



The Weekly Update – October 20, 2022

Attachments:

1. Journal of City Commission Work Session, September 20, 2022
2. Journal of City Commission Work Session, October 4, 2022
3. City of Great Falls Pooled Investments as of September 30, 2022
4. Letter from City Manager to Montana Department of Transportation regarding traffic concerns on 57th Street relating to speed, pedestrian safety and street design.

JOURNAL OF CITY COMMISSION WORK SESSION
September 20, 2022

City Commission Work Session
 Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Susan Wolff, Eric Hinebauch, Rick Tryon and Joe McKenney.

STAFF PRESENT: City Manager Greg Doyon; City Attorney Jeff Hindoien and Deputy City Attorney David Dennis; Finance Director Melissa Kinzler and Grant Administrator Tom Hazen; Planning and Community Development Director Craig Raymond; Public Works Acting City Engineer Jesse Patton and Senior Civil Engineer Mark Juras; Police Captain Rob Moccasin; and, Deputy City Clerk Darcy Dea.

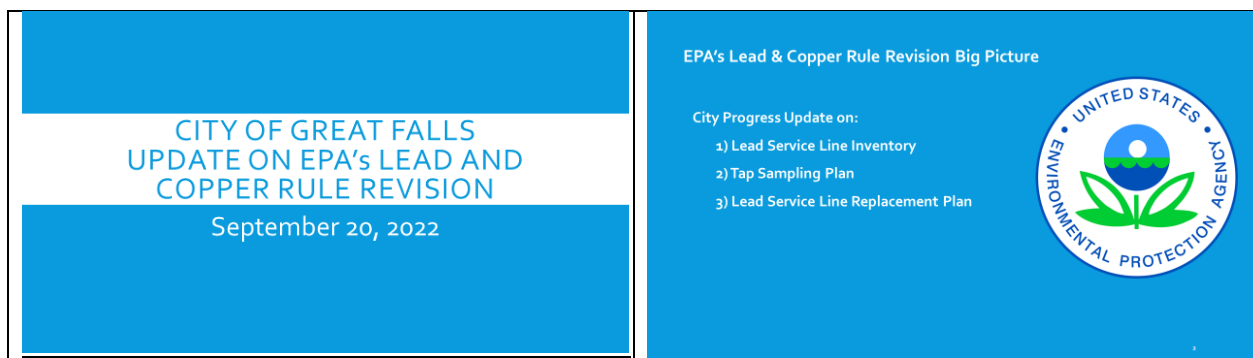
PUBLIC COMMENT

Steve Bucher, City resident, read a prepared statement pertaining to the vacant land between the alley of 4th Avenue North and 2nd Avenue North east of 38th Street, the proposed location for Silverstone Apartments. He expressed concern that as proposed, it would leave some residents with nowhere to park vehicles.

City Manager Greg Doyon expressed appreciation to Mr. Bucher for reporting the issue early on.

1. UPDATE ON EPA'S LEAD AND COPPER RULE REVISIONS

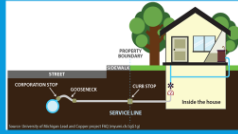
Public Works Engineer Mark Juras reviewed and discussed the following PowerPoint:



Lead Service Line Inventory

City Obligations under the LCRR

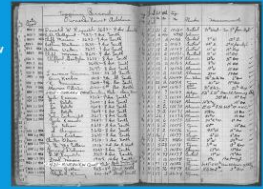
- The City must create and maintain an inventory of all service lines including: addresses, material classification, information sources, and public accessibility
- Service lines must be classified as lead, galvanized requiring replacement, non-lead (or the actual material), or lead status unknown (or unknown)
- Non-lead service lines must be determined through an evidence based record, method, or technique
- Submitted to MT DEQ by October 16th, 2024



Lead Service Line Inventory

Additional Obligations

- Record or track service material type during normal operations
- Perform a comprehensive historical records review



Lead Service Line Inventory

Additional Obligations

- Utilize identification methods approved by the State and the LCRR including:
 - Visual inspection
 - Water quality sampling
 - Excavation
 - Predictive modeling



Lead Service Line Inventory

Additional Obligations

- Promote public education on lead in drinking water
- Deliver mailed letters to lead service line owners annually
- Provide online public access to the location of lead, galvanized, and unknown lines
- Each line must include a location identifier such as a street address, block, intersection, or landmark



City Progress Update

Service Line Inventory

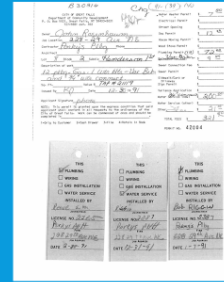
- Digitize a list of every service line in City jurisdiction using Cartegraph and Meter Data
- Includes service/meter address, customer information, diameter, installation date, material type, and source of material information

Approximate Totals as of September 2022	
• Non-Lead	12,800 (58.3%)
• Lead	110 (0.5%)
• Galvanized	250 (1.1%)
• Unknown	8,800 (40.1%)
• Total	21,960

City Progress Update

Historical Records Review

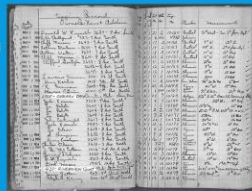
- Construction and Plumbing Codes and Records
 - Ordinance 1958 (Feb 1967) copper only for 2" and smaller services
 - Ordinance 1913 (March 1976) repairs made to service lines required full replacement with copper if found to be non-copper and repairs exceeded 1/4 of the total service length
 - Old Water Service Permits – do not provide material type



City Progress Update

Historical Records Review Continued

- Water System Records
 - Tap Books – provide service installation date and address since July of 1937, but no material type
 - Water record drawings generally do not indicate service material type
 - Water main replacement projects – identifies non-copper services since ~1980
 - Other – previous surveys



City Progress Update

Historical Records Review Continued

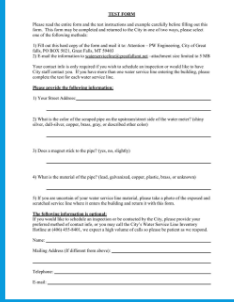
- Distribution System Inspections and Records
 - Continuing to research inspection records, permits, and other potential sources of information for pre 1980 projects.
- State Requirements
 - State of MT lead ban ~1986-88
 - Currently, MT DEQ is not requesting additional records research beyond what the EPA requires.



