



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
December 16, 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.

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 Great Falls Area Chamber of Commerce.

## **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.](#) Appointments to the Super TIF Advisory Committee for all City Tax Increment Financing (TIF) Districts
- [6.](#) Reappointment to the City-County Board of Health.

## **CITY MANAGER**

7. 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.*

- [8.](#) Minutes, December 1, 2025, Special City Commission Meeting.
- [9.](#) Minutes, December 2, 2025, City Commission Meeting.
- [10.](#) Contracts List.
- [11.](#) Grants List.
- [12.](#) Total Expenditures of \$5,238,081 for the period of November 13, 2025 through November 26, 2025, to include claims over \$25,000, in the amount of \$4,434,196.
- [13.](#) Set a public hearing for January 6, 2026 to consider a lease agreement of City owned property located in Wadsworth Park with the Great Falls Saddle Club.

**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**

## **NEW BUSINESS**

## **ORDINANCES / RESOLUTIONS**

- [14.](#) Ordinance No. 3282, Amending Title 12, Chapter 5, and Title 15, Chapter 9 of the official code of the City of Great Falls (OCCGF) pertaining to parades, processions, fun runs, street closures and the fire code. *Action: Adopt or deny Ord. 3282. (Presented by Mike McIntosh)*

15. Ordinance 3283 amending Title 10, Chapters 9 and 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the administration and operation of the City's parking system; and Resolution 10612 establishing the rates, fees, and penalties associated with Title 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the City's Downtown Parking System. *Action: Set or not set a joint public hearing for January 20, 2026 pertaining to Ord. 3283 and Res. 10612. (Presented by Brock Cherry)*

## **CITY COMMISSION**

16. Miscellaneous reports and announcements from the City Commission.
17. Commission Initiatives.  
LEPC Meetings - Commissioner Wilson.

## **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: December 16, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointments to the Super TIF Advisory Committee for all City Tax Increment Financing (TIF) Districts

**From:** City Commission

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Appointing initial members to the Super TIF Advisory Committee

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission Appoint \_\_\_\_\_ to a one-year term through December 31, 2026; appoint \_\_\_\_\_ to a two-year term through December 31, 2027; appoint \_\_\_\_\_ to a three-year term through December 31, 2028; and appoint \_\_\_\_\_ and \_\_\_\_\_ for four-year terms through December 31, 2029.”

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

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**Staff Recommendation:** Staff recommends that the Commission appoint all three applicants and the two recommended representatives. Note that the first set of appointments must include a mix of one-, two-, three-, and four-year terms to establish staggered expirations. After these initial terms are assigned, all future appointments to the Committee will be for a term of 4 years. The specific assignment of the initial staggered terms does not affect future service and is only needed once to establish the rotation.

**Summary:** The City Commission established the Super Tax Increment Financing (TIF) Advisory Committee on October 21, 2025, through Resolution 10609. Following that action, City staff opened the application period for interested citizens and received three applications: Kellie Pierce, Edward Brown, and Mitch Tropila.

Planning and Community Development Director Brock Cherry also contacted Cascade County and Great Falls Public Schools to request their recommended representatives. Cascade County selected Commissioner Joe Briggs, and Great Falls Public Schools selected Luke Diekhans.

All committee members, including those recommended by Cascade County and Great Falls Public Schools, must be formally appointed by the City Commission.



**Background:**

The City of Great Falls currently has five active TIF Districts:

- Downtown Urban Renewal District
- West Bank Urban Renewal District
- East Industrial Park District
- Central Montana Agri-Tech Park Industrial District
- Great Falls International Airport Industrial District

Since 2014, the Downtown Development Partnership (DDP) has advised the Mayor and City Commission on the use of TIF revenues in the Downtown Urban Renewal District. Since 2008, the Planning Advisory Board (PAB) has served as the recommendation body for TIF expenditures in the City's other districts

During the 2025 Legislative Session, the Montana Legislature adopted Senate Bill 3, amending MCA §§ 7-15-4234 and 7-15-4282. The bill requires municipalities utilizing TIF to establish a formally appointed Advisory Committee. Each Advisory Committee must include at a minimum:

- One representative serving in an official capacity with Cascade County; and
- One representative serving in an official capacity with Great Falls Public Schools.

In accordance with Resolution 10609, the Committee shall consist of five (5) to seven (7) voting members formally appointed by the City Commission, with staggered terms of four (4) years. The initial membership must consist, at a minimum, of one committee member appointed for one (1) year, one for two (2) years, one for three (3) years, and two for four (4) years. Each subsequent appointment must be for four (4) years. Except as provided by state law or Commission resolution, members shall be residents of the City and qualified electors, but not City employees or City elected officials. At least one (1) representative must be from Cascade County government, whose boundaries overlap the districts, as required by SB 3; and one (1) other representative must be from Great Falls Public Schools, School District No. 1, whose boundaries overlap the districts, as required by SB 3.

**Alternatives:** If the Commission chooses to appoint all three applicants and the two recommended representatives, there will still be two remaining positions to be filled. The City Commission could ask staff to continue advertising for the remaining positions.

**Attachments/Exhibits:**

Resolution 10609

Applications from Kellie Pierce, Edward Brown, and Mitch Tropila

# RESOLUTION 10609

## A RESOLUTION ESTABLISHING A CONSOLIDATED SUPER TAX INCREMENT FINANCING (TIF) ADVISORY COMMITTEE FOR ALL CITY TIF DISTRICTS

\* \* \* \* \*

**WHEREAS**, the City of Great Falls has established five Tax Increment Financing (TIF) Districts: the Downtown Urban Renewal District, the West Bank Urban Renewal District, the East Industrial Park District, the Central Montana Agri-Tech Park Industrial District, and the Great Falls International Airport Industrial District; and

**WHEREAS**, since 2014 the Downtown Development Partnership (DDP) has served in an advisory role to the City Commission on the use of Downtown Urban Renewal District TIF funds, and since 2008 the Planning Advisory Board (PAB) has served as the recommending body for TIF expenditures in the City's other districts; and

**WHEREAS**, during the 2025 Legislative Session, the Montana Legislature adopted Senate Bill 3, amending MCA §§ 7-15-4234 and 7-15-4282, requiring that any municipality utilizing Tax Increment Financing establish a formally appointed Advisory Committee to provide guidance on the administration of an urban renewal area or targeted economic development district; and

**WHEREAS**, Senate Bill 3 requires that each Tax Increment Finance Advisory Committee include, at a minimum, one member appointed by the governing body from the county in which the district is located and one member appointed by the governing body from a school district that overlaps the district; and

**WHEREAS**, Senate Bill 3 further provides that advisory committee members shall serve four-year staggered terms, unless otherwise serving by virtue of office, and must be formally appointed by the governing body; and

**WHEREAS**, the City Commission finds that establishing a consolidated Super TIF Advisory Committee for all five City TIF districts will ensure compliance with state law, provide consistency across districts, and allow for broad representation including Cascade County, Great Falls Public Schools, and stakeholders from downtown, industrial park, airport, business, and community interests.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA AS FOLLOWS:**

Section 1. Establishment. The City Commission hereby establishes a consolidated “Super” Tax Increment Financing (TIF) Advisory Committee to serve as the advisory and recommending body for all five City TIF Districts, including the Downtown Urban Renewal District, the West Bank Urban Renewal District, the East Industrial Park District, the Central Montana Agri-Tech Park Industrial District, and the Great Falls International Airport Industrial District.

Section 2. Membership. The Super TIF Advisory Committee shall consist of five (5) to seven (7) voting members formally appointed by the City Commission, with staggered terms of four (4) years. The initial membership must consist, at a minimum, of one commissioner appointed for one (1) year, one for two (2) years, one for three (3) years, and two for four (4) years. Each subsequent appointment must be for four (4) years. Except as provided by state law or Commission resolution, members shall be residents of the City and qualified electors, but not City employees or City elected officials. At least one (1) representative must be from Cascade County government, whose boundaries overlap the districts, as required by SB 3; and one (1) other representative must be from Great Falls Public Schools, School District No. 1 whose boundaries overlap the districts, as required by SB 3.

If a position becomes vacant before the end of the term, the position shall be filled by the City Commission for the unexpired term. A member may be removed pursuant to OCCGF Title 2. Each member may be reappointed when his or her term expires as set by Commission resolution.

Additional advisory input may be provided by community partners, including the Downtown Development Partnership (DDP), the Great Falls Airport Advisory Board, or other similar interest or affiliated groups pertaining to the City’s TIF districts. Such participation is expressly limited to input only and shall not constitute voting membership.

Section 3. Downtown Development Partnership Participation. The Great Falls Downtown Development Partnership shall be notified of all TIF requests and proposed expenditures within the Downtown Urban Renewal District. The Partnership may receive information, provide informal input, or host applicant presentations strictly for informational purposes. This participation is not intended to serve as a forum for the entity to take a formal vote of support or denial. However, the Partnership, as an entity, may present a formal stance during the public meetings of the Super TIF Advisory Committee and at City Commission hearings.

Section 4. Airport Advisory Board Participation. The Great Falls Airport Advisory Board shall be notified of all TIF requests and proposed expenditures within the Great Falls International Airport Industrial District. The Board may receive information, provide informal input, or host applicant presentations strictly for informational purposes. This participation is not intended to serve as a forum for the entity to take a formal vote of support or denial.

However, the Board, as an entity, may present a formal stance during the public meetings of the Super TIF Advisory Committee and at City Commission hearings.

Section 5. Board procedures. Unless otherwise specified by state law or Commission resolution, the Super TIF Advisory Committee shall be governed by the rules contained in the most recent edition of "Robert's Rules of Order, Revised," in all applicable parliamentary procedures, as applicable.

Section 6. Officers. At its first regular meeting in each calendar year, the Super TIF Advisory Committee shall elect from its members a Chairperson and Vice-Chairperson to serve for a period of one (1) year. If there is more than one (1) nominee for any office, voting shall be conducted in open session, and each member's vote shall be recorded in the minutes and made available for public inspection. An officer whose term has expired shall hold office until a successor is elected. No Officer shall serve in the same position for more than two (2) consecutive terms, consistent with City Commission Resolution 10524. After completing two consecutive terms in the same position, the individual shall step down for at least one (1) full term before being eligible to serve again in that position. Any exception to this limit must be approved by the City Commission in accordance with Resolution 10524. In the event of a vacancy in any office, the Chairperson shall designate a member to fill the unexpired term of the office with approval by a majority of the Board.

Section 7. Other. The City Commission finds that this structure ensures compliance with Senate Bill 3, creates consistent and efficient advisement across all districts, and provides balanced representation of county, school, district-specific stakeholders, and property owners.

Section 8. Conflict with Other Ordinances and Resolutions. All parts of previously approved or adopted processes, ordinances and/or resolutions in conflict herewith are hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, October 21, 2025.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

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

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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David Dennis, City Attorney




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

Agenda #5.

*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>Super TIF</b>		Date of Application: <b>11/17/2025</b>
Name: <b>Edward F Brown</b>		
Home Address: <b>1025 26TH AVE SW</b>		Email address: <b>ediabos@gmail.coschamber.orm</b>
Home Phone: <b>4065603811</b>	Work Phone: <b>4067614434</b>	Cell Phone:
Occupation: <b>President/CEO</b>		Employer: <b>GF Area Chamber of Commerce</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>Various related activities as a community partner with the Chamber of Commerce</b>		
Educational Background: <b>BS in Management IT MBA</b>		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: <b>I serve on various committees and boards around the community.</b>		
Previous and current public experience (elective or appointive): <b>None</b>		
Membership in other community organizations:		

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? <b>I would like to represent the business community on the TIF board.</b>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <b>President of the Chamber of Commerce as well as member of the DDP which previously served as a TIF board member</b>	
Additional comments:	
Signature 	Date: <div style="font-size: 1.5em; font-weight: bold;">11/17/2025</div>

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)

Agenda #5.

*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>Super TIF advisory committee</b>		Date of Application: <b>10/22/2025</b>
Name: <b>Kellie Pierce</b>		
Home Address: <b>208 22nd Ave NW</b>		Email address: <b>kellie@downtowngreatfalls.net</b>
Home Phone: <b>406-581-2979</b>	Work Phone: <b>406-727-5430</b>	Cell Phone:
Occupation: <b>Economic Development</b>		Employer: <b>Great Falls Business Improvement District</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: Involvement in the Downtown Development Partnership for the past 11 years as the recommending body for TIF. Executive Director of the Business Improvement District working with property owners in revitalization efforts.		
Educational Background: Business Management degree from Montana State University - 2006 Leadership Great Falls - 2017 Leadership Montana - 2025 National MainStreet Academy - ongoing		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: Great Falls Community Foundation board - 2017-2021 Downtown Great Falls Association Rotary Great Falls events - Harvest Howl		
Previous and current public experience (elective or appointive): Ex-officio for Parking Advisory Board		
Membership in other community organizations: Elks Lodge		



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?

## Parking Commission- prior to becoming Ex-officio

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

## Parking commission - not in an appointed capacity

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 am interested in serving on this board because of my role with the BID, Downtown Development Partnership and institutional knowledge of the Urban Renewal TIF District. I have a vested interest in making sure that all TIF districts are being managed according to state law.

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

Having been involved with the Downtown Partnership for the last 11 years I have extensive knowledge of what the State Law requires TIF money to be used for. I helped create the Downtown TIF programs that are managed on a staff level currently. I work closely with property owners in my role with the BID to help revitalize our district and eliminate blight. I believe that I am highly qualified to provide the commission with recommendations for all of the TIF districts.

Additional comments:

Signature

Kellie Porce

Date:

10/22/25

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.

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**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>Super TIF Advisory Committee</b>		Date of Application: <b>11-24-25</b>
Name: <b>Mitch Tropila</b>		
Home Address: <b>1108 6th Street NW</b>		Email address: <b>Tropila@mt.net</b>
Home Phone: <b>N/A</b>	Work Phone: <b>N/A</b>	Cell Phone: <b>406-899-3474</b>
Occupation: <b>Public Policy Officer</b>		Employer: <b>Easterseals-Goodwill NRM</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: I was in the Legislature from 2007-2016 and served on Finance and Business committees. I also chaired the Legislative Audit Committee, and they have commissioned audits concerning TIFs.		
Educational Background: B.S. in Business Administration from the University of Montana in Missoula, MT. B.A. in Radio-TV from the University of Montana in Missoula, MT.		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: Former member of the GF Library Board and chairperson - 10 years combined Former member of the GF Turf Club (horse racing) member - 11 years		
Previous and current public experience (elective or appointive): Montana Senate 2007-2014 Montana House 2015-2016		
Membership in other community organizations: Great Falls Elks #214		

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

## Summers from 1983-1987 at the City Water Plant

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?

## Library Board - 2010-2020

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 have an interest in TIFs; how they are set-up, how they work, and how they **can** drive economic development. It's also a good time to be involved with our community!

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

The above experiences listed in this application.

Additional comments:

Please call if you have more questions.

Signature

**Mitch Tropila**

*Mitch Tropila*

Date:

**11-24-25**

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.

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kartis@greatfallsmt.net





Commission Meeting Date: December 16, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

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

**From:** City Commission

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint Dr. Rachel Amthor as the licensed Doctor of Medicine representative to the City-County Board of Health for a three-year term effective March 1, 2025 through February 28, 2028

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (reappoint/not reappoint) Dr. Rachel Amthor to the City-County Board of Health as the licensed doctor of medicine to represent the medical community for a three-year term effective March 1, 2025 through February 28, 2028.”

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*.

During the Board of Health meeting on June 5, 2024, the Board discussed the vacancy for the licensed doctor position and the process to appoint a new member. Because the Cascade County Medical

Association no longer existed, Health Officer Abigail Hill reached out to the medical directors from the local medical institutions for recommendations. The vacancy was also posted on the Board of Health's page on the County's website. Applications at that time were received from Dr. Guy C. Venuti and Dr. Rachel Amthor. On July 2, 2024, the City Commission appointed Dr. Amthor to the Board and the County Commission appointed her during their meeting on July 17, 2024, for a partial term through February 2025.

**Concurrences:** The County Commissioners reappointed Dr. Amthor for a full three-year term during their meeting on December 9, 2025. The City Commission could decide not to reappoint but would need to work with the County Commission to agree upon a different applicant.

**Attachments:**

Application

To Cascade County Commission and Great Falls City Commission,

I moved to Great Falls with my family in 2017 in order to work as a physician in an underserved geographic area. It has been rewarding to become part of the Great Falls community and become well acquainted with the health and social challenges of the children in our community. In response to the behavioral health challenges we face, I took a six-month pediatric psychiatry course to become more facile with screening for, diagnosing, and treating a variety of mental health conditions faced by our children. I am a member of the Benefis integrated behavioral health committee, working to integrate mental health and primary health care in our outpatient practices. I was invited to be a member of the panel on implementation of integrated behavioral health at the Montana Healthcare Foundation's conference June 12-13, 2024. I am the pediatrician on the state of Montana grant-funded cleft palate and craniofacial multispecialty clinic. This multidisciplinary clinic serves children born with cleft lips and cleft palates across a large swathe of central Montana. I have also participated in the Montana DPHHS asthma control program by leading an asthma quality improvement project at my office at Benefis. My background prior to moving to Great Falls includes treating and preventing child malnutrition in Malawi and Kenya. I also developed the capacity and initiated treatment of malnutrition of both children as well as adult tuberculosis patients in the Philippines.

I have worked on improving public health throughout my training and professional work as a physician. I am passionate about public health and child health, and I hope to work with the current members of the Board of Health to continue to improve the health and well-being of the children in our city and county.

Sincerely,

Rachel Amthor MD



## CASCADE COUNTY BOARD APPLICATION

Please complete this form and return it to the County Commission Office, Room 111 Courthouse Annex, 325 2<sup>nd</sup> Avenue North, Great Falls, MT. 59401. If you have any questions, please contact the Commission Office @ (406) 454-6810. This application is designed to obtain information as to your interest and qualifications for serving on a County Government Board.

(Please Print or Type)

Date 6/7/24

NAME Rachel Amthor MD

TELEPHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 205-746-9799 (E-Mail) \_\_\_\_\_

CURRENT ADDRESS 2 meadowlark Rdg

Previous Public Experience (Elected or Appointed) \_\_\_\_\_  
none

Previous Volunteering or County Boards \_\_\_\_\_  
please see curriculum vitae

Current Volunteering or County Boards \_\_\_\_\_  
please see curriculum vitae

Current Employer Benefis Medical Group

Education please see curriculum vitae

**Please indicate which of the following Boards/Trustee positions you are interested in.  
Mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices below.**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Board of Health | <input type="checkbox"/> Fire Fee Service Area          | <input type="checkbox"/> Planning                   |
| <input type="checkbox"/> Compensation               | <input type="checkbox"/> Great Falls Airport Authority  | <input type="checkbox"/> Tax Appeal                 |
| <input type="checkbox"/> DUI Task Force             | <input type="checkbox"/> Great Falls Transit            | <input type="checkbox"/> Weed Board                 |
| <input type="checkbox"/> Fire District Area         | <input type="checkbox"/> Historic Preservation Advisory | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Library Trustee            | <input type="checkbox"/> Other                          |   |

Please list special experience or education you may have for serving on any of the boards  
(Additional information, comments or resume may be added to the back of this form.)

please see attached letter

## CURRICULUM VITAE

Rachel Anthor MD

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Email: rachelamthor@benefis.org  
 Phone: 205-746-9799  
 DOB: 22 June 1987

## LICENSURE

State of Montana full physician license

## EDUCATION AND TRAINING

June 2013-June 2016	Baylor College of Medicine/Texas Children's Hospital, Houston, TX Categorical Pediatrics Internship and Residency 2013-2016
August 2009 – May 2013	MD, Washington University School of Medicine, St Louis, MO
August 2005 – December 2008	BA Anthropology, Washington University in St Louis

## EMPLOYMENT

June 2016-June 2017	Kelsey-Seybold Clinic pediatrician, Houston, TX
February 2017-June 2017	Texas Children's Pediatrics pediatrician, Houston, TX
September 2017-present	Benefis Medical Group Primary care pediatrician Benefis Integrated Behavioral Health Committee 2023-present Montana Healthcare Foundation conference panelist on integrated behavioral health June 2024 Cleft lip and palate/craniofacial multi-specialty clinic pediatrician (Montana state program) 2023-present

## RESEARCH

Baylor College of Medicine, Pediatric Emergency Medicine, Andrea Cruz research chief

Research projects:

Epidemiology of extended-spectrum beta-lactamase producing organisms at Texas Children's Hospital, 2010-2014

Presentation of children with extended-spectrum beta-lactamase producing urinary tract infections to the pediatric emergency department, 2010-2014

Washington University, Pediatric Infectious Disease, Audrey Odom Lab

Isoprenoid biosynthesis in *Plasmodium falciparum*

Washington University, Pediatric Emergency Medicine, Mark Manary Lab



Kenya: Designed, orchestrated, and published studies of the nutritional status of children in cassava-consuming communities in rural Kenya, part of the groundwork for BioCassava Plus, a Gates Grand Challenge project to fortify root crops in developing countries

Philippines: Assembled a production facility for ready-to-use therapeutic food (high protein, high-calorie rescue treatment) for severely malnourished tuberculosis patients in Manila. Launched nutrition therapy for these patients in conjunction with the tuberculosis treatment regimen at 3 clinics in Manila

Malawi: Managed daily malnutrition treatment at 8 village sites in rural Malawi. Analyzed anthropometric and demographic data

## PUBLICATIONS

Guggisberg A, **Amthor R**, Odom A. Isoprenoid biosynthesis in *Plasmodium falciparum*. Eukaryotic Cell 2014; 13(11): 1348.

Trehan I, **Amthor RE**, Maleta K, Manary MJ. Evaluation of the routine use of amoxicillin as part of the home-based treatment of severe acute malnutrition. Trop Med Int Health. 2010 Jun 9.

Stephenson K, **Amthor R**, Mallowa S, Nungo R, Maziya-Dixon B, Gichuki S, Mbanaso A, Manary M. Consuming cassava as a staple food places children 2-5 years old at risk for inadequate protein intake, an observational study in Kenya and Nigeria. Nutr J. 2010 Feb 26;9:9.

Gegios A, **Amthor R**, Maziya-Dixon B, Egesi C, Mallowa S, Nungo R, Gichuki S, Mbanaso A, Manary MJ. Children consuming cassava as a staple food are at risk for inadequate zinc, iron, and vitamin A intake. Plant Foods Hum Nutr. 2010 Mar;65(1):64-70.

**Amthor RE**, Cole SM, Manary MJ. The use of home-based therapy with ready-to-use therapeutic food to treat malnutrition in a rural area during a food crisis. J Am Diet Assoc. 2009 Mar;109(3):464-7.

