

JOURNAL OF COMMISSION PROCEEDINGS
July 20, 2021

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Mary Sheehy Moe, Owen Robinson and Rick Tryon. Commissioner Tracy Houck was excused. Also present were: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Clerk Lisa Kunz; Finance Director Melissa Kinzler; Planning and Community Development Director Craig Raymond; Public Works Director Paul Skubinna; Deputy City Attorney Jeff Hindoien; and, Police Chief Jeff Newton.

Public participation is welcome as follows:

- Attend in person. Please refrain from attending in person if you are not feeling well.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, July 20, 2021, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name and address of the commenter. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.
- Call-in. The public may call in during specific public comment periods at 406-761-4786. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. This is a pilot service to test the feasibility of expanded public participation by phone. We ask for your patience in the event there are technical difficulties.
- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The public may view and listen to the meeting on cable channel 190, or online at <https://greatfallsmt.net/livestream>.

AGENDA APPROVAL: City Manager Greg Doyon noted a transposed Resolution number in the suggested motion of Agenda Item 13. The correct Resolution number is 10420. There were no proposed changes to the agenda by the City Manager or City Commission. The agenda was approved as presented.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

PETITIONS AND COMMUNICATIONS

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Judy Riesenberg, 3800 20th Avenue South, recently became aware of the Big Sky Country National Heritage Area. As of now she opposes it.

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Rae Grulkowski, Stockett, commented that the Big Sky Country National Heritage Area (BSCNHA) was initiated by a local initiative. Once the feasibility study is submitted to the National Park Service, the National Park Service has four criteria that they'll look at before they move it forward to Congress. One of the criteria is demonstrated widespread public support and commitment to the proposal from the appropriate players, which is the citizens. She commented that a written invitation will go out to the Big Sky Country National Heritage Area Incorporated tomorrow requesting to jointly set a moderated meeting with the residents and businesses within the boundary area to vet concerns and answer questions regarding establishing a National Heritage Area (NHA).

Fred Burow, 1926 21st Avenue South, commented when he heard about the proposed NHA a year or two ago that it included state and federal properties along the Missouri River. Now it is apparent that Cascade County and part of Chouteau County is part of that proposal. He expressed concerns about private property rights and no control over or recourse to this private corporation. As of now he is opposed to the BSCHNA.

Linda Knox, 4 Wagon Lane, commented that she understands the dedication of Montana farmers and ranchers and their concerns about their property. She agreed with Rae Grulkowski's suggestion of meetings with the general public to hear what BSCNHA is proposing and what the possibilities are for the future. She referred to an August 2020 Congressional Research Service report about sustainability problems that other NHA's have encountered that should be addressed. She further commented that tourism is a service driven industry with not as high paying jobs and great turnover. She would like to see more backing of farmers and ranchers and an increase in seeking industries that would come into the county, rather than trying to rely on tourism. She opposes the BSCNHA issue.

Jeni Dodd, City resident, complained that residents on Eight Avenue North from 15th Street to 38th Street were not given enough notice about a street striping project, and that when she called the City and the State she was told it was the other entity's project.

Ms. Dodd referred to the July 10, 2013 minutes wherein it stated the Growth Policy is a guiding policy and not a regulatory document. She feels the City should not be using the Growth Policy as a regulatory document to drive their involvement with the BSCNHA.

She inquired why campers in the back of trucks were included in the proposed large motor vehicle parking ordinance, as they don't take up any more space than a regular vehicle. She also inquired how the City would enforce the proposed temporary parking within 200 feet of a person's property boundary when there is undesignated parking in front of houses.

Don Hook, Sand Coulee, commented that the push for federal recognition of the BSCNHA will bring more federal oversight to public and private lands in Cascade and Chouteau Counties, which the City Commission doesn't have any jurisdiction over. He requested the Commission facilitate a public meeting between all interested parties that reside or work in the proposed NHA with the BSCNHA non-profit board to ask questions and get answers to concerns before any petition for the NHA is submitted to any state or federal entity for approval, or that the Commission adopt a resolution to remain neutral in all BSCNHA decisions. He requested that any City approval or

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support be in the form of a ballot initiative to the public, and to remove all references to the NHA from the City's Growth Policy or reword the policy to only pursue these designations in City limits.

John Hubbard, City resident, opposed government official pay raises.

Written comments were submitted by **Linda Knox**, 4 Wagon Lane, urging the Commission to oppose the Big Sky Country National Heritage Area.

NEIGHBORHOOD COUNCILS

2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

BOARDS AND COMMISSIONS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

As a liaison to the Park and Recreation Board, Commissioner Moe provided an update on the park maintenance projects:

- Restroom facility projects have begun at Oddfellows and Lions Parks
- Irrigation projects have begun at Jaycee, Roosevelt and Valleyview Parks
- Shelters are being worked on at North Kiwanis, Meadowlark and Gibson Parks
- Quotes will be obtained for the Community Recreation Center roof project and for sidewalks to the basketball courts at Gibson Park
- No bids were submitted for the Gibson Park Pond wall. That project will be re-bid
- Resurfacing the basketball courts at Pinski and Grande Vista Parks, and the tennis courts at Lions Park
- ADA sidewalks to play structures and Grande Vista trail are on-going projects

Commissioner Tryon commented that a Missoula company submitted the low bid and is doing the work on the irrigation project at Roosevelt Park.

CITY MANAGER

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon updated the Commission on the following:

- Aim High Big Sky Recreation Center (OF 1770): No official word has been received from the Office of Local Defense Community Cooperation (OLDCC) regarding Phil Faccenda's complaint. OLDCC knows the City is continuing to work on the project, that the design

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of the facility is almost fully complete, and that the City plans on letting out bids to relocate the water line in the near future.

The last team meeting discussions included development of an alternative list for the bid that are elements of the facility the team would like to see, and that give bidders an opportunity to pick and choose which areas they could potentially satisfy within the budget parameters.

