

JOURNAL OF COMMISSION WORK SESSION
October 21, 2025 – City Commission Work Session
Civic Center, Gibson Room 212 Mayor Reeves Presiding

CALL TO ORDER: 5:30 PM

ROLL CALL/STAFF INTRODUCTIONS:

City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Shannon Wilson, and Susan Wolff.

Also present were City Manager Greg Doyon and Deputy City Manager Bryan Lockerby, Deputy City Attorney Rachel Taylor, Finance Director Melissa Kinzler, Deputy Director Kirsten Wavra and Grant Administrator Tom Hazen, Acting Fire Chief Jeremy Virts, Police Captain Doug Otto, and City Clerk Lisa Kunz.

PUBLIC COMMENT

Ben Forsyth, City resident, provided and discussed a Negative Effects of Current Cannabis Availability and Potencies in Montana handout. Mr. Forsyth commented that a Montana Office of Public Instruction – Montana Youth Risk Behavior Survey (2019) found that 48% of adolescents in the city have tried marijuana at least once by 18 years old. Recreational use of marijuana is illegal before the age of 21. He expressed concern that the City Commission has not addressed this issue publicly after he has presented scientific research about the harms of marijuana. Mr. Forsyth described several things that can happen from adolescent use of marijuana. State laws 16-12-101(2) (j) and 16-12-301 give the City Commission permission to allow the control of marijuana to protect the health, safety and welfare of the people.

WORK SESSION ITEMS

1. GRANT ACTIVITY UPDATE

Finance Grant Administrator Tom Hazen reviewed and discussed PowerPoint slides (available in the City Clerk's Office). Highlights included:

- Federal Activity During Tenure
 - The City of Great Falls has utilized \$44,323,510.00 in Federal Grant awards in the last four fiscal years.
 - Funding received from eight Federal Departments.

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- Allocated through eighteen funding programs.
- Fifty-Seven internal projects financed.
- Thirty-Seven external awards.
- Internal Uses
 - Federal Dollars spent to upgrade every major City Administrative/Operational building except one.
 - Civic Center
 - PD Evidence Building
 - Fire Stations 1-4
 - Wastewater Treatment Plant
 - Water Treatment Plant
 - Parks and Rec
 - Library
 - Animal Shelter
- Infrastructure Upgrades – Public Works projects \$15,722,650.00
 - Water – Mains and Water Treatment Plant
 - Storm – Central – 3rd Street
 - Sewer – Lift Station 1
 - Streets – 7th Street Northwest
 - Sidewalks – Carter Park and 32nd Street
- Parks and Rec - \$10,926,593.50
 - Natatorium Demolition
 - Electric City Water Park
 - Office ADA Improvements

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- Fire Department - \$6,156,956.49
- Police Department - \$5,000,000.00
- Municipal Court - \$3,400,000.00
- External Uses – \$8,000,000.00 - Entity Types:
 - o Non-Profit
 - o For-Profit
 - o Non-Governmental Organizations
- External Uses – Capital Improvement Projects:
 - o Voyagers Stadium
 - o Peace Place
 - o NWGF – Baatz Project
- External Uses – Operational Expenses:
 - o YWCA
 - o Scottish Rite
- Major Funds:
 - o American Rescue Plan Act (ARPA) - \$19,472,737.00. Use to Date - \$17,246,858.00
 - Community Development Block Grant - \$4,946,993.00
 - o City is compliant with Department of Housing and Urban Development Timeliness requirements.
- Fiscal Year 2026
 - o To Date - \$1,792,944.66 spent in Federally Funded projects.
- Projects Completed:
 - o Mansfield Ceiling project
 - o Police Department Front Counter

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- Municipal Court remodel
- Projects Nearing Completion:
 - GFPD Evidence Building
 - Lift Station 1 (federally funded portion)
 - Central Avenue – 3rd Street (federally funded portion)

Continued Quarterly Reporting on One Time and Reoccurring Awards.

- Next Steps:
 - ARPA – Final Reporting and Closeout, statistical accounting and reporting to Federal and State Government
 - CDBG – Implementation of New Consolidated Five-Year Plan, identification of next round of funded projects and work with internal and external partners to build project pipeline to prevent timeliness difficulties in future.
 - Finalization of City Grant Policy
 - Identification of New Grant Opportunities

Mayor Reeves received clarification that the new five-year plan prioritizes CDBG grant funds for affordable housing and NeighborWorks would be one of the major partners, along with several other organizations in the Continuum of Care. He further received clarification that the City's grant policy is an internal policy.