## HONORS AND AWARDS

Washington University School of Medicine

- |           |  |
|-----------|--|
| 2009-2013 | Mr. and Mrs. Spencer T. Olin Fellowship for Women in Graduate Study, a 4-year full tuition scholarship to medical school co-sponsored by Washington University and the Monticello Foundation   |
| 2013      | Jesse L Ternberg award, one of three awards chosen by students of the graduating class, to "the senior woman[...] who best exemplifies the noble characteristics of Dr. Ternberg's career: her indomitable spirit of determination, perseverance, and dedication to her patients." |

Washington University in St Louis

- |           |  |
|-----------|--|
| 2005-2008 | Dean's List Fall 2005, Spring 2006, Fall 2006, Spring 2007, Fall 2007, Spring 2008 |
| 2008      | Phi Beta Kappa   |

## SERVICE

Junior League of Great Falls, Board Member, Membership Chair, 2023-present

**JOURNAL OF COMMISSION PROCEEDINGS**  
**December 1, 2025 -- Special City Commission Meeting**  
**Civic Center Commission Chambers, Room 206 -- Mayor Reeves Presiding**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:**

City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, and Susan Wolff. Commissioner Shannon Wilson was excused.

Also present were City Manager Greg Doyon and Deputy City Manager Jeremy Jones, City Attorney David Dennis, Planning and Community Development Director Brock Cherry and Deputy Director Lonnie Hill, Finance Director Melissa Kinzler, Police Captain Doug Mahlum, and Deputy City Clerk Darcy Dea.

**AGENDA APPROVAL:**

There were no proposed changes to the agenda by the City Manager or City Commission. The Commission approved the agenda as presented.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:**

None.

**PETITIONS AND COMMUNICATIONS**

None.

**NEW BUSINESS**

**2. DOWNTOWN PARKING PROGRAM DISCUSSION.**

Planning and Community Development Director Brock Cherry reviewed and discussed a short PowerPoint presentation – Downtown Parking Program Options - [available in the City Clerk's Office].

Director Cherry reported that two immediate issues include a deficit that continues to grow monthly and how to address the long-term parking strategy. The Downtown Parking Program has a monthly recurring deficit of \$15,000 to \$20,000. By the end of January 2026, the total shortfall is expected to surpass \$100,000, and no sustainable funding source

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has been identified to address it. Downtown businesses, visitors, and community residents will have a significant voice in any long-term changes to the parking system. Engagement is already in progress and staff will continue to seek input throughout this process.

Structural and policy changes must begin now to prevent the deficit from growing further. The current shortfall will require the Downtown Parking Program to be reconciled with an undetermined funding source and include repayment, so each month of delay increases the amount that must eventually be repaid. Once the immediate financial crisis is under control and the program stabilizes, the City will expand and strengthen public involvement so downtown businesses, and the wider community can help shape the long-term future of the Downtown Parking Program.

The City's Downtown Parking Program has operated for decades with limited resources, aging infrastructure, and a reactive management approach. Under its current structure, the program has not generated enough revenue to fund routine operations, enforcement, or maintenance. It has remained functional in recent years through one-time support from the Downtown Urban Renewal District and CARES Act funds.

City staff anticipated the worsening financial picture and initially viewed Downtown Tax Increment Financing (TIF) as the only viable, temporary bridge to sustain operations for a limited period while revenue improvements and structural changes were implemented. In coordination with the Parking Advisory Commission (PAC), staff sought to strengthen revenues and stabilize the system, as outlined in the attached Ideal Parking Program Memo. However, after consultation with the City's TIF legal counsel, Dorsey and Whitney, it was confirmed that TIF dollars cannot be used to subsidize operational personnel costs such as enforcement, cashiering, or facilities management. This removed the primary mechanism that staff expected to use temporarily to cover the deficit while long-term improvements were made.

Staff understand that downtown businesses, property owners, and members of the public may be concerned that recommendations are being presented before a more extensive engagement process is completed. Under typical circumstances, staff would take more time to gather broad community input before bringing forward changes of this scale. The Downtown Parking Fund's financial condition does not allow for that timeline. The fund is experiencing significant monthly losses, and each month of inaction adds another \$15,000 to \$20,000 to the deficit. If the City does not take immediate steps to stop the losses, the shortfall will continue to grow and eventually require support from the general fund to cover the accumulated debt.

Because of this reality, each option presented includes immediate actions that must occur to stop the losses and stabilize the program. Once the fund is no longer in crisis, staff will expand public engagement and work closely with the PAC, downtown businesses, property owners, and the broader community to shape the long-term direction of the parking system.

The only item that the City Commission can officially decide on tonight is cancelling the SP+ contract.

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Staff have evaluated the program's financial condition, the legal limitations on its funding, and the operational challenges identified over the past year. Three clear pathways are available:

**Option #1:** This option temporarily retains SP+ on a month-to-month basis and stabilizes the program by implementing targeted rate, fine, and penalty adjustments. It halts ongoing monthly losses while preserving the current operating structure and level of service. This approach also provides time to develop broader policy solutions without disrupting existing service delivery.

**Option #2:** This option terminates the SP+ contract and transitions parking system management to the City under a one-year pilot program. By eliminating the program's largest cost driver, it may accelerate modernization efforts. However, this approach requires the City to rapidly build staffing and operational capacity, which it currently lacks. As a result, a decline in the existing level of service is anticipated during the transition.

**Option #3:** This option terminates the SP+ contract and suspends most enforcement and operations while a long-term strategy is developed. It offers maximum flexibility for planning and stakeholder engagement but introduces significant uncertainty and the highest short-term operational and financial risks. During this period, the existing level of service would be effectively eliminated, and businesses would no longer be able to rely on regular parking turnover. Staff also anticipate an increase in nuisance activity, as vehicles may remain parked indefinitely in certain areas. Enforcement responsibilities would be shifted to the Police Department, whose current capacity to manage these issues is limited.

These options represent the immediate steps required to prevent the Downtown Parking Program from further financial deterioration, while allowing the City to rebuild the system through deliberate engagement once the crisis is stabilized. Last year, 5,100 courtesy tickets were issued. A former software provider was pointing out people who had violations connected to vehicles that they did not own any longer and required the ticket to be paid, even though it was just a courtesy ticket. The software provider did not catch that because no one else in the industry does that and was unique to the city. However, having the software does not cover the cost of administering courtesy tickets.

Director Cherry commented that he has the administrative authority to allow free holiday parking; however, he thinks it would be inappropriate given the current financial situation for that decision to fall on him and implementing that program could potentially add another \$10,000 to the deficit. He concluded that City staff's recommendation is Option 1A; however, the city and downtown businesses need to make the decision together.

Commissioner Tryon requested to ask City staff questions about the presentation prior to the vote. He inquired about the current balance of the downtown parking fund, if the proposed rates, fees, and penalties increases associated with Option 1 would reduce or help the deficit, how the monthly deficit of \$15,000 to \$20,000 is accounted for, the cost adding personnel for Option 2 and what happens to the downtown parking fund if the city were to operate the parking enforcement.

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Finance Director Melissa Kinzler responded that the cash balance of the parking fund is (\$8,000) without November's payroll. The city accounts for the monthly deficit of \$15,000 to \$20,000 through the general fund. All expenses in the parking fund would remain if the city were to operate the downtown parking enforcement; however, it would need to be kept separate from other funds.

Director Cherry added that increasing the proposed rates, fees, and penalties associated with Option 1 would help initially to get the city get through strategic decision making until changes are implemented. With regard to Option 2, it would cost approximately \$20,000 a month to add personnel; however, that would be after the initial onboarding.

Commissioner McKenney explained that he put together an additional Option 4 after posting of the agenda and inquired when the appropriate time would be to discuss it.

City Attorney David Dennis responded that the appropriate time to discuss Option 4 would be after public comment.

City Manager Greg Doyon explained that he does not believe if the city raised the fees that it would recover from the deficit. City employees will cost more than contract employees because of the benefits and compensation package. The parking fund has struggled for a long time because it is a complicated issue. People do not like parking fees and businesses do not like the fact that there is no enforcement downtown. The parking system in place is not paying for itself, and he is concerned that the city is already dipping into the general fund. His recommendation is to stop the bleeding by charging what it costs to operate the current program. There is a safety component to a parking program and there is a cost whether there is a parking program or not. Parking cannot be solved, it can only be managed, and management includes flexibility that is consistent with what is happening with behaviors downtown. Manger Doyon concluded that he supports Option 1.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission direct City Staff to prepare Rates, Fees, & Penalties increases associated with Option 1A regarding the Downtown Parking Program as presented.**

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

**Brett Doney**, Great Falls Development Authority, echoed what Manager Doyon and Director Cherry said about everyone needing to take responsibility and downtown groups working together. The current parking system will never work with inflation and needs to be revamped. Mr. Doney expressed support of a time management system that offers free street parking with heavy enforcement and putting some of the city lots out for a Request For Proposals (RFP) for high quality development. He requested that the Commission dedicate the time to really dig into this, not do a quick fix and let it go away.

**David Snuggs**, City resident, commented that he owns and operates several businesses downtown, is a founder of My Neighbor in Need and was on the PAC in 2017. In 2019, an idea was brought up to take the Downtown Parking Program away from the city, create a non-profit organization designed to benefit the community, structure it with 12 volunteer board members and each would be required to work full-time one month of the year in

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management to take responsibility off the city. Whatever the cost of the current staffing needs through SP+ would be the sponsorship from the city to the non-profit to hire those individuals under their umbrella. Part of the contract with SP+ for the last 60 days could also allow board members to job shadow with them. The only one making money from day one is SP+, while the city struggles. The idea was to create a community ambassador program with free parking for the first 15 minutes, issue a \$5.00 courtesy ticket for any additional 15 minutes, eliminate the profit SP+ receives and give it to a non-profit organization. The \$7,000 a month that the city is spending to offset parking seems high.

**Laramie Smovir**, City resident, commented that the current system is out of date; however, the city already has the tools to fix it. The Passport Parking app modernizes the system without adding too much equipment, hassle or confusion. Ms. Smovir suggested the following: eliminating the old meters; giving 30 to 60 minutes of free parking but requiring users to check in through the app and if drivers do not check in, they would receive a non-compliant citation, just as overstaying a meter.

The app also offers time expiring warnings and users can extend the session remotely. It is fair, convenient, keeps experience user friendly, increases revenue and people are more likely to comply because the option to pay is quick and easy. Voluntary compliance adds up and helps close the revenue gap without relying on heavy-handed enforcement. Also, progressive pricing encourages turnover in areas where there is high demand and nudges long-term parkers to move along or choose a more appropriate location. The app allows tailoring of those rates by zone, which means more could be charged for high traffic curb side spots for the progressive charging and keep them open or available while offering longer free periods or low flat rates in underused areas. With technology the city currently has, the city could adjust these rates dynamically over time based on real data because the analytics and data built into the Passport Parking app provides the city real-time view of how each zone is performing, where demand is highest, where spots sit empty and how long people are staying.

The city should also be using reasonable digital permits, which are also a part of the app the city currently has, that allows people to park in designated zones long-term. The city could end the SP+ contract immediately and transition to a single or dual enforcement agent using the Passport Parking system. All of this would significantly reduce costs, improve efficiency, increase revenue, keep enforcement in-house and community oriented and better fund ongoing maintenance. It would not be necessary to pause enforcement during the holidays if it offered the built-in first hour all year long.

Solutions need to be practical and sustainable. Leveraging the tools that the city currently has, eliminating unnecessary contracts, using data to inform policy, and aligning pricing with demand could stabilize the downtown parking program. Ms. Smovir concluded that she supports Option 2.

**John Mack**, City resident, commented that he has been operating two downtown businesses under the same roof for eight years. There is a revenue problem, not a parking demand problem. The city's proposed solutions treat the symptoms, not the root cause, and are not researched-backed. The decision should be made with the goal of continuing

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to revitalize downtown, not from a short-sided standpoint of doing whatever the city can do to stop the financial bleeding today.

The current approach to downtown parking is inadequate because people hate meters and paid parking. The city is losing up to \$20,000 a month and spending \$60,000 a month to enforce parking in a downtown that is often half empty. Paid parking in low demand areas actively detours visitors and the most important discussion in downtown parking design is occupancy or demand for parking spaces. The city is focused on the emergency financial situation it is in today and the recommended solutions would make downtown parking even less appealing to residents. The focus should be shifted away from the emergency financial situation to an acknowledgment that there has been great growth downtown over the last few years towards the goal of revitalization. Roseburg, Oregon was in a similar situation to that of the city and voted to eliminate all its parking meters. Research by the International Downtown Association, Strong Towns and Mainstreet America agreed that using parking primarily for revenue generation conflicts with downtown revitalization goals.

Mr. Mack suggested removing the paid parking meters immediately and shifting enforcement action to a free two-hour parking in all the metered spots. He added that there is already license plate reader technology to do this efficiently. The city's proposal to allow free downtown Christmas parking is evidence that this group knows more people will shop downtown if there are no parking fees. The pilot program for the free summer program in 2024 was a success and was repeated this year because it was a success. There was a 144% increase in garage parking during that pilot program and parking garages could be a creative solution to this problem.

**TJ Ferrin**, Ferrin's Furniture, commented that his issue is that SP+ is the largest deficit for the city to overcome and the contract with them should be canceled immediately. Mr. Ferrin expressed support of Option 2B. Self-policing could be a consideration if Option 3 is decided on because business owners are aware of the vehicles parked by their business and the city could have a contract with a towing company. Mr. Ferrin mentioned that he liked Option 4 as well.

**Andy Ferrin**, Ferrin's Furniture, commented that he owns seven businesses downtown and sees a lot of traffic in that area. Mr. Ferrin expressed support of Option 2B because it is the best of both worlds and pushes it onto the city. Central Avenue is where there is a high volume of traffic and where the core of where turnover needs to happen. He requested that the Commission pass the free parking for the holidays.

**Kellie Pierce**, Director of the Business Improvement District (BID) and Downtown Association, explained that there is great concern from downtown businesses and property owners about what is going to happen. Her origination is one of the two accredited Main Street programs in Montana with the National Main Street program. The statistics are there and increasing fees and fines are going to drive patrons away. There is an incredible business community downtown that works together to support each other. The new business coming in on the corner of third and first avenue south is going to impact the parking in front of Ferrin's Furniture and Hoglund's Western Wear. There is extra parking

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downtown, facilities are not maximized, a lot of potential to happen and she would hate to see parking be the demise of it.

**Billie Olson**, Cascade County resident, inquired about the cost of breaking a third-party contract because switching to a third-party costs more money. Ms. Olson suggested that welding students could install the old parking meters, and, for transparency, two business partners could collect the money from the meters. Towing vehicles would be a great solution so that it won't tax the court system.

**Alison Fried**, Owner of Dragonfly Dry Goods, commented that she has been in business downtown for 32 years. At least 50% of the people ask her or staff a question about parking. She has had a VIP program since the implementation of the Passport Parking program two years ago and pays the parking fee for customers who have questions or problems with parking. There is enforced parking for two hours, but you must pay for it, we could do enforced parking on the streets not paid. For every 50 cents she spends, she spends another 45 cents on a convenience fee, for a total of 95 cents for every 30 minutes that she's paying for a customer. Parking has not worked for 32 years, there has not been a good way to manage it, and the city should start over and revamp what is done step by step because it cannot keep doing the same thing. The community consensus is that they want two hours' free parking.

**Jayson Olthoff**, City resident, PAC, commented that he runs the What's Happening Great Falls Facebook Group and has posts and surveys about parking issues. No matter what decision is made, the city needs to educate and have the downtown business owners own it because they are the ones that benefit from customers. The city cannot keep kicking the can down the road and needs to come up with a solution that works. The statistics he has are available if needed.

**Inge Buchholz**, Inge's Fashions, commented that parking meters are needed downtown because people in the apartment buildings park around downtown business, especially on the weekends, which takes revenue away from those businesses. Ms. Buchholz explained every city in Europe has parking meters downtown and people do not complain about paying high rates. Some of her customers are elderly and they do not like walking to the kiosk to pay for parking. Ms. Buchholz suggested working together because the system needs to be changed and it needs to be customer friendly.

**Bradly Wilcott**, City resident, commented that he likes the two-hour parking and understands that funding and enforcement are issues. People might take advantage of parking for hours if the meters are not there. There must be an option to keep it affordable and make it work for everyone.

Written correspondence was received from **John Barnes**, owner of Tracy's Diner and Electric City Catering, via December 1, 2025 email, commented that there needs to be additional time to develop thoughtful ideas regarding the parking situation, the city must maintain a way to enforce the two-hour parking limit and the existing agreement with the current parking management company should be terminated.



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Written correspondence was received from **Dawn Marsh**, Brush Crazy, via November 30, 2025 email, commented that extending the time limits on downtown parking would be helpful and free downtown parking would be ideal for her customers.

Written correspondence was received from **Terry Bjork**, via November 30, 2025 email, expressed support of Option 1A and he opposed any of the options that entail doing away with paid parking altogether that allows people to take up prime spots all day.

Written correspondence was received from **James Knutson**, via December 1, 2025 email, commented that he does not go downtown because of parking meters.

Mayor Reeves asked Commissioner McKenney to present his Option 4.

Commissioner Tryon stepped out at 5:37 p.m. and returned at 5:39 p.m.

Commissioner McKenney explained that the decisions tonight are to determine whether to cancel the SP+ contract or explore higher rates. Option 4 is a long-term plan that needs to be worked on over the next six months to a year. It is a streamlined, business-friendly strategy that modernizes downtown parking, eliminates meter fees, supports local merchants, reduces city costs, and makes downtown more welcoming for residents and visitors. It includes free on-street parking (no meters, no fees), and replaces them with free, time-limited curb parking. It eliminates future meter fee increases and removes a major barrier to downtown visits. It ends the common excuse “I avoid downtown because of the meters,” and keeps downtown competitive with other free-parking areas throughout town. It makes smarter use of downtown land because several City-owned surface lots are under-utilized.

Option 4 allows the city to sell select lots for private infill development, bringing new housing, mixed-use spaces, and more activity downtown without raising taxes. The city would retain a small number of strategically located lots to support short-term visitors, mobility needs, and transitions during redevelopment. It would support merchants through garage promotion. Garages are not heated or cooled, but they provide meaningful protection from snow, wind, rain, hail, and icy conditions. Merchants can promote garages as the best weather-protected option. Citizens could show their garage tickets to merchants to receive discounts and validations and there could be seasonal and event-night promotions.

Commissioner McKenney summarized that Option 4 works by eliminating meter fees, bringing free on-street parking to downtown, supporting merchants through garage promotions, reducing city parking costs, encouraging private redevelopment and creating a more vibrant downtown.

Mayor Reeves asked Director Cherry and Manager Doyon what their opinions were with regard to Option 4 and eliminating parking meters.

Director Cherry responded that he has heard two versions of eliminating the parking program tonight. One is mad max, where the city is not involved in time enforcement of

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two hours. He sees promise in having timed two-hour enforcement program; however, it would need to be determined how to fund and enforce it. Director Cherry expressed concern about the undesired activity if the city were to mad max it without any enforcement. The business community would have to be willing to accept that behavior because on-street enforcement is administered by the police and not code enforcement.

City Manager Greg Doyon added that the city will never satisfy the funding part of the parking program and be able to manage or enforce it. The city has several unutilized spaces and in time, those spaces will be needed. Selling city space is very expensive to get back. It seems most people were interested in no fees with enforcement; however, the cost is the issue with that. There also seems to be hesitation for third party enforcement and both parking garages are not in the best shape. There was a TIF allocation several years ago; however, the city was never able to implement some of the preventative maintenance things in the garages. His initial thought was to mad max it because it would encourage people to utilize the garages, which would generate enough revenue to meet the needs of the garages; however, it could ultimately frustrate those in the downtown area. A compromise could be the two-hour free on street parking with some mechanism of enforcement; however, City staff would have to cost that out for the Commission.

Mayor Reeves inquired if there would continue to be discourse and dialog about how to fix the Downtown Parking Program if Option 1, along with its elements, were approved tonight.

Manager Doyon responded that the PAC has struggled with this and expecting something is going to change is hard when there are external factors that impact businesses' perception about parking. If the City can tap into the ideas and suggestions from the public tonight in a facilitated forum, it might be able to pivot that into an actual long-term solution that people may not be excited about but can live with it. The outcome he heard the most tonight was to allow free two-hour parking with enforcement, but how we get there will take some work.

The immediate issue that cannot be ignored is the impact this has on the general fund, and it cannot be allowed to continue. This would mean cancelling the contract, getting proposals externally with a model the city would want to move forward with over the next year and determining what the cost would be for the city. Manager Doyon added that he believes it will cost more for the city to employ people to do that work.

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

Commissioner Wolff commented that there is not a parking problem, there is a human behavior problem. People will walk from a parking garage to get to where they want to go. There needs to be more handicapped parking downtown, especially if the kiosks are kept and the city needs time. Business owners need to work with and bring the City Commission and PAC proposals on how they think this issue can be best handled. There is an urgency for the general fund now and there is not enough money to upgrade the technology in the parking garages. The city has lost a lot of revenue because there is not good enforcement and collection systems.

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Commissioner Tryon explained that what is being decided tonight is whether to go to a month-to-month contract with SP+ for a period or cancel the contract. He has always said that the city has a parking program so it can pay for a parking program, which does not make a lot of sense to him. His preference would be to remove the meters and kiosks, provide free two-hour parking 24/7, 365 days a year, enforced on a two-or three-hour-time limit and have the city totally out of the parking enforcement business. However, the city would have to be involved somehow. He is going to vote for the motion on the table, Option 1A, because it seems like the responsible thing to do. This would mean a sharp increase to park downtown for a period; however, a much better solution needs to be determined by January or February. He also likes Commissioner McKenney's Option 4 because it is a good framework to work from.

Commissioner McKenney commented that he believes Option 4 is all the Commission's ideas, not just his.

There being no further discussion, Mayor Reeves asked the Deputy City Clerk to remind the Commission of the motion.

Deputy City Clerk Darcy Dea recalled that Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission direct City Staff to prepare Rates, Fees, & Penalties increases associated with Option 1A regarding the Downtown Parking Program as presented.

Commissioner McKenney received clarification that the other motions associated with Option 1 are coming up after this vote, there are no contract cancellations associated with Option 1A, and it preserves temporarily the contract in place.

Commissioner Wolff inquired if the contract is month-to-month.

Director Cherry responded that the contract in place is month-to-month as the city continues longer range, strategic discussions and the status quo would remain with the increased rates. Options 2, 3, and 4 would cancel the contract today. When it comes to cancelling the contract, what City staff is trying to prevent is the immediate deficit increase. He is not a proponent for kicking the can and watching the problem grow; however, maybe there is value in allowing for additional time if there is quality coordination and conversation, such as tonight. Director Cherry clarified that the contract can be cancelled at any time.