City Progress Update

Public Engagement

- Based on City ordinances 1558 & 1913, there are about ~10,000 services with potential to be non-copper
- Mailed ~10,000 letters with instruction to complete a visual identification "scratch test" and return the information to the City.
- Non-responder to mailer will be contacted for visual inspection by City staff.
- As of September 2023, have received ~3,500 mailers back



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City Progress Update

Public Engagement Continued

- Test form and instructions:
 - <https://greatfallsmt.net/publicworks/water-service-line-inventory>
 - Water Service Hotline: 406-455-8403
 - Email: waterserviceline@greatfallsmt.net

Additional Investigation TBD:

- Door to door inspections
- Water quality sampling
- Excavation
- Predictive modeling

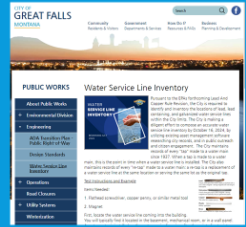


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City Progress Update

Public Outreach Goals

- Promote education on lead in drinking water
- Publicize requirements of EPA's Lead & Copper Rule Revision
- Encourage participation in lead service line inventory
- Utilize local meetings, social media, the City's website, and the press to get the word out
- <https://greatfallsmt.net/publicworks/water-service-line-inventory>



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City Progress Update

Tap sampling Plan

- Sample at known lead service lines starting Oct 2024
- 5th liter draw
- Sampling results obtained in late 2024, or early 2025, will dictate City's required response

ACTION LEVEL - 90th PERCENTILE @ 15 PPB
<ul style="list-style-type: none"> Lead Service Lines - Full replacement, 3% per Year Tap Sampling - standard monitoring every 6 months Corrosion Control Treatment - implement or re-optimize
TRIGGER LEVEL - 10th PERCENTILE @ 10 PPB
<ul style="list-style-type: none"> Lead Service Lines - Full replacement at defined goal rate (set by state and system) Tap Sampling - standard monitoring every year Corrosion Control Treatment - conduct study if CCT not installed or re-optimize CCT if installed
515 PPB
<ul style="list-style-type: none"> Lead Service Lines - voluntary replacement Tap Sampling - reduced monitoring every 3 years Continue corrosion control treatment and Water Quality Parameter Monitoring

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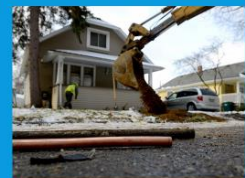
It is anticipated that updated tap sampling protocols will result in increased lead concentrations, which may result in required lead, galvanized, and unknown service line replacement. The City will know with certainty in late 2024 or early 2025. The City is focusing its efforts on composing an accurate lead service line inventory.

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City Progress Update

Lead Service Line Replacement (LSLR) Plan

- If sampling results trigger replacement, the LCRR requires full service line replacement of lead, galvanized, and unknown lines
- LSL owners to be notified annually by mail until line is replaced



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City Policy & LSLR Funding

OCCGF 13.6.010 "All the expense of laying and maintaining the service pipes from the mains to the consumer's premises must be borne by the consumer."

- Bi-Partisan Infrastructure Law
 - Allocates \$15 B for LSLR efforts
 - MT to receive ~\$140 M
 - ~\$28 M per year for 5 years
 - Dispersed via SRF loans
 - State provides final guidance



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Common Questions & Answers

Where can I find more information? Where can I learn more about the EPA's Lead and Copper Rule Revision and/or the City's compliance?

Monitor the City's Facebook page and engineering website, as information will be released when it is available. Additional information on EPA's Lead and Copper Rule Revision can be found on their website:

<https://www.epa.gov/dwreginfo/lead-and-copper-rule>

<https://www.epa.gov/ground-water-and-drinking-water/lead-and-copper-rule>

How does lead get into drinking water?

Lead enters drinking water primarily through plumbing materials.

What are the common health concerns with lead in drinking water?

Please refer to the EPA's webpage which discusses potential lead related health concerns:

