1) **5:30 pm** Discuss proposed pedestrian bridge located at the 95 Karrow (WF Yards) project **RESCEDULED FOR LATER DATE**

2) **6:00 pm** Review and discuss the Whitefish Fire Department Strategic Plan

3) Public Comment

4) Direction to City Manager

5) Adjourn

To attend the meeting via Microsoft Teams, and **provide live comment** on your computer, tablet or smartphone, attendees should go to the web link below.

Meeting Link: [Microsoft Teams Link]
Meeting Number: **251 938 265 729**
Password: **9eqyVR**

**For the Audio Conference Call option:** call the number below and enter the access code.
- United States Toll Free: **833-563-1751**
  Access code: **498 500 938#**
- We encourage individuals to provide written public comment; to the City Clerk, Michelle Howke at mhowke@cityofwhitefish.org or deliver by 4:00 p.m. Monday, July 3, 2023, to City Hall. Written comments should include name, address, should be short and concise, courteous, and polite. All written comments received by 4:00 p.m. will be provided to the City Council and appended to the packet following the meeting.
- Public comment by those attending the meeting "live" via Microsoft Teams or in-person will be limited to three minutes per individual.
January 3, 2018

95 Karrow llc
Casey Malmquist
335 Spokane Ave
Whitefish, MT 59937

Re: 95 Karrow; (WPP 17-04/WPUD 17-02)

Dear Mr. Malmquist:

On December 4, 2017, the Whitefish City Council approved your request for a preliminary plat subject to 29 conditions of approval, enclosed herein. The preliminary plat approved was shown on a set of plans submitted with the application dated September 18, 2017. At the January 2, 2018 meeting, the Council approved Ordinance 18-01 on a second reading for the PUD overlay. This ordinance will take effect in 30-days.

The preliminary plat is valid for a period of three years from the date of approval or until December 4, 2020.

Sincerely,

Wendy Compton-Ring, AICP
Senior Planner

C: Public Works Department
   Fire Department
   Building Department
   Bruce Boody, Bruce Boody Landscape Architects 301 E 2nd Street, suite 1B
   Whitefish, MT 59937
   Doug Peppmeier, TD&H Engineering 450 Corporate Drive, suite 101 Kalispell,
   MT 59901
The Whitefish City Council approved the project subject to the following conditions of approval:

**Zoning Deviations:**

- **Setbacks.** Building 10 on Lot 10 encroaches into the required front yard at its northeasterly corner and into the side and rear yards at its southwesterly corner. Building 9 on Lot 9 encroaches into the required side and rear yards at its westerly corner. Lot 7 residential garages encroach into the rear yard.

- **Parking.** Parking and Loading within the project will be shared among all users. Required parking is calculated for the uses listed within the application.

- **Building Footprints.** Buildings 4, 5, and 6 each have footprints in excess of 3,500 square feet. Building 10 has a footprint in excess of 15,000 square feet.

- **Conditional Uses.** Conditional Uses in the WT-3 permitted without a Conditional Use Permit and blend the land uses across the entire Planned Unit Development site.

**Conditions of Approval:**

1. The subdivision shall comply with Title 12 (Subdivision Regulations) and Title 11 (Zoning Regulations) and all other applicable requirements of the Whitefish City Code, except as amended by these conditions.

2. Except as amended by these conditions, the development of the subdivision and planned unit development shall be in substantial conformance with the approved preliminary plat, site plan and elevations that govern the general location of lots, roadways, parking, landscaping and improvements and labeled as "approved plans" by the City Council.

3. Prior to any pre-construction meeting, construction, excavation, grading or other terrain disturbance, plans for all on and off site infrastructure shall be submitted to and approved by the Whitefish Public Works Department. The improvements (water, sewer, roads, street lights, trails, sidewalks, driveways, etc.) within the development shall be designed and constructed by a licensed engineer and in accordance with the City of Whitefish's design and construction standards. The Public Works Director shall approve the design prior to construction. Plans for
grading, drainage, utilities, streets, sidewalks and other improvements shall be submitted as a package and reviewed concurrently. No individual improvement designs shall be accepted by Public Works. (City Engineering Standards, 2009)

4. Approval of the preliminary plat is subject to approval of detailed design of all on and off-site improvements, including drainage and a plan for snow removal and storage. Through review of detailed road and drainage plans, applicant is advised that the number, density and/or location of building lots, as well as the location and width of the road right-of-way, and widths of rights-of-way shown on the preliminary plat may change depending upon constructability of roads, pedestrian walkways, and necessary retaining walls within the right-of-way, on-site retention needs, drainage easements or other drainage facilities or appurtenances needed to serve the subject property and/or upstream properties as applicable. This plan shall include a strategy for long-term maintenance. Fill on-site shall be the minimum needed to achieve positive drainage, and the detailed drainage plan will be reviewed by the City using that criterion. (City Engineering Standards, 2009)

5. Prior to the start of Phase 1 of the project, an agreement with the Great Northern Veteran's Peace Park must be recorded to allow for the usage of the off-site parking and secondary emergency access in perpetuity. Such plan shall address retention of the trees to the south of the parking lot. (Finding 8)

6. The off-site parking must meet city standards including stormwater, paving and landscaping. The plans must be reviewed and approved by the City. (Finding 8)

7. Prior to any ground disturbing activities, a plan shall be submitted for review and approval by the Public Works and Planning/Building Department. The plan shall include, but may not necessarily be limited to, the following:
   - Dust abatement and control of fugitive dust.
   - Hours of construction activity.
   - Noise abatement.
   - Control of erosion and siltation.
   - Routing for heavy equipment, hauling, and employees.
   - Construction office siting, staging areas for material and vehicles, and employee parking.
   - Measures to prevent soil and construction debris from being tracked onto public roadways, including procedures to remove soil and construction debris from roadways as necessary.
   - Detours of vehicular, pedestrian, and bicycle traffic as necessary.
   - Notation of any street closures or need to work in public right-of-way.
   (City Engineering Standards, 2009)

8. All areas disturbed because of road and utility construction shall be re-seeded as soon as practical to inhibit erosion and spread of noxious weeds. All noxious weeds, as described by Whitefish City Code, shall be removed throughout the life
9. Street lighting shall be required in accordance with the Whitefish Standards for Design and Construction. Street and other on-site lighting shall be dark sky compliant and meet the requirements of the City's Outdoor Lighting ordinance. (Zoning Regulations §11-3-25; City Engineering Standards, 2009)

10. The Fire Marshal shall approve the placement and design of all fire hydrants prior to their installation and fire access. (UFC; Subdivision Regulations §12-4-18; Engineering Standards, 2009)

11. The secondary emergency access onto Birch Point Drive must be installed along with Phase 1. Such emergency access must be maintained year-round and meet all emergency access standards. The design must be reviewed and approved by the Fire Marshal. (Finding 1)

12. The refuse and recycling location shall be reviewed and approved by the Public Works Department and North Valley Refuse. (§4-2, WCC)

13. A Certificate of Subdivision Approval be obtained from the Department of Environmental Quality and written approval by the Whitefish Public Works Department approving the storm drainage, water and sewage facilities for the subdivision. (Subdivision Regulations, Appendix C)

14. Install an intersection signal when warranted by Montana Department of Transportation and meet their requirements. Coordinate this installation with the Public Works Department. (Finding 1)

15. A report shall be submitted with the final Whitefish River buffer averaging details. This report shall indicate the overall area required, the amount being reduce and a ‘to scale’ drawing showing the minimum width of no less than 50-feet. (Staff Report, Finding 3; Zoning Regulations §11-3-29C)

16. The Whitefish River trail shall be installed the entire length of the river connecting to Karrow Avenue, as depicted on the site plan. The final details of the trail installation shall be submitted to the Parks, Public Works and Planning Departments for review and approval. An easement granting public access to the trail must be recorded with Phase I of the development. (Findings 3, 4 and 8, §11-3-29C(5)(c))

17. The trail within the unimproved W. 1st Street right-of-way must be designed in such a way so as to not foreclose the possibility of future use of the road by adjacent properties. This plan will be reviewed and approved by the Public Works and Planning Departments. (Finding 4)
18. A pedestrian-bicycle connection must be made from the subject property to W. 2nd Street. Improvements must be reviewed and approved by Montana Department of Transportation and the Public Works Department. (Finding 4)

19. All on-site signage must meet §11-5, Sign Regulations. (Zoning Regulations §11-5)

20. The following notes shall be placed on the face of the plat:
   • Building numbers shall be located in a clearly visible location.
   • The internal roads shown on the final plat are intended to be privately owned and maintained and open to the public. It is understood and agreed that these internal roadways do not conform to City requirements for public roadways. The owners (and successors in interest) of the lots described in this plat will provide for all-season maintenance of the private roadways by creation of a corporation or association to administer and fund the maintenance. This dedication is made with the express understanding that the private roadways will never be maintained by any government agency or public authority. It is understood and agreed that the value of each described lot in this plat is enhanced by the private nature of said roadways. Thus, the area encompassed by said private roadways will not be separately taxed or assessed by any government agency or public authority.
   (Subdivision Regulations §12-4-6; Staff Report Finding 5; City Engineering Standards, 2009)

21. A common off-street mail facility shall be provided by the developer and approved by the local post office. (Subdivision Regulations §12-4-24)

22. No short-term rental of any residential use is permitted with the exception of the hotel. (Zoning Regulations §11-2W)

23. The public dock must remain open to public use. No private slip leasing is permitted. (Finding 4, 8)

24. The live-work units must comply with §11-3-41, artisan manufacturing must comply with §11-3-39, the microbrewery must comply with §11-3-40 and professional artist studio and galleries must comply with §11-3-15. (Zoning Regulations §11-3)

25. Prior to approval of the final plat, the applicant shall produce a copy of the proposed Covenants, Conditions and Restrictions (CC&Rs) Owners' Association (OA) providing for:
   • Long-term maintenance of the open spaces;
   • Long-term weed management plan. The weed management plan shall be submitted to the Planning Department for review and approval prior to final plat; and
• Long-term maintenance plan for drainage and storm water management facilities.
  (Subdivision Regulations §12-4-30; Staff Report Finding 3; City Engineering Standards, 2009)

26. Other permits may be required by other governmental agencies and the owner is responsible for obtaining these permits which may include: a floodplain permit, a permit from the conservation district and a water quality protection permit.

27. The range of uses shall fall within the permitted and conditionally permitted uses for both the WT-3 and WI-T, as well as those listed in the application. (Zoning Regulations §11-2W, §11-2X)

28. The 95 Karrow preliminary plat and planned unit development is approved for three years from Council action. (Subdivision Regulations, §12-3-8)

29. Any formula business that will locates in the 95 Karrow project must be reviewed under a Conditional Use Permit.
HISTORY

The Whitefish Fire Department was established in 1907 as an all-volunteer fire department providing fire protection to the City of Whitefish. In November of 1989 the Whitefish Fire Service Area (WFSA) was created. Since its inception, the WFSA has contracted with the City of Whitefish for fire protection.

The Whitefish Fire Department is a municipal fire department under §7-33-41, MCA. Once a strong all volunteer department, today the Whitefish Fire Department is a combination fire department with mostly career members and a dwindling number of volunteers.

In addition to protecting the seven square miles of the City (purple), the department also provides fire, rescue, and hazmat services to the surrounding eighty-six square miles of the WFSA (pink) plus a one-hundred and forty square mile portion of the Flathead Fire Service Area (tan). Big Mountain Fire District is in yellow and is not serviced by the Whitefish Fire Department.

Ambulance services are provided as part of Flathead County Emergency Medical Services to the City of Whitefish, Whitefish Fire Service Area, the Olney Fire District, and a portion of the Flathead Fire Service Area north and west to the county line.
INTRODUCTION

On March 24, 2021, AP Triton was selected to conduct an unbiased review of the Whitefish Fire Department. The review included analysis of the current situation, population growth projections, future service demand projections, assessment of organizational and financial models, and a community risk analysis.

Based on the review, a Long-Range Fire Department Master Plan was created with recommended short and long-term strategies. The Master Plan suggested a follow up Strategic Plan to set tangible prioritized goals, with defined timelines, funding recommendations, and assigned responsibilities.

On January 3, 2022, the Whitefish City Council adopted Resolution 21-54 establishing the Whitefish Fire Department Strategic Planning Committee to develop a Strategic Plan for consideration and adoption by the City Council.

The Whitefish Fire Department Strategic Planning Committee is comprised of:

- City Manager: Dana Smith
- Elected Official Representative: Mayor John Muhlfeld
- Fire Service Area Representative: Trustee Ed McGrew
- IAFF Local 3995 Representative: Captain Cole Hadley
- Whitefish Fire Department Fire Chief: Joe Page

RECOMMENDED IMPLEMENTATION

The Master Plan lists forty-five recommendations (see Appendix A). The Strategic Planning Committee has grouped these recommendations into nine proposed plans:

PLAN 1: Set performance benchmarks.
PLAN 2: Increase on-duty firefighter/paramedic staffing.
PLAN 3: Add new Assistant Fire Chief position to cover duties in multiple recommendations.
PLAN 4: Perform cost study, review, and revise rates charged for service.
PLAN 5: Fleet maintenance plan.
PLAN 6: Aerial apparatus procurement.
PLAN 7: Community risk plan.
PLAN 8: Recommendations underway.
PLAN 9: Further study prior to recommending implementation.
**PROPOSED PLAN 1: Set Performance Standards and Benchmarks.**

**AP Triton Recommendation, Service 1:**
The City Council should develop specific response performance benchmarks based on local environments. AP Triton provided, in the Master Plan, a sample performance benchmark resolution (see Appendix B).

**Committee Recommendation:**
The City Council should establish a study group to review the sample performance benchmark resolution, seek community input, develop, and adopt a fire department performance benchmark resolution.

**Proposed Timeline:**

- **2nd Qtr. FY24**
  
  Establish a study group to evaluate the department’s current performance, the community’s desired performance, and what would be needed to meet the desired goal.

- **4th Qtr. FY24**
  
  Draft Fire Department Performance Standards.

- **1st Qtr. FY25**
  
  Draft the FD Performance Benchmarks resolution.

**Funding:** No financial impact or funding needed to implement recommendation.

**PROPOSED PLAN 2: Increase On-Duty Firefighter/Paramedic Staffing.**

**AP Triton Recommendation, Staffing & Personnel 2:**
Ensure that a minimum staffing of five firefighter/paramedics are on duty 24/7 to maintain an Effective Response Force (ERF) during EMS-related incidents.