Commissioner Wolff inquired if this would be the time she could amend the motion to include a time frame and other details.

City Attorney David Dennis responded that a consensus of the Commission would withdraw the motion.

It was the consensus of the Commission to withdraw the main motion.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission direct City Staff to prepare Rates, Fees, & Penalties increases associated**

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**with Option 1A regarding the Downtown Parking Program as presented and that the Parking Commission and the downtown community, both businesses and residents, approach the Commission within three months with a proposal on how they want to see parking in the City of Great Falls in the future.**

Commissioner McKenney commented that he is reluctantly in favor of the motion; however, he will vote for it. Option 4 is outside the box and provides a total reset of how downtown parking is handled. He believes it is the consensus of the Commission and many in the audience that the Commission takes Option 4 seriously and that the PAC will take it into consideration.

Manager Doyon explained that three months is a little short considering the holiday season for those individuals to get together and actively go through this. He requested that the Commission consider expanding that. It is better to give a little more time than less time to have a better product to bring back to the Commission.

Commissioner Wolff asked staff what the preferred time frame would be.

Director Cherry responded that if the city continues to receive the quality and volume of engagement that it has already received, the next steps would be to have one or two facilitated open house discussions to find the comprehensive make-up of the system, distribute an online survey to provide feedback, then it could be packaged as something that utilizes the existing PAC. Director Cherry suggested allowing the PAC and downtown community until the end of April to provide a proposal because this is a busy time for downtown business. By the time these fees are implemented, and staff prepares to go forward with Option 1, other plans could be considered. This is just for right now because of the deficit and not wanting to put increased pressure on the general fund.

It was the consensus of the Commission to withdraw the current motion on the floor.

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission direct City Staff to prepare Rates, Fees, & Penalties increases associated with Option 1A regarding the Downtown Parking Program as presented and that the Parking Advisory Commission and the downtown business owners and residents bring a proposal to the City Commission no later than April 30, 2026.**

Mayor Reeves inquired if there needed to be additional public comment.

City Attorney Dennis responded that there does not need to be additional public comment.

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

Motion carried 4-0.

**Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission direct City Staff to prepare changes and amendments to the Downtown Parking Program:**

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- **To eliminate Courtesy Tickets**
- **Maintain current booting requirements and fees, but eliminate the mailing notification requirement; and**
- **Sunset the 15-minute Courtesy Parking Program**

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

Commissioner McKenney commented that he does not think this motion is necessary because the initial motion moved this forward.

Mayor Reeve inquired if this is a temporary framework for downtown parking.

Director Cherry responded that this is as temporary as the City Commission makes it. The elimination of courtesy tickets is because there are portions of code, which speaks to courtesy tickets; however, with Option 1A, the recommendation is that it is essentially deleted and has an initial fee type to it. The other two items are not dependent on the fee schedule that is associated with the first motion, and he does not see any conflicts. The 15-minute courtesy parking program is a program for businesses to buy a \$400 space annually. With Option 1, City staff is looking at having to increase that to \$1000. This was problematic and required more administration costs without providing a tangible benefit to the users.

Mayor Reeves commented that he can support this knowing it is a temporary framework policy.

Commissioner Tryon commented that he is confused as to why this motion is needed.

Director Cherry responded that currently, per city code, booting cannot happen until there are five unpaid parking tickets that are over 30 days old. The ability to boot sooner is fiscally less impactful and devastating for those who are not compliant with the program. This motion allows for booting sooner, without that additional time after five parking tickets and the city code would need to be changed.

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

Motion carried 4-0.

**Commissioner Wolff moved, seconded by Commissioner McKenney, that the City Commission allow free Downtown Holiday Parking beginning December 15<sup>th</sup> and ending December 28<sup>th</sup> 2025.**

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

**Brett Doney**, Great Falls Development Authority, received clarification that parking would still be an agenda item on the December 2, 2025 work session so staff can confirm the direction being taken tonight.

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**Inge Buchholz**, Inge's Fashions, expressed support of allowing free downtown holiday parking beginning December 15 and ending December 28, 2025.

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

Commissioner Wolff commented that people start shopping earlier than December 15<sup>th</sup> and would like to see it expanded from Thanksgiving through Christmas.

Commissioner Tryon inquired how the parking fund incurred a \$10,000 cost for free parking during the holidays and the impact to how it is paid back.

Planning and Community Development Deputy Director Lonnie Hill responded that there is an impact on revenue of approximately \$10,000 in the month of December and suspending revenue for a couple of weeks is a major impact.

Director Cherry further responded that the impact adds to the deficit and that is why it is important to understand that it is short term for the holidays.

Commissioner Wolff inquired if in the future there could be higher fees and fines so that the December hit can be spread out across the year, so it does not hit the general fund.

Director Cherry responded that there is a chance that things will be operating differently by next Christmas.

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

Motion carried 4-0.

Director Cherry announced that there is a sign-in sheet for those interested in being contacted to continue this conversation.

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**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the special meeting of December 1, 2025, at 6:26 p.m.**

Motion carried 4-0.

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Mayor Cory Reeves

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Deputy City Clerk Darcy Dea

**Minutes Approved: December 16, 2025**

**JOURNAL OF COMMISSION PROCEEDINGS**  
**December 2, 2025 -- Regular City Commission Meeting**  
**Civic Center Commission Chambers, Room 206 -- Mayor Reeves Presiding**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:**

City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Shannon Wilson, and Susan Wolff.

Also present were City Manager Greg Doyon and Deputy City Manager Jeremy Jones, Public Works Director Chris Gaub and Development Review Coordinator Mark Juras, Planning and Community Development Director Brock Cherry and Senior Transportation Planner Andrew Finch, Finance Director Melissa Kinzler and CDBG Administrator Sylvia Tarman, Assistant Chief of Fire Prevention Mike McIntosh, City Attorney David Dennis, Police Captain Doug Mahlum, and City Clerk Lisa Kunz.

**AGENDA APPROVAL**

There were no proposed changes to the agenda by the City Manager or City Commission. The Commission approved the agenda as presented.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS**

None.

**MILITARY UPDATES**

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

Colonel Jason Green, who became the MANG Wing Commander on October 1, 2025, reported ongoing training for navigators and pilots as the unit prepares for the arrival of new C-130J aircraft late next year. Infrastructure improvements are progressing, with the drop zone and airport landing strip projects moving toward completion and the ramp upgrades already finished.



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Col. Green emphasized that his primary message to airmen is the importance of connection and service to the community. He noted that a recent mission has concluded successfully, with all deployed personnel returning safely except for two airmen who remain deployed.

He closed by expressing gratitude to the community for supporting a fundraising effort that assisted 114 dual-status technicians who went without pay during the recent furlough.

### PETITIONS AND COMMUNICATIONS

#### 2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

**Sherrie Arey**, Executive Director for NeighborWorks Great Falls, provided an update on behalf of a coalition of organizations focused on addressing the community's housing challenges and expanding transitional and permanent supportive housing options. She highlighted the success of the Baatz project, which was made possible through a combination of state tax credits, COVID-related funding, and collaboration with the Housing Authority to secure place-based vouchers.

Ex. Director Arey explained that residents of the Baatz building now receive case management and access to support for addiction recovery, employment opportunities made possible by having a stable address and needed health services. She emphasized that permanent supportive housing could create transformative, long-term stability for individuals striving to secure and maintain housing.

She also reported that 347 households—representing 535 individuals—are currently on the coordinated entry list, underscoring the community's housing need. She concluded with a call to action, urging the community to identify and pursue funding sources that can expand housing opportunities.

**John Hubbard**, City resident, suggested getting rid of downtown parking meters. Mr. Hubbard also expressed opposition to increases in property taxes and utilities, as well as AI database centers.

### NEIGHBORHOOD COUNCILS

#### 3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

### BOARDS AND COMMISSIONS

#### 4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

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## **CITY MANAGER**

### **5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon extended his appreciation and well wishes to Cindy Palm upon her retirement from the Finance Department, recognizing her service and contributions to the city.

Manager Doyon also expressed appreciation to all the stakeholders that attended last evening's meeting for the civil discussion about the difficult and complicated parking issue. Although there is a lot more ground to cover in terms of what the future of parking will look like, he is optimistic the parties will work together to come up with a solution that will fit this community.

## **CONSENT AGENDA**

6. Minutes, November 18, 2025, City Commission Meeting.
7. Total Expenditures of \$3,632,075 for the period of October 30, 2025, through November 12, 2025, to include claims over \$25,000, in the amount of \$3,093,578.
8. Grants List.
9. Contracts List.
10. Set a public hearing for January 6, 2026, to consider the sale of City-owned property located at 801 2<sup>nd</sup> Avenue North, the former Community Recreation Center.

**Commissioner Wolff 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 5-0.

## **PUBLIC HEARINGS**

- 11. RESOLUTION 10602 REQUEST FROM NINE BLESSINGS, LLC TO APPROVE THE ANNEXATION OF THE PROPERTY LEGALLY DESCRIBED AS TRACT 2A OF COS 4970 AND THE ANNEXATION AGREEMENT; ORDINANCE 3281 TO ASSIGN R-10 MOBILE HOME PARK ZONING DISTRICT FOR THE SUBJECT PROPERTY.**

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

Planning and Community Development Director Brock Cherry, Senior Transportation Planner Andrew Finch and Development Review Coordinator Mark Juras reviewed and discussed PowerPoint slides (available in the City Clerk's Office). In summary, the discussion included:

Applicant IX Blessings purchased property addressed as 4600 7<sup>th</sup> Avenue North and 4420 7<sup>th</sup> Avenue North, consisting of 24.3 acres for annexation and 24.7 acres for zoning entitlement. Applicant is requesting approval of annexation of the subject property and adjoining right-of-way along 7<sup>th</sup> Avenue North, and establishment of R-10 Mobile Home Park zoning.

The surrounding neighborhood is mixed residential, including mobile homes, traditional single-family homes, duplexes, and higher density planned unit development and attached townhomes. Morningside School is across 7<sup>th</sup> Avenue North from the west end of the subject property, and Heron Park abuts the property on the south.

The City received contact from other developers about prior proposals for single-family homes and multi-family housing. However, due to the existing soil conditions (expansive clay) the proposals didn't move forward because the foundation requirements for the soil type were too difficult to meet.

The applicant states that the purpose of this development project is to expand affordable housing opportunities within the City by providing a range of manufactured home site sizes, designed to accommodate standard (16' x 66') and larger (28' x 60') manufactured homes. Each manufactured home would be installed on a concrete slab foundation engineered to meet the foundation requirements specified within the required geotechnical soils report. The development includes privately owned and maintained internal roadways. The applicant states that the open space and recreational amenities will include a park area with basketball and pickleball courts, a playground, and a fenced dog park. The applicant also proposes extending the existing path from Heron Park into the development to enhance pedestrian connectivity. According to the applicant construction is proposed in two phases. Phase 1 will develop the area west of the extended 44th Street North. Phase 2 will develop the area east of 44th Street North.

The proposed development includes four points of entry. All internal roads to be privately owned and maintained. Development includes roadway and frontage improvements along 7<sup>th</sup> Avenue North and 42<sup>nd</sup> Street North.

As outlined in the Improvement Agreement, IX Blessings will construct or reimburse for all required public improvements necessary to serve the development, including water, sanitary sewer, stormwater, and roadway improvements. Sanitary sewer mains will be extended to serve all lots, with reimbursement to the City for prior lift station and main improvements along 7<sup>th</sup> Avenue North. Stormwater facilities will be constructed in accordance with City standards and the Storm Drainage Design Manual, and roadway

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improvements will include curb, gutter, and sidewalk installation along 7th Avenue North and 42nd Street North.

The Basis of Decision supports annexation due to the property being contiguous to city limits, connecting to the city limits on the south, west, and north side of the property, and is consistent with the City's Growth Policy:

Soc1.4.3 Support the development of affordable housing in all neighborhoods to ensure geographic dispersal and reduce concentrations of poverty.

Eco3.7.2 Encourage reinvestment in older neighborhoods and infill housing to support existing services and commercial districts.

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

Additionally, the City has capacity to provide public services – Public Works verified capacity is adequate to provide public utility services to the subject property, it is within an area served by Great Falls Fire Rescue and Great Falls Police Department, the existing roads can accommodate the additional traffic, and the property will be improved to City standards as set forth in the Improvement Agreement.

The R-10 zoning district allows mobile home park development consistent with OCCGF §17.20.6.010, providing for manufactured housing, associated amenities, and internal infrastructure within a planned neighborhood setting. This type of land use creates additional opportunities for diverse homeownership and rental units. The applicant has requested a deviation from the City standard for the requirement to rotate the units 30 degrees perpendicular. The applicant states that the development will meet that requirement in most cases but will request relief in regard to end and corner units to ensure the best and most efficient layout of those homes.

The Basis of Decision supports a zoning map amendment, and is consistent with the City's Growth Policy:

Soc1.4.2 Expand the supply of residential opportunities including single-family homes, apartments, manufactured homes, and assisted living facilities.

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.

Phy4.1.4 Foster the development of safe, walkable neighborhoods with a mix of uses and diversity of housing types.

The applicant is required to construct the project in accordance with the requirements of the Improvement Agreement and applicable City Codes. As such, the requested zoning map amendment will not conflict with any portion of the existing City Code and will be internally consistent.

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The subject property is in Neighborhood Council #4. The applicant's representative presented at the Council's regularly scheduled July 24<sup>th</sup> meeting. Many residents attended the hearing and stated concerns about the proposed development, including traffic, school drop-off and pick-up, stormwater, and the financial model of manufactured home parks. The applicant was asked by the Council to return and present a second time at their next scheduled meeting on August 28<sup>th</sup> with more information regarding the community's concerns. At the second meeting, Council members and residents shared the same concerns and questions regarding the project's impacts. At the second meeting the Council made the following recommendations:

*“Neighborhood Council 4 recommends that the City pay special attention to concerns raised by Council 4 residents, particularly traffic congestion, traffic safety at Morningside School, and drainage handling, in continued consideration of the request for annexation and assign R-10 zoning for IX Blessing Mobile Home Park.”*

Public comment received before this presentation included comments from 16 community members. Staff identified three (3) themes, traffic and safety near Morningside Elementary, the financial model of the manufactured home community, and stormwater.

With regard to traffic and streets, the proposed 154-unit development is projected to generate approximately 1,100 average daily trips and 100 peak-hour trips at full build-out and therefore did not meet the City's threshold for a formal Traffic Impact Analysis (200–300 peak-hour trips). However, the City's transportation planning staff completed a traffic analysis given the scope of the project. The Traffic Analysis evaluated traffic conditions along 7<sup>th</sup> Avenue North, 42<sup>nd</sup> Street North, and adjacent streets. 7<sup>th</sup> Avenue North is classified as a collector roadway and serves shorter local trips. Collector roadways connect local streets to arterial roadways and are designed to carry low to moderate levels of traffic. 42<sup>nd</sup> Street North is classified as a local street and is designed to carry low levels of traffic.

There was public concerns related to the interaction of Morningside Elementary School and the proposed development. As such City staff observed school drop-off and pick-up and found that 42<sup>nd</sup> Street North and 7<sup>th</sup> Avenue North appear to function as a student drop-off/pick-up area for Morningside School. It appears that Morningside enrolls more out-of-area students than is typical for an elementary school due to the nature of CORE school enrollment options, and therefore there is a higher number of drop-off/pick-up vehicles during morning and evening school start and end times. Many parents park off the current pavement adjacent to the western portion of the subject property. Student drop-off did not extend to the proposed entrance of the community on 7<sup>th</sup> Avenue North. In addition, peak drop-off occurred after peak traffic hours. Further, the developer is required to improve roadways and sidewalks as part to the project, improving safety of drop-offs. Current congestion at the intersection of 42<sup>nd</sup> Street North and 7<sup>th</sup> Avenue North appears to be directly related to student drop-off.

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Based upon studies of similar land uses around the country, the proposed land use would be expected to generate an average of 7.12 trips per dwelling unit on a weekday, for a total estimated average of 1,097 trips per weekday. (*Source: ITE Trip Generation Manual, 11<sup>th</sup> Ed.*).

Traffic from the proposed development during the “peak hour” – the hour of the day generating the highest traffic– is expected to be generated at the rate of .65 vehicles per dwelling unit for a one-hour period in the evening. For the proposed 154 units, this equates to 100 vehicles during the evening peak hour (*Source: ITE Trip Generation Manual, 11<sup>th</sup> Ed.*).

Staff found that the majority of trips are expected to use 7<sup>th</sup> Avenue North, which connects directly to 10<sup>th</sup> Avenue South via 7<sup>th</sup> Avenue North, the nearest arterial. Secondary access points via 42<sup>nd</sup> and 44<sup>th</sup> Streets North will primarily serve neighborhood circulation. As such, the existing street network can accommodate the projected increase in vehicle volume. In addition, the project includes the requirement to improve roadways and frontages along 7<sup>th</sup> Avenue North and 42<sup>nd</sup> Street North, further improving safe access to the School.

With regard to stormwater considerations, the applicant will be required to comply with the City’s Stormwater Design Manual, MS4 Permit, and Design Standards.

The project will include all necessary stormwater piping, pond, and treatment facilities, and will satisfactorily address run-on from adjacent Heren and Portage Meadows parks, conveying it to City infrastructure.

The property has been identified in the Stormwater Master Plan as a potential location for a regional pond.

Language is included in the Improvement Agreement which allows adjustments to incorporate a regional pond; gives staff and applicant flexibility to perform analysis, negotiations, and design to accommodate the pond; and, if it falls through, the City will explore other options for the pond such as Heron Park or the adjoining property to the east.

Staff recommends approval of the annexation and assignment of R-10 zoning, with the following conditions:

1. General Code Compliance. Any future development of the property shall be consistent with the conditions in this report, as well as all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Improvement Agreement. The applicant shall abide by the terms and conditions and pay all fees specified in the attached Improvement Agreement for the subject property. The Improvement Agreement must be signed by the applicant and recorded with the Cascade County Clerk and Recorder.
3. Age of Manufactured Home Units. All manufactured home units shall be built no later than ten (10) years before time of installation with the development.

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4. Engineering Drawings. The final engineering drawings, specifications, and cost estimates for public and private improvements for the project shall be submitted to the City Public Works Department for review and approval.
5. Administrative Plat. The subject property is required to be surveyed and officially recorded with the County Clerk and Recorder.
6. Land Use & Zoning. The property's development shall be consistent with the allowed uses and specific development standards of the proposed R-10 Mobile Home Park zoning district.

**Zach Backes**, a partner of IX Blessings, reported that their goal is an additional choice of affordable housing. The purchase of a manufactured home is a good middle ground between renting a home and buying a site-built home. While the zoning is called "mobile homes" they are not mobile. The homes, for the most part, will be a fairly permanent fixture of the land that they are on. Through conversations, including with expert engineers, the highest and best use for the land is structures that are light and not on permanent foundations. Small, manufactured homes fit the bill very well for this land.

Mr. Backes addressed Ron Paulick's questions/concerns – (1) Fewer homes on larger lots - The zoning requirements for R-10 allow 10 homes per acre. Their proposal is half that amount so there will be substantially larger lots. They have found a balance between nice sized lots and keeping costs down. Buying the land is not possible with their development. Doing so would change their development requirements significantly and increase the purchase price for each home by about three times if they were able to buy the land. The overall costs with utilities should be about a third less than what the same sized home in a development that includes the land. Homeownership, plus lot rent and utilities is substantially cheaper. (2) Common storage areas - The project includes garages or storage sheds on each lot. (3) Ordinance 3280 requires a buyer beware notice when there is a geological risk - There is a risk with the expansive clay soils on the foundations of the homes. This does not apply to the community because the homeowner will not own the land or the foundation. This is a significant benefit of not selling the land to the homeowner. Since the developer maintains ownership of the land, they also maintain responsibility for foundations. If there are foundation issues down the road, the developer bears that risk, the responsibility for repairs and associated costs. (4) Lease is too long - The lease is fairly standard and anyone moving into the community will be required to go through the lease in detail with someone on their team.

Mayor Reeves asked if the Commissioners had any questions of Director Cherry or Mr. Backes.

Hearing none, Mayor Reeves asked if there were any comments from the public in support of Resolution 10602, Annexation Agreement, and Ordinance 3281.

**Jake Clark**, Great Falls Development Alliance (GFDA), commented that the Housing Market Demand Assessment addresses this housing type. Of the 6,500 new homes, Great Falls has demand for between now and 2034, about 150 were called out in the study for this product type. Homeownership is a journey, and this is oftentimes a step along the way to home ownership in another form. This development group has found a product

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type, a site plan, access points for infill property to bring into the city limits that will generate some tax revenue. There are like properties in the neighborhood already. Mr. Clark concluded that GFDA believes this is a great project and urged the Commission's support of this project development.

Mayor Reeves asked if there were any comments from the public in opposition to Resolution 10602, Annexation Agreement, and Ordinance 3281.

**Richard McIntosh**, City resident, commented that, while he agrees Great Falls needs more affordable housing, he is unsure that placing manufactured homes on rented lots is the right approach. He disagreed with earlier comments suggesting this model helps residents transition to other types of housing. He noted that renters do not build equity, and manufactured homes treated as chattel typically depreciate in value. Without a windfall or significant increase in income, he argued, it would be difficult for residents to move up to the next level of housing.

**Ron Paulick**, City resident, thanked Mr. Backes for addressing his concerns, and questioned the affordability of this housing development. He noted that 132 people with concerns about this development signed a petition. He emphasized that this and other proposed projects in this area will have long-term impacts on the residents of Neighborhood Council 4. He urged the City to better consider neighborhood concerns and questioned whether this development is really what residents want.

Mr. Paulick added that greater compatibility between the R-3 and R-10 zoning areas would make the project more acceptable and requested that the Commission delay action on Resolution 10602 so the developer, Planning staff, and neighbors could work together on a more suitable plan.

**Cheryl McGee**, City resident, commented that she has lived in the neighborhood for 68 years. She expressed concerns about increased traffic, noting that recent snowy conditions caused significant congestion during school pickup times. She also worried that the development could lead to problems similar to those at the Highwood Trailer Court, where rising lot rents have made housing unaffordable for some residents. Ms. McGee stated she would prefer modular homes on permanent foundations, like others in the area, and is concerned that escalating lot rents—such as the increase from about \$200 to nearly \$800 at Highwood—could happen here. She concluded that manufactured homes depreciate in value and neighbors do not want that to negatively impact surrounding property values.

Mayor Reeves asked if City staff or Applicant Backes wanted to respond to any comments.

