



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
August 20, 2019  
7:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**PETITIONS AND COMMUNICATIONS**

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

1. Miscellaneous reports and announcements.

**NEIGHBORHOOD COUNCILS**

2. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

3. Miscellaneous reports and announcements from Boards and Commissions.

**CITY MANAGER**

4. 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.*

5. Minutes, August 6, 2019, Commission Meeting.
6. Total Expenditures of \$2,632,244 for the period of July 12, 2019 through August 7, 2019, to include claims over \$5000, in the amount of \$2,363,806.
7. Contracts List.
8. Grants List.
9. Set a public hearing on Resolution 10312, Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center for September 3, 2019.

- [10.](#) Approve final payment for the West Bank Park Phase 3 Trail Upgrades Project, in the amount of \$81,774 to Horn Construction and \$826 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.
- [11.](#) Approve final payment for the ADA Handicap Ramps Giant Springs School Phase II, in the amount of \$98,685.43 to Missouri River Trucking and Excavation Incorporated and \$996.82 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.
- [12.](#) Approve final payment for the Lift Station #9 Rehabilitation, in the amount of \$6,651.15 to Ed Boland Construction and \$67.18 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.

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

### **PUBLIC HEARINGS**

- [13.](#) Resolution 10314, Certifying the Abatement of a Nuisance and Statement of Expense, Addressed as 2311 4th Avenue Southwest is Completed. *Action: Conduct public hearing and adopt or deny Res. 10314. (Presented by Craig Raymond)*
- [14.](#) Resolution 10311, Revising Fee Schedule for Great Falls Fire Rescue Superseding Resolution 10070. *Action: Conduct a public hearing and adopt or deny Res. 10311. (Presented by Stephen Hester)*

### **OLD BUSINESS**

### **NEW BUSINESS**

- [15.](#) Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement Addendum No. 1 with CourseCo, Inc., d/b/a Great Falls Golf, LLC. *Action: Approve or deny Addendum No. 1. (Presented by Steve Herrig)*

### **ORDINANCES / RESOLUTIONS**

- [16.](#) Ordinance 3208, Amending Title 2, Chapter 3, Section 030, of the Official Code of The City of Great Falls (OCCGF), Pertaining to the Municipal Court Judge. *Action: Accept or not accept Ordinance 3208 on first reading and set or not set second reading for September 3, 2019. (Presented by Joseph Cik)*
- [17.](#) Resolution 10302, Annual Tax Levy. *Action: Adopt or deny Res. 10302. (Presented by Melissa Kinzler)*
- [18.](#) Resolution 10317, Intention to Cancel the November 5, 2019 General Election of Certain Municipal Officers. *Action: Adopt or deny Res. 10317. (Presented by Joseph Cik)*

### **CITY COMMISSION**

19. Miscellaneous reports and announcements from the City Commission.
20. Commission Initiatives.

### **ADJOURNMENT**

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

*Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451.*

*Commission meetings are televised on cable channel 190. If a video recording is available it will be posted on the City's website at <https://greatfallsmt.net> after the meeting. 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.*

**JOURNAL OF COMMISSION PROCEEDINGS**  
**August 6, 2019**

Regular City Commission Meeting

Mayor Kelly presiding

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

Commission Chambers Room 206

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Bill Bronson, Owen Robinson, Tracy Houck, and Mary Sheehy Moe. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planner III Erin Borland; Library Director Susie McIntyre; Park and Recreation Director Steve Herrig; Budget Analyst Kirsten Myre; Human Resources Director Gaye McInerney; Assistant City Attorney Joe Cik; and, Police Chief Dave Bowen.

**AGENDA APPROVAL:** City Manager Greg Doyon reported that the public hearing notice was not sent to the Tribune for Agenda Item 26 - Resolution 10311 Revising the GFFR Fee Schedule. Therefore, the requested Commission action for Item 26 will be to vacate the public hearing and reset the public hearing on Resolution 10311 for August 20, 2019.

There were no proposed changes to the Agenda by the Commission. The City Commission approved the Agenda as amended.

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

**PETITIONS AND COMMUNICATIONS**

**1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

**Daniel Hartzel**, 609 Central Avenue, discussed his proposal for a drum and bugle corps for high schools.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, spoke in opposition to the property tax increase and the permissive medical levy adopted at the last Commission meeting.

At the request of **Shyla Patera**, 1013 7<sup>th</sup> Avenue NW, City Clerk Lisa Kunz read her comments requesting that the Commission consider accessibility in all of the agenda items, approve Agenda Items 31 and 20, and she noted the need for wayfinding and sensory spaces in Great Falls.

**NEIGHBORHOOD COUNCILS**

**2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS & COMMISSIONS**

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

None.

**4. APPOINTMENT TO THE AUDIT COMMITTEE.**

**Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission appoint Jennifer Malich to the Audit Committee to fill a private citizen position for a three-year term through June 30, 2021.**

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

Motion carried 5-0.

**CITY MANAGER**

**5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon reported on the following:

- The Great Falls Animal Shelter will be closed on August 15<sup>th</sup> to participate in a national Clear the Shelter event on August 17<sup>th</sup>.
- Public Works staff helped the public with brush clearing, as well as assisted an elderly resident.
- The high wind event several weeks ago damaged seven boulevard trees, five trees in parks, and there were 250 downed limbs and 47 partially broken limbs, at a cost of approximately \$25,000 for cleanup.
- A notice went out to the community that Water Tower and Jaycee pools will close for the season due to a shortage of lifeguards.
- The Great Falls Public Library sponsored its first fun run on August 3<sup>rd</sup> that raised \$3,200 to pay off library fines for kids that have overdue books so that they could continue to access library materials.
- Two City sanitation workers were injured today from exploding propane tanks that were placed in a demolition dumpster. He encouraged citizens to appropriately dispose of propane canisters by having a company empty the container and remove the stem, and then recycle the metal.

Public Works Director Jim Rearden announced that the new water main crossing installations under the Missouri River and Sun River project is underway. The first road closure will begin August 12<sup>th</sup> for approximately two weeks on Fox Farm Road adjacent to Meadowlark Park. Detours will be in place throughout the project.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**August 6, 2019**

**CONSENT AGENDA.**

6. Minutes, July 16, 2019, Commission meeting.
7. Total Expenditures of \$4,811,230 for the period of June 28, 2019 through July 24, 2019, to include claims over \$5000, in the amount of \$4,455,290.
8. Contracts List.
9. Approve the acceptance of the Montana Land Information Act (MLIA) grant funds in the amount of \$13,375, and approve the Montana State Library Agreement, to be used for GIS data preparation for Next Generation 9-1-1.
10. Approve the Montana Department of Administration 9-1-1 Grant in the amount of \$246,967.00 to be used to purchase call taking and processing equipment, and authorize the City Manager to sign the contract.
11. Approve the Cartegraph Purchase Agreement in the total amount of \$183,825.00, approve the addendum to Cartegraph Solutions Agreement and authorize the City Manager to execute the purchase.
12. Approve extending the Fuel Delivery Service Agreement with Mountain View Co-op for an additional three years for the period of September 2019-2022, at an annual cost of approximately \$808,903.00. (CR 090616.11)
13. Approve the purchase in the amount of \$13,000.00 for an easement not to exceed 20-foot wide for a City of Great Falls water main easement which will be a minimum of 50 feet below the surface on property owned by Meadow Lark Country Club. **OF 1494.6**
14. Approve a construction agreement for the Library Air Handler Replacement Project to McKinstry Essention, LLC in the amount of \$315,000 and authorize the City Manager to execute the agreement. **OF 1621.2**
15. Award a contract in the amount of \$602,000.00 to James Talcott Construction, Inc. for the Public Works Facilities Improvements Siding and Windows project, and authorize the City Manager to execute the construction contract documents. **OF 1733.5**
16. Approve a Change Order No. 1 in the amount of \$69,052.00 to EJ Carpentry, LLC for the Public Works Facility Improvements - Central Garage, Streets and Sanitation Buildings project and authorize the City Manager to execute the change order. **OF 1733**
17. Approve the 2019-2020 School Resource Officer Agreement between the City of Great Falls and the Great Falls Public Schools District.

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18. Approve Change Order No. 1 in the amount of \$55,832.44 to Wadsworth Builders for the Electric City Water Park Bath House Restoration and Remodel project, and authorize the City Manager to execute the change order. **OF 1740.1**
19. Approve Change Order No. 1 in the amount of \$20,400.00 to Kuglin Construction for the 2019 CDBG ADA Handicap Ramp and Sidewalk project, and authorize the City Manager to execute the change order. **OF 1715.4**

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

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

Commissioner Robinson noted that the School Resource Officer agreement between the Great Falls Police Department and the Great Falls School District has been in place for 20 years.

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

Motion carried 5-0.

**PUBLIC HEARINGS**

20. **SALE OF APPROXIMATELY 152 SQUARE FEET OF PROPERTY LOCATED AT 731 6TH STREET NW (FIRE STATION #2 PROPERTY) IN THE AMOUNT OF \$2,200 TO THE MONTANA DEPARTMENT OF TRANSPORTATION FOR RIGHT-OF-WAY PURPOSES.**

Assistant City Attorney Joe Cik reported that the Montana Department of Transportation has requested to purchase a small portion of the property described as a portion of Mark XF in the NE1/4 SW1/4, Section 2, Township 20 North, Range 3 East, located at 731 6th Street NW (Fire Station #2) at the southeast corner of 6<sup>th</sup> Street NW and the Northwest Bypass to accommodate right-of-way needs relating to an intersection improvement project at the corner of 6<sup>th</sup> Street Northwest and the Northwest Bypass.

The Montana Department of Transportation is designing a safety-related project at the corner of 6<sup>th</sup> Street NW and the Northwest Bypass. The project will modify the left turn offsets on the Northwest Bypass, with striping and curb removal to reduce the chance for left-turn, opposite-direction crashes. Along with this, the corner ADA ramps and traffic signals will be upgraded to current standards.

To safely construct a project to current standards, the Montana Department of Transportation requires additional right-of-way to accommodate the necessary improvements. In this instance, a small portion of the subject property is needed to allow for installation of compliant facilities for citizens with disabilities (an ADA ramp) at the southeast corner of 6<sup>th</sup> Street NW and the Northwest Bypass, adjacent to Fire Station #2.

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The sale of the property will result in a payment of \$2,200 to the City of Great Falls.

Mayor Kelly declared the public hearing open. He asked if the public or Commissioners had any questions of staff. No one responded.

No one spoke in support of or in opposition to the sale of approximately 152 square feet of property located at 731 6<sup>th</sup> Street NW (Fire Station #2 property) to the Montana Department of Transportation for right-of-way purposes.

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

**Commissioner Robinson moved, seconded by Commissioner Bronson, that the City Commission approve the sale of approximately 152 square feet of City owned property located at 731 6<sup>th</sup> Street NW in the amount of \$2,200 to the Montana Department of Transportation for right-of-way purposes.**

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

Commissioner Houck noted that she is looking forward to the improvements to increase pedestrian safety.

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

Motion carried 5-0.

**21. RESOLUTION 10305 TO LEVY AND ASSESS THE STREET MAINTENANCE DISTRICT.**

Budget Analyst Kirsten Myre reported that the Street Division maintains approximately 383 miles of streets and alleys within the City limits. Maintenance consists of pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, and the nuisance weed program. In addition, the Traffic Operations Division is responsible for the maintenance of all roadway signs, signals and pavement markings.

For Fiscal Year 2020, the Street Maintenance Assessment will remain the same as Fiscal Year 2019. The total estimated assessment for the District is \$4,574,139, and will result in an annual assessment of \$110.70 for an average size lot of 7,500 square feet.

Mayor Kelly declared the public hearing open. He asked if the public or Commissioners had any questions of staff. No one responded.

Speaking in support of Resolution 10305 was **John Hubbard**, 615 7<sup>th</sup> Avenue South. Mr. Hubbard noted he is a proponent of no increase of any kind on taxes.

No one spoke in opposition to Resolution 10305.



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

**Commissioner Houck moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10305.**

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**22. RESOLUTION 10306 TO LEVY AND ASSESS THE GENERAL BOULEVARD MAINTENANCE DISTRICT NO. 3570.**

Budget Analyst Kirsten Myre reported that the Park and Recreation Department, Natural Resources – Boulevard Division is responsible for the care and maintenance of over 15,000 street trees located within the General Boulevard District. Services provided within the District are pruning, removal, planting, and streetscape design.

After calculating all factors pertinent to the operation of the Natural Resources – Boulevard Division, a 5% increase is being proposed to cover increased costs of operations.

The estimated assessment amount for the General Boulevard Maintenance District for the next fiscal year is \$405,892, and will result in an approximate assessment of \$85.75 for an average size lot of 7,500 square feet.

Mayor Kelly declared the public hearing open. He asked if the public or Commissioners had any questions of staff.

Commissioner Moe inquired if staff was expecting that the costs would continue to increase every year requiring adjustments in the assessments, and was responded to in the affirmative.

Speaking in opposition to Resolution 10306 was **John Hubbard**, 615 7<sup>th</sup> Avenue South. Mr. Hubbard expressed his opposition, noting that most of the leaves are still on his trees and not on the ground.

No one spoke in support of Resolution 10306.

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

**Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10306.**

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

Hearing none, Mayor Kelly called for the vote.

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Motion carried 5-0.

**23. RESOLUTION 10307 TO LEVY AND ASSESS THE PORTAGE MEADOWS MAINTENANCE DISTRICT NO. 1195.**

Budget Analyst Kirsten Myre reported that the Special Improvement Maintenance District 1195 is for the purpose of maintaining the Green Belt of the Portage Meadows Addition. The assessment covers the costs of materials, snow removal labor, water, mowing labor, fertilizer costs and labor, aerification labor, and tree pruning, which was part of the original Planned Unit Development.

After calculating all factors pertinent to the operation of the Portage Meadows Maintenance District, a 5% increase is being proposed to cover increased costs of operation.

The estimated assessment amount for the Portage Meadows Maintenance District No. 1135 for the next fiscal year is \$65,252, and will result in an annual assessment of approximately \$348.91 for an average lot of 4,501 square feet.

Mayor Kelly declared the public hearing open. He asked if the public or Commissioners had any questions of staff.

No one spoke in support of Resolution 10307.

Speaking in opposition to Resolution 10307 was **John Hubbard**, 615 7<sup>th</sup> Avenue South. Mr. Hubbard expressed opposition to any assessment increases, and he noted that he does not reside within the district, but has friends that do.

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

**Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10307.**

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

Commissioner Houck commented that the assessment includes labor for snow removal within the park area. The district includes a beautiful green space with a gazebo, playground equipment and a little library.

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

Motion carried 5-0.

**24. RESOLUTION 10308 TO LEVY AND ASSESS GREAT FALLS PARK DISTRICT NO. 1.**

Budget Analyst Kirsten Myre reported that, on June 5, 2018, the City Commission adopted Resolution 10238 creating the Great Falls Park District Number 1. The boundaries of the District are the current incorporated limits of the City, as well as all properties later annexed thereto.

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The Park District's overall purpose is to utilize assessment dollars and direct those monies to:

- Maintenance, repair, replacement, upkeep, installation, improvements, operation enhancement, construction, acquisition of land;
- Implementation of measures required to maintain public health and safety or meet legal or regulatory requirements;
- Purchase, replace and/or maintain equipment, tools or vehicles used to carry out the functions described herein; and/or
- Other functions, labor, supplies and/or materials necessary for management and maintenance of City-owned facilities, lands, and equipment under the responsibility and care of the City of Great Falls Park and Recreation Department including but not limited to:
  - Public parks and park areas (as described in the City of Great Falls Park and Recreation Master Plan), recreation facilities, trails, open space, urban forest, medians, boulevards, pathways, sidewalks, public easements, and other facilities which are located in the city limits and/or are owned by the City.

The Park District's revenue may not be used for programming.

The cost of the proposed improvements for the Great Falls Park District No. 1 is \$1,500,000 annually for the first three years. The annual assessment is based on the taxable value of each parcel within the District for a total of \$1,500,000 district-wide.

The City will not receive current taxable value information from the Montana Department of Revenue until sometime in August. Therefore, based on last year's valuations, the estimated annual assessment for a \$100,000 market value property would be \$27.42.

Mayor Kelly declared the public hearing open. He asked if anyone had any questions for staff. No one responded.

No one spoke in support of Resolution 10308.

Speaking in opposition to Resolution 10308 was **John Hubbard**, 615 7<sup>th</sup> Avenue South. Mr. Hubbard commented that people need two or three jobs to make it, and that he does not appreciate tax hikes.

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

**Commissioner Robinson moved, seconded by Commissioner Bronson, that the City Commission adopt Resolution 10308.**

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

Commissioner Houck clarified that this item is not a request for a tax hike, but for the same assessment as last year.

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

Motion carried 5-0.

**25. RESOLUTION 10309 TO LEVY AND ASSESS PROPERTIES WITHIN SPECIAL IMPROVEMENT LIGHTING DISTRICTS.**

Budget Analyst Kirsten Myre reported that there are currently 27 Special Improvement Lighting Districts (SLD's) with approximately 9,429 roadway lights. The majority (97%) of the roadway lights are owned by NorthWestern Energy. The City pays a maintenance fee to NorthWestern Energy for these lights in addition to a fee, which covers the electrical transmission and distribution. The remaining 3% of roadway lights are City-owned.

The estimated assessment amount for the Special Improvement Lighting District Funds for the next fiscal year is \$1,170,052. The total assessment amount reflects a 0.5% increase from the prior fiscal year due to increased maintenance and replacements costs.

Mayor Kelly declared the public hearing open. He asked if there were any questions of staff. No one responded.

No one spoke in support of Resolution 10309.

Speaking in opposition to Resolution 10309 was **John Hubbard**, 615 7<sup>th</sup> Avenue South. Mr. Hubbard again expressed opposition to any assessment increases.

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

**Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt Resolution 10309.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**26. RESOLUTION 10311, TO REVISE THE FEE SCHEDULE FOR GREAT FALLS FIRE RESCUE SUPERCEDING RESOLUTION 10070.**

Mayor Kelly reiterated that, due to the public hearing notice not being sent to the *Tribune* for proper advertising, the requested action is that the Commission vacate this public hearing and reset the public hearing for August 20, 2019.

**Commissioner Robinson moved, seconded by Commissioner Bronson, that the City Commission vacate the public hearing and reset the public hearing on Resolution 10311 for August 20, 2019.**

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

Commissioner Moe noted that the last resolution number voted on was 10309 and this item is 10311. She inquired what happened to 10310.

City Clerk Lisa Kunz responded that, at the request of staff, the Clerk issues a resolution number. It depends on the timing of when staff finalizes their item to present to the Commission when it gets placed on an agenda, and it may not necessarily be in sequential order.

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

Motion carried 5-0.

**27. ORDINANCE 3206 TO REZONE A PORTION OF LOTS 4A AND 6-9 OF RIVERVIEW TRACTS ADDITION, AND TO AMEND ORDINANCE 3104 TO INCLUDE SAID PROPERTY WITHIN THE BOUNDARIES OF A PLANNED UNIT DEVELOPMENT (PUD) IN CONJUNCTION WITH AN AMENDED PLAT TO AGGREGATE AND BOUNDARY LINE ADJUST THE VARIOUS PARCELS.**

Planning and Community Development Planner III Erin Borland reported that the Margaret E. Heisler Trust is proposing to aggregate Lots 6-9 of the Riverview Tracts Addition, and to acquire and reconfigure adjacent property owned by Montana Refining Company, Inc., to eventually create a single lot that can be marketed for sale. Due to the number of lots that are proposed to be reconfigured, the local government is required to review the amended plat. Because the Heisler Trust property is zoned C-2 General Commercial, and the Montana Refining Company property is zoned PUD Planned Unit Development, the proposed acquisition of property through a boundary adjustment requires a change in zoning to make sure the zoning and property line boundaries match the new property configuration.