**Committee Recommendation:**
Increase staffing to a point the City can increase the minimum staffing from four to five firefighters/paramedics on duty. This change would require seven assigned to each shift due to scheduled time off according to the Master Plan.

**Proposed Timeline by Fiscal Year:**

- **Completed**
  
  Moved the two 40-hr/week positions to the 48/96 shift.

- **Completed**
  
  Applied for and denied a SAFER grant to hire an additional firefighter/paramedic to bring each shift to six.

- **Completed**
  
  City Council approved hiring an additional firefighter/paramedic to bring us to six assigned per shift. All shifts now have six firefighter/paramedics assigned.

- **3rd Qtr. FY24**
  
  Negotiate with IAFF Local 3995 to increase the minimum staffing level from four to five firefighters/paramedics per shift in the collective bargaining agreement.

- **1st Qtr. FY25**
  
  Analyze staffing needs and funding related to the annexation of Big Mountain.
1\textsuperscript{st} Qtr. FY25  
Research and apply for grant programs that would support the hiring of additional firefighters/paramedics.

2\textsuperscript{nd} Qtr. FY26  
Hire three additional firefighters/paramedics to bring staffing on each shift to seven to meet the minimum staff requirement of five without excessive overtime.

4\textsuperscript{th} Qtr. FY26  
Consider budgeting for additional firefighters/paramedics to support the Big Mountain Annexation. Timeline is an estimate and may change based on analysis and timing of annexation.

**Funding:** Funding for additional staffing should first consider the SAFER grant or other grant programs. Other funding options available include a property tax increase using statutorily approved mills not previously levied or a voted levy to expand the 24-mills funding operations in perpetuity. The annexation of Big Mountain will generate new property tax collections that may pay for all or part of the cost for the additional positions required to provide service to the area, but further analysis is needed.

**PROPOSED PLAN 3: Add Additional Assistant Fire Chief.**

**AP Triton Recommendations:**  
AP Triton made several recommendations for new positions and new programs:

- Personnel 1, Plan review staff
- Training 3, Training Officer position
- Wildland 1, Wildland Coordinator position
- Personnel 4, Infection Control program
- Medical 1, EMS QA program
- Medical 2, Medical Director liaison
- Medical 3, EMS supply coast study
- Medical 4, EMS supply inventory
- Training 2, Hazmat training
- Training 4, Document ALS skills
- Training 5, Focused training program
- Training 6, Common Lesson Plans
- Life Safety 2, Fire & Life Safety inspection program
- Life Safety 4, Company Level business inspection program
- Community 1, Wildland Urban Interface education program

These recommendations are combined into a single plan. At the time of the study one member held the dual role of Assistant Fire Chief and Fire Marshal.

**Committee Recommendation:**  
Split the current Assistant Fire Chief/Fire Marshal job into two positions. One possibility is an Assistant Chief of Operations and an Assistant Chief of Prevention. Responsibilities could be assigned as follows:
ASSISTANT CHIEF - OPERATIONS
Share after hours/weekend duties
Department’s Training Officer
Department’s EMS Coordinator
Supervise Captains
Supervise Operational Volunteers
EMS QA / QI Program
EMS Training
Fire Training
Rescue Training
Hazmat Training
Wildland Training
EMS Supplies

ASSISTANT CHIEF - PREVENTION
Share after hours/weekend duties
City’s Fire Marshal
Department’s Health & Safety Officer
Supervise Non-Operational Volunteers
Supervise Personnel on Light Duty
Lead the Car Seat Safety Program
Fire Inspection Training for crews
Public Education (Open House, etc.)
Building Plan Review
Cause & Origin investigation
Community WUI Education (Firewise)
Lead Preplanning effort by crews

Proposed Timeline:
Completed
Applied for a SAFER grant to hire a second Assistant Chief.
Application was denied.

2nd Qtr. FY24
Explore other funding options to add an additional Assistant Fire Chief while also determining if there are more cost-effective options.

4th Qtr. FY24
Budget an additional Assistant Fire Chief for hiring in FY25, if deemed appropriate in the analysis, or proceed with implementation of alternative options.

1st Qtr. FY25
Hire new position or begin implementation of alternative option determined in analysis.

Funding: Funding an additional Assistant Fire Chief position would likely require a property tax increase using available mills unless the City is successful in obtaining a grant. This could delay implementation.

PROPOSED PLAN 4: Cost Studies.

AP Triton Recommendations:
AP Triton made several recommendations for rate adjustments and new fees, which are combined into a single plan:

- Finance 1, Set objectives for an EMS cost study.
- Finance 2, Study cost of sending an engine on EMS calls.
- Finance 3, Set EMS rates based on new cost study.
- Finance 4, Add new fees for rescue and hazmat response.
- Finance 5, Investigate a treat and release fee.
- Finance 6, Investigate rates based on collections.

Committee Recommendation:
Develop objectives and issue a request for qualifications (RFQ) to hire a consulting firm to prepare a cost-of-service analysis and recommended updated and/or new rates.
The cost study should include:
- Preparedness costs for ambulances (staffed and ready to respond).
- Per incident cost analysis.
- Cost associated with a simultaneous engine response.
- Vehicle extraction costs.
- Hazardous material response costs.
- Optional automatic annual rate increase for five years based on projected cost-of-service increases.

Proposed Timeline:
- 3rd Qtr. FY24: Develop objectives and issue the RFQ.
- 1st Qtr. FY25: Cost-of-service analysis and rate study completed by consultant.
- 2nd Qtr. FY25: New proposed EMS rates are approved and set by City Council.

Funding: The FY24 Budget includes budget authority to move forward with a rate study, which was carried over from the FY23 Budget.

PROPOSED PLAN 5: Fleet Maintenance Plan.

AP Triton recommendation, Apparatus 4:
AP Triton recommends the city consider hiring a qualified mechanic who is certified to work on fire apparatus.

Committee Recommendation:
With the department’s aging fleet and lack of timely bandwidth at the City Shop the need to use outside services for repair and maintenance continues to grow. Currently, repair work is completed by the City’s mechanic, local dealers, and certified repair shops in the Flathead Valley. Besides the additional costs the lack of consistency and management time has been problematic. The goal is to bring more of the repair and maintenance work inhouse by increasing the capabilities of our City Shop.

Proposed Timeline:
- 2nd Qtr. FY24: City mechanic to obtain the Emergency Vehicle Technician (EVT) certification.
- 4th Qtr. FY24: Propose assistant mechanic position in the Fiscal Year 2025 Budget to support both the Fire Department and Police Department.
- 2nd Qtr. FY25: Hire an assistant for the city mechanic.
- 3rd Qtr. FY27: Analyze need to hire an EVT specifically to handle the Police Department and Fire Department vehicles.

Funding: The addition of an assistant mechanic position will save costs currently incurred by departments sending vehicles to local mechanic shops, which would offset a portion or all the cost of the new position. Any remaining amount not covered by savings would likely be covered by tax base growth and covered by various funds including property tax supported funds, special revenue funds, and enterprise funds.
PROPOSED PLAN 6: Aerial Apparatus Procurement.

AP Triton recommendation Apparatus 2:
AP Triton recommends a long-term goal of acquiring an aerial apparatus.

Committee Recommendation:
The Fire Department’s tallest ground ladder is a 35-foot extension ladder that when placed at the proper angle provides an operational height of 28-feet to the ridge line. This 35-foot ladder requires several firefighters to deploy safely. The ability to reach the top of the taller buildings in town is not the only advantage of an aerial truck. Placing a master stream in service that can apply water over the walls of a structure and down onto the seat of a fire is the greatest advantage. This becomes especially important when there are fires in buildings immediately adjacent to one another like seen in downtown Whitefish. Firefighting advantages like this is why the Insurance Services Office (ISO) awards a high number of points for a ladder company. ISO points can make a huge difference in property owner insurance rates. The committee recommends moving forward with procuring an elevated master stream apparatus, often referred to as a ladder truck.

Proposed Timeline:
- 3rd Qtr. FY24: Apply for an Assistance for Firefighters Grant (AFG)
- 1st Qtr. FY26: Should the grant not be successful, consider a voted levy for an aerial apparatus and possibly other equipment replacement. The vote for the levy is recommended for the 2025 Municipal Election.

Funding: The AFG program requires a 5% match for municipalities with a population under 10,000. Depending on the cost of the apparatus the City’s required match could range from $50,000 to $100,000. Due to the delay in apparatus delivery as the supply chain still struggles to rebound, it is likely this amount could be absorbed within the Fire Department’s budget. However, should the City not be awarded the grant, the voters would need to approve a levy prior to procurement. A short-term loan may be necessary to procure the apparatus in a timelier manner, which would be secured with the voted levy.

PROPOSED PLAN 7: Community Risk.

AP Triton recommendations:
AP Triton made two recommendations that are combined into a single plan including:

- Life Safety 1, Develop a community risk reduction plan.
- Apparatus 3, Conduct a station location study.

Committee Recommendation:
A community risk study group including the Fire Chief, business representation, and community leaders should be established. Consideration should also be given to the feasibility of continuing to provide fire and EMS coverage to the vast area outside of the City including the WFSA and EMS up into the Olney Fire District.
Proposed Timeline:

1st Qtr. FY26  Establish a study group to work with the Fire Chief on a Community Risk Plan.
3rd Qtr. FY26  Complete a Community Risk Plan and present draft to the City Council.
4th Qtr. FY26  Council considers adoption of the Community Risk Plan.

Funding: No immediate funding is needed. Should a further study to determine a station location be required funding may be needed, but a study has been completed for City limits in the past 5 years.

PROPOSED PLAN 8: Recommendations Underway.

AP Triton recommendations:
AP Triton made the following recommendations that are all underway:

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<td>Recruit for diversity</td>
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<td>Continue Rescue Care program</td>
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<td>Life Safety 3</td>
<td>Adopt Fire Prevention Codes</td>
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Committee Recommendation:

General 1, The City Council should consider approval of this plan with a planned update in three to five years.
Personnel 5, Recruiting for diversity is an ongoing Human Resources Department initiative.
Finance 7, The Rescue Care Program is continuing. Rates may be adjusted after the cost study is complete.
General 2, Regular shift meetings, labor management meetings, and department head meetings are scheduled on a regular basis.
General 3, The department members will be working together to rewrite the Mission Statement.
General 4, All current and future procedures of the Fire Department are scheduled to be reviewed by the Human Resources Department and Legal Department. The Fire Chief and Captains will review each procedure on a regular basis to keep current with industry standards.
Training 7, The Fire Department is working closely with the Montana State University’s Fire Training School, the State’s only accredited agency for fire and hazmat certifications. On the EMS side the City takes part in EMS training provided by Logan Health and Flathead County.
Personnel 6, A few members have completed the IAFF’s Peer Support training and are working with Kalispell Fire Department to help support our members.

Life Safety 3, The Fire Prevention Codes are in the process of being adopted since the State recently adopted an update.

Proposed Timeline:
Most ongoing items should be reviewed again in three years to ensure proper completion.

Funding: No financial impact or additional funding is necessary to implement these recommendations.

PROPOSED PLAN 9: Projects requiring further study.

AP Triton recommendations:
AP Triton made several recommendations that are out of the City’s control or would be significant changes to the Fire Department’s mission and will need further investigation.

- Wildland 2, Wildland Urban Interface (WUI) mitigation team.
- Personnel 3, Hire EMTs to replace medic positions.
- Medical 5, Add a community paramedicine program.
- Community 2, Improve communications in the rural areas.
- Hazmat 1, Improve hazmat response.
- Training 1, Regional Incident Command System (ICS).
- Dispatch 1, Seek improvements in the dispatch system.

Committee Recommendation:

- Wildland 2, Future consideration could be given to a seasonal WUI mitigation team funded by the WFSA, which is the largest area of concern.
- Personnel 3, Until staffing is increased by shift and the ability to cover multiple simultaneous calls is met, this is not currently feasible for scheduling. Further study should be complete in the future (FY29 and beyond).
- Medical 5, A community paramedicine program is beneficial, but this type of program is more appropriately lead and funded by Logan Health.
- Community 2, Communications in the rural areas north and west of town are out in the WFSA. Until radio and cell phone infrastructure improvements are made, the Fire Department will continue to use human repeaters. Satellite phones or Starlink service needs to be investigated further, but funding should come from the WFSA.
- Hazmat 1, The Fire Department provides hazmat response at the operations level. The State has Hazmat Technician Teams at several departments across Montana. Kalispell Fire Department has one of these teams. The Fire Department now relies on Kalispel with help from BNSF’s teams or the 83rd Civil Support Team out of Fort Harrison available through Montana Department of Emergency Services.
Training 1, All local fire departments are trained to FEMA’s ICS standards and automatic and mutual aid partners can fill roles in the City’s incident command system. There have been discussions about building a County wide Type 3 Incident Command Team, but without County-wide funding this is unlikely to happen.

Dispatch 1, Much of the problems with dispatch has been the lack of staff and retention issues. The County is actively working to address these issues. The Fire Department continues to add mobile data terminals to our apparatus to enter data ourselves.

Proposed Timeline: As time permits, interest is generated, and funding becomes available through other entities, these items should be further investigated.