Mr. Backes responded that he and his partners have been attending meetings and addressing the public since July and have made several changes to the original proposal, though some elements could not be altered due to financial constraints. Addressing concerns about rising lot rents at the Highwood Trailer Court, he explained that market rent in Great Falls is now about \$800, but Highwood's rent remained at \$200 for roughly



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20 years and was never adjusted for inflation. When the property was sold, the new owner had to raise rents to make the purchase and reinvestment viable. He stated that his partnership plans to adjust rents gradually with inflation to avoid such large spikes in the future, emphasizing that predictable rent increases are critical to the long-term success of these communities.

Mayor Reeves closed the public hearing and asked the will of the Commission.

**Commissioner Tryon moved, seconded by Mayor Reeves, that the City Commission adopt Resolution 10602 to annex the property legally described as Tract 2A of COS 4970 and approve the Annexation Agreement, subject to the Conditions of Approval being fulfilled by the applicant.**

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

Commissioner Wilson noted that her calculation came to about 0.12 acres per lot.

Mr. Backes clarified that the project proposes six homes per acre, which is below the 10 homes per acre permitted by zoning.

Commissioner Wilson also asked whether the tongues would be removed from the mobile homes.

Mr. Backes explained that the units are manufactured homes, not mobile homes, and that modern manufactured homes do not necessarily depreciate like pre-1976 mobile homes. He stated that their value depends on maintenance, and although they can be moved, most owners leave them in place and sell them through the MLS like conventional homes.

Commissioner Tryon commented that he intends to support the motion because he believes the project is good, despite public objections. He reminded the Commission that to deny the annexation and rezoning, they would need to establish a legally defensible Basis of Decision focused solely on land-use issues. He emphasized that factors such as affordability, unit cost, or the financial model of the development cannot be used as grounds for denial. He concluded that the investor and developer own the property and have the right to pursue a manufactured home development, and it is ultimately up to potential residents to decide whether they want to live there.

Commissioner Wolff stated that she has mixed feelings, acknowledging the concerns raised by Neighborhood Council 4 and Ms. McGee about changes to the neighborhood. She noted, however, that such concerns are not within the Commission's purview. She recognized the work and adjustments made by staff and the developer and said she would vote in favor of the project, emphasizing that residents ultimately have the choice of whether to live there.

Commissioner McKenney agreed with Commissioners Tryon and Wolff, stating that this is a matter of private enterprise and allowing the property owner to put the land to its best use. He cautioned against elected officials over-managing people's lives, noting that no one is required to move into the development and that it simply adds another housing

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option for the community. He emphasized that individuals could decide for themselves whether it meets their needs. Regarding concerns about change, he pointed out that every neighborhood was once vacant land before it was developed.

Commissioner Wilson said she believes everyone involved has good intentions but is deeply concerned about what may happen to residents in the future. She referenced the Highwood Mobile Home Park, which has been sold three times since 2020, resulting in her friend's rent increasing from \$390 to \$620 per month. She noted that the Montana Legislature has repeatedly failed to address mobile home park instability, mentioning past unsuccessful legislative efforts, including a proposed emergency relocation fund that died in committee. She also cited a recent case in Flathead County where 26 mobile home residents were forced to move after the land was sold, with NeighborWorks Montana and the Whitefish community stepping in to provide \$5,000 per household for relocation. Commissioner Wilson emphasized that residents who own homes on rented lots remain vulnerable, and legislative inaction continues to leave them at risk. She would rather the developer sell the land to each manufactured homeowner or do a complete lease. She can't, in good conscious, vote in favor of this because she thinks it is putting low to moderate income owners at risk of losing everything.

Commissioner Tryon responded that the Commission is acting within its authority by making decisions based on facts and land use. He emphasized that the Commission is not putting anyone at risk or harming low-income residents, and that suggestions otherwise misinterpret the Commission's role. He noted that the issues raised, such as legislative protections, are beyond the Commission's purview, and its responsibility is to consider only what it has the authority to address.

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

Motion carried 4-1 (Commissioner Wilson dissenting).

**Commissioner Tryon moved, seconded by Commissioner McKenney, that the City Commission adopt Ordinance 3281 to assign R-10 Mobile Home Park zoning to the subject property, subject to the Conditions of Approval being fulfilled by the applicant.**

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

Hearing none, Mayor Reeves called for the vote.

Motion carried 4-1 (Commissioner Wilson dissenting).

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**OLD BUSINESS**

**NEW BUSINESS**

**12. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AGREEMENT WITH NEIGHBORWORKS GREAT FALLS (NWGF) FOR PURCHASE AND DEMOLITION OF 1118 2ND AVE S.**

ARPA Project Manager Sylvia Tarman reported that NeighborWorks Great Falls has submitted an application to purchase and demolish a blighted property. The home, located at 1118 2nd Avenue South, has been abandoned and condemned. NWGF proposes purchasing the property for approximately \$30,000.00 upon approval of the grant agreement and will use the remaining \$20,000.00 to demolish the existing structure. Purchase and demolition is slated to occur within six months of the approval of the grant agreement. Within a year of demolition, NWGF plans to construct a new home on the property that will be sold to low-moderate income homebuyers. This grant agreement is only for the purchase and demolition of the property at this time, which makes the project eligible under the blight removal category of the City's Annual Action Plan. The City has sufficient CDBG reserves to fund this project out of the 2024-2025 program year award.

The application was reviewed by the City's CDBG Review Committee and was recommended for approval. City staff have also reviewed the project for eligibility and funding and recommends approval of the requested CDBG Funding Agreement in the amount of \$50,000.00 to NWGF for the purchase and demolition of 1118 2nd Avenue South.

**Commissioner Wilson moved, seconded by Commissioner Wolff, that the City Commission approve the CDBG Funding Agreement in the amount of \$50,000 to NeighborWorks Great Falls for the purchase and demolition of 1118 2<sup>nd</sup> Avenue South, and authorize the City Manager to execute the grant agreement.**

Mayor Reeves asked if there were any comments from the public in support of or opposition to the CDBG Funding Agreement with NeighborWorks Great Falls.

**Sherrie Arey**, Executive Director of NeighborWorks Great Falls, stated that she has long advocated for using CDBG funds to remove blight and create new housing in downtown and the historic north and south sides, and she is pleased this priority is now included in the Action Plan. She noted that this project is one of several NeighborWorks will propose. The homes will be available to households at or below 80% of the area median income, and although construction costs are higher than in the past, NeighborWorks offers financing tools to help buyers purchase the home, maintain stability, and build wealth over time.

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

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Commissioner Wolff added that, in addition to the high school homes, these NeighborWorks projects help increase the value and the attractiveness of the downtown area.

Commissioner Wilson appreciates that another wreck of a house is going to be demolished.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

## **ORDINANCES / RESOLUTIONS**

### **13. ORDINANCE NO. 3282, AMENDING TITLE 12, CHAPTER 5, AND TITLE 15, CHAPTER 9 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO PARADES, PROCESSIONS, FUN RUNS, STREET CLOSURES AND THE FIRE CODE.**

Assistant Chief of Fire Prevention Mike McIntosh reported that In 2025, GFFR took over the management of street closure permitting for the City of Great Falls. Previously, street closure permitting was administered through the City Manager's office. As GFFR took over the street closure permitting process, it was suggested that GFFR also administer the permitting process for parades, as parades, like street closures, have special public-safety requirements as dictated by the International Fire Code.

Currently, parade permits shall be obtained from Park and Recreation, who administer the parade permitting process. GFFR staff worked with Park and Recreation staff to develop an equitable process for GFFR to assume the parade permitting responsibilities. Both departments agreed that GFFR would review and administer the parade permitting process, and that the rental of any needed barricades and the funds earned from those rentals would continue to go to Park and Recreation.

As GFFR and Park and Recreation were reaching this agreement, parade season was beginning. With that, there was not enough time to properly change the language within the OCCGF. Therefore, for the warm months of 2025, it was agreed upon that the parade permitting process would proceed as usual.

GFFR and Park and Recreation are now bringing forward the language change in Title 12, Chapter 5 to transfer the parade application and administration from Park and Recreation to GFFR, effective in 2026. Outside of the language changes in the application and administration of the parade permitting process, no other changes are being made to the process.

GFFR is also looking to bring forth changes to Title 15, Chapter 9, the fire code chapter of the OCCGF. In years past, there was an effort to clean up language and specific processes within the fire code chapter. When the State of Montana adopts the International Fire Code (IFC), local municipalities must then adopt the IFC, and many choose to adopt sections of the code not adopted by the State. The State of Montana and

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the City of Great Falls last adopted a new version of the IFC in 2023. During the code adoption process, it was identified that when the OCCGF was cleaned up, the sections of the IFC that the City of Great Falls adopted, but the State of Montana did not, had been removed from the OCCGF. In working with the City Attorney's office, both GFFR and the City Attorney's office felt that the IFC code adoption process, along with those sections of code adopted by the City that were struck by the State, should be captured in the OCCGF. It is with that in mind that GFFR is looking to add language to the OCCGF regarding the IFC code adoption process for the City and to capture which sections of code the City is adopting that the State chose not to adopt.

It was also identified that within the fire code chapter of the OCCGF, certain sections of the code were no longer relevant, and the new sections of code needed to be added. As GFFR and the City Attorney's office evaluated the language in the fire code chapter of the OCCGF, other Montana jurisdictions' fire code chapters were also assessed. This evaluation showed that other Montana jurisdictions' fire code chapters had sections of code that were identified as applicable to the City of Great Falls and should be added to the OCCGF.

The new sections of code identified to be added to the fire code chapter are:

- Authority for the fire chief to initiate burn bans within the City without having to wait for the county to initiate a burn ban county-wide
- Allowing certain areas within the city limits to conduct open burning through a burn permit process
- Adding clarifying language for when a fire alarm contractor must obtain a permit for work being done on existing fire alarm systems
- Adding language that allows for GFFR to charge fees for its response to buildings where a fire has previously occurred, and the building has been declared a nuisance by established city policy
- Adding language for the requirement of a Knox Box on buildings where new life safety systems are installed, or significant upgrades to existing life safety systems are taking place
- Adding language that prohibits the construction practices of blasting and the tenting of fire sprinkler systems in commercial buildings

**Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission accept Ordinance 3282 on first reading and set a second reading for December 16, 2025.**

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

Hearing none, Mayor Reeves called for the vote.

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Motion carried 5-0.

## **CITY COMMISSION**

### **14. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM THE CITY COMMISSION.**

Commissioner Wilson announced that next week will be her first meeting as a member of the Montana Board of Professional Engineers and Land Surveyors.

### **15. COMMISSION INITIATIVES.**

Commissioner Tryon requested written clarification from City Attorney David Dennis on the issue of the Commission providing a separate Basis of Decision during meetings on issues when they come up.

## **ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the regular meeting of December 2, 2025, at 8:37 p.m.**

Motion carried 5-0.

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Mayor Cory Reeves

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City Clerk Lisa Kunz

**Minutes Approved: December 16, 2025**

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

**DATE: December 16, 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**

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
<b>A</b>	Civic Center – Events	Doctor Lawn Landscape Management	01/01/2026 – 12/31/2026	Per the 2025/26 Contract Summary for snow removal events as set forth in the Scope of Services FY-2024/25 was approx. \$39,500	Addendum No. 1 to Public Works Non- Construction Services Agreement for snow plowing/shoveling/de-icing services of parking lot, driveway and sidewalks at the Civic Center, #2 Park Drive South

**CITY OF GREAT FALLS, MONTANA****COMMUNICATION TO THE CITY COMMISSION****DATE:** December 16, 2025

**ITEM:** GRANTS LIST  
 Itemizing grants not otherwise approved or ratified by City Commission Action  
 (Listed grants are available for inspection in the City Clerk's Office.)

**PRESENTED BY:** Lisa Kunz, City Clerk

**ACTION REQUESTED:** Ratification of Grants through the Consent Agenda

**MAYOR'S SIGNATURE:** \_\_\_\_\_

**GRANTS**

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	GRANT AMOUNT REQUESTED	MATCH	PURPOSE
A	Park and Recreation	Montana Fish, Wildlife & Parks (FWP)	2026	\$36,734.16	\$9,183.54 – Park District Trails Division	Ratification of the Montana Grants and Loans Application 141605-FWP Recreational Trails Program Grant Cycle 2026 to purchase a Kubota RTV-X2C utility vehicle equipped with a 72-inch V-blade plow, 60-inch rotary broom, and weed-sprayer tank. This multi- season equipment package will support year-round maintenance of approximately 20 miles of the Rivers Edge Trail in Great Falls—one of the community's most heavily used recreational assets.





Commission Meeting Date: December 16th, 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	11/13/2025 - 11/26/2025	4,317,415.67
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	11/13/2025 - 11/26/2025	915,756.90
	SUB TOTAL: \$	5,233,172.57
MUNICIPAL COURT CHECKS	11/13/2025 - 11/26/2025	4,908.14
	GRAND TOTAL: \$	5,238,080.71

**GENERAL FUND**

**SPECIAL REVENUE FUNDS**

**PARK DISTRICT**

US BANK NATIONAL ASSOCIATION	DEBT SERVICE MT SPECIAL PARK DISTRICT	80,881.90
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**DEBT SERVICE FUNDS**

**DOWNTOWN TID BONDS**

SMITH RIVER CONSTRUCTION LLC	1ST AVE S & 7TH ST S REPAIRS PMT 1	295,225.30
CONTEXT LLC	TIF REIMBURSEMENT KELLERGEIST	187,138.64

**CAPITAL PROJECT FUNDS**

**ENTERPRISE FUNDS**

**WATER**

CENTRAL PLUMBING & HEATING	NW H2O MAIN REPLACEMENT PHASE 1 PMT1	364,980.34
AE2S INC	WTP SEDIMENTATION BASIN PMT 7	44,428.75
AE2S INC	MAFB INSTALL RESILIENCE STUDY PMT 8	67,415.70

**SEWER**

GERANIOS ENTERPRISES INC	LIFT STATION 4 UPGRADES PMT 2	304,096.78
PROSPECT CONSTRUCTION INC	LS1 REPAIRS & SUPPLEMENTAL FM PMT 9	1,128,467.45
SLETTEN CONSTRUCTION CO	WWTP BAR SCREEN IMPROVEMENTS PMT 9	429,229.85
<b>STORM DRAIN</b>		
UNITED MATERIALS	STORM DRAIN MIDDLE BASIN/PMT 4	491,543.67
<b>INTERNAL SERVICE FUNDS</b>		
<b>CENTRAL GARAGE</b>		
3-V DISTRIBUTING INC	2 YARD SANDERS W/ HYDRAULIC PUMPS	28,865.07
<b>HEALTH &amp; BENEFITS</b>		
RXBENEFITS INC	CAREMARK RX CLAIM 11.1-11.15.25	37,155.79
<b>FINANCE</b>		
EIDE BAILLY LLP	FISCAL YEAR 2025 AUDIT	66,182.80
<b>TRUST AND AGENCY FUNDS</b>		
<b>PAYROLL CLEARING</b>		
STATE TREASURER	MONTANA TAXES	46,062.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	57,215.65
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	85,650.65
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	163,132.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	250,522.74
<b>UTILITY BILLS</b>		
GUZMAN ENERGY LLC	ELECTRIC SUPPLY OCT 2025	155,989.61
NORTHWESTERN ENERGY	GAS & ELECTRIC SUPPLY	150,011.21
<b>CLAIMS OVER \$25,000 TOTAL:</b>		<b>\$ 4,434,195.90</b>



Commission Meeting Date: December 16, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Wadsworth Park – Great Falls Saddle Club

**From:** Park & Recreation

**Initiated By:** Jessica Compton, Park & Recreation Interim Director

**Presented By:** Jessica Compton, Park & Recreation Interim Director

**Action Requested:** Set Public Hearing for Great Falls Saddle Club Lease of City owned property located in Wadsworth Park.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing for January 6, 2026 to consider a lease agreement of City owned property located in Wadsworth Park with the Great Falls Saddle Club.”

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

**Staff Recommendation:** Staff recommends the City Commission set a public hearing for January 6, 2026, to consider the lease of a portion of City land located in Wadsworth Park with the Great Falls Saddle Club.

**Summary:** The proposed lease with the Great Falls Saddle Club would be a five-year lease with an option to renew for an additional five years at the City’s sole discretion. Both the City and the Lessee have the option to terminate the lease with (60) days written notice. The leased parkland is portion of property, lying and being in the County of Cascade, State of Montana, particularly described as follows: Tract of land beginning at the SW corner of SE1/4NE1/4 of Section 18; TWP 20N, R4E M.P.M.; thence N 89 ° 42’ E 130.10 ft. to the true point of beginnings; thence North 400.0 ft., thence S 89 ° 42’ W 500.0 ft. to the true point of beginning. The Lessee will be responsible for the annual fee and day-to-day maintenance.

**Background:** As required by Title 3, Chapter 4, OCCGF, before final consideration by the City Commission of the sale, trade or lease of City property, the City Commission shall hold a public hearing thereon and allow at least fifteen (15) days’ notice of the time and place of such hearing to be published in a paper of general circulation in the City.

In 1979 the Park and Recreation Department did not have the staff or financial funding to manage a community horseback riding range. The formation of the Great Saddle Club was established. Over the 46 years, Park and Recreation has had a great working relationship with members of the Great Falls Saddle

Club. They have provided a quality equestrian club and a reputation that the community has come to respect and rely on.

On December 1, 1998, the City Commission approved Resolution 8973, Wadsworth Park Master Plan. It was recommended at that time that “all existing leases continue in Wadsworth Park, renewable on a year-to-year basis, until the city is ready to begin actual physical implementation of the Master Plan.” Currently there is no funding available for capital improvements in Wadsworth Park.

Under OCCGF 3.4.020, the Park Advisory Board recommendation is required. During the December 8, 2025 Park and Recreation Advisory Board Meeting, board members were given the opportunity to consider this renewal. The Park Advisory Board voted to recommend that the City Commission approve this lease agreement.

**Fiscal Impact:** The \$500.00 annual lease payment will go to the General Fund.

**Alternatives:** The alternative would be to not set a public hearing and therefore deny the lease. This would require the group to find other options to conduct their activities, and the City Park and Recreation Department would need to take over the care and maintenance of the property. This is not recommended due to the limited resources within Park and Recreation and the successful ongoing partnership with the club.

**Attachments/Exhibits:** Great Falls Saddle Club Lease  
Exhibit A

## LEASE AGREEMENT

This AGREEMENT is made effective the 1<sup>st</sup> day of January, 2026, by and between the **CITY OF GREAT FALLS**, a municipal corporation, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as "**City**" and **GREAT FALLS SADDLE CLUB**, a Montana non-profit corporation with a mailing address of P.O. Box 2963, Great Falls, Montana 59403, hereinafter, the "**Lessee**."

### WITNESSETH:

**WHEREAS**, the City and Lessee entered into a Lease Agreement dated January 1, 2016 ("**2016 Lease**") for use of a portion of City-owned property in Wadsworth Park ("**Property**"); and

**WHEREAS**, the City and Lessee entered into a Lease Agreement dated October 21, 2020, for use of a portion of City owned property located within Wadsworth Park, 3609 Central Ave W, Great Falls, MT 59404 (hereinafter refer to as the ("**Property**"), (the "**2020 Lease**"). The Property is depicted on the attached Exhibit A.

**WHEREAS**, the parties now desire to replace the 2016 Lease with this new Lease Agreement to continue equestrian operations at the Property and clarify their respective obligations;

**WHEREAS**, the parties intend and agree that the full execution of this Agreement shall control the relationship between the parties with respect to the Property replacing all terms of the 2016 Lease, which will have no effect following said execution;

**WHEREAS**, this Lease Agreement complies with Title 3, Chapter 4 of the Official Code of the City of Great Falls (OCCGF). This Lease is exempted from the public bidding process pursuant to OCCGF § 3.4.050;

**WHEREAS**, the City deems it to be in the public interest and serving a public purpose to lease the Property under the conditions as hereinafter set forth, and;

**NOW THEREFORE**, the parties do hereby covenant and agree as follows:

**1. RECITALS.** The City and Lessee agree that the above Recitals shall be incorporated as agreed upon terms within this Agreement.

**2. LEASE.** The City, for and in consideration of the Rent amount to be paid and the agreement to be performed by each party, does hereby lease, and let unto the Lessee the Property as described above in the Recitals.

**3. TERM.** The term of the lease will be for a period of five (5) years from January 1, 2026 to December 31, 2030. The term may be renewed for one (1) additional five (5) year term, beginning on January 1, 2031 and ending on December 31, 2035, unless a party gives the other

party written notice of non-renewal on or before October 1, 2030. If the parties agree upon revised or additional terms an extension addendum shall be executed by the parties.

Notwithstanding the above term, this Agreement is terminated if Lessee's use of the Property ceases to be for a public purpose. In such event, the use of the Property immediately reverts to the City of Great Falls. Either party may terminate this Agreement without cause by providing written notice to the other party at least sixty (60) days in advance. Nothing herein limits the City's right to terminate immediately if Lessee's use ceases to serve a public purpose or if Lessee is in default under this Agreement. Upon the expiration or termination of this Agreement and any extension thereof, Lessee shall leave the Property in as good condition as received, except for reasonable wear and tear.

**4. RENT.** In consideration therefore, the Lessee agrees to pay the City \$500.00 annually for the duration of the first five years of this Agreement. Rent for the second five years of this Agreement may be negotiated and agreed upon in an extension addendum provided for in Paragraph 3. Rent shall be paid upon execution of this Agreement and annually thereafter on or before January 2 of each calendar year.

**5. ACCEPTANCE OF CONDITION.** Lessee acknowledges familiarity with the condition of said Property and states that no representation, statement or warranty, expressed or implied, has been made by or on behalf of the City as to such condition. In no event shall the City be liable for any defect in such Property, except as otherwise provided herein, or for any limitation on its use. The lease of the Property shall be conclusive evidence that Lessee accepts the same "as is" and that the Property is in good condition. Lessee agrees to accept the Property, without representation or warranty, express or implied, in fact or by law, by City, and without recourse as to the nature, condition or unsuitability thereof, or as to the uses to which the Property may be put.

