



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
January 21, 2025  
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.

**Meeting Decorum Statement**

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**COMMUNITY INITIATIVES**

1. Miscellaneous Reports and announcements from Sheriff Jesse Slaughter.

## PETITIONS AND COMMUNICATIONS

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

2. Miscellaneous reports and announcements.

## NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.

## BOARDS AND COMMISSIONS

4. Miscellaneous reports and announcements from Boards and Commissions.

5. Appointment to the City-County Board of Health

## CITY MANAGER

6. Miscellaneous reports and announcements from City Manager.

## CONSENT AGENDA

*The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.*

7. Minutes, January 7, 2025, City Commission Meeting.
8. Total Expenditures of \$6,396,747 for the period of December 19, 2024 through January 2, 2025, to include claims over \$25,000, in the amount of \$3,775,036.
9. Contracts List.
10. Approve the cancellation of City of Great Falls checks that remain outstanding and unpaid for a period of one year or longer as authorized by § 7-6-4303, MCA, and authorize redistribution to the General Fund and the Municipal Court Unclaimed Restitution Fund.
11. Approve the final payment for the 32nd Street South ADA Upgrades, Phase 1, in the amount of \$30,669.02 to United Materials of Great Falls, Inc., and \$309.79 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents.
12. Approve the final payment for the East Fiesta Street Reconstruction, in the amount of \$45,831.98 to United Materials of Great Falls, Inc., and \$462.95 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents.

**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

## OLD BUSINESS

13. Amendment and Extension of Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement with CourseCo, Inc., d/b/a Great Falls Golf, LLC. *Action: Approve or not approve the Amendment and Extension. (Presented by Steve Herrig)*

## NEW BUSINESS

## **ORDINANCES / RESOLUTIONS**

### **CITY COMMISSION**

- [14.](#) Appointments, Great Falls Citizen's Council.
15. Miscellaneous reports and announcements from the City Commission.
16. Commission Initiatives.
17. 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.*



Commission Meeting Date: January 21, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointment to the City-County Board of Health

**From:** City Commission

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Appoint a member to serve as the city’s resident representative to the City-County Board of Health for a three year term through December 31, 2027.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (appoint/not appoint) Laurie Bernhardt Glover to the City-County Board of Health as the city’s resident representative for a three year term through December 31, 2027.”

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

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**Summary:** The City-County Board of Health was created through an *Agreement* entered into between Cascade County and the City of Great Falls in 1975 to establish a board of health as contemplated by the provisions of Montana law relating to local boards of health, specifically § 50-2-106, MCA. Under the terms of the 1975 *Agreement*, the City-County Board of Health consists of seven members:

- A member of the Cascade County Board of Commissioners or his/her representative, *Commissioner Briggs*;
- The Mayor of the City of Great Falls or his/her representative, *Commissioner Wilson*;
- The District Superintendent for Great Falls Public Schools, *Heather Hoyer*;
- A licensed doctor of medicine representing the Cascade County Medical Association appointed jointly by the City and County, *Dr. Rachel Amthor*;
- A licensed doctor of dentistry representing the Cascade County Dental Association appointed jointly by the City and County, *Dr. Matt Martin, DDS*; and
- Two or more interested citizens, with the number being equal from within the City of Great Falls, *Amanda Ball* and from the area of Cascade County outside of the City of Great Falls *Dr. Ray Geyer*.

City representative Amanda Ball was appointed by the City Commission on April 16, 2019 and has served two full terms with her most recent term ending on December 31, 2024. The City advertised for citizen interest and received an application from Ms. Laurie Bernhardt Glover. This application was

forwarded to Health Officer Abigail Hill for the board to review and provide a formal recommendation on the applicant. Ms. Hill was notified by County Commissioner Briggs that the Board would not be making a recommendation. The application is being forwarded for City Commission for appointment consideration.

**Attachments:**

Application – Laurie Bernhardt Glover



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

RECEIVED  
NOV 21 2024  
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>City-County board of Health</i>		Date of Application: <i>11/20/2024</i>
Name: <i>Laurie Bernhardt Glover</i>		
Home Address: <i>1318 16th St. So., Great Falls, MT 59405</i>		Email address: <i>Nurse=glover@yahoo.com</i>
Home Phone: <i>406-788-3420</i>	Work Phone: <i>—</i>	Cell Phone: <i>406-788-3420</i>
Occupation: <i>Nurse Educator Retired Nurse Practitioner</i>	Employer: <i>(Retired 5/24) MSU</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>Please see my education, service, and work experience on enclosed CV.</i>		
Educational Background: <i>     </i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>     </i>		
Previous and current public experience (elective or appointive): <i>     </i>		
Membership in other community organizations: <i>     </i>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?  
 (County) CCHD 1983-1994

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?  
 Cascade County Aging Services

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

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? My entire career was focused on population health. Specifically, my teaching area was Community Health and Case Management. I have more time to devote to community service now, and am passionate about our community's holistic health - Physical, Mental, Environmental, Socio-economic.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission? As outlined on my CV, my education, work experience, community, and state service exemplify aptitude for the Board of Health. I also understand Board functions, Robert's Rules, civic participation & leadership.

Additional comments:  
 I enjoyed taking nursing students to BOH meetings, and appreciate the vital role this board has in our community, as well as the professionals at CCHD.

Signature: Laurie B. Glouer Date: 11/20/2024

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

**Laurie B. Glover**

Community Volunteer/Retired Nurse Practitioner and Nurse Educator  
 (406) 788-3420  
 Email: [Nurse\\_glover@yahoo.com](mailto:Nurse_glover@yahoo.com)

**Education**

M.N., Family Nurse Practitioner, Montana State Univ-Bozeman, 2003.

B.S.N., Montana State Univ-Bozeman, 1979.

**Professional Positions**

Associate Clinical Professor, Mark & Robyn Jones College of Nursing, Montana State University  
 (2002-May 2024) **Specialty area: Community Health**

Family Nurse Practitioner, University of Providence Student Health Services. (2006 -2018)

Volunteer Family Nurse Practitioner, Great Falls Rescue Mission. (2003 - 2019).

Home Care Nurse, Nightingale Nursing. (2007 - 2014).

Health Services Director, Montana School for the Deaf and Blind. (1994 - 2001).

Public Health Nurse, City-County Health Department (1983-1994)

Montana Deaconess Medical Center, ICU Staff Nurse (1980-1983)

**Licensures and Certifications**

RN, Montana State Board of Nursing (1979-current)

APRN, FNP-BC, Montana State Board of Nursing, AACN – (2003- December 2023)

**Community Service**

American Association of University Women, Program Chair

Alluvion Health Board of Directors, Great Falls. (2019 - Current).

CASA Volunteer, Great Falls. (June 1, 2019 – Current).

Cascade County Aging Services Council, Chair (2023-current)

Health Advisory Board, Great Falls Head Start, Great Falls, MT. (2008 - Current).

Governor's Council on Aging (2015-2021) Chair 2017-2021.

Montana Nurses Association

**Awards and Honors**

Mark & Robyn Jones College of Nursing Alumni Diversity Legacy Award (October 2022)

Political Nurse Leadership Award, Montana Nurses Association. (October 2016).

MSU Faculty Award for Excellence in Teaching (2006)



**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

Regular City Commission Meeting

Mayor Reeves presiding  
 Commission Chambers, Room 206

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, and Shannon Wilson. Commissioner Susan Wolff was excused. Also present were City Manager Greg Doyon, Public Works Director Chris Gaub, Finance Director Melissa Kinzler, City Attorney David Dennis, Fire Chief Jeremy Jones, Police Captain Doug Otto and City Clerk Lisa Kunz.

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

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

**MILITARY UPDATES**

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

**Colonel Daniel Voorhies**, Commander of the 341<sup>st</sup> Missile Wing, introduced Air Force Captains:

- Marissa Ridley announced that she is from Texas. She is a mental health therapist at MAFB and provides family advocacy services. She is a board member of Electric City Roller Derby and Team Montana.
- Elysse Brenner announced that she is from Oklahoma. She is an attorney at MAFB Legal Office. She frequently deals with the County and the City when it comes to jurisdiction requests. She is a figure skating coach in Great Falls.
- Sam McNally announced that he serves as the Deputy Staff Adjunct Advocate at the Legal Office. He attended the University of Michigan and University of Notre Dame Law School. Captain McNally introduced his beautician wife in the audience.

Colonel Voorhies made the following announcements:

- MAFB will be hosting a Childcare Cohort on January 29, 2025, for the childcare providers in the community to understand the mission and needs of the airmen and their families.
- Before the Christmas holiday, Captains McNally and Brenner participated in an 18.6 mile Norwegian Foot March hike, carrying 25 pounds of weight in their rucksacks and completed the hike within the required time of 4½ hours.
- January 17, 2025 is Family Day, and January 20, 2025 is Martin Luther King, Jr. Day.
- March 18-19, 2025, MAFB will be hosting a Women's Leadership/Symposium.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

- August 2025 MAFB will be hosting the Air Force Global Strike Command for all senior leadership.

Commissioner Tryon commented it is so worthwhile to meet the folks from MAFB and to hear how they are involved in the community.

**PETITIONS AND COMMUNICATIONS**

2. **Sherrie Arey**, NeighborWorks Great Falls Executive Director, announced that today marks the 45<sup>th</sup> anniversary of Neighborhood Housing Services, Inc. of Great Falls. NeighborWorks will be celebrating this milestone all year, and she thanked the Commission and City staff for its support throughout the years that made NeighborWorks the strong organization that it is today. She reviewed the long list of accomplishments since incorporation in 1980, and noted the importance of collaboration.

**John Hubbard**, City resident, discussed concerns not under the jurisdiction of the City Commission: rogue presidents, government taxes, Coronavirus, Bird Flu, unaffordable housing and deregulation of power. He commented that the more important Public Safety Levy vote should have come before the Library Levy vote.

