



## **The Weekly Update – September 11, 2025**

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### ***Attachments:***

1. Journal of City Commission Special Work Session, July 29, 2025.
2. City of Great Falls Total Cash and Investments as of August 31, 2025.
3. Municipal Elections Notice from Elections Administrator dated August 27, 2025 including the Mail Ballot Written Plan and Timetable.

**JOURNAL OF COMMISSION WORK SESSION**  
**July 29, 2025 – City Commission Special Work Session**  
**Civic Center, Commission Chambers, Room 206 –**  
**Mayor Reeves Presiding**

**CALL TO ORDER: 5:00 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 Interim Deputy City Manager Bryan Lockerby, City Attorney David Dennis, and Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**WORK SESSION ITEMS**

**1. LITIGATION STRATEGY UPDATE**

Mayor Reeves explained that this portion of the meeting will be closed to the public pursuant to Mont. Code Ann (MCA) § 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 Reeves moved, seconded by Commissioner Wolff, to close the meeting from the public to discuss pending litigation in executive session pursuant to MCA § 2-3-203(4)(a).**

Mayor Reeves called for the vote.

Motion carried 5-0.

At 5:01 p.m., the meeting continued in executive session in the Commission Chambers with the City Commission, City Manager, Interim Deputy City Manager, City Attorney and Deputy City Clerk, for the purpose of discussing pending litigation and strategy.

**JOURNAL OF COMMISSION SPECIAL WORK SESSION**

**July 29, 2025**

**- EXECUTIVE SESSION - -**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

# **JOURNAL OF COMMISSION SPECIAL WORK SESSION**

**July 29, 2025**

[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

The meeting reconvened into an open meeting. Mayor Reeves called the special meeting back to order at 5:25 p.m.

City Attorney Dennis reported that discussion included a litigation case that the City is involved in entitled City of Great Falls versus Harlan. The case involved an easement dispute, and the discussion was whether to enter into a settlement agreement. At the end of the Executive Session, the Commission directed the City Manager to sign the proposed settlement documents.

## **ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal special work session of July 29, 2025 at 5:28 p.m.



## Finance Department Memorandum

To: Greg Doyon, City Manager; City Commission; Members of the Investment Committee  
From: Kirsten Wavra, Deputy Finance Director  
Date: September 10, 2025  
Re: Total Cash and Investments as of August 31, 2025

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The City of Great Falls' total cash and investments at the end of August 2025 was \$95,798,138.79. This included cash in bank accounts totaling \$16,592,742.24. Total cash and investments decreased from \$101.3 million in July to \$95.8 million in August. It is normal for this amount to fluctuate 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 from \$6,978,798.73 in July to \$2,641,582.00 in August. The graphs for the City's total cash and investments as well as the General Fund, specifically, are on the next pages. All cash balances are monitored on a monthly basis.

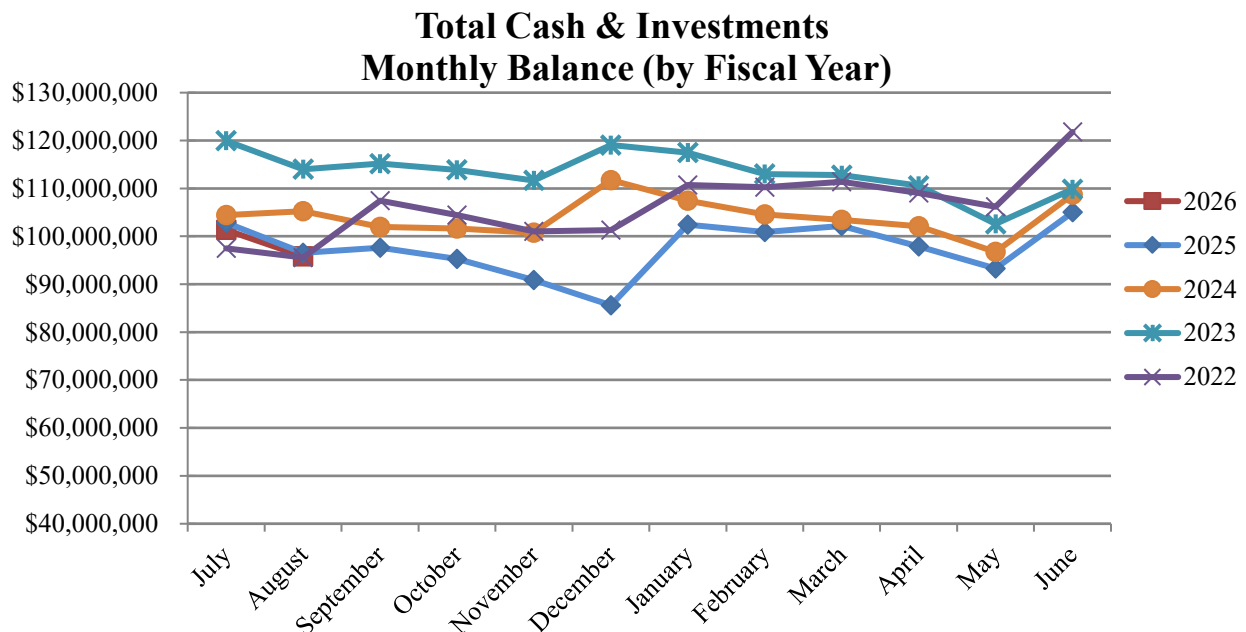
Also on the next page is the summary of the City's total cash and investments. The City's investment policy specifies the percentage the City of Great Falls must have of the different types of instruments allowed by state statute. The chart below lists those percentages compared to the City's investments as of August 31<sup>st</sup>. 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. The current interest rates being earned in STIP and ICS are competitive. They are listed in the table on the next page.