Commissioner Tryon inquired about the difference between the new grant policy versus the prior one and how the CDBG five-year plan ties into it.

Grant Administrator Hazen responded that there would be some elements of the CDBG five-year plan that will relate to the internal policy; however, the focus of the internal policy is to create uniformity regarding the grant process within the city, as well as streamline interdepartmental communication. The Code of Federal Regulations (CFR) would be cited heavily in the grant policy.

Commissioner McKenney expressed appreciation to City staff for their efforts and guidance regarding the City's grant policy. He received clarification that the CDBG five-year plan process began internally; however, it has finished extraordinarily public. The city satisfied a request from the Department of Housing and Urban Development (HUD) for a 30-day comment period regarding the plan; however, there is no one to speak with at

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this time because of the government shutdown. If HUD accepts the five-year plan, the City Commission could make changes; however, the city must adhere to the community participation plan.

Grant Administrator Hazen reviewed and discussed an ARPA projects handout that included the Police Department Evidence Building and Front Desk, Court Relocation, Fire Department, HR Renovation, Park and Recreation ADA Bathroom, ARPA Sub Awards, Mansfield Ceiling Restoration and Seat Replacement, Elevator Modernization, and Animal Shelter.

2. QUARTERLY BUDGET REVIEW-4TH QUARTER FY 2025 (6/30/2025) AND 1ST QUARTER OF FY 2026 (9/30/2025)

Finance Director Melissa Kinzler and Deputy Director Kirsten Wavra reviewed and discussed PowerPoint slides (available in the City Clerk's Office). Highlights included:

- General Fund revenue and expense budget to actual, cash flow and fund balance comparison.
- FY2025 General Fund Budget to Actual total fund balance FY2025 amended budget \$10,442,415 (25.43%). FY2025 actual \$10,682,961 (26.65%). Twenty-two percent target fund balance \$9,010,225.
- Taxes budget \$26,018,186 and actual \$24,984,703.
- Licenses and Permits budget \$929,200 and actual \$887,024.
- Intergovernmental budget \$10,116,751 and actual \$10,214,407.
- Charges for Services budget \$1,221,048 and actual \$1,371,758.
- Fines and Forfeitures budget \$680,000 and actual \$539,998.
- Internal Service budget \$1,174,859 and actual \$1,174,389.
- Investment Income budget \$20,000 and actual \$128,480.
- Other budget \$210,250 and actual \$429,833.
- Personal Services budget \$29,958,845 and actual \$29,419,716.
- Supplies budget \$1,112,056 and actual \$1,134,529.
- Purchased Services budget \$1,863,639 and actual \$1,535,058.

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- Debt Service budget \$313,695 and actual \$313,694.
- Other budget \$320,621 and actual \$287,720.
- Internal Service budget \$6,128,184 and actual \$6,126,055.
- Capital Outlay budget \$62,050 and actual \$62,050.
- Transfer Out budget \$1,196,477 and actual \$1,196,477.
- City Commission budget \$371,260 and actual \$325,470.
- City Manager budget \$750,670 and actual \$617,242.
- Communication Specialist budget \$138,656 and actual \$96,898.
- City Clerk budget \$274,285 and actual \$271,234.
- Animal Shelter budget \$1,182,111 and actual \$1,071,021.
- Miscellaneous Admin budget \$1,316,947 and actual \$1,220,445.
- City/County Health budget \$250,000 and actual \$250,000.
- Municipal Court budget \$1,241,264 and actual \$1,229,866.
- Legal budget \$1,624,481 and actual \$1,537,412.
- Police budget \$17,634,199 and actual \$17,379,637.
- Fire budget \$11,637,586 and actual \$11,717,856.
- Park and Recreation budget \$3,337,631 and actual \$3,161,740.
- Transfer Out budget \$1,196,477 and actual \$1,196,477.
- General Fund Monthly Cash Flow by Fiscal Year.
- General Fund 4th Quarter Three Year Comparison 22 target fund balance \$9,010,225. Fiscal Year 2025 ending fund balance, June 30 \$10,682,981, Fiscal Year 2024 \$11,000,824 and Fiscal Year 2023 \$10,679,388.
- General Fund 1st Quarter Three Year Comparison 22% target fund balance \$9,465,768. Fiscal Year 2026 ending fund balance, September 30 \$2,445,312, Fiscal Year 2025 \$3,140,815 and Fiscal Year 2024 \$4,105,187.

