

Information Memorandum
10/30/2020

1. Parks Department

On October 26, JT Buckley began working for the Forestry Division as a Parks Caretaker - Arborist. JT previously worked for Western Sky Tree Service and prior to that he spent two and a half years working for Mission Mountain Railroad. JT graduated from Glacier High School and spent five years in the United States Marine Corps as a CH-46 helicopter crew chief/mechanic. JT brings a good understanding of urban forestry and will be a valuable member of our team.

Our Forestry division is pruning trees along the 500 block of 3rd Avenue East. A contractor is currently pruning trees along 2nd, 3rd, and 4th Avenues on the East North side of Kalispell.

Park crews are working on a project to upgrade the plumbing in the Lagoon Pavilion bathrooms at Woodland Park. We are also changing over our seasonal equipment for the winter season in parks.



We are half-way through our Little Dribblers youth basketball season. Our younger age groups (pre-K and Kindergarten) had their team and individual pictures taken at Russell Elementary on October 24. Team and individual pictures for our first and second graders is scheduled for Saturday, November 7, at Peterson Elementary. Kalispell Parks and Recreation receives a small percentage from any photos purchased from the photography studio which goes into our scholarship program and helps fund kids who wouldn't be able to participate due to financial constraints.

We will be starting our youth ice skating lessons at the Woodland Ice Center in early December and currently in the process of hiring our ice-skating instructors for the upcoming winter. Our first session will run from December 1 through 10. The second session will start in January after the holidays. Lessons are available for children ages 4 and up.

2. Police Department

The Kalispell Police Department hosted a “Canine’s in the Courtroom” training October 26-28 in Kalispell. This training is designed specifically to address issues and concerns that arise during the deployment of detector dogs. The training was held primarily in the field at multiple locations in the Kalispell area.

Between October 23-26 (first significant snow event) The Kalispell Police Department responded to 31 motor vehicle accidents. This compares with 22 for the period of October 16-19, and 8 for the period of October 9-12.

Year to date calls for service stand at 26,850. This compares with 30,276 in 2019, and 28,858 in 2018.

3. Public Works

FY 2020 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 20 Capital Improvement Summarized Report					
Fire Hydrants	# of Hydrants	Costs	WWTP Projects	CIP/Repair	Costs
Replacement-City Project	0	\$0	TWAS Roof Replacement	Replace	\$40,873
New City Project	0	\$47,372	E Secondary Digester Coating Rehabilitation	Replace	\$68,234
New Private Development	28	\$12,641	Secondary Digester Lid Replacement	Replace	\$176,839
			Machinery and Equipment (pumps, mixers, valving, instrument)	Replace	\$120,79
Water Main Projects	Lineal Foot	Costs			
Replacement-City Project	1268	\$411,198	Sewer Main Projects	Lineal Foot	Costs
New Private Development	13,920	\$1320,107	New Private Development	11765	\$2,895,846
New City Project	14,621	\$2,092,562	New City Lift Station-Private Development	2 LS	\$250,528
Water System Projects-City	CIP/Replace	Costs	Sewer System Projects-City	CIP/Repair	Costs
Section 36 Well Facility	CIP-New	\$1433,855	Lift Station Communication Upgrades	CIP-Replace	\$8,641
			Main Break, Lift Station Structural, Manhole Repairs	Repair	\$54,510
Water Meter Installation	Total Installed	Costs			
½"	743	\$11450	Street Projects	Lineal Foot	Costs
1"	37	\$11655	City Project-sidewalk 50/50	1234	\$83,402
1.5"	6	\$8,475	City Project-alley	3 alleys	\$72,253
2"	6	\$8,125	City Project-Contractor Chip Seal	-24,057	\$190,438
4"	1	\$2,630	City Project-City/ Contractor overlay and pave.maint.	-26,000	\$1232,677
6"	0	\$0			
Stormwater	Lineal Foot	Costs			
Rehabilitation and New City Manhole	2 Units	\$10,856			
Reconstruct City Detention Pond	swale + pond	\$100,359			
New Private Development	6,959	\$601,05			

4. Fire Department

Since the last update, the Kalispell Fire Department has received 141 calls for service.

The new ambulance purchased in the 2019 budget year has been delivered to us after its lengthy build time. Fire department staff are completing the final build-out of this unit and getting it ready for service.

With the recent weather changes, staff are transitioning to winter operations.

Fire Department and HR staff have moved the Assistant Chief application review process to its second stage with a narrowed list of candidates. The Firefighter Paramedic job openings have closed, and staff are in the first stage of applicant review.

5. Planning Department

There are no applications to be considered by the Planning Board in November. However, the Planning Board will be holding a work session on accessory dwelling units (ADU), which was a topic at the September 14 Council work session. Staff has prepared a preliminary draft of a zoning text amendment for the board's discussion. The DRAFT amendment would allow a separate ADU on a lot in zones that allow duplexes (R-4, R-5, RA-1, RA-2, and H-1) in addition to those zones which already allow them. Staff will present the DRAFT amendment to the board and facilitate discussion on the appropriateness of the proposed changes. No formal action will be taken by the Planning Board.

Staff has also prepared a survey for Historic Design Standards that is currently circulating. The Downtown Business Improvement District (BID) was awarded a grant from the Montana Main Street program in February to establish design guidelines aimed at preserving the historic character of Downtown Kalispell. City staff and their consultants, A&E Architects, are in the early planning stages and are seeking input as we begin the process of developing potential historic design standards for Downtown Kalispell. The online survey at (<https://www.surveymonkey.com/r/TDR8XR8>) should take no more than 10 minutes to complete and will be available until **November 19, 2020**. For more information on some of the historic buildings in Downtown Kalispell, please see the [Historic Downtown Kalispell Self-Guided Walking Tour](#) brochure.

6. Building Department

In the last 2 weeks, we have issued permits for 12 single-family homes and 2 townhomes. That will bring the total of new single-family/duplex and townhouse units for the year to 248, compared to 129 last year at this time.

There have been 156 multi-family housing units issued so far this year. At the end of 2019, the building department had issued permits for a total of 84 multi-family units.

There was a total of 139 combined building and/or fire inspections completed in the last 2 weeks.

Residential – 62

Plumbing – 8

Commercial – 13
Electrical – 8

Mechanical - 13
Fire - 35

7. Community Development

The 3rd quarter report for the BUILD grant has been submitted. This project on the bypass is in the design phase with MDOT with construction scheduled to begin in the spring of 2021.

The appraisal for the city-owned parking lot next to Valley Bank is set to be completed by November 30.

The South Kalispell TIF Airport Road and 18th Street project continues to progress through the recent weather challenges. Paving and landscaping are complete on 12th Street West. Concrete work for curbs, gutters, sidewalks and driveway approaches continue on 18th Street and Airport Road. As weather permits, asphalt will be poured for the new 17th Street West and two parking lots between Airport Road and 1st Avenue West in the coming week. The entire project is to be completed in November 2020.

An EPA Brownfields Assessment grant application for \$300,000 has been submitted. If awarded these funds will be used to assist Kalispell property owners with no cost Phase I and/or Phase II environmental site assessments and environmental remediation planning as needed.