| Issuer category  | Minimum %    | Maximum % | City's Investments % as of August 31, 2025 |
|--|--------------|-----------|--|
| Master, savings, and ICS accounts                                      | 20% combined | 100%      | 100%                                       |
| 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%   |
| Obligations of agencies of the U.S.                                    | 0%           | 30%       | 0%   |

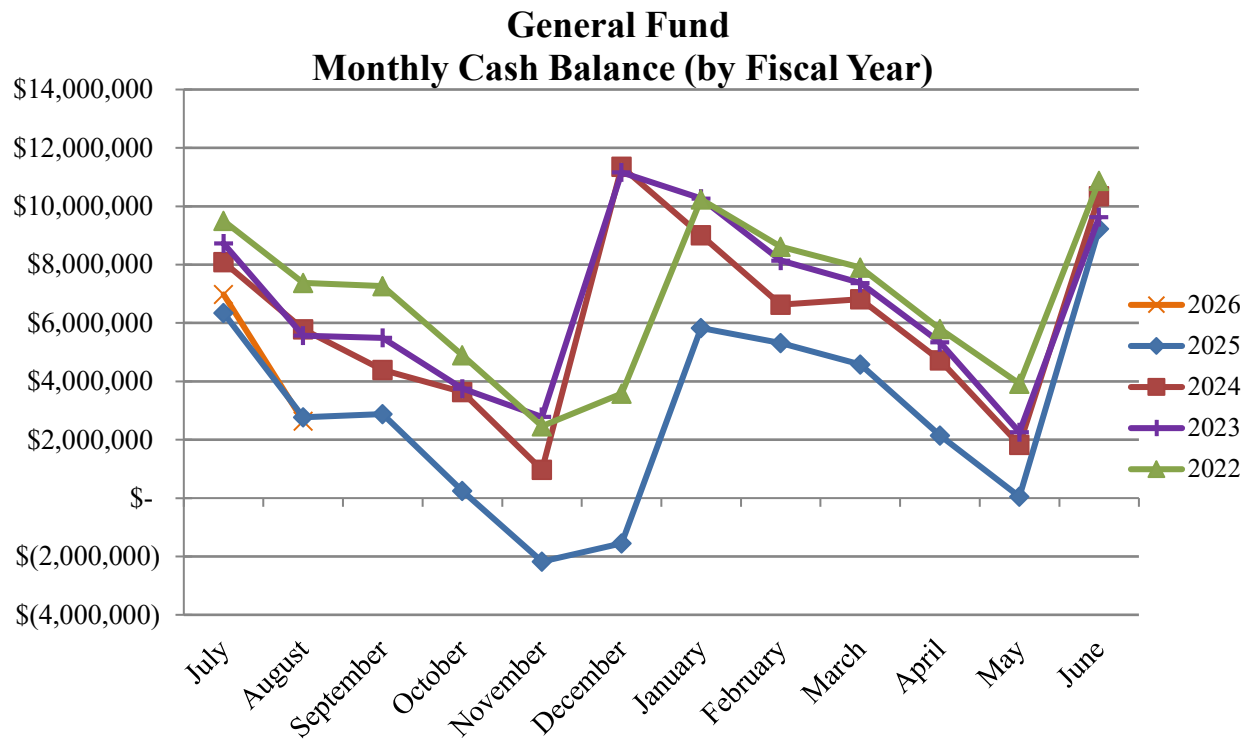
**City of Great Falls**  
**Total Cash & Investment Summary**  
**August 31, 2025**

| <b>Description</b>             | <b>Rate</b> | <b>Due Date</b> | <b>Principal Cost</b>   | <b>Market Value</b>     |
|--------------------------------|-------------|-----------------|-------------------------|-------------------------|
| US Bank Investments            |             |                 |                         |                         |
| Insured Cash Sweep             | 3.450%      |                 | 32,228,324.04           | 32,228,324.04           |
| Total US Bank Investments      |             |                 | 32,228,324.04           | 32,228,324.04           |
| State of Montana Short Term    |             |                 |                         |                         |
| Investment Pool (STIP)         | 4.474%      |                 | 46,977,072.51           | 46,977,072.51           |
| Total Investments              |             |                 | 79,205,396.55           | 79,205,396.55           |
| Cash on Hand, Deposits in Bank |             |                 | 16,592,742.24           | 16,592,742.24           |
| Total Cash and Investments     |             |                 | <u>\$ 95,798,138.79</u> | <u>\$ 95,798,138.79</u> |