At the time Montana Refining Company, Inc. received PUD zoning for its property adjoining the Heisler Trust site, a development agreement requiring future improvements to the property was required. The terms of this past agreement will also carry forward to the newly configured property zoned PUD. City staff has revised the existing agreement for the PUD to accommodate the minor addition of land. The requirements of the original agreement, which must be implemented during future building construction, have not changed in any way with this revision.

Based on the proposal, seven parcels will be affected by the aggregation and boundary line adjustment. The proposed plat requires Planning Advisory Board and City Commission review due to the following language contained in Mont. Code Ann. § 76-3-207 (2) (a): Within a platted subdivision filed with the county clerk and recorder, a division, redesign, or rearrangement of lots that results in an increase in the number of lots or that redesigns or rearranges six or more lots must be reviewed and approved by the governing body before an amended plat may be filed with the county clerk and recorder.

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Mayor Kelly declared the public hearing open. He asked if the applicant was present and wished to speak.

Representing Calumet Montana Refining, LLC, **Jason Holden**, 1314 Central Avenue, commented that City staff has been exceptional to work with. The Revised Development Agreement has been signed and does not change anything as far as development. He requested Commission approval.

Mayor Kelly asked if the public had any questions of staff or applicant's representative. No one responded.

No one spoke in support of or in opposition to Ordinance 3206, the Revised Improvement Agreement, the Amended Plat, or amending Ordinance 3014 to include said property within the boundaries of the PUD.

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

**Commissioner Bronson moved, seconded by Commissioner Moe, that the City Commission adopt Ordinance 3206, the Revised Improvement Agreement, and the Basis of Decision/Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicant.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**Commissioner Bronson moved, seconded by Commissioner Moe, that the City Commission approve the Amended Plat to aggregate and boundary line adjust the various parcels and the accompanying Findings of Fact/Basis of Decision, subject to the Conditions of Approval being fulfilled by the applicant.**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**OLD BUSINESS**

**NEW BUSINESS**

**28. LABOR AGREEMENT BETWEEN CITY OF GREAT FALLS AND GREAT FALLS POLICE PROTECTIVE ASSOCIATION (GFPPA).**

Human Resources Director Gaye McInerney reported that staff recommends that the City Commission approve the labor agreement between the City of Great Falls and the Great Falls Police Protective Association (GFPPA) which consists of 76 sworn employees at the Police Department.

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Members of the negotiating teams worked to update basic contractual language in order to make the Agreement clearer, more understandable, and consistent. This included grammatical corrections, updating wording to reflect current terminology, and referencing applicable articles throughout the agreement.

Changes from the previous Agreement include, but are not limited to:

**Article 1.1 – Association:** Captains and the Chief of Police are excluded from the Association.

**Article 1.11 – Work Week:** The work week was clarified to begin on Sunday at 12:00 midnight and end on Saturday at 11:59 p.m.

**Article 5.3 – Representation Fee:** The Agreement was updated by the Union to comply with the *Janus* decision of June 2018.

**Article 7.1 – Hours of Duty:** Stand-by time was increased from four (4) to five (5) hours at regular hourly rate for every twenty-four (24) hours an employee is on Stand-by.

**Article 7.2 – Work Schedule:** The six-month piloted 10:40 shift schedule was bargained into the agreement as an additional work schedule. This includes adjustments for the new shift schedule in earning of Overtime (Article 8) and Working on Holidays (Article 10.2).

**Article 8.1 – Overtime:** Clarification in earning overtime for Call Backs/Call Outs was made as follows:

e. Call Back:

- i. **Extension of Shift:** In the event an employee is required to return to work within one half (½) hour of the end of their shift to complete work that should have been done prior to leaving work, will be compensated as an extension of the regular shift at the rate of time and one-half (1½) for all hours worked in excess of a regularly schedule work shift.
- ii. **Call Out:** An employee called out to work, not as an extension of the regular shift, shall be credited with a minimum of four (4) hours as straight time, or time and one-half for actual hours worked, whichever is greater. Call out does not include scheduled work such as court and meetings that the employee has advanced notice of, and which occurs one (1) hour or less either before or after the regular shift.
- iii. In the event an employee is called to work while on pre-approved scheduled vacation/annual leave, the employee will be credited back their unused vacation/annual leave as a result of being called out during their normal shift and will be paid at a rate of time and one-half (1½) for actual hours worked.

**Article 8.3 – Court Appearance:** Added the paragraph:

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In the event the employee, who is currently on night shift rotation, is required to appear before any judicial or administrative body, the employee shall be paid for a minimum of six (6) hours at the straight time rate.

**Article 9.1 – Salaries:** The CBA term is two years from July 1, 2019 through June 30, 2021 with a 2.75 percent COLA increase on July 1st of each year.

**Article 9.6 – Investigative Pay:** All sworn employees in the Investigative Services Bureau for longer than six (6) months, will receive an additional \$25.00 per month in pay.

**Article 17.2 – Medical Insurance:** MMIA raised the health insurance premiums for the City of Great Falls by 10.6 percent. This resulted in a 10 percent increase to the employee premiums. The City still maintains the 90/10 percent cost sharing with the City paying 90 percent and the employee paying 10 percent of the health premiums.

	7/1/19			
	A	B	C	
Coverage	City Contribution added to base	Additional City Contribution not in base	Employee Contribution	Incremental Increase Over 2018 Rates
Employee (EE)	\$783		\$ 54.60	\$ 4.96
EE & Child(ren)	\$783	\$ 432.23	\$135.03	\$ 12.30
EE & Spouse	\$783	\$ 596.70	\$153.30	\$ 90.65
EE & Family	\$783	\$1,127.12	\$212.24	\$125.42

**Article 22 – Physical and Mental Examinations:** The City, with just cause or reasonable basis, may request a mental or physical examination to determine job fitness, which will be provided to the employee by a medical provider at no cost to the employee.

The financial impact of a 2.75 percent COLA increase for each year of the two-year contract is approximately \$289,310.

The GFPPA members voted to ratify the contract language in July 2019.

**Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission approve the labor agreement between the City of Great Falls and the Great Falls Police Protective Association (GFPPA).**

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

**Kim Rodriguez**, 821 29<sup>th</sup> Avenue NE, commented that she agrees with any increase for public safety and for the Police Department to get more coverage on the streets.



**JOURNAL OF COMMISSION PROCEEDINGS**

**August 6, 2019**

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

**29. LABOR AGREEMENT BETWEEN CITY OF GREAT FALLS AND MONTANA FEDERATION OF PUBLIC EMPLOYEES (MFPE) LOCAL #7796.**

Human Resources Director Gaye McInerney reported that staff recommends that the City Commission approve the labor agreement between the City of Great Falls and the Montana Federation of Public Employees Local #7796.

Members of the negotiating teams worked to update basic contractual language in order to make the Agreement clearer, more understandable, consistent and to reflect the name change of the Union. This included grammatical corrections, updating wording to reflect current terminology, and referencing applicable articles throughout the agreement.

The City was approached in June 2018 by the members of the Emergency Communications Center (formerly known as Dispatch) requesting the right to bargain separately for their specific community of interests. The City agreed to do so and bargained wages separately for the Emergency Communications Center.

Language specific to Emergency Services was moved to Addendum C.

Additional changes from the previous Agreement include, but are not limited to:

**Article 1 – Recognition:** The list of positions was reviewed in detail with the deletion of the following positions:

- Administrative Secretary off Lab Assistant
- Emergency Services Dispatcher
- Emergency Services Dispatcher, Senior
- HIDTA Information Tech, Senior
- Park and Recreation Account Clerk, Senior
- Staff Accountant (non-degreed)
- Process Server, Senior

Positions added to the list include:

- Court Clerk, Senior
- Courtroom Clerk, Senior
- Property Research Technician
- Public Safety Communications Officer

**Article 8 – Association Security:** The Agreement was updated by the Union to comply with the *Janus* decision of June 2018.

**JOURNAL OF COMMISSION PROCEEDINGS**

**August 6, 2019**

**Article 14, Section G – Vacations:** Leave during Holiday periods will be granted on a yearly rotation beginning with the most senior employee. If an employee requests and is granted leave during a Holiday period, the following year, that Holiday will be available to the next most senior employee and the more senior employee who received the leave will be moved to the back of the rotation. That employee will not be eligible to take the Holiday leave unless all other employees in that division have not requested that time off.

**Article 19, Section 2 – Pay and Hours:** The normal work week was clarified as Sunday 12:00 a.m. to Saturday 11:59 p.m.

**Article 21, Section 3 -- Overtime:** The Union conceded annual leave does not constitute time worked when computing overtime. Only authorized holiday leave or compensatory time shall constitute time worked when computing overtime.

**Article 27 – Health Insurance:** MMIA raised the health insurance premiums for the City of Great Falls by 10.6 percent. This resulted in a 10 percent increase to the employee premiums. The City still maintains the 90/10 percent cost sharing with the City paying 90 percent and the employee paying 10 percent of the health premiums.

	7/1/19			
	A	B	C	
Coverage	City Contribution added to base	Additional City Contribution not in base	Employee Contribution	Incremental Increase Over 2018 Rates
Employee (EE)	\$783		\$ 54.60	\$ 4.96
EE & Child(ren)	\$783	\$ 432.23	\$135.03	\$ 12.30
EE & Spouse	\$783	\$ 596.70	\$153.30	\$ 90.65
EE & Family	\$783	\$1,127.12	\$212.24	\$125.42

**Article 28 – Miscellaneous:** An annual clothing allotment of \$100, to be applied toward approved uniforms will be provided for civilian employees of the Police Department. The clothing allotment is provided as an amount for employees to use toward ordering approved apparel and is not paid out to the employee. The program is administered through the office of the Chief of Police and designated representative.

**Letters Of Understanding:** Removed expired LOU’s.

**Addendum B:** Updated the salary schedule to reflect current grades and increases under the terms of the Agreement for general MFPE members and the Emergency Communications Center members.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**August 6, 2019**

The financial impact of a 2.5 percent COLA increase in Year 1 and a 2.75 percent COLA increase in Year 2 for general MFPE members and a 2.75 percent COLA for each year of the contract for Emergency Communications Center members is approximately \$170,366.

The MFPE members voted to ratify the contract language in July 2019.

**Commissioner Bronson moved, seconded by Commissioner Robinson, that the City Commission approve the labor agreement between the City of Great Falls and the Montana Federation of Public Employees (MFPE) Local #7796.**

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

Commissioner Moe commented that, as a member of the Montana Federation of Public Employees, she will be recusing herself from voting on this item.

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

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

**30. LABOR AGREEMENT BETWEEN CITY OF GREAT FALLS AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW) LOCAL #233.**

Human Resources Director Gaye McInerney reported that staff recommends that the City Commission approve the labor agreement between the City of Great Falls and the International Brotherhood of Electrical Workers (IBEW) Local #233.

Members of the negotiating teams worked to update basic contractual language in order to make the Agreement clearer, more understandable, and consistent. This included grammatical corrections, updating wording to reflect current terminology, and referencing applicable articles throughout the Agreement.

Changes from the previous Agreement include, but are not limited to:

**Article 1 – Recognition and Purpose:** Language was clarified regarding the Water Plant Operator position grandfathered under this Agreement.

**Article 4 -- Definitions:** Added item F which defines the work week as Sunday 12:00 a.m. to Saturday 11:59 p.m.

**Article 8, Section 8.3 – Employee Rights/Grievance:** The following sentence was added: At any stage of the grievance process, the UNION, employee and/or the CITY may attempt to mutually settle or resolve the grievance.

**Article 23-- Meal:** The meal reimbursement amount was increased to \$15.00 per meal.

**JOURNAL OF COMMISSION PROCEEDINGS**

**August 6, 2019**

**Schedule A – Wages:** Adjusted to reflect a 2.75 percent COLA increase for each year of the contract.

**Schedule B(3) – Health Insurance:** MMIA raised the health insurance premiums for the City of Great Falls by 10.6 percent. This resulted in a 10 percent increase to the employee premiums. The City still maintains the 90/10 percent cost sharing with the City paying 90 percent and the employee paying 10 percent of the health premiums.

	7/1/19			
	A	B	C	
Coverage	City Contribution added to base	Additional City Contribution not in base	Employee Contribution	Incremental Increase Over 2018 Rates
Employee (EE)	\$783		\$ 54.60	\$ 4.96
EE & Child(ren)	\$783	\$ 432.23	\$135.03	\$ 12.30
EE & Spouse	\$783	\$ 596.70	\$153.30	\$ 90.65
EE & Family	\$783	\$1,127.12	\$212.24	\$125.42

The financial impact of a 2.75 percent COLA increase each year of the two-year contract is approximately \$21,000.

The IBEW members voted to ratify the contract language in July 2019.

**Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve the labor agreement between the City of Great Falls and the International Brotherhood of Electrical Workers (IBEW) Local #233.**

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

Commissioner Houck commented that the CBA's are on two-year cycles and inquired if there was ever discussion to stagger negotiations of the CBA's.

Director McInerney commented that in her first cycle and learning about the CBA's, she was teeing things up to have discussions specifically along the lines of the insurance. This year each union elected to do a two-year term. But the unions could request something longer that the City would consider.

Manager Doyon added that, depending on the team that is negotiating on behalf of the CBA, there is always trepidation about the health insurance. It is easier to have a longer agreement and to stagger them, but when there is some measure of uncertainty then there is less comfort in doing that. It will be interesting when negotiations begin in a year and a half to know what the economic

**JOURNAL OF COMMISSION PROCEEDINGS**

**August 6, 2019**

condition of the City is, where the market is for the positions that are being collectively bargained, and where the City is at with health insurance.

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

Motion carried 5-0.

**31. 2018 LONG RANGE TRANSPORTATION PLAN – MINOR AMENDMENT #1 (CR 082118.14).**

Planning and Community Development Planner III Erin Borland reported that the Long Range Transportation Plan (LRTP) for the Great Falls area was last updated in 2018. Because the Plan covers the Great Falls Metropolitan Area, which includes the City of Great Falls and surrounding area, the LRTP and any amendment must be adopted by both the City and County Commissions.

The LRTP occasionally requires amending - usually to ensure compliance with Federal or State of Montana procedures, processes or regulations. To ensure the LRTP is compliant, an amendment is being proposed to shift a project priority and to add a Transit-related Performance Measure.

The minor amendment being proposed for City Commission adoption has been approved by the Technical Advisory Committee, Great Falls Planning Advisory Board, and the County Commission. The amendment includes the Watson Coulee Road reconstruction project, and incorporates the State of Good Repair measure into the 2018 LRTP.

**Commissioner Bronson moved, seconded by Commissioner Robinson, that the City Commission approve Amendment #1 to the 2018 Great Falls Area Long Range Transportation Plan.**

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

Motion carried 5-0.

**32. ORDINANCE 3207, TO ESTABLISH AI AIRPORT INDUSTRIAL ZONING FOR THE PROPERTIES IDENTIFIED AS TRACT 1 AND TRACT 2 OF CERTIFICATE OF SURVEY #5142, A TRACT OF LAND EQUALING +/- 2.775 ACRES, LOCATED IN SECTION 21, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA.**

Planning and Community Development Planner III Erin Borland reported that the applicant, Love's Travel Stops and Country Stores, is requesting annexation and establishment of zoning in order to develop the subject properties as well as two additional properties owned by the Great Falls International Airport Authority for a Love's Travel Stop and Country Store. This project will include a truck stop, convenience store, and possibly two fast food restaurants. The properties proposed for annexation and establishment of zoning are legally described as Tract 1 of Certificate of Survey #5142 and Tract 2 of Certificate of Survey #5142, and total 2.775 acres in size.

## JOURNAL OF COMMISSION PROCEEDINGS

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The subject properties are outside the City limits and are bordered to the northwest by lots that are within the City limits. The applicant requires annexation because the future development of the Love's project cannot cross jurisdictional lines.

Water, sewer, and storm drain services are currently within or near the two Airport-owned parcels that are within the City limits. Water services will not be needed for the two lots that are to be annexed. However, a public water main will need to be extended to service the development site. An existing sanitary sewer main that crosses the two parcels to be annexed will need to be re-routed to accommodate the construction of the development.

The two subject properties to be annexed are proposed to have an AI Airport Industrial zoning designation assigned to them. This zoning designation was selected by staff for two reasons: 1) the proposed uses related to the pending Love's project are permitted in this zoning district, and 2) the proposed zoning district matches the designation of all of the adjoining property owned by the Airport Authority.

**Commissioner Robinson moved, seconded by Commissioner Bronson, that the City Commission accept Ordinance 3207 on first reading and set a public hearing for September 3, 2019.**

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

Motion carried 5-0.

33. **RESOLUTION 10315, REQUESTING DISTRIBUTION OF BARSAA FUNDS IN THE AMOUNT OF \$764,381.03.**

Public Works Director Jim Rearden reported that this will be the second request for Bridge and Road Safety and Accountability Act (BaRSAA) program funds. The first distribution of funds in the amount of \$360,411.42 was utilized for Phase I of the Encino Drive project.

The intended use for this year's funding request is to reconstruct the streets, curb to curb, during water main replacements on the lower north side. The proposed project will be between Park Drive and 7<sup>th</sup> Street, on 5<sup>th</sup> and 6<sup>th</sup> Avenues North, for a total of about seven blocks. The project will be ready for construction next spring.

**Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10315 and authorize the Public Works Director or his designee to request distribution in the amount of \$764,381.03 from the Bridge and Road Safety and Accountability Act (BaRSAA) program funds.**

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

**JOURNAL OF COMMISSION PROCEEDINGS**  
**August 6, 2019**

Commissioner Bronson commented that this is an example of a State imposed sales tax on the sale of gas which, because that money is now available to the cities, towns and counties, the City is now able to undertake these kinds of necessary public works projects without increasing assessments or taxes on its citizens.

Mayor Kelly noted that the City's match is 5%.

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

Motion carried 5-0.

**CITY COMMISSION**

**34. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Commissioner Moe announced that she may not be in attendance at the August 20<sup>th</sup> meetings.

**35. COMMISSION INITIATIVES.**

None.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Houck moved, seconded by Commissioner Moe, to adjourn the regular meeting of August 6, 2019, at 8:16 p.m.**

Motion carried 5-0.