The National Environmental Policy Act (NEPA) requirement of the DCIP grant was submitted.

Groundbreaking will be set, unless told otherwise by OLDCC, at the end of September with a celebration event for Malmstrom and MANG, groups that have utilized the Recreation Center and Natatorium, Neighborhood Councils and the public.

- Crime Task Force (CTF): At the June 7, 2021 meeting the CTF reviewed meeting etiquette, Code of Ethics, public access to the meetings, and the resolution that established the task force. Police Chief Newton provided an overview of the Great Falls Police Department.

June 14, 2021 – briefings from Russell County Drug Task Force, U.S. Department of Justice, Cascade County Sheriff Jesse Slaughter who operates the Violent Crime Task Force, and Probation and Parole.

June 28, 2021 – presentations by the Montana Department of Justice, U.S District Attorney's Office, Cascade County Attorney and City of Great Falls Chief Prosecutor.

July 12, 2021 – briefings from Municipal Court Judge Bolstad and District Court Judge John Parker. Finance Director Melissa Kinzler provided an overview of how the City budgets for public safety.

The next meeting is scheduled for July 26, 2021. He is hoping to have a representative talk about sober living homes, which is essentially a rehabilitation opportunity for addiction diseases; and pre-trial services, which is a service that has come up in managing cases, getting them to the right resources that is offered.

They're getting a good breadth and depth of criminal issues that the community is facing and what some of the triggers are. He does think that there is a desire to basically move away from the briefings and start getting into some specific discussions to start categorizing and prioritizing within the scope of the resolution how to tackle some of the things that they've heard.

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The Great Falls Police Department Citizens Academy starts on September 2 – November 11, 2021. Meetings will be held on Thursday evenings. Applications are available on the City website and will remain open until the class is filled.

Great Falls Fire Rescue had three structure fires over the weekend. One is arson-related and is under investigation.

The County Election Administrator has determined that there is no need for a primary election.

The Finance Department hired a new account tech, accounts payable clerk, grant administrator, and budget analyst.

Commissioner Moe inquired about CTF member attendance and was informed that there has been some job conflicts that made it so members couldn't attend, but were able to watch the recorded meeting.

Commissioner Moe commented that it's important to understand how Great Falls compares to other Montana cities in the areas of data and distinctions.

Manager Doyon responded that there has been statistics presented and data provided. His sense from what he is hearing from presenters that work on a more statewide basis is that many communities are experiencing the same thing that we are experiencing, but it may be at a different degree or a different level. Drugs are the number one driver in the state and all communities are experiencing a high degree of issues associated with it.

Commissioner Tryon referred her to the videos and agenda packets of the CTF meetings for some comparisons between other cities in Montana. There are some unique problems for Great Falls.

CONSENT AGENDA.

5. Minutes, July 6, 2021, City Commission Meeting.
6. Total Expenditures of \$5,771,200 for the period of June 24, 2021 through July 7, 2021, to include claims over \$25,000, in the amount of \$4,994,794.
7. Contracts List.
8. Grants List.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission approve the Consent Agenda as presented.

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Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none Mayor Kelly called for the vote.

Motion carried 4-0.

PUBLIC HEARINGS

9. BUSINESS IMPROVEMENT DISTRICT (BID) FY 2022 BUDGET AND WORK PLAN.

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

Joan Redeen, Business Improvement District Community Director, reported the BID started its budgeting process in March. They brought on four new board members with a great in-depth picture of the BID, it's history, the services provided, finances and the budgeting process. The BID dropped back down to solely having one part-time employee. She will be holding down the office for the next fiscal year with the hopes that, once again, the BID will establish the ambassador program in the summer of 2022.

The Safety Alliance created a safety plan in 2012 that was formally adopted by the Downtown Development Partnership (DDP) and endorsed by the Great Falls Police Department. A committee drafted an updated 2021 Downtown Safety Plan that will be presented to the DDP for approval at its next meeting, and then a final document will be provided to the City, as well as a document that lists the many accomplishments of the DDP since its inception in 2009.

Community Director Redeen invited anyone to attend the Downtown Safety Alliance meetings held on the first Tuesday of every month at 9:00 a.m.

The BID will be hosting Artsfest Montana the week of August 8, 2021. Eight artists will be involved in this year's mural festival and downtown will have at least seven new murals installed.

The City Commission approved a Tax Increment Financing (TIF) application in April for the BID to maintain trees located within the Downtown Urban Renewal District. Bid documents are being drafted for City Forester review that will be issued for tree care maintenance.

The Great Falls BID has been invited to present its pedlet program at the International Downtown Association Conference in Tampa, Florida in October.

The BID anticipates full implementation of the wayfinding plan this fiscal year. The BID was awarded a grant from Montana Tourism in the amount of \$84,184 and Montana Main Street in the amount of \$12,500. The BID will be submitting TIF applications to fund the balance of the project to get the signs installed and help guests find their way to the amazing assets that Great Falls has to offer.

The work plan shows that the BID is truly diverse and ever changing.

Mayor Kelly asked if the Commission members had any questions.

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In response to Commissioner Moe, Community Director Redeen explained that the \$100,000 cash roll-over is the June 30th balance that is carried over to the new fiscal year beginning July 1, 2021.

With regard to the wayfinding signage project, Commissioner Robinson noted the consultants should have identified places where sporting events are held.

In response to Commissioner Tryon, Community Director Redeen explained that an example of a special project is the pedlet project; it is for projects not specifically covered by a grant program. The \$36,000 for special projects is high this fiscal year because the BID had roll-over funds from last fiscal year. Examples of business grants are façade and interior grants for the Gibson Hotel and Great Northern Lofts projects. Examples of contract services is the BID support of the Great Falls Development Authority and a portion of the salary of the Downtown Business Development Officer.