Total cash and investments are still at a higher level (see graph below). The higher levels can be attributed to receipt of American Rescue Plan (ARPA) funding. These monies originally accounted for \$20 million included in our total cash and investments. All ARPA funding has been committed at this time and is being spent down on a project-by-project basis. The final projects for the police evidence building and new municipal court space are well underway. All ARPA funds must be spent by December 31, 2026.



The General Fund monthly cash balances generally show a cyclical pattern largely dependent on the receipt of tax revenue usually in December and June each year (see graph below).



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



# CASCADE COUNTY

## Elections Department

325 2<sup>nd</sup> Ave N Ste. #100  
Great Falls MT 59401

August 27, 2025

City of Great Falls  
Attn: Lisa Kunz, City Clerk  
PO Box 5021  
Great Falls, MT 59403

City of Great Falls,

I, Terry Thompson, Cascade County Election Administrator, do hereby notice the City of Great Falls (City) that a mail ballot election will be held for the 2025 Municipal General Election per your initial request made on December 12, 2024. A mail ballot election will be the most economical and efficient administrative option for both the County and the City.

Therefore, per MCA 13-19-205, I'm providing the attached documents at least 60 days in advance of the election: Mail Ballot Written Plan and Timetable, and the Mail Ballot Instructions that are being included with the ballots.

Per MCA 13-19-204: **Objection of political subdivision.** (1) A political subdivision may, by resolution of the governing body, object to the conduct of one of its elections under this chapter. The resolution must include a statement of the reasons for the objection. (2) If the resolution is filed with the election administrator no later than 55 days prior to election day, the election may not be conducted by mail under this chapter.

If the City now wishes to object to a mail ballot election, a resolution must be issued to the Election Administrator from the governing body by September 10, 2025. If a resolution is not issued by the deadline, the Election Administrator will proceed with a mail ballot election for the General Election on November 4, 2025.

Let me know if you have any questions.

Sincerely,

Terry Thompson, Election Administrator



## Mail Ballot Written Plan and Timetable

This written plan and timetable and instructions must be posted to the county election website or publicly noticed in another way at least 60 days before the election. **School Elections:** If the school district clerk is running the election, the plan must be sent to the county administrator.

**Note:** The information in this plan is the responsibility of the election administrator and is not reviewed by the Secretary of State.

|  |  |          |             |
|--|--|----------|-------------|
| Type of Election   | Trustee/Director/Governing Body  |          |             |
| Name of Jurisdiction (District, Precinct, or Ward)   | City of Great Falls  |          |             |
| Name(s) of County(s)   |  |          |             |
| Estimated # of Electors  | Active   | Inactive | Provisional |
|  | 30,447   | 5,789    | 2           |
| Postage to Return Ballot paid for by (& if insufficient, who pays)   | Elector; jurisdiction covers insufficient postage  |          |             |
| Procedures to Ensure Security and Transport of Ballots<br><b>School Elections:</b> attach outlined security procedures | Ballots are deposited in a locked ballot box and secured in a locked area, and transported by at least two officials |          |             |
| Ballots printed based on   | Precinct   |          |             |
| Plan for providing voter interface devices   | Available at Election Office and Exhibition Hall Day of Election   |          |             |
| For school elections, specify signature verification procedures  | Not applicable not a school election   |          |             |

| ELECTION DATES |  | REQUIRED BY LAW   | DATE                            |
|----------------|--|---|---------------------------------|
| 1              | Date applicable documents sent to governing body               | No later than 60 days before election   | 8/27/25                         |
| 2              | Date of posting written plan and timetable                     | No later than 60 days before election   | 8/28/25                         |
| 3              | Last day for governing body to opt out of mail ballot election | 55 days before election   | 9/10/25                         |
| 4              | Dates Notice of Close of Regular Registration Published        | 3 times in the 4 weeks preceding the close of regular registration                | 9/14/25<br>9/21/25<br>9/28/25   |
| 5              | Dates Election Notice Published                                | 3 times, no earlier than 40 days before and no later than 10 days before election | 10/5/25<br>10/12/25<br>10/19/25 |
| 6              | Close of Regular Registration                                  | 30 days before election   | 10/6/25                         |
| 7              | Beginning of Late Voter Registration                           | Day after close of regular registration   | 10/7/25                         |
| 8              | Date Ballots Mailed  | No earlier than 20 days and no later than 15 days before election                 | 10/20/25                        |
| 9              | <b>ELECTION DAY</b>  |   | <b>11/4/25</b>                  |

I affirm that I will conduct the election according to the written plan and timetable.

