
Information Memorandum
11/01/2019

1. Parks Department

The second playground installation at Woodland Park has been completed. We still have some irrigation and turf work to do for the spring. Flathead Electric Round Up for Safety grant funds were used for the certified fall surfacing, and our parks staff were able to save the community the installation costs by fitting in the build amongst their other assigned duties.



On October 7, Serious JuJu volunteered to remove the graffiti from inside the skate park at Woodland Park. With their continued help, we are able to keep the bowls free from graffiti making it visually positive for those using the skate park.

Six Parks and Urban Forestry employees attended the Northern Rockies Tree School conference in Bozeman on October 7 through 9. The featured speaker was Tony Kirkham the head of the arboretum from the Royal Botanic Kew Gardens in London.

On October 19, the Urban Forest Committee took a group of senior citizens on a tree tour that traveled around Kalispell looking at notable trees throughout the community. Discussions centered on the City's efforts to manage the urban forest.

Park staff have completed replacing an irrigation main on the soccer fields at KYAC that has been difficult to service over the years. The line was 14 feet deep, making it problematic for isolating and making repairs. The new main line was placed at a minimum of 24 inches to a maximum of 36 inches in ground. All valves will be attached to the new main.

A contractor has finished installing the new irrigation system at Lions Park. This newly automated system replaces a manual system that was originally installed. Previously, staff had to manually turn on valves to irrigate the park and head spacing wasn't correct. The new system will provide better turf coverage and allow for irrigating at optimal times with reduced labor.

Eagle Scout candidate, Joshua Raish, constructed and installed two footbridges on the nature trail in Lawrence Park on October 13. Western Building Centers donated the material for the project.



Our two youth basketball programs, Little Squirts and Little Dribblers, are in full swing this fall. We have received very positive feedback from parents with the move from Hedges Elementary to the new gym at Rankin Elementary. Special thanks to Kalispell Public Schools for the use of their incredible new facilities.



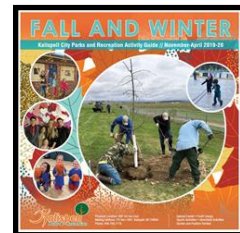
With the continued growth of our summer adult soccer league, Kalispell Parks and Recreation is starting a new indoor adult soccer league that will run from November 2019 to March 2020 at Rankin Elementary School. Games will be played on Monday & Thursday evenings from 6pm-9pm. This will be a co-rec league (must have at least 1 male and 1 female per team) and played in a 5 on 5 Futsal format (<https://futsal.com/>).

Our Skip Out Camp held on October 17-18 had record numbers this year with 64 participants on Thursday and 56 participants on Friday (over a 50% increase from last year). The kids spent a day at the Sweet Pickin's Pumpkin Patch on Thursday which included picking their own pumpkin to decorate. On Friday, the kids spent the afternoon bowling at Pick's Bowling Center in Bigfork.



With winter looming around the corner, we will be looking for ice skating instructors for our beginning ice skating programs at the Woodland Ice Center beginning in December.

KPR's new activity guide (November 2019 to April 2020) was published in the Daily Inter Lake on Monday, October 28. This guide highlights programs such as our Cairo's Kids Afterschool Program, school break camps, ice skating lessons, and youth sports. The overrun of the guide (3,500 copies) will be delivered to area elementary schools by November 1.



2. Planning Department

Staff held an open house for the Kalispell Bike and Pedestrian plan on Friday the 18th from 4-7. Over 50 people attended the open house and provided excellent feedback that will be integral to the development of the plan.

The Planning Board will meet on Tuesday, November 12 and hear a request from Eagle Valley Ranch Apartments, LLC and Stillwater Corporation for major subdivision approval of Kalispell North Town Center, Phase 3. The subdivision is located within Kalispell North Town Center and is generally located east of Kalispell Ford, east of the Kalispell Armory, west of Jefferson Boulevard and north of Lincoln Street. Phase 3 totals 39.3-acres and includes 22 commercial lots, common area, and new city street. The lots range in size from .50 acres to 4.73 acres. The Planning Board will also be holding a public hearing on the Airport Road and 18th Street project. Prior to approval of an urban renewal project, the local governing body shall submit the urban renewal project plan to the planning commission of the municipality for review and recommendations as to its conformity with the growth policy. Accordingly, the Planning Board is tasked with reviewing these projects in conformance with the City of Kalispell Growth Policy 2035 and making such a recommendation to the City Council. The plan boundary is generally bounded by 18th Street to the north, Cemetery Road to the south, Airport Road to the West and U.S. 93 to the east. Lastly, the Planning Board will hold a public hearing on the USDOT TIGER Grant Supplemental Environmental Assessment. The public comment period for the document is open to the public and the hearing provides a forum for those to testify about the changes.