**NEIGHBORHOOD COUNCILS**

3. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS AND COMMISSIONS**

4. **REAPPOINTMENTS/APPOINTMENTS TO THE PARK AND RECREATION BOARD.**

Mayor Reeves reported that the Park and Recreation Advisory Board has two board members with term expiration dates of December 31, 2024. Arthur Taft was appointed to the Board on February 1, 2022 and Jim Sargent was appointed to a partial term on November 21, 2023. Both men are interested and eligible to serve an additional term. Board member, Kortny Maurer was reappointed for a three-year term through December 31, 2026 but recently resigned due to a job relocation. The City Commission will need to appoint someone to fill the remaining portion of her term and consider reappointing Mr. Taft and Mr. Sargent.

The city advertised for citizen interest in accordance to Resolution 10524 and received three applications. Citizens interested in serving on the Board are: Jared Alleman, DeeAnna Brady-Leader and Bryan Lockerby.

The Park and Recreation Advisory Board met on December 9, 2024 and recommended the City Commission reappoint Mr. Taft and Mr. Sargent for three-year terms through December 31, 2027 and appoint Ms. Brady-Leader to serve the remaining portion of Ms. Maurer's term through December 31, 2026.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

**Commissioner Wilson moved, seconded by Commissioner Tryon, that the City Commission appoint Arthur Taft and Jim Sargent to the Park and Recreation Board for three-year terms through December 31, 2027 and appoint DeeAnna Brady-Leader to fill the remainder of a three-year term through December 2026.**

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

Commissioner Wilson commented that she previously served on the Park and Recreation Board and is well acquainted with Art Taft and Jim Sargent. Both men are great assets for the Board, and she trusts the Board's recommendations.

Mayor Reeves called for the vote.

Motion carried 4-0.

**5. REAPPOINTMENTS TO THE MANSFIELD CENTER FOR THE PERFORMING ARTS ADVISORY BOARD.**

Mayor Reeves reported that Carl Donovan was appointed to the Board on June 7, 2022 and Randall Knowles was appointed on April 18, 2024. With terms expiring on December 31, 2024, both men are interested and eligible to serve an additional term. The City advertised for other citizen interest but did not receive any additional applications. During their meeting on December 20, 2024 the Mansfield Board recommended reappointment of both Mr. Donovan and Mr. Knowles.

**Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission reappoint Randall Knowles and Carl Donovan to the Mansfield Center for the Performing Arts Advisory Board for three-year terms through December 31, 2027.**

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

Motion carried 4-0.

**6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**CITY MANAGER**

- 7.** City Manager Greg Doyon reported that the City's website <https://greatfallsmt.net> has been updated with more information about the Water Service Line Inventory mandated by the Environmental Protection Agency (EPA) to determine the houses and businesses fitted with lead pipes. Because it is not clear whether approximately 5,000 non-responsive residents have lead pipes servicing their homes, Public Works staff is required to go door to door.

A big concern is the City does not know yet who, ultimately, will be required to pay for those service lines. The City is exploring a limited number of dollars to assist with the transition of lead pipes.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

Either the City is going to end up having to pay for it through its utility rates to all users, or the homeowners or business owners with lead service lines will have to replace them at their cost. That will be a future discussion if the current EPA policy does not change.

The letter the Commission sent to the new incoming delegation about the City's position on this matter is also posted on the City's website under this topic.

The Great Falls Animal Shelter was awarded a \$20,000 grant from the ASPCA to assist with constructing a safe and accessible outdoor play yard and enclosures for the dogs.

With regard to snow plowing, Manager Doyon explained that there are City streets and State routes. The State is responsible for certain routes within the City, and the City is responsible for its emergency snow routes.

Complaints heard on a regular basis include the City not plowing the side streets, creating snow berms in front of driveways, or plowing in vehicles that are parked on the side streets. It is an inconvenience, but we do live in an area that gets snow. The City tackles the emergency snow routes first, and tries to maintain how it uses the street assessment dollars for the taxpayer, which includes summer maintenance (potholes and street repairs) and winter maintenance. Public Works tries hard to balance those two efforts without continuing to increase that assessment.

Additional information about the Snow and Ice Control Plan, and map of state and local routes can be found on the Public Works tab on the City's website <https://greatfallsmt.net>. Residents and businesses are responsible for snow removal from sidewalks.

The 2025 Legislative Session is underway. The City's lobbyist is staying in touch with him. The Commission can tell him if he is sharing too much communication. The pace of the legislature is fast and furious. There is a lot of negotiating that goes on with the committees, a lot of checking in to see if it is something the city supports or agrees with, conveying information to our delegation and to the committees and providing testimony about what is working and what is not.

Commissioner Tryon inquired if the snowplow operators could lift the plow for driveways.

Manager Doyon explained that, when the blade is lifted, whatever is being plowed stays in the middle of the road and creates a safety hazard. There would also be additional wear and tear on the mechanics of raising and lowering the blade constantly.

Commissioner Tryon acknowledged that, in some cases, it could be a real burden on some citizens when they have to shovel their driveway to get out.

Director Gaub noted that his leadership team will listen to the recording of Commissioner Tryon's comments tonight and will get back to him. It is a problem municipalities have wrestled with for decades.

**CONSENT AGENDA.**

8. Minutes, December 17, 2024, City Commission Meeting.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

9. Total Expenditures of \$ 3,261,418 for the period of December 5, 2024 through December 18, 2024, to include claims over \$25,000, in the amount of \$ 2,430,378.
10. Contracts List.
11. Approve the annual Assistance to Firefighters Grant application to the Federal Emergency Management Agency in the amount of \$199,704.25 for potential funding of Fire Department operational and safety equipment.
12. Approve the Final Payment for the Civic Center Partial HVAC Renovations Project in the amount of \$59,977.72 to Wadsworth Builders, and \$605.84 to the State Miscellaneous Tax Fund, and authorize the City Manager to make the payments. **OF 1750.2**

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

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

Motion carried 4-0.

**PUBLIC HEARINGS**

**OLD BUSINESS**

13. **SEWAGE LIFT STATION NO. 1 AND SUPPLEMENTAL FORCE MAIN IMPROVEMENTS - - ALTERNATIVE PROJECT DELIVERY CONTRACT AWARD FOR GENERAL CONTRACTOR CONSTRUCTION MANAGER (GCCM) SERVICES TO PROSPECT CONSTRUCTION, INC. (OF 1758.1).**

Public Works Director Chris Gaub reported that this would enable the City to rescind and replace the December 3<sup>rd</sup> Commission action that authorized the GCCM Contract to Prospect Construction for the Lift Station No. 1 Repairs and Supplemental Force Main project.

The bottom line for the request tonight is to correct an administrative oversight by all parties involved, to include the contractor, the consultant and some City staff. City Clerk, Lisa Kunz noticed the dollar amounts on the bonding paperwork did not correspond with what was approved at the Commission meeting.

The mistake was that the Guaranteed Maximum Price (GMP) Agreement approved for just over \$7.45 million dollars did not have the correct dollar amount to cover the 5% Owner's Contingency or the Builder's Risk coverage insurance. The Agreement also did not include a reference to the General Conditions of the contract. The General Conditions includes Liquidated Damages, which was left blank, instead of showing the agreed upon \$500 per day.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

To include the costs for the Owner's Contingency and Builder's Risk Insurance, the GMP amount needs to be increased by just over \$336,000 for a total of just over \$7.7 million dollars. Following legal advice, the cleanest way to accomplish all of this is to replace the contract approved by the Commission last month with a new contract. This would ensure all parties have the contract and agreement that we have developed in good faith, that best postures us to mitigate potential contract disputes, and that enables us to transition the project into the construction phase. This action does not put the ARPA funding at risk.

Staff recommends the Commission rescind and replace the existing GCCM Construction Contract of \$7.456 million dollars to Prospect Construction with the updated Guaranteed Maximum Price Agreement amount of \$7.793 million dollars for the Lift Station No. 1 Repairs and Supplemental Force Main project.

Commissioner Wilson requested and was granted permission without objection to withdraw the motion read from the December 3, 2024 Agenda Report as an attachment, rather than the January 7, 2025 Agenda Report #13.

**Commissioner Wilson moved, seconded by Commissioner McKenney, that the City Commission rescind the Commission's December 3, 2024 action awarding a General Contractor Construction Manager (GCCM) Construction Contract to Prospect Construction, Inc. for Construction Phase Services at a Guaranteed Maximum Price (GMP) of \$7,456,692.00 for the Sewage Lift Station No. 1 and Supplemental Force Main Improvements project.**

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

Motion carried 4-0.

**Commissioner McKenney moved, seconded by Commissioner Tryon, that the City Commission award a General Contractor Construction Manager (GCCM) Construction Contract to Prospect Construction, Inc. for Construction Phase Services at a Guaranteed Maximum Price (GMP) of \$7,793,175.39 for the Sewage Lift Station No. 1 and Supplemental Force Main Improvements Project, and authorize the City Manager to execute the agreement documents.**

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

Commissioner Tryon received confirmation that the ARPA and City Sewer Treatment funds cover the additional calculated amount of \$336,483.39.

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

Motion carried 4-0.

**NEW BUSINESS**

**JOURNAL OF COMMISSION PROCEEDINGS**  
**January 7, 2025**

**ORDINANCES / RESOLUTIONS**

**CITY COMMISSION**

**14. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**15. COMMISSION INITIATIVES.**

None.

**16. LEGISLATIVE INITIATIVES.**

None.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the regular meeting of January 7, 2025, at 7:49 p.m.**

Motion carried 4-0.