  
 \_\_\_\_\_  
 Chief Election Administrator Conducting Election

\_\_\_\_\_  
 Other County Administrators if Applicable

☒ County Election Admin      ☐ School District Clerk

Updated 8/14/2025

The place(s) of deposit and the days and times when ballots may be returned to the places of deposit are:

Prior to Election Day:

Courthouse Annex Lobby and Election Office - Monday thru Friday from 8am - 5pm at 325 2nd Avenue North, Great Falls, MT.

Courthouse Annex Exterior Drop Slot - 24 hours/7 days a week at 325 2nd Avenue North, Great Falls, MT (mail slot located on building outside lobby doors).

Election Day November 4, 2025:

Courthouse Annex Lobby & Exterior Drop Box - 7am - 8pm at 325 2nd Avenue North, Great Falls, MT.

Exhibition Hall at Montana Expo Park Drop Box - 7am - 8pm, 400 3rd ST NW, Great Falls, MT.

Attach any special requirements here:

INSTRUCTIONS FOR VOTING A **MAIL** BALLOT – PLEASE READ CAREFULLY

**Read carefully and follow all directions**

**Ballots must be received by election office by 8 p.m. on Election Day**

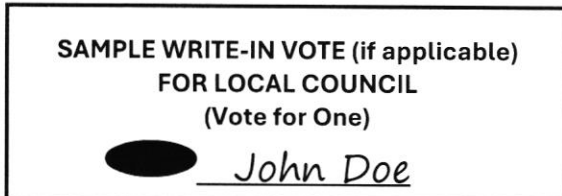
**Failure to follow directions may invalidate part or all of your ballot**

**1. VOTE YOUR BALLOT**

- As instructed on the ballot, mark the designated voting area for each race using only black or blue ink pen.
- Vote in all columns and both sides of ballot(s) as applicable. *Skipping a race will not invalidate your ballot.*
- **Do not** cross out, erase, or use correction fluid.
- **Do not** make any identifying marks on your ballot.
- **Do not** mark more choices than allowed for each race (overvote) as that will cause that race only to not be counted.



- *If applicable*, to write in a candidate's name, mark the designated voting area to the left of the line provided and print the name in the blank space.



- If you make a mistake or spoil your ballot, request a replacement ballot from the election office.
- 2. PREPARE BALLOT FOR SUBMITTAL**
- Place VOTED ballot in the **SECRECY ENVELOPE** and seal (*if multiple sheets, return all sheets of the ballot*).
  - **SIGN YOUR signature and write YOUR birth year** on the voter affirmation on the back of the Signature Envelope. (Do not sign for another person).
  - If the signature on the affirmation does not match the signature on file, the ballot may be rejected.



- If the birth year does not match the birth year on file or is left blank, the ballot may be rejected.
- Place the Secrecy Envelope containing your voted ballot into the Signature Envelope and Seal.

**3. RETURN BALLOT**

- Mail your ballot; or
- Drop off ballot:



**The place(s) of deposit and the days and times when ballots may be returned to the places of deposit before election day and on election day are:**

**Elections Office at the Courthouse Annex at 325 2<sup>nd</sup> Ave N Monday through Friday 8:00am-5:00pm hours before election day. Exhibition Hall at the Montana Expo Park 400 3<sup>rd</sup> St NW or/and Courthouse Annex on election day from 7:00am-8:00pm.**

- **This election is by mail ballot only – regular polling places will not be open. Ballots must be received at the election office by 8 p.m. on Election Day, November 4, 2025.** (Note: a postmark cannot be accepted so if you mail your ballot make sure there is enough time for it to reach the election office.)

**DO NOT FORGET POSTAGE IF MAILING:**

**78 cents postage required**



**ASSISTANCE FOR VOTERS WITH DISABILITIES:** There are options for voters with disabilities. Contact your election office for information about all options.

**MILITARY/OVERSEAS VOTERS:** If you are an active-duty absent military voter or overseas citizen, electronic registration and voting options may be available. Contact your election office for information about all options.

**IF YOU HAVE QUESTIONS CONTACT THE ELECTION OFFICE AT:**

Phone: 406-454-6803

Fax: 406-454-6725

Email: [elections@cascadecountymt.gov](mailto:elections@cascadecountymt.gov)