**6. COVENANTS OF LESSEE.** The Lessee hereby covenants and agrees that the Lessee shall:

- a. Use and occupy said Property in a careful and proper manner and not commit any waste therein;
- b. Not use or occupy said Property for any unlawful purpose, and will comply with all applicable federal, state and local laws, regulations, rules, or ordinances of all governmental authorities or agencies, respecting the use and occupation of the Property;
- c. Not use the Property for any purpose other than as stated herein, without written consent of the Park and Recreation Director or the Director's designee;
- d. Pay all bills, taxes, assessments, debts and obligations incurred by Lessee as a result of operations under this Agreement;

- e. Not use or occupy said Property, or permit the same to be used or occupied, for any purpose deemed hazardous;
  - f. Not permit alcoholic beverages to be sold on the Property during the term of the agreement, unless prior approval is granted by the City, and in such case all required permits, licenses or other authorizations are obtained;
  - g. Not make any signage, alterations, changes, remodeling or capital improvements to the Property, other than livestock facilities, lighting, electrical or water improvements and installation of equipment, without prior written permission signed by the Park and Recreation Director or the Director's designee, and in addition thereto, shall make such approved changes at Lessee's cost, in compliance with the law and by obtaining all permits required for such work under City ordinance. Approval for such proposed work shall not be unreasonably withheld. Any such alterations or additions shall be the sole responsibility of the Lessee, inclusive of any and all financial, material, or labor considerations and will become the property of the City upon termination of this or any subsequent lease;
  - h. Ensure that routine maintenance, trash removal, and cleaning is effectively accomplished at its cost;
  - i. Be responsible for all damage to property, public or private, that may be caused by Lessee's operations in the performance of this agreement; and
  - j. Leave Property at the expiration or prior to termination of this lease and any extension thereof in as good condition as received, except for reasonable wear and tear.
- 7. REPAIRS AND MAINTENANCE:**
- a. Lessee Maintenance. Except as provided below, Lessee shall, throughout the term of this Lease Agreement, and at its own cost and without any expense to the City, keep and maintain the Property, including the building and improvements, and all appurtenances thereto, in good condition and repair by conducting ordinary day-to-day maintenance and repair, including but not limited to, timely removal of rubbish and trash. Lessee shall maintain the Property in a functional condition, inspect the Property on a regular basis to determine any hazardous conditions which may exist, and take immediate action to correct such conditions if they exist.
  - b. Maintenance by City. City shall not be obligated to make any repairs, replacements or renewals of any kind, nature or description whatsoever to the Property or any improvements thereon. Further, City shall not be responsible for repairs or maintenance resulting from the negligence of Lessee, its employees, agents, or invitees, which shall be the sole responsibility of Lessee.

- c. Entry by City for Maintenance. Should Lessee at any time fail, neglect or refuse to fulfill this obligation to repair and maintain after receiving written notice of such default and a minimum of 30 days to correct such default, City may, but need not, enter the Property and make such repairs or alternations as in its opinion it may deem necessary, and may charge the costs of the same to Lessee to be paid upon the first day of the following month in addition to the rental, and should said costs not be so paid, this Lease Agreement shall be considered in default.

## 8. SUBLETTING, USE AND ASSIGNMENT

- a. Lessee is authorized to allow third persons or organizations to temporarily use or rent the Property for periods of no more than five consecutive days, without the prior written permission of City. For any longer time periods, Lessee shall not have the right to assign this Lease Agreement or sublet the Property, or any part thereof, without the prior written permission of City.
- b. Any assignment, use or sublease, temporary or otherwise approved, shall be subject to all the provisions of this Agreement, and not affect the rental payable to City in any manner whatsoever.
- c. With any assignment, use or sublease, Lessee shall continue to be bound by all the terms, conditions and covenants of this Lease Agreement. Permission given by City to an assignment or sublease shall not be deemed to be permission given to any subsequent assignment or sublease. Other than as stated herein, any assignment or sublease made without the prior written permission of City shall be void, and shall, at the option of City, terminate this Lease Agreement.

that: 9. **MUTUAL COVENANTS:** It is mutually agreed by and between the City and Lessee

- a. If the Lessee pays the rental as herein provided, and keeps, observes and performs all of the other covenants of this lease, the Lessee may, peaceably and quietly, have, hold and enjoy the Property for the term aforesaid;
- b. This lease and all the covenants and provisions herein contained shall inure to the benefit of and be binding upon the successors and assigns of the parties and the public hereto; provided, however, that no assignment by, from, through or under the Lessee in violation of any of the provisions hereof shall vest in the assigns any right, title or interest whatsoever;
- c. The City shall not be liable to any creditor of Lessee or any claimant against the estate or property of Lessee for any debt, loss, contract or other obligation of Lessee. The relationship between the City and Lessee is solely that of landlord and tenant and shall not be construed or deemed to be a partnership or joint venture.
- d. City's interest in and to the Property shall not be subject to or permitted to become subject to any lien or claims from or arising out of the use and occupation



of the Property by Lessee. If and in the event such liens or claims arise or occur, Lessee shall promptly and forthwith cause the same to be released or discharged to the extent that the interest of the City is encumbered thereby.

**10. RIGHT OF ENTRY.** The City, through its agents or employees, shall have the right, but no obligation, to enter the Property at all reasonable hours to examine the condition of the same. There shall be no reimbursement of Rent, nor liability for any loss of occupation or quiet enjoyment occasioned by the City's entry.

**11. INSURANCE REQUIREMENTS.** Lessee shall, at all times during the term of this Agreement and any extensions, at Lessee's sole expense, procure and maintain comprehensive general liability insurance covering the use, occupation or condition of Property in the amount of at least One Million Dollars (\$1,000,000.00) for injury to or death of any one person per occurrence, and in the amount of Two Million Dollars (\$2,000,000.00) aggregate for injury to or death of any number of persons in one occurrence. The policy must be issued by a company licensed to do business in the State of Montana and having at least an "A" rating in the current A.M. Best's Manual. All such policies will be written on an occurrence basis. The policy must include the City as a named insured and primary with no right of subrogation against the City. Lessee shall annually furnish to the City the certificate of insurance including a copy of the Additional Insured Endorsement, which shall be in a form acceptable to City. Claims-made policies are not acceptable and do not constitute compliance with the Lessee's obligation under this paragraph. The policy must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Lessee and the City.

Providing the City of Great Falls proof of required insurance annually is a condition of this Agreement. Failure to provide insurance documentation will be a violation to this Agreement and will result in terminate of this Agreement.

**12. INDEMNIFICATION.** To the fullest extent permitted by law, Lessee agrees to defend, indemnify, and hold the City harmless against claims, demands, suits, damages, losses, and expenses, fees and costs (including reasonable attorney fees) connected therewith that may be asserted or claimed against, recovered from or suffered by the City by reason of any injury or loss, including but not limited to, personal injury, including bodily injury or death, property damage, occasioned by, growing out of, or in any way arising or resulting from Lessee's use and occupancy of the Property, including use by its agents, assigns, renters, employees and others using the Property; except to the extent such damages, or claims thereof, may be due to or caused by the negligence or willful misconduct of the City, or its employees or agents and any obligation of the City shall be limited by the amounts set forth in Mont. Code Ann. §2-9-108. This indemnification shall survive the termination or expiration of this Agreement and any extensions thereof.

In addition, the City shall not be liable to Lessee or any third party for any damage or injury (including death) to persons or property resulting from any defect in the Property or the improvements thereon, whether such defects be the result of improper construction, lack of maintenance or repair, improper maintenance or repair or other cause whatsoever.

**13. DEFAULT.** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within thirty (30) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided as set forth below in this Agreement.

**14. INVALIDITY.** The invalidity or ineffectiveness, for any reason, of any portion of this Agreement shall in no way affect the validity or enforceability of the remaining portion thereof and any invalid or unenforceable provisions shall be deemed severed from the remainder of this Agreement.

**15. WAIVER.** The waiver by the City of, or the failure of the City to take action with respect to, any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition, or subsequent breach of same, or any other term, covenant or condition herein contained.

**16. EFFECT OF LESSEE'S HOLDING OVER.** Any holding over shall be subject to the City's prior written consent and shall not be construed as a renewal unless expressly agreed in writing.

**17. BINDING EFFECT.** It is mutually understood and agreed that each and every provision of this Agreement shall bind and inure to the benefit of the successors and assigns of the respective parties hereto.

**18. PAYMENTS AND NOTICES.** Any payments or notices required to be given under this Agreement shall be in writing and delivered by personal service, certified mail, or email to the City Manager at the Civic Center, Great Falls, Montana, or to the Lessee at the address included on page 1. Notices by email are effective upon acknowledgment of receipt. Mailed notices shall be deemed to have been made within three (3) calendar days after mailing.

**19. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and no representations or warranties have been made by the City to the Lessee save those contained herein.

**20. APPLICABLE LAW, JURISDICTION, AND VENUE.** This Agreement, and any extensions thereof, shall be governed by, and constructed in accordance with, the laws of the State of Montana without giving effect to the conflicts-of-laws principles thereof. The parties hereby consent to jurisdiction and venue for any litigation or dispute arising from this Agreement in the Montana State District Court in the Eighth Judicial District in and for Cascade County.

**IN WITNESS WHEREOF**, by signing below, the City and Lessee agree to the terms outlined in this Lease and have caused this Lease to be executed on the latest date set forth below.

*[The remainder of this page is intentionally left blank. Signature page to follow.]*

**CITY OF GREAT FALLS**

**GREAT FALLS SADDLE CLUB**

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

Gregory T. Doyon, City Manager

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

Attest:

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

Lisa Kunz, City Clerk

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

(Seal of the City)

\*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.



# EXHIBIT A

Agenda #13.

Saddle  
Club





Commission Meeting Date: December 16, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Ordinance No. 3282, Amending Title 12, Chapter 5, and Title 15, Chapter 9 of the official code of the City of Great Falls (OCCGF) pertaining to parades, processions, fun runs, street closures and the fire code

**From:** Assistant Chief Mike McIntosh

**Initiated By:** Assistant Chief Mike McIntosh

**Presented By:** Assistant Chief Mike McIntosh

**Action Requested:** Adopt Ordinance No. 3282 on second reading

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Ordinance 3282.”

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 adopt Ordinance 3282 on second reading.

**Summary:** Great Falls Fire Rescue (GFFR) and the City of Great Falls are looking to Amend OCCGF Title 12, Chapter 5 Parades, Processions, Fun Runs and Street Closures, and Title 15, Chapter 9 The Fire Code.

**Background:** In 2025, GFFR took over the management of street closure permitting for the City of Great Falls. Previously, street closure permitting was administered through the City Manager's office. As GFFR took over the street closure permitting process, it was suggested that GFFR also administer the permitting process for parades, as parades, like street closures, have special public-safety requirements as dictated by the International Fire Code.

Currently, parade permits shall be obtained from Park and Recreation, who administer the parade permitting process. GFFR staff worked with Park and Recreation staff to develop an equitable process for GFFR to assume the parade permitting responsibilities. Both departments agreed that GFFR would review and administer the parade permitting process, and that the rental of any needed barricades and the funds earned from those rentals would continue to go to Park and Recreation.

As GFFR and Park and Recreation were reaching this agreement, parade season was beginning. With that, there was not enough time to properly change the language within the OCCGF. Therefore, for the warm months of 2025, it was agreed upon that the parade permitting process would proceed as usual.

GFFR and Park and Recreation are now bringing forward the language change in Title 12, Chapter 5 to transfer the parade application and administration from Park and Recreation to GFFR, effective in 2026. Outside of the language changes in the application and administration of the parade permitting process, no other changes are being made to the process.

GFFR is also looking to bring forth changes to Title 15, Chapter 9, the fire code chapter of the OCCGF. In years past, there was an effort to clean up language and specific processes within the fire code chapter. When the State of Montana adopts the International Fire Code (IFC), local municipalities must then adopt the IFC, and many choose to adopt sections of the code not adopted by the State. The State of Montana and the City of Great Falls last adopted a new version of the IFC in 2023. During the code adoption process, it was identified that when the OCCGF was cleaned up, the sections of the IFC that the City of Great Falls adopted, but the State of Montana did not, had been removed from the OCCGF. In working with the City Attorney's office, both GFFR and the City Attorney's office felt that the IFC code adoption process, along with those sections of code adopted by the City that were struck by the State, should be captured in the OCCGF. It is with that in mind that GFFR is looking to add language to the OCCGF regarding the IFC code adoption process for the City and to capture which sections of code the City is adopting that the State chose not to adopt.

It was also identified that within the fire code chapter of the OCCGF, certain sections of the code were no longer relevant, and the new sections of code needed to be added. As GFFR and the City Attorney's office evaluated the language in the fire code chapter of the OCCGF, other Montana jurisdictions' fire code chapters were also assessed. This evaluation showed that other Montana jurisdictions' fire code chapters had sections of code that were identified as applicable to the City of Great Falls and should be added to the OCCGF.

The new sections of code identified to be added to the fire code chapter are:

- Authority for the fire chief to initiate burn bans within the City without having to wait for the county to initiate a burn ban county-wide
- Allowing certain areas within the city limits to conduct open burning through a burn permit process
- Adding clarifying language for when a fire alarm contractor must obtain a permit for work being done on existing fire alarm systems
- Adding language that allows for GFFR to charge fees for its response to buildings where a fire has previously occurred, and the building has been declared a nuisance by established city policy
- Adding language for the requirement of a Knox Box on buildings where new life safety systems are installed, or significant upgrades to existing life safety systems are taking place
- Adding language that prohibits the construction practices of blasting and the tenting of fire sprinkler systems in commercial buildings

**Significant Impacts:** The authority of the fire chief to initiate burn bans within the City, the establishment of a burn permit process, the prohibition of certain construction practices, and the issuance of fees for nuisance structures

**Fiscal Impact:** There will be a minor fiscal impact for the City. The fiscal impact is expected to be the minor revenue brought into the general fund through fees that GFFR may charge for burn permits and fees

issued to nuisance properties. There is no anticipated expenses to be incurred to the City through this Ordinance.

**Alternatives:** The commission could choose not to adopt Ordinance 3282. If the commission chooses to not adopt Ordinance 3282, GFFR and the City will continue to operate under the current language found in the OCCGF.

**Concurrences:** The City Manager's Office, City Attorney's Office, Planning and Community Development, and Park and Recreation have worked with GFFR on the formulation of this ordinance.

**Attachments/Exhibits:**

- Ordinance 3282
- Exhibit A- Title 12- Streets, Sidewalks, Trees and Shrubbery, Chapter 5 - Parades, Processions, Fun Runs and Street Closures
- Exhibit B – Title 15 – Buildings and Construction, Chapter 9 - Fire Code
- Summary of the Proposed changes



## ORDINANCE 3282

### AN ORDINANCE AMENDING TITLE 12, CHAPTER 5, AND TITLE 15, CHAPTER 9 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO PARADES, PROCESSIONS, FUN RUNS AND STREET CLOSURES AND THE FIRE CODE

\* \* \* \* \*

**WHEREAS**, the OCCGF was established to promote public health, safety and welfare; and

**WHEREAS**, the Great Falls Fire Rescue (GFFR) operates under the current version of the International Fire Code (IFC); and

**WHEREAS**, upon review of the most current version of the IFC, it was determined that amendments to the fire code and ordinances related to fireworks in the OCCGF were necessary for clarity; and

**WHEREAS**, GFFR and the Legal Department have reviewed and proposed amendments to OCCGF Title 12, Chapter 5, and Title 15, Chapter 9 to clarify fire code requirements and establish clear processes for obtaining permits for fire alarms, public displays of fireworks and parades; and

**WHEREAS**, the proposed amendments to Title 12, Chapter 5 are intended to:

- Clarify for the public that parade permits will now be administered by GFFR and not the Park and Recreation Department; and

**WHEREAS**, the proposed amendments to Title 15, Chapter 9 are intended to:

- Adopt current versions of the IFC and additional sections not adopted by the State of Montana;
- Clarify language on the duties of the Fire Prevention Bureau and preventative inspections;
- Give authority to Fire Chief to initiate burn bans within the City;
- Establish requirements for burn and special events permits;
- Clarify existing fire alarm permit requirements;
- Clarify requirement for Knox boxes for new construction that have life safety systems;
- Prohibit blasting and tenting within the City;
- Establish process for GFFR to charge fees for responses to nuisance structures; and

**WHEREAS**, the City Commission finds that these amendments are consistent with the City's goals of encouraging fire safety and public safety throughout the community.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:**

- Section 1. That Title 12, Chapter 5 of the OCCGF be amended as depicted in **Exhibit “A”** attached hereto, which removes any language indicated by a strike-out and adds language which is bolded;
- Section 2. That Title 15, Chapter 9 of the OCCGF be amended as depicted in **Exhibit “B”** attached hereto, which removes any language indicated by a strike-out and adds language which is bolded;
- Section 3. This ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

APPROVED by the City Commission of the City of Great Falls, Montana on first reading December 2, 2025.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading December 16, 2025.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

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

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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

State of Montana       )  
County of Cascade     : ss  
City of Great Falls    )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3282 on the Great Falls Civic Center posting board and the Great Falls City website.

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

(CITY SEAL)

## Exhibit "A" to Ordinance 3282

Title 12 - STREETS, SIDEWALKS, TREES, AND SHRUBBERY  
Chapter 5 PARADES, PROCESSIONS, FUN RUNS AND STREET CLOSURES

## Chapter 5 PARADES, PROCESSIONS, FUN RUNS AND STREET CLOSURES

### Sections:

#### 12.5.010 Definitions.

The following words and phrases, when used in this chapter, shall have the following meanings:

- A. "Procession" means any march, parade, motorcade, fun run, assembly to support a cause, or other event, consisting of people, animals, vehicles, or combination thereof, except funeral processions, upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations and controls and is expressly designed for the safety and involvement of the public as well as the participants, which is approved by the City under the provisions of this chapter.
- B. "Motorcade" means an organized procession containing twenty-five (25) or more vehicles, except funeral processions, upon any public street, sidewalk or alley.
- C. "Procession Route" means the route of travel of any parade, march, motorcade, fun run, or other procession, to include the assembly, staging and disbanding areas.
- D. "Street" includes all streets, highways, avenues, lanes, alleys, courts, places, squares, curbs, or other public ways in this City which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of the State.

(Ord. 3170, 2018)

#### 12.5.020 Established and designated procession routes.

Processions are to proceed as follows:

- 1. Procession to stage on Park Drive South, in designated areas, and proceed north past the east side of the Police Department onto 1st Avenue South, then east to Park Drive, then North to Central, then east to 8th Street, disbanding on the north and/or south side of Central Avenue;
- 2. Procession to stage on the north and/or south side of Central Avenue at 8th Street and proceed west on Central Avenue to Park Drive, then south to 1st Avenue South, then west until disbanding; or
- 3. Any alternate route approved and designated at the discretion of the City Manager or designee.

(Ord. 3170, 2018)

#### 12.5.030 Public conduct during processions.

- A. No person shall knowingly or purposely:
  - 1. Participate in any procession conducted in violation of any of the terms of the permit;
  - 2. Join or participate in any permitted procession without the consent of the permittee; and/or
  - 3. Interfere in any manner with the procession's progress or orderly conduct.

- B. No person shall hamper, obstruct, impede, or interfere with any procession or with any person, vehicle or animal participating or used in a procession.
- C. No driver of a vehicle shall drive between the vehicles or persons comprising a procession when such vehicles or persons are in motion and are traveling along a procession route. Nothing in this section shall prohibit an emergency vehicle from interrupting a procession for the purpose of responding to an emergency.
- D. No person shall view, watch or observe the procession from the street or beyond the sidewalk curb or beyond the imaginary curb line that, if it existed, would extend through the intersection from corner to corner of any street perpendicular to the procession route.
- E. No vehicle larger than an automobile or pickup truck shall park along the procession route during the procession.
- F. The City Manager, or designee, shall have the authority, when reasonably necessary, to prohibit parking of vehicles along a procession route. Signs shall be posted to such effect and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. The applicant shall be responsible for posting and removing of signs.

(Ord. 3170, 2018)

#### **12.5.040 Participants' conduct during processions.**

- A. It is unlawful for any persons in a procession to deviate from the established or approved procession route.
- B. No participant in a procession shall throw, cast, or drop candy, trinkets, or any other articles. A violation of this provision shall be a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00). This does not prohibit a walking procession participant from handing the candy or other articles directly to the spectators.
- C. No participant in a procession shall entice, lure, or attempt to entice or lure, any spectator to leave the designated viewing area. A violation of this provision shall be a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00).
- D. No participant in a procession shall operate any vehicle in a careless manner as to endanger the safety and welfare of other procession participants or spectators.
- E. As a condition to the permit, each permittee shall provide persons, horses with riders, or persons in small motorized vehicles, such as a golf cart, to travel on both sides of any procession vehicle which is larger than an automobile or pickup.
- F. Any person operating a motor vehicle in a procession shall possess a valid driver's license. All participants in the procession shall follow all applicable motor vehicle laws and/or regulations.

(Ord. 3170, 2018)

#### **12.5.050 Application - contents.**

- A. Any person, firm, corporation, or other entity desiring to conduct a procession, as defined in OCCGF 12.5.010, shall apply to the ~~Park and Recreation Department~~ **Great Falls Fire Rescue Department** for a permit at least forty-five (45) calendar days in advance of the event date and comply with the provisions set forth in such permit. The application shall designate the intended route, date and time of the event. In the City Manager or designee's discretion, and for good cause shown, applications may be accepted less than forty-five (45) calendar days in advance of the event date.

- ~~Park and Recreation Department~~ **The Great Falls Fire Rescue Department Chief (Fire Chief), or designee,** may approve, revise, or deny the application in consideration of the following factors:
1. Promotion of the community as a whole;
  2. Provision of positive civic and economic benefit;
  3. Impact on neighboring business and properties;
  4. Impact on public uses, safety, and services;
  5. Consideration of frequency of closures;
  6. Consideration of the event's financial impact; and
  7. The applicant's performance under prior issued permits.
- C. Following approval from the City, the applicant will be responsible for notification of news media, and the associated costs of said notice, in order to inform the public of the date, time and procession route.
- D. The applicant will designate a person who can be contacted by the City to coordinate plans for the procession.
- E. The procession shall not deviate from the designated route, time, or date approved in the permit. If, for any reason, the event is postponed or canceled, the applicant shall immediately notify the City.
- F. Processions shall be scheduled between the hours of 9:00 a.m. and 12:00 p.m. Special requests will be considered for processions at other times, provided arrangements can be made which, in the City's determination, will not impede normal traffic conditions or inhibit business in the downtown area.
- G. The applicant will be responsible for placing and removing barricades on the designated procession route side of the nearest designated alleys and streets no earlier than thirty (30) minutes prior to the start of the procession and, in no case, longer than fifteen (15) minutes following the end of the procession. Barricades may be available at the Park and Recreation Department and may be rented subject to a fee set by City Commission resolution. It will be the responsibility of the applicant to pick up from and return to the Park and Recreation Department all barricades used, and to contact the Park and Recreation Director or designee, at least fourteen (14) calendar days in advance to discuss a barricading plan acceptable to the City.
- H. No sales or solicitations will be permitted by procession participants without proper licensing in advance.
- I. Applicants or organizations sponsoring processions will be required to remove all trash, paper and litter from the streets and sidewalks. Street cleaning arrangements must be made with the Public Works Street Division at least fourteen (14) calendar days before the event date.
- J. The Police Department will provide one (1) vehicle to escort the procession. All other traffic and crowd control must be provided by the sponsoring organizations and, in no case, be less than two (2) people for each block of procession length.
- K. The applicant shall indemnify, defend and hold harmless the City from any and all claims, damages, losses and expenses arising from the procession or created by any of the participants. The applicant shall be required to carry insurance for comprehensive general liability, automobile liability and designated premises in the amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate, and list the City as an additional named insured under the policy. Documentation of such insurance must be provided to the City at least 72 hours prior to the event.
- L. If determined necessary by the City, considering the factors listed in B. above, or due to the type, length, time or date of the procession, additional provisions and safeguards may be required as conditions of the permit.