www.epa.gov/lead/what-are-some-health-effects-lead

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<p style="text-align: center;">Common Questions & Answers</p> <p>How can I test my drinking water for lead? The City of Great Falls is not able to perform lead tests for individual consumers. To test for lead, contact the Department of Health Services Lab in Helena, (406) 444-3444, or visit their website: https://dphhs.mt.gov/publichealthlaboratoryservices/EnvironmentalLaboratory/ The cost is approximately \$60 and they will direct you to the necessary size of the sample, the sample container, and a sample pick-up location.</p> <p style="text-align: right;">19</p>	<p style="text-align: center;">Common Questions & Answers</p> <p>How can I check if my water service line is lead or lead containing? Lead and galvanized water service lines can be identified by performing a "Scratch Test" in the water service line where it enters the building. The scratch test is essentially a visual test that can be completed with basic tools and in a short timeframe. First, locate the water service line coming into the building. It is typically found in the basement, crawl space, mechanical room, or in a wall panel. A water meter is installed on the water service line pipe after the point of entry into the building. Identify a test area on the pipe on the upstream or street side of the meter, which is between the point where it comes into the building and the water meter. If the pipe is covered or wrapped, peel back the cover to expose a small area of the pipe, about 6 inches, to clearly see the color of the pipe. Using the edge of a screwdriver or penny, scratch or scrape through any corrosion that may have built up on the outside of the pipe so that the color of the pipe can clearly be seen. Also, grab a strong magnet. Using the color of the scratched surface and the magnet, identify the pipe from the following criteria:</p> <ul style="list-style-type: none"> • Lead – scratches are shiny and silver-gray – a strong magnet will not stick to a lead pipe • Galvanized – scratches are dull silver-gray – a strong magnet will stick to galvanized pipe, pipe fittings are also threaded on galvanized pipe • Copper – scratches are copper – a strong magnet will not stick to copper • Plastic – plastic pipes are rigid, non-metallic, and may vary in color – magnets do not stick <p>Residents can download a test form with instructions to perform the scratch test and return the results to the City at greatfalls@cityofgreatfalls.net or by mail to the City of Great Falls, 1000 1st Avenue, Great Falls, MT 59403. The test form is under the Supporting Documents at the bottom of the webpage. Residents can also contact the City of Great Falls water service Inventory Hotline at 406.455.8463. Please keep questions pertinent to identifying the material type of the water service line, and please be patient with us as we respond to calls as we expect a large volume of calls. Residents can also take a picture of the water service line where it enters the building, indicate the physical address of the building, and send that information in an e-mail to water.serviceline@greatfalls.net. Residents with non-copper water service lines are encouraged to communicate their water service line material type and address to the City so that the City can incorporate that data into the water service line inventory.</p> <p style="text-align: right;">20</p>
<p style="text-align: center;">Common Questions & Answers</p> <p>Why did I receive a mailer and not someone else? Mailers were delivered to every residence or building which had a water service line installed prior to 1970 or replaced prior to 1980. The mailer included instructions to perform a scratch test and return the results to the City. About 10,000 mailers were delivered.</p> <p>I have a lead, lead containing, or galvanized water service line, what now? Let the City know as instructed on the test form available under the supporting documents heading at the bottom of the following webpage: greatfallsmt.net/publicworks/engineering. The City will add the information to the water service line inventory. As of July 2022, the Federal government is not requiring line replacement, and the next phase of the LCRR is tap sampling. The Federal Government may require water service line replacement in the future as dictated by the results of the LCRR Tap Sampling Plan.</p> <p>Who will pay for replacement of a lead, lead containing, galvanized, or unknown water service line? The City's Code states that all the expense of laying and maintaining the service pipes from the mains to the consumer's premises must be borne by the consumer.</p> <p style="text-align: right;">21</p>	<p style="text-align: center;">Common Questions & Answers</p> <p>What is the estimated cost for a lead or lead containing water service line replacement? As of July of 2022, the City does not know with certainty whether or not lead service line replacement is required. The cost may vary greatly from residence to residence. Local qualified water utility contractors should be contacted to obtain individual quotes.</p> <p>Will the State or Federal government provide funding for lead or lead containing water service line replacement? The Bipartisan Infrastructure Law allocates \$25 Billion for LSLR efforts. Montana is to receive ~\$10 Million; \$28 Million per year over 5 years. Money will be dispersed through the State Revolving Fund process, a low interest loan program. Formal guidance on fund allocations will be provided by the State.</p> <p>What if the plumbing inside my building is lead, lead containing, or galvanized? Lead plumbing components inside the building are another potential source of lead contamination. As of July of 2022, the LCRR does not require replacement of interior plumbing, just lead, lead containing, unknown, or galvanized water service lines.</p> <p style="text-align: right;">22</p>

Commissioner Wolff received clarification that “no-responders” to the mailer will be contacted for visual inspection by City staff and service lines are assumed lead lined until proven otherwise.

Senior Civil Engineer Juras explained that funding would be available to the State of Montana through the Bi-Partisan Infrastructure Law and the State provides final guidance on line replacement projects.

Commissioner Tryon inquired about the amount of staff time and money utilized for the lead and copper rule revision project.

Public Works Acting City Engineer Jesse Patton responded that the Public Works Department is currently utilizing its staff and the project is being paid through utility rates. The lead and copper rule revision includes residential and business service lines.

Commission Tryon commented that the State of Montana should provide other funding besides State Revolving Fund (SRF) loans.

Commissioner Hinebauch encourage citizens to purchase service line coverage on their homeowners insurance to help cover the cost of repairing or replacing broken utility lines.

City Manager Doyon expressed concern with regard to the cost of a potential corrosion control treatment for the Water Treatment Plant.

2. SEMI-ANNUAL LITIGATION UPDATE

City Attorney Jeff Hindoien explained that discussing litigation matters that involve public entities does not require a closed session.

A. Public Entity Litigation – Cascade County/Board of Health “Governing Body” Matter

City Attorney Jeff Hindoien reported that this is a declaratory judgment action initiated by the City against Cascade County in January 2022 and relates to the ongoing dispute between the City and County as to the appropriate structure and composition of the new “governing body” entity required as part of the joint City-County Health Department structure. The County is unwilling to agree to the inclusion of any member of the City Commission on that “governing body” entity on the grounds that it would violate some undefined legal prohibition. The declaratory judgment action is intended to address and resolve that undefined “legal” objection on the part of the County.

Judge Best issued her Order on Plaintiff’s Motion for Summary Judgment and concluded that a member of the City Commission is not a prohibited member of the “governing body” entity. Judge Best also concluded that unless and until the City and Cascade County agree to something different, the current Board of Health is the governing body, as indicated in the 1975 Agreement.

He added that the 1975 Agreement states that the “governing body” entity is a mayor and/or a designee.

B. Private Party Litigation

City Attorney Jeff Hindoien recommended that this portion of the meeting be closed to the public pursuant to Mont. Code Ann § 2-3-203(4)(a) to discuss strategy to be followed with respect to a pending litigation matter because an open meeting would have a detrimental effect on the City’s litigating position. The meeting will be re-opened at the conclusion of the litigation strategy discussion.

Mayor Kelly moved, seconded by the Commission, to close the meeting from the public to discuss pending litigation in executive session pursuant to Mont. Code Ann § 2-3-203(4)(a).

At 6:12 p.m., the meeting continued in executive session in the City Manager’s Office with the City Commission, City Manager, City Attorney, Deputy City Attorney and Deputy City Clerk, for the purpose of discussing pending litigation and strategy.

- EXECUTIVE SESSION - -

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The meeting reconvened into an open meeting. Mayor Kelly called the regular meeting back to order at 6:50 p.m.

City Attorney Hindoien reported that discussion included updates and strategy with regard to pending litigation and claim matters against the City by private litigants.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Upcoming work session topics include the following: Library Master Plan, Solid Waste Study, Evidence Building Project and Public Safety Levy scenarios.

Commissioner Wolff requested an update about the homeless situation.

City Manager Doyon responded that the City is aware of the homeless situation around the community; however, there are no laws against loitering, unless it involves a disturbance. He reported that Opportunities Inc. provides homeless prevention services.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of September 20 2022, at 6:55 p.m.

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 PM

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Susan Wolff, Joe McKenney, Eric Hinebauch and Rick Tryon.


STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Attorney David Dennis; Finance Deputy Director Kirsten Myre; Planning and Community Development Deputy Director Craig Raymond; Library Director Susie McIntyre, Foundation Board Director Jill Baker and Board Chair Whitney Olson; Municipal Court Supervisor Morgan Medvec; Fire Chief Jeremy Jones; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Kevin Westie, 602 35th Street North, discussed economic policies and benefits of investing in factories.


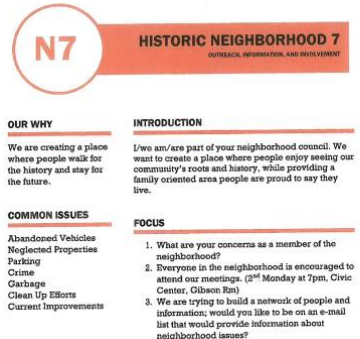

1. NEIGHBORHOOD COUNCIL UPDATE – NEIGHBORHOOD COUNCIL #7

Sandra Rice, NC 7 Secretary and Downtown Safety Alliance, reviewed and discussed the following PowerPoint:

<p style="text-align: center;">NEIGHBORHOOD COUNCIL 7 We walk for the history and stay for the future</p>	<p style="text-align: center;">LOCATION & MEETING SCHEDULE</p> <div style="display: flex; align-items: flex-start;"><div><p>Neighborhood Council 7 Civic Center Gibson Rm. 2nd Monday of the month at 7 pm</p><p>Neighborhood Council 7 Boundaries The northern and western boundaries are the Missouri River, the southern boundary is 10th Avenue South, the eastern boundary is 10th Street South from 10th Avenue South to 7th Avenue South, then east to 12th Street South and north to 7th Avenue North, then east to 15th Street North and north to the Missouri River.</p></div></div>
<p style="text-align: center;">WHO ARE WE?</p> <ul style="list-style-type: none">• Neighborhood Council #7 represents the historic areas of Great Falls: the original Northside townsite, the historic Southside, and Downtown.• If one shops the Central shopping district, they are within the boundaries. Historic homes include the Northside walking tour and the Southside houses relocated from Smelter Hill.	<ul style="list-style-type: none">• NC7 has the most diverse mix of residential homes and apartments, retail shops, and industrial works of any Great Falls area.• We believe in the revitalization of the original townsites and commercial centers while passionately preserving and promoting the history that makes Great Falls a place to call home for years to come.

JOURNAL OF COMMISSION WORK SESSION

October 4, 2022

<h3 style="text-align: center;">COUNCIL MEMBERS</h3> <ul style="list-style-type: none"> • Lisa Meyers, Chair • Troy Lane, Vice-Chair • Sandy Rice, Secretary • Linda Daggett • Trevor Mikkelsen 	<h3 style="text-align: center;">HISTORIC NEIGHBORHOOD #7</h3> <p style="text-align: center;">OUTREACH, INFORMATION, AND INVOLVEMENT</p> <ul style="list-style-type: none"> • We are creating a place where people enjoy seeing our community's roots and history while providing a family-oriented area people are proud to say they live. • We believe that we can make a positive difference in our Neighborhood by connecting neighbors to the historic value of our district. We can improve the safety of our Neighborhood, help our neighbors keep the Neighborhood clean and presentable and to take pride in where we live.
<h3 style="text-align: center;">NEIGHBORHOOD OUTREACH</h3> <ul style="list-style-type: none"> • Each Council member has committed to contacting five neighbors a month throughout the year. 	 <p>OUR WHY We are creating a place where people walk for the history and stay for the future.</p> <p>INTRODUCTION I/we am/are part of your neighborhood council. We want to create a place where people enjoy seeing our community's roots and history, while providing a family oriented area people are proud to say they live.</p> <p>COMMON ISSUES Abandoned Vehicles Neglected Properties Parking Crime Garbage Clean Up Efforts Current Improvements</p> <p>FOCUS</p> <ol style="list-style-type: none"> 1. What are your concerns as a member of the neighborhood? 2. Everyone in the neighborhood is encouraged to attend our meetings. (2nd Monday at 7pm, Civic Center, Gibson Room) 3. We are trying to build a network of people and information; would you like to be on an e-mail list that would provide information about neighborhood issues?
<h3 style="text-align: center;">ACCOMPLISHMENTS</h3>  <ul style="list-style-type: none"> • Supported Whittier School with fund-raising for the Radio Readers and invited students to present math and reading programs. • Hosted a Neighborhood Ice Cream Social in Carter Park with over 100 participants. • Council member Sandy Rice helped update and rewrite the Downtown Safety Alliance Safety Plan for 2021 and has committed to introducing the Plan to all nine Councils in 2022. 	<ul style="list-style-type: none"> • Nuisance Property ideas were forwarded to the Citizens' Council (Council of Councils) which is moving forward with them. • Several Conditional Use Permit requests were presented, asking for NC7 support. Some received full support, some conditional support and some were not supported after careful consideration. NC7 strongly supported the NeighborWorks Great Falls Baatz Building supportive housing project.
<h3 style="text-align: center;">NEIGHBORHOOD CONCERNS</h3> <ul style="list-style-type: none"> • Nuisance Properties – forwarded to Council of Councils • Graffiti and vandalism in Gibson Park – Speeding and Crosswalks on Park Drive – requested a Transportation Study • Fireworks – City and County ordinances need to be reconciled – forwarded to Council of Councils • Homeless gatherings, especially at 6th Street and 2nd Avenue North - this major discussion is ongoing; we brought the area churches together to encourage discussion. 	<h3 style="text-align: center;">2022 GOALS</h3> <ul style="list-style-type: none"> • Host a 2nd Ice Cream Social • Continue Neighborhood Outreach • Encourage and host discussion around the homeless problem • Institute Neighborhood Watch programs

Ms. Rice provided a Historic Northside, Historic Southside Neighborhoods and Downtown handout.

Mayor Kelly received clarification that the Downtown Safety Plan was presented to all Neighborhood

JOURNAL OF COMMISSION WORK SESSION
October 4, 2022

Councils and that one of the commitments of the plan is to provide educational meetings every other month at the Great Falls Public Library. In partnership with the Downtown Safety Alliance, the Great Falls Public Library is hosting a presentation on October 11, 2022 by former City Attorney Jeff Hindoien and Municipal Court Judge Steve Bolstad. They will share information about the Municipal Legal System and the upcoming City Ballot Measure to allow an additional municipal court judge.

