



## **The Weekly Update – November 10, 2022**

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***Attachments:***

1. Journal of City Commission Work Session, October 18, 2022
2. Journal of City Commission Work Session, November 1, 2022

**JOURNAL OF COMMISSION WORK SESSION**  
**October 18, 2022**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Pro Tempore Wolff presiding

**CALL TO ORDER: 5:30 PM**

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

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Interim City Attorney David Dennis; Finance Director Melissa Kinzler and Grant Administrator Tom Hazen; Planning and Community Development Director Craig Raymond; Public Works Interim City Engineer Jesse Patton, Engineer Mark Juras and Sanitation Manager Ross Bartell; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Assistant Fire Chief Bob Shupe; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. SOLID WASTE STUDY UPDATE**

Public Works Engineer Mark Juras explained that the Great Falls Solid Waste Study is being facilitated through the Public Works department in conjunction with Advanced Engineering and Environmental Services (AE2S) Project Engineer Nate Weisenberger.

Public Works Engineer Juras reviewed and discussed the following PowerPoint:

The screenshot shows a PowerPoint slide with the following content:

- City of Great Falls Montana** logo in the top left.
- A landscape photograph of a field and hills under a cloudy sky.
- A blue box on the left containing the text: **Great Falls Solid Waste Study**.
- A yellow bar at the bottom of the landscape image with the text: **October 18, 2022**.
- A blue header on the right titled **Project Timeline**.
- A table titled **Solid Waste Study** with the following data:

Solid Waste Study	
RFP & Consultant Engagement	2021 November
Study Awarded	2022 April
Project Kickoff / Framing Workshop	2022 May
Concept Development & Initial Screening Workshop	2022 August
Work Session Update	2022 October
Study Report and Follow-up Work Session	Late 2022/Early 2023

# JOURNAL OF COMMISSION WORK SESSION

## October 18, 2022

### Project Introduction

**Today:**  
Residents and businesses within the City of Great Falls currently have two options for solid waste (garbage) collection.

- Option 1** City of Great Falls Solid Waste Services – Disposal at High Plains Landfill
- Option 2** Republic Services – Disposal at High Plains Landfill

### The City is Proactively Considering Solid Waste Management & Disposal Options

- The High Plains Landfill, owned and operated by Republic Services, is the only current feasible option for the City.
- Republic Services took over ownership of the landfill in 2018.
- High inflation is causing disposal cost increases - the City decided it was prudent to explore if other options are available.

YEAR	MWS/REPUBLIC LANDFILL RATE
2017	\$25.61
2018	\$26.64
2019	\$27.35
2020	\$27.98
2021	\$28.37
2022	\$30.31

**Looking to the Future**  
The City will utilize this study to inform the best long-term solid waste management and disposal options for the City of Great Falls.

### Project Status: Update on Background Data Findings

- Consultant team performed review of background data and prepared population and disposal tonnage forecasts for the City and Counties shown:



### Project Status: Update on Background Data Findings

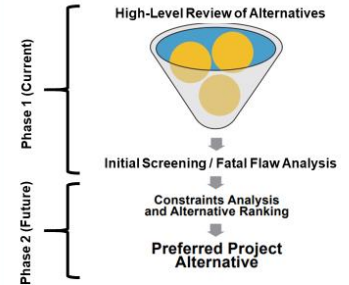
- Continued
- Consultant team conducted a regulatory, permitting, and zoning review
- Peer to Peer Conversations



### Locations of Landfill & Transfer Station Options



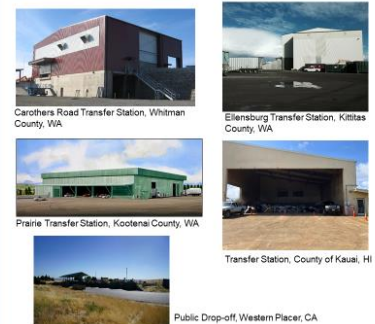
### Alternative Identification and Screening