\_\_\_\_\_  
Mayor Reeves

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

**Minutes Approved: January 21, 2025**



Commission Meeting Date: January 21, 2025  
**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	12/19/2024 - 01/02/2025	2,882,758.99
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	12/19/2024 - 01/02/2025	3,465,454.49
	SUB TOTAL: \$	6,348,213.48
MUNICIPAL COURT CHECKS	12/19/2024 - 01/02/2025	48,533.36
	GRAND TOTAL: \$	6,396,746.84

**GENERAL FUND**

**SPECIAL REVENUE FUNDS**

**COVID RECOVERY**

AT KLEMENS INC	CIVIC CENTER RENO OF 1750.2 PMT 12	192,547.25
WESTERN OFFICE EQUIPMENT	COURT FURNITURE	136,621.93
WADSWORTH BUILDERS COMPANY INC	CIVIC CENTER COURT RELOCATION PMT 9	235,482.39

**LIBRARY FOUNDATION**

CTA ARCHITECTS CUSHING TERRELL	PROFESSIONAL SERVICES NOVEMBER 2024	37,191.19
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**CENTRAL MONTANA AG TECH PARK TID**

US BANK NATIONAL ASSOCIATION	DEBT SERVICE	48,125.00
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**STREET DISTRICT**

UNITED MATERIALS OF GREAT FALLS	SIDEWALK CARTER PARK/PMT 4 (SPLIT AMONG FUNDS)	73,000.00
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**FEDERAL BLOCK GRANTS**

UNITED MATERIALS OF GREAT FALLS	SIDEWALK CARTER PARK/PMT 4 (SPLIT AMONG FUNDS)	5,000.84
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**DEBT SERVICE FUNDS**



<b>WEST BANK TID BONDS</b>		
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	51,237.50
<b>DOWNTOWN TID BONDS</b>		
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	73,562.50
<b>CAPITAL PROJECT FUNDS</b>		
<hr/>		
<b>ENTERPRISE FUNDS</b>		
<hr/>		
<b>WATER</b>		
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	320,587.50
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	319,100.00
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	274,237.50
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	130,685.00
<b>SEWER</b>		
AE2S INC	SEWER SYSTEM CAPACITY MODEL/PMT6	31,873.98
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	236,650.00
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	213,560.00
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	118,290.00
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	85,973.66
<b>STORM DRAIN</b>		
UNITED MATERIALS OF GREAT FALLS	SIDEWALK CARTER PARK/PMT 4 (SPLIT AMONG FUNDS)	71,948.58
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	150,512.50
US BANK NATIONAL ASSOCIATION	DEBT SERVICE	103,750.00
<b>PARKING</b>		
STANDARD PARKING CORPORATION	NOVEMBER 2024 PARKING SERVICES	40,094.40
<b>INTERNAL SERVICE FUNDS</b>		
<hr/>		
<b>CENTRAL GARAGE</b>		
MOUNTAIN VIEW CO-OP	UNLEADED AND DIESEL FUEL - FY 2025	25,200.02
<b>INFORMATION TECHNOLOGY</b>		
ZUERCHER TECHNOLOGIES LLC	PUBLIC SAFETY SOFTWARE RENEWAL	96,925.45
<b>HEALTH &amp; BENEFITS</b>		
METROPOLITAN LIFE INSURANCE CO	METLIFE DENTAL & VISION NOVEMBER 2024	47,055.88
<b>TRUST AND AGENCY FUNDS</b>		
<hr/>		

<b>COURT TRUST MUNICIPAL COURT</b>		
CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	40,990.66
<b>PAYROLL CLEARING</b>		
STATE TREASURER	MONTANA TAXES	41,524.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	58,419.33
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	76,094.55
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	153,856.49
US BANK	FEDERAL TAXES, FICA & MEDICARE	237,769.39
<b>UTILITY BILLS</b>		
NORTHWESTERN ENERGY	ELECTRIC CHARGES	47,168.48
<b>CLAIMS OVER \$25,000 TOTAL:</b>		<b>\$ <u>3,775,035.97</u></b>

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

**DATE: January 21, 2025**

**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 – Utilities	Grandview Terrace MHC	Indefinite	N/A	Consecutive System Agreement as required by the Department of Environmental Quality (DEQ) for Public Water System (PWS) ID #4686 - Grandview Terrace Mobile Home Park located at 600 17 <sup>th</sup> Avenue South, Great Falls



Commission Meeting Date: January 21, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

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

**From:** Great Falls Municipal Court

**Initiated By:** Generally Accepted Accounting Principles; MCA § 7-6-4303

**Presented By:** Morgan Medvec, Court Supervisor

**Action Requested:** Approve cancellation of outstanding and unpaid checks over a year old issued by City of Great Falls Municipal Court

**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 § 7-6-4303, MCA, and authorize redistribution to the General Fund and the Municipal Court Unclaimed Restitution Fund.”

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. Attached is the required list of the instruments to be cancelled including the check number, date, amount, and payee. Great Falls Municipal Court 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, the Municipal Court will generate a replacement check. All affidavits for replacement checks that have been returned to the City have had checks re-issued. The last time the City Commission approved the cancellation of checks issued by the Great Falls Municipal Court was February 20, 2024.

**Fiscal Impact:** The total amount of the checks that are written off (\$24,552.34) is placed in the General Fund miscellaneous revenue, unclaimed property with the State, and/or the Municipal Court Unclaimed Restitution Fund.

**Attachments:** List of 2024 Unclaimed and Unreturnable Restitution and Bonds

## Unclaimed and Unreturnable Restitution and Bonds

Type	Date Issued	Date 1st	Date 2nd	Last Name	First Name	Check No.	Restitution Check Amt.	Bond Check Amt.
Rest.	1/13/2023	7/24/2023	10/30/2023	Buchanan	Andrew James	42990	\$25.00	
Rest.	1/13/2023	7/24/2023	10/30/2023	Arcand	Bobbie Sue	42995	\$50.00	
Rest.	1/13/2023	7/24/2023	10/30/2023	Caplette	Brittney Nichole	42997	\$5.00	
Rest.	1/13/2023	7/24/2023	10/30/2023	Mccune Jr	Daniel Eugene	43008	\$100.00	
<b>Bond</b>	1/13/2023	7/24/2023	10/30/2023	Vandomelen	Hannah	43019		\$385.00
<b>Bond</b>	1/13/2023	7/24/2023	10/30/2023	Culver	Stephen William	43056		\$1,000
Rest.	1/31/2023	7/24/2023	10/30/2023	Wetzel	Ann	43065	\$16.66	
<b>Bond</b>	1/31/2023	7/24/2023	10/30/2023	Fierro	Damian Tyler	43075		\$885.00
Rest.	1/31/2023	7/24/2023	10/30/2023	Miller	Isaiah Edward	43089	\$50.00	
Rest.	1/31/2023	7/24/2023	10/30/2023	Finch	John C	43096	\$50.00	
Rest.	1/31/2023	7/24/2023	10/30/2023	Loaf N Jug		43113	\$50.00	
Rest.	1/31/2023	7/24/2023	10/30/2023	Grayhawk	Rachael Lynn	43121	\$25.00	
Rest.	1/31/2023	7/24/2023	10/30/2023	Shaw	Ricky Dean	43123	\$50.00	
Rest.	1/31/2023	7/24/2023	10/30/2023	Hargrove	Thomas	43140	\$50.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Buchanan	Andrew James	43161	\$25.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Gudmundsen	Cody Paden	43178	\$50.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Mccune Jr	Daniel Eugene	43181	\$100.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Johns	Daniel Everett	43182	\$100.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Graham	Jeremiah Robert	43196	\$50.00	
<b>Bond</b>	2/16/2023	9/8/2023	1/26/2024	Nodarse	Jonathan	43198		\$585.00
Rest.	2/16/2023	9/8/2023	1/26/2024	Phillips	Michael Gary	43220	\$100.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Grayhawk	Rachael Lynn	43228	\$25.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Boyd	Stephen Eldon	43235	\$880.00	
Rest.	2/16/2023	9/8/2023	1/26/2024	Warehouse Pawn		43244	\$16.67	
Rest.	2/28/2023	9/8/2023	1/26/2024	Wetzel	Ann	43250	\$16.67	
Rest.	2/28/2023	9/8/2023	1/26/2024	Tellesch	Brandi Lea	43253	\$97.00	
<b>Refund</b>	2/28/2023	9/8/2023	1/26/2024	Burns	Colwyn Julian	43260	\$5.00	
Rest.	2/28/2023	9/8/2023	1/26/2024	Walsh	James Lawrence	43277	\$82.50	
Rest.	2/28/2023	9/8/2023	1/26/2024	Blood	Jayce Michael	43278	\$100.00	
Rest.	2/28/2023	9/8/2023	1/26/2024	Deroche	Kiahna Rae	43284	\$50.00	

Rest.	2/28/2023	9/8/2023	1/26/2024 Shaw	Ricky Dean	43300	\$50.00	
Rest.	2/28/2023	9/8/2023	1/26/2024 Surles	Steven	43309	\$25.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Navarro	Alyssa	43329	\$20.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Buchanan	Andrew James	43331	\$25.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Diebert	Bernard	43336	\$50.00	
<b>Bond</b>	3/15/2023	9/8/2023	1/26/2024 Hofland	Brandon Michael	43338		\$500.00
<b>Bond</b>	3/15/2023	9/8/2023	1/26/2024 Hofland	Brandon Michael	43339		\$1,000.00
<b>Bond</b>	3/15/2023	9/8/2023	1/26/2024 Hofland	Brandon Michael	43340		\$1,273.00
<b>Bond</b>	3/15/2023	9/8/2023	1/26/2024 Hofland	Brandon Michael	43341		\$1,464.00
Rest.	3/15/2023	9/8/2023	1/26/2024 Mccune Jr	Daniel Eugene	43358	\$100.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Jensen	Dillion	43362	\$20.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Famous Footwear		43367	\$180.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Finch	John C	43380	\$12.50	
Rest.	3/15/2023	9/8/2023	1/26/2024 Kibiwott	Joseph	43384	\$50.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Koteskey	Katie	43387	\$30.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Davies	Mark Wayne	43397	\$30.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Phillips	Michael Gary	43400	\$100.00	
Rest.	3/15/2023	9/8/2023	1/26/2024 Grayhawk	Rachael Lynn	43408	\$25.00	
Rest.	3/30/2023	9/8/2023	1/26/2024 Chamberlain	Amanda Lynn	43437	\$120.00	
Rest.	3/30/2023	9/8/2023	1/26/2024 Wetzal	Ann	43439	\$16.67	
Rest.	3/30/2023	9/8/2023	1/26/2024 Arcand	Bobbie Sue	43443	\$50.00	
<b>Bond</b>	3/30/2023	9/8/2023	1/26/2024 Hollins	Charles	43449		\$500.00
<b>Bond</b>	3/30/2023	9/8/2023	1/26/2024 Dobbs	Emily Dawn	43462		\$500.00
Rest.	3/30/2023	9/8/2023	1/26/2024 Green	Jamie Gay	43469	\$33.33	
Rest.	3/30/2023	9/8/2023	1/26/2024 Blood	Jayce Michael	43470	\$100.00	
<b>Bond</b>	3/30/2023	9/8/2023	1/26/2024 Cummings	Juwan	43476		\$1,320.00
Rest.	3/30/2023	9/8/2023	1/26/2024 Vandolah	Karen Suzanne	43477	\$22.22	
Rest.	3/30/2023	9/8/2023	1/26/2024 Starkjohann	Lacie	43484	\$33.35	
Rest.	3/30/2023	9/8/2023	1/26/2024 Lekang	Laura Lynn	43485	\$980.00	
Rest.	3/30/2023	9/8/2023	1/26/2024 Shaw	Ricky Dean	43499	\$50.00	
Rest.	3/30/2023	9/8/2023	1/26/2024 Rutledge	Sierra	43509	\$33.33	
Rest.	3/30/2023	9/8/2023	1/26/2024 Warehouse Pawn		43526	\$22.22	
Rest.	4/17/2023	1/25/2024	3/27/2024 Deroche	Kiahna Rae	43573	\$100.00	
<b>Bond</b>	4/20/2023	1/25/2024	3/27/2024 Booker	Billy Wayne	43610		\$85.00