**SUMMARY OF PLAN AND TIMELINE**

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<th>Plan 1: Set Performance Standards and Benchmarks</th>
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<th>Plan 2: Increase Firefighter/Paramedic Staffing</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negotiate minimum staffing of 5 FF/Paramedics</td>
<td>Q1</td>
<td>O2</td>
<td>O2</td>
<td>O2</td>
<td>O1</td>
<td>Q1</td>
</tr>
<tr>
<td>FF/Paramedic staffing analysis for future annexation</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>O1</td>
<td>O2</td>
<td>Q4</td>
</tr>
<tr>
<td>Research and apply for grant opportunities for staffing</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>Q1</td>
</tr>
<tr>
<td>Add 1 FF/Paramedic per shift (7 Assigned/Shift)</td>
<td>Q3</td>
<td>Q4</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>Q4</td>
</tr>
<tr>
<td>Budget for additional staffing</td>
<td>O4</td>
<td>O1</td>
<td>Q1</td>
<td>O2</td>
<td>O1</td>
<td>Q4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan 3: Add Additional Assistant Fire Chief Position</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore funding options and alternatives</td>
<td>Q1</td>
<td>O2</td>
<td>O2</td>
<td>O2</td>
<td>O1</td>
<td>Q1</td>
</tr>
<tr>
<td>Budget additional position for FY25</td>
<td>O2</td>
<td>Q1</td>
<td>O2</td>
<td>O1</td>
<td>O2</td>
<td>Q1</td>
</tr>
<tr>
<td>Hire new position or implement other alternative</td>
<td>O3</td>
<td>O4</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>O4</td>
</tr>
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<table>
<thead>
<tr>
<th>Plan 4: Cost Studies</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
<th>Future</th>
</tr>
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<tbody>
<tr>
<td>Develop objectives and issue the RFQ</td>
<td>Q1</td>
<td>O2</td>
<td>O2</td>
<td>O2</td>
<td>O1</td>
<td>Q1</td>
</tr>
<tr>
<td>Cost-of-service analysis and rate study by consultant</td>
<td>O3</td>
<td>O4</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>Q4</td>
</tr>
<tr>
<td>Council considers adoption of new rates</td>
<td>O4</td>
<td>O1</td>
<td>Q1</td>
<td>O2</td>
<td>O1</td>
<td>Q4</td>
</tr>
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<table>
<thead>
<tr>
<th>Plan 5: Fleet Maintenance Plan</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
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<tbody>
<tr>
<td>City mechanic to obtain EVT certification</td>
<td>Q1</td>
<td>O2</td>
<td>O2</td>
<td>O2</td>
<td>O1</td>
<td>Q1</td>
</tr>
<tr>
<td>Propose assistant mechanic position in FY25 budget</td>
<td>O2</td>
<td>O3</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>Q2</td>
</tr>
<tr>
<td>Hire assistant mechanic position</td>
<td>O3</td>
<td>Q1</td>
<td>O2</td>
<td>O1</td>
<td>O2</td>
<td>Q3</td>
</tr>
<tr>
<td>Analyze need to hire an EVT for Fire and Police</td>
<td>O4</td>
<td>O1</td>
<td>Q1</td>
<td>O2</td>
<td>O1</td>
<td>Q4</td>
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<tr>
<th>Plan 6: Ariel Apparatus Procurement</th>
<th>FY24</th>
<th>FY25</th>
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<tbody>
<tr>
<td>Apply for Assistance for Firefighters Grant</td>
<td>Q1</td>
<td>O2</td>
<td>O2</td>
<td>O2</td>
<td>O1</td>
<td>Q1</td>
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<tr>
<td>Consider voted levy if grant application is not successful</td>
<td>O2</td>
<td>O3</td>
<td>O1</td>
<td>O2</td>
<td>O1</td>
<td>O2</td>
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<tr>
<td>Plan 7: Community Risk</td>
<td>FY24</td>
<td>FY25</td>
<td>FY26</td>
<td>FY27</td>
<td>FY28</td>
<td>Future</td>
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<tr>
<td>Establish study group</td>
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<tr>
<td>Prepare and present draft plan to City Council</td>
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<tr>
<td>Council considers adoption of plan</td>
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<tr>
<th>Plan 8: Recommendations Underway</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
<th>Future</th>
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<tbody>
<tr>
<td>Strategic Plan Completion</td>
<td></td>
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<tr>
<td>Recruiting for diversity</td>
<td></td>
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<tr>
<td>Rescue Care Program Continuation</td>
<td></td>
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<tr>
<td>Communications process improvements</td>
<td></td>
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<tr>
<td>Mission Statement rewrite</td>
<td></td>
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<tr>
<td>Review Fire Department procedures and guidelines</td>
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<tr>
<td>Regionalized training</td>
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<tr>
<td>Mental health support</td>
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<tr>
<td>Adopt Updated Fire Prevention Codes (2021)</td>
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<tr>
<th>Plan 9: Recommendations Requiring Additional Study</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore Wildland Urban Interface Mitigation Team</td>
<td></td>
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<tr>
<td>Explore hiring EMTs to replace paramedics positions</td>
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<tr>
<td>Explore adding a paramedicine program</td>
<td></td>
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<tr>
<td>Improve rural communications</td>
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<tr>
<td>Coordinate improvement for hazmat response</td>
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<tr>
<td>Support Regional Incident Command</td>
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<tr>
<td>Seek dispatch improvements</td>
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</tbody>
</table>
WHITEFISH FIRE DEPARTMENT RECOMMENDATIONS

General

Recommendation 1: Plan and execute a strategic planning process following the completion of the Master Plan.

- Description: For an Organization Master Plan to provide tangible guidance and results, a strategic planning process is required. A strategic plan prioritizes goals and objectives, establishes timelines, and assigns responsibility.
- Estimated Financial Cost/Saving: If the organization has the ability to complete the project internally, the costs are all in staff time. If outside consultant assistance is required, the process would cost approximately $21,000.

Recommendation 2: Develop an internal/external communication process and policy.

- Description: There appears to be an opportunity to improve communication between administration, line personnel, the City of Whitefish, and the Whitefish Fire Service Area.
- Estimated Financial Cost/Saving: Minimal cost.

Recommendation 3: Review and consolidate current mission, vision, and value statements reflecting the overall goals and purpose of the organization.

- Description: The current mission statement is comprehensive but needs to be condensed into a single sentence or phrase. The mission, vision, and value statements are generally reviewed during the strategic planning process.
- Estimated Financial Cost/Saving: Minimal cost.

Recommendation 4: Implement a process for the periodic review of standard operating guidelines (SOGs).

- Description: Develop and implement a process for the annual review of SOGs and communicate updates to all staff.
- Estimated Financial Cost/Saving: Minimal cost.

Staffing & Other Personnel Issues

Recommendation 1: AP Triton recommends adding staff to the Prevention Division for building plan reviews and inspections.

- Description: Based on the above recommendation Assistant Chief could focus on operational responsibilities, including EMS and training requirements.
- Estimated Financial Cost/Saving: The recommended position should be, at a minimum, a full-time employee to replace the part-time (.25 FTE) position currently budgeted.
Fire Inspector – Full Time

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary ($21,476 x 4)</td>
<td>$85,904</td>
</tr>
<tr>
<td>Social Security/Medicare (7.65%)</td>
<td>$6,572</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$5,800</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>$21,148</td>
</tr>
<tr>
<td>Pension</td>
<td>$12,336</td>
</tr>
<tr>
<td>Other</td>
<td>$1,048</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$132,808</strong></td>
</tr>
<tr>
<td>Less Amount Previously Budgeted for .25 FTE</td>
<td>$33,834</td>
</tr>
<tr>
<td><strong>Increase in Costs:</strong></td>
<td><strong>$98,974</strong></td>
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</tbody>
</table>

- As an alternative and upon further evaluation and workload assessment, the City and Department should explore combining this position with a current position within the building department.

Recommendation 2: Ensure that a minimum of five firefighters are on duty 24/7 for ERF coverage during EMS-related incidents.

- **Description:** When an EMS incident occurs, which accounts for 78% of call volume, two of the crew were assigned to the ambulance and unavailable for approximately one hour. During this period, the effective response force is two or fewer firefighters, which constitutes an inability to fight a structure fire or provide any form of safe rescue.
  - **Estimated Financial Cost/Saving:** The staffing model should be increased by one full-time firefighter/EMT. This would result in an additional three positions, one per shift. (The data provided by staff did not include the cost of medical insurance for firefighters.)

Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter/Paramedic</td>
<td>$59,503</td>
</tr>
<tr>
<td>Salary</td>
<td>$59,503</td>
</tr>
<tr>
<td>Social Security/Medicare (7.65%)</td>
<td>$4,518</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$6,023</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>$26,879</td>
</tr>
<tr>
<td>Pension</td>
<td>$4,060</td>
</tr>
<tr>
<td>Other</td>
<td>$273</td>
</tr>
<tr>
<td><strong>Total for Each Position</strong></td>
<td><strong>$96,846</strong></td>
</tr>
<tr>
<td><strong>Number of Shifts</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Increase in Costs:</strong></td>
<td><strong>$290,538</strong></td>
</tr>
</tbody>
</table>
Recommendation 3: AP Triton recommends a staffing model with two paramedics on duty per shift.

- Description: The cost savings of a balanced crew may provide an opportunity to add overall staffing.
- Estimated Financial Cost/Saving: The following figure compares the cost of a firefighter/paramedic against a firefighter/EMT using starting compensation and benefit amounts.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Firefighter/Paramedic</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>$63,239</td>
</tr>
<tr>
<td>Social Security/Medicare (7.65%)</td>
<td>$4,838</td>
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<tr>
<td>Workers Compensation</td>
<td>$6,450</td>
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<td>Medical Insurance</td>
<td>$26,879</td>
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<tr>
<td>Pension</td>
<td>$4,348</td>
</tr>
<tr>
<td>Other</td>
<td>$533</td>
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<tr>
<td><strong>Total for Each Position</strong></td>
<td>$106,287</td>
</tr>
<tr>
<td>Firefighter/EMT</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>$59,053</td>
</tr>
<tr>
<td>Social Security/Medicare (7.65%)</td>
<td>$4,518</td>
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<tr>
<td>Workers Compensation</td>
<td>$6,023</td>
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<tr>
<td>Medical Insurance</td>
<td>$26,879</td>
</tr>
<tr>
<td>Pension</td>
<td>$4,060</td>
</tr>
<tr>
<td>Other</td>
<td>$273</td>
</tr>
<tr>
<td><strong>Total for Each Position</strong></td>
<td>$96,846</td>
</tr>
<tr>
<td><strong>Cost Increase per position</strong></td>
<td>$9,441</td>
</tr>
</tbody>
</table>

Recommendation 4: Develop policies and procedures specific to limiting cross-contamination of equipment and uniforms in the station’s living quarters.

- Description: The organization needs to take all reasonable precautions to limit exposure and provide consistent medical monitoring.
- Estimated Financial Cost/Saving: The costs associated with developing the policies and procedures to limit exposure depend on internal staff's ability to establish the policies or whether it would be necessary to acquire the policy from a third party on a fee basis. Costs of providing consistent medical monitoring will depend on negotiations with either a local hospital or other medical providers.
Recommendation 5: Future hiring processes should focus on recruiting women and minorities commensurate with the community’s demographics.

- Description: Supporting diversity consistent with the community demographics enhances overall emergency response.
- Estimated Financial Cost/Saving: Costs associated with this recommendation would include developing a strategy to reach the targeted candidate pools, preparing the job posting notices, reviewing the post notice language by the City’s Attorney, any advertising deemed necessary to get the message out to the target candidates.

Recommendation 6: Develop a comprehensive program to support the mental health of first responders.

- Description: The fire service has realized that mental health services are necessary for all personnel due to the traumatic effects of emergency response. The program should go beyond the standard employee assistance program and be a part of a comprehensive health care program.
- Estimated Financial Cost/Saving: To be determined based on current health care plans provided by the City.

Capital Facilities, Apparatus, & Equipment

Recommendation 1: Develop SOGs for the maintenance and repair of small and large equipment.

- Description: Equipment readiness is imperative to a successful outcome to fire or rescue events. Coupled with the review of the SOGs and Department policies should be the hiring or retention of a qualified mechanic that is certified to work on fire apparatus. An alternative to a different position would be training to an EVT certification level, a current City mechanic providing services on non-emergency vehicles, and an incentive or certification stipend.
- Estimated Financial Cost/Saving: To be determined

Recommendation 2: AP Triton recommends the long-term goal of acquiring an aerial apparatus.

- Description: The ability of a fire department to arrive on the scene of an incident equipped with personnel, equipment, and water sufficient to mitigate a fire effectively is a critical factor for an ISO evaluation.
- Estimated Financial Cost/Saving: The cost of an aerial apparatus depends on the length of the aerial device and the various options included. Evaluation of recent acquisitions by other departments indicates this cost could be between $875,000 and $1,300,000 or more. The acquisition could utilize a capital lease or tax-exempt financing with payments spread over ten years or cash payment.
**Recommendation 3:** Perform a station location study to determine future needs for service demand.
- **Description:** A station location study evaluates future service delivery growth and determines when additional stations and staffing will be required. The City should consider the recommendations found in the CMU study relating to ISO requirements.
- **Estimated Financial Cost/Saving:** $25,000-$30,000

**Recommendation 4:** WFD should consider hiring a qualified mechanic who is certified to work on fire apparatus.
- **Due to limited access to qualified emergency vehicle mechanics, an internal position would provide more efficiency and decreased technical repairs and maintenance costs.**
- **Estimated Financial Cost/Saving:** To be determined

**Emergency Medical Transport & System Oversight**

**Recommendation 1:** Develop a comprehensive medical quality assurance program.
- **Description:** A comprehensive quality improvement program requires evaluating performance, efficacy, and utilization to determine the highest level of care.
- **Estimated Financial Cost/Saving:** Minimal cost.

**Recommendation 2:** Increase interaction and involvement with the medical director for Flathead County.
- **Description:** Oversight is primarily complaint/adverse outcome-driven. A more proactive approach can support the future challenges of EMS.
- **Estimated Financial Cost/Saving:** Potential cost increase would be dependent on the current agreement with the medical director.

**Recommendation 3:** Perform a cost-benefit analysis on all staffing, equipment, and supplies not mandated by the government or industry standards.
- **Description:** An opportunity for improvement relates to medications administered and procedures performed by WFD.
- **Estimated Financial Cost/Saving:** The cost of a third-party consultant to perform a study to evaluate the opportunities to increase efficiency within the Fire and EMS Divisions is estimated to be between $10,000 and $15,000.
Recommendation 4: AP Triton recommends implementing a partially automated inventory control system.
- Description: Various systems have proven cost-effective in the long run, especially in reducing expiration waste and lost supplies.
- Estimated Financial Cost/Saving: The cost of implementing an automated inventory control system will be dependent on the software selected and the number of units required to be inventoried. Such programs may be acquired for between $2,500 and $10,000, dependent on quantities of inventory items and levels of sophistication needed.

Recommendation 5: Consider a Mobile Integrated Healthcare-Community Paramedicine program.
- Description: Triton believes that some form of MIH-CP program could benefit both the community and WFD in the future.
- Estimated Financial Cost/Saving: The development of a Mobile Integrated Healthcare/Community Paramedicine program has numerous elements to be considered. Will the program require additional medical director oversight and, if so, the cost of the increase in services? Can the program be implemented with the current staffing level and, if not, what level of certifications will be required? Will the program require an additional vehicle and, if so, what type? How many hours a week will the program operate? Is there a funding source from which to recover the costs of the program?