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

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

Minutes Approved: August 20, 2019



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

**PRESENTED BY:** Finance Director

**ACTION REQUESTED:** Approval with Consent Agenda

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

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

ACCOUNTS PAYABLE CHECK RUNS FROM JULY 25, 2019 - AUGUST 7, 2019	2,588,132.11
MUNICIPAL COURT ACCOUNT CHECK RUN FOR JULY 12, 2019 - JULY 31, 2019	44,112.29
<b>TOTAL: \$</b>	<b><u>2,632,244.40</u></b>

**GENERAL FUND**

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**POLICE**

PROFORCE LAW ENFORCEMENT	TASER SUPPLIES PD	8,138.25
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**SPECIAL REVENUE FUND**

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**STREET DISTRICT**

E J CARPENTRY LLC	OF 1733.0 PW FACILITY IMPROVEMENTS GARAGE, STREET SANITATION (SPLIT AMONG FUNDS)	39,629.46
GERANIOS ENTERPRISES INC	OF 1679.9 43RD ST N & 8TH AVE N RECONSTRUCTION	140,056.20
GREAT FALLS SAND & GRAVEL	ASPHALT	114,510.87
UNITED MATERIALS OF GREAT FALLS	OF 1679.7 ENCINO DR/GRANDE VISTA 2 STREET REPAIRS	81,866.76

**PARK & RECREATION SPECIAL REVENUE**

SEECOAST MANUFACTURING CO	VIEWING STATIONS WEST BANK PARK	5,563.00
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**SPECIAL REVENUE FUND (CONTINUED)**

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**PARK MAINTENANCE**

BUILDERS FIRSTSOURCE INC	ECWP BATHHOUSE	5,763.46
WADSWORTH BUILDERS CO INC	OF 1740.1 ECWP BATH HOUSE RESTORE & REMODEL	40,484.41

**PERMITS**

SELBYS	SCANNER FOR PCD TO DIGITIZE MAPS AND BLUE PRINTS	7,367.31
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**ENTERPRISE FUNDS**

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**WATER**

AE2S INC	OF 1637.1 WTP FILTRATION IMPROVEMENTS	51,350.19
THATCHER CO OF MONTANA	CHEMICALS	22,041.29
US BANK NA	DEBT SERVICE	322,365.00
MEADOW LARK COUNTRY CLUB	OF 1494.6 EASEMENT FOR RIVER CROSSING	13,000.00
NORTHWESTERN ENERGY	OF 1494.2 SUNNYSIDE/EAST PRESSURE ZONE PUMP STATION	25,320.00

**SEWER**

VEOLIA WATER NORTH AMERICA	LAB EQUIPMENT MAINTENANCE AND REPLACEMENT	12,466.43
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**SANITATION**

E J CARPENTRY LLC	OF 1733.0 PW FACILITY IMPROVEMENTS GARAGE, STREET SANITATION (SPLIT AMONG FUNDS)	35,356.14
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**INTERNAL SERVICES FUND**

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**INSURANCE & SAFETY**

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	PROPERTY INSURANCE	250,514.25
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**INFORMATION TECHNOLOGY**

ENVIRONMENTAL SYSTEMS RESEARCH	ADDED GIS SOFTWARE	12,730.00
DELL MARKETING LP	40 OPTIPLEX 3060 FOR ERS REPLACEMENT	25,605.60
TYLER TECHNOLOGIES INC	1 YEAR LOGOS MAINTENANCE	150,000.00

**INTERNAL SERVICES FUND (CONTINUED)**

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**CENTRAL GARAGE**

E J CARPENTRY LLC	OF 1733.0 PW FACILITY IMPROVEMENTS GARAGE, STREET SANITATION (SPLIT AMONG FUNDS)	80,974.47
ANDERSON GLASS DOORS WINDOWS TRACTOR & EQUIPMENT CO	OF 1733.2 PW DOOR REPLACEMENT PH 1 ANNUAL MILLING MACHINE REPAIRS	11,286.00 22,014.16
MOUNTAIN VIEW CO-OP	FUEL	16,751.43
TITAN MACHINERY INC	FIRE DAMAGE REPAIRS TO STREET SWEEPER # 840	7,418.35

**TRUST AND AGENCY**

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**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	32,605.00
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**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	53,273.00
ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	8,210.62
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	55,134.47
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	66,923.32
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	140,155.69
US BANK	FEDERAL TAXES, FICA & MEDICARE	233,459.54
AFLAC	EMPLOYEE CONTRIBUTIONS	9,740.22
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	31,030.11
WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	19,345.46
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	26,891.57
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	15,701.85
STATE OF MONTANA	2ND QUARTER UNEMPLOYMENT TAX	44,910.67

**UTILITY BILLS**

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NORTHWESTERN ENERGY	TRANSMISSION CHARGES MAY 2019	10,607.17
NORTHWESTERN ENERGY	JULY 2019 SLD CHARGES	85,509.93
ENERGY WEST RESOURCES	JULY 2019 CHARGES	10,484.25
NORTHWESTERN ENERGY	JUNE 2019 WATER PLANT CHARGES	17,250.52

**CLAIMS OVER \$5000 TOTAL:**\$ 2,363,806.42

COMMUNICATION TO THE CITY COMMISSION

DATE: August 20, 2019

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

**PRESENTED BY:** Darcy Dea, Deputy 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>	Planning and Community Development	Falls Mechanical Services	07/25/2019	\$5,460	Ratification of Professional Services Agreement for basement offices & courtroom HVAC design & to perform bidding and construction administration services <b>OF 1587.1</b>
<b>B</b>	Public Works/Engineering	David W. Kuglin Construction	08/20/2019-11/03/2021	\$46,125	Construction Agreement for miscellaneous Americans with Disabilities Act (ADA) & concrete repairs for 31 <sup>st</sup> Street South and 4 <sup>th</sup> Avenue South (NE & SE corners), 16 <sup>th</sup> Avenue South and 2 <sup>nd</sup> Street, 25 <sup>th</sup> Avenue NE and 8 <sup>th</sup> Street, 9 <sup>th</sup> Avenue South and 36 <sup>th</sup> Street <b>OF 1730.9</b>

<b>C</b>	Public Works/Engineering	Spectrum Pacific West, LLC Charter Communications Inc.	08/20/2019- 07/07/2020	\$24,669.39	Ratification of Agreement to relocate Charter's Conduit and Coax on 13 <sup>th</sup> Street North <b>OF 1715.4</b>
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**COMMUNICATION TO THE CITY COMMISSION**

**DATE: August 20, 2019**

**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:** Darcy Dea, Deputy City Clerk

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

**MAYOR’S SIGNATURE:** \_\_\_\_\_

**GRANTS**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>CITY MATCH</b>	<b>PURPOSE</b>
<b>A</b>	Great Falls Police Department	U.S. Department of Justice Bureau of Justice Assistance	10/01/2019-09/30/2022	\$26,189	No matching funds – Fully funded through Bureau of Justice Assistance	Edward Byrne Memorial Justice Assistance Grant Application #2019-H3780-MT-DJ for Nighthawk Launchable Stopsticks and WatchGuard Mobile Digital Video



**Item:** Resolution 10312, Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center.

**From:** Owen Grubenhoff, Mansfield Events Manager

**Initiated By:** Mansfield Events Office

**Presented By:** Chuck Anderson, Deputy City Manager

**Action Requested:** Set a public hearing on Resolution 10312, Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center for September 3, 2019.

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**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (set/not set) a public hearing on Resolution 10312 for September 3, 2019.

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 City Commission set a public hearing on Resolution 10312 for September 3, 2019, to consider adoption of Resolution 10312, Mansfield Center Fees.

**Summary:**

The City Commission adopted Resolution 10071 in Apr 2014, and Resolution 10118 in August 2015. When combined, the resolutions authorized the Mansfield event staff to evaluate their facility and ticketing fees on an annual basis, and if prudent, the resolutions enabled them to implement an annual inflationary increase in their fees. The inflationary increase analysis would be validated using data from the Consumer Price Index, U.S. City average, all urban consumers, as published by the Bureau of Labor Statistics of the United States Department of Labor. The last time any adjustment was considered and taken was 2015.

The current fees were reviewed using the criteria above, and it is recommended that the fees should be adjusted to account for inflation. The recommended proposal will increase room rental rates an average of 8%. The proposed increase in the ticketing convenience fee from \$2.00 to \$4.00 per ticket is an optional fee paid by the customer who desires to make their purchases online. If the customer chooses to purchase their tickets in person at the box office, the fee is avoided.

Room	Current Rate	Recommended Rate	Change
Rainbow	\$60.00	\$75.00	25.00%
Gibson	\$225.00	\$250.00	11.10%
Chambers	\$250.00	\$250.00	0.00%
Missouri	\$500.00	\$600.00	20.00%
Theater	\$1,145.00	\$1,195.00	4.40%
Convention Cntr (no alcohol)	\$1,395.00	\$1,495.00	6.40%
w/alcohol and < 500	\$1,725.00	\$1,795.00	7.10%
w/alcohol and >500	\$1,950.00	\$1,995.00	2.30%
Theater Ticketed	\$950 min	\$950 min	0.00%
Theater Non-Ticketed	\$1,145.00	\$1,195.00	4.30%
		Average Increase	8.06%

The following additional non-room rate changes are also requested:

- Removal of the associated “ticketing requirement” for Convention Center usage or rental except for concerts and sporting events.
- Establishment of a \$50.00 charge for projector use in the Chambers and Gibson Rooms. There is currently no fee associated with this equipment usage in these rooms, and the fee will be used to upgrade the current projectors and the cost for set-up and tear down of the equipment.
- Approve the creation of a new “Wedding Package Fee” that includes use of the Theater stage in conjunction with another room. The fee would be \$500 plus labor.
- Reduce the portable projector rental fee from \$150 to \$75.

**Background:**

Fees for the Mansfield Theater, Convention Center, Rainbow Room, Missouri Room, Gibson Room, and Commission Chambers were last raised in August 2015, and although they may be raised on an annual basis based on an inflationary factor as stated above, they have not been raised since then. The Bureau of Labor Statistics Consumer Price Index findings reflect there has been an 8.07% increase in average prices since 2015.

The recommendation to increase the ticketing convenience fees is needed to recoup associated costs. In addition to researching the inflationary factor, an analysis was completed with comparable venues in our region. Those ticketing fees are below, and are per each ticket:

Expo Park - \$12.00  
Metra Park - 13.50  
The Wilma - \$16.92  
Alberta Bair - \$5.00  
Casper Events Center - \$10.00

**Fiscal Impact:**

The proposed increased rates and fees are needed to achieve a better cost recovery and more closely reflects the true value to of the facilities and the City resources to host the events. The projected revenue from room rental increases is factored to be more than \$5,300, and the increased ticketed convenience fee is projected to raise \$15,000 to \$25,000.

**Alternatives:**

The City Commission could vote to not set a public hearing to consider Resolution 10312, the Commission could vote to implement only a portion of the suggested increases in rates/fees, or the Commission could vote to table action on the item to a date certain.

**Concurrences:**

The Mansfield Advisory Board reviewed and approved these changes at the October 2018 and January 2019 meetings. Also, the proposed changes were reviewed and approved by the City Manager Office, and Mansfield events staff.

**Attachments/Exhibits:**

**Resolution 10312**

Exhibits A-B

Resolutions 10118 and 10071

Advisory Board Minutes Oct 2018

Advisory Board Minutes Jan 2019



**RESOLUTION NO. 10312**

**A RESOLUTION ESTABLISHING FEES FOR THE MANSFIELD CENTER FOR THE PERFORMING ARTS AT THE CIVIC CENTER AND SUPERSEDING RESOLUTIONS 10071 AND 10118**

**WHEREAS**, the Mansfield Center for the Performing Arts serves as a cultural, social and entertainment center for the Great Falls community and north central Montana; and

**WHEREAS**, The Mansfield Center for the Performing Arts, consists of the Mansfield Theater, Mansfield Convention Center and meeting rooms. The venue provides services – from staffing, to setup and teardown as well as equipment and box office services for an event. Other services provided include professional backstage crew, box office staff, ushers, and staff to sell merchandise as well as high speed internet access and concessions; and

**WHEREAS**, The Theater seats 1,782 and is adaptable for concerts, ballet, grand opera, road shows, off-Broadway stage productions, travelogues, conventions and lectures. The Convention Center is 15,300 square feet in size and is a venue for conventions, trade shows, meetings, concerts, fundraisers, banquets and wedding receptions; and

**WHEREAS**, the City Commission adopted Resolutions 10071, “A Resolution Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center, Superseding Fees Set Forth in Resolution 10053” on April 15, 2015, and Resolution 10118, “A Resolution Amending Resolution 10071, Revising the Mansfield Box Office Ticketing Services Language” on August 18, 2015; and

**WHEREAS**, having considered the cost of operation, administration and services offered for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, and Box Office, it was deemed necessary and appropriate to adjust fees associated with these operations to reduce support from the General Fund.

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

- (1) Rental and Box Office Fees for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, and Rainbow Room are adopted as set forth in Exhibit “A” attached hereto.
- (2) Equipment Rental Fees are adopted as set forth in Exhibit “B” attached hereto.
- (3) The fees set forth in Exhibits A and B attached to Resolution 10312 shall become effective upon adoption, superseding the fees set forth in Resolutions 10071 and 10118.

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, THAT:**

Staff from the Mansfield Performing Arts Center, in conjunction with the City Manager’s Office, shall evaluate these fees on an annual basis beginning in calendar 2020, but no later than April 1 of that year and each successive year, and may implement an annual inflationary increase in these fees using the Consumer Price Index, U.S. City average, all urban consumers, as

published by the Bureau of Labor Statistics of the United States Department of Labor. Nothing in this Resolution shall prevent staff from making recommendations at any time to the City Commission for fee changes based upon other considerations.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 3, 2019.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Sara Sexe, City Attorney

## Exhibit "A" To Resolution

<b>Mansfield Convention Center*</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Attendance over 500	\$1,950	\$1,995
Attendance 500 and under	\$1,725	\$1,795
Non-alcohol event	\$1,395	\$1,495
Backstage	\$880	\$895
Set-up or tear-down day (Must be consecutive hrs)	\$100/hr minimum \$200 No Maximum	No Change
Walk-in cooler for set-up day	\$250 (Included w/\$800 or more)	No Change (Included w/\$400 or more)
Merchandising fee	20% of gross	No Change

\* Maximum of 16 hrs that must be consecutive and between 7am and 1:30am. Additional hours are \$100/hour

### **Box Office Services and Convention Center**

Use of Mansfield Box Office	5% of gross	Optional except concerts and sporting events
Minimum/Cap	\$300/\$2,300	No Change
Plus additional per ticket fee	\$2/ticket	No Change

<b>Missouri Room*</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$500	\$600
Set-up/tear-down day	\$250	\$300

\* Maximum of 14 hrs that must be consecutive and between 7am and 12:30am. Additional hours are \$50/hour

\* Rent is \$500 when used in conjunction with the theater as a dressing room.

<b>Rainbow or Ryan Room</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Week day	\$60	\$75
Weekend day	\$155	\$160

<b>Gibson Room *</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$225	\$250

\* Maximum of 12 hrs that must be consecutive and between 7am and 1:30am. Additional hours are \$50/hour

<b>Commission Chambers</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$250	No Change

\*Rent is \$125 when used in conjunction with the theater as a dressing room.

<b>Holiday rates</b>	\$385 additional charge	No Change
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**Discount:** A 15% discount may apply to multiple-room or multiple-day rentals. Discount may only be applied to full room rental rates.

<b>Mansfield Theater</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Performance	8% of gross	No Change
Box Office Fee	\$1.50	No Change
Facility Surcharge	\$0.50/ticket	No Change
Convenience Fee	\$2.00	\$4.00
Minimum/Cap	\$950/\$4335	No Change

Event w/out ticketing	\$1,145	\$1,195
Wedding	None	\$500 plus hourly rate and labor(2hr min)
Setup/Tear Down Day	\$475	\$495
Credit Card Fee	3% Or as allowed by law	4% Or as allowed by law

**Mansfield Box Office Ticketing Services**

The use of the Mansfield Box Office is required for all events held in the Mansfield Theater. The use of the Mansfield Box Office is required for all concerts and sporting events held in the Convention Center. Promoters located outside the State of Montana, are required to use the Mansfield Box Office for all publicly ticketed events held at the Mansfield Center for the Performing Arts. The Mansfield Box Office retains exclusive rights to all internet sales for events held in the Mansfield Theater. The use of the Mansfield Box Office is not required for events being held in the Commission Chambers, Gibson Room, Missouri Room or any of the smaller meeting rooms. Ticketing fees are in addition to room rental fees.

*\* The City reserves the right to require the sponsoring organization to use the Mansfield Box Office if a competing ticket outlet or location is used for ticket sales. However, tickets can be sold by the sponsoring organization.*

**RESOLUTION 10312 EXHIBIT  
B**

**FISCAL YEAR 2018 (July 2017 - June 2018)**

<b>CONTRACT #</b>	<b>EVENT DATE(s)</b>	<b>PERMIT HOLDER</b>	<b>Est Attn# #</b>	<b>ROOM(S)</b>	<b>2018</b>	<b>Increased Amount</b>
18-01	9/9/17	Swartz Reception	150	Missouri Room	\$500.00	\$600.00
18-3	8/2/17	MT Coaches BBQ	800	Convention Center	\$1,950.00	\$1,995.00
18-4	10/4-5/17	Benefis Employee Banquet	600	Convention Center	\$1,950.00	\$1,995.00
18-5	8/12/17	Pimperton Reception	350	Convention Center	\$1,725.00	\$1,800.00
18-6	8/12/17	King Reception	200	Missouri Room	\$500.00	\$600.00
18-7	8/5/17	Benefis Employee Picnic	1000	Convention Center	\$1,950.00	\$1,995.00
18-8	7/28 or 7/29/17	Nursing Graduation	300	Missouri Room	\$500.00	\$600.00
18-17	4/28/18	12 Step Study	150	Missouri Room	\$500.00	\$600.00
18-19	3/15-17/18	Studio 706	300	Gibson Room	\$450.00	\$500.00
18-20	9/9/17	Russell Movie	1000	Theater	\$1,145.00	\$1,195.00
18-21	8/21/17	Life Line Screening	50	Gibson Room	\$225.00	\$250.00
18-22	11/18/17	Great Falls High Prom	399	Convention Center	\$1,395.00	\$1,495.00
18-23	7/15/17	Conradi Reception	240	Missouri Room	\$500.00	\$600.00
18-24	9/27/17	Montana League of Cities and Towns (MLCT)	300	Missouri Room	\$500.00	\$600.00
18-26	7/10-14/17	Opportunities Inc	120	Missouri Room	\$2,000.00	\$2,400.00
18-27	8/5/17	Hallie Noland - Bridal Shower	40	Gibson Room	\$225.00	\$250.00
18-38	11/9/17	Symphony School Concert Fall	1500	Theater	\$1,145.00	\$1,195.00
18-39	4/12/18	Symphony School Concert Spring	1500	Theater	\$1,145.00	\$1,195.00
18-46	7/29/17	Great Falls High 40th Reunion	150	Convention Center	\$1,725.00	\$1,800.00
18-47	8/3/17	Schmidt Wedding Reception	65	Gibson Room	\$225.00	\$250.00
18-48	9/5-7/17	Opportunities Inc	120	Missouri Room	\$1,500.00	\$1,800.00
18-50	8/19/17	Dustin Utley, c/o Croxford Funeral Home & Crematory, Inc.	150	Missouri Room	\$500.00	\$600.00
18-53	1/17-18/18	Pork Producers	200	Convention Center	\$1,725.00	\$1,800.00
18-54	12/7-9/17	Organic Farmers Association	200	Convention Center	\$6,020.00	\$6,345.00
18-55	10/19-20/17	Montana Downtown Conference	120	Missouri Room	\$500.00	\$600.00
18-56	9/30/17	MT Amateur Hockey Association	150	Rainbow/Chambers/Missouri/Gibson	\$1,035.00	\$1,175.00
18-57	12/2/17	Tara Livingston 16th Birthday Party	40	Gibson Room	\$225.00	\$250.00
18-58	12/15/17	Loebro Christmas Party	200	Missouri Room	\$500.00	\$600.00
18-59	10/14/17	Holy Spirit	399	Convention Center	\$1,725.00	\$1,800.00
18-60	10/6/17	Johnson Birthday Party	40	Gibson Room	\$225.00	\$250.00
18-61	5/15/18	Griz BBQ	800	Convention Center	\$1,950.00	\$1,995.00
18-63	4/14/18	Central Catholic High School	399	Convention Center	\$1,725.00	\$1,800.00
18-64	10/30/17	Smith River Meeting (DEQ)	300	Missouri Room	\$500.00	\$600.00
18-66	4/21/18	Salute to Women	240	Missouri Room	\$500.00	\$600.00
18-67	1/20-21/18	Grand Style Productions Bridal Show	500	Convention Center	\$2,790.00	\$2,990.00
18-68	11/9/17	Spirit of Women	240	Missouri Room	\$500.00	\$600.00
18-69	4/20/17	GF Public Schools MIOSM	1200	Theater & Convention Center	\$1,145.00	\$1,195.00
18-70	12/5-6/17	Cascade County Tavern Association	499	Convention Center	\$1,950.00	\$1,995.00
18-71	6/7-10/18	Beer and Gear	1200	Convention Center	\$3,675.00	\$3,795.00
18-72	12/1-2/17	MANG	750	Convention Center	\$1,395.00	\$1,495.00
18-73	12/11/17	CMR Holiday Concert	700	Convention Center	\$1,145.00	\$1,195.00
18-74	12/23-24/17	Faith Center Christmas	2200	Theater & Gibson	\$1,145.00	\$1,195.00
18-75	3/31-4/1/18	Faith Center Easter	2800	Theater & Gibson	\$1,145.00	\$1,195.00
18-76	4/6-7/18	Rocky Mountain Elk Foundation(RMEF)	399	Convention Center	\$1,725.00	\$1,800.00
18-77	4/17/18	Lewis and Clark Trail Mixer	399	Convention Center	\$1,725.00	\$1,800.00
18-78	4/16/18	Great Falls Rescue Mission	499	Convention Center	\$1,395.00	\$1,495.00
18-79	5/24/18	MT Federal Credit Union	800	Convention Center	\$1,395.00	\$1,495.00
18-80	6/2/17	Osterman Reception	240	Missouri Room	\$500.00	\$600.00
18-81	12/6/17	Produce Safety Training	20	Rainbow Room	\$60.00	\$75.00
18-82	3/24/18	CMR Highschool Prom	800	Convention Center	\$1,395.00	\$1,495.00
18-83	3/31/18	Giant Springs Congregation	185	Missouri Room	\$500.00	\$600.00