<b>Bond</b>	4/20/2023	1/25/2024	3/27/2024	Sheckells	David Tyler	43615		\$1,155.00
Refund	4/20/2023	1/25/2024	3/27/2024	Birnel	Joshua Sherman	43616	\$5.00	
Rest.	4/26/2023	1/25/2024	3/28/2024	Buchanan	Andrew James	43627	\$41.66	
Rest.	4/26/2023	1/25/2024	3/28/2024	KFC		43638	\$6.25	
Rest.	4/26/2023	1/25/2024	3/28/2024	Kerr	Jezreal Daryl	43645	\$25.00	
Rest.	4/26/2023	1/25/2024	3/28/2024	Wetzel	Ann	43649	\$16.67	
Rest.	4/26/2023	1/25/2024	3/28/2024	Jensen	Dillion	43650	\$40.00	
Rest.	4/26/2023	1/25/2024	3/28/2024	Navarro	Alyssa	43651	\$40.00	
Rest.	5/10/2023	1/25/2024	3/28/2024	Duvall	Maria Alicia	43719	\$25.00	
Rest.	5/10/2023	1/25/2024	3/28/2024	Dement	Jason James	43729	\$16.67	
Rest.	5/19/2023	1/25/2024	3/28/2024	Severson	Kyton Jacob	43779	\$100.00	
Rest.	5/19/2023	1/25/2024	3/28/2024	Wetzel	Ann	43786	\$12.50	
Rest.	5/30/2023	1/25/2024	3/28/2024	Buchanan	Andrew James	43798	\$25.00	
Rest.	5/30/2023	1/25/2024	3/28/2024	Norick	Shivelle	43822	\$50.87	
Rest.	5/30/2023	1/25/2024	3/28/2024	Spencer	Toeni Rae	43830	\$400.00	
Rest.	5/30/2023	1/25/2024	3/28/2024	Wetzel	Ann	43838	\$12.50	
Rest.	5/30/2023	1/25/2024	3/28/2024	Whitehair	Vincent Johnlee	43839	\$5.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Diebert	Bernard	43855	\$50.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Grayhawk	Rachael Lynn	43860	\$50.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Hardees		43864	\$50.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Jensen	Dillion	43867	\$22.50	
Rest.	6/6/2023	1/26/2024	3/28/2024	Kerr	Jezreal Daryl	43871	\$25.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Kimball	Tara Croghan	43872	\$8.81	
Rest.	6/6/2023	1/26/2024	3/28/2024	Navarro	Alyssa	43882	\$25.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Reinhold	Ashley Nicole	43891	\$33.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Shaw	Ricky Dean	43897	\$100.00	
Rest.	6/6/2023	1/26/2024	3/28/2024	Wetzel	Ann	43909	\$9.92	
<b>Bond</b>	6/13/2023	1/26/2024	3/28/2024	Thompson Wahl	Lilly Jean	43913		\$270.00
Rest.	6/14/2023	1/26/2024	3/28/2024	Goza	Nicole Christine	43932	\$675.00	
Rest.	6/14/2023	1/26/2024	3/28/2024	Lotsteich	Melody	43944	\$8.81	
Rest.	6/14/2024	1/26/2024	3/28/2024	McDunn	Caleb	43945	\$25.00	
Rest.	6/14/2023	1/26/2024	3/28/2024	Turner	Parker	43961	\$100.00	
Rest.	6/28/2023	1/26/2024	3/28/2024	Buchanan	Andrew James	43974	\$25.00	
Rest.	6/28/2023	1/26/2024	3/28/2024	Davis	Justin Boone	43980	\$50.00	



Rest.	6/28/2023	1/26/2024	3/28/2024	Grayhawk	Rachael Lynn	43985	\$25.00	
Rest.	7/6/2023	1/26/2024	3/28/2024	Gouchenour	Gabriel Grant	44031	\$25.00	
Rest.	7/6/2023	1/26/2024	3/28/2024	Oeleis	Coryn Marie	44052	\$25.00	
Rest.	7/6/2023	1/26/2024	3/28/2024	Saksa	Chuck	44055	\$26.50	
Rest.	7/6/2023	1/26/2024	3/28/2024	Turner	Parker	44063	\$100.00	
Rest.	7/17/2023	1/26/2024	3/28/2024	Carter	Arlana Lynn	44077	\$50.00	
Rest.	7/17/2023	1/26/2024	3/28/2024	Grayhawk	Rachael Lynn	44090	\$100.00	
<b>Bond</b>	7/17/2023	1/26/2024	3/28/2024	Lopez	Jazmine Marie	44097		\$770.00
Rest.	7/17/2023	1/26/2024	3/28/2024	Shaw	Ricky Dean	44115	\$56.00	
Bond	7/24/2023	1/26/2024	3/28/2024	Richard	Aimery	44137		\$385.00
Rest.	7/24/2023	1/26/2024	3/28/2024	Buchanan	Andrew James	44142	\$25.00	
Rest.	7/24/2023	1/26/2024	3/28/2024	Geary	Anna Elisabeth	44146	\$25.00	
Rest.	8/9/2023	3/6/2024	6/11/2024	Altringer	Adam Joseph	44178	\$50.00	
Rest.	8/9/2023	3/6/2024	6/11/2024	Bebbington	Michelle	44181	\$245.00	
Rest.	8/9/2023	3/6/2024	6/11/2024	Deroche	Kiahna Rae	44189	\$200.00	
Rest.	8/9/2023	3/6/2024	6/11/2024	Diebert	Bernard	44190	\$25.00	
Rest.	8/9/2023	3/6/2024	6/11/2024	Malsor	David Harold	44210	\$200.00	
Rest.	8/9/2023	3/6/2024	6/11/2024	Wolfe	Kevin Alan	44239	\$170.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Adam	Sabrina Myree	44241	\$100.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Buchanan	Andrew James	44249	\$25.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Gouchenour	Gabriel Grant	44265	\$25.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Grayhawk	Rachael Lynn	44266	\$25.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Hardee's		44272	\$25.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Kerr	Jezreal Daryl	44276	\$25.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Schuff	Larry Keith	44298	\$10.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Severson	Kyton Jacob	44299	\$100.00	
Rest.	8/23/2023	3/6/2024	6/11/2024	Shopko		44300	\$16.00	
Rest.	8/31/2023	3/6/2024	6/11/2024	Lane	Tristan	44341	\$3.68	
Rest.	8/31/2023	3/6/2024	6/11/2024	Wilkerson	Dina Marie	44362	\$16.05	
Rest.	9/18/2023	4/3/2024	7/8/2024	Bebbington	Michelle	44363	\$25.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Grayhawk	Rachael Lynn	44377	\$30.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Hardee's		44385	\$41.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Kerr	Jezreal Daryl	44395	\$25.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Lane	Tristan Alexander	44397	\$37.01	

Rest.	9/18/2023	4/3/2024	7/8/2024	Lewis	Haily Jordanjean	44398	\$50.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Morton	Daniel Joseph	44408	\$25.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	MT Mosaic		44409	\$50.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Phillips	Michael Gary	44420	\$100.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Pozder	Kari	44422	\$25.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Rovere	Megan	44426	\$50.00	
Rest.	9/18/2023	4/3/2024	7/8/2024	Wilkerson	Dina Marie	44442	\$49.38	
Rest.	9/30/2023	4/3/2024	7/8/2024	Buchanan	Andrew James	44472	\$25.00	
Rest.	9/30/2023	4/3/2024	7/8/2024	Diebert	Bernard	44486	\$25.00	
Rest.	9/30/2023	4/3/2024	7/8/2024	Geary	Anna Elisabeth	44488	\$25.00	
Rest.	9/30/2023	4/3/2024	7/8/2024	Gouchenour	Gabriel Grant	44489	\$44.44	
Rest.	9/30/2023	4/3/2024	7/8/2024	Koteskey	Katie	44497	\$25.00	
<b>Bond</b>	9/30/2023	4/3/2024	7/8/2024	Delaney	Logan	44499		\$185.00
Rest.	9/30/2023	4/3/2024	7/8/2024	Severson	Kyton Jacob	44510	\$100.00	
Rest.	10/13/2023	4/24/2024	7/11/2024	Gatzemeier	Jill	44547	\$66.86	
Rest.	10/13/2023	4/24/2024	7/11/2024	Lane	Tristan Alexander	44565	\$33.00	
Rest.	10/13/2023	4/24/2024	7/11/2024	Moore	Bruce Darnell	44577	\$150.00	
Rest.	10/13/2023	4/24/2024	7/11/2024	MT Mosaic		44578	\$197.00	
<b>Bond</b>	10/13/2023	4/24/2024	7/11/2024	Spottedeagle	Phillip	44588		\$67.00
Rest.	10/13/2023	4/24/2024	7/11/2024	Shopko		44600	\$12.50	
Rest.	10/13/2023	4/24/2024	7/11/2024	Wilkerson	Dina Marie	44617	\$33.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Barnes and Noble		44628	\$14.28	
Rest.	11/1/2023	5/6/2024	7/31/2024	Coffman	Kelly Jean	44641	\$25.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Diebert	Bernard	44649	\$25.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Gouchenour	Gabriel Grant	44654	\$44.45	
Rest.	11/1/2023	5/6/2024	7/31/2024	Grayhawk	Rachael Lynn	44655	\$50.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Kolczak	Erin	44667	\$25.00	
<b>Bond</b>	11/1/2023	5/6/2024	7/31/2024	Ritter	Mark David	44676		\$185.00
Rest.	11/1/2023	5/6/2024	7/31/2024	Morton	Daniel Joseph	44679	\$50.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Severson	Kyton Jacob	44696	\$100.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Shopko		44697	\$5.50	
Rest.	11/1/2023	5/6/2024	7/31/2024	Shuler	Betsy	44698	\$50.00	
Rest.	11/1/2023	5/6/2024	7/31/2024	Urness	Cierra Marie	44710	\$38.00	
Rest.	11/16/2023	5/30/2024	9/4/2024	Aguilar	Jonathan Neil	44725	\$26.25	