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- Highlighted Funds Needing Attention: Natural Resources; Swimming Pools; Scheels Aim High Big Sky; Multi-Sports; Civic Center Events; Parking.
- Funds Needing Attention: Most have had long on-going challenges and have been struggling for at least five years or more. Each fund has different challenges. What General Fund support should be given – philosophical question and what % of cost recovery should occur. Should services be changed/discontinued? Most funds are not sustainable with current and future revenue projections. A Facilities Utilization and Feasibility Study professional service agreement for the Civic Center facilities and Zellerbach Building was approved September 2, 2025 with Theatre DNA. A Comprehensive Fee Study, Cost Allocation Plan, and Park and Recreation Operational Efficiency Review professional service agreement was approved October 7, 2025 with Matrix Consulting Group.
- Natural Resources Fund 4th Quarter Three Year Comparison Fiscal Year 2025 cash balance as of 6/30/2025 \$140,603.
- Natural Resources Fund 1st Quarter Four Year Comparison cash balance as of 9/30/2025 \$24,345.
- Swimming Pools Fund 4th Year Quarter Three Year Comparison cash balance as of 6/30/2025 \$161,193.
- Swimming Pools Fund 1st Quarter Three-year Comparison cash balance as of 9/30/2025 \$13,036.
- Scheels Aim High Big Sky Fund FY 2025 Budget to Actual cash balance as of 6/30/2025 (\$219,856).
- Scheels Aim High Big Sky Fund 1st Quarter Two Year Comparison cash balance as of 9/30/2025 (\$413,560).
- Scheels Aim High Big Sky Fund Monthly Cash Flow.
- Multi-Sports Fund 4th Quarter Three Year Comparison.
- Multi-Sports Fund 1st Quarter Three Year Comparison cash balance as of 9/30/2025.
- Civic Center Events Fund 4th Quarter Three Year Comparison cash balance as of 6/30/2025 \$133,809 and suspense account liability \$115,067.
- Civic Center Events Fund 1st Quarter Three Year Comparison cash balance as of 9/30/2025 \$214,330 and suspense account liability \$265,962.

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- Parking Fund 4th Quarter Three Year Comparison cash balance as of 6/30/2025 \$41,382.
- Parking Fund 1st Quarter Three Year Comparison cash balance as of 9/30/2025 \$9,476.

Commissioner Tryon received clarification that the Swimming Pool Fund includes the two outdoor neighborhood pools and Mitchell pool; however, some of the expenses of the personnel are shared with Scheels Aim High Big Sky.

Commissioner Tryon requested that Finance Director Kinzler provide the Commission with a broken-down analysis for each of the neighborhood pools without the Mitchell pool.

Manager Doyon added that the workforce for pools is tough and there are some facilities that need significant capital maintenance. The community needs to prepare for a conversation about the number of pools that it has and how many the community can support.

Finance Director Kinzler mentioned that the feasibility study should assist City staff with that process.

Manager Doyon explained that the cost of operating the Scheels Aim High Big Sky facility was more than originally projected, and it was not intended to be a private club. The original intent was a recreational and aquatics facility for the community to use. There is a lot of usership at the facility; however, the community has expressed concern that the cost is too high. Pools require subsidies from the general fund and a lot has happened since the acceptance of the grant by a prior commission to the current operation. Adjustments need to be made because energy, chemicals and personnel costs have increased. There needs to be more flexibility regarding how fees are set for the facility.

Commissioner Tryon inquired about how to determine how much should be subsidized for the facility.

Finance Director Kinzler responded that the feasibility study should help City staff determine how much should be subsidized.

Commissioner Tryon commented that having quarterly budget reviews is important.

Mayor Reeves added that, as time allows, it is important to get a breakdown of revenues and expenditures for each individual community pool.

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DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that an annual update on the airport and title 15 code amendments will be topics for the November 4, 2025, work session.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of October 21, 2025 at 6:50 p.m.