



**Journal of Commission Work Session
2 Park Drive South, Great Falls, MT
Civic Center Gibson Room 212
January 2, 2018**

1. Call to Order - 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Tracy Houck, Owen Robinson and Mary Moe.

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Assistant City Attorney Joe Cik; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herring; Disaster and Emergency Services Manager Dave Nordel; Library Director Kathy Mora; Police Chief Dave Bowen and Deputy City Clerk Darcy Dea.

2. Public Comment.

None

3. Vigilant Guard Exercise - Dave Nordel.

Disaster and Emergency Services Manager Dave Nordel reviewed and discussed the attached PowerPoint presentation that included disaster exercises.

Mayor Kelly welcomed the new Disaster and Emergency Services Manager, John Stevens. Mayor Kelly requested that the Commission revisit the Emergency Operations Center (EOC).

Commissioner Moe received clarification that no revenue generating events at the Fairgrounds would be affected by the exercises.

Mayor Kelly inquired about how the Vigilant Guard exercises would have an effect on the police and fire departments.

Police Chief Dave Bowen responded that his department provide staffing in preparation for and during the exercises.

Fire Chief Steve Hester responded that his department provide staffing with regard to Hazmat training.

4. Library Update - Kathy Mora.

Library Director Kathy Mora reviewed and discussed the attached PowerPoint presentation that included the members of the Library Board, Fiscal Year (FY) 2017 revenues and expenses, total service area, library patrons, collections, total monthly circulation, programs and activities, use of public computers, accomplishments, and priorities for the current fiscal year.

In response to Commissioner Moe, Library Director Mora clarified that the library is aware of the opioid issues and Belt Libraries are separate from the City. More books could be checked out with a Home School library card. Commissioner Moe expressed concern with regard to handicap accessibility issues at the Library.

Commissioner Houck received clarification that citizens could make book donations directly to the Library. The Library is active with regard to calling the Police Department if there is an uncomfortable situation.

Director Mora reported that the Library Board meetings are on the fourth Tuesday of each month at 4:30 p.m. in the Montana Room at the Library.

Mayor Kelly thanked the Library Board members for their service.

5. Park Maintenance District - Steve Herrig.

Park and Recreation Director Steve Herrig reviewed and discussed the attached PowerPoint presentation that included Proposed Park Maintenance District next steps, options, City-Wide Special District Assessments, Park District projects, potential issues without Park Maintenance District, community education, deferred maintenance, and benefits.

Mayor Kelly suggested that the City needs to differentiate the Park District from the School Election Ballot.

Assistant Attorney Joe Cik responded that he would research that and get back to the Commission. He reported that the School District would provide costs for its portion of what is on the ballot, and the City would provide costs for the Special Park District.

Mayor Kelly receive clarification that there are 29 parcels for large commercial; 1,843 parcels in standard commercial; 415 parcels in small commercial, and 19,854 parcels in residential.

Manager Greg Doyon reported that the Commission would like to look at the property value instead of a flat rate, and that a special work session would be needed before the January 16th Commission meeting.

Mayor Kelly received clarification that state law allows flexibility with regard to a flat fee assessment, and that it would include non-profits.

Deputy Director Patty Rearden reported that Missoula and Billings have adopted the taxable value.

Commissioner Houck commented there is a need to educate the community about the outcome if changes aren't made to the parks.

Commissioner Bronson received clarification that property owners who are residents, as well as non-residents of the City, would be eligible to vote in the

election, and that the passage of the Resolution would notify residents of the assessment. He commented that citizens are concerned with regard to an increase in property taxes. Commissioner Bronson further commented that the City could not advocate for the Park District; however, private groups could raise money from private donors.

Commissioner Moe commented that the responsibility of the Commission is to be stewards of the resources. She further commented that access to the parks for citizens with disabilities, as well as safety issues for children could be a liability concern.

Referring to the Park and Recreation Master Plan, Commissioner Robinson commented that it is important to take the next step. He expressed concern that marketing for the Park District would need to be done correctly, as well as the flat rate being unfair.

Mayor Kelly commented that the City needs to educate voters about what their voting decision would mean. Referring to the Park and Recreation Master Plan, Mayor Kelly explained that its the City's responsibility to move forward. He further requested that a meeting be scheduled before the January 16th Commission meeting to discuss different funding mechanisms.

Referring to the deferred maintenance, Commissioner Houck requested that at that meeting, staff provide figures to the Commission if the Park District does not move forward.