Finance and Ambulance Transport Fees
Recommendation 1: The City should establish objectives for cost recovery of EMS services.
- Description: These objectives include
  - Offsetting staffing costs
  - Replacing capital assets
  - Increasing service levels
  - Additional services such as MIH/CP programs
- Estimated Financial Cost/Saving: The cost of this recommendation is internal staff time to develop these objectives.

Recommendation 2: The City should conduct a complete cost study for both the engine companies and the ambulances.
- Description: Determine all transport components to establish the total cost of service for EMS activities.
- Estimated Financial Cost/Saving: A third-party study to evaluate the costs of providing EMS transport and fire first responder services and make recommendations to increase revenues for the organization could be performed for $15,000 - $25,000.
Recommendation 3: The City should establish rates based on the objectives set for EMS cost recovery.

- Description: Rates should be based on the overall cost of providing ambulance transport.
- Estimated Financial Cost/Saving: The establishment of cost recovery rates could be included as an outcome in the study discussed in Recommendation 2.

Recommendation 4: Consider implementing a first responder fee for engine company response to EMS.

- Description: Capturing first responder EMS revenue associated with a high tourism population would offset service costs.
- Estimated Financial Cost/Saving: The establishment of a fire first responder fee could be included as a requested outcome of the Recommendation 2 study.

Recommendation 5: Implement a treat and non-transport fee for patients that did not require transport.

- Description: Capturing EMS revenue associated with treat and non-transport of patients. High tourism population is a major contributor and a non-transport fee would offset service costs.
- Estimated Financial Cost/Saving: The development of a user fee for this type of service would be the cost to draft legislation, review the document by the City’s attorney and

Recommendation 6: Implement rates for services that meet the objectives and fall within a 28% - 35% collection rate.

- Description: By setting the above objectives, the Department can take full advantage of the various subsidy and reimbursement programs.
- Estimated Financial Cost/Saving: This recommendation could also be provided through the study noted in recommendation 2.

Recommendation 7: Continue with the membership program

- Description: The program supports the local population while maintaining appropriate rates for services.
- Estimated Financial Cost/Saving: The Rescue Care program should be evaluated annually to ensure annual fees match increases in costs. The cost to perform that evaluation would be the cost of staff time.
Service Delivery & Performance

Recommendation 1: AP Triton recommends that the City adopt standards or develop specific response performance benchmarks based on local environments.
- Description: The most publicly visible component of an emergency services delivery system is that of response performance.
- Estimated Financial Cost/Saving: The cost of this recommendation will be staff time to evaluate national performance standards, determine recommendations for performance standards for the City of Whitefish, and develop and make a presentation to City management to identify the performance benchmarks that are currently being achieved and seek authorization to adopt the recommended benchmarks for improved service delivery.

Training & Continuing Medical Education

Recommendation 1: AP Triton recommends establishing a regional incident command system with an incident battalion chief and designated safety officer for all major incidents.
- Description: Communication between all regional departments is critical for incident safety.
- Estimated Financial Cost/Saving: The cost of implementing this recommendation will be staff time to develop the plan with neighboring agencies.

Recommendation 2: AP Triton recommends increasing the general requirements for each firefighter relating to hazardous material incident response.
- Description: There is a high risk for hazmat incidents due to the rail transportation of commodities through the area. The Department should consider specific certifications for response to railcar incidents.
- Estimated Financial Cost/Saving: The cost of implementing this recommendation would be to provide a training class compliant with NFPA 1072, Hazardous Materials Technician.

Recommendation 3: AP Triton recommends a Training Officer position be created as funding becomes available.
- Description: The training requirements are defined but appear to lack adequate coordination/constituency between shifts. A training officer position should be implemented with an officer with significant experience.
- Estimated Financial Cost/Saving: A training officer position should be implemented with an officer with significant experience.
Recommendation 4: AP Triton recommends establishing a cooperative agreement with Logan Health Kalispell so paramedics can support skill competency.

- **Description:** The limited patient volume translated to an average of 61 patients per paramedic/firefighter.
- **Estimated Financial Cost/Saving:** The cost to implement this recommendation is staff time to negotiate the agreement with the Hospital and the City’s attorney to review the document.

Recommendation 5: Develop focused training relating to service demand when possible, in conjunction with certification requirements.

- **Description:** The Department should look for areas of improvement relating to actual emergency responses.
- **Estimated Financial Cost/Saving:** The cost to implement this program would be internal staff costs.

Recommendation 6: AP Triton recommends developing a formal training program with the addition of specific training operation guidelines, lesson plans, and detailed attendance documentation for each firefighter.

- **Description:** The staffing challenges in the future will require a formalized and consistent training program.
- **Estimated Financial Cost/Saving:** The cost to implement this program would be internal staff costs.

Recommendation 7: AP Triton recommends the regionalization of training resources.

- **Description:** Combining training programs will improve the program’s cost-effectiveness and promote interagency cooperation.
- **Estimated Financial Cost/Saving:** The cost to implement this program would be staff time to develop and implement the program with neighboring agencies.
Life Safety Services

Recommendation 1: Develop an overall Community Risk Reduction program
- Description: WFD provides public education services in the community but needs to develop a comprehensive plan that looks at all risks. Hiring a community risk reduction coordinator would allow WFD to improve public relations and manage efforts in the city and WFSA.
- Estimated Financial Cost/Saving: Initial cost would include salary and benefits, an administrative office, and a vehicle. It is anticipated this position would be similar to that of an inspector with commensurate pay and benefits.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Risk Reduction Manager</td>
<td>$85,904</td>
</tr>
<tr>
<td>Salary ($21,476 x 4)</td>
<td>$85,904</td>
</tr>
<tr>
<td>Social Security/Medicare (7.65%)</td>
<td>$6,572</td>
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<tr>
<td>Workers Compensation</td>
<td>$5,800</td>
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<tr>
<td>Medical Insurance</td>
<td>$21,148</td>
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<td>Pension</td>
<td>$12,336</td>
</tr>
<tr>
<td>Other</td>
<td>$1,048</td>
</tr>
<tr>
<td>Total</td>
<td>$132,808</td>
</tr>
<tr>
<td>Less Amount Previously Budgeted for .25 FTE</td>
<td>$33,834</td>
</tr>
<tr>
<td><strong>Salary &amp; Benefits (Recurring):</strong></td>
<td><strong>$98,974</strong></td>
</tr>
<tr>
<td>Staff Vehicle (Pick-up) (Capital)</td>
<td>$45,000</td>
</tr>
<tr>
<td><strong>Total Position Costs</strong></td>
<td><strong>$143,974</strong></td>
</tr>
</tbody>
</table>

Recommendation 2: Develop a periodic fire and life safety inspection program
- Description: Additional staff to develop and implement a periodic inspection schedule for all commercial businesses can reduce community risks.
- Estimated Financial Cost/Saving: Implementing a schedule to complete fire and life safety inspections will include the cost of a part- or full-time employee is unknown, but revenue from a revised fee schedule can offset the cost. See Staffing and Personnel Recommendation 1.

Recommendation 3: Adopt Section 105 of the Montana Fire Prevention Code and review the existing fee schedule.
- Description: Adopting Section 105 of the Montana Fire Prevention Code (MFPC) and reviewing current permitting fees through the Planning and Building Department allows the City to increase revenue.
- Estimated Financial Cost/Saving: The collection of additional revenue is unknown without further analysis but restructuring the existing fee schedule to include permits allowed by Section 105 of the MFPC is expected to increase revenues.
Recommendation 4: Consider implementing company inspections program.
- Description: Fire and life safety inspections are an essential program offered by WFD, and instituting company inspections allows shift personnel to assist in fire code enforcement to reduce risks.
- Estimated Financial Cost/Saving: Costs include personnel attending Montana fire inspector certification classes.

Recommendation 5: Develop a records management system policy or guideline for data entry.
- Description: Developing a policy or guideline for WFD's record management system can provide consistent data entry and ensure its accuracy for analysis.
- Estimated Financial Cost/Saving: Minimal costs

HazMat Response
Recommendation 1: Improve current hazardous materials response
- Description: Although the Whitefish has remote areas, the risk of a hazardous materials incident is high because of the BNSF rail line that passes through the District. The current level of service provided by WFD is at the operational level only, and a significant incident requires outside assistance. Surface transportation may occur on streets and highways in the response area. Both types of incidents may require extensive evacuations depending on the type of product released.
- Estimated Financial Cost/Saving: Improving service includes additional training and equipment to control or mitigate a hazardous materials incident. The savings from providing a higher level of response may allow businesses to reopen sooner if an event occurs and affects local establishments.

Wildland Response
Recommendation X: AP Triton recommends establishing and filling a full-time Wildland Coordinator position.
- Description: Much of the response area is in an Urban/Wildland Interface area. A Wildland Coordinator would coordinate Fire Department and City resources with surrounding jurisdictions. Additionally, the position would provide an improved interface with the Whitefish Fire Service Area and increase mitigation efforts throughout the area.
- Estimated Financial Cost/Saving: It is recommended that this position not be an entry-level Captain position rather an individual with a significant amount of experience.
## Recommendation 2: Enhance Wildland Urban Interface mitigation and prevention programs

- **Description:** Reducing the threat of wildland fires and increasing educational programs provides an enhanced level of safety for the community. Expanding existing community interaction will improve public relations and reduce the threat of a wildland fire destroying buildings in the urban interface.
- **Estimated Financial Cost/Saving:** The cost to enhance WUI mitigation and prevention can be combined with the recommendation to hire a Community Risk Reduction Coordinator.

### Community Risk Assessment

**Recommendation 1: Enhance Wildland Urban Interface mitigation and prevention programs**

- **Description:** Reducing the threat of wildland fires and increasing educational programs provides an enhanced level of safety for the community. Expanding existing community interaction will improve public relations and reduce the threat of a wildland fire destroying buildings in the urban interface.
- **Estimated Financial Cost/Saving:** The cost to enhance WUI mitigation and prevention can be combined with the recommendation to hire a Community Risk Reduction Coordinator.

**Recommendation 2: Improve communication in remote areas of the district**

- **Description:** The lack of adequate radio and cellular telephone coverage in remote areas of the district creates safety concerns doing an incident. Other forms of communication such as satellite telephones can improve.
- **Estimated Financial Cost/Saving:** The cost for satellite telephone service varies based on the type of plan. An unlimited plan may cost $1,000 annually. There is an additional cost to purchase a telephone that ranges from $400 to $1,000.
Dispatch & Emergency Communications

Recommendation 1: AP Triton recommends that Flathead County Dispatch upgrade the CAD system to capture all response metrics.

- Description: The limited data provided by the Flathead County CAD system does not provide adequate information to measure processing time, turn-out time, and total response time. The system currently does not capture seconds, thus conveying inaccurate metrics.
- Estimated Financial Cost/Saving: A CAD system must accurately capture response time data and other data being used to benchmark performance. CAD systems vary significantly. A study should be conducted to identify the features deemed mandatory for a new system. Once identified, a request for proposal should be issued.
APPENDIX A: SAMPLE PERFORMANCE BENCHMARK RESOLUTION

RESOLUTION NO. __
Series of 2021

RESOLUTION ADOPTING WHITEFISH FIRE DEPARTMENT POLICY ON RESPONSE PERFORMANCE OBJECTIVES

WHEREAS, Whitefish Fire Department, herein referred to as "WFD," provides fire and non-fire related emergency response to the City of Whitefish and outlying boundaries through contract and mutual aid agreements; and

WHEREAS, industry standards based on NFPA 1710/1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments provide achievable standards for response to Fire, EMS, Hazard Materials, and other types of emergency incidents; and

WHEREAS, the City of Whitefish provides an effective emergency response force that must provide reasonable total response times to properly mitigate emergency incidents, and;

WHEREAS, adopting formal performance standards for Whitefish Fire Department is essential to current and future service demand; and

WHEREAS, low level, moderate level, high level, and extreme risk level are defined as a risk category measurement where threats are measured considering probability of occurrence, and hazard, danger or loss is measured in consequence; and

WHEREAS, Whitefish’s location in the Rocky Mountains results in numerous days per year in which roadways are impacted by snow and ice; and

WHEREAS, the following formal standard response performance benchmarks are herein established as core goals for the Whitefish Fire Department for response within the boundaries of the City of Whitefish.

Fire Suppression Benchmarks
1. For 90% of all low, moderate, high, and extreme risk fire-related incidents, the total response time for the arrival of the first-due unit, staffed with a minimum of one officer and two firefighters,
   b. Suburban - Arrival within 7 minutes, 20 seconds (7:20).
   c. Rural - Arrival within 7 minutes, 20 seconds (7:20).
   d. Remote - 1 minute, 30 seconds (1:30) turn out time plus travel time.
e. The first-due arriving unit shall carry a minimum of 500 gallons of water and be capable of producing 1,500 gallons per minute (GPM) pumping capacity.

f. The first-due unit shall establish command, declare scene priorities, establish an uninterrupted water supply, perform lifesaving and property-saving interventions, and provide scene safety and accountability for the WFD members and citizenry.