Finance Director Kinzler added that a separate resolution will come before the Commission in September to set the assessment.

Mayor Kelly asked if there were any comments from the public in support of the FY 2022 Business Improvement District Budget and Work Plan.

Sherrie Arey, NeighborWorks Great Falls Executive Director and BID Board member, encouraged the Commission to approve this year's budget to allow BID to continue its good work.

Mayor Kelly asked if there were any comments from the public in opposition to the FY 2022 Business Improvement District Budget and Work Plan.

Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Robinson moved, seconded by Commissioner Tryon, that the City Commission approve the FY 2022 Business Improvement District Budget and Work Plan.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

10. **TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) 2021/2022 BUDGET AND WORK PLAN.**

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

Rebecca Engum, Great Falls Tourism Director, reported the TBID accomplishments last year included:

- Increased budget by securing grants and special monies available through the CARES Act.
- Created Montana's number one podcast "We're No Dam Experts."

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- Created a safety incentive program that invested \$6,500 into local businesses by providing gift cards to people who were caught being safe, distributed over 5000 masks, and launched two digital passes to increase the activity people could have in the outdoors without coming into their office.
- Invested in new direct air service opportunities.
- Invested in new signature events that will be happening this fall.
- Secured four new conventions for FY 22.
- Hosted 4,889 registered attendees for the BMW Motorcycle Owners Association.
- Grew the number of social media followers.

Tourism Director Engum commented that the TBID has data for 2020, but it doesn't bode in comparison to where they are in recovery from 2019 to 2020. They saw a 44% decrease in overnight visitation. In 2019 the industry supported 1,640 direct jobs that paid out over \$36 million dollars in compensation. That doesn't include the \$4.5 million that sole proprietors within this industry earned as well.

Nonresident visitors to Great Falls in 2019 spent over \$160 million dollars in our local restaurants, drinking establishments, retail stores, fuel stations, outfitters and guides, grocery stores and lodging properties.

This year the TBID is estimating the budget to be approximately \$511,000. TBID assessment collections will be finalized in August and then the Commission will levy the assessment on that.

The theme for the TBID work plan this year is partnership and leveraging the assets it has. Based on research from both visitation inquiries and spending, they've added two new emerging markets - Nashville and Milwaukee. They will monitor these markets as they place media to see what the engagement rates are to determine if they'll stay as part of the TBID marketing strategy. They are going to continue to look for opportunities to leverage the assets they have in the community, not just with the established assets like Centene Stadium, Symphony, or the race track, but they're also going to be looking at the products that are developed in the community and work to leverage those opportunities as well.

The TBID is providing for the first time joint venture opportunities with its members to leverage the paid media that it places and the brand recognition that Great Falls has in those markets to promote their businesses.

They will also be applying for EDA funding for strategic planning to engage the community in the planning process.

Mayor Kelly asked if the Commission members had any questions.

Commissioner Tryon requested an example of "outside help."

Tourism Director Engum responded that Destinations International provides industry standard benchmarks for how destination management organizations perform at the peak for their

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communities in areas of advocacy, destination development, marketing, and board development. They have some assessment tools that the TBID would be looking at to utilize and then receive some additional input based on what those industry standards are and how we can work to achieve them by looking at best practices.

Commissioner Tryon inquired who their current partners are and who the TBID is looking to in the future.

Tourism Director Engum responded the TBID collaborates with the Downtown Great Falls Association, Business Improvement District, Great Falls Development Authority, School District, and Montana Expo Park. The new partnerships they're looking to develop are connected with the University of Providence, Montana State University - Great Falls, as well as the health care industry with Benefis and Great Falls Clinic, and the McLaughlin Research Institute to recruit leisure travelers as well as recruiting conventions and meetings.

Mayor Kelly asked if there were any comments from the public in support of the 2021/2022 Tourism Business Improvement District Budget and Work Plan.

Brett Doney, Great Falls Development Authority, commented that he serves as a non-voting, honorary board member of the Convention and Visitors Bureau that partners with the TBID's "Live in Great Falls" talent attraction effort. They market all of the "fun stuff" so GFDA can fill in the other aspects of living here, such as healthcare, parks, schools, and housing.

He noted the importance of tourism to our economy. It creates the environment where businesses that are very important for quality of life and retaining and attracting talent can be viable. He is impressed that Great Falls Tourism has been focused on getting tourists who are going to spend more time and money in the City, rather than just pass through traffic.

Joan Redeen, Business Improvement District, spoke in support of tourism, and the support the TBID offers to all of the events that are available in town.

Mayor Kelly asked if there were any comments from the public in opposition to the 2021/2022 Tourism Business Improvement District Budget and Work Plan.

Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Tryon moved, seconded by Commissioner Robinson, that the City Commission approve the 2021/2022 Tourism Business Improvement District Budget and Work Plan.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Moe expressed appreciation for the work of the TBID the last 18 months during difficult times. She also noted her personal preference would be for the TBID to get rid of the "dam" pun and find a more clever way to market.

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Commissioner Robinson commented that the extra attention of the spelling and something that wasn't controversial helped our cause.

Motion carried 4-0.



11. ANNUAL BUDGET HEARING ON RESOLUTION 10411 – ANNUAL BUDGET RESOLUTION.

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

Finance Director Melissa Kinzler reported that this item is the City Manager's proposed budget for Fiscal Year 2022. Fiscal Year 2021 was considered a budget modeled for economic recovery. Because of Covid 19 there were no increases to property taxes, inflationary factor, or permissive medical levy. Fund balance was used to offset tax relief. The policy level fund balance of 22% was maintained, and the budget message was a level funded budget to promote local economic recovery efforts.