18-84	4/10/18	Benefis Volunteer Banquet	499	Convention Center	\$1,725.00	\$1,800.00
18-85	12/5/17	Slaughterhouse public meeting	240	Missouri Room	\$500.00	\$600.00
18-87	5/10-14/18	Benefis Mayfaire	680	Convention Center	\$1,950.00	\$1,995.00
18-88	3/10-11/18	Sheer Elite	150	Theater/Missouri/Gibson	\$2,370.00	\$2,645.00
18-89	5/17-19/18	Miss Linda's	573	Theater, Missouri, Gibson, Rainbow	\$1,345.00	\$1,600.00
18-91	2/26/18	Timeless Seeds	60	Gibson Room	\$225.00	\$250.00
18-92	5/4/18	MSU Pinning Ceremony	200	Missouri Room	\$500.00	\$600.00
18-93	1/27/18	Edward Jones	240	Missouri Room	\$500.00	\$600.00
18-94	1/2/18	Opportunities Inc	50	Missouri Room	\$500.00	\$600.00
18-95	4/28/18	Mule Deer Foundation	299	Convention Center	\$1,725.00	\$1,800.00
18-96	3/11-19/18	The Russell	2500	Convention Center/Theater/Missouri Room	\$10,585.00	\$11,280.00
18-98	3/2/18	LOCASH - Concert	1200	Center	\$1,725.00	\$1,800.00
18-99	2-26 & 3-5/18	Tokerud & McCarty Meeting	10	Rainbow room	\$120.00	\$150.00
18-100	1/31-2-1/18	Farmers Business Network	150	Convention Center	\$2,225.00	\$2,400.00
18-102	4/19-20/18	Pro-Build	350	Convention Center	\$1,725.00	\$1,800.00
18-103	6/26-27/18	Great Falls Munciple Band (Muni Band)	650	Convention Center	\$1,395.00	\$1,495.00
18-104	4/14/18	Slaughterhouse public meeting	240	Convention Center	\$500.00	\$600.00
18-105	2/20/18	Montana State AFL-CIO	20	Gibson Room	\$225.00	\$250.00
18-106	5/1/18	RSVP Lunch - United Way	175	Missouri Room	\$500.00	\$600.00
18-107	3/23/18	Opportunities Inc	120	Missouri Room	\$500.00	\$600.00
18-111	6/6/18	State of Montana Local Government Training	35	Gibson Room	\$225.00	\$250.00
18-113	6/18/18	Hausman Memorial Service	60	Gibson Room	\$225.00	\$250.00
18-114	6/18/19	Evershed-Sutherland Law firm	10	Rainbow Room	\$120.00	\$150.00
					\$95,898.00	\$101,260.00

	Old	New	
Rainbow	\$60.00	\$75.00	25.00%
Gibson	\$225.00	\$250.00	11.10%
Chambers	\$250.00	\$250.00	0.00%
Missouri	\$500.00	\$600.00	20.00%
Theater	\$1,145.00	\$1,195.00	4.40%
Convention Cent	\$1,395.00	\$1,495.00	6.40%
	\$1,725.00	\$1,795.00	7.10%
	\$1,950.00	\$1,995.00	2.30%
Theater Tickete	\$950 min	\$950 min	0.00%
ater Non-Ticket	\$1,145.00	\$1,195.00	4.30%
			8.06%

Average Increase

**Equipment Rental Fees  
Updated January 2019**

	EQUIPMENT (optional)	FEE
<b>Linens</b>		
	60" Round Linen	\$2.50 ea
	8' Banquet Linen	\$2.50 ea
	13' Table Skirting	\$16.00 ea
	<b>*Note: 1 free Table Skirt for every 20 Table Linens rented</b>	
<b>Pipe/Drape</b>		
	Up to 210 linear ft. included in rental***	No Charge
	Pipe & Drape above 210 linear ft. usage	\$1/ft
	Outside rental	\$3/ft
	***Dependant on availability	
<b>Audio Visual</b>		
	Portable Sound System w/up to 3 mics	\$75
	Additional mics	\$25
	Da-Lite Fast-Fold Truss Frame Movie Screen 16' tall X 27'6" wide (included w/Theater)	\$350
	LCD Projector	\$150
	Screen (9'x9' freestanding)	\$50
	USA Flag	No Charge
	Montana Flag	No Charge
	Table Lectern	No Charge
	Standing Podium	No Charge
	Flip Chart	\$7.00
	Standing Easel (metal) (flipchart attachment avail.)	No Charge
	Standing Easel (oak)	No Charge

**\$75  
\$75  
Remove  
Remove  
Remove**

	Table Top Easels	No Charge
	<b>Projector in Gibson and Chambers</b>	<b>\$50.00</b>
<b>Miscellaneous</b>		
	Regular/Decaffinated Coffee (5-gal coffee service)*	\$60
	Regular/Decaffinated Coffee (22 cup pot coffee service)*	\$25
	Herbal/Black Tea*	\$25
	Bottle Water	\$1/bottle
	Coffee Pots	\$10/cleaning fee
	Misses Tea Maker	\$10/cleaning fee
	Exterior Dumpsters	Cost + 15%
	Garbage Cans (95-gallon)	Cost + 15%
	Garbage Cans (30-gal.) (CC/MR/GR)	No Charge
	Caterer's Carts	\$10/cleaning fee
	Clothed Movable Hard Panels (Convention Center only)	No Charge
	Stantions (included w/Theater)	\$2/stantion
	4'x8' Risers (Up to 6 available)	\$25/riser
	Stage Alterations (CC)	\$150min/\$300max
	Tables (Quantities Per Above, Rental to Other Rooms if Available)	\$12/table
	Buddy Bars (Rental to Other Rooms if Available)	\$12/table
	Chairs (Quantities Per Above, Rental to Other Rooms if Available)	\$3/chair
	Piano (included with Theater rent)	\$50
	Piano Tuning	Cost+15% administrative fee

**\$5/stantion**

## RESOLUTION NO. 10118

### A RESOLUTION AMENDING RESOLUTION 10071, REVISING THE MANSFIELD BOX OFFICE TICKETING SERVICES LANGUAGE

**WHEREAS**, the Mansfield Center for the Performing Arts serves as a cultural, social and entertainment center for the Great Falls community and north central Montana; and

**WHEREAS**, The Mansfield Center for the Performing Arts, consists of the Mansfield Theater, Mansfield Convention Center and meeting rooms. The venue provides services – from staffing, to setup and teardown as well as equipment and box office services for an event. Other services provided include professional backstage crew, box office staff, ushers, and staff to sell merchandise as well as high speed internet access and concessions; and

**WHEREAS**, The Theater seats 1,782 and is adaptable for such events as concerts, ballet, grand opera, road shows, off-Broadway stage productions, travelogues, conventions and lectures. The Convention Center is 15,300 square feet in size and is a venue for events such as conventions, trade shows, meetings, concerts, fundraisers, banquets and wedding receptions; and

**WHEREAS**, the City Commission adopted Resolutions 10071, “A Resolution Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center, Superseding Fees Set Forth in the Attached Exhibits to Resolution No. 10053,” on April 15, 2014; and

**WHEREAS**, in an effort to increase the usage of the Convention Center, attract more clients and increase revenue, staff has been reviewing the *Mansfield Box Office Ticketing Services* language. Resolution 10071 required that the Mansfield Box Office be used for all ticketed events held at the Mansfield Center for Performing Arts. Previously the use of the Mansfield Box Office was only required for events in the theater. The goal was to not only book more events at the MCPA, but by requiring the use of the Mansfield Box Office, increase revenue for the facility. However, there is concern that this new requirement may have been a deterrent for potential users, specifically those considering renting the convention center or other meeting rooms; and

**WHEREAS**, it is staff’s goal to increase the usage of the Mansfield Center for the Performing Arts and Mansfield Box Office whenever possible; however there may be times when the usage of the box office does not make sense or is not practical. In developing the revised *Mansfield Box Office Ticketing Services* language, staff contacted comparable event facilities throughout the state and region, talked with clients and reviewed past event history. The Commission believes that staff has developed a flexible and fair policy that addresses a wide range of needs. Events in the theater will continue to be required to use the Mansfield Box Office; this transition began back in 2006.

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

- (1) The *Mansfield Box Office Ticketing Services* language be revised; and, the Rental and Box Office Fees for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Rainbow Room, and Ryan Room remain the same, all as set forth in Exhibit “A” attached hereto.



- (2) Equipment Rental Fees remain the same as set forth in Exhibit “B” attached hereto.
- (3) Staff from the Mansfield Performing Arts Center, in conjunction with the City Manager’s Office, shall evaluate these fees on an annual basis, but no later than April 1 of that year and each successive year, and may implement an annual inflationary increase in these fees using the Consumer Price Index, U.S. City average, all urban consumers, as published by the Bureau of Labor Statistics of the United States Department of Labor. Nothing in this Resolution shall prevent staff from making recommendations at any time to the City Commission for fee changes based upon other considerations.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, August 18, 2015.

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Michael J. Winters, Mayor

ATTEST:

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Lucy Hallett, Deputy City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Sara Sexe, City Attorney

**RESOLUTION NO. 10071**

**A RESOLUTION ESTABLISHING FEES FOR THE MANSFIELD CENTER FOR THE PERFORMING ARTS AT THE CIVIC CENTER, SUPERSEDING FEES SET FORTH IN THE ATTACHED EXHIBITS TO RESOLUTION NO. 10053**

**WHEREAS**, the Mansfield Center for the Performing Arts serves as a cultural, social and entertainment center for the Great Falls community and north central Montana; and

**WHEREAS**, The Mansfield Center for the Performing Arts, consists of the Mansfield Theater, Mansfield Convention Center and meeting rooms. The venue provides services – from staffing, to setup and teardown as well as equipment and box office services for an event. Other services provided include professional backstage crew, box office staff, ushers, and staff to sell merchandise as well as high speed internet access and concessions; and

**WHEREAS**, The Theater seats 1,782 and is adaptable for concerts, ballet, grand opera, road shows, off-Broadway stage productions, travelogues, conventions and lectures. The Convention Center is 15,300 square feet in size and is a venue for conventions, trade shows, meetings, concerts, fundraisers, banquets and wedding receptions; and

**WHEREAS**, the City Commission adopted Resolutions 9829, “A Resolution to Establish Fees for Mansfield Center for the Performing Arts at the Civic Center” on May 19, 2009, and Resolution 9549, “A Resolution Adopting New Rates and Fees for the Mansfield Events & Mansfield Box Office” on April 18, 2006; and

**WHEREAS**, having considered the cost of operation, administration and services offered for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Ryan Room, and Box Office, it was deemed necessary and appropriate to adjust fees associated with these operations. The City Commission adopted Resolution 10053 on February 18, 2014, setting forth a new fee structure for the Mansfield Center for the Performing Arts. At that time, the City Commission acknowledged concerns from the public about some of the proposed fees, and invited interested parties to offer any fiscally sound alternatives that would address those concerns, without defeating the intent of Resolution 10053 to reduce reliance upon general fund revenues to support activities at the Mansfield; and

**WHEREAS**; since that time, City staff and the Chair of the Mansfield Center for the Performing Arts Advisory Board have worked closely to review the new fee structure, evaluate revenue estimates, and have made changes that provide clarification consistent with Commission direction.

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

- (1) Rental and Box Office Fees for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Rainbow Room, and Ryan Room are adopted as set forth in Exhibit “A” attached hereto.
- (2) Equipment Rental Fees are adopted as set forth in Exhibit “B” attached hereto.

- (3) The fees set forth in Exhibits A and B attached to Resolution 10071 shall become effective upon adoption, superseding the fees set forth in the exhibits attached to Resolution 10053 adopted February 18, 2014.

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, THAT:**

Staff from the Mansfield Performing Arts Center, in conjunction with the City Manager's Office, shall evaluate these fees on an annual basis beginning in calendar 2015, but no later than April 1 of that year and each successive year, and may implement an annual inflationary increase in these fees using the Consumer Price Index, U.S. City average, all urban consumers, as published by the Bureau of Labor Statistics of the United States Department of Labor. Nothing in this Resolution shall prevent staff from making recommendations at any time to the City Commission for fee changes based upon other considerations.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, April 15, 2014.

---

Michael J. Winters, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Sara Sexe, City Attorney



## **ADVISORY BOARD**

-- REGULAR MEETING --

Friday, October 19, 2018

Great Falls Civic Center Rainbow Room

Call to Order: 12:09 p.m.

### **ROLL CALL**

Advisory Board Members Present: Patty Myers, Nancy Clark, Kelly Manzer, Christine Horton

Advisory Board Members Absent: Carl Donovan, Grant Harville, Allen Lanning

City Staff Present: Owen Grubenhoff, Mansfield Events Manager; Kyleigh Heims, Mansfield Events Specialist

### **INTRODUCTIONS**

Christine Horton, the Marketing and Events Manager at the C. M. Russell Gallery, was introduced as a new board member. New staff member, Kyleigh Heims, was also introduced.

### **OLD BUSINESS**

#### **Minutes**

Chairman Myers noted her name was spelled wrong in previous minutes. That correction will be made. As there were no other corrections, the minutes were approved and will be filed.

### **NEW BUSINESS**

#### **2018-2019 Fees**

Chairman Myers brought up cost comparison in the fee structure. Staff member Grubenhoff explained his proposition for room increase and additional ways for making profits. First, we would like to remove the ticketing requirement for the Convention Center so long as it is not a concert or sporting event. Next we would like to add a \$50 fee to use the projectors in the Gibson Room and Chambers Commerce Room. In addition to that we would like to drop the projector fee in the Convention Center and Missouri Room to \$75 from the \$150 it is currently at. Staff member Grubenhoff also brought in the idea to hold weddings in the Theater in conjunction with another room. Staff member Grubenhoff proposed a fee of \$500 plus labor. Lastly, there has been talk about raising the convenience from \$2.00 per tickets purchased over the phone or online to \$4.00 per ticket. Chairman Myers asked for a motion to raise the convenience fee from \$2.00 to \$4.00. A motion was made by Board member Clark and seconded by Board member Manzer to raise the convenience fee to \$4.00. The motion was passed by a unanimous vote.

#### **Report on July/August/September Events**

Read by staff member Kyleigh Heims.

### **Theater Construction Update**


The projection booth remodel, involving new electrical and larger windows, has been completed. The spot lights now fit inside the room and we have space for one more. The fly system ropes have also been replaced.


### **Public Comment**

Staff member Grubenhoff informed the board that the state of Montana has a beer and wine license obtainable by non-profit arts organizations. He is going to present that information to the Mansfield Foundation.

### **Adjournment**

There being no further business to come before the Mansfield Center for the Performing Arts Advisory Board, Board Member Myers moved, Board Member Clark seconded to adjourn the regular meeting of October, 2018, at 1:58 p.m. Motion passed unanimously.

  
Patty Myers, Chairman

  
Kyleigh Heims, Secretary

Minutes Approved:



**ADVISORY BOARD**

-- REGULAR MEETING --

Friday, January 25, 2019

Great Falls Civic Center Rainbow Room

Call to Order: 12:10 p.m.

**ROLL CALL**

Advisory Board Members Present: Patty Myers, Nancy Clark, Kelly Manzer, Grant Harville, Christine Horton

City Staff Present: Owen Grubenhoff, Mansfield Events Manager; Kyleigh Heims, Mansfield Events Specialist

Pubic Present: Jenn Rowell, journalist for The Electric; Larry Gomoll

**OLD BUSINESS**

**Minutes**

Having no corrections or additions the minutes were approved and will be filled.

**NEW BUSINESS**

**Strategies for additional revenue**

Owen Grubenhoff has created a new fee structure for the Mansfield. It will need to be approved by deputy city manager Chuck Anderson before it is submitted to the Commission. The new fee structure will raise prices for rentals and potentially add a wedding package. Owen has also been doing some research on hosting movies in the theater. The roadblock is that the screen cannot stay up, and the cost is around \$500 to put it up and take it back down.

**Report on November and December Events**

Read by Staff member Kyleigh Heims.

**Term renewals and new member recruitment**

Larry Gomoll has applied for reappointment. Chairman Myers called for a motion to be made to vote for his reappointment. Motion was moved by Board Member Manzer. Board Member Clark seconded the motion and it was passed.

**Public Comment**

There was none.

**Adjournment**

There being no further business to come before the Mansfield Center for the Performing Arts Advisory Board, Chairman Myers called for a motion to adjourn. Motion was moved by Board Member Grant Harville. Board Member Clark seconded the motion and was passed at 1:00 p.m. The next regular meeting is scheduled for February 15<sup>st</sup>, at 12:00 pm.

A black rectangular redaction box covers the signature of Patty Myers.

Patty Myers, Chairman

A black rectangular redaction box covers the signature of Kyleigh Heims.

Kyleigh Heims, Secretary

Minutes Approved:



**Item:** West Bank Park- Phase 3 Trail Upgrades.  
**From:** Park and Recreation  
**Initiated By:** Trails Division  
**Presented By:** Steve Herrig, Director of Park and Recreation  
**Action Requested:** Approve Final Pay for Horn Construction, OF 1585.9.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Final Payment for the West Bank Park Phase 3 Trail Upgrades Project, in the amount of \$81,774 to Horn Construction and \$826 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

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

---

**Staff Recommendation:** Approve final pay to Horn Construction in the amount of \$81,774 and \$826 to the State Miscellaneous Tax Fund for West Bank Park Phase 3 Trail Project.

**Summary:** This project was initiated by the Park and Recreation Department to improve the River’s Edge Trail and West Bank Park. The project implements improvements to the southern portion of the park that were identified in the 2011 West Bank Park Master Plan and 2016 Park and Recreation Master Plan. The major components of the project included (1) Removal of 1,119 feet of aging asphalt trail and replaced with low maintenance concrete trail; and (2) The installation of an ADA sidewalk to allow access to the park from 3<sup>rd</sup> Ave. NW, filling in an existing gap in the sidewalk system. The project was completed on July 11, 2019.

**Background:**

**Citizen Participation**

In 2010 the planning process for West Bank Park was developed with a strong sense of public involvement. The process was guided by a steering committee and included a site visit with the committee, a town hall meeting, a two-day design Charrette, an extensive on-line survey, meetings with neighborhood councils, and various other opportunities for public comment. The 2016 Parks Master Plan also included public input and surveys, ranking walking and biking trail improvements a top priority for investing and most important to households.

### **Workload Impacts**

The City has a Professional Services Agreement with TD&H Engineering that provided the design and construction documents for this project. TD&H also provided construction phase services and project inspection. City staff assisted with project administration. Park and Recreation staff is responsible for maintaining the improvements. Park and Recreation removed the existing asphalt trail as their “in-kind” contribution to the grant project. \$400 was withheld for Park and Recreation to complete the seeding along the sides of the trail in the fall when weather is more appropriate for germination.