Rest.	11/16/2023	5/30/2024	9/4/2024	Buchanan	Andrew James	44733	\$11.80	
Rest.	11/16/2023	5/30/2024	9/4/2024	Geary	Anna Elisabeth	44746	\$21.60	
Rest.	11/16/2023	5/30/2024	9/4/2024	Gouchenour	Gabriel Grant	44748	\$231.11	
Rest.	11/16/2023	5/30/2024	9/4/2024	Grayhawk	Rachael Lynn	44751	\$50.00	
Rest.	11/16/2023	5/30/2024	9/4/2024	Jenks	Scott Allan K	44764	\$26.25	
Refund	11/16/2023	5/30/2024	9/4/2024	Lewis	David Joseph	44769	\$1.00	
Rest.	11/16/2023	5/30/2024	9/4/2024	Lewis	Haily Jordanjean	44770	\$50.00	
Rest.	11/16/2023	5/30/2024	9/4/2024	Moore	Bruce Darnell	44776	\$50.00	
Rest.	11/16/2023	5/30/2024	9/4/2024	Peterson	Dawn Alisa	44782	\$16.00	
Refund	11/16/2023	5/30/2024	9/4/2024	Stewart	Kaylene Isabel	44800	\$1.00	
Refund	11/30/2023	5/30/2024	9/4/2024	Boggs	Danielle Renee	44841	\$5.00	
Rest.	12/4/2023	6/11/2024	9/4/2024	Barnes and Noble		44852	\$16.66	
Rest.	12/4/2023	6/11/2024	9/4/2024	Buchanan	Andrew James	44857	\$25.00	
Rest.	12/4/2023	6/11/2024	9/4/2024	Geary	Anna Elisabeth	44875	\$10.78	
Rest.	12/4/2023	6/11/2024	9/4/2024	Mackenzie	Bambi Agre	44896	\$50.00	
Rest.	12/4/2023	6/11/2024	9/4/2024	Moore	Bruce Darnell	44901	\$25.00	
Rest.	12/4/2023	6/11/2024	9/4/2024	Peterson	Dawn Alisa	44905	\$100.00	
Rest.	12/18/2023	7/8/2024	10/28/2024	Crouch	Jonathan	44947	\$60.00	
Rest.	12/18/2023	7/8/2024	10/28/2024	Defosse	Tia Marie	44949	\$2.96	
Rest.	12/18/2023	7/8/2024	10/28/2024	Grayhawk	Rachael Lynn	44954	\$50.00	
Bond	12/18/2023	7/8/2024	10/28/2024	Bilges	Kimberly	44970		\$1,160.00
Rest.	12/18/2023	7/8/2024	10/28/2024	Mackenzie	Bambi Agre	44974	\$50.00	
Rest.	12/18/2023	7/8/2024	10/28/2024	Navarro	Alyssa	44979	\$50.00	
							\$10,848.34	\$ 13,674.00

**TOTAL: \$24,552.34**



Commission Meeting Date: January 21, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Final Payment: 32<sup>nd</sup> Street South ADA Upgrades, Phase 1, O. F. 1788.1  
**From:** Engineering Division  
**Initiated By:** Public Works Department  
**Presented By:** Christoff Gaub, Public Works Director  
**Action Requested:** Consider and Approve Final Pay Request

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) final payment for the 32<sup>nd</sup> Street South ADA Upgrades, Phase 1, in the amount of \$30,669.02 to United Materials of Great Falls, Inc., and \$309.79 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents.”

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

**Staff Recommendation:** Approve the Final Payment of \$30,669.02 to United Materials of Great Falls, Inc., and \$309.79 to the State Miscellaneous Tax Fund.

**Summary:**

This project improved pedestrian traffic and accommodated Americans with Disabilities Act (ADA) federally mandated criteria. Any patrons who use the public right of way along 32<sup>nd</sup> Street South will benefit from the project. The ADA improvements also serve to support the connectivity of the pedestrian system in the area by providing an accessible route to a State maintained ADA compliant pedestrian corridor along 10<sup>th</sup> Avenue South. The location’s priority was established as well above average by public stakeholders and ADA federally mandated characteristics using metrics established and monitored in the City of Great Falls’ Public Right of Way ADA Transition Plan (Transition Plan).

**Background:**

Citizen Participation:

The area was prioritized by the infrastructure scoring processes outlined in the Transition Plan. The construction activity required temporary lane closures of 32<sup>nd</sup> Street South from the intersections of 5<sup>th</sup> through 9<sup>th</sup> Avenues. Access to residences adjacent to the construction zones was maintained. This is part of a multi-phase plan to complete the ADA route from Central Avenue to 10<sup>th</sup> Avenue South.

**Workload Impacts:**

Design phase engineering including plans and specifications were completed by the City Engineering staff with assistance from City Utilities Division and City Street Division. City Engineering staff provided construction phase engineering services and project inspection.

**Purpose:**

This project provides an ADA compliant route of travel to connect citizens to each other and larger arterial routes for travel to various public and private amenities. The area has been prioritized due to a future mill and overlay project scheduled for 32<sup>nd</sup> Street South. These routes improve the functional and aesthetic properties of the area and connect citizens of many demographics, while providing a means of independence for those with disabilities in the area. The project provides ADA compliant routes by installing curb ramps and alley aprons from the intersection at 32<sup>nd</sup> Street South and 5<sup>th</sup> Avenue South through the intersection at 32<sup>nd</sup> Street South and 9<sup>th</sup> Avenue South.

The project corridor is located in the Public Right of Way, and identified as a high priority route, due to the upcoming mill and overlay project. The ADA ramp replacement schedule established in the Transition Plan is being adhered to and fulfilled as outlined.

**Project Work Scope:**

See attached Project Summary Sheet.

**Final Payment:**

The final project cost is \$562,576.20, which is less than the original award of \$594,625.00. A majority of the cost savings is due to great collaboration between staff and the contractor, leading to an efficient and fiscally responsible project. There have been three payments made to United Materials of Great Falls, Inc. for a total of \$526,281.42 and \$5,315.97 to the State Miscellaneous Tax Fund, thus the final pay will be the remaining project cost.

**Conclusion:**

City Staff recommends making the final payment of \$30,669.02 to United Materials of Great Falls, Inc., and \$309.79 to the State Miscellaneous Tax Fund. City staff verified that United Materials of Great Falls, Inc. has completed all work and punch list items in accordance with the plans and the contract. The two year warranty period started on December 17, 2024.

**Fiscal Impact:**

Streets Assessment and Gas Tax Funds, Water and Storm Enterprise Funds have been programmed and budgeted for this phase of the project. The attached bid tabulation summarizes the bid that was received.

**Alternatives:**

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

**Attachments/Exhibits:**

Final Pay Documents  
Project Summary Sheet

PROJECT FUNDING/EXPENDITURE SUMMARY

32nd ST SOUTH ADA UPDATE - O.F. 1788.1

**FINAL PAY**

PREPARED BY THE CITY ENGINEERS OFFICE: AB

DATE: 12/17/2024

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR:  United Materials of Great Falls	2520.31.531.49310 Improvements Other Than Buildings	\$6,785.71	\$209,203.88	\$295,191.83	\$30,669.02		\$ 571,848.75	\$541,850.44	\$ 29,998.31
	5210.31.556.49310 Improvements Other Than Buildings Water Fund Utilities			\$250.00	\$0.00		\$ 1,980.00	\$250.00	\$ 1,730.00
	5315.31.575.49310 Improvements Other Than Buildings Storm Drain-Fund Storm Drain Utility			\$14,850.00	\$0.00		\$ 14,850.00	\$14,850.00	\$ -
	Total	\$6,785.71	\$209,203.88	\$310,291.83	\$30,669.02				
	DATE	07/03/24	07/26/24	08/31/24	12/16/24				
		NO. 6	NO. 7	NO. 8	NO. 9	NO. 10			
	Total								
DATE									
<b>TOTALS</b>						\$588,678.75	\$556,950.44	\$31,728.31	

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT DEPT. OF REV. 1%	2520.31.531.49310 Improvements Other Than Buildings	\$68.54	\$2,113.17	\$2,964.26	\$309.79		\$ 5,776.25	\$5,455.76	\$320.49
	5210.31.556.49310 Improvements Other Than Buildings Water Fund Utilities			\$20.00	\$0.00		\$ 20.00	\$20.00	\$0.00
	5315.31.575.49310 Improvements Other Than Buildings Storm Drain-Fund Storm Drain Utility			\$150.00	\$0.00		\$ 150.00	\$150.00	\$0.00
	DATE	07/03/24	07/26/24	08/31/24	12/16/24				
	NO. 1	NO. 2	NO. 3	NO. 4	NO. 5				
							\$0.00	\$0.00	
DATE						\$ 5,946.25	\$ 5,625.76	\$ 320.49	

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
Miscellaneous	2520.31.531.49310 Improvements Other Than Buildings	\$181.35	\$178.20				\$775.00	\$359.55	\$415.45
	Vender	DATE	02/28/24	05/02/24					
<b>TOTALS</b>						\$775.00	\$359.55	\$415.45	