That same philosophy was kept for Fiscal Year 2022. Operation budgets were level funded, CARES and ARP discussions were kept separate, no general fund property tax increases were put in the budget, which included no inflationary factor increase, no permissive medical levy increase, and fund balance of about \$736,000 was used to balance the general fund budget. That put the general fund unrestricted balance below policy level at 20.3%.

Finance Director Kinzler reviewed and discussed the following PowerPoint presentation:

 <h1>City Manager's Proposed Budget</h1> <p>Fiscal Year 2022</p> <p>1</p>	 <h2>FY2021 Refresher</h2> <p>General Fund</p> <ul style="list-style-type: none">• Budget modeled for economic recovery (post COVID-19)• No property tax increases<ul style="list-style-type: none">• No Inflationary Factory - (\$176,947)• No Permissive Medical Levy - (\$313,319)<ul style="list-style-type: none">• Total tax increases not utilized - \$490,266• Used Fund Balance to offset tax relief - (\$872,105)<ul style="list-style-type: none">• Maintained policy level fund balance of 22%• Budget Message: Level funded budget for a second year to promote local economic recovery efforts. <p>2</p>
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City Manager's Approach for FY2022 Budget

Budget Drivers

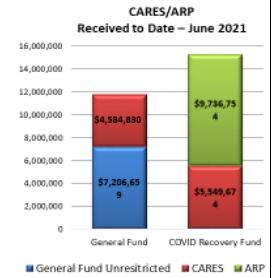
- Economic recovery
 - Level fund operations budget
 - Keep CARES/ARP discussions separate
- No General Fund property tax increases
 - Inflationary Factor - (\$157,843)
 - Permissive Medical Levy - (\$71,281)
 - Total tax increases not utilized - \$229,124
 - Use of fund balance in FY2022 - (\$736,648)
 - General Fund unrestricted balance below policy level at 20.3%
- No special assessment or utility rate increases
- New collective bargaining agreements for all unions
 - Move to 85%/15% cost sharing for insurance (\$576,284 City-wide)
 - Decreased workers compensation rates (\$405,112 City-wide)



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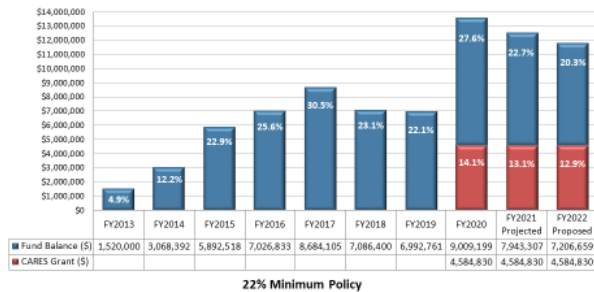
CARES/ARP Allocations

- CARES and ARP spending will be adopted separately through mid-year budget amendments
- CARES Grant - \$4,584,830 restricted in General Fund (amount received in FY2020)
- Remaining \$5,549,674 of CARES moved to Special Revenue Fund with American Rescue Plan allocation of \$9,736,754
 - Another \$9.7 million will be received May 2022
- Total received to date is \$19,871,258



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General Fund Fund Balance



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General Fund Tax & Entitlement Revenue

Revenue Segment	FY2021 Actual Increases	FY2022 Available Increases	FY2022 Proposed Increases
Newly Taxable Property	\$119,488	\$400,000	\$400,000 <small>Amount not known until August</small>
Inflationary Factor	\$0	\$334,790	\$0
Permissive Medical Levy	\$0	\$71,281	\$0
Entitlement Share	\$284,198	\$130,271	\$130,271
Total Revenue Increase	\$403,686	\$936,342	\$530,271

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General Fund Revenue

Reference: Budget Book Pages 20-22

	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed	% Change
Taxes	\$ 22,146,728	\$ 21,139,142	\$ 21,539,142	1.89%
Licenses and Permits	\$ 1,036,689	\$ 1,070,600	\$ 1,070,600	0.00%
Intergovernmental	\$ 13,202,877	\$ 8,997,023	\$ 8,966,766	-0.34%
Charges for Services	\$ 1,158,263	\$ 1,193,354	\$ 1,189,958	-0.28%
Fines and Forfeitures	\$ 627,765	\$ 770,000	\$ 770,000	0.00%
Internal Service	\$ 859,079	\$ 967,525	\$ 1,004,150	3.79%
Investment Income	\$ 85,430	\$ 15,000	\$ 15,000	0.00%
Other	\$ 114,072	\$ 144,322	\$ 144,322	0.00%
Sale of Assets	\$ 2,200	\$ -	\$ -	0
Total Revenue	\$ 39,233,103	\$ 34,296,966	\$ 34,699,938	1.17%



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General Fund Expenses

Reference: Budget Book Pages 23-33

	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed	% Change
Personal Services	\$23,864,476	\$25,475,659	\$25,776,600	1.18%
Supplies	\$902,227	\$1,041,615	\$960,266	-7.81%
Purchased Services	\$1,241,592	\$1,753,664	\$1,417,138	-19.19%
Debt Services	\$86,635	\$309,773	\$309,182	-0.19%
Contributions & Other	\$250,000	\$250,000	\$250,000	0.00%
Other	\$49,386	\$25,458	\$20,000	-21.44%
Internal Service	\$4,529,357	\$4,777,596	\$5,044,222	5.58%
Capital Outlay	\$45,287	\$0	\$0	0.00%
Transfer Out	\$1,662,877	\$1,659,178	\$1,659,178	0.00%
Total Expense	\$ 32,631,837	\$ 35,292,943	\$ 35,436,586	0.41%

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Fund Review

Reference: Fund Detail Worksheet

- **Stable**
 - 48 out of 59 funds
- **Requires Monitoring**
 - Permits
 - HIDTA Special Revenue
 - Health and Benefits
 - Sanitation
- **At-Risk**
 - Planning & CD
 - Golf Courses
 - Swimming Pools
 - Recreation
 - Multi-Sports
 - Parking
 - Civic Center Events