### **Purpose:**

The purpose of this project is to improve the quality of the River’s Edge Trail and improve access to West Bank Park.

### **Project Work Scope:**

(1) This project included 1,119 lineal feet of five-inch-thick reinforced concrete trail. The trail is 10 feet wide and the project included grass seeding the disturbed areas.

(2) The ADA sidewalk is five feet wide and tied into the existing sidewalk. Reconstruction of the southern corner was required to meet ADA standards. Backfill along the sidewalk edge completed the project.

### **Evaluation and Selection Process:**

Five (5) bids were received on December, 5 2018, with the base bids ranging between 415 L.F. of trail and 1,119 L.F. of trail and ADA sidewalk. Horn Construction submitted the low bid and staff executed all the necessary bid documents.

### **Conclusion:**

City staff recommends awarding “Final Pay” to Horn Construction in the amount of \$81,774 per attached invoice. This amount is \$1,226 less than the original contract bid due to Horn Construction’s 1% State Tax and the \$400 withheld for Park & Recreation to complete the seeding. They completed the work in a timely and professional manner. Final product was of high quality and proctor testing of materials and inspections were accepted by TD&H Engineering. All contract requirements were met by Horn Construction.

**Fiscal Impact:** Funding for this project included a Missouri-Madison River Fund Grant and included match money from Northwestern Energy (\$10,000) and the River’s Edge Trail Foundation (\$15,000). The use of this funding was approved for this project by the City Commission on November 6, 2017. Funds are secured in the Park Trust for payment to Horn Construction.

### **Attachments/Exhibits:**

Invoice-Horn Construction.  
Certificate of Substantial Completion.



HORN CONSTRUCTION L.L.C

3212 18TH Avenue So.  
Great Falls, MT 59405

# Invoice

Date	Invoice #
7/8/2019	283

<b>Bill To</b>
City of Great Falls Great Falls Parks and Recreation 1700 River Dr N Great Falls MT 59401

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Item No 1 - ADA Sidewalk Replacement and Connection.	10,063.58	10,063.58
	Item No 2 - 1,119 LF of 5" Reinforced Concrete Trail.	72,936.42	72,936.42
	Deduction for seeding.	-400.00	-400.00
		0.00	
All work is complete!		<b>Total</b>	\$82,600.00

# Certificate of Substantial Completion

Project: West Bank Trail Replacement Phase 3	
Owner: City of Great Falls	Owner's Contract No.: O.F. 1585.9
Contract: Horn Construction	Engineer's Project No.: 18-130

**This [tentative] [definitive] Certificate of Substantial Completion applies to:**

All Work under the Contract Documents:       The following specified portions of the Work:

City forces will complete seeding work in the fall. A \$400 deduction was applied to final payment to account for seeding.

July 5, 2019

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A [tentative] [definitive] list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

**The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:**

Amended Responsibilities       Not Amended

Owner's Amended Responsibilities:

Fall grass seeding

Contractor's Amended Responsibilities:

N/A




The following documents are attached to and made part of this Certificate:

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This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

	July 11, 2019
Executed by Engineer	Date
	July 11, 2019
Accepted by Contractor	Date
	July 17, 2019
Accepted by Owner	Date



**Item:** Final Payment: ADA Handicap Ramps Giant Springs Elementary School Phase II, OF 1730.8.

**From:** Engineering Division

**Initiated By:** Public Works Department

**Presented By:** Jim Rearden, Public Works Director

**Action Requested:** Approve Final Pay Request.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Final Payment for the ADA Handicap Ramps Giant Springs School Phase II, in the amount of \$98,685.43 to Missouri River Trucking and Excavation Incorporated and \$996.82 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

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

---

**Staff Recommendation:**

Approve Final Payment Request.

**Summary:**

This project was initiated to provide safe routes to the new Giant Springs Elementary School that meet the requirements of the Americans with Disabilities Act of 1990 (ADA). Sixteen existing non-compliant curb ramps were replaced and one non-existing curb ramp was installed to provide safe accessibility to all students and the general public around the school perimeter.

**Background:**

Workload Impacts:

Design phase engineering, plans, and specifications were completed by the City Engineering staff. City Engineering staff also provided construction phase engineering services and project inspection.

Purpose:

The primary objective of this project was to install sidewalk curb ramps at three intersections around Giant Springs School to provide safe ADA compliant access. The project also improved street drainage and asphalt surface conditions in the intersections adjacent to the school.

Project Work Scope:

This project consisted of replacing approximately 630 lineal feet of integral concrete curb and gutter, 2,500 square feet of four (4) inch concrete sidewalk, 2,400 square feet of six (6) inch concrete sidewalk and valley gutter, 2,500 square feet of sod, and added 18 truncated domes. The project was scheduled to avoid construction during the school year. Patching of the street asphalt is planned to be completed in August 2019 by the City Street Division.

Evaluation and Selection Process:

Five (5) bids were received on May 8, 2019 with the bid prices ranging from \$111,225.00 to \$198,000.00. Missouri River Trucking and Excavation Incorporated submitted the low bid.

Final Payment:

The final project cost is \$99,682.25 which is \$11,542.75 less than the amount that was originally awarded and approved. The decrease in contract cost was due to the fact that no miscellaneous repair or additional construction activities were necessary.

Conclusion:

City Staff recommends making the final payment of \$98,685.43 to Missouri River Trucking and Excavation Incorporated (MRTE) and \$996.82 to the State Miscellaneous Tax Fund. City staff verified that MRTE has completed all work and punch list items in accordance with the plans and the contract. The two-year warranty period started at the same time as substantial completion which was July 26, 2019.

**Fiscal Impact:**

City street repair and maintenance funds are programmed to fund this project.

**Alternatives:**

The City Commission could vote to deny final payment.

**Attachments/Exhibits:**

OF 1730.8 Final Project Invoice

OF 1730.8 Vicinity Map

MRTE, Inc.

P.O. Box 538  
Black Eagle, MT 59414  
Phone (406)761-5640

# Invoice

Date	Invoice #
8/1/2019	39399

Bill To

City of Great Falls, MT  
ATTN: Mikaela  
P.O. Box 5021  
Great Falls, MT 59403

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			8/1/2019			

Quantity	Item Code	Description	Price Each	Amount
1	Bid Job Concrete Gross Receipts Tax	ADA Handicap Ramps Giant Springs School 1730.8	99,682.25 -1.00%	99,682.25 -996.82

E-mail	Web Site
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**Total** \$98,685.43

mrte.glenda@gmail.com	www.mrteinc.com
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VICINITY MAP



<b>SHEET</b> 1 of 1	<b>CITY OF GREAT FALLS PUBLIC WORKS DEPARTMENT</b>				DESIGN BY : MLS	CHECKED BY : RJB	SCALE AS SHOWN	REVISED : 04/12/2019
	<b>OF 1730.8 ADA HANDICAP RAMPS GIANT SPRINGS SCHOOL</b>				DRAWN BY : TND	APPROVED BY : RJB	DATE : 5/9/19	AS-BUILT :



**Item:** Final Payment: Lift Station #9 Rehabilitation, OF 1722.1.  
**From:** Engineering Division  
**Initiated By:** Public Works Department  
**Presented By:** Jim Rearden, Public Works Director  
**Action Requested:** Approve Final Pay Request.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Final Payment for the Lift Station #9 Rehabilitation, in the amount of \$6,651.15 to Ed Boland Construction and \$67.18 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

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

---

**Staff Recommendation:**

Approve the final payment for the retainage amount withheld of \$6,718.33 to Ed Boland Construction and the State Miscellaneous Tax Fund.

**Summary:**

This project was initiated as a result of Veolia Water’s reports of frequent clogging associated with the two pumps in sewer lift station #9. The lift station serves the Sunrise Court Apartments complex at 5115 3<sup>rd</sup> Avenue South. The complex is made up of approximately 14 multi-unit apartment buildings. Upon initial investigation of the lift station #9 structures and equipment, the team found that the drywell housing the pumps was experiencing corrosion in several areas. The scope of the project was defined according to these initial investigations to include corrosion corrections, electrical and control equipment upgrades, valve upgrades/replacements, and rebuilding of both existing pumps.

**Background:**

Workload Impacts:

Design phase engineering, plans, and specifications were completed by NCI Engineering staff with assistance and guidance from the City Engineering Division, City Environmental Division, and Veolia Water. NCI engineering provided construction phase engineering services and handled project inspection. City engineering provided project administration. Veolia staff were involved with project coordination and ongoing lift station operations.



Purpose:

The primary objective of this project was to maintain the function of the existing lift station, eliminate clogging of the pumps, and upgrade the communication system in coordination with other lift stations managed by Veolia.

Project Work Scope:

The project consisted of repairing and coating the lift station #9 drywell; rebuilding both existing lift station pumps; replacing the gate and check valves, sump pump, blower, dehumidifier, and floor mat heater; upgrading electrical and installing a new disconnect and control panel; and setting up and maintaining all necessary bypass pumping. The control panels and associated electrical were moved to ground level for easier access by Veolia. The project was completed in February of 2019.

Evaluation and Selection Process:

Two (2) bids were received on June 20, 2018 with the bid prices ranging from \$260,520.00 to \$343,046.00. Ed Boland Construction submitted the low bid and executed all the necessary bid documents. The City Commission awarded the contract on July 3, 2018.

Final Payment:

The final project cost is \$236,045.00 which is \$24,475.00 less than the amount that was originally awarded and approved. The decrease in contract cost was due to the fact that no miscellaneous repair or additional construction activities were necessary. Additionally, \$7,700.00 in liquidated damages were collected for contract time overages. This amount is included in the \$24,475.00 in project savings.

Conclusion:

City Staff recommends making the final payment for the retainage amount withheld of \$6,718.33. NCI Engineering (the consultant) and City staff verified that Ed Boland Construction has completed all work and punch list items in accordance with the plans and the contract. The project final payment has been withheld until recently to allow the contractor time to complete various construction punch list items that were included as part of the contract documents. The two year warranty period started on February 7<sup>th</sup> 2019.

**Fiscal Impact:** City Sewer Funds are allocated to the project and are available for final payment.

**Alternatives:** The City Commission could vote to deny final payment.

**Attachments/Exhibits:**

OF 1722.1 Final Project Invoice

OF 1722.1 Vicinity Map



4701 North Star Blvd., Great Falls, MT 59405  
 Ph: 406-761-1083 Fax: 406-761-1076

email: office@bolandconstruction.net

## Lift Station #9 Rehabilitation Project Close-out Invoice

**Customer:**

CITY OF GREAT FALLS  
 ATTN: MIKAELA SCHULTZ  
 EMAIL MSCHULTZ@GREATFALLSMT.NET

**Date:**

3/19/2019

Date	Invoice #	Amount	Payment/ Credit	Balance Due
03/19/19	5063	\$ 134,366.50	\$ -	\$ 134,366.50
<b>TOTAL</b>				<b>\$ 134,366.50</b>

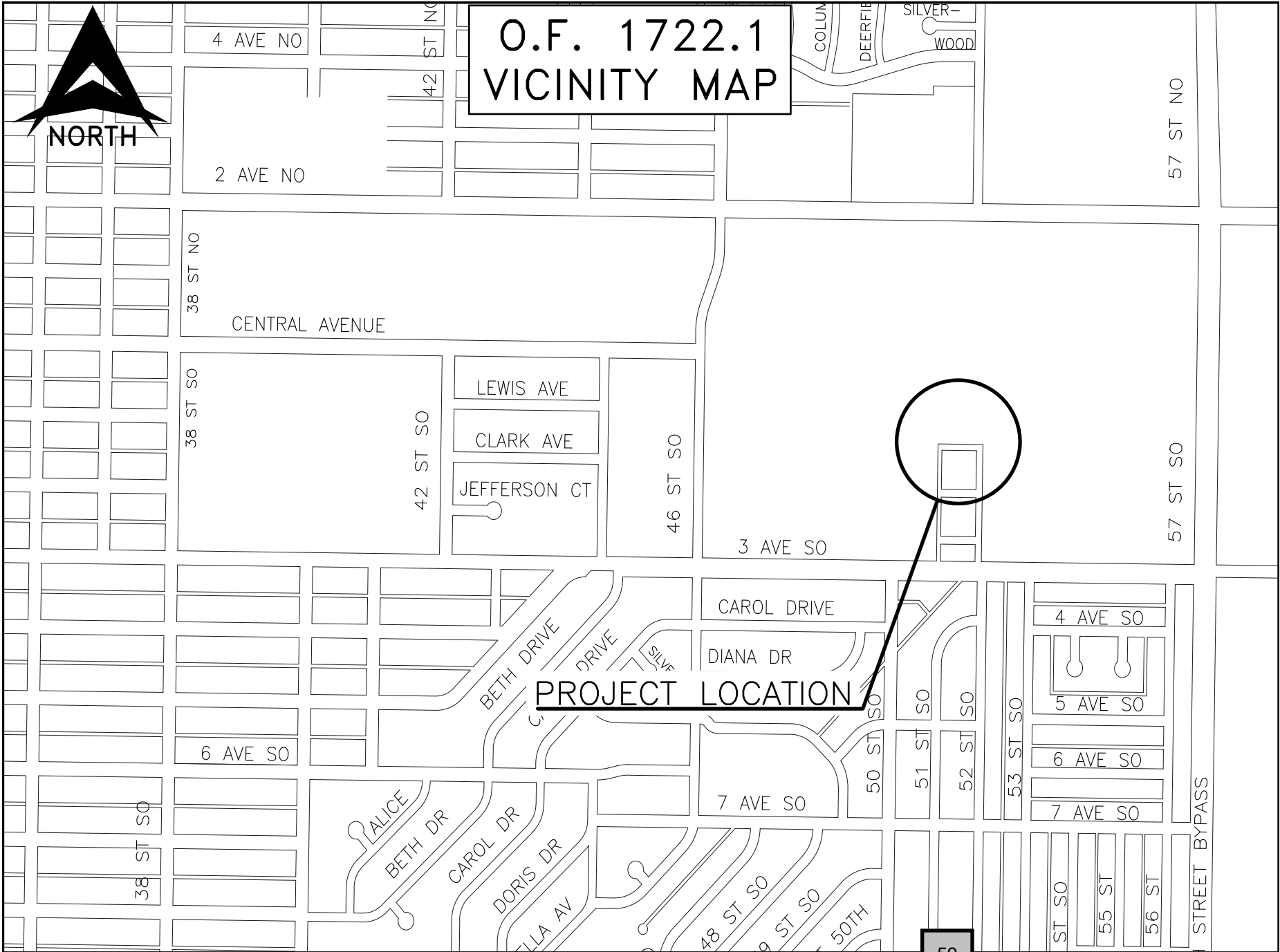
LESS R. 5% 6,718.33  
 LESS T. 1% 1,276.48

- FINAL PAY  
 RETAINAGE  
 AMOUNT.

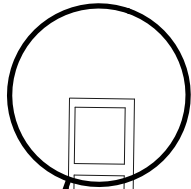
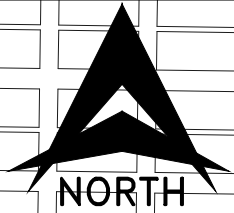
PAID IN PREVIOUS PAY APPS - 126,871.69

MS

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due
\$ 134,366.50	\$ -	\$ -	\$ -	\$ -



O.F. 1722.1  
VICINITY MAP



PROJECT LOCATION



**Item:** Resolution 10314, “A Resolution Certifying the Abatement of a Nuisance and Statement of Expense, Addressed as 2311 4<sup>th</sup> Avenue Southwest is Completed.”

**From:** Craig Raymond, Director, Planning and Community Development

**Initiated By:** Heather Rohlf, Code Enforcement Officer

**Presented By:** Craig Raymond, Director, Planning and Community Development

**Action Requested:** Conduct a public hearing and adopt Resolution 10314.

---

**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10314.”

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

**Summary:** Resolution 10233 was presented to, and adopted by, the City Commission on May 1, 2018. Resolution 10233 declared the subject property a Nuisance and authorized City Staff to force abatement if necessary, to the satisfaction of the P&CD Director. Mr. Lewis did not complete the abatement within the designated time period dictated by the resolution. However, Real Estate Agent, Pat Goodover, through Fannie Mae, did show incremental compliance with the Resolution’s abatement requirements, and some of the abatement was completed without City expense.

Some of the required abatement action was that the residential structures on the property be repainted for weather-proofing purposes, and replace the siding on the front of the garage. Due to inclement weather, this action was not completed during the six-month extension adopted by Resolution 10273 on November 7, 2018. Resolution 10295 was presented to, and adopted by the Commission on May 7, 2019. Resolution 10295 extended the effective time period of Resolution 10233 an additional six months to December 31, 2019.

In order to abate the subject Nuisance, City Staff contracted with ALR Contracting LLC to painting of the residential structures and replace the siding on the front of the garage on the subject property. Painting was completed on July 15, 2019. The cost of the project totaled \$5,410.00. A copy of the invoice is attached to the Resolution under consideration as Exhibit “A”. Said invoice was subsequently paid by the City on July 24, 2019. A copy of the payment document is attached to the Resolution under consideration as Exhibit “B”.

By adopting Resolution 10314, the Commission will certify that the subject Nuisance has been abated and the statement of expense has been satisfied and confirm the Statement of Expense. This action is authorized and required by OCCGF 8.49.060 and 070. Notice of the consideration of this Resolution was provided to the subject property owner and all other interested parties via certified mail, postage prepaid, return receipt requested on August 5, 2019, as well as regular mail, and posting the notice on the subject property. See Exhibit “C” attached to this agenda report.

If the Commission does adopt the resolution under consideration, the subject property owner may pay the outstanding balance to the City Finance Department within five (5) calendar days. If the property owner does not pay the outstanding balance within that time, Staff recommends that the City Commission direct that the costs be collected as a special assessment on the subject property.

If the Commission does not adopt the Resolution under consideration, the City will not recover the costs of the forced abatement. This Resolution will be recorded in the official property file at the Cascade County Clerk and Recorder’s Office.

**Fiscal Impact:** If adopted, Resolution 10314 will allow the City to recover the costs associated with the subject abatement totaling \$5,410.00, either directly from the property owner, or as a special assessment against the property.

**Concurrences:** Legal Department

**Attachments/Exhibits:**

- Resolution 10314
- Exhibit “A”
- Exhibit “B”
- Exhibit “C”
- Resolution 10233
- Resolution 10273
- Resolution 10295
- Photo Set 1
- Photo Set 2
- Photo Set 3
- Photo Set 4
- Photo Set 5
- Photo Set 6

**RESOLUTION 10314**

**A RESOLUTION CERTIFYING THE ABATEMENT OF A NUISANCE AND STATEMENT OF EXPENSE, ADDRESSED AS 2311 4<sup>TH</sup> AVENUE SOUTHWEST IS COMPLETED.**

\*\*\*\*\*

**WHEREAS**, the City Commission adopted Resolution 10233 on May 1, 2018 declaring certain property located at 2311 4th Avenue Southwest, Lot 3B, Block 2, Sunset S 179.75' of E/2 LT 3, Cascade County, Montana, a Nuisance, ordered the Nuisance abated, and authorized staff to force abatement if necessary; and

**WHEREAS**, the City Commission adopted subsequent Resolutions 10273 and 10295 extending the effective period of Resolution 10233 in which to complete the nuisance abatement; and

**WHEREAS**, Michael K Lewis, property owner, did not complete the abatement as set forth in said Resolutions; and

**WHEREAS**, said forceable abatement process was completed by the City; and

**WHEREAS**, the City incurred costs in the forced abatement of said Nuisance; and

**WHEREAS**, the City Commission wishes to certify that the subject Nuisance has been abated and finds it is the public's interest to reclaim the costs of said abatement, pursuant to the Official Code of the City of Great Falls § 8.49.080; and

**WHEREAS**, the subject property owner, and all interested parties, were provided notice of the statement of expenses and the Commission's consideration of this Resolution as set forth in Exhibit "A," attached hereto and by reference incorporated herein.

