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Information Memorandum

5/18/2018

**1. Parks Department**

On April 28, volunteers from the local Home School Association volunteered their time to paint over graffiti that has collected in the tunnel between KYAC and FVCC over the past year. They also helped mulch trees at the sports complex.

The Montana Conservation Corp. (MCC) spent the week of April 30 - May 4 helping to improve the natural area at Leisure Park. Woody debris was placed in piles to establish wildlife habitat and an eight foot tall temporary fence was placed around the six acre piece of property to help limit deer access while young trees become established. Trees were also planted to develop canopy for the property.



Thanks to the Kalispell Public Works Department for resurfacing the Begg Park parking lot last week. Also thanks to Paws to Play for helping with the funding to make this project possible. Paws to Play also helped plant 15 new trees at the Dog Park on May 6. The Dog Park reopened on May 15, though there are still several projects to be completed.

Forestry work in 2017-2018 through contracting and in-house staff has included 1,192 small trees (trees under 5" in diameter) being pruned, 885 large trees being pruned, 150 trees removed, and 214 stumps ground.

As part of our new summer programs, we have partnered with the Hockaday Museum of Art to offer two adult art classes. Our first class, "Botanical Watercolor Painting," begins with the basics of watercolor painting – how to use brushes, color mixing, applying paint. Over the six weeks, participants will practice painting fruit and flowers while honing their observational skills. Our next class, "Drawing: From Black and White to Color," is a one-day course offered on either June 16 or July 28.

Registration for our Camp Woodland Summer Day Camp is going well. Our camp is limited to 100 kids per day and we are already 89% full with 4 weeks before camp starts. A list of this summer's field trips can be found on our website.



Registrations for our Adult 7v7 Soccer League closes this Friday. We are expecting 8-10 teams to participate. Teams typically play each team once throughout the season and then compete for the league trophy in a three-week playoff. The league will take place in at Stillwater Christian School.

## 2. Public Works

### Stormwater Permit- Public Awareness

Public Works participated in Parks and Recreation's Arbor Day this year and were able to educate 131 local third-grade students about stormwater and the importance of trees. Casey Lewis and Patrick Jentz organized a booth and interactive activity that allowed students to mimic stormwater and pick up pollutants while flowing to a real storm drain. The activity highlighted how trees can reduce stormwater runoff and pollutants from



entering our storm system and eventually polluting local creeks and rivers. Students were rewarded with a stormwater medal after the activity was



complete. This outreach and education event helps the City of Kalispell comply with our Municipal Separate Storm Sewer System (MS4) Permit issued by Montana Department of Environmental Quality.

### Sewer Division Maintenance

The Sewer/Storm Division actively looks for areas of inflow and infiltration into the sewer system in the spring. Surface and ground water will enter the manholes through the unsealed interface between the manhole rim and asphalt/concrete, unsealed portions of the manhole joints, and cracks in the manhole structure. Preventative maintenance is a crucial part of reducing the amount of surface and ground water introductive into the sewer system. To address the inflow and infiltration into the sanitary sewer system, City Sewer Staff has been in the field sealing manholes with a Hydrophilic Foam. The product is a liquid that expands into foam when it encounters water. The foam expands sealing the opening and stopping the infiltration. When the area has dried, a hydraulic grout is applied inside the manhole to cover and re-enforce the foamed area. Eight manholes west of Meridian have been sealed so far this year. The Sewer Staff will continue to seal manholes throughout the summer, as time permits.

### Street Rehabilitation Projects

Street Maintenance Staff have completed one of the road reconstruction projects thus far

on East Nevada Street between 1<sup>st</sup> Avenue EN and 2<sup>nd</sup> Avenue EN. Ten overlay and reconstruction projects are schedule to be completed in the summer of 2018 and spring of 2019. Currently, street crews are performing overlay operations at Glacier Village Greens. To stay up to date on active City street rehabilitation projects, please see the City website and click on the construction alert icon.



### WWTP Secondary Clarifiers

Heavy algae growth in the final clarifiers create problems in the final effluent sandfilters every year. Rather than installing fiberglass weir covers, at a cost of \$70,000 per clarifier, the Operators came up with the potential cost saving idea of installing a sun shade to cover the clarifiers. A custom made sun shade was recently installed and will be evaluated over the summer for its effectiveness. Should the sun shade work, the City will have a cost saving of over \$65,000 per secondary clarifier. Here is a picture of the sun shade installed on the north final clarifier.



### **3. Police Department**

Attached to this report is the latest case and arrest report.

The Kalispell Police Department's Special Response Team attended the Mountain States Tactical Officers Association annual conference in Helena from April 30 – May 3. KPD SRT officers received instruction from top tactical trainers in a variety of fields.

On May 2, K9 Officer Jason Parce and Cairo gave a presentation to a local Boy Scout troop.

Major Case Unit team members Dennis Peterson, David Massie, and Cory Clark are in Great Falls this week attending a Basic Crime Scene Examination and Evidence Collection school.

Officers Jesse Allen, Justin Turner, Ron Clackler, and Quintin Fowler attended the Crisis Intervention Team (CIT) Academy this week in Kalispell. The CIT academy's purpose is to assist first responders (law enforcement officers), detention staff, and dispatchers in engaging, assessing, and assisting individuals in crisis with mental and/or co-occurring substance disorders. CIT is a 40-hour evidence based training that encompasses tools and skills needed for first responders to better manage individuals presenting with mental health and/or co-occurring substance disorders. This training exposes the participants to materials and experiences from trained mental health and medical professionals to better prepare them to effectively and safely work with this unique population. CIT Academy instruction includes: Suicide assessment and intervention, substance abuse and dual diagnosis, introduction to mental illness, psychotropic medications, legal issues, elderly and children's issues, developmental disabilities, intervention strategies, scenario training, and site visits.