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW342306	2520.31.531.49310	Improvements Other Than Buildings	\$ 578,400.00	\$547,665.75	\$ 30,734.25
	5210.31.556.49310	Improvements Other Than Buildings Water Fu	\$2,000.00	\$270.00	\$1,730.00
	5315.31.575.49310	Improvements Other Than Buildings Storm Dr	\$ 15,000.00	\$15,000.00	\$0.00
<b>TOTALS</b>			\$595,400.00	\$562,935.75	\$32,464.25

1. ORIGINATOR  
2. DIVISION HEAD  
3. STREETS MANAGER

Completed Date

AB  
JEP  
EB

12/17/2024

APPLICATION FOR PAYMENT NO. FOUR FINAL

To: City of Great Falls (OWNER)  
From: United Materials of Great Falls, Inc. (CONTRACTOR)  
Contract: 32nd St S ADA Upgrades  
Project: ADA Upgrades  
OWNER's Contract No. 1788.1 ENGINEER's Project No. \_\_\_\_\_  
For Work accomplished through the date of: December 31, 2024

1.	<b>Original Contract Price:</b>	\$	<u>594,625.00</u>
2.	Net change by Change Orders and Written Amendments (+ or -):	\$	<u>0.00</u>
3.	Current Contract Price (1 plus 2):	\$	<u>594,625.00</u>
4.	Total completed <u>\$562,576.20</u> and stored () _____ to date:	\$	<u>562,576.20</u>
5.	Retainage (per Agreement):		
	<u>0</u> % of Completed Work: \$ <u>0.00</u>		
	<u>0</u> % of stored material: \$ _____		
	Total Retainage:	\$	<u>0.00</u>
6.	Total completed and stored to date less retainage (4 minus 5):	\$	<u>562,576.20</u>
7.	Less previous Applications for Payments:	\$	<u>531,597.39</u>
8.	Gross Amount Due this application: (6 minus 7):	\$	<u>30,978.81</u>
9.	Less 1% State Gross Receipts Tax:	\$	<u>309.79</u>
10.	<b>DUE THIS APPLICATION (8 MINUS 9):</b>	\$	<u>30,669.02</u>

Accompanying Documentation:

CONTRACTOR's Certification:

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

Dated 12-16-2024 \_\_\_\_\_  
United Materials of Great Falls, Inc.  
CONTRACTOR  
By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated \_\_\_\_\_  
City of Great Falls  
ENGINEER  
By: \_\_\_\_\_

EJCDC No. 1910-8-E (1996 Edition)  
Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute. Modified by the City of Great Falls to add items 9 and 10.

		PROJECT : 32nd St S ADA Upgrades Phase I																	
		CONTRACT # OF 1788.1																	
		U.M. JOB # 24048																	
		WEEKLY QUANTITIES																	
ITEM #	DESCRIPTION	EST. QUANTITY	UNIT	UNIT PRICE	EST AMOUNT	MON 12/9/2024	TUES 12/10/2024	WED 12/11/2024	THURS 12/12/2024	FRI 12/13/2024	SAT 12/14/2024	WEEKLY TOTAL	TOTAL QUANTITY	WEEKLY AMOUNT	TOTAL AMOUNT	QUANTITY REMAINING	AMOUNT REMAINING	PERCENT COMPLETE	
101	MOBILIZATION	1.00	LS	\$29,000.00	\$29,000.00							0.00	1.00	\$0.00	\$29,000.00	0.00	\$0.00	100.0%	
102	TRAFFIC CONTROL	1.00	LS	\$43,150.00	\$43,150.00							0.00	1.00	\$0.00	\$43,150.00	0.00	\$0.00	100.0%	
103	CONCRETE CURB AND GUTTER	1,400.00	LF	\$106.00	\$148,400.00							0.00	1,359.00	\$0.00	\$144,054.00	41.00	\$4,346.00	97.1%	
104	4" CONCRETE SIDEWALK	2,400.00	SF	\$20.00	\$48,000.00							0.00	2,010.00	\$0.00	\$40,200.00	390.00	\$7,800.00	83.8%	
105	6" REINFORCED CONCRETE	5,000.00	SF	\$27.50	\$137,500.00							0.00	5,335.00	\$0.00	\$146,712.50	-335.00	-\$9,212.50	106.7%	
106	TRUNCATED DOMES	40.00	EACH	\$350.00	\$14,000.00							0.00	40.00	\$0.00	\$14,000.00	0.00	\$0.00	100.0%	
107	SOD	4,500.00	SF	\$5.00	\$22,500.00							0.00	5,220.00	\$0.00	\$26,100.00	-720.00	-\$3,600.00	116.0%	
108	IRRIGATION MOVE AND RESET	1.00	LS	\$25,000.00	\$25,000.00							0.00	1.00	\$0.00	\$25,000.00	0.00	\$0.00	100.0%	
109	TYPE I CURB INLET WITH CONCRETE APRON	4.00	EACH	\$10,600.00	\$42,400.00							0.00	4.00	\$0.00	\$42,400.00	0.00	\$0.00	100.0%	
110	15" SDR35 PVC STORM INLET RUN	55.00	LF	\$260.00	\$14,300.00							0.00	41.50	\$0.00	\$10,790.00	13.50	\$3,510.00	75.5%	
111	REMOVE VALVE COVER	1.00	EACH	\$225.00	\$225.00							0.00	1.00	\$0.00	\$225.00	0.00	\$0.00	100.0%	
112	4" AC REMOVE AND REPLACE	30.00	SY	\$205.00	\$6,150.00							0.00	37.06	\$0.00	\$7,597.30	-7.06	-\$1,447.30	123.3%	
113	4" AC PATCHBACK	400.00	SY	\$60.00	\$24,000.00							0.00	402.29	\$0.00	\$24,137.40	-2.29	-\$137.40	100.6%	
114	MISC WORK	40,000.00	UNIT	\$1.00	\$40,000.00				3000.00			3000.00	9210.00	\$3,000.00	\$9,210.00	30790.00	\$30,790.00	23.0%	
TOTAL					\$594,625.00								TOTALS	3,000.00	\$562,576.20		\$32,048.80	94.6%	
PERCENT COMPLETE					94.61%														
1	Inspector OT July	0	Hours	-\$80.00	\$0.00								0.00		\$0.00				
2	Inspector OT August	0	Hours	-\$80.00	\$0.00								0.00		\$0.00				
3	Addtl	0	SY	\$0.00	\$0.00								0.00		\$0.00				
	Addtl	0.00	TON	\$0.00	\$0.00								0.00		\$0.00				
TOTAL					\$0.00										\$0.00				
															\$562,576.20				



**PROJECT SUMMARY SHEET:  
32<sup>nd</sup> St S ADA Upgrades Phase 1, O.F. 1788.1  
FY2024 Capital Improvement Plan  
Current as of: December 23, 2024**

**Description:** New ADA compliant Pedestrian Ramps and alley aprons from 5<sup>th</sup> Ave S through 9<sup>th</sup> Ave S along 32<sup>nd</sup> St S.

**Justification:** Per the ADA Transition plan areas around schools, medical facilities, and parks have a higher demand for pedestrian routes. This area has multiple churches and parks on or near 32<sup>nd</sup> St S, as well as a connection with 10<sup>th</sup> Ave S.

**Scope:** The project consisted of installing: approximately 1,400 Lineal Feet of integral concrete curb and gutter; 2,400 Square Feet of four (4)-inch concrete sidewalk; 5,000 Square Feet of six (6)-inch reinforced concrete; 40 truncated domes; and four type 1 curb inlets for storm water.

**Added to CIP:** 2<sup>nd</sup> half 2023

**CIP Timeline:** FY24: Delayed due to utility placements, and rebidding

**Cost:**

- Current Working Estimate: \$418,000
- To Be Awarded Cost: \$594,625.00
- Final Cost: \$562,576.20

**Funding Source(s):** Streets Assessment and Gas Tax Funds, Water and Storm Enterprise Funds.

**Planned Execution Method:** Design-Bid-Build

**Planned Construction CY:** Summer 2024

**Current Project Stage (Estimated Completion Date):** Planning (Fall 2023), Design (Fall 2023), Bid (Spring 2024) Construction (Summer 2024), Completed Fall 2024, Warranty (December 2026)

- Design Method: In House

**Map & Site Pictures:**



*East Alley 32<sup>nd</sup> St S and 8<sup>th</sup> Alley S*



*West Alley 32<sup>nd</sup> St S and 6<sup>th</sup> Alley S*



*NW Corner of 32<sup>nd</sup> St S and 8<sup>th</sup> Ave S*



*SE Corner of 32<sup>nd</sup> St S and 5<sup>th</sup> Ave S*

**PROJECT SUMMARY SHEET:**  
**32<sup>nd</sup> St S ADA Upgrades Phase 1, O.F. 1788.1**  
**FY2024 Capital Improvement Plan**  
**Current as of: December 23, 2024**



*Current Phase*



*Future Phases*



Commission Meeting Date: January 21, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Final Payment: East Fiesta Street Reconstruction, O.F. 1787.0  
**From:** Engineering Division  
**Initiated By:** Public Works Department  
**Presented By:** Christoff Gaub, Public Works Director  
**Action Requested:** Consider and Approve Final Pay Request

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) final payment for the East Fiesta Street Reconstruction, in the amount of \$45,831.98 to United Materials of Great Falls, Inc., and \$462.95 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents.”

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

**Staff Recommendation:** Approve the Final Payment of \$45,831.98 to United Materials of Great Falls, Inc., and \$462.95 to the State Miscellaneous Tax Fund.

**Summary:**

The project consists of the reconstruction of East Fiesta between the intersections of Fox Farm Road and Ferguson Drive.

**Background:**

This street reconstruction project replaced aging infrastructure that showed signs of deterioration. The City Street Division indicated that this stretch of roadway has been the subject of numerous resident complaints and recurring maintenance issues. The existing portland cement concrete (PCC) paved surface along East Fiesta had an Overall Condition Index (OCI) rating of 35 out of 100, and was considered to be in very poor condition. The OCI provides a snapshot of the health of a street asset, and is measured on a scale of 0 to 100 (where 100 means a newly constructed street), and based on factors including ride, distress, drainage, surface friction, and geometrics.