Commissioner Moe reiterated that the Commission could not use public time or resources to advocate for the Park District.

6. Discussion of Potential Upcoming Work Session Topics.

City Manager Greg Doyon reported that there would be a special work session to discuss the Park Maintenance District. He further reported that the next work session will consist of the Downtown Development Partnership, as well as a Water and Sewer Rate Study update. Discussion of a strategic plan from Great Falls Development Authority will be added to a future topic list.


The Commission will discuss allocations with regard to the new CDBG process. There will be an informal meeting with the Commission with regard to the budget process. No one added any topics.

Mayor Kelly reported that a future work session would consist of a Title 3 Code review. Mayor Kelly further inquired if starting a work session at 5:00 p.m. would work if there was ever an occasion to spend more time. No one objected.


7. Adjourn.

There being no further discussion, Mayor Kelly adjourned the informal work session of January 2, 2018 at 6:45 p.m.

Vigilant Guard (VG) 2018 2–9 March

- ▶ Conducted every 7 years in all states
 - ▶ Last VG 2011 centered in Helena (Earthquake)
 - ▶ Planning started 18 months prior
 - ▶ Governors defines objectives
 - Activation of state resources to include Natl Guard
 - Exercise state level EOC
 - Declare state of emergency at the national level
 - Involve title 10 assets (active duty) Malmstrom
 - ▶ Chose Great Falls (GF) as the epicenter for exercise disaster response
 - Catastrophic dam failure from Yellowstone to GF
 - Simulated major catastrophe in Bozeman
 - ▶ Recently lost Army Guard involvement (real-world commitment)
- 

Vigilant Guard (VG) 2018 2–9 March

- ▶ Malmstrom/MANG fully involved
 - Receiving assisting forces and providing assets
 - ▶ **Multiple units from 7 other states participating**
 - DECON
 - HAZMAT response (Calumet involvement)
 - ▶ **City/County Involvement**
 - Emergency Operations Center activities 2–7 March
 - 12–13 hours days, through the weekend (city staff training prior)
 - Open and operate Red Cross shelters (MSU–GF recently certified)
 - Open and operate animal shelter (Fairgrounds)
 - Benefis/GF Clinic DECON operations and mass casualty event
 - Move patients from GF to Missoula/Kalispell/Billings (125) on military aircraft
- 

Vigilant Guard (VG) 2018 2–9 March

- ▶ Public Information Operations
 - Press conferences on 8–26 February
 - Crystal Inn (Written agreement)
 - Exercise Press conferences on the 2nd, 5th, 6th of March
 - Open Joint Information Center and staff/operate it
- ▶ 8–9 March wrap-up and feedback
- ▶ 7 March ENDEX for the City/County