- M. Failure to comply with the provisions of this chapter and other permit requirements will be cause for rejection of future procession permits requested by the applicant.
- N. The procession organizer must submit with the permit request information as to how property owners, tenants, and/or business owners along the procession route will be notified of the procession, and provide verification of such notice to the City.
- O. If the application for a procession permit is denied or revised in a way which is unacceptable to the applicant, the applicant may appeal the decision in writing to the City Manager within fifteen (15) calendar days of the denial or reversal. The City Manager or designee shall review the application and uphold, reverse, or revise the decision on the application within ten (10) calendar days. If applicant makes no such appeal, the ~~Park and Recreation Department's~~ **determination of the Fire Chief, or designee,** will stand.
- P. If the City Manager affirms or revises the determination of the application for a procession permit, the applicant may appeal the decision in writing within fifteen (15) calendar days of the date of affirmation or revision to the City Commission, which shall review the application in a public meeting and uphold, reverse, or revise the decision on the application within ten (10) calendar days of the hearing. If applicant makes no such appeal, the City Manager's determination will stand.
- Q. Unless otherwise specified in this chapter, appeals to the City Commission of the denial, revocation, or suspension of licenses or permits under this chapter shall comply with the provisions of OCCGF 1.2.040.

(Ord. 3282, 2025; Ord. 3170, 2018)

#### **12.5.060 Street closure permits for public events and block parties.**

Persons or entities who organize events which require the temporary closure of a public street must comply with the provisions of OCCGF Title 9.

(Ord. 3170, 2018)

## Exhibit "B" to Ordinance 3282

Title 15 - BUILDINGS AND CONSTRUCTION  
Chapter 9 FIRE CODE

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**Chapter 9 FIRE CODE****Sections:****15.9.010 Fire Chief authority.**

- A. In conjunction with Title 8, Chapter 48 of the Official Code of the City of Great Falls (OCCGF) and any other provision of this code, the Great Falls Fire Rescue Department Chief (Fire Chief) is authorized to issue a burn ban and may prohibit all fires and burning of combustibles including but not limited to all open burning, fire pits, chimineas, charcoal grills, fireworks, outdoor fire places, and similar devices within the city limits.
- B. In determining to implement a burn ban, the Fire Chief may consider current climate conditions including drought, weather forecast, and available fire resources, among other factors. Any burn ban issued by the Fire Chief may take immediate effect without implementing further actions and will remain in effect until rescinded by the Fire Chief.

(Ord. 3282, 2025)

**15.9.010020 International Fire Code—adoption.**

- ~~A. The City of Great Falls hereby adopts the most currently Montana state adopted International Fire Code (IFC) and appendices, as may be administratively amended by the Great Falls Fire Rescue Department (GFFR).~~
- ~~B. A copy of the IFC, as may be amended, is available for inspection in the City Clerk's office and the GFFR Fire Marshall's office.~~
- ~~C. Copies of the IFC may also be obtained from the International Code Council.~~
- A. The City of Great Falls hereby adopts various sections of the most current edition of the International Fire Code (IFC) as adopted by the Fire Prevention and Investigation Bureau of the Montana Department of Justice, as set out in the Administrative Rules of Montana (ARMs), and as amended from time to time. These ARMs are adopted herein by reference and incorporated in this Title as set forth in full, except as may be noted in this Chapter, by future administrative order, or by any regulations not applicable to local government jurisdictions.
- B. The City of Great Falls hereby adopts, and incorporates herein, the following section(s) of the IFC not adopted by the Fire Prevention and Investigation Bureau of the Montana Department of Justice.
  - 1. Section 105, Permits
    - a. Construction Permits will not be adopted by the IFC.; construction permits will be subject to the permitting requirements of the Official Code of the City of Great Falls (OCCGF).
    - b. Notwithstanding any other provisions of the OCCGF, only the following operational permits, and no others, are adopted:
      - i. 105.5.34 Open burning (exception: recreational fires)
  - 2. Appendix B, Fire Flows
  - 3. Appendix C, Hydrants
  - 4. Appendix D, Fire Apparatus Access Roads
  - 5. Appendix E, Hazard Categories

6. **Appendix F, Hazard Rankings**
7. **Appendix G, Cryogenic Fluids – Weights and Equivalents**
8. **Appendix I, Fire Protection Systems – Noncompliant Conditions**
9. **Appendix N, Indoor Trade Shows and Exhibitions**

- C. A copy of the IFC, as may be amended, is available for inspection in the City Clerk's office and the Great Falls Fire Rescue Department (GFFR) Fire Prevention Bureau's office. A copy may also be obtained from the International Code Council.

(Ord. 3282, 2025; Ord. 3213, 2020; Ord. 3189, 2018).

### 15.9.020030 Definitions.

Whenever the following words are used in the IFC, the following definitions shall apply:

- A. **"Assistant Chief of Prevention" means the Assistant Chief of the Bureau of Fire Prevention.**
- AB. "Chief of the Bureau of Fire Prevention" means the Great Falls Fire Rescue Department (GFFR) Chief.
- BC. "Corporation Counsel" means the Great Falls City Attorney.
- D. **"GFFR Fire Prevention Bureau" means the City of Great Falls Fire Rescue Fire Prevention Bureau.**
- EE. "Jurisdiction" means the incorporated City limits of Great Falls.
- D. ~~"Removal" in relation to storage tanks includes vents and fill pipes and all other incidental hardware.~~

(Ord. 3282, 2025; Ord. 3189, 2018).

### 15.9.030040 Bureau of Fire Prevention—established—duties.

- A. The IFC shall be enforced by the GFFR Bureau of Fire Prevention, under the supervision of the Fire Chief.
- B. The GFFR Fire Prevention Bureau may, in the discretion of the ~~Fire Marshall~~ **Assistant Chief of Prevention**, assess fees for **false activation of fire alarm systems as outlined in Title 5 of the OCCGF, and** inspections and/or re-inspections of premises for compliance with the IFC, **or applicable National Fire Protection Association (NFPA) standards.** Said fees shall be set by Commission resolution.
- C. **The GFFR Fire Prevention Bureau shall have all other duties established under this Title.**

(Ord. 3282, 2025; Ord. 3213, 2020; Ord. 3189, 2018).

### 15.9.040 ~~Pipes thawed with torch prohibited.~~

- A. ~~It is unlawful to use any torch or other flame-producing device for the purpose of thawing out any pipe in or under any house, building, or structure in the incorporated City limits.~~
- B. ~~A violation of this section is a misdemeanor punishable by a term not to exceed six (6) months in jail, a fine not to exceed five hundred dollars (\$500.00), or both.~~
- C. ~~Costs incurred by City emergency personnel responding to a violation of this section may be assessed as a lien on the subject property by Commission resolution.~~

(Ord. 3282, 2025; Ord. 3189, 2018).



### 15.9.050 Preventative Inspections.

- A. GFFR Bureau of Fire Prevention may, in the discretion of the Assistant Chief of Prevention, inspect, or cause to be inspected as often as may be necessary, all premises within the City of Great Falls, except the interior of private dwellings, for the purpose of ascertaining, and causing to be corrected, any conditions liable to cause fire, or that may be considered a life safety hazard(s). The Assistant Chief of Prevention shall provide reasonable advance notice of said inspection(s).

(Ord. 3282, 2025)

### 15.9.050060 Inspection, testing, maintenance and records.

- A. All system inspections, tests and maintenance that are required by applicable IFC standards shall be performed by qualified individuals who are licensed to perform work in the City of Great Falls and written reports of such inspections, tests and maintenance shall be kept on the premises for a minimum of three (3) years.
- B. All inspection, testing and maintenance reports shall be submitted to the City's online reporting vendor within the following time frame:
  - 1. No deficiencies found: within ten (10) days of the date the inspection, testing or maintenance took place;
  - 2. Deficiencies found: within seven (7) days of the date the inspection, testing or maintenance took place; or
  - 3. Critical issues found: Immediately following the inspection, testing or maintenance, along with immediate notification to the ~~Fire Marshal~~ **Assistant Chief of Prevention**.
- C. Inspections, tests and maintenance that do not comply with the provisions in this Chapter shall result in the inspected or serviced system being deemed non-compliant with the provisions of this Chapter.
- D. Non-compliance with this Chapter will be addressed as set forth in 15.9.060 and/or by Title 5, Chapter 2, Safety Inspections.

(Ord. 3282, 2025; Ord. 3237, 2021).

~~Ord. 3237, § 1(Exh. A), adopted Dec. 7, 2021, renumbered the former § 15.9.050 as § 15.9.060 and enacted a new § 15.9.050 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.~~

### 15.9.070 Existing Fire Alarm Permit Requirements.

- A. The replacement of five (5) or more existing fire alarms or replacement of a fire alarm control panel or control unit will require a permit. This includes like for like replacement.
- B. The appropriate permit application and permit fee shall be submitted to the City Building Division.

(Ord. 3282, 2025)

**15.9.080 Fire Hazard nuisances caused by structures prohibited.**

- A. Any and all buildings, ruins, chimneys, flues, boilers, walls, remains of burned buildings or other constructions within the city limits which, by reason of their construction or condition, are in danger of being set on fire, or are in any manner a menace to adjoining property or to the public generally, are each hereby declared to be a nuisance, and unlawful to exist on any premises within the incorporated City limits.
- B. It shall be the duty of the Fire Chief, or designee, to enforce the provisions of this section and examine premises with the conditions included above, and, for such purposes, may enter any building within reasonable hours and upon reasonable advance notice. If, in the opinion of the Fire Chief, any nuisance, as defined by this chapter, shall exist, the Fire Chief shall notify the owner(s), in writing, requesting the property owner(s) abate such nuisance immediately and without delay.
- C. The written notice shall be served upon the owner(s), by regular mail and by posting on the premises, directing abatement of a specific nuisance(s) within a reasonable time, but not less than ten (10) days, from the date of the written notice; and stating in case of a fire resulting directly or indirectly from the failure to promptly comply with the issued notice the following action will be taken:
  - 1. The owner(s) so failing to comply with such notice and abate said nuisance shall pay to the general fund of the City, after receipt of an itemized invoice from the Fire Chief, the actual costs incurred by GFFR in fighting such fire occurring subsequent to the required notice; if the owner/owners fail to pay the invoice from GFFR within 30 days from the invoice date, such costs may be assessed against the property. Such assessments may be included as part of an annual resolution assessing delinquent accounts;
  - 2. The City may file criminal proceedings pursuant to this Chapter; or
  - 3. The City may proceed with nuisance abatement proceedings pursuant to Title 8, Chapter 49.

(Ord. 3282, 2025)

**15.9.090 Emergency Key Box required on certain construction or buildings.**

- A. Any new construction occurring within the City of Great Falls that has a life safety system, fire suppression system, or commercial kitchen hood installed, shall have installed an emergency key box, such as a Knox Box, that is accessible by the GFFR for use in emergency situations.
- B. Any existing building that undergoes remodeling or alterations that significantly alter or enhance a life safety system, fire suppression system, or commercial kitchen hood, shall have an emergency key box, such as a Knox Box, that is accessible by the GFFR for use in emergency situations.

(Ord. 3282, 2025)

**15.9.100 Explosives and blasting agents; prohibited.**

- A. The storage of blasting agents or explosives for construction purposes within the city is prohibited.
- B. The use of blasting agents or explosives for construction purposes is prohibited.

(Ord. 3282, 2025)

**15.9.110 Fire sprinkler system tenting prohibited.**

- A. Given the temperature fluctuations that occur in Great Falls, the practice of tenting fire sprinkler pipe is prohibited within the city.

(Ord. 3282, 2025)

**15.9.060120 Violation—penalty.**

- A. Unless otherwise specified in this Chapter, any person who violates or fails to comply with any of the provisions of the IFC as adopted, or any of the provisions of this Chapter, is guilty of a misdemeanor, punishable by a term not to exceed six (6) months in jail, a fine not to exceed five hundred dollars (\$500.00), or both.
- B. A property that contains a violation of the IFC, or any other violation of this Chapter, is hereby declared a Nuisance as defined by OCCGF Title 8, Chapter 49.

(Ord. 3282, 2025; Ord. 3237, 2021; Ord. 3189, 2018).

~~Editor's note(s)—See editor's note following 15.9.050.~~

**Summary of Proposed Changes to Title 15 - Chapter 9 (Fire Code), Title 12 – Chapter 5, and Title 5**

<u>Title /Code</u>	<u>Requested Change</u>	<u>Why? Need?</u>	<u>Mechanism</u>	<u>Impact</u>
Title 15, Chapter 9	Fire Chief's authority. This is a new section that gives the fire chief the authority to issue burn bans within the city without having to wait for a burn ban to be issued by Cascade County.	There have been times when conditions within the city dictated burn restrictions; however, the fire chief could not implement these restrictions, as they are a county directive.	City Commission Ordinance Change	No fiscal impact, could be political impact if dry conditions exist around the 4th of July.
	New section for existing fire alarm permits. This section provides clarification on when a permit is required for work performed on existing fire alarm systems. This section aligns with how other Montana cities address existing fire alarm permitting. It creates an even playing field for all contractors.	Currently, it is not specified in code (City, Fire, or Building) whether a permit is required for work on an existing fire alarm system. This creates confusion for fire alarm contractors. By adding this language, it outlines when a permit is needed, and it clarifies expectations for all fire alarm contractors.	City Commission Ordinance Change	Minor fiscal impact to fire alarm contractors and permit review process for GFFR.
	Fire hazard nuisances caused by structures. This section is new and designed for those properties that have sustained significant damage as a result of a fire. If these structures are not secured or become a hazard to the community, the owner may be put on notice by the GFFR fire chief that the property must be secured or made safe. If this does not happen and a fire occurs in the property, GFFR shall charge for the response of its members and apparatus. If the property continues to be a nuisance, it shall proceed through the city's abatement process as established in Title 8, Chapter 49.	There are few enforcement measures available for when a fire occurs in a building, and that building is left vacant, becoming a potential hazard. This will allow the fire chief the authority to put the property owner on notice to secure the property and reduce potential hazards to GFFR and the public. If the owner does not secure the property, and another fire occurs in said property, GFFR can charge for our services laid out in our fee schedule.	City Commission Ordinance Change	Fees assessed to owners would be done so as to already existing city policy.
	The adoption of open burning in select areas of the jurisdictional limits of the city of Great Falls.	This is a request that is coming through the neighborhood councils. Residents who have land on Upper and Lower River Road would like to burn branches and other items rather than haul them to the dump.	City Commission Ordinance Change	The city used to allow for the issuance of burn permits. This would be the reinstatement of this process.
	Minor language clean up in regard to the Bureau of Fire Prevention and Preventative Inspections.	This language change better defines the FPB being able to assess fees for false alarm activations previously adopted by the commission	City Commission Ordinance Change	No impacts
Title 12, Chapter 5	New section that requires a Knox Box be installed on buildings where new life safety systems or major upgrades to life safety systems occur.	This policy aligns with other cities in the state, and around the country.	City Commission Ordinance Change	Minor fiscal impact to the building owner or contractor; however, this is an expected cost that they are planning for.
	New section that bans the construction practices of blasting and tenting of dry sprinkler systems in the city.	The construction practice of blasting requires permits per the IFC. The city has not adopted these permits; therefore, this practice shall not be allowed. Tenting of dry sprinkler systems does not work in our environment. Not allowing this practice will help prevent broken sprinkler pipes in the attic spaces of commercial buildings.	City Commission Ordinance Change	Minor fiscal impact to developers as they will have to use other approved building practices.
	Minor language change that now has parade permits go through GFFR versus Park and Rec.	As GFFR now administers street closure permits for special events, it was suggested that GFFR also administer parade permits, as they are very similar.	City Commission Ordinance Change	Little impact as GFFR and Park and Rec agree to this change.
Title 9, Chapter 9	New language that outlines the requirements for public displays of fireworks.	The city currently lacks a process to ensure that vendors have a safety plan in place for their displays. This language also requires vendors to complete paperwork and provide insurance documentation as required by Title 50, Chapter 37 of the MCA.	City Commission Ordinance Change	No fiscal impact to the vendor. Reduces liabilities to the city by ensuring that the vendor and display meet the requirements of Title 50, Chapter 37 of MCA.



Commission Meeting Date: December 16, 2025

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Set a public hearing on January 20, 2026 for Ordinance 3283 amending Title 10, Chapters 9 and 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the administration and operation of the City's parking system; and Resolution 10612 establishing the rates, fees, and penalties associated with Title 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the City's Downtown Parking System.

**From:** Brock Cherry, Director, Planning and Community Development

**Presented By:** Brock Cherry, Director, Planning and Community Development

**Action Requested:** Set a public hearing for January 20, 2026, to consider Ordinance 3283 and Resolution 10612.

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**Suggested Motion:**

1. Commissioner moves:

"I move the City Commission (set/not set) a public hearing for January 20, 2026, on Ordinance 3283 amending Title 10, Chapters 9 and 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the administration and operation of the City's parking system."

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

2. Commissioner moves:

"I move the City Commission (set/not set) a public hearing for January 20, 2026, on Resolution 10612 establishing the rates, fees, and penalties associated with Title 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the City's Downtown Parking System."

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

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**Summary:** The City Commission, in response to prevent the existing parking budget deficit from growing further, has instructed Staff to pursue policies and strategies to improve the program's financial solvency. Currently, the Downtown Parking Fund has a cash deficit of approximately \$43,000. In response, it is recommended to proceed with adoption of Ordinance 3283 and Resolution 10612 immediately.

Ordinance 3283 consists of amendments to Title 10, Chapters 9 and 10 pertaining to the administration and operation of the City's parking system. The proposed amendments include clarifying the use of meter bags to align with the current needs of the downtown business community, eliminating the courtesy parking program, and eliminating the notification requirements related to vehicle immobilization (booting).

Resolution 10612 consists of modifying the rates, fees, and penalties associated with Title 10 of OCCGF pertaining to the City's Downtown Parking System. Specifically, changes will include:

- a. Increase on-street curb parking rate from \$1.00 to \$1.50
- b. Eliminate Courtesy Ticket – First-Time Violation to \$10.00
- c. Increase second-time violation fines from \$5.00 to \$20.00
- d. Increase third-time violation fines from \$10.00 to \$40.00
- e. Increase fourth-and-subsequent violation fines from \$20.00 to \$75.00
- f. Increase meter bagging fees to \$10.00 per day
- g. Increase pedlet fees to \$500.00 per space per season

Staff understand that downtown businesses, property owners, and members of the public may be concerned that recommendations are being presented before a more extensive engagement process is completed. Note, regarding greater community engagement and long-term strategy, the following action has been taken:

- City staff are convening a Downtown Parking Summit Committee composed of business owners, patrons, property owners, and residents to assess future parking needs and strategies for downtown Great Falls.
- The working group will be facilitated by Mark Wilmarth, with City staff participating to address questions related to financial considerations, strategic direction, legal frameworks, infrastructure needs, and relevant historical context.
- Three meetings have been scheduled: January 13, 2026; January 30, 2026; and February 13, 2026, to allow stakeholders to evaluate options and develop a recommendation for staff to bring forward to the City Commission for final direction and approval.
- This process will follow the parameters established by the City Commission during the December 1, 2025, Special Commission Meeting and reaffirmed at the December 2, 2025, Work Session.

**Background:** At a Special City Commission meeting held on December 1, 2025, City Staff informed the City Commission that the Downtown Parking Program has a monthly recurring deficit of \$15,000 to \$20,000. By the time all expenses through the end of January 2026 are recognized, the total shortfall is expected to surpass \$100,000. The City's Downtown Parking Program has operated for decades with limited resources, aging infrastructure, and a reactive management approach. Under its current structure, the program has not generated enough revenue to fund routine operations, enforcement, or maintenance. It has remained functional in recent years through one-time support from the Downtown Urban Renewal District and CARES Act funds.

Staff provided the City Commission with options on how to proceed, including both immediate short-term action and a longer-term strategy. The Commission voted to instruct staff to pursue Option #1(A), which temporarily keeps the SP+ Contract in place and focuses on stopping the program's ongoing financial losses by adjusting rates, fines, and penalties.

This instruction was made with the critical caveat that the Staff is to immediately begin coordination with the City of Great Falls Parking Advisory Commission, downtown groups, businesses, and residents to develop a unified recommendation for a long-term Downtown Parking Program strategy to be presented no later than April 30, 2026. Regarding the proposed strategy, the City Commission established the following expectations regarding the program strategy and elements regarding the April 30<sup>th</sup> Recommendation:

**A. Program Expectations**

1. The program must be financially self-sustaining.
2. On-street parking turnover must support business activity.
3. Enforcement must be consistent, predictable, and fair.
4. Parking assets must be maintained to a safe, functional standard.
5. All recommendations must be data-driven and consider:
  - a. Existing garage and lot finances
  - b. Market-rate comparisons
  - c. Enforcement levels and revenue impacts
  - d. Utilization data (block-by-block, time-of-day)
  - e. Capital maintenance obligations

**B. Required Elements of the April 30 Recommendation**

1. Enforcement model (hours, staffing, consistency)
2. Rate structure (on-street, off-street, garages)
3. Capital and operating funding plan
4. Technology and payment system recommendations
5. Customer experience and communication plan
6. Proposed implementation timeline (18–24 months)

**Fiscal Impact:** Based on historical parking activity, enforcement patterns, and collection rates, the proposed fee and fine changes may increase revenue by \$21,720.06 per month, enabling the parking program to address the recurring \$15,000-\$20,000 monthly shortfall and begin incrementally repaying the existing \$43,000 deficit.

**Alternatives:** The City Commission could choose not to set the public hearing and thereby deny Ordinance 3283 and Resolution 10612. The consequences of this action would cause the existing deficit to continue growing by \$15,000-\$20,000 per month until structural changes to the parking program are made.

**Concurrences:** The Planning and Community Development Department and the Finance Department have been coordinating their efforts, including the recommendation to increase fines, to improve the financial outlook of the Downtown Parking Program.