**Significant Impacts:**

The project started June 18, 2024, and was projected to take approximately 4 months to complete. Due to the unexpected need to have the gas main replaced the project required extra time. The project required closing portions of East Fiesta, Ferguson Drive, and Durango Drive, while the roadway was being reconstructed. The contractor was responsible for traffic control, road closures, and access to the project area.

**Workload Impacts:**

Design phase engineering plans and specifications were completed by TD&H. City Engineering staff provided construction phase engineering services and project inspection.

**Purpose:**

This project included the removal of the existing PCC pavement and base course, proper compaction of the subgrade soils; installation of drainage elements, separation and subgrade support fabric, compaction of new base course, asphaltic concrete pavement, and installation of ADA compliant curb ramps.

**Project Work Scope:**

Work performed under this contract included the following: remove and replace approximately 4,000 square yards of 4-inch asphaltic concrete pavement; replace approximately 2,100 lineal feet of integral concrete curb and gutter; remove and replace 6,400 square feet of 4-inch concrete sidewalk; install 8,100 square feet of 6-inch reinforced concrete; install 9 truncated domes; and landscaping repairs.

**Final Payment:**

The final project cost is \$925,898.66, which is less than the original award of \$1,030,645.00. A majority of the cost savings is due to collaboration between staff and the contractor, leading to an efficient and fiscally responsible project. There have been four payments made to United Materials of Great Falls, Inc. for a total of \$870,807.70 and \$8,796.03 to the State Miscellaneous Tax Fund, thus the final pay will be the remaining project cost.

**Conclusion:**

City Staff recommends making the final payment of \$45,831.98 to United Materials of Great Falls, Inc., and \$462.95 to the State Miscellaneous Tax Fund. City staff verified that United Materials of Great Falls, Inc. has completed all work and punch list items in accordance with the plans and the contract. The two year warranty period started on December 14, 2024.

**Fiscal Impact:**

The funding came from the Bridge and Road Safety and Accountability Act (BaRSAA) Tax revenues and Street Assessment Funds.

**Alternatives:**

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

**Attachments/Exhibits:**

Final Pay Documents  
Project Summary Sheet

PROJECT FUNDING/EXPENDITURE SUMMARY

O.F. 1787.0 East Fiesta Street Reconstruction

**FINAL PAY**

PREPARED BY THE CITY ENGINEERS OFFICE: AB

DATE: 12/13/2024

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: TD&H Engineering	Professional Services Engineering 2520.31.531.49325	\$2,282.75	\$8,340.50	\$12,248.75	\$21,470.50	\$5,980.00	\$58,622.00	\$58,579.00	\$43.00
		\$2,282.75	\$8,340.50	\$12,248.75	\$21,470.50	\$5,980.00	\$58,622.00	\$58,579.00	\$43.00
		DATE	10/20/2023	12/26/2023	1/19/2024	3/1/2024	4/1/2024		
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 6	NO. 7	NO. 8	NO. 9	NO. 10			
CONTRACTOR: TD&H Engineering	Professional Services Engineering 2520.31.531.49325	\$4,366.00	\$1,586.00	\$1,803.50	\$501.00				
		\$4,366.00	\$1,586.00	\$1,803.50	\$501.00	\$0.00			
		DATE	4/26/2024	7/15/2024	10/31/2024	11/18/2024			
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	Overpayment	NO. 3	NO. 4			
CONTRACTOR: United Materials	Unassigned Capitol Improvements 2520.31.531.49310	\$0.00					\$89,381.16	\$0.00	\$89,381.16
		\$110,828.52	\$306,004.53	\$306,004.53	\$75,710.25	\$72,259.87	\$930,957.39	\$916,639.68	\$14,317.71
		\$110,828.52	\$306,004.53		\$75,710.25	\$72,259.87	\$1,020,338.55	\$870,807.70	\$149,530.85
		DATE	6/27/2024	8/31/2024					
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 5							
CONTRACTOR: United Materials	Unassigned Capitol Improvements 2520.31.531.49310	\$0.00							
		\$45,831.98							
		\$45,831.98			\$0.00	\$0.00			
		DATE	12/31/2024						
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	Overpayment	NO. 3	NO. 4			
MT. DEPT. OF REV. 1%	Unassigned Capitol Improvements 2520.31.531.49310	\$0.00					\$902.84	\$0.00	\$902.84
		\$1,119.48	\$3,090.95	\$3,090.95	\$764.75	\$729.90	\$9,403.61	\$9,258.98	\$144.63
		\$1,119.48	\$3,090.95		\$764.75	\$729.90	\$10,306.45	\$8,796.03	\$1,510.42
		DATE	6/27/2024	8/31/2024					
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 5							
MT. DEPT. OF REV. 1%	Unassigned Capitol Improvements 2520.31.531.49310	\$0.00							
		\$462.95							
		\$462.95							
		DATE	12/13/2024						
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	Unassigned Capitol Improvements 2520.31.531.49310	\$206.55					\$8,112.00	\$206.55	\$7,905.45
		\$206.55	\$0.00	\$0.00	\$0.00	\$0.00	\$8,112.00	\$206.55	\$7,905.45
		DATE	2/26/2024						
	VENDOR	Tribune							

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE	1. ORIGINATOR	2. DIVISION HEAD	3. STREETS MANAGER
PW392204	2520.31.531.49325	Professional Services Engineering	\$58,622.00	\$58,579.00	\$43.00	AB	JEP	EB
	2520.31.531.49310	Unassigned Capitol Improvements	\$90,284.00	\$0.00	\$90,284.00			
	2821.31.531.49310	Gas Tax BaRSAA	\$940,361.00	\$925,898.66	\$14,462.34			
	2520.31.531.49310	Unassigned Capitol Improvements	\$8,112.00	\$206.55	\$7,905.45			
<b>TOTALS</b>			<b>\$1,097,379.00</b>	<b>\$984,684.21</b>	<b>\$112,694.79</b>			

Project Totals \$77,040.45 \$67,581.58 \$9,458.87

Completed Date 1/7/2025

APPLICATION FOR PAYMENT NO. FIVE - FINAL

To: City of Great Falls (OWNER)  
From: United Materials of Great Falls, Inc. (CONTRACTOR)  
Contract: E. Fiesta Street Reconstruction  
Project: Street Reconstruction  
OWNER's Contract No. 1787.0 ENGINEER's Project No. \_\_\_\_\_  
For Work accomplished through the date of: December 31, 2024

1.	<b>Original Contract Price:</b>	\$	<u>1,030,645.00</u>
2.	Net change by Change Orders and Written Amendments (+ or -):	\$	<u>0.00</u>
3.	Current Contract Price (1 plus 2):	\$	<u>1,030,645.00</u>
4.	Total completed \$ <u>925,898.66</u> and stored () _____ to date:	\$	<u>925,898.66</u>
5.	Retainage (per Agreement):		
	<u>0</u> % of Completed Work: \$ <u>0.00</u>		
	<u>0</u> % of stored material: \$ _____		
	Total Retainage:	\$	<u>0.00</u>
6.	Total completed and stored to date less retainage (4 minus 5):	\$	<u>925,898.66</u>
7.	Less previous Applications for Payments:	\$	<u>879,603.73</u>
8.	Gross Amount Due this application: (6 minus 7):	\$	<u>46,294.93</u>
9.	Less 1% State Gross Receipts Tax:	\$	<u>462.95</u>
10.	<b>DUE THIS APPLICATION (8 MINUS 9):</b>	\$	<u>45,831.98</u>

Accompanying Documentation:

CONTRACTOR's Certification:

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

Dated 12-13-2024 \_\_\_\_\_ United Materials of Great Falls, Inc.  
CONTRACTOR

By: *[Signature]* \_\_\_\_\_

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated \_\_\_\_\_ City of Great Falls  
ENGINEER

By: \_\_\_\_\_

EJCDC No. 1910-8-E (1996 Edition)  
Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute. Modified by the City of Great Falls to add items 9 and 10.

**PROJECT SUMMARY SHEET:  
EAST FIESTA RECONSTRUCTION, O.F. 1787.0  
FY 2024 Capital Improvement Plan  
Current as of: December 23, 2024**

**Description:** Reconstructs ~900-feet of road along E. Fiesta St from Fox Farm Rd. to Ferguson Dr.

**Justification:** Existing concrete paved surface along East Fiesta is in very poor condition. City Street division determined this stretch of roadway has been the subject of numerous resident complaints and recurring maintenance issues.

**Scope:** Removal of existing portland cement concrete pavement, base course; compaction of subgrade; installation of drainage elements; installation of a separation and subgrade support fabric; installation and compaction of new base course; asphaltic concrete pavement, and installing ADA compliant curb ramps.

**Added to CIP:** 2<sup>nd</sup> half FY2022

**CIP Timeline:** Approximately one year late due to transitioned from Internal Design to Consultant Design to facilitate getting project to finish line. Construction timeline extended due to contractor encountering extremely shallow gas service necessitating the replacement of the entire gas and all service connections on East Fiesta.