Commissioner McKenney received clarification that the Historical Society monitors the historic renovation of older homes downtown.

Commissioner Tryon received clarification to the following:

- It is difficult instituting the Neighborhood Watch program because it is a challenge getting neighbors to commit to be a part of the program.
- Neighborhood Councils have ambassadors that meet with public safety entities to see what can be done to encourage instituting the Neighborhood Watch program.
- Neighborhood Council 7 hosts and encourages discussions about the homeless problem.

Ms. Rice commented that Neighborhood Council members have the power of persuasion; however, they cannot vote.

Commissioner Tryon responded that Neighborhood Council members input is extremely powerful, important and the first thing he considers with regard to items being presented to the Commission. He expressed support with regard to implementing the Neighborhood Watch program, as well as addressing the homeless and crime issues.

Ms. Rice encouraged citizens to live, walk and shop downtown and added that the more people there are downtown, the less crime. She would like to counteract the perception that downtown is not safe, when in fact; it is a very safe and wonderful place.

2. LIBRARY MASTER PLAN


Library Board Chair Whitney Olson explained that there has been over \$70,000 in donations invested in the 2022 Library Master Plan. The consultants worked with the Library Board and staff, as well as the citizens in the city and county to gather feedback. The consultants assessed the library's facilities and analyzed the library's staff funding and services of the library. After going through this process, it is clear that the citizens of Great Falls are not receiving the library services that they deserve. The library needs to be updated so that it can continue to serve the community as a resource for another 50 years. The board feels that the Master Plan lays out a road map to provide the community with the essential library services that it deserves and hopes it receives the support of the Commission.

Library Director Susie McIntyre expressed appreciation to the Library Board and Foundation for their efforts with regard to the Master Plan.

JOURNAL OF COMMISSION WORK SESSION

October 4, 2022

Director McIntyre and Foundation Board Director Jill Baker reviewed and discussed the following PowerPoint:

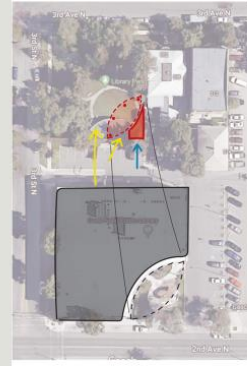
	<h3 style="text-align: center;">Importance of Library Services</h3> <p>Communities with strong libraries show increased student performance.</p> <p>Communities with strong libraries show greater resiliency to disaster.</p> <p>Communities with strong libraries have better social infrastructure and more community cohesiveness.</p> <p>Library provides:</p> <ul style="list-style-type: none"> • Access to enriching resources and programming • Access to quality information and skills • Resources to reduce the digital divide and all to succeed. • Access to community resources. • Improved connections and social function • Place of refuge—families, parents, students, and others
<h3 style="text-align: center;">Master Plan: Process</h3> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Community, Staff, and Board Discussion Sessions • Survey <p>Data Analysis</p> <ul style="list-style-type: none"> • Demographics and Demographic Mapping • 10-year Usage and Funding Trends • Comparison Benchmarks • Collection Utilization Analysis • Space Needs Analysis <p>Professional evaluations of facilities (structure and space)</p>	<h3 style="text-align: center;">Master Plan: Operations and Funding</h3> <p>What We Learned</p> <ul style="list-style-type: none"> • Community values the library, but it isn't financially supported at that level of value (and is shrinking) • Parking is a key issue also impacting library usage • Some residents don't feel comfortable/safe coming to the library <p>Recommendations to Address Issues</p> <ul style="list-style-type: none"> • Develop multiple pathways/strategies to increasing library funding to a minimum goal of getting up to the average MT library of similar size. • Use part of this increased funding to address parking and safety concerns.
<h3 style="text-align: center;">Master Plan: Vision for the Future</h3> <p>Increased Hours: Open 7 Days/week (61 hours/week)</p> <p>Increase Bookmobile Service: Run 6 Days per week</p> <p>Expanded Staff for Safety:</p> <ul style="list-style-type: none"> • Contract for part-time social worker • 2 full-time safety specialists <p>Free Parking for Patrons</p>	<h3 style="text-align: center;">Master Plan: Vision for the Future</h3> <p>Expanded Services:</p> <ul style="list-style-type: none"> • Digital Cards for all Cascade County Students • Expanded digital resources for all patrons • Expanded Homebound Program coordinated with Meals on Wheels • College Readiness Program for teens (test prep and application assistance) • Audio/Video Recording resources for podcasting, Internet videos (YouTube & TikTok), and oral histories • MakerSpace/3-D printing resources for DIY • Expanded adult educational and recreational programming • Computer & Technology classes • Expanded support for businesses & entrepreneurs • Expanded support for job seekers
<h3 style="text-align: center;">Master Plan: FACILITIES</h3> <p>What We Learned</p> <ul style="list-style-type: none"> • Overall, the library is undersized. The layout and space allocations of the library aren't aligned with current needs/usage and lack accessibility • Youth space(s) are VERY undersized for the library/community • Park to the rear is too disconnected from the library and has lots of issues related to resident behaviors • Much of the buildings infrastructure is at the end of its useful life and in need of replacement <p>Recommendations to Address Issues</p> <ul style="list-style-type: none"> • Remodel Library <ul style="list-style-type: none"> • Update critical building systems including electrical and mechanical systems • Increase accessibility through improved stair/elevator access and updating restrooms • Redesign Library spaces to align with community needs • Increase energy efficiency • Reconfigure front plaza and park bandshell to address security concerns and create a more welcoming environment 	<h3 style="text-align: center;">Master Plan: Vision for the Future</h3> <p>Remodeled Library</p> <ul style="list-style-type: none"> • Vibrant anchor for a thriving downtown • Energy efficient, sustainable building that will last for another 50 years • Enhanced social infrastructure that builds community connection <p>Total Estimated Construction Cost: \$15,000,000.00</p>

JOURNAL OF COMMISSION WORK SESSION

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Master Plan: Vision for the Future