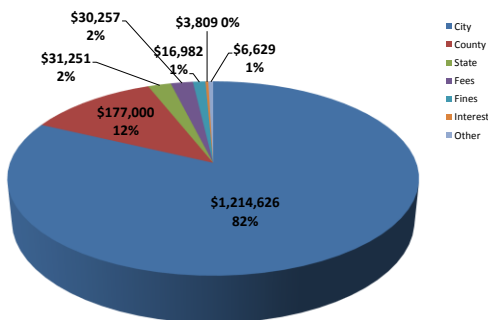




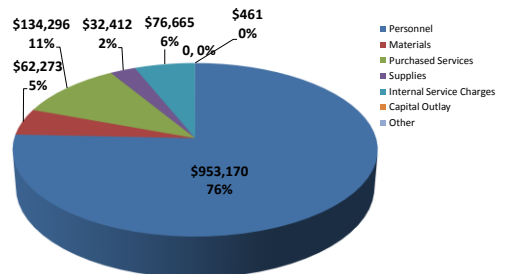
Library Board

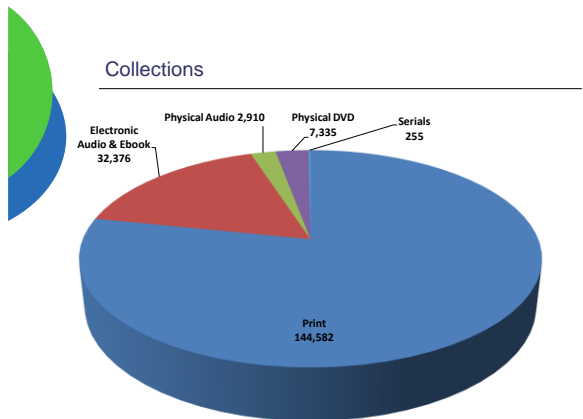
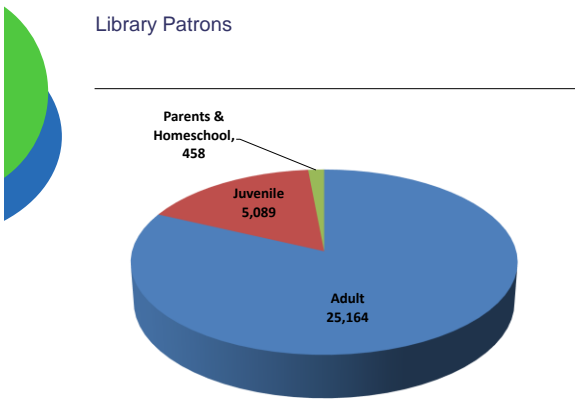
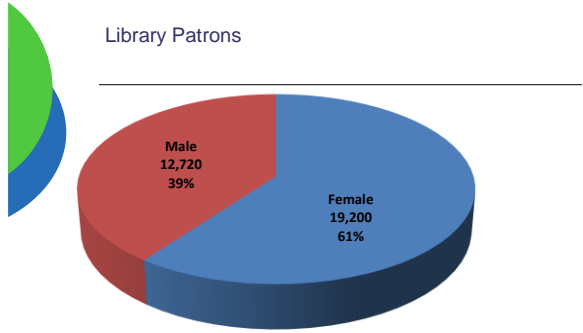
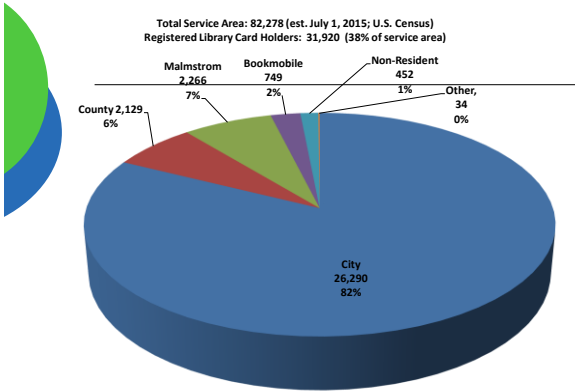
- Dea Nowell, Chair
- Mitch Tropila, Vice Chair
- Mary Ellen Kropp
- Whitney Olson
- Jane West
- Bob Kelly, Ex-officio
- Jane Weber, Ex-officio

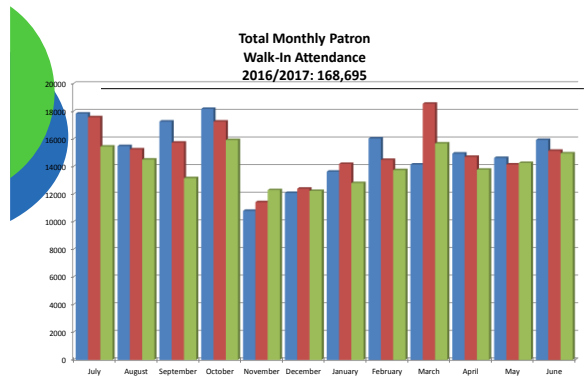
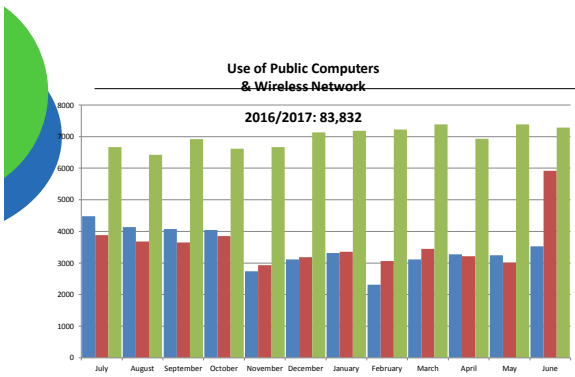
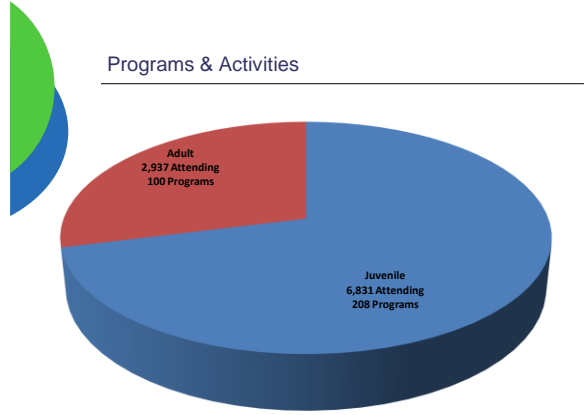
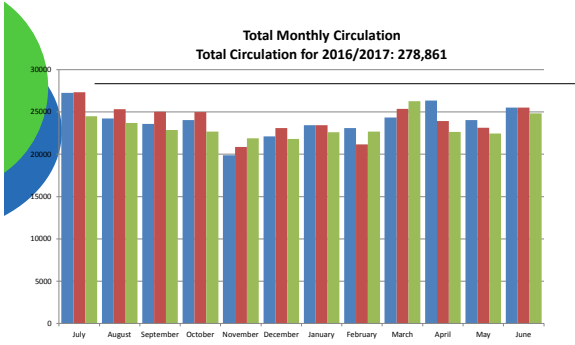
FY2017 Revenues: \$1,480,554