**Cost:**

- CIP programmed cost/FY: \$1M/Originally FY23; Now Planned for FY24
- Current Working Estimate: \$1.5M
- Awarded Cost: \$1,030,64500
- Final Cost: \$925,898.66

**Funding Source(s):** **Funding Source(s):** BaRSAA (95%), Street Funds (5%)

- Funding Match Requirements: 5% per BaRSAA requirements ( 1 of 2 remaining BaRSAA projects)

**Planned Execution Method:** Design-Bid-Build

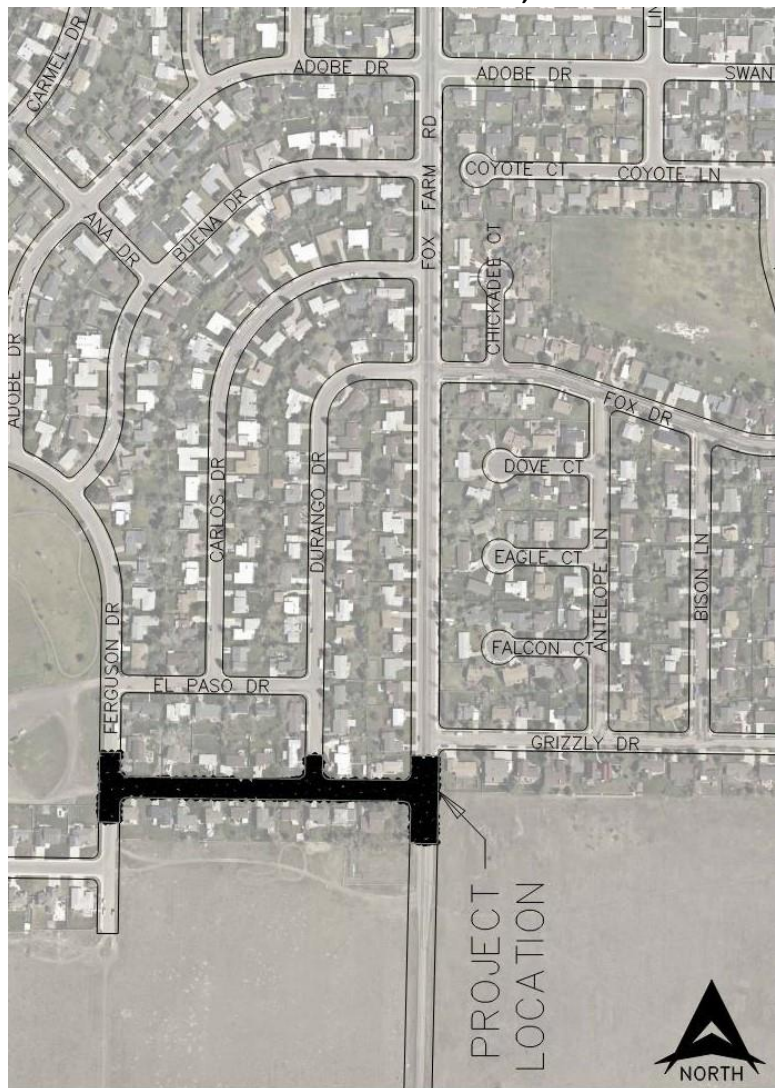
**Planned Construction CY:** Originally Summer of 2023; Currently Summer 2024 to Fall 2024

**Current Project Stage (Estimated Completion Date):** Design (Feb 20, 2024), Construction (July 15, 2024), Construction Completion (December 2024), Warranty (December 13, 2026)

- Design Method: Consultant (TD&H)
- Contractor: United Materials of Great Falls, Inc.

**Map and Site Photos:**

**PROJECT SUMMARY SHEET:  
EAST FIESTA RECONSTRUCTION, O.F. 1787.0  
FY 2024 Capital Improvement Plan  
Current as of: December 23, 2024**





**PROJECT SUMMARY SHEET:  
EAST FIESTA RECONSTRUCTION, O.F. 1787.0  
FY 2024 Capital Improvement Plan  
Current as of: December 23, 2024**





Commission Meeting Date: January 21, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Amendment and Extension of Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement with CourseCo, Inc., d/b/a Great Falls Golf, LLC

**From:** Park and Recreation

**Initiated By:** Park and Recreation

**Presented By:** Steve Herrig, Director of Park and Recreation

**Action Requested:** Approve Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement Extension with CourseCo, Inc., d/b/a Great Falls Golf, LLC

**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (approve/not approve) the Amendment and Second Extension of Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement with CourseCo, Inc., d/b/a Great Falls Golf, LLC for the term February 1, 2025 through January 31, 2030.”

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 a Management Agreement Extension with CourseCo, Inc. for the term February 1, 2025 through January 31, 2030, and authorize the City Manager to sign the Agreement.

**Background:** The City entered into an Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement with CourseCo, Inc., d/b/a Great Falls Golf, LLC effective December 18, 2018. The term of the agreement was February 1, 2019 through January 31, 2022, then a three year extension was approved for February 1, 2022 through January 31, 2025.

The Golf Course Fund had been identified as an “at risk fund” for a number of years. In an effort to make the golf courses financially stable and alleviate pressure on the City’s general fund, the decision was made to issue a Request for Proposals (RFP) for management of the two City golf courses, Anaconda Hills and Eagle Falls. An RFP was issued on August 24, 2019 and proposals were due on September 28, 2019. The City received two proposals, one from CourseCo, a company based out of California, and another from the local Great Falls Baseball Club. Both proposers were interviewed by City Staff.

CourseCo has extensive experience managing golf courses, particularly municipal golf courses, and therefore has expertise in working with City Officials, and Boards and Commission. CourseCo presented a dynamic and progressive plan for development of the courses as community assets. They have a robust corporate structure and resources including sales, marketing, human resources, finance, customer service, promotions and industry involvement. They provided a proforma that showed they would have a positive impact on the financial success of the courses. They also had a policy and good track record in retaining the majority of existing employees.

After careful consideration, in-depth interviews, and conference calls, the City entered into a Management Agreement for the term of three years and extended the Agreement for another three year term.

**Fiscal Impact:** In operating the City courses, CourseCo has provided numerous opportunities for cost savings and has generated new revenues in many areas, including operating the concessions at both courses in-house. CourseCo has made several improvements at the courses and has also returned significant revenue to the City annually during the past six years of their agreement.

**Alternatives:** The alternatives would be to not extend the lease and resume management of the courses, which were previously operating at a loss, or close the courses.

**Attachments/Exhibits:**

Management Agreement Extension

**AMENDMENT AND SECOND EXTENSION OF ANACONDA HILLS GOLF COURSE AND EAGLE FALLS GOLF CLUB MANAGEMENT AGREEMENT**

This AMENDMENT and SECOND EXTENSION is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **CITY OF GREAT FALLS**, a Municipal Corporation, hereinafter referred to as “**CITY**”, **COURSECO, INC. D/B/A GREAT FALLS GOLF, LLC**, hereinafter referred to as “**OPERATOR**”, and agree as follows:

**RECITALS**

**WHEREAS**, the CITY and OPERATOR entered into and are parties to the Anaconda Hills Golf Course and Eagle Falls Golf Management Agreement dated and approved by the City Commission December 18, 2018, as amended by Addendum No 1 (approved August 20, 2019) regarding management of the Eagle Falls and Anaconda Hills Golf Courses, ( collectively the “**Management Agreement**”).

**WHEREAS**, the CITY and OPERATOR are also parties to a written Extension of Anaconda Hills Golf Course and Eagle Falls Golf Management Agreement dated September 21, 2021, which extended the term of the Management Agreement to January 31, 2025 (the “**First Extension Agreement**”).

**WHEREAS**, the OPERATOR has since continued to manage the golf courses. As a result, the CITY and OPERATOR desire to renew and extend the Management Agreement on the terms set forth herein.

**NOW, THEREFORE**, for valuable consideration and in consideration of the mutual promises and agreements set forth herein, the parties agree as follows:

**AGREEMENT**

1) CITY and OPERATOR hereby renew and extend the term as agreed upon in the First Extension Agreement for an additional five (5) years, to January 31, 2030. The term may be renewed for another five (5) year term, beginning on February 1, 2030 and ending on January 31, 2035, if the parties agree upon an extension or amendment at least one hundred twenty days prior to the expiration of the first five year term ending on January 31, 2030.

2) During calendar year 2025 OPERATOR agrees to distribute \$50,000 to the City towards capital equipment/improvements for the first 5 year extension and another \$50,000 towards capital equipment/improvements if the second 5 year extension is agreed upon. These funds would be distributed from CourseCo and not the Golf Course Budget.

3) The OPERATOR agrees to build into the operational plan an identified process to pay down the golf debt through the budget.

4) If at any time during the course of this agreement either party deems that the operation of two courses is not economically feasible, by mutual agreement, one course may be closed.

5) The parties agree that in 2025 the Management Fee paid by CITY to OPERATOR shall increase to \$105,000 annually and Accounting fee paid by the CITY to OPERATOR shall also increase to \$29,000 annually (see Section 9 of Management Agreement). Following 2025, the fees will be adjusted annually by the CPI, but not to exceed 5%.

6) All other conditions and provisions of the Management Agreement remain in full force and effect and are hereby ratified and affirmed by the parties.

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

**CITY OF GREAT FALLS, MONTANA**

**COURSECO, INC, D/B/A GREAT FALLS GOLF, LLC**

By: \_\_\_\_\_  
Greg Doyon, City Manager

By: \_\_\_\_\_  
Michael Sharp, President and CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

(SEAL OF THE CITY)

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

**\*APPROVED AS TO FORM:**

By \_\_\_\_\_  
David G. Dennis, City Attorney

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



Commission Meeting Date: January 21, 2025  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Appointments, Great Falls Citizen’s Council  
**From:** City Commission  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Appoint two members of the City Commission to serve on the Great Falls Citizen’s Council for the January 28, 2025 meeting.

**Suggested Motion:**

1. Mayor moves:

“I move that the City Commission appoint \_\_\_\_\_ and \_\_\_\_\_ to serve on the Great Falls Citizen’s Council also known as Council of Councils for the January 28, 2025 meeting.”

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

**Staff Recommendation:** It is recommended that the Mayor appoint two members from the City Commission to serve as the Commission’s representatives for the Great Falls Citizen’s Council in accordance with Title 2, Chapter 19, Section 090 the Official Code of the City of Great Falls (OCCGF).

**Summary:** Pursuant to the Charter of the City of Great Falls, the Neighborhood Council program was established by Ordinance 2727 in 1997. There are nine separate Council districts throughout Great Falls.

**Background:** The Great Falls Citizen’s Council was created to act as a forum to address issues of community wide concern and resolve disputes among the individual neighborhood councils. The members are comprised of one member from each neighborhood council and two members of the City Commission who shall be appointed by the Mayor. The council meets three times a year, usually in January, May and October. In 2024 the Commission appointed Mayor Reeves and Commissioner McKenney to serve for the January meeting and Mayor Reeves and Commissioner Tryon to serve for the May meeting and Commissioners Wolff and McKenney to serve for the October meeting.

This year’s meetings are scheduled for January 28, May 27 and October 28, 2025 at 7:00 pm in the Gibson Room of the Civic Center.