3. Building Department

In the last 2 weeks, we have issued permits for 3 single-family homes and 3 townhomes. That will bring the total of new single-family/duplex and townhouse units for the year to 130, compared to 114 last year at this time. Multi-family units for the year remain at 80. Last year at this time we had issued permits for 66 multi-family units.

The permit was issued for 406 Dentistry's new location at 1315 Hwy 2 West. The remodel project is valued at \$744,299.

4. Community Development

The Supplemental Environmental Assessment for the Glacier Rail Park/Kalispell Core Area Development and Trail Project has been available for public review and comment for a 30-day period from October 21 to November 19, ending at 5 pm. The document is available in hard copy at the Kalispell City Hall Water Department, the Kalispell ImagineIF Library Reference Department and online at: <https://www.kalispell.com/164/Community-Development> or <https://www.fra.dot.gov/Page/P1038>. The public is invited to attend public open house events on Thursday, November 7, from 11 am to 1 pm and 4 pm to 7 pm at Kalispell City Hall.

5. Human Resources

Following a final review by the Executive Safety & Health Committee, we have now completed updating the City's Employee Safety & Health Manual, which will go into

effect November 1, 2019. This will be the second edition of the manual since it was initially created in 2007. Printed copies will be available for distribution to all employees.

The annual mandatory Harassment and Discrimination Awareness program was presented to city employees. Over 113 employees attended the three separate training sessions, which included a review of the City’s policies related to Harassment and Discrimination, and how to recognize, handle and report it. Attendees were also reminded of the City’s free and totally confidential Employee Assistant Program (EAP) which all employees and dependents are eligible to use up to six times per topic annually. The EAP program also offers additional help in subjects like budgeting, will preparation, and limited legal advice.

6. Public Works

FY 2019 Capital Improvement Report for Public Works: The Annual Capital Improvement Report has been completed. The report specifies infrastructure improvements with respective annual costs for water, sanitary sewer, stormwater collection, wastewater treatment, and streets. This information is provided to the Finance Department by the Public Works Department to satisfy the City’s annual auditing requirement. The table below is a simplified summary of the report. A copy of the full report can be acquired from the Finance Department.

FY 19 Capital Improvement Summarized Report					
Fire Hydrants	# of Hydrants	Costs	WWTP Projects	CIP/Repair	Costs
Replacement-City Project	1	\$0	Secondary Clarifier Scum Pump	Replace	\$10,946
New-City Project	10	\$43,726	Multi-purpose Loader	New	\$80,443
New-Private Development	73	\$319,194			
			Sewer Main Projects	Lineal Foot	Costs
Water Main Projects	Lineal Foot	Costs	Replacement/Sipline-City Project	2,582	\$406,899
Replacement-City Project	4,261	\$988,872	New-Private Development	19,709	\$1,710,326
New-Private Development	27,901	\$2,953,072	New City Lift Station-Private Development	1LS	\$398,665
Water System Projects-City	CIP/Replace	Costs	Sewer System Projects-City	CIP/Repair	Costs
Parks Metering Installs (16 meters)	CIP-New	\$33,142	Lift Station Communication Upgrades	CIP-Replace	\$13,641
			Main Break Repairs	Repair	\$14,999
Water Meter Installation	Total Installed	Costs			
3/4"	272	\$40,800	Street Projects	Lineal Foot	Costs
1"	26	\$8,190	City Project-sidewalk 50/50	1,391	\$88,026
1 1/2"	16	\$9,040	City Project-alley	3 alleys	\$12,820
2"	12	\$10,500	City Project-Contractor Chip Seal	-27,000	\$188,641
4"	1	\$2,630	City Project-City/ Contractor paved/pave. maint.	-5,000	\$243,500
6"	2	\$8,150	MDT/Contractor Restoration- City Portion	-2058	\$48,337
Stormwater	Lineal Foot	Costs			
Replacement/New-City Project	132	\$50,677			
New-Private Development	12,220	\$1,290,327			

7. Police Department

Attached is a copy of the activity report from the Kalispell Police Department for the period ending September 2019.

Sgt. Ryan Bartholomew attended Crime Scene Staging Training in Boise, ID, October 20-23. This course explains the nature of “staging” and explains how to approach the

incident from a crime scene and investigative perspective.

The Kalispell Police Department is participating in an onsite tour of the Samaritan House. Tours will be led by Director Chris Krager. The tours will be conducted on a shift by shift basis to help them fully understand the resources and limitations the Samaritan House provides to the Kalispell homeless population to help educate our first responders in appropriate response to this community challenge. The first tour was conducted on October 28 and should continue through the month.

Chief Overman has started the process of scoping and design for a proposed Evidence/Search building discussed during budget work sessions. The first site visit was conducted on October 30.