2. For 90% of Low-Risk fires, the minimum effective response force (ERF) staffing shall be
   a. URBAN Area- 3 additional firefighters arriving within 8 minutes, 20 seconds (8:20)
   b. SUBURBAN Area- 3 additional firefighters arriving within 10 minutes, 20 seconds (10:20)
   c. RURAL Area- 3 additional firefighters arriving within 10 minutes, 20 seconds (10:20)
   d. REMOTE Area- 3 additional firefighters based on travel time

3. For 80% of Moderate/High-Risk fires, the minimum effective response force staffing shall be
   a. URBAN Area- 14 additional firefighters arriving within 10 minutes, 20 seconds (10:20)
   b. SUBURBAN Area- 14 additional firefighters arriving within 12 minutes, 20 seconds (12:20)
   c. RURAL Area- 14 additional firefighters arriving within 12 minutes, 20 seconds (12:20)
   d. REMOTE Area- 14 additional firefighters based on travel time

EMS/Rescue Benchmarks
1. For 90% of all low, moderate, high, and extreme risk EMS/Rescue related incidents, the total response time for the arrival of the first-due unit, staffed with a minimum of one officer and two firefighters of which at least one is certified at Paramedic level. This first arriving unit shall be equipped with Advanced Life Support (ALS) equipment that would allow for advanced patient care prior to the arrival of a transport-capable unit; either an ambulance or medical helicopter.
   a. URBAN Area- Arrival within 6 minutes (6:00)
   b. SUBURBAN Area- Arrival within 7 minutes (7:00)
   c. RURAL Area- Arrival within 7 minutes (7:00)
   d. REMOTE Area- 1 minute, 30 seconds (1:30) turn out time plus travel time

2. For 90% of Moderate-Risk medical and rescue incidents, the minimum effective response force staffing shall be
   a. URBAN Area- 3 additional firefighters arriving within 8 minutes (8:00)
   b. SUBURBAN Area- 3 additional firefighters arriving within 10 minutes (10:00)
   c. RURAL Area- 3 additional firefighters arriving within 10 minutes (10:00)
d. REMOTE Area- 3 additional firefighters based on travel time

3. For 90% of High-Risk medical and rescue incidents, the minimum effective response force staffing shall be
   a. URBAN Area- 10 additional firefighters arriving within 10 minutes (10:00)
   b. SUBURBAN Area- 10 additional firefighters arriving within 12 minutes (12:00)
   c. RURAL Area- 10 additional firefighters arriving within 12 minutes (12:00)
   d. REMOTE Area- 10 additional firefighters based on travel time

4. For 80% of Extreme-Risk medical and rescue incidents, the minimum effective response force staffing shall be
   a. URBAN Area- 13 additional firefighters arriving within 12 minutes (12:00)
   b. SUBURBAN Area- 13 additional firefighters arriving within 14 minutes (14:00)
   c. RURAL Area- 13 additional firefighters arriving within 14 minutes (14:00)
   d. REMOTE Area- 13 additional firefighters based on travel time

Hazardous Materials Benchmarks
1. For 90% of all low, moderate, high, and extreme risk hazardous materials-related incidents, the total response time for the arrival of the first-due unit, staffed with a minimum of one officer and two firefighters, shall be
   a. URBAN Area- Arrival within 6 minutes, 20 seconds (6:20)
   b. SUBURBAN Area- Arrival within 7 minutes, 20 seconds (7:20)
   c. RURAL Area- Arrival within 7 minutes, 20 seconds (7:20)
   d. REMOTE Area- 1 minute, 30 seconds (1:30) turn out time plus travel time

2. For 90% of Moderate-Risk hazardous materials incidents, the minimum effective response force staffing shall be
   a. URBAN Area- 4 additional firefighters arriving within 6 minutes, 20 seconds (6:20)
   b. SUBURBAN Area- 4 additional firefighters arriving within 7 minutes, 20 seconds (7:20)
   c. RURAL Area- 4 additional firefighters arriving within 7 minutes, 20 seconds (7:20)
   d. REMOTE Area- 4 additional firefighters based on travel time

3. For 90% of High-Risk hazardous materials incidents, the minimum effective response force staffing shall be
   a. URBAN Area- 9 additional firefighters arriving within 10 minutes, 20 seconds (10:20)
   b. SUBURBAN Area- 9 additional firefighters arriving within 12 minutes, 20 seconds (12:20)
   c. RURAL Area- 9 additional firefighters arriving within 12 minutes, 20 seconds (12:20)
   d. REMOTE Area- 9 additional firefighters based on travel time
4. For 80% of Extreme-Risk hazardous materials incidents, the minimum effective response force staffing shall be
   a. URBAN Area- 17 additional firefighters arriving within 12 minutes, 20 seconds (12:20)
   b. SUBURBAN Area- 17 additional firefighters arriving within 14 minutes, 20 seconds (14:20)
   c. RURAL Area- 17 additional firefighters arriving within 14 minutes, 20 seconds (14:20)
   d. REMOTE Area- 17 additional firefighters based on travel time

Public Assist and Service Call (Other) Benchmarks
1. For 90% of all public assist and service incidents the total response time for the arrival of the first-due unit, staffed with a minimum of one officer and two firefighters, shall be
   a. URBAN Area- Arrival within 6 minutes, 20 seconds (6:20)
   b. SUBURBAN Area- Arrival within 7 minutes, 20 seconds (7:20)
   c. RURAL Area- Arrival within 7 minutes, 20 seconds (7:20)
   d. REMOTE Area- 1 minute, 30 seconds (1:30) turn out time plus travel time

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE CITY OF WHITEFISH, MONTANA THAT:

Section 1. The findings, conclusions, and statements of fact contained in the preamble are hereby adopted, ratified, and incorporated herein.

Section 2. It is the policy of the City of Whitefish to establish and maintain internal controls and procedures to ensure that applicable standards are adopted in full or part and followed with regard to the good order of the fire department. It is further the policy of the City of Whitefish to receive benchmark performance versus actual performance comparisons annually from Whitefish Fire Department to ensure efforts are made to meet these industry-established standards.

Section 3. This Resolution shall take effect and be in force from and after its adoption.
CITY COUNCIL REGULAR MEETING AGENDA

The Following is a summary of the items to come before the City Council at its regular session to be held on Monday, July 3, 2023 at 7:10 p.m., at City Hall 418 East Second Street, 2nd Floor
Hybrid (In-person and/or Remotely via Teams)

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) COMMUNICATIONS FROM THE PUBLIC— (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The mayor has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)

4) COMMUNICATIONS FROM VOLUNTEER BOARDS

5) CONSENT AGENDA (The consent agenda is a means of expediting routine matters that require the Council’s action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)
   a) Minutes from June 19, 2023 Special Session Meeting (p.46)
   b) Minutes from June 19, 2023 Regular Meeting (p.47)
   c) Ordinance No. 23-10; A Ordinance approving the Whitefish Community Corridor Residential Planned Unit Development to develop 146 units in seven buildings on 6.56 acres at 105 Colorado Avenue, 709 Waverly Place, and 60, 124, 136 & 152 Texas Avenue, Whitefish (Second Reading) (WPUD 22-04) (p.52)
   d) Resolution No. 23--__; A Resolution declaring certain property to be unneeded and obsolete, and authorizing the disposal of such property (p.57)
   e) Consideration of a request from Adnan Merchant and Jaffar Agha for extension of preliminary plat for Big Mountain River LLC Subdivision located at 244, 314, 322 West 2nd Street (WPP 20-01)(p.59)

6) PUBLIC HEARINGS (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant’s land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC))
   None

7) COMMUNICATIONS FROM CITY MANAGER
   a) Written report enclosed with the packet. Questions from Mayor and Council? (p.69)
   b) Other items arising between June 28th through July 3rd
8) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
   a) Resolution No. 23-__: A Resolution establishing annual goals for the City (p. 72)
   b) Letter from Citizens for a Better Flathead regarding comments pertaining to the Whitefish Growth Policy Public Engagement Plans (p. 74)

9) ADJOURNMENT (Resolution 08-10 establishes 11:00 p.m. as end of meeting unless extended to 11:30 by majority)
The following Principles for Civil Dialogue are adopted on 2/20/2007 for use by the City Council and by all boards, committees and personnel of the City of Whitefish:

- We provide a safe environment where individual perspectives are respected, heard, and acknowledged.
- We are responsible for respectful and courteous dialogue and participation.
- We respect diverse opinions as a means to find solutions based on common ground.
- We encourage and value broad community participation.
- We encourage creative approaches to engage public participation.
- We value informed decision-making and take personal responsibility to educate and be educated.
- We believe that respectful public dialogue fosters healthy community relationships, understanding, and problem-solving.
- We acknowledge, consider and respect the natural tensions created by collaboration, change and transition.
- We follow the rules and guidelines established for each meeting.
(This page left blank intentionally to separate printed sections)
June 28, 2023

The Honorable Mayor Muhlfeld and City Councilors
City of Whitefish
Whitefish, Montana

Mayor Muhlfeld and City Councilors:

Monday, July 3, 2023 City Council Agenda Report

CONSENT AGENDA (The consent agenda is a means of expediting routine matters that require the Council’s action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)

a) Minutes from June 19, 2023 Special Session Meeting (p.46)
b) Minutes from June 19, 2023 Regular Meeting (p.47)
c) Ordinance No. 23-10; A Ordinance approving the Whitefish Community Corridor Residential Planned Unit Development to develop 146 units in seven buildings on 6.56 acres at 105 Colorado Avenue, 709 Waverly Place, and 60, 124, 136 & 152 Texas Avenue, Whitefish (Second Reading) (WPU 22-04) (p.52)
d) Resolution No. 23-__;A Resolution declaring certain property to be unneeded and obsolete, and authorizing the disposal of such property (p.57)
e) Consideration of a request from Adnan Merchant and Jaffar Agha for extension of preliminary plat for Big Mountain River LLC Subdivision located at 244, 314, 322 West 2nd Street (WPP 20-01)(p.59)

RECOMMENDATION: Staff respectfully recommends the City Council approve the Consent Agenda.

Items “a, b, d, are administrative matters; Items “c and e” are quasi-judicial matters.

PUBLIC HEARINGS (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant’s land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC))

None

COMMUNICATIONS FROM CITY MANAGER
a) Written report enclosed with the packet. Questions from Mayor and Council? (p.69)
b) Other items arising between June 28th through July 3rd

COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
a) Resolution No. 23-__;A Resolution establishing annual goals for the City (p.72)
b) Letter from Citizens for a Better Flathead regarding comments pertaining to the Whitefish Growth Policy Public Engagement Plans (p.74)

ADJOURNMENT

Sincerely,

Dana Smith, C.P.A
City Manager
The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

### PRIVILEGED MOTIONS

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjoin</td>
<td>I move to <strong>adjourn</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Take a break</td>
<td>I move to <strong>recess for</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Register complaint</td>
<td>I rise to a question of priviledge</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Orders of the day</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No</td>
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### SUBSIDIARY MOTIONS

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<th></th>
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</thead>
<tbody>
<tr>
<td>Lay aside temporarily</td>
<td>I move to <strong>lay the question on the table</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Negative vote only</td>
</tr>
<tr>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Yes</td>
</tr>
<tr>
<td>Limit / extend debate</td>
<td>I move that <strong>debate be limited to...</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>I move to <strong>postpone the motion to...</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Refer to a committee</td>
<td>I move to <strong>refer the motion to...</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>I move to <strong>amend the motion by...</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Kill main motion</td>
<td>I move that the motion be <strong>postponed indefinitely</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Affirmative vote only</td>
</tr>
</tbody>
</table>
### MAIN MOTIONS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Bring business to motion</td>
<td>I move that (or “to”)...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
</tbody>
</table>

No order of precedence. Arise incidentally and decided immediately.

### INCIDENTAL MOTIONS

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Suspend rules</td>
<td>I move to suspend the rules which...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
</tr>
<tr>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Negative vote only</td>
</tr>
<tr>
<td>Divide motion / question</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Request information</td>
<td>A point of information, please.</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No</td>
</tr>
</tbody>
</table>

No order of precedence. Introduce only when nothing else pending.

### RENEWAL MOTIONS

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<tr>
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<td>Take matter from table</td>
<td>I move to take from the table...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Cancel or change previous action</td>
<td>I move to rescind / amend the motion...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or majority w/notice</td>
<td>Negative vote only</td>
</tr>
<tr>
<td>Reconsider motion</td>
<td>I move to reconsider the vote on...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
</tbody>
</table>
(This page left blank intentionally to separate printed sections)
1) Call to Order

The meeting was held in-person in the Council Conference Room. Mayor Muhlfeld called the meeting to order. Councilors present were Feury, Sweeney, Davis, Caltabiano, and Norton. Councilor Qunell was absent. Staff present were City Manager Smith, City Clerk Howke, Finance Director Gospodarek, Planning and Building Director Taylor and Senior Planner Compton-Ring.

2) Interviews

The City Council interviewed Grant Hughes for the vacant position on the City-County Board of Health.

3) Public Comment

None

4) Appointment
   a) City-County Board of Health – One (1) positions, received one (1) letter, complete the term ending 12/31/2024 – Council appointment.

   Councilor Sweeney made a motion, seconded by Councilor Caltabiano to appoint Grant Hughes to the City-County Board of Health to complete the term ending 12/31/2024. The motion carried.

5) Adjourn

Mayor Muhlfeld adjourned the Special Session at 6:00 p.m. and opened the work session meeting.

__________________________________
Mayor Muhlfeld

Attest:

Michelle Howke, Whitefish City Clerk
1) CALL TO ORDER

Mayor Muhlfeld called the meeting to order. Councilors present were Feury, Caltabiano, Davis, Sweeney, and Norton. Councilor Qunell was absent. City Staff present were, City Clerk Howke, City Manager Smith, Finance Director Gospodarek, Planning and Building Director Taylor, Public Works Director Workman, Parks and Recreation Director Butts, Deputy Police Chief Conway, Senior Planner Compton-Ring, and Long-Range Planner Tiefenbach. Approximately 19 people were in the audience and 2 attended virtually.

2) PLEDGE OF ALLEGIANCE

Mayor Muhlfeld asked Lisa Jones to lead the audience in the Pledge of Allegiance.

3) COMMUNICATIONS FROM THE PUBLIC— (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The mayor has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)

Nathan Dugan, 937 Kalispell Avenue, followed up on the discussion in the work session held prior to the meeting. Now is a good time to look at some solutions to address the short-term rental issues. He suggests new short-term rental permits should have an owner occupancy requirement. This could establish a cap for full home rentals where they currently exist.

Ed Doctor, Montana Tap House, announced he will be hosting a talk show podcast at Montana Tap House every Wednesday, starting July 12th. The podcast will consist of three community leaders and those running for council. They would also like to host the City Council debate at the end of September.

Lisa Jones, resident, asks the Council to consider a few requests; 1) officially initiate a city committee including diverse citizens representing people of color, LGBTQ+, people of faith and others who have been historically oppressed with the role and vision of advising the Council and staff on recommendations to expand the City’s diversity, equity, and inclusion efforts; 2) consider making Juneteenth an official City holiday.