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

1. The Commission hereby confirms payment of the invoice for expenses as set forth in Exhibit "B" and Exhibit "C;" and
2. The method of abatement included City forced repainting of residential structures on the property. The owner of the subject property shall pay the total outstanding balance of \$5,410.00 within five (5) calendar days of the adoption of this

Resolution to the Great Falls Finance Department, Civic Center Room 104, 2 Park Drive South, Great Falls, MT 59401; and

3. If the balance is not paid as directed hereby, the Great Falls Finance Department is directed to collect the same as a special assessment on the subject property; and
4. This Resolution shall be recorded in the official property file for the subject property at the Cascade County Clerk and Recorder's Office.

**BE IT FURTHER RESOLVED BY SAID CITY COMMISSION** that this Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, on August 20, 2019.

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

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Joseph Cik, Assistant City Attorney



Planning & Community Development  
Room 112  
2 Park Drive South  
Great Falls, MT 59401

August 5, 2019

CERTIFIED MAIL

Federal National Mortgage Association  
14221 Dallas Pkwy Suite 1000  
Dallas, TX 75254

Re: 2311 4<sup>th</sup> Avenue Southwest, Great Falls, MT 59404; Michael K Lewis property

Dear Federal National Mortgage Association:

I am writing this letter to you as the legal property owner of the above referenced property. If you no longer own this property, please advise me as soon as possible.

Resolution 10233 declared the above referenced property a Nuisance and authorized City Staff to force abatement of the Nuisance if necessary. The mandatory timeline for abatement pursuant to Resolution 10233 was not complied with, and the City commenced forced abatement of the property. Subsequent to Resolution 10233, Resolutions 10273 and 10295 extended the period to complete the nuisance abatement. The Great Falls City Commission adopted Resolution 10295 on May 7, 2019.

On July 15, 2019 the City through its designated contractor completed all work necessary to abate the Nuisance at the subject property. Pursuant to The Official Code of the City of Great Falls (OCCGF) 8.49.060, the City has an itemized documentation of its expense in abating the subject Nuisance. Pursuant to OCCGF 8.49.060, the City is hereby providing you its statement of expense totaling five thousand four-hundred ten dollars (\$5,410.00). Attached to this letter, and by reference incorporated herein, is an invoice and payment check supporting the statement of expense.

You are hereby advised that the City Commission will consider Resolution 10314 on August 20, 2019, at 7:00 p.m. at the City Commission Chambers. Pursuant to OCCGF 8.49.070, the City Commission will be requested to adopt Resolution 10314 confirming this statement of expense. Should the Commission adopt Resolution 10314, you are further advised that failure to pay the total balance of the City's expenses within five (5) calendar days will result in the City's expenses being collected as a special assessment against the subject property.



You may contact me with any questions or concerns.

Sincerely,

  
Craig Raymond  
Great Falls, Planning and Community Development Director

cc: Greg Doyon, City Manager  
Joseph Cik, Assistant City Attorney  
Michael K Lewis, 2311 4<sup>th</sup> Avenue Southwest, Great Falls, MT 59404  
Pat Goodover, PO Box 1725, Great Falls, MT 59403  
Mortgage Electronic Reg Systems Inc., PO Box 2026, Flint, MI 48501-2026  
Guild Mortgage Company, PO Box 85304, San Diego, CA 92186  
Chicago Title Insurance Company, 101 River Dr N Lower Plaza, Great Falls, MT 59401  
First American Title Co of Montana Inc, 110 2<sup>nd</sup> St S, Great Falls, MT 59401  
Collection Bureau Services Inc, PO Box 7339, Missoula, MT 59807  
Teton Banks, 321 Central Ave Drawer 9, Fairfield, MT 59436  
Federal National Mortgage Association, 14221 Dallas Pkwy Suite 1000, Dallas, TX 75254

# Invoice I:5749

DATE: June 15, 2019



Service For: 2311 4th ave sw  
Great Falls Mt. 59404

Bill To: Heather Rohlf  
City of Great Falls 59401

## ALR Contracting, LLC

513 9th Avenue Southwest  
Great Falls, MT 59404

Phone: 406-453-4512

Cell: 406-788-4742

E-mail: alrenv@yahoo.com

Description	Material Cost	Labor Cost	Total Amount
Invoice is for the work completed at 2311 4th ave sw., siding repairs and painting.			
		<b>Total Cost</b>	<b>\$5410.00</b>

Payment Transaction Inquiry



Payment Information



Bank Description: **US BANK**  
 Bank Account Description: **MASTER US BANK**  
 Source: **Accounts Payable**  
 Current Status: **Reconciled**  
 Check Number: **364857**  
 Amount: **\$5,410.00**  
 Payment Date: **07/24/2019**  
 Reconciled Date: **07/29/2019**  
 Reconciled Amount: **\$5,410.00**  
 Payee: **ALR CONTRACTING LLC**  
 Remittance Address: **513 9TH AVE SW  
GREAT FALLS, MT 59404**  
 Payment Message

Payment Fund	Cash Account	Amount

- Type
- Check

0 - 0 of 0 records Show 50 records

Vendor Name	Invoice Number	Date	Net Invoice Amount
ALR CONTRACTING LLC	15749	06/15/2019	\$5,410.00

**RESOLUTION 10295**

**A RESOLUTION TO AMEND RESOLUTION 10233, EXTENDING THE EFFECTIVE PERIOD THEREOF IN WHICH TO COMPLETE THE NUISANCE ABATEMENT OF PROPERTY LOCATED AT 2311 4<sup>TH</sup> AVENUE SOUTHWEST**

\*\*\*\*\*

**WHEREAS**, the City Commission adopted Resolution 10233 on May 1, 2018, declaring certain property located at 2311 4<sup>th</sup> Avenue SW, Lot 3B, Block 2, Sunset S 179.75' of E/2 LT 3, Cascade County, Montana, a nuisance, and ordered the nuisance be abated; and

**WHEREAS**, Michael K. Lewis, property owner, did not complete abatement as set forth in paragraph 2 of Resolution 10233; and

**WHEREAS**, Subsequent to initiation of foreclosure proceedings, City staff has been working with a representative of the mortgager to abate said nuisance as set forth in paragraph 3 of Resolution 10233; and

**WHEREAS**, the City Commission adopted Resolution 10273 on November 7, 2018, that amended paragraph 4 of Resolution 10233, extending the effective period to May 1, 2019; and

**WHEREAS**, said forceable abatement process continues. Additionally, due to inclement weather making it difficult to complete certain work, and a more recent notification from the mortgager's representative that the foreclosure process is starting over to allow the mortgager to properly notify the Montana Department of Corrections of the foreclosure sale, staff is requesting another extension until December 31, 2019, to abate the nuisance.

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

1. The effective period set forth in Resolution 10233, as set forth in paragraph 4, is hereby extended to December 31, 2019; and
2. All other provisions of Resolution 10233 remain unchanged and in effect.

**BE IT FURTHER RESOLVED BY SAID CITY COMMISSION** that this Resolution shall become effective immediately upon its passage and approval.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, on May \_\_, 2019.

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

ATTEST:

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

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Joseph Cik, Assistant City Attorney

## **RESOLUTION 10233**

**A RESOLUTION DECLARING CERTAIN PROPERTY LOCATED AT 2311 4TH AVENUE SOUTHWEST, LOT 3B, BLOCK 2, SUNSET S 179.75' OF E/2 LT 3, CASCADE COUNTY, MONTANA, A NUISANCE, ORDER THE NUISANCE BE ABATED AND AUTHORIZE CITY STAFF TO FORCE ABATEMENT IF NECESSARY.**

**WHEREAS**, Michael K Lewis, (hereinafter “property owner”), owner of the real property and structures located at 2311 4th Avenue Southwest, Lot 3B, Block 2, Sunset S 179.75' of E/2 LT 3, Cascade County, Montana, and within the incorporated boundaries of the City of Great Falls, was given notice pursuant to the Official Code of the City of Great Falls (OCCGF) Section 8.49.040, of a hearing before the City Commission on May 1, 2018, wherein said property owner was informed the City Commission would proceed to hear the testimony of City personnel and the testimony of any other interested party, who may be present, and desire to testify respecting the condition of the property; and

**WHEREAS**, said property owner was informed that the City Commission upon the conclusion of the hearing, would by resolution, declare its findings, and may declare the property to be a nuisance, and direct the owner to physically commence abatement of the nuisance within ten (10) days, and to complete said abatement within thirty (30) days, by having the property repaired, demolished, removed or other appropriate act necessary to cure the nuisance; and

**WHEREAS**, said property owner was informed that failure to abate the nuisance would result in the property being the subject of abatement, or other appropriate act, as the case may be, by the City and the expenses thereof shall remain a lien on the property; and

**WHEREAS**, the City Commission has conducted the hearing on May 1, 2018, regarding the property pursuant to OCCGF Section 8.49.050, hearing the testimony of the City personnel and the testimony of any other interested party, who was present, and desired to testify respecting the condition of the property, the estimated cost of repair, demolition, removal or other appropriate action.

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

1. Staff and other interested parties having presented evidence of the condition of the subject property, and having described the condition of the subject property, the City Commission does hereby find the same to be a nuisance pursuant to OCCGF Section 8.49.010, and hereby directs the owner to commence abatement within ten (10) days of the date of this resolution to the satisfaction of the Great Falls Planning and Community Development Director, pursuant to Title 8, Chapter 49 of the OCCGF.

2. It is further ordered that, abatement, to the satisfaction of the Great Falls Planning and Community Development Director, be completed within thirty (30) days of the date of this resolution, pursuant to Title 8, Chapter 49 of the OCCGF.
3. It is further ordered that, if the owner fails to abate said nuisance as ordered and within the time allowed, the City Staff is directed to take any and all steps necessary to abate the nuisance with all expenses to attach as a lien against the property.
4. This Resolution shall be in effect for a six (6) month period from the date below.
5. City staff shall serve the said property owner with a copy of this resolution by certified mail, postage prepaid, and return receipt requested, as required by Title 8, Chapter 49 of the OCCGF.

**BE IT FURTHER RESOLVED BY SAID CITY COMMISSION** that this Resolution shall become effective immediately upon its passage and approval.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, on May 1, 2018.

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

ATTEST:

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara Sexe, City Attorney

**RESOLUTION 10273**

**A RESOLUTION TO AMEND RESOLUTION 10233,  
EXTENDING THE EFFECTIVE PERIOD THEREOF.**

\*\*\*\*\*

**WHEREAS**, the City Commission adopted Resolution 10233 on May 1, 2018;  
and

**WHEREAS**, Resolution 10233 declared certain property located at, 2311 4<sup>th</sup> Avenue Southwest, Lot 3B Block 2, Sunset S 179.75' of E/2 Lt 3, Cascade County, Montana, a Nuisance pursuant to the Official Code of the City of Great Falls Title 8, Chapter 49, ordered the Nuisance abated, and authorized staff to force abatement if necessary; and

**WHEREAS**, said Nuisance abatement process continues; and

**WHEREAS**, because of substantial compliance with the requirements of Resolution 10233 and a change of legal ownership of the subject property, the City Commission wishes to give the current legal owner's representative additional time to complete the subject Nuisance abatement.

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

1. The effective period set forth in Resolution 10233, as provided in paragraph four thereof, is hereby extended to May 1, 2019; and
2. All other provisions of Resolution 10233 remain unchanged and in effect.

**BE IT FURTHER RESOLVED BY SAID CITY COMMISSION** that this Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, on November 7, 2018.

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

ATTEST:

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk



(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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Joseph P. Cik, Assistant City Attorney

**RESOLUTION 10233**

**A RESOLUTION DECLARING CERTAIN PROPERTY LOCATED AT 2311 4TH AVENUE SOUTHWEST, LOT 3B, BLOCK 2, SUNSET S 179.75' OF E/2 LT 3, CASCADE COUNTY, MONTANA, A NUISANCE, ORDER THE NUISANCE BE ABATED AND AUTHORIZE CITY STAFF TO FORCE ABATEMENT IF NECESSARY.**

**WHEREAS**, Michael K Lewis, (hereinafter "property owner"), owner of the real property and structures located at 2311 4th Avenue Southwest, Lot 3B, Block 2, Sunset S 179.75' of E/2 LT 3, Cascade County, Montana, and within the incorporated boundaries of the City of Great Falls, was given notice pursuant to the Official Code of the City of Great Falls (OCCGF) Section 8.49.040, of a hearing before the City Commission on May 1, 2018, wherein said property owner was informed the City Commission would proceed to hear the testimony of City personnel and the testimony of any other interested party, who may be present, and desire to testify respecting the condition of the property; and

**WHEREAS**, said property owner was informed that the City Commission upon the conclusion of the hearing, would by resolution, declare its findings, and may declare the property to be a nuisance, and direct the owner to physically commence abatement of the nuisance within ten (10) days, and to complete said abatement within thirty (30) days, by having the property repaired, demolished, removed or other appropriate act necessary to cure the nuisance; and

**WHEREAS**, said property owner was informed that failure to abate the nuisance would result in the property being the subject of abatement, or other appropriate act, as the case may be, by the City and the expenses thereof shall remain a lien on the property; and

**WHEREAS**, the City Commission has conducted the hearing on May 1, 2018, regarding the property pursuant to OCCGF Section 8.49.050, hearing the testimony of the City personnel and the testimony of any other interested party, who was present, and desired to testify respecting the condition of the property, the estimated cost of repair, demolition, removal or other appropriate action.

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

1. Staff and other interested parties having presented evidence of the condition of the subject property, and having described the condition of the subject property, the City Commission does hereby find the same to be a nuisance pursuant to OCCGF Section 8.49.010, and hereby directs the owner to commence abatement within ten (10) days of the date of this resolution to the satisfaction of the Great Falls Planning and Community Development Director, pursuant to Title 8, Chapter 49 of the OCCGF.

**R0354573 GRS**

Total Pages: 2 R 14.00 By: bhanson 05/02/2018 02:29:27 PM  
Cascade County, Rina Ft Moore - Clerk & Recorder



2. It is further ordered that, abatement, to the satisfaction of the Great Falls Planning and Community Development Director, be completed within thirty (30) days of the date of this resolution, pursuant to Title 8, Chapter 49 of the OCCGF.
3. It is further ordered that, if the owner fails to abate said nuisance as ordered and within the time allowed, the City Staff is directed to take any and all steps necessary to abate the nuisance with all expenses to attach as a lien against the property.
4. This Resolution shall be in effect for a six (6) month period from the date below.
5. City staff shall serve the said property owner with a copy of this resolution by certified mail, postage prepaid, and return receipt requested, as required by Title 8, Chapter 49 of the OCCGF.

**BE IT FURTHER RESOLVED BY SAID CITY COMMISSION** that this Resolution shall become effective immediately upon its passage and approval.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, on May 1, 2018.

  
Bob Kelly, Mayor

ATTEST:

  
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

  
Sara Sexe, City Attorney



















**Item:** Resolution No. 10311, Revising Fee Schedule for Great Falls Fire Rescue Superseding Resolution 10070.

**From:** Stephen A. Hester, Fire Chief

**Initiated By:** Stephen A. Hester, Fire Chief

**Presented By:** Stephen A. Hester, Fire Chief

**Action Requested:** Conduct a public hearing and adopt Resolution 10311.

---

**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10311.”

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

**Staff Recommendation:**

Staff recommends the City Commission conduct a public hearing and adopt Resolution 10311.

**Summary:**

The public hearing was moved from August 06, 2019 Commission Meeting to the August 20, 2019 Commission Meeting because GFFR staff had not properly advertised the hearing.

Resolution 10311 supersedes resolution 10070 that was adopted by the Commission in April of 2014. This resolution increases the previous fees by 10% as an adjustment to cost of living and the true cost of the additional services Great Falls Fire Rescue (GFFR) provides to the community. In addition, two new fees have been added to the fee schedule for Cardio Pulmonary Resuscitation (CPR) Class tuition and to conduct fire water line flushes.

It has been five years since the last adjustment to the GFFR fee schedule and the cost of providing these services has increased to provide the additional services offered. These services are considered non-emergent but in some cases are essential to reducing community risk and quality of life.

Since the last fee review GFFR has added two essential services. The first is the Department is offering community CPR training. Each student shall be charged a nominal \$35.00 tuition fee and the cost of the American Heart Association CPR card. The Department plans to offer CPR training once a month based on demand.

The second service being provided is the Department has been conducting flushes of repaired or newly installed Fire Suppression System water lines. This requires at least two GFFR staff members and all the equipment it takes to connect to the line to include 5-inch high volume hose. The \$100.00 fee will help maintain the equipment used for the flushes and for the staff time performing the work. The department has conducted anywhere from 20 to 35 flushes annually.

**Fiscal Impact:**

The fee increases will help pay for the maintenance, care, and repair of the equipment and facilities used to provide the services and facilities listed on the attached GFFR Fee Schedule.

**Alternatives:**

If the fees are not increased, the City would have to bear the burden of maintaining equipment and facilities or the services could be stopped.

**Concurrences:**

City Attorney has reviewed the resolution

Public Works staff have been informed of the flushing service, especially those that impact water lines and Hazardous Materials response to protect the City storm water system.

**Attachments/Exhibits:**

Resolution No. 10311 GFFR Fee Schedule

**RESOLUTION 10311**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, REVISING THE FEE SCHEDULE FOR GREAT FALLS FIRE RESCUE (GFFR) AND SUPERSEDING RESOLUTION 10070.**

\*\*\*\*\*

**WHEREAS**, the Great Falls City Commission adopted Resolution 10070 on April 15, 2014, setting forth fees for services provided by Great Falls Fire Rescue (GFFR); and

**WHEREAS**, since 2014 the costs have increased to provide these services; and

**WHEREAS**, providing these ancillary services or special circumstances are beyond the scope of those services covered by typical emergency work; and

**WHEREAS**, GFFR has developed a procedure allowing a means to appropriately and fairly invoice consumers for the services listed in the GFFR fee schedule.

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

- 1) Resolution 10070 is superseded by these terms.
- 2) Great Falls Fire Rescue service fees are set forth as follows:

**Great Fall Fire Rescue (GFFR) Fee Schedule**

**REPORTS:**

Incident Reports	\$11.00
Fire Investigation Report & Photos – BY SUBPOENA ONLY	\$100
Single page copies	\$0.25/page

**FACILITIES (daily rates):**

Training Center classroom ( <i>includes audio/visual equip</i> )	\$121 per day
Training Center facility ( <i>includes Tower, Roof/Burn Props</i> )*	\$286 per day
<i>*Note: Burn prop requires GFFR supervision</i>	

**APPARATUS (hourly rates – personnel costs not included):**

1 ALS Rescue Engine	\$224 per hour
1 Fire Engine	\$188 per hour
1 Aerial Apparatus 100 foot Pierce Platform	\$335 per hour
1 Command Vehicle	\$120 per hour
1 Rescue Vehicle	\$120 per hour
1 Hazmat Trailer w/equip	\$142 per hour
Hazmat supplies/tools	cost + 20%

**SERVICES OTHER:**

CPR Training Class	\$35 per student
Fire Water Line Flush	\$100 each

**PERSONNEL** (regular hourly rates at **cost to City**):

Current

1 Management	Current salary plus benefits
1 Command Officer	Current salary plus benefits
1 Company Officer	Current salary plus benefits
1 Firefighter	Current salary plus benefits

*\*Overtime hours will be calculated at the rate of 1.5 times regular rate*

**EQUIPMENT:**

Ladder testing (per ladder)	\$77
Hose repair (per length)	\$19
Repair parts	cost + 20%

**CASCADE SYSTEM – BREATHING AIR:**

30 / 60 min bottle filling with NFPA certified Air	\$24 per cylinder
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*Note: All rates are invoiced at a minimum of 1 hour and rounded to the nearest half hour.*

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA** that these fees shall become effective upon adoption. Great Falls Fire Rescue shall post the fee schedule on the GFFR webpage of the City’s website.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, this 20<sup>th</sup> day of August, 2019.