- Accessibility (Approx. Cost \$765,000.00)**
Replacing the two original existing elevators with one multi-sided modern elevator and relocating and reconfiguring the existing stairs to provide a clear means of access from the basement up to the third floor. Upgrading and reconfiguring restrooms that allow for full access by all members of the public to each restroom and on each floor.
- Visibility, Connection and Safety – Library Park Entrance (Approx. Cost \$2,065,000.00)**
Adding North public entrance facing the Library park. Reconfiguring the Library Park to make the park a safer, more accessible space. Replacing the existing entrance vestibule closer to the parking lot and reconfiguring the entry plaza into a safe programmable space. Replacing the glazing in the existing storefront to improve thermal performance and adding new storefront to increase daylight and visibility.
- Critical Infrastructure—(Approx. Cost \$2,735,000.00)**
Replacing all the existing wiring and electrical equipment in the building, as well as updated fire alarms and city connections. Replacing the original 3rd floor air handler with a modern, up-to-code air handler and upgrading the associated chiller and ducting.
- Space Reconfiguration and Updates (Approx. Cost \$1,875,000)**
Reconfiguring the library to accommodate a larger children's area, creating more public space, improving staff work spaces, and updating lighting fixtures, furniture and finishes.



Master Plan: From Vision to Reality

- Facilities Upgrades: Capital Campaign**
 - Focused on grants and private donations
 - No current plan to ask the voters for taxpayer support (other than grants from other programs—CDBG, Infrastructure Funding etc.)
- Operations and Funding: Mill Levy Campaign**
 - Ballot measure requesting increased support for Library services

STATE OF CURRENT LIBRARY FUNDING:

Our community funds the library at \$19/capita. Average support for MT libraries is \$31/capita.

From FY2022 to FY2023, personnel costs went up by \$84,332.52 and our tax revenue increased by \$19,677.10. We made up part of that difference by cutting costs in other areas and increasing revenue by rent space to the Self-Help Law Clinic. Our projected FY2023 budget is **\$(59,969.00)**.

If revenue and costs continue on this trajectory, the Library budget for FY2024 will be **\$(120,000)** or we will require **severe cuts in services including layoffs and reduced hours.**

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LIBRARY BUDGETED REVENUE FY2023:

Great Falls Public Library Operational Budget: \$1,510,150.00

2 voted City Mills: \$199,105.56

7 City Mills by Agreement: \$696,869.44

City General Fund: \$350,000.00

County Funding by Agreement: \$177,000.00

State Funding: \$32,075.00

Other Funding: \$55,100.00

Great Falls Public Library Donation/Foundation Budget: \$254,532.00

CANNOT BE USED FOR STAFFING, CAPITAL IMPROVEMENTS OR GENERAL OPERATIONS

Foundation Approved Projects (materials, technology, eResources etc.): \$138,000

Donations for specific materials (Grab & Go, Nonfiction, Children's, Westerns): \$26,852.00

Book-A-Thon for youth services: \$70,000

Donations for adult programming: \$7,500

General donations from foundation: \$2,680.00

Friends of the Library support from Book Sale: \$6,500

General donations from the community: \$3,000

Master Plan: Vision to Reality MILL LEVY

What type of Mill Levy?

- City Mill Levy
- County Mill Levy
- Multi-Jurisdictional Mill Levy
- Library District Mill Levy

How do we decide which type of Mill Levy?

- Professional polling to determine which has best chance of success
- Negotiations with Belt and Wedsworth Libraries
- Input from City and County Commissions

Master Plan: Vision to Reality MILL LEVY

When do we put the Mill Levy before the voters?

- School District Election May 2023
- General Election November 2023
- School District Election May 2024
- General Election November 2024

How do we decide when?

- Professional polling to determine which has best chance of success
- Negotiations with Belt and Wedsworth Libraries
- Input from City and County Commissions

Master Plan: Vision to Reality MILL LEVY

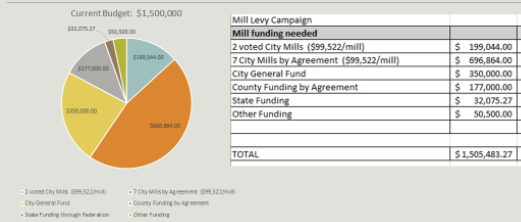
How many mills do we request?

- GFPL budget \$2,500,000 + possible funding for Belt and Wedsworth Memorial Libraries.
- Analysis of current funding and needed service levels (completed for GFPL as part of Master Plan)
- Will Mill Levy funding supplement or replace current funding?

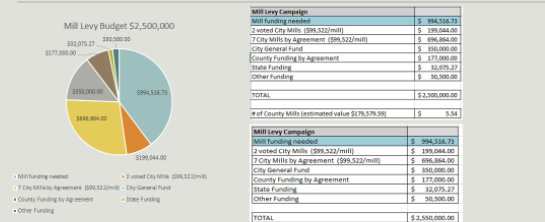
How do we decide how many mills to request?

- Professional polling to determine what level of funding voters will support
- Negotiations with Belt and Wedsworth Libraries
- Decisions by City and County Commissions

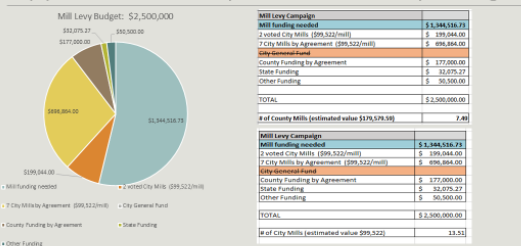
Supplement or Replace: Current Budget



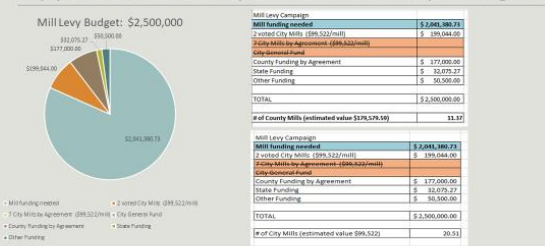
Supplement or Replace: Mill Levy Budget



Supplement or Replace: Mill Levy Budget



Supplement or Replace: Mill Levy Budget



JOURNAL OF COMMISSION WORK SESSION
October 4, 2022

<p style="text-align: center;">Input requested from City Commission</p> <hr/> <p>Preferred timeline for Library Mill Levy?</p> <p>Will funds from the Library Mill Levy supplement or replace current City of Great Falls financial support for the Library?</p>	<p style="text-align: center;">Questions</p> <hr/>
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Director McIntyre explained that if a mill levy were done in the spring of 2023, the ballot language would be needed in October 2022 so that signatures could be gathered by mid-January.