4) COMMUNICATIONS FROM VOLUNTEER BOARDS

None

5) CONSENT AGENDA (The consent agenda is a means of expediting routine matters that require the Council’s action. Debate does not typically occur on consent agenda items. Any member of the Council may remove any item for debate. Such items will typically be debated and acted upon prior to proceeding to the rest of the agenda. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)

   a) Minutes from June 5, 2023 Special Session Meeting (p.96)
   b) Minutes from June 5, 2023 Regular Meeting (p.97)
   c) Ordinance No. 23-09; An Ordinance amending Ordinance Nos. 18-01, 19-02 and 21-14, which approved and subsequently amended the 95 Karrow, LLC Preliminary Plat and Planned Unit Development, to develop a mixed-use development on the former Idaho Timber property located at 95 Karrow Avenue, Whitefish (Second Reading) (WPUD 23-01) (p.104)

Councilor Norton made a motion, seconded by Councilor Sweeney to approve the Consent Agenda. Councilor Norton had a correction on the June 5, 2023 regular meeting minutes, page 2, under corrections
for May 15, 2023; That was the intent when we passed it. The motion to approve the Consent Agenda as corrected carried.

6) PUBLIC HEARINGS (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant’s land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC)
   a) Ordinance No. 23-10; An Ordinance approving the Whitefish Community Corridor Residential Planned Unit Development to develop 146 units in seven buildings on 6.56 acres at 105 Colorado Avenue, 709 Waverly Place, and 60, 124, 136 & 152 Texas Avenue, Whitefish (First Reading) (WPUD 22-04) (p.108)

Senior Planner Wendy Compton-Ring presented her staff report that is provided in the packet on the website. Staff received letters citing support for the project and also concerned with loss of community character, locating the multi-family only on the western half of the project, loss of trees, concerns with outdoor lighting, high groundwater, traffic, loss of wildlife, increased noise, loss of privacy, and increased density.

Mayor Muhlfeld opened the Public Hearing.

Lauri Moffett-Fehlbeg, Senior Vice President-Architecture with Dahlin Architecture, presented a PowerPoint that it appended to the packet on the website. The vehicular access through the site, jogs around the buildings specifically to prevent traffic cutting through. The community building provides secured storage with racks to store bikes. Each building has bike racks for guests or for more temporary parking. The buildings are setback from the neighboring buildings and oriented the parking along the edges to push the buildings inboard and away from the neighbors. They are noting a good neighbor fencing which would be the standard five-foot wood fence, that would provide privacy along those rear yards to the single-family homes. There are also areas that provide low fencing or landscape buffers depending on what is adjacent to the property. The applicant has done a tremendous amount of community outreach, including a website for the project, meetings with neighbors onsite, individual meetings with neighbors, etc. The applicant understands this changes things but thinks there is a benefit to meeting some of the housing crisis that Whitefish is facing.

Councilor Norton asked, and Lauri stated when covering the outside bike racks, you have to take into consideration the impact of where they can be placed, it doesn’t cause a maintenance issue, it doesn’t block anybody’s windows, or get in the way of lighting.

Nathan Dugan, 937 Kalispell Avenue, Shelter WF President. As an organization they are in full support of this project. This is a great location being close to downtown for easy walking, and biking. We need to build things within this radius to establish an effective public transportation network in the future. The 44 deed restricted units is not an insignificant number. Having a market rate option for people with roommates to go into is better than not having an option. He asks the Council to approve this proposal.

Amy Boring, Montana Avenue supports workforce housing. She has concerns for the neighboring residents that this project impacts. She would like to see the project be downscaled to lessen the impact. She asks the Council to delay for the applicant to work with the neighbors for a more viable solution. She thinks a moratorium on building north of the viaduct is in order until proper infrastructure is in place.

Malory Phillips, 937 Kalispell Avenue, supports the project. People should have choices about whether or not they live in this community. It provides the ability for people to live in a neighborhood where they can walk to the grocery store, downtown, etc. Affordable housing is intermixed throughout the building and give the community members choices to accept a higher paying job without fear of losing their housing. She asks the Council to approve this development.
Flower Bartholomew, 27 Colorado Avenue, stated we do need affordable housing. She has concerns with traffic and fire. She encourages green fencing instead of wood or metal fencing. She asks that at two story be in front of her rather than a three story.

Cameron Blake, 825 Leksand Trail, representing the Flathead Families for Responsible Growth (FFRG), who supports this project as proposed with the affordable housing commitment and a satisfactory plan to address the storm water runoff concerns raised by the neighbors. They strongly recommend the City determine how much more development can take place north of the viaduct given the current transportation system.

Mack Fy (?), 6005 St. Moritz Drive, supports this development. The housing issues in Whitefish need to be addressed.

Lena, 5th Avenue East, Kalispell, supports this project. She supports the idea of Whitefish developing intentionally.

Lisa Jones, owner of 630 Colorado Avenue, supports this development.

Nancy Schuber, 110 Bay Point Drive, supports this development.

Mick Ruis, developer, applicant, addressed some comments that were made earlier in the public hearing. He stated he has worked his entire life, every day. He and his family have invested money in Columbia Falls, when no one wanted to be there. Instead of investing in stocks, he wanted to invest in his community. This project and this property are like a perfect marriage. He doesn’t want people to think that he is a greedy developer.

There being no further public comment, Mayor Muhlfeld closed the Public Hearing and turned the matters over to the Council for their consideration.

Councilor Caltabiano made a motion, seconded by Councilor Sweeney to approve Ordinance No. 23-10, An Ordinance approving the Whitefish Community Corridor Residential Planned Unit Development to develop 146 units in seven buildings on 6.56 acres at 105 Colorado Avenue, 709 Waverly Place, and 60, 124, 136 & 152 Texas Avenue, Whitefish (First Reading). Councilor Caltabiano stated this is 146 units with 44 deeded units. This is the type of growth that can happen and needs to happen.

Councilor Norton made a motion, seconded by Councilor Sweeney to add Condition #12, no basements are to be built. The motion carried 3-2, Councilors Davis and Caltabiano voting in opposition.

The original motion to approve with the amendment to add Condition #12 carried.

b) Consideration of approving City Manager’s proposed budget as the FY24 Preliminary Budget and setting final Public Hearing on the Capital Improvement Project and FY24 Final Budget for August 21, 2023 (p.504)

City Manager Smith presented her budget narrative that is provided in the Preliminary Budget that is on the website.

Mayor Muhlfeld opened the Public Hearing. There being no public comment, Mayor Muhlfeld closed the Public Hearing and turned the matters over to the Council for their consideration.
Councilor Sweeney made a motion, seconded by Councilor Caltabiano to approve the FY24 Preliminary Budget and setting final Public Hearing on the Capital Improvement Project and FY24 Final Budget for August 21, 2023. The motion carried.

7) COMMUNICATIONS FROM PLANNING DIRECTOR
   a) Resolution No. 23-08; A Resolution of intention to annex and incorporate within the boundaries of the City of Whitefish by petition and consent of the property owner approximately .99 acres of land known as 580 Lund Lane in Section 1, Township 30 North, Range 22 West, in Whitefish, Montana, and zone the property to WR-1, One-Family Residential, based on the findings of fact in the staff report, subject to the recommended conditions of annexation approval, and set a public hearing for July 17, 2023.

   Planning and Building Director Taylor presented his staff report that is provided in the packet on the website.

   Councilor Caltabiano made a motion, seconded by Councilor Feury to adopt Resolution No. 23-08; A Resolution of intention to annex and incorporate within the boundaries of the City of Whitefish by petition and consent of the property owner approximately .99 acres of land known as 580 Lund Lane in Section 1, Township 30 North, Range 22 West, in Whitefish, Montana, and zone the property to WR-1, One-Family Residential, based on the findings of fact in the staff report, subject to the recommended conditions of annexation approval, and set a public hearing for July 17, 2023. The motion carried.

   b) Resolution No. 23-09; A Resolution adopting the Vision Whitefish 2045 Public Engagement Plan (p.674)

   Long-Range Planner Alan Tiefenbach presented his staff report that is provided in the packet on the website.

   Councilor Feury suggested under Plan Updates and Engagement Methods, Parks Open Space and Trails, to include meeting with Whitefish Legacy Partners, LLAC, and Stoltzes Land and Lumber Company.

   Councilor Caltabiano made a motion, seconded by Councilor Norton to approve Resolution No.23-09; A Resolution adopting the Vision Whitefish 2045 Public Engagement Plan. The motion carried.

8) COMMUNICATIONS FROM CITY MANAGER
   a) Written report enclosed with the packet. Questions from Mayor and Council? (p.695)

   City Manager Smith reminded the Council of the work session and regular meetings on July 3, 2023.

   b) Other items arising between June 14th through June 19th.

   Manager Smith stated during the Council retreat, staff was directed to reach out to the three unions to see if they were willing to swap Good Friday with Juneteenth. One of the unions were neutral, the other two did not support that change. The next steps; at least two contracts will start negotiations in January, she recommends for those negotiations to move forward before we make any final decision on how we proceed. There are other options for the Council to consider if they are not interested in adding an additional paid holiday for the City which could come at a cost. There are also options to make it clear that the City recognizes the holiday, offices stay open, and employees could swap their personal holiday with Juneteenth; or recognize it as a holiday and keep city offices open. Council agreed to let Manager Smith move forward.

9) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
CITY COUNCIL MINUTES
June 19, 2023

a) Letter of a request from Ferrington Family Revocable Trust to purchase a city owned lot subject to a perpetual easement (p.697)

Manager Smith stated staff is addressing the complaints that are included in the letter. She also stated when disposing of City property, we do need to go out to the public. Council asked Manager Smith to inform Mr. Ferrington of the process.

Councilor Comments

Councilor Norton stated slavery is in existence all around the world. She is glad we are going to pursue in some way recognizing Juneteenth. Montana State does not recognize it as a holiday, but it is a Federal Holiday. One of our citizens asked why the flags were not up this year, and she checked and next year the Lions Club will be putting them up around town on Juneteenth. Other citizens have asked her about the Riverside Park trees and when the contracts were going to be honored. Staff stated after the budget is approved work will begin in July.

Mayor Muhlfeld stated that Attorney Jacobs stated at the last meeting, the requirement for super majority votes for ordinances is something that the City has adopted. He is interested if that is in the best interest of this governing body or not or future governing bodies. Councilor Caltabiano stated they are elected through the democratic process. He does not see the reason for super majority. Councilor Davis agrees, and he especially doesn’t see a need for it in the context of development applications. Council supports Attorney Jacobs to look into this.

10) ADJOURNMENT (Resolution 08-10 establishes 11:00 p.m. as end of meeting unless extended to 11:30 by majority)

Mayor Muhlfeld adjourned the meeting at 9:12 p.m.

__________________________
Mayor Muhlfeld

Attest:

__________________________
Michelle Howke, Whitefish City Clerk
ORDINANCE NO. 23-10

An Ordinance of the City Council of the City of Whitefish, Montana, approving the Whitefish Community Corridor Residential Planned Unit Development to develop 146 units in seven buildings on 6.56 acres at 105 Colorado Avenue, 709 Waverly Place, and 60, 124, 136 & 152 Texas Avenue, Whitefish.

WHEREAS, Ruis Texco, LLC (Applicant), applied to the Whitefish Planning & Building Department for a Residential Planned Unit Development (R-PUD) to develop 146 multi-family units in seven (7) buildings with the parking on 6.56 acres, located at 105 Colorado Avenue, 709 Waverly Place, and 60, 124, 136 & 152 Texas Avenue, and legally described as Lot 1, WF Cottages, Lots 1 & 2, Amended Lot 2 WF Cottages, Lot 2 & 1A, Linton Subdivision, Lot 2, Reeb Subdivision in Section 25, Township 31N, Range 22W, P.M.M., Flathead County; and

WHEREAS, in exchange for the requested zoning deviation, the applicant proposes to deed restrict 44 rental units (twelve (12) 1-bedroom and thirty-two (32) 2-bedroom units) to serve the 60-80% Area Median Income (AMI) with an average of 70% AMI; and

WHEREAS, in response to such application, the Whitefish Planning & Building Department prepared Staff Report WPUD 22-04, dated May 11, 2023, which reviewed and analyzed the proposed R-PUD, the requested deviation to the zoning standards regarding parking in the side yard setback, and the proposed community benefits, and recommended the Whitefish City Council approve the proposed R-PUD, adopt the proposed findings of fact, and grant the requested deviations to zoning standards, all subject to 11 conditions of approval; and

WHEREAS, following adjacent landowner notice, at a lawfully noticed public hearing held May 18, 2023, the Whitefish Planning Board received an oral report from Planning Staff and the Applicant, reviewed Staff Report WPUD 22-04, the proposed findings of fact, the requested deviation to the zoning standards, the proposed community benefit, and the 11 conditions of approval, invited public comment, and thereafter amended one of the proposed conditions of approval (9f), and thereafter recommended approval of the R-PUD, subject to the 11 amended conditions of approval, attached as Exhibit A; and

WHEREAS, at a lawfully noticed public hearing on June 19, 2023, the Whitefish City Council received an oral report from Planning Staff and the Applicant, reviewed Staff Report WPUD 22-04, the proposed findings of fact, the requested deviation to the zoning standards, the proposed community benefit, the 11 conditions of approval, as amended by the Planning Board, and the Planning Board's recommendation of approval, invited public comment, and thereafter voted to approve the Whitefish Corridor Community R-PUD, Staff Report WPUD 22-04, its findings of fact, the requested deviation to zoning standards, all subject to the recommended 11 conditions of approval attached as Exhibit A, and incorporated herein by reference; and

WHEREAS, it will be in the best interests of the City of Whitefish, and its inhabitants, to approve the Whitefish Corridor Community R-PUD, Staff Report WPUD 22-04, and the requested deviation to zoning standards, subject to the 11 conditions of approval, attached as Exhibit A, and adopt the findings of fact.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whitefish, Montana, as follows:
Section 1: All of the recitals set forth above are adopted as Findings of Fact.

Section 2: The City Council hereby approves the Whitefish Corridor Community Residential Planned Unit Development and the one deviation to the zoning standards, subject to eleven (11) conditions of approval, shown on Exhibit A, and incorporated herein by this reference, and Staff Report WPUD 22-04, and adopts its findings of fact.