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Bob Kelly, Mayor

ATTEST:

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Darcy Dea, Deputy City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

---

Sara Sexe, City Attorney



**Item:** Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement Addendum No. 1 with CourseCo, Inc., d/b/a Great Falls Golf, LLC

**From:** Park and Recreation

**Initiated By:** Park and Recreation Department

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

**Action Requested:** Approve Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement Addendum No. 1 with CourseCo, Inc., d/b/a Great Falls Golf, LLC

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**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (approve/not approve) the Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement Addendum No. 1 with CourseCo, Inc., d/b/a Great Falls Golf, LLC for the term of the Management Agreement through January 31, 2022.”

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

---

**Staff Recommendation:**

Staff recommends that the City Commission approve a Management Agreement Addendum with CourseCo and authorize the City Manager to sign the Agreement.

**Background:**

The City entered into an Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement with CourseCo, Inc., d/b/a Great Falls Golf, LLC effective December 18, 2018. The agreement is through January 31, 2022, with an option to renew for an additional three years.

The purpose of the Addendum is to allow the Operator (CourseCo, Inc., d/b/a Great Falls Golf, LLC) to lease the City’s On Premise Alcoholic Beverage License in conjunction with Operator’s operation of the City’s Eagle Falls Golf Club and Anaconda Hills Golf Course, during the term of the Agreement.

The lease payment requires the Operator pay all fees assessed by the State of Montana Department of Revenue associated with obtaining On Premise Alcoholic Beverage License or renewals along with all taxes annexed or levied against the sales. The Operator is further required to carry Liquor Liability coverage with limits not less than \$2,000,000 per occurrence.

**Fiscal Impact:**

With CourseCo, Inc. operating the City's courses, there will be areas of opportunities for cost savings and new revenues in many areas. The City has not been operating the food and beverage operations of the golf courses. With this partnership, the City will now have the opportunity to profit off of the sale of food and beverage under the expertise of the management company. The ability to sell alcohol is an important component in the profitability of the concessions operation.

**Alternatives:**

The alternative would be not to lease the City's On Premise Alcoholic Beverage License and reduce the potential for profitability in the operations of the Golf Courses' concessions operations.

**Attachments/Exhibits:**

1. Management Agreement Addendum No. 1

**ANACONDA HILLS GOLF COURSE AND EAGLE FALLS GOLF CLUB  
MANAGEMENT AGREEMENT ADDENDUM NO. 1**

THIS ADDENDUM ("Addendum") is made and entered into this \_\_\_\_\_, 2019, by the City of Great Falls, hereinafter referred to as the "City," acting by and through its City Manager, and CourseCo, Inc. d/b/a Great Falls Golf, LLC, hereinafter referred to as the "Operator," referred together as the "parties."

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **Purpose:** It is the intent of this Addendum to amend and modify, as set forth herein, the December 18, 2018 *Anaconda Hills Golf Course and Eagle Falls Golf Club Management Agreement* (Agreement) in order for Operator to lease the City's On Premise Alcoholic Beverage License Numbers 02-999-1001-313 and 02-999-0863-313, (Licenses) respectively, in conjunction with Operator's operation of the City's Eagle Falls Golf Club and Anaconda Hills Golf Course, during the term of the Agreement.
2. **Extent of Lease:** This lease applies to the City's Licenses for beer, wine, and/or liquor sales (sales) at both Eagle Falls Golf Club and Anaconda Hills Golf Course, located at 1025 25<sup>th</sup> Street North, Great Falls, 59405 and 2315 Smelter Avenue NE, Black Eagle, Montana 59414, respectively. This lease includes but is not limited to all sales made under the Licenses on property within each course, green, fairway, and building. All alcoholic items and commodities sold by Operator shall comply with the terms and conditions of the Agreement, including but not limited to Section 5.3.
3. **Lease Payment:** In consideration of this Addendum, and in additional consideration of all fees and compensation listed in the Agreement, the Operator shall pay any and all fees assessed by the State of Montana Department of Revenue associated with obtaining On Premise Alcoholic Beverage Licenses or renewals along with all taxes annexed or levied against the sales.
4. **Payment of Obligations:** The Operator shall pay when due all bills, debts, and obligations incurred by the concession operations and will not permit the same to become delinquent or in any way impair the rights of the City under this Addendum or the associated Agreement.
5. **Permits and Licenses:** The Operator shall procure, supply, and post in appropriate places all permits and licenses necessary to be procured for operating the On Premise Alcoholic Beverage Licenses.
6. **Indemnification and Insurance:** In addition to the terms as set forth in Section 12. of the Agreement, the Operator shall provide the following minimum insurance:
  - 7) Liquor Liability coverage with limits not less than \$2,000,000 per occurrence.



7. **Agreement's Remaining Terms:** All remaining terms of the Agreement, except as modified herein, shall remain in full force and effect.

**IN WITNESS WHEREOF**, Operator and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

**CITY OF GREAT FALLS, MONTANA**

**CourseCo, d/b/a GREAT FALLS GOLF, LLC.**

By \_\_\_\_\_  
**Gregory T. Doyon, City Manager**

By \_\_\_\_\_  
**Print Name** \_\_\_\_\_

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

**Print Title** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Lisa Kunz, City Clerk** (SEAL OF THE CITY)

**\*APPROVED AS TO FORM:**

By \_\_\_\_\_  
**Sara R. Sexe, City Attorney**

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



**Item:** Ordinance 3208, “An Ordinance Amending Title 2, Chapter 3, Section 030, of The Official Code of The City of Great Falls (OCCGF), Pertaining to The Municipal Court Judge.”

**From:** Legal Department

**Initiated By:** Municipal Court

**Presented By:** Joseph Cik, Assistant City Attorney

**Action Requested:** Accept Ordinance 3208 on first reading and set second reading for September 3, 2019.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (accept/not accept) Ordinance 3208 on first reading and (set/not set) second reading for September 3, 2019.”

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 accept Ordinance 3208 on first reading and set second reading for September 3, 2019.

**Background:**

On July 16, 2019, the City Commission adopted the 2019-2020 fiscal year budget. Included in the budget was a compensation package for a part-time Assistant Municipal Court Judge to begin an appointed term of office January 1, 2020.

Pursuant to Mont. Code Ann. § 3-6-201, the number of Municipal Court Judges must be set by an Ordinance adopted by the governing body. The elected Municipal Court may appoint a properly qualified part-time Municipal Court Judge to serve during the elected Judge’s term of office. *Id.* at (6). An order by a part-time Assistant Judge has the same force and effect as an order of the elected Municipal Court Judge. *Id.*

The Ordinance under consideration would amend OCCGF § 2.3.030 to establish qualifications of, and regulations pertaining to, the newly approved part-time Assistant Municipal Court Judge. The adoption of this Ordinance will fulfill the requirements of Mont. Code Ann. § 3-6-201 and allow Great Falls Municipal Court Judge Steven Bolstad to appoint an Assistant Municipal Court Judge who will be

qualified and ready to serve before the January 1 start date. The Ordinance also makes minor grammatical changes to previously adopted language to be clearer and more consistent with other OCCGF provisions.

**Fiscal Impact:**

Adoption of Ordinance 3208 has no fiscal impact. However, the total approved compensation package for the Assistant Municipal Court Judge for fiscal year 2019-2020 is \$23,188.

**Alternatives:**

The City Commission could vote to not accept Ordinance 3208 on first reading, or table action on the item to a date certain for further discussion or suggested amendments.

**Concurrences:**

Great Falls Municipal Court  
City Manager's Office  
City Clerk

**Attachments/Exhibits:**

Ordinance 3208  
Ord. 3208 Exhibit "A"

**ORDINANCE 3208**

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 3, SECTION 030, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO THE MUNICIPAL COURT JUDGE.**

\* \* \* \* \*

**WHEREAS**, the City Commission established Title 2, Chapter 3, of the OCCGF outlining provisions pertaining to the administration of the Great Falls Municipal Court; and

**WHEREAS**, the City Commission established provisions providing for one elected Municipal Court Judge; and

**WHEREAS**, the City Commission approved the appointment of an additional part-time Municipal Court Judge July 16, 2019; and

**WHEREAS**, the City Commission wishes to amend said provisions to provide the qualifications of, and Codified regulations pertaining to, a part-time Assistant Municipal Court Judge.

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

Section 1. OCCGF Title 2, Chapter 3, Section 030 shall be amended as depicted in Exhibit "A" attached hereto, with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 2. This Ordinance will become effective thirty (30) days after adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading August 20, 2019.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading September 3, 2019.

---

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

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Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, 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 3208 on the Great Falls Civic Center posting board and the Great Falls City website.

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Lisa Kunz, City Clerk

(CITY SEAL)

Exhibit "A"

Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 3 MUNICIPAL COURT

**2.3.030 Municipal Court Judges.**

- A. There shall be one (1) Municipal Court Judge elected to a four (4) year term pursuant to **Mont. Code Ann.** Title 3, Chapter, 6, ~~MCA~~. The qualifications of **the elected** ~~a~~ Municipal Court Judge shall be as required by Montana law to include:
1. The same qualifications as a ~~judge of~~ **Montana Judicial District Court Judge** as set forth in Article VII, Section 9, of the Montana Constitution, except that **the a** ~~a~~ Municipal Court Judge need only be admitted to the practice of law in Montana for at least three (3) years prior to the date of the election; ~~and~~
  2. **The A** ~~A~~ Municipal Court Judge shall be a resident and ~~voter~~ **qualified elector** in the City of Great Falls at the time of his or her election; and
  3. **The A** ~~A~~ Municipal Court Judge shall be certified as provided in **Mont. Code Ann. §§ 3-1-1502-1503**, prior to assuming office.
- B. The salary of the Municipal Court Judge shall be set by Commission resolution.
- C. **The elected Municipal Court Judge may appoint a part-time Assistant Municipal Court Judge to serve at the will of the elected Municipal Court Judge. The Assistant Municipal Court Judge shall:**
1. **Meet the qualifications as set forth in Article VII, Section 9, of the Montana Constitution, except that the Assistant Judge need only be admitted to the practice of law in Montana for at least three (3) years prior to the date of appointment;**
  2. **Be certified as provided in Mont. Code Ann. §§ 3-1-1502-1503, prior to appointment; and**
  3. **The salary for the Assistant Municipal Court Judge shall be set by Commission resolution.**

(Ord. 3208, 2019; Ord. 3169, 2017).



**Item:** Resolution 10302 – Annual Tax Levy.  
**From:** Gregory T. Doyon, City Manager  
**Initiated By:** Taxable Valuations from the Montana Department of Revenue  
**Presented By:** Melissa Kinzler, Finance Director  
**Action Requested:** Adopt Resolution No. 10302.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10302.”

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

---

**Summary:** The City Commission is required to fix an annual tax levy by setting mills to generate property tax revenues to fund city operations. The City received its taxable valuation from the Montana Department of Revenue (MTDOR) on August 5, 2019. With this valuation, the City can now compute and set its annual mill levy.

During the FY 2020 Budget Adoption Process, the Finance Department projected the City’s newly taxable property revenue would be \$425,000. The projection was based on the eighteen year average of newly taxable property. The newly taxable revenue reported by MTDOR is actually \$199,839. No particular project can be identified for this newly taxable revenue.

**Background:** This amount of newly taxable property revenue means that the City will have slightly less tax revenue than projected in the FY2020 budget of \$225,161 (0.7% of total General Fund tax revenue). The City anticipates property assessment appeals/abatement requests which means the City will not definitively know how much of this new projected tax revenue will be available until those appeals/abatement requests are processed.

For example, in Fiscal Year 2019 the newly taxable property revenue was certified to be \$781,414, and the City has still not received this additional revenue.

The newly taxable property increases the taxable value per mill from \$97,185 in FY 2019 to \$101,525 in FY 2020. The increase in value also indicates that the Great Falls tax base has expanded.

One immediate benefit to the City’s budget is to the Great Falls Public Library. The library receives nine (9) mills under its agreement with the City. With the newly taxable value, this translates into an additional \$39,060 for the library in FY 2020.

Included in the mills are the following:

**Debt Service**

- 1.68 mills for soccer park debt service payments (minimal decrease from last year)

The annual soccer park debt payments with expenses total \$167,043, which are included in the \$20,384,444 mill levy total.

The soccer park bonds were issued June 14, 2004, for \$2,500,000 for twenty years and refinanced in April 2014. The outstanding balance of the soccer bonds as of June 30, 2019 was \$765,000. The bond maturity date is July 1, 2024. Fiscal Year 2017 was the last year for the swimming pool debt.

**Permissive Medical Levy**

- 33.11 mills (\$460,000 increase from last year)

**Total Mill Levy Summary**

Last year’s mill levy for Tax Year 2018 (FY 2019) certified revenue of \$19,557,045. The differences between the mill levy of \$19.6 million (what the City milled last year) and \$20,384,444 (what the City will mill this year) include the following:

*General*

- \$199,839 for newly taxable property,
- \$168,142 for the inflationary adjustment,
- \$460,000 for the “Permissive Medical Levy”, and,
- \$(391) from previous taxable value adjustments.

*Voted General Obligation Debt*

- \$(191) for the revenue needed for the soccer park debt.

**Fiscal Impact:** The total mill levy for Tax Year 2019 (FY 2020) is 200.78 mills totaling \$20,384,444. The newly taxable value revenue of \$199,839 may result in a slight decrease of \$225,161 in undesignated fund balance for the General Fund in FY 2020 because it is less than the budgeted amount of \$425,000.

As proposed, the projected impact on a home with a taxable market value of \$100,000 is as follows:

Inflationary Adjustment (\$168,142)	\$ 2.33
Permissive Medical Levy (\$460,000)	<u>\$ 6.38</u>
Total	\$ 8.71



**Alternatives:** State law requires that the City adopt a FY 2020 Budget which includes setting the annual mill levy amounts on or before the first Thursday after the first Tuesday in September or 30 days after receiving taxable valuation from the Montana Department of Revenue, whichever is later.

The City Commission could reduce the amount of its levies – either the inflationary adjustment or the Permissive Medical Levy. The City Commission could also accept the tax levies as presented, allow any tax appeals/abatement requests to run their course, and after the first of the year reconsider any needed budget adjustments. This timeframe also provides the City Commission with ample time to review, consider, and prioritize any shortfalls from the slight decrease of the General Fund balance. Budget adjustments can then be made as necessary with review from city department heads and the public.

**Concurrences:** The FY 2020 Budget was adopted July 16, 2019. Setting the mill levy for Tax Year 2019 (FY 2020) is the last step in the adoption of the FY 2020 City of Great Falls Budget.

**Attachments/Exhibits:**

- Tax Levy Resolution 10302
- Tax Levy Resolution 10302 Appendix A
- 2019 Certified Taxable Valuations (from Montana Department of Revenue)
- Taxable Valuation History

**RESOLUTION NO. 10302**  
**RESOLUTION TO FIX ANNUAL TAX LEVY**  
**A RESOLUTION PROVIDING FOR THE ANNUAL TAX**  
**LEVY IN MILLS FOR THE FISCAL YEAR BEGINNING**  
**JULY 1, 2019 AND ENDING JUNE 30, 2020**

**WHEREAS,** Montana Code Annotated (MCA), 7-1-114, states "(1) A local government with self-governing powers is subject to ...(g) except as provided in subsection (3), any law regulating the budget, finance, or borrowing procedures and powers of local governments...(3) (b) The provisions of 15-10-420 apply to self-governing local government units."

**WHEREAS,** The City of Great Falls, Montana adopted a self-governing charter in 1986. Article I, Section 3 of the Charter of the City of Great Falls, Montana states: "The total mill levy shall not exceed that allowed to general powers cities of the first class by Montana Law."

**WHEREAS,** Section 7-6-4036, MCA, requires the City Commission to fix the tax levy for each taxing jurisdiction by the later of the first Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values. Certified taxable values were received August 5, 2019.

**WHEREAS,** Section 15-10-420, MCA provides:

(1)(a) Subject to the provisions of this section, a governmental entity that is authorized to impose mills may impose a mill levy sufficient to generate the amount of property taxes actually assessed in the prior year plus one-half of the average rate of inflation for the prior 3 years. The maximum number of mills that a governmental entity may impose is established by calculating the number of mills required to generate the amount of property tax actually assessed in the governmental unit in the prior year based on the current year taxable value, less the current year's value of newly taxable property plus one-half the average rate of inflation for the prior 3 years.

(2) ... plus any additional levies authorized by the voters ...

(9) (a) The provisions of subsection (1) do not prevent or restrict:...(vi) the portion that is the amount in excess of the base contribution of a governmental entity's property tax levy for contributions for group benefits excluded under 2-9-212 or 2-18-703.

**WHEREAS,** Section 15-10-201, MCA, requires the City Commission to fix its tax levy in mills and tenths and hundredths of mills.

**WHEREAS,** The Department of Revenue's certified taxable value for the City of Great Falls is \$104,780,322 which equates to \$104,780 per mill; when the incremental value of the tax increment finance district is removed the value is \$101,525 per mill. This includes \$199,839 or \$1,204 per mill, of newly taxable property.

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

**Section 1. - Determination of Mill Levy Limit**

- Appendix A shows the determination of the total mill levy limit of 165.99 mills.
- An additional 33.11 “Permissive Medical Levy” is allowed under 15-10-420(9)(a)(vi) for increased health insurance premiums not included in the Appendix A calculation.
- An additional 1.68 mills is allowed under 15-10-420(2) for additional voter supported mills. On November 4, 2003, a \$2.5 million general obligation bond was approved by voters for construction of a soccer park. It has been determined that 1.68 mills for soccer park debt service payments is needed for Fiscal Year 2020.

**Section 2. - Tax Levy Amounts**

A 200.78 mill levy will generate:

- a. \$ 16,652,292 from the \$100,321 certified value per mill for Previously Taxable Property;
- b. \$ 199,839 from the \$1,204 certified value per mill for Newly Taxable Property;
- c. \$ 3,361,751 from the \$101,525 certified value per mill for increased Health Insurance premiums “Permissive Medical Levy”,
- d. \$ 170,562 from the \$101,525 certified value per mill for soccer park debt service payments, and,
- e. \$20,384,444 in total City tax for 2019 Tax Year from the \$101,525 total certified value per mill.

This does not reflect delinquent collections or tax increments withheld.