### Five Alternatives

Alternative	Description
<b>Status Quo</b>	Continue with a mix of City and Republic collection with solid waste going to High Plains Landfill and recycling to Pacific Steel & Recycling.
<b>Privatization – contract or franchise</b>	The City ceases collections operations and negotiates directly with Republic for collection, disposal, and recycling services on behalf of all the City of Great Falls residents and businesses.
<b>City Developed Landfill (optional self-haul transfer station)</b>	Continue with the current mix of City and Republic collection; collection outside the City limits decided by other jurisdictions. City develops a new City-Owned landfill and a new optional City-Owned transfer station for City residents and small businesses only (no collection vehicles).
<b>Develop regional waste management authority/solution</b>	Continue with the current mix of City and Republic collection; collection outside the City limits decided by other jurisdictions. New City-Owned Transfer Station; size dependent on landfill used and what other jurisdictions are interested. Disposal would be at a publicly-owned landfill serving multiple cities and counties. Recycling to Pacific Steel & Recycling.
<b>Lewis &amp; Clark Landfill &amp; New City Transfer Station</b>	Continue with the current mix of City and Republic collection. New City-Owned Transfer Station (self-haul and collection vehicles). Municipal solid waste hauled to Lewis & Clark Landfill and recycling to Pacific Steel & Recycling.

### A Few Transfer Stations Examples (medium to small)



**JOURNAL OF COMMISSION WORK SESSION**  
**October 18, 2022**

<p><b>Fact Sheet 1</b></p> <ul style="list-style-type: none"> <li>Fact Sheet 1 Summarizes Study Results to Date</li> <li>Commission Input is Requested – Revise as Needed</li> </ul> 	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>Discuss Fact Sheet 1</li> <li>Conceptual level design &amp; initial cost estimates</li> <li>Prepare Phase 1 report for City review</li> <li>Late 2022/Early 2023 Commission Work Session – present Phase 1 results and Fact Sheet 2</li> <li>Discuss future of project and Phase 2</li> </ul>
<p><b>Project Schedule</b></p> 	<p><b>Adjourn</b></p> <p align="center"><b>Questions?</b></p>

Commissioner Tryon commented that more input would be necessary moving forward from City staff and AE2S Project Engineer Nate Weisenberger about the cost, advantages and disadvantages of the five alternatives. He received clarification that the building project of a potential transfer station site would be the City’s responsibility.

City Manager Greg Doyon added that the City may not need the entire site and that it is not just about getting the property zoned properly; it is also about getting it permitted that would be the challenge. He explained that the City has historically maintained the position that it wanted to have competition for its residents with regard to solid waste disposal; however, the City needs to consider another feasible way it could ensure its disposal future is secured in a way that it can better manage the cost.

Commissioner McKenney received clarification that a sixth alternative where the City negotiates with an outside competitor other than Republic could be considered, along with the other five alternatives. He further received clarification that legal requirements of negotiating a franchise agreement would need to be verified if the City ceases disposal operations.










Mayor Pro Tempore Wolff received clarification that the High Plains Landfill receives solid waste from three regional collection and transport facilities including Lincoln, Lewistown and Livingston. She further received clarification that other entities in Montana have considered moving away from smaller facilities and into larger regional facilities because smaller facilities are more difficult to permit.

**2. QUARTERLY TIF APPLICATION UPDATE**


Planning and Community Development Director Craig Raymond reviewed and discussed the following

**JOURNAL OF COMMISSION WORK SESSION**  
**October 18, 2022**


PowerPoint:

<p align="center"><b>Downtown TIF District – What’s Happening</b></p> <p align="center">City Commission Work Session October 18, 2022</p>	<p align="center"> Finished Projects</p> <p align="center">The Wild Hare</p>  <p>Reimbursements:          Façade: \$35,675          Life Safety: \$2,500          Total: \$38,175</p>
<p align="center"> Finished Projects</p> <p align="center">Honey Hippo Play Cafe</p>  <p>Reimbursements:          Life Safety: \$24,930.50          Total: \$24,930.50</p>	<p align="center"> Finished Projects</p> <p align="center">The Newberry</p>  <p>Reimbursements:          Façade: \$12,500          Life Safety: \$12,500          Total: \$25,000</p>
<p align="center"> Approved Projects</p> <p align="center">The O’Haire Inn/Sip ‘n Dip</p>  <p>Approved Funds:          Façade: \$50,000          Total: \$50,000</p>	<p align="center"> Approved Projects</p> <p align="center">City Bar</p>  <p>Approved Funds:          Façade: \$18,557          Life Safety: \$19,637          Environmental: \$2,144          Total: \$40,338</p>
<p align="center"> Approved Projects</p> <p align="center">513 Central Ave</p>  <p>Approved Funds:          Façade: \$50,000          Environmental: \$5,000          Total: \$55,000</p>	<p align="center"> Approved Projects</p> <p align="center">Columbia Grain/120 1<sup>st</sup> Ave N</p>  <p>Approved Funds:          Façade: \$24,999          Total: \$24,999</p>

**JOURNAL OF COMMISSION WORK SESSION  
October 18, 2022**

 Other Downtown Projects

Arvon Block Alley Storm Drain



Approved Funds: \$90,000  
Total: \$90,000

28

 Other Downtown Projects

BID Mural Lighting



Requested Funds: \$150,000

29

 Other Downtown Projects

PW Downtown Storm Drain



Approved Funds: \$2.5 million over 6 years  
Total: \$2.5 million

30

Totals

Total Approved:  
\$2,998,424.50

Reimbursed to Date:  
\$88,087.50



**Project Payment**

- Applicant submits request for payment
  - Approved form
  - Invoices (evidence invoices have been paid)
  - Proof of prevailing wages paid (if applicable)
- Staff review of documents
- Finance Dept processes for payment

**Downtown Programs  
2022**

- Façade Program:
  - \$98,175 approved
  - \$12,500 spent
- Life Safety/Code Compliance:
  - \$37,430.50 approved
  - \$37,430.50 spent
- Environmental Safety:
  - \$7,500 approved
  - \$0 spent

**Questions and Discussion**

Director Raymond suggested that the Commission consider either keeping the annual allocation at a half million and increase the caps or decrease the half million for other Downtown TIF District projects because the City is not coming near spending the half million a year. He commented that more money could be spent on projects if the caps were higher. The current balance in the Downtown TIF District is

**JOURNAL OF COMMISSION WORK SESSION**  
**October 18, 2022**

approximately \$3 million.

City Manager Doyon added that other communities are utilizing funds for the Downtown TIF District similarly to Great Falls.

Mayor Pro Tempore Wolff received clarification that construction would cease for the winter on the Civic Center Façade and is projected to be completed in August 2023.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the November 1, 2022, work session will consist of Evidence Building Project, Fire Station ARPA Project, and Crime Task Force/Safety Levy updates. ARPA Application Scoring will be a topic for a special work session on November 17, 2022.

City Manager Doyon requested that the Commission provide feedback on his email with regard to a draft Request for Proposal (RFP) for services related to an educational effort for any future public safety levy request.

It was the consensus of the Commission that City Manager Doyon provide numbers with regard to the recommendations from the Crime Task Force and City staff about a potential Public Safety Levy.

City Manager Doyon clarified that he would provide a range; however, the numbers would be very preliminary and could change.

**ADJOURN**

There being no further discussion, Mayor Pro Tempore Wolff adjourned the informal work session of October 18, 2022 at 6:15 p.m.