Future Discussion:
Rehabilitate funds
impacted by COVID



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City-Wide Revenue

Reference: Budget Book Page 18

	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed	% Change
Taxes	\$ 26,143,194	\$ 24,677,547	\$ 26,001,617	5.37%
Licenses and Permits	\$ 2,076,780	\$ 2,185,276	\$ 2,185,276	0.00%
Intergovernmental	\$ 19,627,133	\$ 15,114,717	\$ 24,313,600	60.86%
Charges for Services	\$ 50,441,124	\$ 49,280,746	\$ 49,379,237	0.20%
Fines and Forfeitures	\$ 745,451	\$ 817,000	\$ 817,500	0.06%
Internal Service	\$ 13,487,123	\$ 14,207,407	\$ 15,324,240	7.86%
Special Assessments	\$ 8,868,739	\$ 8,445,618	\$ 8,472,176	0.31%
Investment Income	\$ 1,009,677	\$ 20,650	\$ 20,650	0.00%
Other	\$ 1,918,429	\$ 738,371	\$ 613,808	-16.87%
Transfer In	\$ 2,076,171	\$ 2,055,852	\$ 2,055,852	0.00%
Issuance of Debt	\$ 4,208,605	\$ 6,057,080	\$ -	-100.00%
Sale of Assets	\$ 55,063	\$ -	\$ -	0.00%
Total Revenue	\$ 130,657,489	\$ 123,600,264	\$ 129,183,956	4.52%

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City-Wide Expenses

Reference: Budget Book Page 18

	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed	% Change
Personal Services	\$44,200,093	\$48,561,521	\$49,595,721	2.13%
Supplies	\$5,485,329	\$6,105,541	\$6,118,089	0.21%
Purchased Services	\$26,013,577	\$30,214,596	\$28,635,371	-5.23%
Debt Services	\$9,173,533	\$6,666,423	\$7,321,282	9.82%
Contributions & Other	\$1,424,946	\$1,681,607	\$2,207,301	31.26%
Other	\$77,659	\$80,908	\$30,450	-62.36%
Internal Service	\$12,224,424	\$12,896,288	\$13,902,078	7.80%
Capital Outlay	\$20,366,096	\$31,447,055	\$21,102,133	-32.90%
Transfer Out	\$2,076,171	\$2,055,852	\$2,055,852	0.00%
Total Expenses	\$ 121,041,828	\$ 139,709,791	\$ 130,968,277	-6.26%

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Proposed Rate, Assessment and Fee Adjustments

Department	Division	FY2022 Adjustment	Prior Year Adjustment
Public Works	Water	0%	0%
Public Works	Sewer	0%	0%
Public Works	Storm Drain	0%	0%
Public Works	Sanitation - Commercial	0%	0%
Public Works	Sanitation - Residential	0%	0%
Park & Recreation	Natural Resources - Boulevard	0%	0%
Park & Recreation	Portage Meadows	0%	0%
Park & Recreation	Park Maintenance District	0%	0%
Public Works	Street Maintenance	0%	0%
Special Districts	Street Lighting Districts	- 1.0%	- 4.0%

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Capital Outlay

Reference: Budget Book Pages 131-135

Department	Capital Outlay
Library	\$260,000
Park Maintenance	\$27,791
East Industrial TID	\$436,900
Planning - CDBG	\$190,176
Finance	\$50,000
Public Works	\$20,137,266
Total Budgeted	\$21,102,133

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Capital Outlay Major Projects

Reference: Budget Book Pages 131-135

Department	Project	Budget
Street	Overlays & Reconstruction	\$2,405,000
Water	WTP Sludge Processor	\$2,500,000
	Main Replacements	\$2,900,000
Sewer	Misc. Sewer Rehab	\$1,000,000
	WTP Sludge Processor	\$4,000,000
Storm Drain	Valeria Way, Phase 2	\$ 900,000
Central Garage	Vehicle & Equipment	\$1,062,516
Park District	Various Projects	\$ 535,000

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FTE Counts

Reference: Budget Book Pages 125-130

Finance	Grants and Contract Administrator	1.00
Human Resources	HR Generalist	1.00
Engineering	2 Engineers, 2 Inspectors	4.00
Total Proposed Changes in FY2022		6.00

10 Year History of FTEs

Fiscal Year	FTE Count
FY13 Actual	487.84
FY14 Actual	485.33
FY15 Actual	484.82
FY16 Actual	492.74
FY17 Actual	503.38
FY18 Actual	508.11
FY19 Actual	510.40
FY20 Actual	507.89
FY21 Actual	506.68
FY22 Proposed	512.88

Next Steps

- Today
 - Budget Hearing
 - Budget Adoption or Continue

- August 17th Work Session on CARES/ ARPA uses

- August 17th
 - Adopt Mill Levy

- TBD – Potential budget adjustments for CARES/ARPA

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City Manager Greg Doyon added that the permissive medical levy and the inflationary factor may in fact be needed to just maintain current operational levels. He wanted the Commission to know that it may be difficult just to maintain the current level of services without utilizing those resources.

Mayor Kelly asked if the Commission members had any questions of staff.

Commissioner Tryon received confirmation that the 60% increase in intergovernmental revenue was due to Covid funds received and to be received this fiscal year.

Commissioner Tryon commented that a question he receives regularly is why does the number of employees go up when the City seems to remain stagnant in terms of growth.

Manager Doyon explained that, in general, he is cautious about adding staff because of the additional expense that is related to it. When he asks the Commission for staff, it's because it's needed. He received approval for the grants and contract administrator that will benefit the City and that position will pay for itself in due time. The Human Resources department needed help because of the scope and magnitude of their work with processing employees coming in and going out, changes in benefits, changes in other types of services, and trying to implement a new software that is not functioning properly. The positions will be paid with internal service charges or offset by fees that are generated for those positions.