#### **4. City Clerk/Communications Manager**

The City Facebook page is close to reaching 4,000 followers and had a weekly reach of over 34,000 people several times in the last month. This reach helps highlight news and events from the city and directly assisted in the arrest of an arsonist recently.

As the Kalispell Trail and Complete Street Project design gets underway the City Clerk is working with the Community and Economic Development Department and other partners to add additional outreach information and refresh news on the Kalispell Core and Rail website.

City of Kalispell Notify Me subscriptions have now been completely transitioned to the new city website. Original MailChimp subscribers that have not signed up at the new website at <http://www.kalispell.com/list.aspx> will no longer receive auto emails from the City of Kalispell Notify Me system.

The City Clerk is offering news article support across Departments to keep the Kalispell News Highlights section of the website populated and refreshed frequently.

#### **5. Finance**

##### Accounts Payable

For the month of March, accounts payable processed 379 checks to pay almost 700 invoices from 278 vendors. Total amount of accounts payable checks issued in March was \$3,443,501.

For the month of April, accounts payable processed 218 checks to pay almost 500 invoices from 184 vendors. Total amount of accounts payable checks issued in March was \$1,464,457.

##### Utility Billing

There were 15 new commercial water and sewer accounts set up in March. Seven of these new accounts were changes in ownership and three others were fire lines.

There were 13 new commercial water and sewer accounts set up in April. Four of these new accounts were changes in ownership and eight others were fire lines.

There were 46 new residential water and sewer accounts set up in March. Most of these (32) new accounts were changes in ownership. Three new residential accounts were taking possession from the builder/contractor.

There were 57 new residential water and sewer accounts set up in April. Most of these (37) new accounts were changes in ownership. Nine new residential accounts were taking possession from the builder/contractor.

The utility billing clerks processed about 9000 bills for water and sewer service in both March and April. Water charges for services were about \$200,000 monthly. Sewer charges for services were about \$350,000 monthly.

On April 5, the water department notified (tagged) 192 customers for past due accounts. Most of these (about 160) made the required payment prior to being shut-off.

On May 3, the water department notified (tagged) 262 customers for past due accounts. Most of these (about 230) made the required payment prior to being shut-off.

## **6. Human Resources**

Human Resources has been working with MMIA to coordinate meetings for them to give presentations to municipal employees regarding the 2018 open enrollment and answer any questions they may have.

The Open Enrollment theme this year is, "It's about time!" MMIA will cover:

- Changes to the Get Wealthy wellness program
- What you need to know for Open Enrollment
- Plan change for 2018/19
- Specialty medication claims processing

## **7. Fire Department**

Since the last update, the Kalispell Fire Department has received 380 calls for service and has conducted 7 outreach trainings with approximately 90 individuals in attendance.

With the introduction of spring weather we are starting to see an increase in request for fire station tours and fire safety presentations from area residents, clubs, and businesses. In the past week's we have also presented at KRMC's safety day and assisted with a child safety car seat clinic at the same event.

On Saturday April 9, fire department staff and members of Local #547 assisted the Kalispell Lions Club in our annual Lions park cleanup day.

Fire department staff have also recently taken part in wellness training sponsored and presented by Montana State Firefighters Association. This program called O2x, is customized and focused for individuals in the fire service and educates individuals in proper exercise related to day-to-day activities in the fire service, mental health and wellness, and proper diet. The goal of this program is to finish one's career as healthy as when we started and to protect one from injury.

## **8. Building Department**

In the last 2 weeks, we have issued permits for 7 single family/duplex and/or townhouse units. That will bring the total of new single family/duplex and townhouse units for the

year to 23, compared to 33 last year at this time.

The building permit was issued for the new Flathead Valley Oral and Maxillo Facial Surgery located at 60 Village Loop. The estimated project valuation is \$1.3 million. The Albertson's remodel permit located at 900 W Idaho has been issued. This project's valuation is \$850,000 and includes new cold cases, a Starbucks Kiosk, and other new features. Finally, the permit was issued to CAP for a remodel of the Courtyard Apartments located at 1842 Airport Rd. The project valuation for this is estimated to be \$2.7 million.

## **9. Planning Department**

The Planning Department is completing a draft of the Downtown Urban Renewal Plan. This document will be presented to the Planning Board at a work session during the June 21 board meeting. The urban renewal plan will identify specific redevelopment goals and projects in the downtown as enumerated in the recently adopted Kalispell Downtown Plan and it will also form the basis for the creation of a new downtown TIF which will serve as a funding tool to help implement the projects identified in the urban renewal plan.

The planning board will also hold a work session on a proposed 50-acre Planned Unit Development containing a 330 unit RV Campground to be located in the Siderius Commons PUD. The RV Park, Montana Base Camp, would be situated ¼ mile west of the US 93 Bypass/US 93 South intersection on the south side of the US 93 Bypass, diagonally southwest of Gardner's RV Sales. Access would be via the roundabout on the US 93 Bypass on the north and Ashley Meadow Road on the south. The applicant is Andrew Matthews of Orlando, Florida.