FY2017 Expenses: \$1,259,277









FY 2017 accomplishments

- Wireless network reporting
- Self-Check
- Web site redesign
- Restructure of library departments
- Youth & Public Services Librarians
- Mural



Priorities for current FY

- Security of library premises
- Upgrade online catalog interface
- Streamline collection development process
- Desk audits for retiring personnel
- Public computer replacements
- Capital improvements



Special Park District

City Commission Work Session
January 2, 2018



Next Steps

1. Determine potential funding levels, assessment methods and priorities.
2. **January 16:** Set a public hearing on Resolution to consider whether to place the Park District on the May 8th School Election ballot.
3. **February 6:** Conduct public hearing and adopt or deny Resolution. If adopted:
 - a. File Form C2 with Commissioner of Political Practices by February 10
 - b. File Resolution with County Election Administrator by February 10
4. May 8th Election

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Park and Recreation

- The City's general fund cannot adequately fund parks and recreation. The Park and Recreation Master Plan identified:
 - **\$12,000,000** in deferred maintenance (1-5 years)
 - Does not include staffing and daily operational needs.
 - Without funding to address deferred maintenance that number will continue to grow and amenities will have to be removed or closed.
 - \$1,150,000 for sustainable projects (5-10 years)
 - \$20,250,000 for visionary projects (5-15 years)
- Current funding does not allow for adequate maintenance of facilities, parks, and our urban forest.
- There's been no funding for capital improvements or major repairs. (CIP for FY2018 was \$654,450, \$0 was funded.)

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Potential Options

- Significant increase in general fund support,
- Continued Deferred Maintenance Issues,
- Significant reduction of services, or
- A city-wide special assessment district (MCA Section 7-11-1001)
 - If approved by the electors, Park district funds may be used for:
 - Parks, forestry and trails for staff, operations and capital improvements, and/or Maintenance/improvements to recreation and aquatics facilities.
 - Can not be used for programming.

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City-Wide Special District Assessments

- Possible assessments if approved:

Taxable Value:

- Based on taxable value for \$2.3m
 - \$100,000 property \$34.66
- Based on taxable value for \$1.5m
 - \$100,000 property \$22.92

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City-Wide Special District Assessments

- Possible assessments if approved

Flat Fee for \$2.3m:

- Large Commercial \$7,220
- Standard Commercial \$ 722
- Small Commercial \$ 360
- Residential \$ 29

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City-Wide Special District Assessments

Possible assessments if approved

Flat Fee for \$1.5m:

• Large Commercial	\$4,750
• Standard Commercial	\$ 475
• Small Commercial	\$ 237
• Residential	\$ 20

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Park District Projects 2019

(Staff priorities based on Master Plan dated 2016)

- Year One (\$1.5m)
 - Lions Park Rest Room (ADA) - \$200,000
 - ECWP Bath House Improvements - \$300,000
 - Gibson Park Trail Overlay (Asphalt) - \$100,000
 - Sports Courts Resurface/Jaycee (Pickleball/BB) - \$120,000
 - ADA Sidewalks to Play Structures - \$30,000
 - Irrigation Upgrades (manual to auto) - \$220,000
 - Turf Maintenance (fertilizer/herbicide, 2 seasonal laborers) - \$80,000
 - Full Time Parks Laborer - \$63,000
 - Multi Sports Dugouts/Backstop - \$35,000
 - Picnic Pavilion & Tables/Jaycee - \$64,000
 - River's Edge Trail Matching Funds - \$10,000
 - Contingency/Operations/Professional Services - \$250,000

