

# City of Kalispell

## OFFICE OF THE CITY MANAGER

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### Information Memorandum

11/4/2016

#### 1. Parks Department



Councilman Jim Atkinson receives the finalist award for Montana Tree City of the Year on behalf of the City of Kalispell at the Montana League of City and Towns Conference October 7, 2016.

Through a rebate program offered by Flathead Electric Coop., the Parks and Recreation building has now been upgraded to LED light bulbs. This upgrade should save 70% on electricity usage.

On October 11, Jim Flott from Community Forestry Consultants (CFC) held a Forestry Town hall meeting. Ten community members were in attendance and provided valuable input. Earlier in the day CFC met with City staff to talk about forestry in other departments within the City. Next CFC will produce an online survey to further gauge public input regarding Kalispell's urban forest program.

On October 16, a port-a-pottie was set on fire at Lawrence Park. The port-a-pottie was several feet from the permanent restrooms but still did significant damage to the building. Estimates are being gathered for the repair.

Park crews are continuing leaf pick-up in parks before snow fall. Crews have also installed temporary walls at the Woodland Camp Center to serve as locker rooms during hockey season.

Parks & Recreation's new Activity Guide was published mid-October and highlights program offerings from November 2016 to April 2017. 17,000 copies were distributed through the Daily Interlake and an additional 3,000 will go out to area schools and businesses. [http://www.kalispell.com/parks\\_and\\_recreation/documents/Nov16-April17Brochure.pdf](http://www.kalispell.com/parks_and_recreation/documents/Nov16-April17Brochure.pdf)

## **2. Public Works**

### Parks Metering Project Phase 1

The Water Metering and Maintenance Division is currently performing Phase 1 of the Parks Metering Project. Parks metering allows accurate accounting for all the water use in the city, accurate costs tracking for water service, and will be utilized by Parks and Recreation as an irrigation management tool.

Phase 1 metering schedule for FY 16/17 includes eight parks in the upper water zone. The Water Metering and Maintenance Division has completed installation of a 2” meter, meter pit and backflow at Depot Park, installed a 4” meter and vault at Northridge Park, and is currently installing a 1” meter and meter pit at Park View Terrace. Meter pit sites have been identified and utilities located for North and South Greenbriar Park and Ponderosa Park. Installation will be completed as schedule and weather permits. The Parks Metering Project will be continued as Phase 2 in FY 17/18.

### Sprinkling Rate and Season

Residential services receive a reduced water charge for usage above the established winter average for sprinkling of lawns, gardens, and landscaping during the sprinkling months from May through October. With the adoption of the 2015 Water Rules and Regulations changing bi-monthly billing to monthly billing allows the adherence of the sprinkling season for the entire city. To ensure water customers are aware of the sprinkling months and rates, the city has sent out multiple notices and advertisements starting in September in the utility bills, newspaper, radio, and on social media.

## **3. Fire Department**

Since the last update, the Kalispell Fire Department have received 199 calls for service and have conducted 20 outreach trainings with approximately 600 individuals in attendance. The majority of the outreach trainings are in reference to fire prevention week.

Along with fire prevention week, crews have also been preparing to transition to cold weather operations which includes winterizing fire pumps, and preparing equipment for cold weather and freezing temperatures.

The hazardous materials team was also invited to train with the Civil Service Team out of Helena for a mock response and exercise at the Armory located on Highway 93 North. The team training and cooperation allows us to recognize possible failure points in our service delivery to the public.

## **4. Human Resources**

Human Resources coordinated the annual employee and dependents flu vaccination clinic. The cost is free to employee and dependents who are on the city's health

insurance plan. A total of sixty-eight participated. Fifty-one were employees and seventeen were dependents.

Human Resources coordinated the annual harassment/discrimination awareness training for all city employees which was held in two-sessions on Thursday October 13. Over 119 employees attending the presentations by Montana Municipal Interlocal Authority Human Resource's Manager Angela Simonson. For those who were unable to attend, a video of the presentation is being finalized and will be available shortly. As in the past, this program, will be viewed by all newly hired employees at their initial sign-up.

## **5. Community Development**

The City of Kalispell, Public Works Department has begun removing some 15,000 cubic yards of gravel from the future Glacier Rail Park site. The gravel will be used on roads projects throughout the City and will decrease costs related to the City's TIGER project where nearly 200,000 cubic yards must be moved at the site prior to construction of the new rail park facility.



On November 3, 2016, the City held the annual Community Development Block Grant (CDBG) Public Needs Assessment hearing with partners including: Kalispell Regional Medical Center, Montana West Economic Development, Flathead Valley Community College, United Way, Community Action Partnership of Northwest Montana, Samaritan House, Flathead County and Kalispell Public Schools. Comments from the meeting will be submitted to the Montana Department of Commerce in support of future applications from this area.

## **6. Planning Department**

The Planning Board will meet on Wednesday, November 9 and continue discussion on the Ashley Lofts Apartment project. The original submittal for annexation, RA-2 zoning and a conditional use permit for the 3.8-acre site on Airport Road and Teal was for 96 units. After the October Planning Board work session, the applicants have trimmed the project back to 82 units. In addition, the board will also hold a hearing to extend the new B-3 Core Area Business zone to a nine block area bound by Idaho Street on the north, 3<sup>rd</sup> Ave. East North, on the east, Center Street on the south, and Main Street on the west.

## **7. Building Department**

Residential building permits have been issued for 10 units in the past 2 weeks bringing the total to 133 single family and duplex units this year compared to 64 single family and

duplex units last year. In terms of multi-family housing, last year at this time we had issued a 96-unit apartment complex (Tree Line Apartments by Kids Sports) that was just completed this spring. In comparison, this year we issued the Community College apartments project (76 units of one and two-unit design).

The building permit was issued for the 40,000 square foot Herberger's addition located at 20 N. Main St. The valuation for this project is \$2 million. Also, the building permit for the Sky Bridge connecting the Earl Bennett Building to the South Campus Building was issued with a valuation of \$620,500.