**Attachments/Exhibits:**

- Ordinance 3283
- Ordinance 3283 Exhibit A
- Ordinance 3283 Exhibit B
- Resolution 10612
- Parking Management District Map
- Downtown Parking Program Fines and Rate Increase Spreadsheet
- Public Comment

# **ORDINANCE 3283**

## **AN ORDINANCE AMENDING TITLE 10, CHAPTER 9, SECTIONS 230 AND 270-320 AND CHAPTER 10, SECTION 010 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO THE ADMINISTRATION AND OPERATION OF THE CITY'S PARKING SYSTEM**

\* \* \* \* \*

**WHEREAS**, the City Commission established Title 10 of the OCCGF outlining provisions pertaining to Vehicles and Traffic, including parking management districts; and

**WHEREAS**, City staff has identified changes to Title 10 that aim to update the code's language, meet current needs, and ensure efficient and consistent administration and enforcement.

**WHEREAS**, a functional and financially sound parking system, including on-street parking turnover, is essential to the continuing redevelopment of downtown Great Falls and to the many citizens who use those facilities; and

**WHEREAS**, for clarification of the administration of the parking system, certain provisions of the OCCGF relating to meter bags, the courtesy parking program, and vehicle immobilization require updating; and

**WHEREAS**, the City Commission held a special meeting on December 1, 2025 and directed staff to prepare necessary amendments to the code's language regarding the Downtown Parking Program; and

**WHEREAS**, City staff, recommends that the City Commission approve the amendments to Title 10, Chapters 9 and 10 of the OCCGF for the continued administration and operation of the City's parking system.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:**

Section 1. That Title 10, Chapter 9 of the Official Code of the City of Great Falls be amended as depicted in Exhibit "A" attached hereto, which removes language indicated by a ~~strike-out~~ and adds language which is **Bold**.



Section 2. That Title 10, Chapter 10 of the Official Code of the City of Great Falls be amended as depicted in Exhibit "B" attached hereto, which removes language indicated by a ~~strike-out~~ and adds language which is **Bold**.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading December 16, 2025.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading January 20, 2026.

\_\_\_\_\_  
Cory Reeves, Mayor

ATTEST:

(CITY SEAL)

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

APPROVED FOR LEGAL CONTENT:

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

State of Montana     )  
County of Cascade   : ss  
City of Great Falls   )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3283 on the Great Falls Civic Center posting board and the Great Falls City website.

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

(CITY SEAL)

## ORDINANCE 3283 EXHIBIT A

Title 10 - VEHICLES AND TRAFFIC  
Chapter 9 STOPPING, STANDING, AND PARKING

## Chapter 9 STOPPING, STANDING, AND PARKING

### Sections:

...

### 10.9.230 Meter bags.

- A. Meter bags may be issued temporarily to reserve metered parking spaces for maintenance or construction activities, while moving, **for mobile food vendors**, or for other activities being conducted by or for the adjoining property owner that require reserved parking at a particular location within a parking management district.
- B. The daily cost of meter bags will be set by Commission resolution.
- C. Using a meter bag to attempt to avoid paying for parking when not engaged in the activities for which the meter bag was issued is a violation of this Title.

(Ord. 3283, 2025; Ord. 3188, 2018)

...

### ~~10.9.270 Courtesy parking.~~

~~Upon request by the adjoining property owner or tenant and approval of the Administrator, metered spaces may be designated as courtesy parking, allowing the removal of the meters and their replacement with a sign stating that parking is being provided by the adjoining business. The number and location of spaces that may be thus designated will be determined by the Administrator. The fee for designating spaces as courtesy parking shall be set by Commission resolution and payable each year prior to January 1.~~

(Ord. 3283, 2025; Ord. 3188, 2018)

### 10.9.280270 Unauthorized parking in off-street parking facilities prohibited.

- A. It is unlawful for any person to stop or park a vehicle in any parking space in an off-street parking facility that is owned or leased by the City unless the occupants of that vehicle have paid the required fee.
- B. Parking spaces controlled by parking meters in off-street parking facilities owned or leased by the City shall be subject to the same rates, time limits, and periods of enforcement as other parking meters, unless otherwise provided by Commission resolution.

(Ord. 3283, 2025; Ord. 3188, 2018)

### **10.9.290280 Rates charged on City owned or operated off-street parking lots, garages, and parking meters.**

Rates for City-owned or City-operated off-street parking lots, garages, and parking meters shall be set by Commission resolution.

(Ord. 3283, 2025; Ord. 3188, 2018)

### **10.9.300290 Parking in construction zones.**

The Public Works Department is authorized to relocate vehicles parked in active construction zones. Prior to relocation the Department shall:

- A. Place a no parking notice in the construction zone twenty-four (24) hours prior to construction beginning;
- B. Provide notice to the GFPD that a vehicle is located in the construction zone and must be removed; and
- C. GFPD shall attempt to locate the registered owner of the vehicle.
- D. If the registered owner is not located, or the vehicle is not removed from the construction zone within twenty-four (24) hours, the Public Works Department shall remove the vehicle from the construction zone, and the costs of said removal shall be charged to the registered owner.

(Ord. 3283, 2025; Ord. 3188, 2018)

### **10.9.310300 Parking of certain types of vehicles prohibited.**

- A. Except as provided in subsection (B), it is unlawful for any person to park a recreational vehicle, trailer or vessel upon the public right-of-way in any residential zoning district.
- B. 1. A person may temporarily park a recreational vehicle, trailer or vessel upon the public right-of-way in a residential-zoned district for the limited purpose of loading and unloading, which shall be limited to a period of no more than seventy-two (72) hours in a seven (7) day period.
- 2. The time limits contained in this section do not apply to trailers that are being used in the course of providing commercial construction or other services in the location where the trailer is parked.
- C. It shall not be a defense to this section that the recreational vehicle, trailer or vessel parked in violation of this section was moved to a different location within the public right-of-way of any residential-zoned district. The recreational vehicle, trailer or vessel must be removed from the public right-of-way in order to achieve compliance with this section.
- D. The registered owner of any recreational vehicle, trailer or vessel parked in violation of this section will be held strictly and absolutely liable for the violation and will be subject to the penalties set forth in 10.9.330.
- E. This section is enforceable by Great Falls Police Officers, Community Service Officers and other persons as may be designated by the City Manager.

(Ord. 3283, 2025; Ord. 3230, 2021)

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**10.9.320310 Notice.**

The City shall provide notice of a violation of 10.9.310 by affixing a written notice upon the recreational vehicle, trailer or vessel advising of the violation and requiring the removal of the recreational vehicle, trailer or vessel within twenty-four (24) hours. The notice shall advise that failure to remove the recreational vehicle, trailer or vessel within that time period will result in the issuance of a parking citation.

(Ord. 3283, 2025; Ord. 3230, 2021)

**10.9.320320 Penalty.**

Any registered owner of a recreational vehicle, trailer or vessel parked in violation of 10.9.310 who has not removed the recreational vehicle, trailer or vessel within twenty-four (24) hours of the affixing of the notice required under 10.9.320 may receive a parking citation with fines as set forth by City Commission Resolution. If, after the issuance of a second or subsequent citation, the registered owner has not removed the recreational vehicle, trailer or vessel from the public right-of-way, the recreational vehicle, trailer or vessel may be immobilized and removed in accordance with 10.10.010 through 10.10.050.

(Ord. 3283, 2025; Ord. 3230, 2021)

## Chapter 10 VEHICLE IMMOBILIZATION

### Sections:

#### 10.10.010 Authorization to use vehicle immobilizer.

- A. Members of the GFPD, **a City parking official**, or other persons designated by the City Manager, are authorized to use a vehicle immobilizer ("boot") to immobilize any vehicle that is parked in a City parking space located in the downtown residential district, the parking meter district, or any City owned off-street pay-to-park facility that has five (5) or more parking tickets unpaid or delinquent thirty (30) days or more.
- B. Members of the GFPD, or other persons designated by the City Manager, are authorized to use a boot after a second or subsequent citation issued for violation of 10.9.310 when the registered owner has not removed the recreational vehicle, trailer or vessel from the public right-of-way.
- C. ~~Prior to any vehicle immobilization under subsection (A) above, City officials are required to either:~~
  - 1. ~~Mail the registered owner of the vehicle a final notice for five (5) or more of the unpaid or delinquent parking tickets; or~~
  - 2. ~~File a complaint in Great Falls Municipal Court charging the registered owner with unpaid parking tickets on the vehicle, and no individual has appeared for arraignment on the complaint.~~

(Ord. 3283, 2025; Ord. 3230, 2021; Ord. 3188, 2018)

...

## RESOLUTION NO. 10612

### A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, ESTABLISHING THE RATES, FEES, AND PENALTIES ASSOCIATED WITH TITLE 10 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO THE CITY'S PARKING SYSTEM.

\*\*\*\*\*

**WHEREAS**, Title 10 of the OCCGF provides for various parking system related rates, fees, and penalties to be established by Resolution; and

**WHEREAS**, the City Commission has most recently established rates, fees, and penalties for parking-related matters through the passage of Resolution 10450 [March 2022]; and

**WHEREAS**, a functional and financially sound parking system, including on-street parking turnover, and properly maintained parking facilities are essential to the continuing redevelopment of downtown Great Falls and to the many citizens and visitors who use those facilities; and

**WHEREAS**, the revenues earned by the parking system at this time are inadequate to provide for continuing operation without subsidies from other sources; and

**WHEREAS**, the City Commission held a special meeting on December 1, 2025 and directed staff to prepare rate, fee, and penalty increases regarding the Downtown Parking Program; and

**WHEREAS**, City staff has studied this matter and set forth the recommendations herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, THAT THE RATES, FEES AND PENALTIES ASSOCIATED WITH TITLE 10 OF THE OCCGF BE ESTABLISHED AS FOLLOWS:**

**(1) Metered Parking.**

**A. Metered parking rate.** The rate for metered parking shall be \$1.50 per hour.

- B. Metered parking rate exception.** Mobility-impaired individuals displaying an approved Disability Placard/License Plate parked in a signed, designated ADA parking space in the Downtown District are exempt from the metered parking rate.
- C. Accelerated penalties per year for failure to pay, expired meter, and overtime violations.**
- i. The first violation by a particular vehicle, as identified by license plate number, for failure to pay for parking as required by OCCGF Title 10, Chapter 9, or for an expired meter or overtime parking as provided by OCCGF Title 10, Chapter 9, shall be \$10.00.
  - ii. The penalty for the second violation within a calendar year for failure to pay for metered parking, as set forth in OCCGF Title 10, Chapter 21, or violation of expired meter or overtime parking, as set forth in OCCGF Title 10, Chapter 21, shall be \$20.00.
  - iii. The penalty for the third violation within a calendar year for failure to pay for metered parking, as set forth in OCCGF Title 10, Chapter 21, or violation of expired meter or overtime parking, as set forth in OCCGF Title 10, Chapter 21, shall be \$40.00.
  - iv. The penalty for the fourth and subsequent violations within a calendar year for failure to pay for metered parking, as set forth in OCCGF Title 10, Chapter 21, or violation of expired meter or overtime parking, as set forth in OCCGF Title 10, Chapter 21, shall be \$75.00.
- D. Other parking penalties.** Penalties for all other violations listed in Title 10 of the OCCGF shall be \$25.00, except the fine for violations in disabled parking zones shall be \$100.00.
- E. Miscellaneous parking fees.**
- i. A \$0.45 per transaction Mobile Payment for Parking (MPP) fee will be added to each parking transaction using the Mobile Payment App.
  - ii. A \$3.00 per ticket paid, Citation Management Platform (CMP) Service and License fee will be added to each citation paid.
  - iii. An additional 25% (CMP) service fee will be added to each citation that has not been paid within thirty (30) days after the date of the citation for collection efforts.
  - iv. A \$10.00 administrative fee shall be added to all penalties that are not paid within thirty (30) days after the date of the citation.
  - v. A \$1.50 per notification letter fee shall be added to all citations that require notification letters to be sent to the registered owner(s) of vehicles that receive citations that are not paid within the thirty (30) days after the date of the citation

- vi. Pursuant to OCCGF Title 10, Chapter 10, the immobilization or “boot” fee shall be \$150.00.
  - vii. Pursuant to OCCGF Title 10, Chapter 9, the daily charge for a meter bag shall be \$10.00.
  - viii. Pursuant to OCCGF Title 10, Chapter 9, the monthly metered parking permits shall be \$25.00.
  - ix. Pursuant to OCCGF Title 10, Chapter 9, a nonrefundable \$100.00 fee must accompany an application to establish a freight or passenger loading zone, which is in addition to the actual costs of marking and/or signing the zone if the application is approved. The fee shall be waived for passenger loading zones at public schools.
  - x. Pursuant to OCCGF Title 10, Chapter 9, a \$75.00 combined application and installation fee shall be charged for disabled parking zones.
- (2) **Pedlet Space Lease.** The cost for leasing each on-street parking space for the construction and occupancy of a “Pedlet” shall be \$500.00 per year for each parking space that is within the Downtown Parking Management District.
- (3) **City Parking Facilities.** Pursuant to OCCGF Title 10, Chapter 9, the City Manager shall, at the recommendation of the Parking Advisory Commission, establish the hourly, daily, and monthly lease rates charged for parking in City owned or operated off-street lots or garages.
- A. **Parking Ramps/Garages.** The monthly lease rates for the City’s parking ramps/garages located at Second Avenue South/Third Street and First Avenue North/Fourth Street North shall be \$51.00 monthly. The City Manager may negotiate and authorize special incentive rates for bulk parking leases for customers who either lease numerous garage spaces and/or pre-pay leases for a period of one year or more. All fees for leases shall be non-refundable.
  - B. **City parking lots.** The lease rates for parking lots 2, 4, 6, 7 & 8, shall be \$0.50 per hour, \$5.00 per day, or \$35.00 monthly. The City Manager may negotiate and authorize special incentive rates for bulk parking leases for customers who either lease numerous surface lot spaces and/or pre-pay leases for a period of one year or more. All fees for leases shall be non-refundable.
  - C. **Digital Permits for Parking.** A \$2.50 per month service and license fee will be added to each active monthly garage or parking lot permit. Those customers purchasing an annual permit will be charged \$4.00, or charged \$0.33 per month for each active annual permit.
- (4) **Parking Management District Map.** The “Official Parking Management District Map of the City of Great Falls, Montana,” is adopted as appended to this Resolution.
- (5) **Parking Penalties – Outside Downtown Parking District.** Penalties for all violations listed in Title 10 of the OCCGF occurring outside of the Downtown Parking District, as



reflected on the “Official Parking Management District Map of the City of Great Falls” referenced in Section (5) above shall be \$20.00, except as follows:

- A. The fine for violations in disabled parking zones shall be \$100.
- B. The fines for citations issued under OCCGF 10.9.330 shall be:
  - 1<sup>st</sup> citation: \$50.00
  - 2<sup>nd</sup> citation: \$100.00
  - 3<sup>rd</sup> or subsequent citation: \$200.00

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA,** that this Resolution shall be in full force and effect upon adoption, superseding and repealing Resolution 10450.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, January 20, 2026.

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Cory Reeves, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

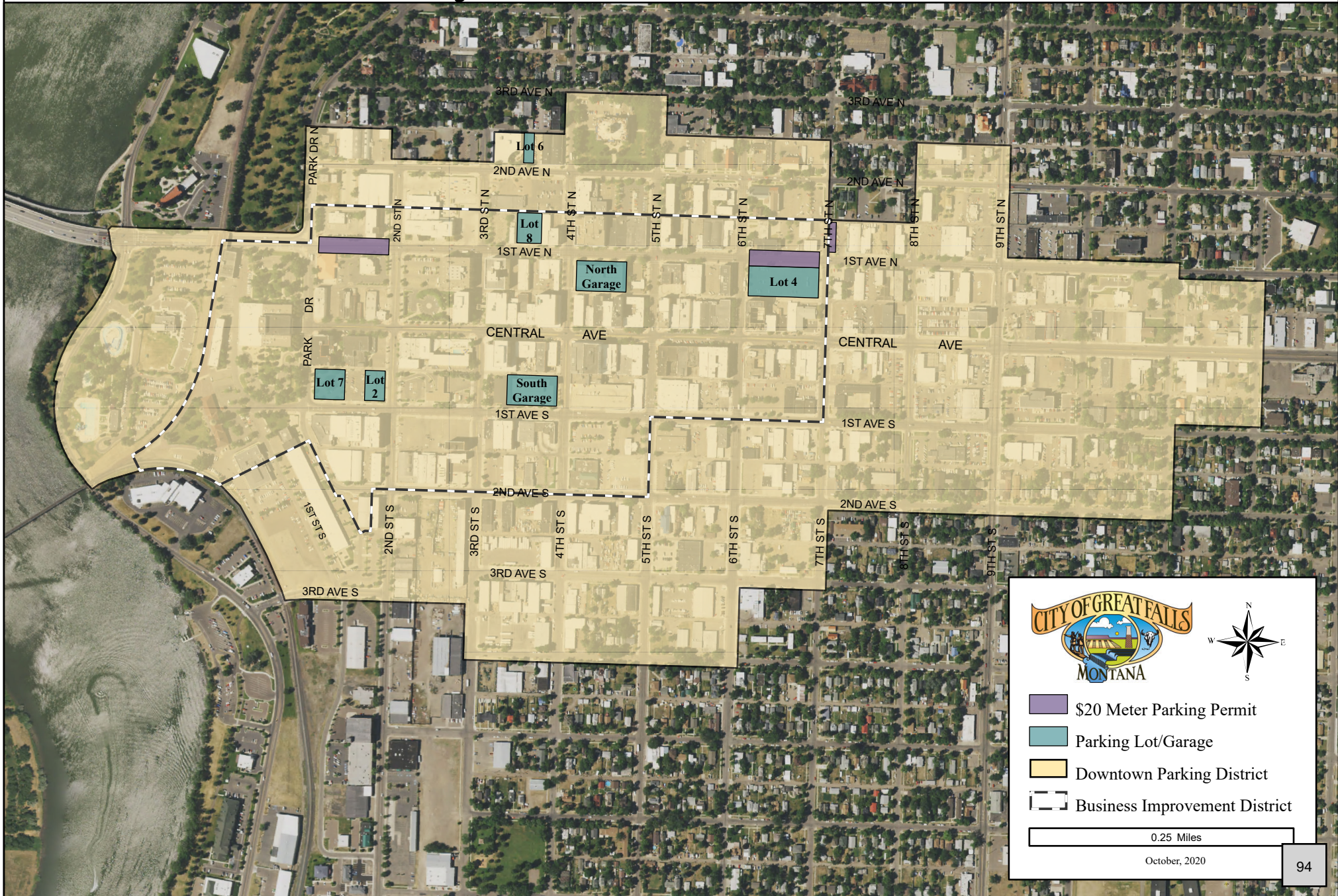
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David Dennis, City Attorney



# The Official Parking Management District Map of the City of Great Falls, Montana

Agenda #15.





## Downtown Parking Program Fines and Rate Increase

This model increases fines and increases rates to \$1.50/hr to generate an estimated \$260k each year.

1st (Courtesy Ticket) Time Limit Offenses			\$	-	\$	10.00
Year	Num. of Citations	Revenue Collected	Revenue w/ \$0 Fine	Revenue w/ \$10 Fine	Amount Change	
2025	5,182	\$0	\$0	\$ 51,820.00	\$ 51,820.00	
2024	4,201	\$0	\$0	\$ 42,010.00	\$ 42,010.00	
2023	7,782	\$0	\$0	\$ 77,820.00	\$ 77,820.00	
3-yr Average	5722	\$0	\$0	\$ 57,216.67	\$ 57,216.67	

Adjusted with  
Collection Rate

60% \$ 34,330.00

2nd Time Limit Offenses			\$	5.00	\$	20.00
Year	Num. of Citations	Revenue Collected	Revenue w/ Current Fines	Revenue w/ Proposed Fines	Amount Change	
2025	2451	\$ 8,971.00	\$ 12,255.00	\$ 49,020.00	\$ 36,765.00	
2024	1994	\$ 6,750.00	\$ 9,970.00	\$ 39,880.00	\$ 29,910.00	
2023	3358	\$ 11,276.00	\$ 16,790.00	\$ 67,160.00	\$ 50,370.00	
3-year Average	2601	\$ 8,999.00	\$ 13,005.00	\$ 52,020.00	\$ 39,015.00	

69% \$ 26,997.00

3rd Time Limit Offenses			\$	10.00	\$	40.00
Year	Num. of Citations	Revenue Collected	Revenue w/ Current Fines	Revenue w/ Proposed Fines	Amount Change	
2025	694	\$ 4,600.00	\$ 6,940.00	\$ 27,760.00	\$ 20,820.00	
2024	553	\$ 3,335.00	\$ 5,530.00	\$ 22,120.00	\$ 16,590.00	
2023	983	\$ 5,890.00	\$ 9,830.00	\$ 39,320.00	\$ 29,490.00	
3-year Average	743.3	\$ 4,608.33	\$ 7,433.33	\$ 29,733.33	\$ 22,300.00	

62% \$ 13,825.00

4th + Time Limit Offenses			\$	20.00	\$	75.00
Year	Num. of Citations	Revenue Collected	Revenue w/ Current Fines	Revenue w/ Proposed Fines	Amount Change	
2025	1089	\$ 13,635.00	\$ 21,780.00	\$ 81,675.00	\$ 59,895.00	
2024	939	\$ 11,400.00	\$ 18,780.00	\$ 70,425.00	\$ 51,645.00	
2023	1368	\$ 13,680.00	\$ 27,360.00	\$ 102,600.00	\$ 75,240.00	
3-year Average	1132	\$ 12,905.00	\$ 22,640.00	\$ 84,900.00	\$ 62,260.00	

57% \$ 35,488.75

**\$ 110,640.75 Projected Fines Increase if adopted**

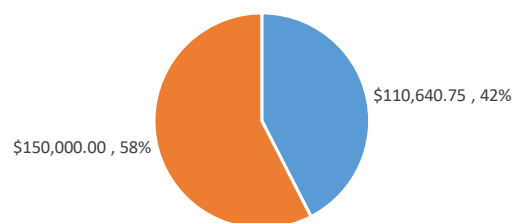
Increased On-street Rates					
Current \$1.00/hour		Proposed \$1.50/hour			
	\$ 300,000.00	\$ 450,000.00			

**\$ 150,000.00 Projected Rate Increase if adopted**

**\$ 260,640.75 Total Increased rates and fines**

**\$ 21,720.06 Per Month**

Increase in Revenue - Rates (orange) vs. Fines (blue)



Good afternoon, Commissioners, Mayor, and neighbors,

*My name...*

Thank you for the opportunity to speak. I'm here today not just as a downtown visitor, but as a resident who wants to see our city thrive—and I believe parking plays a big role in that.

Our current system, with outdated coin-based meters and inconsistent enforcement, simply isn't working. But the good news is: we already have the tools to fix it. The Passport Parking app can help us modernize parking without adding more equipment, more hassle, or more confusion.

Here's what I'm proposing:

First, eliminate the old meters. We don't need them. Passport lets drivers register their vehicle right from their phone—or at a kiosk—and start a session without digging for coins. That alone saves money and makes parking feel less like a chore.