**JOURNAL OF COMMISSION WORK SESSION**  
**November 1, 2022**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Pro Tempore Wolff presiding

**CALL TO ORDER: 5:30 PM**

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

**STAFF PRESENT:** Deputy City Manager Chuck Anderson; Interim City Attorney David Dennis; Finance Director Melissa Kinzler, Grant Administrator Tom Hazen and ARPA Project Manager Sylvia Tarman; Planning and Community Development Director Craig Raymond; Public Works Engineer Mark Juras; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Fire Chief Jeremy Jones; Police Chief Jeff Newton, Captain Doug Otto and Records Manager Rachel Vallie; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

Written correspondence, via November 1, 2022 email, was received from **Terry Bjork**, suggested several options with regard to the Public Safety Levy Community Education Program RFP.


**Kevin Weste**, 602 35<sup>th</sup> Street North, discussed the following topics: recession, pollution, excessive government regulations, 401k Retirement Plans, Tax Increment Financing Tax Industrial District (TIFTID), Veterans Affairs (VA) Hospitals, crime and national forest management research.

**Ben Forsyth**, City resident, commented that he is a part of a group who are very opposed to marijuana and are attempting to help local governments find ways to deal with the harms of marijuana and some of the laws that apply to marijuana. The laws of the State of Montana and the OCCGF 17.4.050 specifically states that a City cannot do zoning that will harm the health, safety and welfare of the people. Mr. Forsyth added that if the public votes to allow recreational marijuana, his goal is that the Commission adopt Cannabis Ruderalis in its original form as the best way to meet the dictates of I-190 and the laws of the State of Montana that cover health, safety and welfare.

**1. GFPD EVIDENCE EXPANSION UPDATE**

Finance Grant Administrator Tom Hazen reviewed and discussed the following PowerPoint:





**GFPD Evidence**  
**WE ARE THE COMMUNITY, THEY ARE US**  
**Expansion Update**

November 1, 2022

**Need for a Project**



**Need for a Project**

**Evidence Processing**



**Evidence Storage**



**Need for a Project**

Evidence	2017	2018	2019	2020	2021	5-yr Total
Pieces In	13,891	10,094	10,177	12,726	15,086	61,974
Pieces Out	7,045	3,865	6,245	9,120	10,048	36,323

Homicide: 300 to 700 pieces per year

**Other Growth:  
COPS Grant  
Crime Task Force**

**Project Status Narrative**

August 2022 - enlisted BSpark Architecture to provide pre-design services to evaluate feasible project options




Great Falls Police Department  
Evidence Room Expansion  
Preliminary Options Study  
Great Falls, MT  
October 2022

**Project Status Narrative**

**Project Options**  
A - Optimize/Remodel Existing Space  
B - Building Expansion - Evidence

**JOURNAL OF COMMISSION WORK SESSION**  
**November 1, 2022**

### Option A: Optimize/Remodel Existing Space

### Option A: Optimize/Remodel Existing Space

Description	Optimization & remodeling of existing evidence processing and storage space, ~10% increase in evidence storage (4,130 sf to 4,470 sf).
Budget	\$1.10 million
Pros	Uses existing space with little to no impact on systems. Provides safe (ventilated) more secure vehicle bays using existing space.
Cons	Does not increase overall square footage/storage to allow for future growth despite the cost.

### Option B: Building Expansion - Evidence

### Option B: Building Expansion – Evidence \*Recommended Option

Description	Expand building and relocate / unify evidence processing and storage, add vehicle processing bays, office space, and circulation/multi purpose use areas, ~6,100 sf multi-level expansion.
Budget	\$4.42 million
Pros	Increases storage by 82%. Optimizes evidence processing by moving all procedures/interactions to one area. Adds vehicle search bays. Minimal impact on current operations via southern building expansion. Improves PD parking and provides secure parking and entrance for staff and evidence customers.
Cons	Lacks designated space for a new training room

### Option Summary

	Option A	Option B
Budget	\$1.10 m	\$4.42 m
Potential Funding Source	ARPA	ARPA

ARPA Funds Must be Allocated by Dec 2024, Spent by Dec 2026

Grant Administrator Hazen reported that the Project Team recommends option B.