Commissioner Wolff explained that she fears that there would be less support in the county and would mean a different structuring of who the library serves and in order for her to make an educated suggestion, she would need answers about the negotiations with Belt and Wedsworth Libraries.

Director McIntyre responded that she will be meeting with the Cascade County Commission and will be on the next board agenda for Belt and Wedsworth Libraries.

Commissioner McKenney expressed concern with regard to the possibility of having two levies on a single ballot at the same time.

Commissioner Tryon received clarification that the library personnel cost increased because of an increase in salary and health insurance and the Library Master Plan is available on the City's website.

Director McIntyre explained that if she has to wait until 2024 for a Mill Levy, extra general fund subsidies could be utilized so that the library could continue to provide service.

City Manager Doyon recommended coordinating between the city and county to do a district wide levy because the amount of patrons that utilize the library are not City residents. He added that this would also relieve pressure on the general fund for public safety.

Commissioner Hinebauch received clarification that the library would become its own entity and no longer be a City Department if it were a library district. Belt and Wedsworth libraries would also have to agree to a library district and have indicated that they have no interest in doing that. He inquired how long the library budget has been \$1.5 million.

Director McIntyre responded that the two voted City mills and seven City mills by agreement increase slightly each year and the County funding by agreement of 177,000 has remained the same since 2011. She added that she would provide updates to the Commission after meeting with the County Commissioners.

JOURNAL OF COMMISSION WORK SESSION
October 4, 2022

Mayor Kelly commented that this is a decision that the community has to make about what they value. He is always in favor of putting a question of this magnitude in front of voters. The Commission is aware of the value of the library and would support a ballot if needed. The current funding of the two voted City mills, seven City mills by agreement and general fund is sufficient for status quo until the professional polling determines what level of funding voters will support. He commented that having two levies at the same time is not a good idea.

Mayor Kelly expressed appreciation to Director McIntyre for her efforts bringing the library into the 21st Century and recognizing the need for expanding staff for public safety needs. He added that the library is not just about books anymore; it is important, critical and a necessary part of the community and Director McIntyre has helped create a place of community. The Commission supports the library's mission going forward. Mayor Kelly further expressed appreciation to Commissioner Wolff for her expertise as a liaison for the Library Board.

Commissioner Tryon inquired about the polling operation.

Foundation Board Director Baker responded that public resources and time could not be utilized to advocate for a ballot initiative and the Library Foundation or private donations would pay for polling. The library has reached out to firms that have dealt with other libraries across the country to receive bids and is working with firms that can provide data within the next couple of months.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the October 18, 2022, work session will consist of Solid Waste Study and Quarterly TIF Application updates. An ARPA proposed awards update will be a topic for an upcoming special work session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of October 4, 2022 at 6:50 p.m.



Finance Department
Memorandum

To: Greg Doyon, City Manager; City Commission; Members of the Investment Committee
 From: Kirsten Myre, Deputy Finance Director
 Date: October 18, 2022
 Re: Total Cash and Investments as of September 30, 2022

The City of Great Falls’ total cash and investments at the end of September 2022 was \$115,178,090.29. This included cash in bank accounts totaling \$13,844,333.06. Total cash and investments increased from \$114.0 million in August to \$115.2 million at the end of September. This amount fluctuates from month to month depending on payments made on large capital projects and funds received from utilities, taxes, and grants, for example. The General Fund cash balance decreased slightly from \$5.7 million in August to \$5.6 million in September. The General Fund cash balance will continue to decrease until 1st-half tax payments are received in December. The graphs for the City’s total cash and investments as well as the General Fund, specifically, are on the next pages. Cash balances in all funds are monitored on a monthly basis.

Also on the next page is the summary of the City’s total cash and investments. The maturity dates of the City’s investments run through December 31, 2022, which falls within the 5-year statutory limitation. The City's investment policy specifies the percentage the City of Great Falls must have of the different types of instruments allowed by state statute. The chart below lists those percentages compared to the City’s investments as of September 30th. The investments in the Montana Board of Investments (STIP) and US Bank Insured Cash Sweep (ICS) are liquid and may be called at any time. In September, the City moved \$20,000,000 from the ICS account to STIP because of the higher interest rate.

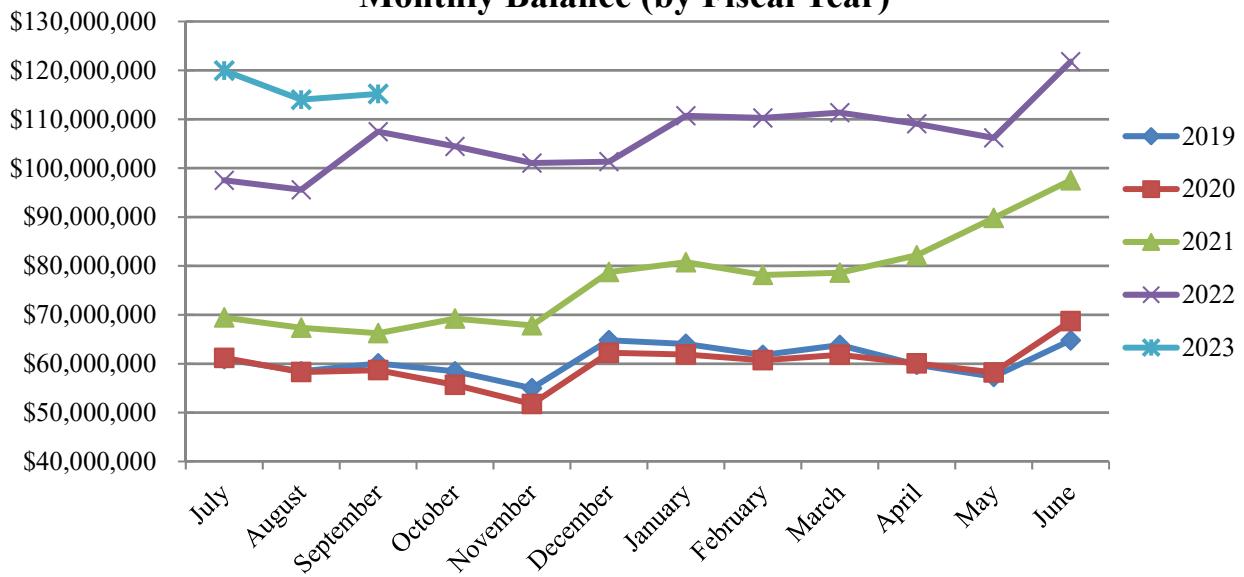
Issuer category	Minimum %	Maximum %	City's Investments % as of September 30, 2022
Master, savings, and ICS accounts	20% combined	100%	99.79%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0.21%
Obligations of agencies of the U.S.	0%	30%	0.00%