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Park District Projects 2020

(Staff priorities based on Master Plan dated 2016)

- Year Two (\$1.5m)
 - Gibson Park Restroom (ADA) - \$250,000
 - Elks Riverside Trail Replacement (Concrete) - \$308,000
 - Tree Replacement - \$10,000
 - River's Edge Trail Matching Funds - \$10,000
 - Forestry Equipment/Tree Trimming (one time cost) - \$259,000
 - Forestry Staff and Operations - \$171,600
 - Irrigation Upgrades - \$70,000
 - Turf Maintenance (fertilizer/herbicide, 2 seasonal laborers) - \$80,000
 - Full Time Parks Laborer - \$63,000
 - Contingency/Operations/Professional Services - \$250,000

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Park District Projects 2021

(Staff priorities based on Master Plan dated 2016)

- Year Three (\$1.5m)
 - Oddfellows Park Restroom (ADA) - \$200,000
 - Gibson Park Pond Wall - \$165,000
 - Grande Vista Trail Replacement (Asphalt) - \$96,000
 - Resurface Basketball Courts - \$75,000
 - ADA Sidewalks to Play Structures - \$50,000
 - Tree Replacement - \$10,000
 - Multi Sports Dugouts/Backstop - \$35,000
 - River's Edge Trail Matching Funds - \$10,000
 - Irrigation Upgrades - \$250,000
 - Turf Maintenance (fertilizer/herbicide, 2 seasonal laborers) - \$80,000
 - Full Time Parks Laborer - \$63,000
 - Forestry Staff and Operations - \$171,600
 - Contingency/Operations/Professional Services - \$260,000

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Park District Projects 2019-2021

(Staff priorities based on Master Plan dated 2016)

- Additional Items w/\$2.3m
 - Picnic Shelters/Tables (N. Kiwanis, Meadowlark) - \$64,000 yr 2, \$64,000 yr 3
 - Resurface Additional Basketball Courts - \$140,000 yr 2
 - Park Equipment/Play Structure - \$60,000 yr 1
 - Replace Gibson Park Trails with Concrete - \$415,000 yr 3
 - Additional Irrigation - +\$80,000 yr 1, +\$130,000 yr 2, -\$50,000 yr 3
 - Water Tower/Jaycee Pools Minor Improvements - \$21,000 yr 1
 - Additional Matching Funds for River's Edge Trail - +\$190,000 yr 1, +\$190,000 yr 2, +\$190,000 yr 3
 - On Street Trail Connectors to River's Edge Trail - \$50,000 yr 1, \$50,000 yr 2, \$50,000 yr 3
 - Additional Tree Replacement - \$10,000 yr 1
 - Potential General Fund Support Reduction - \$200,000 yr 1, \$200,000 yr 2, \$200,000 yr 3
 - Contingency/Operations/Professional Services - +\$50,000 yr 1, +\$50,000 yr 2, +\$50,000 yr 3

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Potential Issues Without Park Maintenance District

Continued Deferred Maintenance Issues or reduced services, including:

- Delayed ADA improvements
 - ADA upgrades to restrooms
 - No new ADA accessibility to playgrounds
- Eventual loss of trail system in parks
- Eventual loss of use of sport courts & tennis courts
- Future loss of picnic shelters & tables
- Decline in playground inventory
- Increased labor costs w/o irrigation upgrades
- Potential failure of irrigation systems in some parks
- Tree trimming will remain on a delayed schedule
- Electric City Water Park bath house improvements delayed

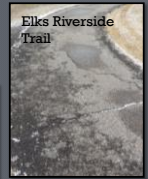
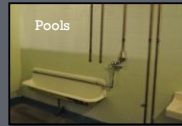
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Community Education

- Utilize volunteers (individuals/ organizations) for community outreach
- Town Meetings:
 - Projected Date: March 2018
 - Projected Date: April 2018
- Presentations to organizations, clubs, businesses
- Education Opportunities
 - Flyers, posters, radio, social media, City website

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Deferred Maintenance



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Benefits



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Discussion/Questions



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