Second, give everyone 30 to 60 minutes of free parking, but require users to check in through the app. It encourages quick trips and supports businesses that rely on high turnover, while still allowing enforcement to be effective. If drivers don't check in, they'd receive a non-compliance citation—just like overstaying a meter.

The app also offers time expiry warnings—a key feature we should be using. As your paid time starts to run out, the app sends a push notification so you can extend your session remotely. That means no more mad dashes back to the car, no more tickets for losing track of time. It's fair, convenient, and keeps the experience user-friendly.

And importantly, it increases revenue. Most of us, when we get that alert, are going to say, "Sure, I'll pay the extra \$2 so I don't get a ticket"—especially when it's easy and right at our fingertips. Even if an enforcement agent isn't nearby, people are more likely to comply simply because the option to pay is quick and painless. That voluntary compliance adds up and helps close the revenue gap without relying on heavy-handed enforcement.

After that, we should use progressive pricing—meaning the longer you stay, the more you pay per hour. This encourages turnover in areas where demand is high, like in front of restaurants, shops, and services. For example, the first hour might be free, the second hour \$1.50, the third hour \$3.00, and so on. This model nudges long-term parkers to move along or choose a more appropriate location.

But here's the smart part: the app lets us tailor these rates by zone. That means we can charge more in high-traffic curbside spots to keep them open and available, while offering longer free periods or lower flat rates in underused areas—like parking garages or side streets that aren't in the middle of the commercial core. This zoning flexibility encourages

people to park longer where there's room, and keeps short-term, high-turnover spaces available for those quick visits that businesses depend on.

It's not about punishing people for staying—it's about managing space wisely. And with this technology, we can adjust these rates dynamically over time based on real data and behavior from the apps analytics and insights.

The analytics and insights built into the Passport app give the City a real-time view of how each zone is performing—where demand is highest, where spots sit empty, and how long people are typically staying. That means we're not guessing anymore. We can monitor usage patterns and adjust pricing, time limits, or permit rules zone by zone to better match actual behavior. It gives us the ability to make data-driven decisions that respond to what's really happening on the ground—not just assumptions.

We should also offer reasonable digital permits for downtown workers and residents. These permits can be tied to designated zones, allowing long-term parkers to use specific areas—like parking garages or peripheral lots—without tying up high-demand curbside spaces. Permit holders would still need to pay if they choose to park in premium zones, ensuring turnover where it matters most.

And here's a big opportunity: we should end the SP+ contract and transition to a single city enforcement agent using the Passport system. The app already allows citations to be issued and paid directly, courtesy warnings to be sent, and compliance to be tracked in real time on a smart phone. It even supports license plate scanning, so an enforcement agent can drive down the street and get automatically pinged when a vehicle is in violation. With that, we can significantly reduce costs, improve efficiency, and keep enforcement in-house and community-oriented.

This shift also means we can better fund ongoing maintenance of garages and lots—not by relying on one-time subsidies, but by increasing revenue through better compliance, smarter pricing, and lower operational costs. With fewer outside contracts to pay and more consistent income from parking fees, fines, and permits managed through the app, we can direct more funds toward upkeep, repairs, and long-term infrastructure needs, keeping facilities clean, safe, and functional without needing to pull from the General Fund or emergency support.

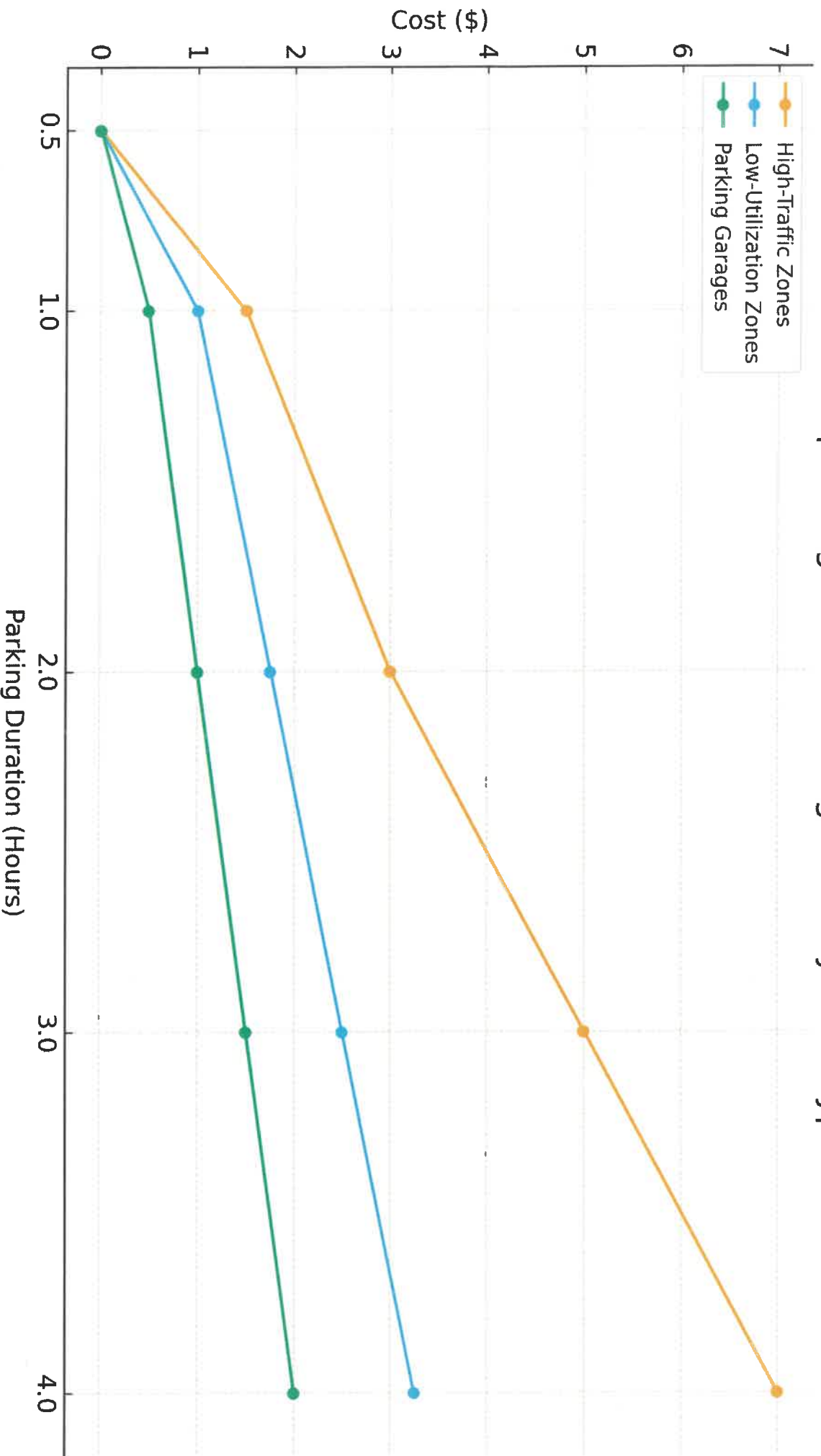
And because we'd offer a built-in free first hour all year long, we no longer need to pause enforcement during the holidays—we'd already be providing that customer-friendly benefit every day.

In closing, I recognize that the City faces difficult financial realities, and that any solution must be both practical and sustainable. By leveraging the tools we already have—

eliminating unnecessary contracts, using data to inform policy, and aligning pricing with demand—we can stabilize the Downtown Parking Program without compromising access or service. I appreciate the City’s willingness to engage the public in this process, and I hope these recommendations contribute meaningfully to the path forward.

Thank you for your time and consideration.

## Sample Progressive Parking Rates by Zone Type





Outlook

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**FW: Parking suggestion**

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**From** Darcy Dea <ddea@greatfallsmt.gov>**Date** Mon 12/8/2025 8:11 AM**To** Cory Reeves <creeves@greatfallsmt.net>; Susan Wolff <swolff@greatfallsmt.net>; Rick Tryon <rtryon@greatfallsmt.net>; Shannon Wilson <swilson@greatfallsmt.net>; Joe McKenney <jmckenney@greatfallsmt.net>**Cc** Brock Cherry <bcherry@greatfallsmt.gov>; Greg Doyon <gdoyon@greatfallsmt.net>; Jeremy Jones <jjones@greatfallsmt.net>; Krista Artis <kartis@greatfallsmt.gov>; Lonnie Hill <lhill@greatfallsmt.gov>**FYI – Darcy**

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**From:** jjk56@bresnan.net <jjk56@bresnan.net>**Sent:** Friday, December 5, 2025 9:16 AM**To:** commission <commission@greatfallsmt.net>**Subject:** Parking suggestion

Some people who received this message don't often get email from [jjk56@bresnan.net](mailto:jjk56@bresnan.net). [Learn why this is important](#)

Has the city considered taking out parking meters that are seldomly used? For example, it would make sense to keep the meters on Central and 1<sup>st</sup> Ave North from Park Drive to 9<sup>th</sup> street, or maybe just to 7<sup>th</sup> and get rid of the rest. The purpose of meters is to keep people from parking on the street all day, not as a revenue source. Another idea would be to just get rid of all the meters and enforce 2-hour time limits along Central and 1<sup>st</sup> Ave N.





## FW: [All City Commissioners] City Parking

**From** Darcy Dea <ddea@greatfallsmt.net>

**Date** Tue 12/2/2025 8:53 AM

**To** Greg Doyon <gdoyon@greatfallsmt.net>; Jeremy Jones <jjones@greatfallsmt.net>; Brock Cherry <bcherry@greatfallsmt.gov>; Lonnie Hill <lhill@greatfallsmt.net>

**Cc** Krista Artis <kartis@greatfallsmt.net>

## FYI - Darcy

**From:** City of Great Falls Montana <greatfalls-mt@municodeweb.com>

**Sent:** Monday, December 1, 2025 5:39 PM

**To:** City Commissioners <CityCommissioners@greatfallsmt.net>

**Subject:** [All City Commissioners] City Parking

Billie Olson ([Billiejoolson75@gmail.com](mailto:Billiejoolson75@gmail.com)) sent a message using the contact form at <https://greatfallsmt.net/>.

Vender Badges need to be purchased from delivery vendors. It will bring in revenue.

Do we own the kiosk system? Can someone be our IT for the kiosk if we cancel contract.

By integrating enhanced accessibility, smart technology, and sustainable financing, we can transform downtown Great Falls into a more vibrant, efficient, and self-sufficient hub for commerce, culture, and community life.

### 1. Enhance Public Transportation: Connecting the Community

A strong downtown core relies on efficient ways for people to reach it without the sole reliance on personal vehicles. The goal is to make public transit an attractive and reliable alternative.

#### Brainstorming Ideas for Great Falls:

Re-evaluate and potentially expand the current Great Falls Transit bus routes to better serve key residential areas, small rail train for central so folks park on side streets, and employment centers, potentially increasing frequency during peak hours.

Explore on-demand, smaller-vehicle services (microtransit) for less populated routes or late-night services, offering cost-effective and flexible mobility options.

Partner with local e-scooter or bike-share companies to provide easy connectivity between transit hubs and final destinations downtown.

### 2. Promote Walkability: Prioritizing the Pedestrian Experience

Once people arrive, navigating the area should be a pleasant and safe experience. A walkable downtown encourages casual exploration, spontaneous shopping, and social interaction.

#### Brainstorming Ideas for Great Falls:

Invest in wider sidewalks, improved lighting, and increased tree canopy coverage along key downtown avenues.

Experiment with closing a specific street to vehicle traffic on weekends or for special seasonal events to create temporary pedestrian plazas.

Incorporate more public art, comfortable seating areas, and "parklets" (small seating areas created from former parking spaces) to make walking and lingering more inviting.

### 3. Increase Parking Turnover: Smarter Management, Better Access

While promoting transit, we must also manage the necessary parking efficiently. The objective is to increase the turnover of existing spaces, ensuring parking is available for those who need it most, when they need it.

#### Brainstorming Ideas for Great Falls:

Implement smart sensors in downtown parking structures and street spots that guide drivers to available spaces via a mobile app or digital signage, reducing frustrating cruising for parking.

Adopt performance-based pricing where parking costs more during peak demand hours in the most central locations. This encourages the use of less busy perimeter parking and transit, while generating revenue.

Offer subsidized monthly permits for downtown employees in peripheral lots, freeing up prime street parking for short-term customer use.

### 4. Secure Financial Sustainability: Funding Our Future

Improvements require funding. The genius of this integrated approach is that the solutions can help pay for themselves through innovative financing models.

#### Brainstorming Ideas for Great Falls:

Use the revenue generated from dynamic parking fees and transit fares to directly fund ongoing maintenance of streetscape improvements and transit operations, creating a transparent feedback loop.

Seek sponsorships from major local businesses or community foundations to help launch new initiatives, such as a bike-share program or public art installations.

Develop a "Downtown Passport" program with local merchants. Shoppers who validate their parking or use public transit receive discounts at participating stores, driving economic activity while funding the program.

### 5. Integrate Strategies: A Holistic Vision

The true power lies in the synergy of these ideas. Smart parking revenue funds better transit; better transit reduces parking demand; reduced parking demand allows for more walkable, vibrant public spaces.

The vision for downtown Great Falls is one of an accessible, efficient, and financially resilient urban core. The challenge now rests with the community: What ideas will you bring to the table to make this blueprint a reality? Let the brainstorming begin.

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**FW: Parking Plan**


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**From** Brock Cherry <bcherry@greatfallsmt.gov>

**Date** Mon 12/1/2025 10:37 AM

**To** Lonnie Hill <lhill@greatfallsmt.net>

Has Tracy's spoken to us about opening another restaurant in central before?



**Brock Z. Cherry, M.S.**

**Director**

*Planning & Community Development Department*

*City of Great Falls*

**T** 406-455-8530, **C** 406-750-5365

**E** bcherry@greatfallsmt.net

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**From:** Darcy Dea <ddea@greatfallsmt.net>

**Sent:** Monday, December 1, 2025 8:39 AM

**To:** Cory Reeves <creeves@greatfallsmt.net>; Susan Wolff <swolff@greatfallsmt.net>; Shannon Wilson <swilson@greatfallsmt.net>; Rick Tryon <rtryon@greatfallsmt.net>; Joe McKenney <jmckenney@greatfallsmt.net>

**Cc:** Greg Doyon <gdoyon@greatfallsmt.net>; Jeremy Jones <jjones@greatfallsmt.net>; Krista Artis <kartis@greatfallsmt.net>; Brock Cherry <bcherry@greatfallsmt.gov>

**Subject:** FW: Parking Plan

FYI - Darcy

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**From:** Darcy Dea

**Sent:** Monday, December 1, 2025 8:35 AM

**To:** 'John Barnes' <tracysfamilydiner@gmail.com>

**Subject:** RE: Parking Plan

Thank you John. Your comments will be shared with the City Commission and appropriate staff for consideration of Item 2 on tonight's special commission agenda.

Thank you,

***Darcy Dea***

Deputy City Clerk

P. O. Box 5021

Great Falls, MT 59403

406-455-8479

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**From:** John Barnes <tracysfamilydiner@gmail.com>

**Sent:** Monday, December 1, 2025 7:57 AM

**To:** commission <commission@greatfallsmt.net>

**Subject:** Parking Plan

Some people who received this message don't often get email from [tracysfamilydiner@gmail.com](mailto:tracysfamilydiner@gmail.com). [Learn why this is important](#)

Good morning,

I am the owner of Tracy's Diner and Electric City Catering on Central Avenue, and we are preparing to open another restaurant on Central this winter called Homestead 1909. I believe we need additional time to develop thoughtful ideas regarding the parking situation. However, one thing I am absolutely certain about is that we must maintain a way to enforce the two-hour parking limit—no matter what solution we ultimately choose.

Without enforcement, employees and business owners will end up parking in spaces intended for customers. In my opinion, this would hurt downtown more than anything else. For example, I have a parking lot behind Tracy's where about 15 employee vehicles are parked at any given time. Without a two-hour parking limit, those 15 cars would inevitably spill onto the street so that I could keep my lot open for customers. I would not personally do that, but many businesses would, and the impact would be significant.

Think of the number of employees from Rib & Chop, Trays, D.A. Davidson, and other nearby businesses—people naturally park wherever is most convenient. You can't control that behavior without clear rules. Most employees are simply going to do what makes their day easier, especially if it means not having to move their vehicle for an entire shift. Removing the two-hour limit would genuinely harm my business.

I also believe we should end our relationship with the current parking management company and consider alternative solutions. I'm confident that if the business owners downtown had a bit more time together, we could develop some strong, practical ideas. In the meantime, I think we should terminate the existing agreement with that company.

I wish I could be at the meeting tonight, but I am catering the Tavern Association Dinner.

**John Barnes**  
**Electric City Hospitality, LLC**  
**Central Montana Properties, LLC**  
 406-868-1524  
 1200 24th Ave SW  
 Great Falls, MT 59404  
[electriccitycatering.com](http://electriccitycatering.com)  
[tracysdiner.com](http://tracysdiner.com)  
[streetburgers.net](http://streetburgers.net)

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## FW: Tonight's meeting on parking

**From** Darcy Dea <ddea@greatfallsmt.net>

**Date** Tue 12/2/2025 9:48 AM

**To** Greg Doyon <gdoyon@greatfallsmt.net>; Jeremy Jones <jjones@greatfallsmt.net>; Brock Cherry <bcherry@greatfallsmt.gov>; Lonnie Hill <lhill@greatfallsmt.net>

**Cc** Krista Artis <kartis@greatfallsmt.net>

FYI - Darcy

**From:** Darcy Dea

**Sent:** Tuesday, December 2, 2025 9:47 AM

**To:** Joe McKenney <jmckenney@greatfallsmt.net>; Cory Reeves <creeves@greatfallsmt.net>; Shannon Wilson <swilson@greatfallsmt.net>; Susan Wolff <swolff@greatfallsmt.net>; Rick Tryon <rtryon@greatfallsmt.net>

**Subject:** FW: Tonight's meeting on parking

FYI - Darcy

**From:** Timothy M. Peterson <[timothy@lpwarchitecture.com](mailto:timothy@lpwarchitecture.com)>

**Sent:** Monday, December 1, 2025 3:59 PM

**To:** commission <[commission@greatfallsmt.net](mailto:commission@greatfallsmt.net)>

**Subject:** Tonight's meeting on parking

Some people who received this message don't often get email from [timothy@lpwarchitecture.com](mailto:timothy@lpwarchitecture.com). [Learn why this is important](#)

Dear Members of the Great Falls City Commission,

I won't be able to make it to tonight's meeting, so I sent some of my thoughts to Joe McKenney. He asked me to forward them to the members of the commission:

Hi Joe,

I saw a memorandum from you to the commission about the parking strategy options that were being considered. It was being distributed on a Downtown Business Owners Facebook Group last night. As a partner in 5 businesses downtown, I appreciate the interest you're taking in our issues with parking. I have a client meeting tonight - so I won't be able to attend the meeting.....so I decided to forward my thoughts to you on this matter.

Downtown has really felt the downturn in the economy this year. Sales are down this year for pretty much all of the downtown business owners I have talked to. From what I hear, 50% of Great Falls already avoids downtown because of the meters. We cannot afford to increase the parking meter rates - I think it may be a nail in the coffin for a few people.

I think Option 4 makes the most sense.....I feel strongly that the city needs to remove the meters. We do still need to monitor the 2+ hours parking, though. Bozeman monitors their parking with digital license plate readers. I assume we could hire 2-3 people from 9-5 Monday-Saturday to use the readers and issue tickets, for much less than the amount we

pay SP Plus and administer parking. (currently \$60k per month now - per Montana Free Press) I believe Passport Parking (the company the city uses for the meters) has all of this equipment available.

Also, I think we need to pay to fix/modernize the garages with Downtown TIF funds and offer visitors the first 2 hours free in the garages. The upgraded machines at entry and exit can track credit cards and charge people for over 2 hours - with way less oversight. We can bump the tickets up a bit for overstays - like \$15, to help with administrative costs. And maybe the BID could contribute to help keep us out of the red with parking. Downtown businesses are paying into the BID - I would think that would be a good place to get a subsidy.

If we do this, I believe downtown storefronts will continue to fill up, the city will see an increase in property taxes, and crime will go down (due to more people downtown at all hours). Bozeman is the busiest downtown in Montana - I think we can learn from them. I park in Downtown Bozeman 4-5 times a year. I can't always find a spot on Main, close to my destination, but the garage always has spaces available. Our two parking garages have more capacity than Bozeman's garage, so that should never be a problem.

Just my thoughts.....hopefully the City Commission will consider them. I think we typically offer free parking for the month of December? We should offer that again this year, giving the city a little time to finalize this decision.

Thanks for your time,

**TIMOTHY M. PETERSON | AIA**  
**LEED AP BD+C | GGP**  
 PRINCIPAL ARCHITECT

[timothyp@lpwarchitecture.com](mailto:timothyp@lpwarchitecture.com)

office | 406-771-0770 ext.330

direct | 406-604-4464

15 FIFTH STREET SOUTH  
 GREAT FALLS, MONTANA 59401

[www.lpwarchitecture.com](http://www.lpwarchitecture.com)

*Planning to visit our office? Front access door code is 0770.*






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FW:

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**From** Darcy Dea <ddea@greatfallsmt.net>

**Date** Mon 12/1/2025 2:15 PM

**To** Cory Reeves <creeves@greatfallsmt.net>; Susan Wolff <swolff@greatfallsmt.net>; Shannon Wilson <swilson@greatfallsmt.net>; Rick Tryon <rtryon@greatfallsmt.net>; Joe McKenney <jmckenney@greatfallsmt.net>

**Cc** Greg Doyon <gdoyon@greatfallsmt.net>; Jeremy Jones <jjones@greatfallsmt.net>; Krista Artis <kartis@greatfallsmt.net>; Brock Cherry <bcherry@greatfallsmt.gov>; Lonnie Hill <lhill@greatfallsmt.net>

FYI - Darcy

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**From:** Darcy Dea

**Sent:** Monday, December 1, 2025 2:14 PM

**To:** 'james knutson' <jimanmona@gmail.com>

**Subject:** RE:

Thank You James. Your comments will be shared with the City Commission and appropriate staff for consideration of Item 2 on tonight's special commission agenda.

Thank you,

***Darcy Dea***

Deputy City Clerk

P. O. Box 5021

Great Falls, MT 59403

406-455-8479

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**From:** james knutson <jimanmona@gmail.com>

**Sent:** Monday, December 1, 2025 1:55 PM

**To:** commission <commission@greatfallsmt.net>

**Subject:**

Some people who received this message don't often get email from [jimanmona@gmail.com](mailto:jimanmona@gmail.com). [Learn why this is important](#)  
I don't go downtown because of parking meters.