**Section 3. - Tax Levy Required and Set**

- a. 165.99 mill levy- The City Commission has determined a \$16,852,131 tax levy, requiring a 165.99 mill levy, is necessary to balance the General Fund Budget.
- b. 33.11 mill levy- The City Commission has determined a \$3,361,751 “Permissive Medical Levy”, requiring a 33.11 mill levy, is necessary for increased health premium costs to balance the General Fund Budget.
- c. 1.68 mill levy- The City Commission has determined a \$170,562 tax levy, requiring a 1.68 mill levy, is necessary for the soccer park debt service payment.
- d. Total 200.78 - The City Commission of the City of Great Falls, Montana hereby fixes the tax levy for the fiscal year July 1, 2019 through June 30, 2020 at 200.78 mills.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
August 20, 2019.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney

# Determination of Tax Revenue and Mill Levy Limitations

Section 15-10-420, MCA  
Resolution 10302 Appendix A

FYE June 30, 2020

Entity Name: City of Great Falls

	Enter amounts in yellow cells	Auto-Calculation (If completing manually enter amounts as instructed)
Enter Ad valorem tax revenue <b>ACTUALLY assessed in the prior year</b> (from Prior Year's form Line 17)	\$ 16,484,541	\$ 16,484,541
Add: Current year inflation adjustment @ 1.02%		\$ 168,142
Subtract: Ad valorem tax revenue <b>ACTUALLY assessed in the prior year</b> for Class 1 and 2 property, (net and gross proceeds) (from Prior Year's form Line 20)- (enter as negative)		\$ -
Adjusted ad valorem tax revenue		\$ 16,652,683
<b><u>ENTERING TAXABLE VALUES</u></b>		
Enter 'Total Taxable Value' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 2	\$ 104,780,322	\$ 104,780,322
Subtract: 'Total Incremental Value' of all tax increment financing districts (TIF Districts) - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 6 (enter as negative)	\$ (3,255,347)	\$ (3,255,347)
Taxable value per mill (after adjustment for removal of TIF per mill incremental district value)		\$ 101,524.975
Subtract: 'Total Value of Newly Taxable Property' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 3 (enter as negative)	\$ (1,203,919)	\$ (1,203,919)
Subtract: 'Taxable Value of Net and Gross Proceeds, (Class 1 & 2 properties)' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 5 (enter as negative)		\$ -
Adjusted Taxable value per mill		\$ 100,321.056
CURRENT YEAR calculated mill levy		165.99
CURRENT YEAR calculated ad valorem tax revenue		\$ 16,852,131
<b><u>CURRENT YEAR AUTHORIZED LEVY/ASSESSMENT</u></b>		
Enter total number of carry forward mills from prior year (from Prior Year's form Line 22)	0.00	0.00
Total current year authorized mill levy, including Prior Years' carry forward mills		165.99
Total current year authorized ad valorem tax revenue assessment		\$ 16,852,131
<b><u>CURRENT YEAR ACTUALLY LEVIED/ASSESSED</u></b>		
Enter number of mills actually levied in current year (Number should equal total non-voted mills, which includes the number of carry forward mills, actually imposed per the final approved current year budget document. <u>Do Not</u> include voted or permissive mills imposed in the current year.)	165.99	165.99
Total ad valorem tax revenue actually assessed in current year		\$ 16,852,131
<b><u>RECAPITULATION OF ACTUAL:</u></b>		
Ad valorem tax revenue actually assessed		\$ 16,652,292
Ad valorem tax revenue actually assessed for newly taxable property		\$ 199,839
Ad valorem tax revenue actually assessed for Class 1 & 2 properties (net-gross proceeds)		\$ -
Total ad valorem tax revenue actually assessed in current year		\$ 16,852,131
Total carry forward mills that may be levied in a subsequent year (Number should be equal to or greater than zero. A (negative) number indicates an over levy.)		0.00



**2019 Certified Taxable Valuation Information**  
(15-10-202, MCA)  
**Cascade County**  
CITY OF GREAT FALLS

Certified values are now available online at [property.mt.gov/cov](http://property.mt.gov/cov)

1. 2019 Total Market Value <sup>1</sup> .....	\$	6,102,490,554
2. 2019 Total Taxable Value <sup>2</sup> .....	\$	104,780,322
3. 2019 Taxable Value of Newly Taxable Property.....	\$	1,203,919
4. 2019 Taxable Value less Incremental Taxable Value <sup>3</sup> .....	\$	101,524,975
5. 2019 Taxable Value of Net and Gross Proceeds <sup>4</sup> (Class 1 and Class 2).....	\$	-

6. TIF Districts

Tax Increment District Name	Current Taxable Value <sup>2</sup>	Base Taxable Value	Incremental Value
INT'L MALTING PLANT	791,452	347,618	443,834
WEST BANK RENEWAL	1,379,732	238,214	1,141,518
GF INT'L AIRPORT	211,843	107,149	104,694
GF DOWNTOWN URBAN	4,697,782	3,643,698	1,054,084
EAST INDUSTRIAL PARK	513,539	2,322	511,217

Total Incremental Value \$ 3,255,347

Preparer Joan Vining

Date 7/29/2019

<sup>1</sup>Market value does not include class 1 and class 2 value

<sup>2</sup>Taxable value is calculated after abatements have been applied

<sup>3</sup>This value is the taxable value less total incremental value of all tax increment financing districts

<sup>4</sup>The taxable value of class 1 and class 2 is included in the taxable value totals

**For Information Purposes Only**

2019 taxable value of centrally assessed property having a market value of \$1 million or more, which has transferred to a different ownership in compliance with 15-10-202(2), MCA.

I. Value Included in "newly taxable" property	\$	-
II. Total value exclusive of "newly taxable" property	\$	21,667

## General Fund Revenue Increase Detail

Tax Increment Districts											
Fiscal Year	Total Taxable Value	Downtown	Pasta MT/ General Mills	International Malting Plant	West Bank Urban Renewal Plan	Great Falls Int'l Airport	East Industrial Park	Total Tax Increment District Taxable Value	Net Taxable Value	New Property Value	% Increase (Decrease) Prior Year Newly Taxable Property
FY 2002	\$65,437,840	\$4,511,569	\$552,276	NA	NA	NA	NA	\$5,063,845	\$60,373,995	\$1,011,770	-47.8%
FY 2003	\$65,117,051	\$4,364,549	\$595,357	NA	NA	NA	NA	\$4,959,906	\$60,157,145	\$1,302,597	28.7%
FY 2004	\$65,328,553	\$4,102,725	\$700,009	NA	NA	NA	NA	\$4,802,734	\$60,525,819	\$1,041,336	-20.1%
FY 2005	\$66,377,650	\$3,343,580	NA	NA	NA	NA	NA	\$3,343,580	\$63,034,070	\$2,030,124	95.0%
FY 2006	\$68,609,562	\$3,402,127	NA	NA	NA	NA	NA	\$3,402,127	\$65,207,435	\$2,748,377	35.4%
FY 2007	\$70,990,415	\$3,832,568	NA	\$141,345	NA	NA	NA	\$3,973,913	\$67,016,502	\$2,873,541	4.6%
FY 2008	\$73,776,332	\$4,064,883	NA	\$225,476	NA	NA	NA	\$4,290,359	\$69,485,973	\$2,387,436	-16.9%
FY 2009	\$76,405,690	\$4,107,804	NA	\$294,210	\$30,733	NA	NA	\$4,432,747	\$71,972,943	\$2,138,961	-10.4%
FY 2010	\$76,862,700	NA	NA	\$309,168	\$205,857	NA	NA	\$515,025	\$76,347,675	\$6,947,574	224.8%
FY 2011	\$78,275,702	NA	NA	\$195,477	\$574,725	\$728	NA	\$770,930	\$77,504,772	\$2,931,771	-57.8%
FY 2012	\$78,709,035	NA	NA	\$176,312	\$553,480	\$6,659	NA	\$736,451	\$77,972,584	\$5,295,716	80.6%
FY 2013	\$77,852,991	NA	NA	\$157,225	\$557,385	\$6,333	NA	\$720,943	\$77,132,048	\$1,278,348	-75.9%
FY 2014	\$78,054,590	\$105	NA	\$155,000	\$560,136	\$11,171	NA	\$726,412	\$77,328,178	\$787,945	-38.4%
FY 2015	\$76,098,354	\$41,765	NA	\$386,390	\$575,135	\$11,275	\$31,452	\$1,046,017	\$75,052,337	\$312,611	-60.3%
FY 2016	\$88,577,771	\$444,316	NA	\$504,796	\$579,885	\$42,030	\$42,557	\$1,613,584	\$86,964,187	\$5,072,060	1522.5%
FY 2017	\$91,113,880	\$0	NA	\$512,371	\$537,828	\$43,717	\$41,662	\$1,135,578	\$89,978,302	\$5,238,618	3.3%
FY 2018	\$95,822,493	\$252,609	NA	\$383,849	\$654,253	\$47,867	\$319,573	\$1,658,151	\$94,164,342	\$2,643,701	-49.5%
FY 2019	\$99,201,290	\$289,538	NA	\$440,041	\$772,903	\$48,317	\$465,364	\$2,016,163	\$97,185,127	\$4,606,852	74.3%
FY 2020	\$104,780,322	\$1,054,084	NA	\$443,834	\$1,141,518	\$104,694	\$511,217	\$3,255,347	\$101,524,975	\$1,203,919	-73.9%

**Note 1:** Starting in 1999 mill levies were "floated" in order to achieve the statutorily limited tax revenues.  
 Voters approved a 2 mill increase for the Library in November, 2000.  
 Voters approved a \$2.5 million general obligation bond for a soccer park November 4, 2003.  
 Voters approved a \$2.27 million general obligation bond for repair and improvement of city pool facilities November 7, 2006.

## General Fund Revenue Increase Detail

General Fund Increases with Newly Taxable Property, Inflation, Entitlement Payments and Permissive Medical Levy											
Fiscal Year	Total \$ Increase in Mill Levy Due to Newly Taxable Property	Taxable Value of New Property	Total \$ Increase in Mill Levy Due to Inflationary Factor	% Increase of Inflationary Factor	% of Entitlement Increase	Entitlement Dollar Increase per Year	Entitlement Payment	Permissive Medical Levy Increase per Year	Permissive Medical Levy Total Levied Amount	Total Increases	Notes
2002	\$112,656	\$1,011,770	\$90,165	1.280%	3.00%	New	\$4,597,248	New	\$0	\$202,821	
2003	\$151,148	\$1,302,597	\$92,513	1.270%	3.00%	\$144,453	\$4,741,701	\$195,351	\$195,351	\$583,465	
2004	\$124,223	\$1,041,336	\$92,154	1.220%	3.38%	\$155,130	\$4,896,831	\$131,294	\$326,645	\$502,801	
2005	\$249,121	\$2,030,124	\$75,618	0.960%	3.47%	\$173,569	\$5,070,400	(\$65)	\$326,580	\$498,243	
2006	\$355,678	\$2,748,377	\$101,905	1.251%	3.23%	\$165,426	\$5,235,826	\$265,434	\$592,014	\$888,443	
2007	\$370,273	\$2,873,541	\$122,878	1.420%	3.40%	\$85,338	\$5,321,164	\$42	\$592,056	\$578,531	
2008	\$331,540	\$2,387,436	\$140,415	1.535%	4.23%	\$225,000	\$5,546,164	\$284,162	\$876,218	\$981,117	
2009	\$301,276	\$2,138,981	\$161,337	1.672%	4.22%	\$233,836	\$5,780,000	\$208,415	\$1,084,633	\$904,864	
2010	\$1,026,130	\$6,947,574	\$112,728	1.112%	5.00%	\$289,000	\$6,069,000	\$272	\$1,084,905	\$1,428,130	Release of DTID
2011	\$448,379	\$2,931,771	\$0	0.000%	5.14%	\$311,000	\$6,380,947	\$119,523	\$1,204,428	\$878,902	
2012	\$869,937	\$5,295,716	\$0	0.000%	0.00%	\$0	\$6,386,864	(\$525)	\$1,203,903	\$869,412	Recertification
2013	\$216,205	\$1,278,348	\$367,824	3.060%	0.00%	\$0	\$6,580,118	\$179,073	\$1,382,976	\$763,102	
2014	\$135,678	\$787,945	\$134,366	1.030%	3.50%	\$230,302	\$6,810,420	\$168,223	\$1,551,199	\$668,569	
2015	\$54,948	\$312,611	\$137,147	1.030%	3.50%	\$238,365	\$7,064,237	\$165,263	\$1,716,462	\$595,723	
2016	\$822,535	\$5,072,060	\$88,387	0.670%	3.50%	\$247,248	\$7,594,724	\$286,319	\$2,002,781	\$1,444,489	Recertification
2017	\$876,206	\$5,238,618	\$70,515	0.490%	3.50%	\$277,164	\$7,871,888	\$349,244	\$2,352,025	\$1,573,129	
2018	\$437,295	\$2,643,701	\$88,793	0.590%	0.05%	\$40,844	\$7,912,732	\$249,726	\$2,601,751	\$816,658	Recertification
2019	\$781,414	\$4,606,852	\$127,721	0.817%	1.85%	\$145,815	\$8,058,547	\$300,000	\$2,901,751	\$1,354,950	
2020	\$199,839	\$1,203,919	\$168,142	1.020%	3.00%	\$292,005	\$8,350,552	\$460,000	\$3,361,751	\$1,119,986	Recertification
<b>Total</b>	<b>\$7,864,481</b>		<b>\$2,172,608</b>			<b>\$3,254,495</b>		<b>\$3,361,751</b>		<b>\$16,653,335</b>	
18 Year Average 2002- 2019	\$425,813		\$111,359			\$174,264		\$153,044		\$864,481	

\* In Fiscal Year 2016, the Pers Property Reim of \$238,751 is included in the Entitlement payment.





**Item:** Resolution No. 10317 A Resolution of Intention to Cancel the November 5, 2019 General Election of Certain Municipal Officers.

**From:** Lisa Kunz, City Clerk

**Initiated By:** Cascade County Election Administrator

**Presented By:** Joseph Cik, Assistant City Attorney

**Action Requested:** Adopt Resolution No. 10317 A Resolution of Intention to Cancel the November 5, 2019 General Election of Certain Municipal Officers.

---

### **Suggested Motion**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution No. 10317 A Resolution of Intention to Cancel the November 5, 2019 General Election of Certain Municipal Officers.”

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 Resolution No. 10317 giving notice of its intention to cancel the November 5, 2019 general election of certain municipal officers.

### **Summary:**

The 2017 Montana Legislature passed HB 447, codified at Mont. Code Ann. § 13-1-403, that authorizes a municipality to cancel a general election for the election of a municipal officer by resolution after notification by the election administrator if the number of candidates filing for election is equal or less than the number of positions to be filled.

With regard to Neighborhood Council Districts with less than five candidates, staff recommends that those districts remain on the general election ballot to allow for the possibility for additional write-in candidates. In the past, when there have been an insufficient number of Neighborhood Council candidates, the write-in candidates with the highest number of votes have been contacted to determine if they are willing to serve, meet the qualifications, and file a Declaration of Acceptance for Write-In Candidate form with the Cascade County Election Department. If those districts with less than five candidates were to be removed from the ballot per the terms of the statute, utilizing that process for the opportunity for additional candidates to fill the district would be lost.

The Cascade County Election Administrator provided notice, dated August 14, 2019, of the number of candidates that have filed for City offices for the upcoming November election, and that the Cascade County Election Department has not had any declared write-in filings. Mont. Code Ann. § 13-1-403 sets forth the provisions by which the governing body may, by resolution, cancel a general election of a municipal officer.

If adopted, the purpose of Resolution No. 10317 provides notice that the municipal officer positions of mayor, municipal court judge, and Neighborhood Council District Nos. 1, 3, 5 and 7 are eligible for cancelation if there are no declared write-in candidate filings with the Cascade County Election Department by the September 3, 2019 deadline.

If one or more eligible persons files a Declaration of Intent to be a Write-In Candidate and creates a contest for one or more of said municipal officer positions, the City will hold the 2019 general election for those positions.

If, as of September 3, 2019, said positions remain eligible, a Resolution Cancelling the November 5, 2019 General Election of Certain Municipal Officers will be presented for Commission consideration, and will include declaring those candidates elected to the respective positions by acclamation.

**Fiscal Impact:**

Adoption of the Resolution of Intention and Resolution Cancelling the November 5, 2019 General Election of Certain Municipal Officers will save resources via ballot printing services and Cascade County staff time, resulting in a lower municipal general election bill from Cascade County.

**Alternatives:**

The City Commission could deny adoption of Resolution No. 10317 and proceed to include all municipal officer positions on the general election ballot regardless of running unopposed.

**Attachments:**

Resolution No. 10317

Letter dated August 14, 2019 from Cascade County Election Administrator

**RESOLUTION NO. 10317**

**A RESOLUTION OF INTENTION TO CANCEL THE NOVEMBER 5, 2019  
GENERAL ELECTION OF CERTAIN MUNICIPAL OFFICERS**

**WHEREAS**, HB 447 passed by the 2017 Legislature authorizes a municipality to cancel a general election for the election of a municipal officer by resolution after notification by the election administrator if the number of candidates filing for election is equal or less than the number of persons to be filled; and

**WHEREAS**, the Cascade County Election Administrator provided notice, dated August 14, 2019, of the number of candidates that have filed for City offices for the upcoming November election, and that the Cascade County Election Department has not had any declared write-in filings; and

**WHEREAS**, Neighborhood Council Districts with less than five candidates will remain on the general election ballot to allow for the possibility for additional write-in candidates. The write-in candidates with the highest number of votes will be contacted to determine if they are willing to serve, fit the qualifications and file a Declaration of Acceptance for Write-In Candidate form with the Cascade County Election Department; and

**WHEREAS**, this resolution provides notice that the municipal officer positions of mayor, municipal court judge, and Neighborhood Council District Nos. 1, 3, 5 and 7 are eligible for cancellation if there are no declared write-in candidate filings with the Cascade County Election Department by the September 3, 2019 deadline.

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

1. If one or more of the municipal officer positions set forth above remains uncontested as of September 3, 2019, the City of Great Falls will cancel the 2019 general election for those positions.
2. If one or more eligible persons files a declaration of intent to be a write-in candidate and creates a contest for one or more of the municipal officer positions set forth above, the City of Great Falls will hold the 2019 general election for that position.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 20<sup>th</sup> day of August, 2019.

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

ATTEST:

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Joseph Cik, Assistant City Attorney

State of Montana        )  
                                  : ss.  
County of Cascade        )

I, Darcy Dea, Deputy City Clerk of the City of Great Falls, do certify that I did post as required by law and prescribed and directed by the Commission, Resolution of Intention No. 10317 on the Great Falls Civic Center posting board and the Great Falls City website.

(CITY SEAL)

\_\_\_\_\_  
Darcy Dea, Deputy City Clerk



# Elections Department

325 1st Avenue North  
Great Falls, Montana 59401  
PO Box 2305  
59403

Phone (406) 454-6804  
Fax (406) 454-6725

## CASCADE COUNTY

August 14, 2019

Lisa,

You will find below a list of candidates that have filed and met the deadline for the filing period of April 18, 2019 to June 17<sup>th</sup>, 2019 for the city offices for the upcoming November election. At this time, we have not had any write-in filings for any of the upcoming offices. If you have any questions, please don't hesitate to call the elections office. Thank you!!!

Sincerley,

Lynn DeRoche  
Elections Supervisor

Office	Name
City of GF Municipal Judge	Steven Bolstad
City of GF Mayor	Bob Kelly
City of GF Commissioner	Kim Rodriguez
City of GF Commissioner	Tracy Houch
City of GF Commissioner	Terry Thompson
City of GF Commissioner	Bruce Pollington
City of GF Commissioner	Jasmine Taylor
City of GF Commissioner	Rick Tryon
City of GF NC #1	Pat M Goodover II
City of GF NC #1	Ron Szabo

City of GF NC #1	Michael Joseph Flaherty
City of GF NC #1	Everett C Hall
City of GF NC #1	David Richard Foscue
City of GF NC #2	Ron Staley
City of GF NC #2	Elizabeth McBride
City of GF NC #3	Sharon Mashburn
City of GF NC #3	Eric Peterson
City of GF NC #3	Kathleen Z Gessaman
City of GF NC #3	Sue Dickenson
City of GF NC #3	Joanne Thompson
City of GF NC #4	Nicole Porter
City of GF NC #4	Gregg Matsko
City of GF NC #4	Stephen Louks
City of GF NC #4	Rudolf Tankink
City of GF NC #4	Judy Tankink
City of GF NC #4	Richard Ashley
City of GF NC #4	Sandra Guynn
City of GF NC #5	Terry L Albrecht
City of GF NC #5	Pat Bolton
City of GF NC #5	Tom Kotynski
City of GF NC #5	Eric E Ray
City of GF NC #5	Marcia Anderson
City of GF NC #6	Allison Tangen
City of GF NC #6	Carl J Donovan

City of GF NC #7	Troy Lane
City of GF NC #7	Andrea Blewett
City of GF NC #7	Trevor Mikkelsen
City of GF NC #7	Lisa Meyers
City of GF NC #7	Sandra Rice
City of GF NC #8	Karen Grove
City of GF NC #8	Travis Grove
City of GF NC #8	Johnnie J Scott
City of GF NC #8	Michael William Brainard
City of GF NC #9	Shannon R Wilson
City of GF NC #9	Bernard Danishefsky
City of GF NC #9	Karen M Gray