Mayor Kelly asked if there were any comments from the public in support of or opposition to Resolution 10411.

Jeni Dodd, City resident, commented she wasn't for or against the resolution. She inquired why the investment category listed on the revenue slide decreased significantly.

Director Kinzler responded that the interest rates are at an all-time low. The current rate is .005% for all of the investments.

Anonymous written comments were submitted via the City's on-line Budget Simulator by Balancing Act tool.

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Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Moe moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10411 – Annual Budget Resolution.

Mayor Kelly asked if there was any further discussion amongst the Commissioners.

Commissioner Moe commented that it is a pretty bare bones budget and there are staffing needs in a variety of areas that are still not being met. She noted the budget is propped up with a significant component of money that is a one-time offer and expressed concern that it will present a problem in two years.

Mayor Kelly commented that from a population standpoint the City may not be experiencing growth that we would like, but the average wage and employment opportunity is significantly better than it was over the years. He appreciates the hires Manager Doyon described.

Motion carried 4-0.

12. 2019/2020 ANNUAL ACTION PLAN AMENDMENT PUBLIC HEARING – CDBG-CV FUNDING ALLOCATION.

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

Planning and Community Development Director Craig Raymond reported that the CARES Act was signed into law which released an additional \$5 billion of CDBG funds for entitlement communities nationwide “to prevent, prepare for, and respond to the COVID-19” pandemic. The City was originally allocated \$475,515 in CDBG-CV funds. This additional allocation of \$236,375 will be added to the remaining CDBG-CV funds from the initial allocation and be put to best use through the City’s prioritized needs. The primary modification to the Action Plan, aside from the dollar amounts, is the removal of economic development as a targeted activity due to a lack of eligible applications and perhaps regulatory hurdles.

Before the new CDBG funds can be made available for applicants to submit grant proposals, the City Commission must amend the current 2019/2020 Annual Action Plan to document priorities for potential funding allocation.

Staff is recommending funding priorities for the specific COVID allocation as follows:

- 80%- Assistance to Public Service Agencies - \$569,512 – Under this funding priority, local public service agencies may submit grant requests that target Low to Moderate Income individuals and act to prevent, prepare for, or respond to COVID-19 impacts.
- 20%- Grant Administration - \$142,378 – Entitlement communities like Great Falls budget up to 20% of their CDBG funding allocations for program administration. The Department’s entire CDBG and HOME Program budget, including staff salaries and benefits in addition to other programmatic or administrative functions are funded through the Admin allocation. Utilizing the

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admin provision reserves our ability to administer all functions of the CDBG and HOME programs entirely with CDBG & HOME funds without dependence on general fund money. Additionally, we may need to bolster staff resources for a period of time in order to let the grants and follow up with the extensive monitoring requirements for years to come.

The proposed plan is an appropriate allocation of funds that will benefit the citizens of Great Falls and meet substantial HUD requirements.

The requested action is that the City Commission conduct the public hearing and approve the proposed Annual Action Plan Amendment and adopt the Amended Citizen Participation Plan.

Mayor Kelly asked if the Commission members had any questions of staff. Hearing none, Mayor Kelly asked if there were any comments from the public in support of the 2019/2020 Annual Action Plan Amendment.

Sherrie Arey, Executive Director, NeighborWorks Great Falls, commented that these are extremely difficult funds to qualify for and administer. Staff has done their best and will continue to look for the most creative eligible ways for these funds to be used in the community.

Due to soft phone technical difficulties during the meeting, **Shyla Patera**, North Central Independent Living Services, followed up with written comments in support of this item, and support for accessibility and universal design in all projects.

Mayor Kelly asked if there were any comments from the public in opposition to the 2019/2020 Annual Action Plan Amendment. Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission adopt the Program Year 2019/2020 Annual Action Plan Amendment.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

13. **RESOLUTION 10420, AMENDING SECTION (1)B OF RESOLUTION 10392 ESTABLISHING THE RATES, FEES AND PENALTIES ASSOCIATED WITH TITLE 10 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO THE CITY'S PARKING SYSTEM.**

Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

Planning and Community Development Director Craig Raymond reported that on May 4, 2021, the City Commission adopted Resolution 10392 which provided for various changes to parking program fees. The Commission also approved the purchase of parking enforcement equipment and software in November of 2020. Since the installation of the new multi-space pay stations, staff, Parking Advisory Commission members and downtown merchants have been receiving significant amounts of negative feedback regarding the inconvenient location of the new

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equipment for citizens with mobility or other physical impairments. Given the new machines are typically located as close to mid-block as possible, it was felt that the distance from many of the ADA parking spots to the pay stations and then onward to the desired business was too far to be considered reasonably located. At its May, 2021, meeting, the Parking Advisory Commission discussed the matter and considered multiple options to resolve the issue including replacing the old meters at the head of each ADA signed parking stall. This was not preferred as it would void any benefits and savings that purchasing and utilizing the new LPR enforcement technology afforded. It was also noted that any citizen could use the Passport app instead of using the pay stations. Regardless, it was ultimately decided to recommend to the City Commission that all officially signed ADA parking stalls should be free of charge thereby eliminating those parking in these designated spots from needing to use the mid-block pay stations or utilizing the pay-by-app. This approach appears to be the most cost effective and reasonable solution considered.

Mayor Kelly asked if the Commission members had any questions of staff.

Mayor Kelly inquired and was informed there is still a two-hour parking limit for handicapped parking.

Commissioner Moe inquired the Parking Advisory Commission's rationale for not re-installing the old meters for ADA parking.

Director Raymond responded that the advantage of the new system is that it takes foot patrol off the street and they can more efficiently patrol the downtown parking area in a vehicle. It's much faster and more efficient.

Mayor Kelly asked if there were any comments from the public in support of or opposition to the 2019/2020 Annual Action Plan Amendment.