Commissioner Tryon inquired about the con for option B lacking dedicated space for a new training room.

**JOURNAL OF COMMISSION WORK SESSION**  
**November 1, 2022**

Police Chief Jeff Newton responded that a long-term goal is to increase the size of the training classroom to allow other vendors to utilize the training room because sending officers to outside training is expensive. If option B goes forward, there are other alternatives down the road for the training room and the current focus is expanding the evidence building.

Commissioner Tryon commented that expanding the evidence building is an absolute necessity and option B seems like the best option. He inquired about the additional \$3.5 million for the project.

Police Chief Newton responded that the \$1.5 million estimate for the project was derived several years ago for a freestanding, metal garage that would have had security issues and the Project Team determined that a freestanding building would not work.

Deputy City Manager Chuck Anderson added that the additional money would have to come from ARPA funds. The red balance of \$1.4 on the ARPA Project Sheet is what would be available if all projects on the sheet were executed.

Grant Administrator Hazen added that the estimates are very preliminary and there will be adjustments to some of the numbers, except for the projects in the FY23 Budget category on the sheet are fixed.

Commissioner Tryon reiterated that, as he indicated and anticipated would happen at the beginning of this process, the decision to give \$3 million to community partners was made too early. He hopes moving forward, that the Commission will consider where the priorities are for the ARPA money. Commissioner Tryon commented that community partners receive Community Development Block Grant (CDBG) and other federal funding on a regular basis, whereas the ARPA money is one-time funding that the City could utilize for essential and necessary City priorities. He commented that City staff might have to seriously consider cutting back the \$3 million that was decided upon to be made available to community partners.

Grant Administrator Hazen responded that the application process is closed and the Review Committee has reviewed the applications; however, there would be more discussion at a special work session on November 17, 2022.

Referring to the ARPA Project Sheet, Commissioner Hinebauch received clarification that the asterisks indicate completed projects and other than the FY23 budget category, other identified uses are estimated costs that could change. He commented that the Commission needs real estimates with regard to the remaining projects on the list, prior to making any decisions about cutting back the \$3 million allocated to community partners.

Deputy City Manager Anderson responded that the ARPA Project Sheet is a living document that is being updated to reflect the most current dollar value.

Grant Administrator Hazen added that the ARPA Project Manager is a new position to specifically help reduce and tie down some of these costs.

Commissioner McKenney received clarification that there would be an increase in operational expense; however, current personnel would be utilized with regard to the expansion of the evidence building. He further received clarification that completion of the project could take approximately 18 months.

**JOURNAL OF COMMISSION WORK SESSION**  
**November 1, 2022**

Mayor Pro Tempore Wolff inquired if the evidence building would be structurally sound enough to add to in the future.

Keith Ballantyne, BSpark Architecture, responded that the recommended option B is at a schematic design level and option D offers the ability for future expansion; however, it is not being considered because of the cost.

**2. GFFR STATION INFRASTRUCTURE PROJECT UPDATE**

Finance Grant Administrator Tom Hazen reported that this project would improve the air quality by upgrading and improving the HVAC systems in all four fire stations. Social distancing capabilities would be increased by improving the dormitories and restrooms/locker rooms. Currently, the air systems do not accommodate fresh air properly or function at all. There have been repeated system failures due to age or malfunctioning equipment and is affecting the safety of the firefighters. Cushing Terrell Project Manager Tony Houtz established a scope for the project, anticipated it will go out to bid in early 2023 and projected it to be completed within a 12-month calendar year.

Fire Chief Jeremy Jones explained that infrastructure is needed because the plumbing, wastewater, heating and lighting are failing. The project is not niceties; it is a matter of keeping the four fire stations operational and functional.

Deputy City Manager Chuck Anderson added that fire station 4 is back in operation after being out of service for a while because of some unknown infrastructure failures. He reiterated that this project is not niceties; it is necessities.