City of Great Falls
Total Cash & Investment Summary
September 30, 2022

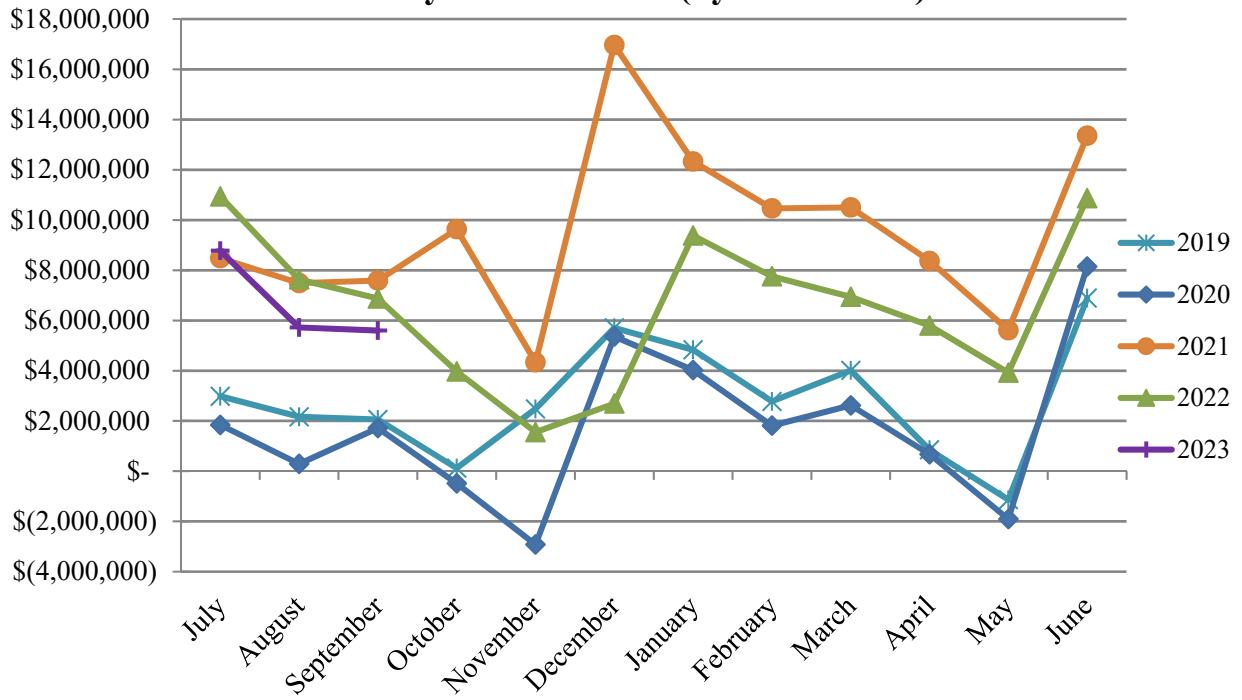
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
US Treasury Note	2.125%	12/31/2022	245,390.63	249,151.50
Insured Cash Sweep	0.250%		54,111,294.09	54,111,294.09
Total US Bank Investments			<u>54,356,684.72</u>	<u>54,360,445.59</u>
State of Montana Short Term Investment Pool (STIP)				
	2.462%		46,977,072.51	46,977,072.51
Total Investments			<u>101,333,757.23</u>	<u>101,337,518.10</u>
Cash on Hand, Deposits in Bank			13,844,333.06	13,844,333.06
Total Cash and Investments			<u><u>\$115,178,090.29</u></u>	<u><u>\$115,181,851.16</u></u>

Compared to previous years, total cash and investments is at a higher level. The higher levels can be attributed to receipt of American Rescue Plan (ARPA) funding and bond funding from the Park Maintenance District and Downtown Tax Increment District. These monies originally accounted for over \$35 million included in our total cash and investments and are being spent down as the Civic Center façade and new recreation center construction is completed. The ARPA funding will be spent down as it is allocated on a project by project basis.

Total Cash & Investments
Monthly Balance (by Fiscal Year)



General Fund Monthly Cash Balance (by Fiscal Year)



If you have any questions, please feel free to contact me at (406) 455-8423 or kmyre@greatfallsmt.net.



City of Great Falls
City Manager's Office
PO Box 5021
Great Falls MT 59403

(406) 455-8450

October 18, 2022

Jim Wingerter
District Administrator
Montana Department of Transportation
PO Box 1359
Great Falls, MT 59403-1359

Zachariah Moeller
District Traffic Engineer
Montana Department of Transportation
PO Box 1359
Great Falls, MT 59403-1359

Dear Jim and Zach:

I was contacted by Mr. Doug Darko who lives at 5501 5th Avenue South in Great Falls. He expressed deep concerns over safety on 57th Street, specifically as it relates to speed, pedestrian safety, and street design.

As you know, the State of Montana Department of Transportation has jurisdiction over this street. I'd like to encourage the MTDOT to consider a traffic study for the area to assist with determining if any additional traffic calming, signalization, or speed reduction is necessary. I'd anticipate some changes in the traffic data with development occurring to the north, south and west of the street.

Additionally, Malmstrom Air Force Base will be undergoing a major missile upgrade in 2-3 years. Although most of the work will be in the missile complex, I anticipate higher traffic coming and going from the installation during the upgrade process.

If you have any questions, please feel free to contact me directly at (406)455-8450. Thank you.

Very truly yours,


Gregory T. Doyon
City Manager

Cc: Great Falls City Commission
Neighborhood Council #9 Chair Sandra Gwynn
Mr. Doug Darko