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Information Memorandum

2/2/2018

**1. Parks and Recreation**



Christmas trees pickup by our volunteer group is now complete. Forestry crews will chip the trees and make wood chips available to the public this spring. Anything that remains will go to Stoltze Lumber to fuel their Co-Generation Power Plant and boilers.

A contract to prune 350 trees in Ashley Park subdivision has been completed. A 90 tree hazardous removal contract has also been awarded to a contractor with a completion date of April 2018. Over the past two weeks, 59 trees have been pruned by the Forestry Division.

We have 19 participants registered for our third session of ice skating lessons starting January 23. Registrations for our skating lessons this year are up 69% compared to last year. Our last session of ice skating will begin February 6.



We are excited for the start of Kalispell Kickers indoor soccer league beginning on February 3. We have 110 participants registered, which is up 41% from last year. Due to the closing of the small gym at Flathead High School, we have moved the location to Stillwater Christian this year.

**2. Police Department**

The Kalispell Police Department has six officers in Helena attending leadership courses. They are completing phases 1 & 2 of a three-part series.

The Kalispell Police Department has started its annual Citizens Police Academy. The class has 15 participants from a variety of backgrounds. The nine-week course will expose citizens to the inner workings of KPD, its officers, and law enforcement.

Captain Doug Overman spent last week in Helena attending the Montana Executive Leadership Institute. It was the first week of a four-week leadership course.

### **3. Public Works**

#### Water Facility Maintenance-Armory Well



The City of Kalispell Water Production Operators are responsible for the maintenance and upkeep of the water facilities. These facilities include eight pump facilities, four large reservoirs, and several miscellaneous control and booster facilities. Sanitary conditions and good housekeeping protocols at the well facilities are not only requirements of DEQ, but a City goal to ensure high quality water is supplied to our community from maintained facilities. As such, interior

painting of facilities is part of the continual preventive maintenance performed by the City's Water Operators. Recently, the Water Operators completed painting the internal piping at the Armory Well Facility. The paint coating protects the piping and equipment from corrosion due to the moisture and chlorine within the facilities' atmosphere. The Operators will continue to recoat the piping for the remaining well facilities throughout 2018.

#### Street Maintenance

With the break in the winter snow events, the Street Crew is busy patching potholes created from winter weather. Temporary patching techniques consisting of filling the holes with cold mix, asphalt millings, or gravel will continue until the asphalt plant starts up in the spring. Public Works encourages citizens to call the office number at 758-7720 to report potholes. The faster staff can respond to potholes, even if it is only temporary, minimizes the deterioration of the road. The potholes are placed on a list and permanently fixed throughout the spring/summer season.

### **4. Fire Department**

Since the last update, the Kalispell Fire Department has received 145 calls for service and has conducted 1 outreach training with approximately 30 individuals in attendance.

Staff from the fire department are attending a Fire Officer 1 certification course facilitated by Evergreen Fire Department and taught by Montana State Fire School instructors. This course offering covers topics such as human resource management, verbal communication, community and government relations, developing and implementing department policies, budgeting, incident action planning and more.

## **5. Information Services**

County-wide IT staff worked to update the police, fire and ambulance computers. The City of Kalispell IT staff updated 83 computers to use a new version of software the Flathead 911 Emergency Communications Center deployed as an upgrade on Tuesday. City staff worked for 3 days in advance of the upgrade to prep the computers and after the upgrade to install the update. All computers have been upgraded.

City staff have been updating and gathering content for the new City website. The current website migration will start taking place February 3. The new website is scheduled to go live March 29.

The AV Capture All server is being replaced with a laptop that will remain in the Council Chambers at all times. The old server will be decommissioned and the Council and Planning board meeting video will feed to the internet from the laptop in the Chambers.

## **6. Building Department**

In the last 3 weeks, we have issued permits for two single-family homes. That will bring the total of new single family/duplex and townhouse units for the year to six, compared to 5 last year at this time.

## **7. Planning Department**

The planning board has three agenda items set for the February 13 planning board meeting. The board will hear a request from Team Development, LLC for a major subdivision to be known as Southside Estates Phase 2, a 9.6 acre tract of land located on the west side of Airport Road immediately west of the new Rankin Elementary school. The project envisions 4 single-family lots and 26 townhouse lots for a total of 56 housing units.

The board will also hear a request from Ara Jorgenson for annexation and initial zoning to R-4 for a .8-acre lot located at 1373 Whitefish Stage Road. The applicants are proposing a group home for elderly memory care.

Finally, the board will hear a request continued from the December 12 board meeting which involved annexation, initial zoning of RA-2, and a conditional use permit for a multi-family development containing 324 units. The 15 acre property is generally located on the north side of Two Mile Drive immediately west of Teton and Yellowstone Streets.

Staff presented a national webinar for Community Builders, Inc. entitled "From Brownfields to Thriving Downtowns" in which we show cased our Core Area Plan from start of the planning process to implementation of our TIGER Grant complete with Drone video footage of the Glacier Rail Park under construction.