Mayor Pro Tempore Wolff explained that she toured fire station 1 and the dormitory was like walking into a meat locker and extremely cold. She added that the HVAC systems have issues and it is important to keep the firefighters safe.

**3. CRIME TASK FORCE UPDATES/SAFETY LEVY**

Deputy City Manager Chuck Anderson explained that City Manager Greg Doyon had sent the Commission a draft Request for Proposals (RFP). He requested that the Commission provide feedback on items it would like to see emphasized, changed, increased, decreased, as well as to determine an amount it would like to spend. He reiterated that there has not been any final decision made about a Public Safety Levy; however, this puts in place an expert team that would assist the City form a clear message to the community.

Mayor Pro Tempore Wolff suggested the following changes to the draft RFP:

- Add the site of the article that City Manager Doyon sent to the Commission about Great Falls being the fourth largest growing community in the state
- Include Great Falls Fire Rescue (GFFR) to the last paragraph on page 1, and the judicial system
- Include the Sentinel Ground Based Strategic Deterrent (GBSD) project

**JOURNAL OF COMMISSION WORK SESSION**  
**November 1, 2022**

Commissioner McKenney inquired if it is unusual to hire a PR firm with regard to a levy, because he does not recall the City doing that in the past.

Deputy City Manager Anderson responded that hiring a PR firm is not unusual. In 2009, the City tried a Public Safety Levy that did not pass; however, the Great Falls Public School District has been successful with its levies and received guidance from professional organizations.

Commissioner McKenney inquired if the City could endorse the levy and if a Commissioner could act as a private citizen to either publicly support or oppose the levy.

Deputy City Manager Anderson responded that the City would need to remain neutral; however, the City could propose to have an education campaign to help the community understand that the Commission could not publicly support or oppose the levy.

Interim City Attorney David Dennis responded that a Commissioner could act as a private citizen; however, they would need to be very cautious not to present their view in a Commission capacity. He recommended that it would be best that a Commissioner not get involved one way or another and to allow the educational campaign to work.

Commissioner Tryon reiterated that no decisions are being made at this work session and while he appreciates Mr. Bjork's comments and suggestions from his email, it is a fundamental misunderstanding of what is being done at tonight's work session. Commissioner Tryon concurred with Interim City Attorney Dennis's recommendation about the Commission not getting involved in any capacity and allowing the educational campaign to work.

Commissioner Tryon received clarification that the three-tiered proposal with service packages beginning at \$50,000, to \$100,000 and \$150,000 would come from a reserve fund. He further received clarification that ARPA funds would not qualify; however, CARES funds could potentially be utilized. Commissioner Tryon commented that he would prefer that CARES funds be utilized instead of the general fund.

Deputy City Manager Anderson commented that the Commission should determine an amount of money it would want to spend. He suggested that the RFP could request that soliciting organizations include options with a \$50,000 through \$150,000 range with multi-faceted bids, so that organizations include what it could provide for each dollar amount.

It was the consensus of the Commission that the RFP include Deputy City Managers Anderson's suggestion of having the proposals come with a range.

Deputy City Manager Anderson provided and discussed a draft Good Better Best options for a Safety Levy handout that included Fire, Police, Legal and Municipal Court. He explained that the next version of the handout would include dollar ranges associated with each individual cost, as well as budgetary item impacts. The Collective Bargaining Agreements that are coming up for renegotiation, as well as the November 8, 2022 Election, will have an impact on the cost going forward.

**JOURNAL OF COMMISSION WORK SESSION**  
**November 1, 2022**

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

Deputy City Manager Chuck Anderson reported that the topics for the November 15, 2022 work session would consist of Downtown Parking Program, Civic Center Façade Project, Crime Task Force and Public Safety Levy. An ARPA Application Scoring update will be a topic for a special work session on November 17, 2022.

**ADJOURN**

There being no further discussion, Mayor Pro Tempore Wolff adjourned the informal work session of November 1, 2022 at 6:40 p.m.