New hire interviews will be conducted on November 6. The Police Department currently has two open officer positions.

8. Fire Department

Since the last update, the Kalispell Fire Department has received 136 calls for service.

With the sudden onset of arctic temperatures fire department staff have been switching operations to that which reflects the current temperatures and prepping equipment for winter operations.

This week marks the beginning of our required Apparatus Operator testing. We offered the written test to those individuals in the department that are eligible to test. This coincides with an essay portion and will be followed with the hands on portion of the testing. This testing proves an individual's competencies in operating all of our apparatus and associated features.

Fire Department staff have also been uploading backlogged building profiles and preplan information into the computer aided dispatch program. Information is then available to us when we respond to that respective facility.

Kalispell Police Department Case and Arrest Reports - 2019

	January		February		March		April		May		June		July		August		September		October		November		December		Totals		
	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	
Crimes Against Persons																											
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIWOC/Sexual Assault	5	1	3	0	3	0	6	0	4	0	3	0	1	0	1	1	6	1								32	3
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0								1	0
Aggravated Assault	6	3	6	1	3	1	3	1	7	2	2	1	4	1	10	8	1	0								42	18
Assault on a Peace Officer	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0								0	1
Simple Assault	7	4	5	6	12	6	16	11	10	2	8	5	9	5	18	10	6	3								91	52
PFMA	14	11	7	6	12	7	12	7	7	6	8	4	8	4	10	6	11	7								89	58
Resisting Arrest	4	5	3	2	3	2	1	1	1	1	8	8	2	1	3	3	3	3								28	26
Crimes Against Property																											
Burglary	7	4	6	3	2	0	6	1	6	0	5	1	8	1	10	1	8	1								58	12
Theft	51	17	48	22	32	12	49	11	77	9	63	11	78	14	61	27	66	15								525	138
Vehicle Theft/Unauth Use	2	0	2	0	4	2	7	0	8	1	5	0	8	1	8	1	0	0								44	5
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								0	0
Forgery/Counterfeit	1	0	5	0	9	2	4	1	8	0	0	0	4	0	3	0	9	1								43	4
Fraud	6	0	9	3	3	1	4	0	8	0	5	1	1	0	6	1	7	1								49	7
Theft of Identity	1	0	1	0	2	0	1	0	1	0	0	0	0	0	1	0	1	0								8	0
Embezzlement	1	1	0	0	2	2	1	1	1	0	0	1	1	0	0	0	1	0								7	5
Stolen Property offenses	1	1	2	0	2	0	0	0	2	0	1	0	3	0	5	3	3	1								19	5
Criminal Mischief	11	1	4	2	14	4	18	3	18	6	17	2	25	1	18	1	12	3								137	23
Crimes Against Society																											
Weapon Law Violations	0	0	1	0	0	0	0	0	1	1	1	0	0	0	1	1	1	1								5	3
Prostitution Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								0	0
Child Pornography	0	0	1	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0								5	0
Drug Offenses	41	22	24	17	37	25	33	17	22	15	30	20	34	16	46	31	42	19								309	182
Family Offenses (non-violent)	2	0	0	0	3	1	0	0	1	0	0	0	1	1	1	0	0	0								8	2
DUI	13	15	7	5	13	13	7	6	7	6	9	8	10	10	11	10	7	7								84	80
Possession of Alcohol	0	0	0	0	1	0	4	8	4	4	3	8	2	2	8	23	2	4								24	49
Provide Alcohol to Minor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								0	0
Other Alcohol Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								0	0
Kidnapping/Custodial Int.	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0								3	1
Disorderly Conduct	4	2	6	3	7	7	6	4	7	5	7	5	5	5	3	3	5	4								50	38
Criminal Trespass	12	7	5	2	5	5	14	6	18	3	16	9	25	14	21	15	17	9								133	70
Violation of Protective Order	2	1	4	1	4	1	2	0	5	2	2	1	6	0	1	0	2	1								28	7
Obstructing a peace officer	9	10	7	4	9	8	10	10	5	3	8	9	8	6	9	11	9	6								74	67
Juvenile Offenses (except MIP)	10	9	10	3	11	10	12	9	7	7	6	7	10	2	7	8	4	2								77	57
Other Offenses	49	49	48	48	53	48	38	35	38	37	48	45	39	40	54	52	41	38								408	392
Total	260	163	215	128	247	157	254	133	276	110	255	146	292	124	318	217	264	127	0	0	0	0	0	0	0	2381	1305

Traffic

	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	
		1045	602	615	422	736	468	739	423	962	612	742	457	529	379	644	501	579	447								6591
Total Calls for Service	3206		2734		2809		3040		3346		3194		3014		3316		4239								28898		