Due to soft phone technical difficulties during the meeting, **Shyla Patera**, North Central Independent Living Services, followed up with written comments in support of this item, and ADA parking spaces in the community.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Tryon moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10420.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

14. **PERMANENT SUPPORTIVE HOUSING PROPOSAL BY NEIGHBORWORKS GREAT FALLS AND HOMEWORD, INC.**

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

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Sherrie Arey, Executive Director, NeighborWorks Great Falls, reviewed and discussed a PowerPoint proposal for development of the former Baatz Building as a permanent supportive rental housing complex on the site at 400 2nd Ave. South, Great Falls:



Project Details

- 3 Story Historic Building in downtown Great Falls
- Estimated 24 Permanent Supportive Homes
- Main Floor for Supportive Services
- Plan to utilize low income housing tax credits as well as historic tax credits

Baatz Building

Project History

- FUSE initiative – NWGF, now YWCA
- Participation in Continuum of Care
- Working with many local service providers on input

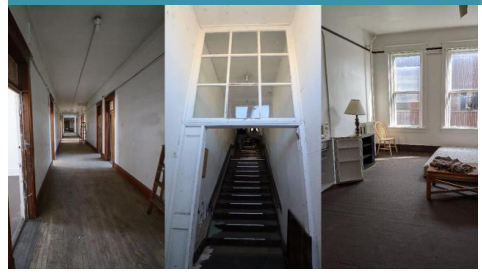
Permanent Supportive Housing

Permanent Supportive Housing (PSH) is a proven solution to homelessness for the most vulnerable chronically homeless people. It pairs housing with case management and supportive services.

What Is Permanent Supportive Housing?

- Permanent supportive housing is an intervention that combines affordable housing assistance with voluntary support services to address the needs of chronically homeless people. The services are designed to build independent living and tenancy skills and connect people with community-based health care, treatment and employment services.

National Alliance to End Homelessness



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PSH Benefits

How Permanent Supportive Housing Can End Chronic Homelessness

• Investments in permanent supportive housing have helped decrease the number of chronically homeless individuals. In addition to ending homelessness for people who are chronically homeless, research has demonstrated that permanent supportive housing can also increase housing stability and improve health.

• A cost-effective solution, permanent supportive housing has been shown to lower public costs associated with the use of crisis services such as shelters, hospitals, jails and prisons.

Updated March 2021, National Alliance to End Homelessness



Key PSH Concepts

Services provided directly for the residents

- Services provided within the building, readily available to residents

Case Management and Property Management both critical and separate roles

- Property Manager is critical for all projects
- Service Connector is essential to help residents navigate services and succeed

Universal and Trauma-Informed Design Principles

- Many individuals homeless or chronically homeless have physical and mental needs
- Design matters in helping residents who have been on the street feel safe, adjusting to living inside or recovering



Next Steps/ Timeline

• Application due in August, Funding awards in October 2021

• If awarded, construction begins in fall of 2022

• Beginning of 2024



Thank you!

Questions/Input?



She reported that NeighborWorks was invited to make a full application to the Montana Board of Housing for a 9% tax credit for the Baatz building located at 400 2nd Avenue South. It is for supportive housing, which helps create a healthier and safer community, to connect stable housing with the positive social networks and services needed to improve the aspects of residents' lives.

In 2017, there was the mayor's challenge to help veterans and homelessness initiative. NeighborWorks at that time, along with Benefis, applied for a grant from the Montana Healthcare Foundation that helped them begin to look at the needs of many of the frequent users of our services in the community and the cost implications of those services and help provide options and alternatives to help with the homelessness issue in Great Falls.

The YWCA received a follow-up grant that began scattered sites for permanent supportive housing for those individuals who had housing instability or insecurity. They found that a single site or a single location would actually help move the needle more on the issues of homelessness

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in our community. They started investigating the options in our community with many of our partners.

Permanent, supportive housing is a proven solution to homelessness for the most vulnerable, chronically homeless people. It pairs housing with case management and case management and supportive services. It combines interventions with affordable housing and it's a voluntary support system with the strategy of housing first. Housing the individuals and then beginning to design the housing and connecting people with the health care treatment and employment services that they need. Permanent supportive housing is an investment that helps decrease the number of chronically homeless individuals. In addition, ending homelessness for people who are chronically homeless has demonstrated that permanent supportive housing can increase housing stability and improve health.

The concept is to provide direct service to the residents of the building, case management and property management which are separate. The individuals would lease a permanent home, whether they need to stay there a year or longer.

NeighborWorks Executive Director Arey commented that they are in the process of completing the application. For community input, they have presented at Neighborhood Council 7, the Downtown Development Partnership, as well as the Continuum of Care.

The application is due in August to the Montana Board of Housing, and NeighborWorks would be notified in October if awarded. Construction would begin in the fall of 2022 with the hope of having it open at the beginning of 2024.

Mayor Kelly inquired how many applicants there were for these tax credits and how many have been selected to present.

Director Arey responded that there were 14 applicants and eight were invited to make full applications.

Mayor Kelly asked if there were any comments from the public in support of or opposition to the Permanent Supportive Housing Proposal.

Brett Doney, Great Falls Development Authority, commented that quality, affordable housing at all price points, is extremely important for the community. From an economic standpoint, workforce is needed and we need to retain and attract workforce. Housing is a key component of that. From an economic development standpoint, the purpose of strengthening the economy is to improve the quality of life of residents.

Many people who are homeless had a one-time incident. Their luck ran bad, or they ran into some challenges. People don't understand that oftentimes people are only homeless for a short period of time, then they get back on their feet. There are some people that the only alternative to being on the street or in and out of shelters is to go back to the old days of institutionalization, which not only was a very poor quality of life, but was extremely expensive.

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This project is a nice fit with the transitional housing and emergency housing that the Rescue Mission provides.