Section 3: The official zoning map of the City of Whitefish, Montana, shall be amended, altered, and changed to provide that the real property described as legally described as Lot 1, WF Cottages, Lots 1 & 2, Amended Lot 2 WF Cottages, Lot 2 & 1A, Linton Subdivision, Lot 2, Reeb Subdivision in Section 25, Township 31N, Range 22W, P.M.M., Flathead County, shall have a Residential Planned Unit Development Overlay, which shall modify the requirements of the underlying WR-4 (High Density Multi-Family Residential Business District) and WR-2 (Two-Family Residential District) zones and shall be subject to all of the requirements shown on Exhibit A.

Section 4: The Zoning Administrator is hereby authorized and directed to amend the official zoning map to conform to the terms of this Ordinance.

Section 5: In the event any word, phrase, clause, sentence, paragraph, section or other part of the Ordinance set forth herein is held invalid by a court of competent jurisdiction, such judgment shall affect only that part held invalid, and the remaining provisions thereof shall continue in full force and effect.

Section 6: This Ordinance shall take effect thirty (30) days after its adoption by the City Council of the City of Whitefish, Montana, and signing by the Mayor thereof.


John M. Muhlfeld, Mayor

ATTEST:

_____________________
Michelle Howke, City Clerk
Zoning Deviation:

- Parking in the side yard setback

Conditions of Approval:

1. Except as amended by these conditions, the development of the Planned Unit Development must be in substantial conformance with the approved site plan and elevations that govern the general location of buildings, landscaping, building height and improvements and labeled as “approved plans” by the City Council.

2. Prior to any ground disturbing activities, a plan must be submitted for review and approval by the City of Whitefish Planning Department. The plan must include, but may not necessarily be limited to, the following:
   - Dust abatement and control of fugitive dust.
   - Hours of construction activity.
   - Noise abatement.
   - Control of erosion and siltation.
   - Routing for heavy equipment, hauling, and employees, including signage to direct equipment and workers.
   - Construction office siting, staging areas for material and vehicles, and employee parking.
   - Measures to prevent soil and construction debris from being tracked onto public road, including procedures remove soil and construction debris from road as necessary.
   - Detours of vehicular, pedestrian, and bicycle traffic as necessary.
   - Notation of any street closures or need to work in public right-of-way. (Engineering Standards, Appendix K)

3. Prior to any construction, excavation, grading or other terrain disturbance, plans for all on and off-site infrastructure must be submitted to and approved by the Whitefish Public Works Department. The improvements (water, sewer, roads, streetlights, sidewalks, etc.) within the development must be designed and constructed by a licensed engineer and in accordance with the City of Whitefish’s design and construction standards. The Public Works Director must approve the design prior to construction. Plans for grading, drainage, utilities, sidewalks and other improvements, including a capacity impact analysis of the Colorado Lift Station, must be submitted as a package and reviewed concurrently. No individual improvement designs must be accepted by Public Works. (Engineering Standards, Chapter 1 Chapter 2; Findings 1, 9)

4. The applicant must install a crosswalk and improve the sidewalk ramp on the Colorado Avenue bike path/sidewalk side of the street (west side). (Finding 6; City Engineering Standards 2019)

5. The applicant must work with Montana Department of Transportation to improve the timing of the intersection signal at Edgewood Place and Wisconsin Avenue. (Finding 5)
6. A tree preservation plan must be submitted with the Engineering Plans and be reviewed and approved by the Planning Department. Such plan will comply with §11-4-6, WCC, and will identify qualifying trees to be retained, method for tree protection during construction (including inspection), and plan for replacement trees according to §11-4-6D, WCC, if damaged during construction. Such tree retention may require modifications to the site plan to preserve qualifying trees. (Findings 2, 4; §11-4, WCC)

7. All areas disturbed because of road and utility construction must be re-seeded as soon as practical to inhibit erosion and spread of noxious weeds. (2019 Engineering Standards, §4-3)

8. Refuse disposal and recycling areas must be reviewed and approved by the Public Works Department and Republic Services. (2019 Engineering Standards)

9. Prior to submitting any building permit applications, the following conditions of approval must be met:
   a. Submit lighting cut sheets and other design materials of all proposed outdoor lighting fixtures to ensure all outdoor lighting standards are met including preventing glare onto neighboring properties. (§11-3-42E, WCC)
   b. Tree protection zones must be installed per §11-4-6F, WCC, and inspected by staff prior to any grading and kept in place during construction.
   c. Lot aggregation must be recorded at Flathead County. (§11-2-3B(3), WCC)
   d. Final acceptance of all improvements including, but not limited to pavement of parking lot/driveway, water, sewer and stormwater. (Engineering Standards, Finding 5)
   e. Architectural review and approval must be obtained (§11-3-3, WCC) and all applicable multi-family design standards must be met (§11-3-42, WCC).
   f. A landscaping plan must be submitted along with an application for building permit. The overall landscaping, parking lot landscaping, open space plan for active and passive recreation and tree retention must be met. Buffering along edges of parking lot must be installed to prevent headlights from trespassing onto adjacent properties and to provide privacy for adjacent housing. A low wall, no taller than 4 feet, along the edges of the parking lot must be installed to prevent headlight from trespassing onto adjacent properties. (Finding 6, 12; §11-4, WCC)
   g. Deed restrictions for the 44 apartments must be recorded with the Flathead County Clerk and Record’s Office. The deed restrictions for the 12 1-bedroom and 32 2-bedroom apartments must serve the 60-80% AMI population at the time of recording with an average of 70% AMI. (§11-1A, WCC)
   h. A minimum of four (4) short-term bicycle parking spaces per building must be installed. (Finding 12, §11-3-42C, WCC)

10. All addressing must be reviewed and approved by the City Clerk’s office.

11. This approval is valid for 3-years from the date of City Council approval. (§11-2S-9C, WCC)
12. No basements are permitted. (City Council 6-19-23)
RESOLUTION NO. 23--

A Resolution of the City Council of the City of Whitefish, Montana, declaring certain property to be unneeded and obsolete, and authorizing the disposal of such property.

WHEREAS, the City has accumulated a quantity of used property and equipment which is obsolete and of no further value or use to the City. Such property is described generally on Exhibit "A," attached hereto and incorporated herein by reference; and

WHEREAS, § 7-8-4201, MCA, provides that the City Council may sell, dispose of, or lease any property belonging to the City; and

WHEREAS, City staff has examined all of such property and determined that a public auction is the best method to dispose of this property and comply with Montana State Law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Whitefish, Montana as follows:

Section 1: The recitals set forth above are adopted as findings of fact.

Section 2: The City Council hereby determined that all the items described on Exhibit "A" are of no further use to the City of Whitefish and can be declared surplus.

Section 3: City staff is hereby authorized to dispose of the property described on Exhibit "A" at public auction. If not sold at the auction, City departments may dispose of remaining property as follows:

A. Items having no market value shall be donated to any non-profit organization that is willing to accept such items. Such non-profit organizations shall be ones which are qualified under Section 501(c)(3) of the Internal Revenue Code.

B. Any items having no market value and which a non-profit organization declines to accept may be disposed of by hauling to the local landfill, or by other means of disposal.

Section 4: This Resolution shall take effect immediately upon its adoption by the City Council and signing by the Mayor thereof.


________________________________________
John M. Muhlfeld, Mayor

ATTEST:

________________________________________
Michelle Howke, City Clerk
EXHIBIT A

1. SK200-009 Graphtec Scanner (Planning & Building Department);
2. Dagger Catalyst 13 kayak (Police Department);
3. Dagger kayak unknown brand (Police Department);
4. Wilderness systems pamlico 120 kayak (Police Department);
5. Yakima Rocket Box car topper (Police Department);
6. [4] x aluminum scuba tanks Sherwood brand (Police Department);
7. Casio Cash register (Parks & Recreation)
June 27, 2023

Mayor and City Council  
City of Whitefish  
PO Box 158  
Whitefish, MT  59937  

Re: Extension of preliminary plat for Big Mountain River LLC Subdivision (WPP 20-01)  

Honorable Mayor and Council:  

This office is in receipt of a letter from Adnan Merchant and Jaffar Agha, Big Mountain River, LLC, are requesting an extension of the preliminary plat for the Big Mountain River subdivision. The Big Mountain River subdivision is a 17-unit townhouse subdivision on 2.4 acres located 244, 314 and 322 W 2nd Street along the Whitefish River.  

The Big Mountain River subdivision was the first subdivision approved under the City's Legacy Home's Inclusionary Zoning program. Shortly after, the Montana Legislature passed a bill, signed by the governor, to prohibit the use of inclusionary zoning across Montana. As such, Condition #21 cannot be enforced. If no affordable housing is provided within the project, it is not eligible for the Legacy Homes incentives – the original application indicates they were proposing to use reduced lot size, reduced lot width and increased lot coverage. Before final plat, the plat will either need to be amended to eliminate these requests or affordable housing provided. Attached to this report are the conditions of approval and a preliminary plat map.  

The preliminary plat was approved by the Whitefish City Council on July 6, 2020. The developer is requesting a 24-month extension until July 6, 2025, as provided for in §12-3-9B of the Whitefish Subdivision Regulations.  

Staff recommends the Council grant this extension.  

Sincerely,  

/s/ Wendy Compton-Ring  
Wendy Compton-Ring, AICP  
Senior Planner  

Att: Extension Letter, June 26, 2023
Conditions of approval, July 6, 2020
Preliminary plat map, May 23, 2020

c/w/att: Michelle Howke, City Clerk

c/w/o att: Adnan Merchant, Big Mountain River LLC Subdivision
The Whitefish City Council approved the subdivision variances request to:

- §12-4-12H which limits the number of flag lots in a subdivision to less than 50% of the total and the applicant is proposing ten of the seventeen lots be flag lots.
- §§12-4-14D and 12-4-15A which requires streets to be designed in accordance with the adopted city of Whitefish engineering standards for both public and private streets.

The Whitefish City Council approved the project subject to the following conditions of approval:

1. The subdivision must comply with Title 12 (Subdivision Regulations) and Title 11 (Zoning Regulations) and all other applicable requirements of the Whitefish City Code, except as amended by these conditions.

2. Except as amended by these conditions, the development of the subdivision must be in substantial conformance with the approved preliminary plat, site plan and elevations that govern the general location of lots, roadways, parking, landscaping and improvements and labeled as “approved plans” by the City Council.

3. Approval of the preliminary plat is subject to approval of detailed design of all on- and off-site improvements, including drainage and a plan for snow removal and storage. Through review of detailed road and drainage plans, applicant is advised that the number, density and/or location of building lots, as well as the location and width of the road right-of-way, and widths of rights-of-way shown on the preliminary plat may change depending upon constructability of roads, pedestrian walkways, and necessary retaining walls within the right-of-way, on-site retention needs, drainage easements or other drainage facilities or appurtenances needed to serve the subject property and/or upstream properties as applicable. This plan must include a strategy for long-term maintenance. Fill on-site must be the minimum needed to achieve positive drainage, and the detailed drainage plan will be reviewed by the City using that criterion. (City Engineering Standards, 2019)

4. Prior to any ground disturbing activities, a plan must be submitted for review and approval by the Public Works and Planning & Building Departments. The plan must include, but may not necessarily be limited to, the following:
   - Dust abatement and control of fugitive dust.
   - Hours of construction activity.
   - Noise abatement.
   - Control of erosion and siltation.
• Routing for heavy equipment, hauling, and employees.
• Construction office siting, staging areas for material and vehicles, and employee parking.
• Measures to prevent soil and construction debris from being tracked onto public roadways, including procedures to remove soil and construction debris from roadways as necessary.
• Detours of vehicular, pedestrian, and bicycle traffic as necessary.
• Notation of any street closures or need to work in public right-of-way.

(City Engineering Standards, 2019)

5. Prior to any pre-construction meeting, construction, excavation, grading or other terrain disturbance, plans for all on- and off-site infrastructure must be submitted to and approved by the Whitefish Public Works Department. The improvements (water, sewer, roads, streetlights, trails, sidewalks, driveways, etc.) within the development must be designed and constructed by a licensed engineer and in accordance with the City of Whitefish’s design and construction standards. The Public Works Director must approve the design prior to construction. Plans for grading, drainage, utilities, streets, sidewalks and other improvements must be submitted as a package and reviewed concurrently. Water lines for the homes removed previously need to be abandoned at the main. No individual improvement designs will be accepted by Public Works. (City Engineering Standards, 2019)

6. All areas disturbed because of road and utility construction must be re-seeded as soon as practicable to inhibit erosion and spread of noxious weeds. All noxious weeds, as described by Whitefish City Code, must be removed throughout the life of the development by the recorded property owner or homeowners association. (§12-4-30, WCC)

7. An approach permit must be obtained from the Montana Department of Transportation (MDT). In addition, a permit from MDT must be obtained for any work within the right-of-way. (Finding 1)

8. The existing driveway(s) must be removed and restored with curb, gutter and boulevard landscaping. The applicant must coordinate with the Whitefish Parks Department for any street tree installation or removal. All maintenance of sidewalk, including shoveling, and boulevard, including any irrigation system, is the responsibility of the Homeowners Association. (Finding 4)

9. Street lighting is required in accordance with the Whitefish Standards for Design and Construction. Street and other on-site lighting must be dark sky compliant and meet the requirements of the City’s Outdoor Lighting ordinance. (§11-3-25, WCC; City Engineering Standards, 2019)

10. The street must be signed for 'No Parking'. (Finding 4)
11. The Fire Marshal must approve the placement and design of all fire hydrants prior to their installation and fire access. (UFC; Subdivision Regulations §12-4-18; Engineering Standards, 2019)

12. A final plan for buffer restoration must be submitted and approved prior to the issuance of the building permit. In addition, a geotechnical letter must be submitted along with building permits for Lots 4-8. (Finding 3; §11-3-29, WCC)

13. The refuse and recycling location must be reviewed and approved by the Public Works Department and Republic Services. (§§4-2, 12-4-21, WCC)

14. A Certificate of Subdivision Approval must be obtained from the Department of Environmental Quality and written approval by the Whitefish Public Works Department approving the storm drainage, water and sewage facilities for the subdivision. (Subdivision Regulations, Appendix C)

15. The public trail connector from W. 2nd Street to the north edge of the property must be installed, as depicted on the site plan. This path, built to City standards with the exception of grade standards, will be open to the public, but owned and maintained by the Homeowners Association. The final details of the trail installation must be submitted to the Parks, Public Works and Planning Departments for review and approval and be signed for steepness. An easement granting public access to the trail must be noted on the final plat. (Finding 4, City Engineering Standards, 2019)

