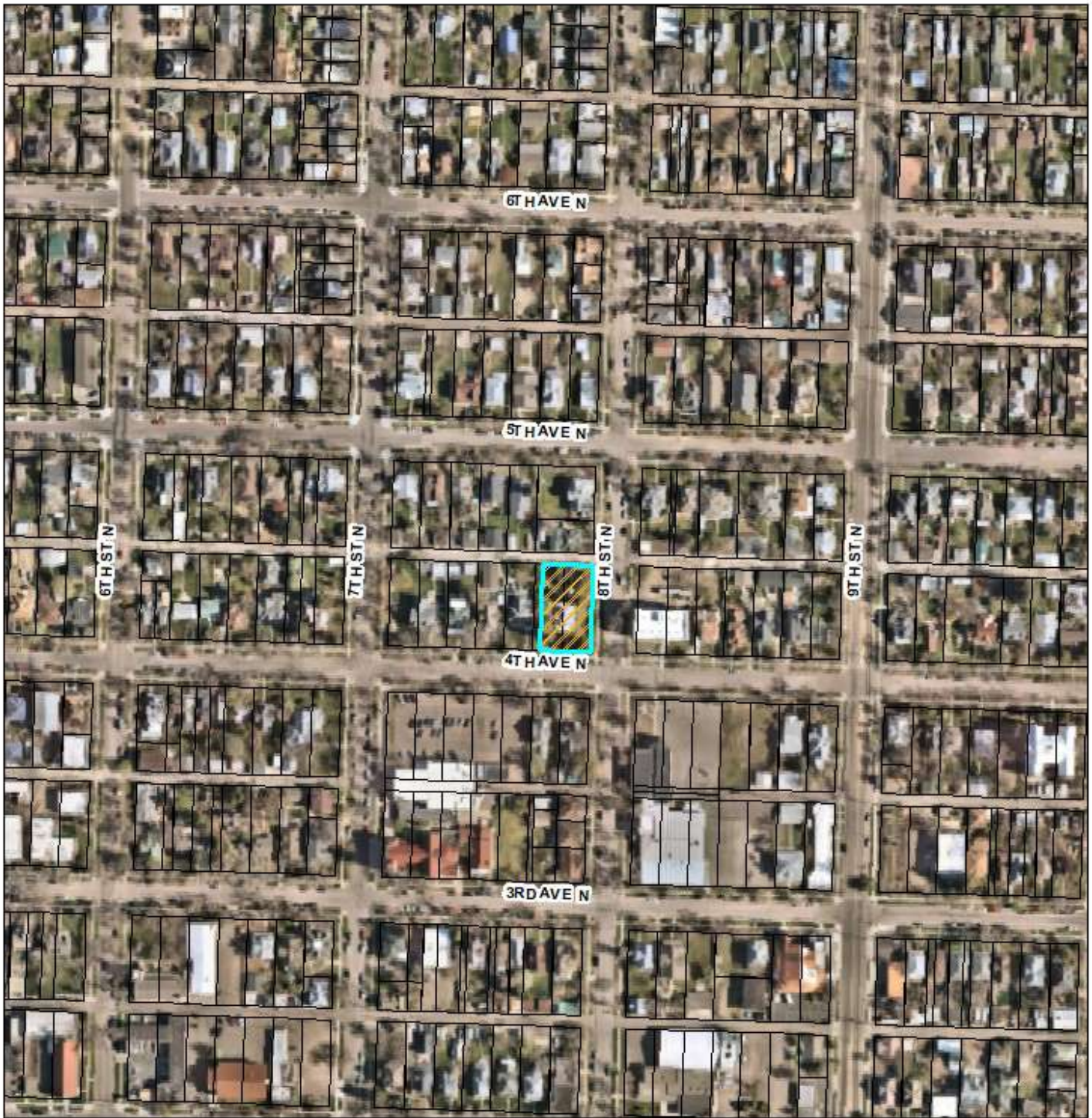
- Legend:
- Parking
  - Street + directions
  - Lights, doors, stairs
  - Bldgs, walkways