Due to soft phone technical difficulties during the meeting, **Shyla Patera**, North Central Independent Living Services, followed up with written comments in support of permanent supportive housing that is being proposed for the Baatz building, and looks forward to working with NeighborWorks and Homeward.

There being no one further to address the Commission, Mayor Kelly concluded that this is a good group of agencies that have been working together. They have a proven track record of housing people in permanent ways and have developed a spirit of collaboration and cooperation over the last several years. He wished them luck with the project.

Mayor Kelly closed the public hearing.

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

15. **ORDINANCE 3231, ASSIGNING R-2 SINGLE-FAMILY MEDIUM DENSITY TO TRACT NO. 2 F CERTIFICATE OF SURVEY NO. 2660 FOR PROPERTY ADDRESSED AS 2249 UPPER RIVER ROAD AS REQUESTED BY PROPERTY OWNER BRYAN HICKS.**

Planning and Community Development Director Craig Raymond reported that the owner of the property addressed as 2249 Upper River Road submitted an annexation by petition application on April 21, 2021 for the purpose of connecting his existing single-family residence to City water and sewer utilities. In keeping with the surrounding predominant uses and zoning classifications of surrounding property, the applicant has requested R-2 Single-family Medium Density zoning for the property. This property is located in Phase 5 of the Upper/Lower River Road Water and Sewer District (ULRRWSD). This is one of five Service Districts created to improve water quality, resolve public health issues, remove sources of groundwater contamination in the area, and improve the tax base of the community. Previously, Service Districts 1, 2, most of 3, and 4 were wholly annexed into the City. District 5 is next in line to be annexed at an undetermined date. Although the District received funding and installed water and sewer mains within the Phase 5 area, the City has not received enough petitions to move forward with a district annexation. Instead, as we've seen previously, individual property owners have petitioned for annexation over the last several years.

Aside from the relationship with the ULRRWSD, there is nothing uniquely challenging or problematic with the proposed annexation and connection to City utilities. The subject property is located adjacent to Neighborhood Council #6. Staff provided information to the Neighborhood Council before their regularly scheduled May 5, 2021 meeting. Staff attended the May 5th meeting to present and answer questions about the ULRRWSD and informed the Council if they wanted to make a formal recommendation the item would need to be added to the agenda of their next

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scheduled meeting. Council Members decided to break for summer and forgo a formal vote on the project as they saw it unnecessary after questions had been answered and no issues were raised specific to this request.

At the conclusion of a public hearing held on June 22, 2021, the Zoning Commission recommended the City Commission approve the establishment of R-2 zoning of the subject property upon annexation.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission accept Ordinance 3231 on first reading and set a public hearing for August 17, 2021.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner Tryon inquired if Neighborhood Council 6 discussed and voted in favor of this item.

Director Raymond responded that they did not vote, they decided it wasn't necessary.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 4-0.

16. **RESOLUTION 10423, REQUEST OF A CONDITIONAL USE PERMIT TO ALLOW A "VEHICULAR SERVICES" LAND USE IN THE C-1 NEIGHBORHOOD COMMERCIAL ZONING DISTRICT UPON THE PROPERTY ADDRESSED AS 620 57TH STREET SOUTH.**

Planning and Community Development Director Craig Raymond reported that the applicant, Set Five LLC, submitted an application requesting a Conditional Use Permit to allow a "Vehicular Services" land use in the C-1 Neighborhood Commercial zoning district for the property located at 620 57th Street South. The subject property is currently being used as a gas station that was developed around the 1960's. The applicant intends to remove all existing features of the gas station and develop a car wash containing three self-wash bays, one auto wash bay, and a potential dog washing station. The applicant also has interest in developing dedicated space for a future on-site electric car charging station. The applicant has stated the redevelopment is in response to changing economics due to competition of other gas stations in the area, but that the automotive nature of the site will remain consistent with its historical use.

The original application was removed from the Zoning Commission Agenda on March 23, 2021, at the applicant's request. The reason for the removal from the agenda was due to staff's recommendation at the time for denial of the request. The initial reason for staff's recommendation is that the applicant requested a reduced landscape buffer from the code-required fifteen (15) feet to five (5) feet along the north property line to allow for a larger turn radius within the site to accommodate for longer vehicles. In response to the applicant requesting a smaller than required buffer, City staff requested the applicant submit additional information to address the potential impacts of the project to the surrounding properties. Ultimately it was staff's concern that a

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reduced buffer width and landscaping would potentially allow a substantive negative impact to neighboring properties due to noise from vehicle vacuums and commercial car wash equipment in close proximity to residential properties. Subsequent to the applicant pulling the application for consideration, staff and the applicant resumed discussions about how to mitigate our concerns for neighboring properties. As a result of these discussions, we were able to mutually agree that there would have to be a specific condition outlining strict compliance with the municipal code in regards to noise and light pollution leaving the property. The applicant has agreed that mitigation measures will be deployed as may be necessary to mitigate any code compliance deficiencies. At this point we are not certain that there will be violations but given the material provided, it is felt that the potential exists. As such, the applicant has committed to resolving any issues. Therefore, staff is now recommending approval of the project due to the applicant's commitment and that the property will be significantly improved over its current blighted condition.

Commissioner Moe moved, seconded by Commissioner Tryon, that the City Commission set Resolution 10423 for a public hearing on August 17, 2021.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

CITY COMMISSION

17. GREAT FALLS CRIME TASK FORCE NOMINEE.

Commissioner Moe moved, seconded by Commissioner Robinson, that the City Commission confirm Dugan Coburn as a replacement for Mary Lynne Billy on the Great Falls Crime Task Force.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioner. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

18. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

19. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Commissioner Robinson, to adjourn the regular meeting of July 20, 2021, at 9:00 p.m.**

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Motion carried 4-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: August 3, 2021