16. The Hendrix Avenue right-of-way must be abandoned, and a 20-foot wide utility easement provided for the sewer main and two-inch waterline serving the homes on the other side of the river. This easement must be reviewed and approved by the Public Works Department and noted on the final plat. (§12-4-29, WCC; Finding 4, City Engineering Standards, 2019)

17. A Water Quality Plan must be submitted for the construction of the homeowners association private trail meeting the requirements of §11-3-29C(5), WCC. (Finding 3)

18. The following notes must be placed on the face of the plat:
   - Building numbers must be located in a clearly visible location.
   - The internal roads shown on the final plat are intended to be privately owned and maintained and open to the public. It is understood and agreed that these internal roadways do not conform to City requirements for public roadways. The owners (and successors in interest) of the lots described in this plat will provide for all-season maintenance of the private roadways by creation of a corporation or association to administer and fund the maintenance. This dedication is made with the express understanding that the private roadways will never be maintained by any government agency or public authority. It is understood and agreed that the value of each described lot in this plat is enhanced by the private nature of said roadways. Thus, the area encompassed by said private roadways will not be separately taxed or assessed by any government agency or public authority.
• A geotechnical letter must be submitted along with the building permit for Lots 4-8. (Subdivision Regulations §§11-3-29C, 12-4-6, 12-4-20, WCC; Staff Report Findings 1, 3, 4; City Engineering Standards, 2019)

19. A common off-street mail facility must be provided by the developer and approved by the local post office. (§12-4-24, WCC)

20. Prior to approval of the final plat, the applicant must produce a copy of the proposed Covenants, Conditions and Restrictions (CC&Rs) Homeowners Association providing for long-term maintenance of the:
• Open spaces;
• Westerly trail open to the public;
• Noxious weeds through implementation of the weed management plan. The weed management plan must be submitted to the Planning Department for review and approval prior to final plat; and
• Drainage and storm water management facilities. (§§12-4-26, 12-4-30, WCC; Staff Report Finding 3 & 4; City Engineering Standards, 2019)

21. Compliance with the Legacy Homes Program approved housing mitigation plan will be met through the development of three (3) deed restricted townhouses and payment of $116,930 at the time of final plat. (§§11-1A-4A, 11-1A-4D, WCC) **CANNOT BE ENFORCED PED HOUSE BILL 259 (2021)**

22. Other permits may be required by other governmental agencies and the owner is responsible for obtaining these permits which may include a floodplain permit, a permit from the conservation district and a water quality protection permit.

23. The Big Mountain River preliminary plat is approved for three years from Council action. (§12-3-8, WCC)
To: Wendy  
From: Big Mountain River LLC (Adnan Merchant & Jaffar Agha)  
Date: June 26, 2023  
Subject: 314 2nd Street Preliminary Plat Extension

Dear Wendy,

I am writing to you today to request an extension for the preliminary plat for our project at 314 2nd St. The preliminary plat was approved on July 10th 2020, and it is currently scheduled to expire on July 6th 2023.

We are requesting a two-year extension, which would bring the expiration date to July 6 2025. We believe that this additional time is necessary to complete the project. We have made significant progress on the project since the preliminary plat was approved. We have continued extensive conversations with our engineers and architects, and we are currently working on the final design of the townhomes. The reasons for the need for an extension are as follows:

- The project is more complex than we originally anticipated
- The cost and time of construction, materials, and labor has increased significantly
- With the supply chain, inflation, and interest rates our financing/funding of the project also needs this extension

This project on 314 2nd St. is very important to us, and we are very proud and honored to be able to build this one day in and honor the whitefish town we have grown to love so much. We are committed to completing the project, and appreciate your consideration of our request. We believe that this extension is necessary to complete the project, as the extenuating circumstances has made it nearly impossible for us to complete in the past few years.
We have enclosed a check for $50 to cover the review fee. We are greatly sorry for the delay in asking for this approval, as we have also experienced a lot of family health issues post-pandemic that has also taken our focus.

Thank you for your time, attention, and understanding in regards to this matter. We appreciate all you’ve done to help us get this far and look forward to continuing to do this project in the best possible manner.

Sincerely,
Adnan Merchant & Jaffar Agha
MEETINGS & OTHER
On Monday, June 16th, the Whitefish Community Housing Committee met and reviewed the draft financial plan for the resort tax re-allocation with some minor edits recommend. The Committee is scheduled to meet on July 6th at 3:30 p.m. to consider recommendation of the final plan to City Council. On Wednesday, June 28th the Resort Tax Committee held their regular meeting, including the review of the draft financial plan for the resort tax re-allocation. A motion was made and passed unanimously by those present to recommend the financial plan for the resort tax re-allocation. The financial plan for the resort tax re-allocation is expected to be presented to the City Council on July 17th. Should the City Council decide to move forward with a vote on the re-allocation during the 2023 municipal election, the resolution approving the ballot language will be presented to the City Council at the August 7th City Council meeting.

With the impending retirement of Fire Chief Joe Page, the City has advertised for the Fire Chief position. With an initial deadline of July 5th, interviews are anticipated during the week of July 17th. The two interview panels will include representation from the Whitefish Fire Department, Whitefish Fire Service Area Board, Kalispell Fire Department, Whitefish Police Department, City Administration, and the City Council. An elected official representative will need to be appointed for the interview panel during the July 3rd City Council meeting to allow for advanced scheduling of the interviews.

Congratulations and many thanks to our five retirees this past and coming month for their many years of dedicated service to our community:

- Keni Hopkins, Legal Assistant – 18 years
- Chuck Allen, Street & Utility Maintenance Operator – 23 years
- Janie Green, Parking Enforcement Officer - 16 years
- Joe Page, Fire Chief – 10 years
- Vanice Woodbeck, City Accountant – 27 years

CITY HALL CLOSURE
City Hall will be closed July 4th for Independence Day.

NEXT CITY COUNCIL MEETING
The next City Council meeting is scheduled for Monday, July 17th, in the City Council Chambers with remote participation available to the public.
Upcoming work sessions:
July 17th – Presentation by MDT regarding current projects followed by a discussion about the casino overlay.
August 7th – Closed executive session for a litigation update by City Attorney Jacobs.

Respectfully submitted,

Dana M. Smith, CPA
City Manager
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RESOLUTION NO. 23-__

A Resolution of the City Council of the City of Whitefish, Montana, establishing annual goals for the City.

WHEREAS, the City Council of the City of Whitefish is committed to the continuing advancement and improvement of the community, City, and City services; and

WHEREAS, the City Council has adopted annual goals since 1999; and

WHEREAS, the Mayor and City Council met in a work session with the City Manager on June 5, 2023, to establish City Council goals; and

WHEREAS, Exhibit A, attached hereto, is a list of the above referenced goals which the Mayor, City Council, and City Manager established.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Whitefish, Montana, as follows:

Section 1: The Whitefish City Council hereby approves the list of goals as provided in Exhibit A.

Section 2: This Resolution shall take effect immediately upon its adoption by the City Council and signing by the Mayor thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, ON THIS ________ DAY OF _______________ 2023.

John M. Muhlfeld, Mayor

ATTEST:

Michelle Howke, City Clerk
# PROPOSED FISCAL YEAR 2024
## MAYOR & CITY COUNCIL GOALS

<table>
<thead>
<tr>
<th>Administration</th>
<th>Est. Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resort tax reallocation education and election to add community housing</td>
<td>November 2023</td>
</tr>
<tr>
<td>2. Short-term rental program enhancements</td>
<td>June 2024</td>
</tr>
<tr>
<td>3. Big Mountain annexation analysis</td>
<td>September 2024</td>
</tr>
<tr>
<td>4. Additional cemetery location and plan</td>
<td>Long-term</td>
</tr>
</tbody>
</table>

### Fire Department

1. Development and adoption of the Fire Department Strategic Plan | September 2023
2. Provide City Council emergency management training | March 2024
3. Analysis of voted levy in 2025 to replace fire apparatus | December 2024
4. Implementation of the Whitefish Fire Department Strategic Plan | Ongoing

### Parks and Recreation

1. Armory Park Redevelopment Project - Phase IV | June 2024
2. River Trail Improvement Project | June 2024

### Planning Department

1. Implement code changes due to 2023 Montana Legislative Session | October 2023
2. Create a best practice guide for Whitefish Lake | March 2024
3. Streamline permitting process and bonding codes | June 2024
4. Update City’s Growth Policy | October 2025
5. Downtown Master Plan implementation – update zoning ordinance | October 2025
6. Implement Highway 93 S. Corridor Plan | Ongoing
7. Implement Community Housing Roadmap | Ongoing
8. Implement parking plan for downtown | Ongoing
9. Develop a historic preservation plan | Long-term

### Police Department

1. Explore creation of a deer management plan | June 2024
2. Plan for proactive policing and adequate staffing levels | Ongoing

### Public Works

1. Birch Point Quiet Zone Project | June 2024
2. Create master plan for City owned 40-acre lot on W. 18th Street | June 2024
3. Karrow Avenue Road Reconstruction Project (Resort Tax) | November 2024
4. Reduce City’s greenhouse gas emissions 26% by 2025 | December 2025
5. Analyze central recycling site | December 2025
6. Increase water capacity | Ongoing
7. Viaduct Improvement Project | Ongoing
8. Implement strategies of the 2022 Whitefish Transportation Plan | Ongoing

*Goals are not listed by priority*
ATTENTION: External Email - This email originated from outside of the City of Whitefish. Use caution when clicking links or opening attachments unless you recognize the sender and are expecting the contents. Contact the IT Helpdesk<mailto:help@cityofwhitefish.org> if in doubt.

Please include our comments in the July 3rd WF City Council Packet. We had intended to present these comments at the June 19th City Council, but mistakenly misunderstood there was not a public hearing before the city council on the public engagement plan for the update of the Whitefish Growth Policy.

Mayre Flowers
Mayre@Flatheadcitizens.org, 406-755-4521
June 19, 2023

Re: Whitefish Growth Policy Update Engagement Plan

We want to begin by noting that we are in general support of the engagement plan in that it appears to meet the requirements of recent legislation requiring such a plan. We also want to note that this legislation was adopted in the rush of the closing legislative process and the intent is that this legislation may be amended in the next legislative session as cities begin to work with the current legislation and identify areas where this legislation is problematic. **We would encourage the city to incorporate into this engagement plan and process a report on the strengths and weaknesses of this legislation in providing the city and the public the ability to adopt a growth policy that addresses the unique needs of the City of Whitefish, which like other cities across the state have unique geographic and physical features, infrastructure capacity, housing demands, sensitive natural resources, historical resources, and local character and quality of life amenities that the community wishes to conserve.**

And while excerpts of this legislation as cited in this plan on page 680 of your packet, state that the “Growth Policy is intended to identify the opportunities for development...” this legislation as cited fails to make the point that a growth policy should also identify areas that should be conserved and protected and areas where services cannot reasonably support new growth at this time.

**Absent from this engagement plan is recognition that the City of Whitefish has been well served by the current 2007 Whitefish Growth Policy and is one of the important reasons Whitefish has a vibrant downtown and is seen as a highly desirable place to live and work. Yes Whitefish has housing and transportation issues but had the legislature not stripped away the tools Montana cities need to better address these issues, you would have made more progress on these fronts as well.**

We urge you to adopt this engagement plan with the intent that it facilitates a community dialogue on how we can build upon the 2007 Growth Policy, retaining many of the important goals and policies that have guide this city well for many years. To that end we would ask that an essential component of the outreach materials that are provided the public include corresponding references to the existing 2007 growth policy and that the 2007 Growth Policy be a featured resource document in all community outreach efforts.

Page 681 of this engagement plan in your packet notes in addition to the final hearing that the planning board will hold on the updated growth policy that the city council **may hold additional hearing. Given the importance to the Whitefish community of this plan we would ask that this be changed state the city council will hold additional hearings.**
we would suggest that you add as an organization to provide input in to the planning process Community Action Partnership of NW MT [https://www.capnm.net] for their knowledge of economic, employment, and housing issues in our county and the three cities.

Finally, for each phase presented there should be a stage for release of recommended drafts of policies and goals for that phase before moving to the next phase. One of the weaknesses we observed in most of the development of corridor plans is that information was gathered but was only compiled and released in the end of the process for consideration of the whole corridor plan. Drafts of final goals and policies for each phase of the plan should not be held back for a final release, but released as each phase is completed.

And finally, finally, we still urge you to consider budgeting for outside review of the plan by professional planners whose work includes expertise in planning for growth in high amenity tourism-impacted communities which have unique planning issues particularly in the areas of transportation and housing. This review could take place in phases of the plan but certainly before final consideration.
The following pages were handed out at the City Council meeting the night of the meeting. They are included here as an addendum to the packet.
June 27, 2023

Re: Whitefish Growth Policy Update Engagement Plan—failure to hold public hearing.

As you might remember I sat through your whole city council meeting on June 19th waiting to present comments on the proposed Vision Whitefish 2045 Public Engagement Plan for updating the 2007 Whitefish Growth Policy, which was one of your last items on your agenda that night. You may also remember that I called a point of order in the meeting when the council moved to vote on this plan without holding a public hearing. I was told that no public hearing was being held on this agenda item and indeed the agenda did not list a public hearing.

So where did I get the idea that there was to be a public hearing—well it is likely because I had read the resolution in your packet that you passed in approving the plan before I wrote my comments and turned up for the hearing—only in the confusion of the moment I assumed I had misread the resolution—only I hadn’t. The resolution says:

**WHEREAS, on June 19, 2023, at a lawfully noticed public hearing, the Whitefish City Council considered the proposed Vision Whitefish 2045 Public Engagement Plan, received a report from staff, took public comment, and thereafter voted to adopt the proposed Vision Whitefish 2045 Public Engagement Plan; (see page 674)**

So, I am writing to respectfully request that you withdraw your resolution and reschedule the public hearing you did not hold in compliance with your resolution that called for a public hearing. Please hold this hearing on a night, but not on the day before the 4th of July, which is your next meeting, but at the following council meeting which is July 17th.

I think that rescheduling and re-holding this public hearing, and I think you would all agree, is a fitting way to launch a public engagement plan for the update of the 2007 Whitefish Growth Policy, which is and should be a big deal for the residents of Whitefish.

Sincerely,

Mayre Flowers, Citizens for a Better Flathead