Conditional Use Permit - RN Housing  
 Ramona Ramadas  
 727 4th Ave N

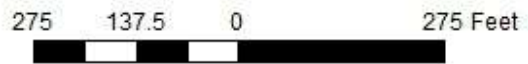
Alley

### Aerial Map

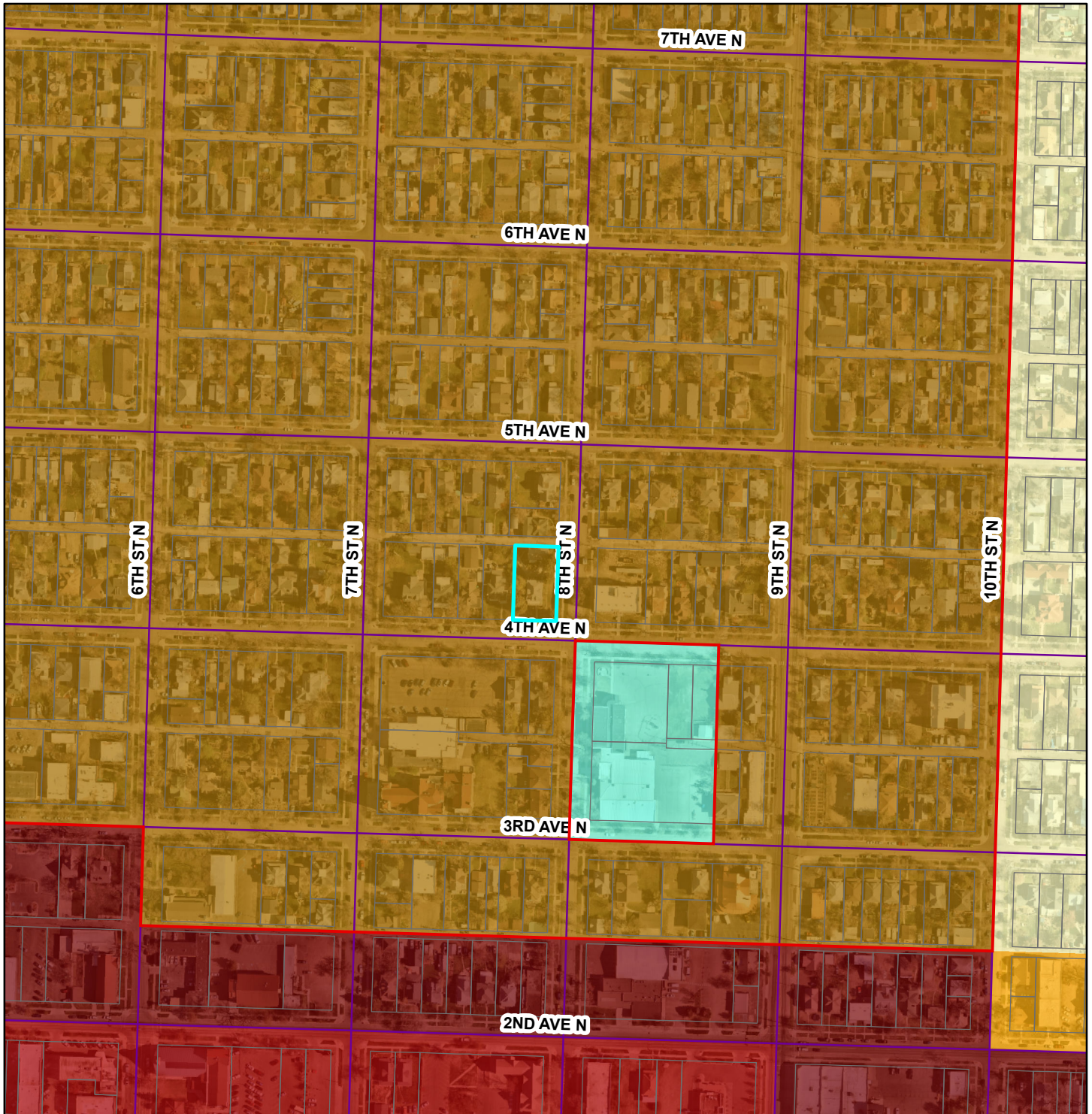


 Parcel selection


 City Limits

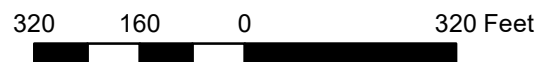


# ZONING MAP



## Legend

-  R-3 Single-family High Density
-  R-6 Multi-family High Density
-  R-9 Mixed Residential
-  C-4 Central Business Core
-  C-5 Central Business Periphery
-  PLI Public Lands and Institutional



N



City of Great Falls

Planning and Community Development Dept.

PO Box 5021

Great Falls, MT 59403 -5021

Re: Narrative for Conditional Use Permit Application at 727 4<sup>th</sup> Ave N/410 8<sup>th</sup> St N

Dear City Planning,

727 4<sup>th</sup> Ave N and the “Carriage House” located at 410 8<sup>th</sup> St N have a special place in the history of the city’s development. It is our understanding that the home was originally built by an investor in the city’s innovative roots in electricity. Innovation has continued as the backbone of the home – as the owners of the property for just under a year, we’ve learned of a prominent Great Falls lawyer, an architect, and had visits by the students and families of several music students that learned within the walls of the home under its most recent owner.

In this spirit, we have been working to restore the home, honoring the architecture, craftsmanship, and innovation of those that came before us. More importantly, we have brought the “carriage house” (a true carriage house, we learned from our neighbor) back to life. Our vision is to support one of the most important needs facing every community today, the nursing shortage. Investments in University of Providence and Great Falls College will help address this growing concern within Great Falls and beyond. With these investments, nurse educators and travel nurses wishing to be part of this wave of change will want to be part of the community for short, and perhaps long periods of time.

As an actively licensed RN, I am well positioned to create a space that meets the needs of a healthcare worker, and my family and I are excited to give back to the industry and community in this way. We believe we can provide a safe and friendly haven at the end of the shift for this rewarding but incredibly demanding role. Simultaneously, the income we receive will allow us to continue making investments into the home, the arts community in Great Falls, and my continued contributions to nursing innovation.

The specific activities we have undertaken to prepare a safe and comfortable space include:

- Upgraded electrical panel and fixtures
- Upgraded plumbing
- Refinished wood floors
- New high-efficiency furnace
- New hot water tank
- Updated bathroom
- Upgraded insulation
- New paint and appliances

We hope that you’ll support our vision and this project. Thank you for your consideration!

Ramona Ramadas

## Lonnie Hill

---

**From:** Jamie Nygard  
**Sent:** Tuesday, March 28, 2023 11:49 AM  
**To:** Lonnie Hill  
**Subject:** FW: 4th Ave N remodel

-----Original Message-----

From: jayjaitken@gmail.com <jayjaitken@gmail.com>  
Sent: Tuesday, March 28, 2023 11:35 AM  
To: Jamie Nygard <jnygard@greatfallsmt.net>  
Subject: 4th Ave N remodel

To whom it may concern,

We are grateful to Pat and Ramona for their kindness to their neighbors on 4th Ave N! We are lucky and blessed to have them as neighbors! We are also all inspired to follow their example and fox up our homes as well!

Sincerely,

Dr Jill Aitken AUD CCC-A  
and Jay Aitken  
609 4th Ave N  
Great Falls, MT 59401  
(406) 899-9761  
Sent from my iPhone