



**Work Session Meeting Agenda**  
**2 Park Drive South, Great Falls, MT**  
**Gibson Room, Civic Center**  
**December 05, 2023**  
**5:30 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item, and, will be so noted in the official record of the meeting.

## **CALL TO ORDER**

## **PUBLIC COMMENT**

*(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)*

## **WORK SESSION ITEMS**

1. Scheels Aim High Big Sky Aquatic and Recreation Center Progress - Steve Herrig and Jessica Compton
2. Post Levy Vote Discussion - Greg Doyon

## **DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS**

## **ADJOURNMENT**

*City Commission Work Sessions are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.*

*Wi-Fi is available during the meetings for viewing of the online meeting documents.*

## **UPCOMING MEETING SCHEDULE**

Swearing in of Newly Elected Officials and Neighborhood Councils-Tuesday December 19, 2023 5:00 p.m.

Meet and Greet Elected Officials and Neighborhood Councils - Tuesday December 19, 2023 5:30 p.m.

City Commission Meeting - Tuesday December 19, 2023 7:00 p.m.

# SCHEELS AIM HIGH BIG SKY

AQUATIC AND RECREATION CENTER



1

## JOINT FACILITY

Air Force

Air National Guard

Great Falls Unified School District



2

## TIMELINE

### Winter: Jan-March

- Tours
- FT Coordinators Interview/Hire
- Promotions

### Spring: April-May

- PT/Seasonal Hiring
- Advertising/Promotions
- Facility operations training
- Staff training- EAP, Job specific, customer service
- Ribbon Cutting/Walkthrough Demo's



3

## DEVELOPING BUDGET

Key factors:

- Staffing
- Utilities/Pool Chemicals
- Fixed expenses
- Indirect Costs



4

## GOALS

- **Department Goals:**
- Be more proactive in the community.
- We will grow our programming and staffing for all divisions.
- Streamline our processes for more efficiency.
- Create a strong culture of service and engagement.
- Grow as professionals.
- **Scheels Aim High Big Sky Goals**
- Promote community well being through programs and services that instill a sense of belonging and inclusion
- Foster individual healthily living practices for the community with structured and unstructured activities, programs and play.
- Provide programming that meets the 4 types of recreation, Physical, Social, Camping & Outdoor and Arts & Crafts
- Diversify communication delivery to community using social media, physical signage, and word of mouth to market and promote the recreation facilities and services available

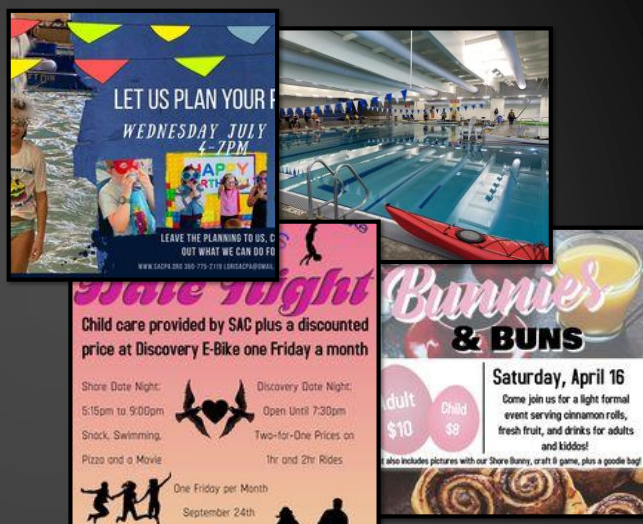


5

## PROGRAMMING

Providing a variety of programming for all ages meeting 4 types of recreation...

- Watercise/Group Fitness
- Leagues-Youth and Adult
- Day Trips
- Speaker Series
- Parent/Tot
- Swim lessons
- CPR/FA Certifications
- Leisure and Learn Classes



6



## FEES & REVENUE

### Admissions

- Day Pass
- 12 visit
- 12 Month Auto Bill
- Annual Pass
- \*Scholarships

### Add-on Revenues

- Birthday Party Rentals
- After Hours Facility Rentals
- Special Events
- Marketing
- Summer Camps
- Specialized Programming



7

## TRAINING & STAFFING

- All Staff P & R Orientation
- Aquatics
- Front Desk
- Fitness Staff
- Sport Staff
- TOT-Watch/Birthday Party



8

# SPRING 2024

Ribbon Cutting & Community Demo



9

SCHEELS AIM HIGH BIG SKY  
STAFF TRAINING MATRIX X=Required #= Optional

Agenda #1.

	General Orientation	Customer Service	CPR/FA/AED/BP	Difficult Conversations	EAP (SIP, PID, EVAC)	IT	LG	WSI	LG.I.	CPO/AFO	Slide Os	AEA	Aquatic Operations	Cash Handling	Day Smart	Telephone	Open/Close	Food Handler	Fit safe practices	Fitness Eq.	Gym Ops	Positive Coaching Alliance	Birthday Party	Events	B.B.P	Driving	Reporting Abuse
Recreation Manager	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	x	x	X
Maintenance Super	X	X	X	X	X								X			X					X			X	x	x	X
Rec. Facility Coordinator	X	X	X	X	X	X								X	X	X	X	X	X	X	X		X	X	x	x	X
Recreation Program Coordinator	X	X	X	X	X	X	#							X	X	X	X				X			X	x	x	X
Aquatic Coordinator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X			X	x	x	X
Aquatic Specialist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X			X	x	x	X
Sports Coordinator	X	X	X	X	X	X								X	X	X	X				X	X		X	x	x	X
Pool Specialist	X	X	X	X	X	X				X			X			X								X	x	x	X
Concessions Manager	X	X	X	X	X	X								X	X	X	X	X						X	x	x	X
Customer Service Rep	X	X	X	X	X	X								X	X	X	X								x		X
Event/ Party	X	X	X	X	X									X	X	X	X	X					X	X	x		X
Tot Watch	X	X	X	X	X										X	X	X	X							x		X
Facility Custodian	X	X	X	X	X								X			X	X								x	x	X
Concessions staff	X	X	X	X	X	x								x	x	x	x	x						x	x		X
Head Guard	X	X	X	X	X	x	x	x	#		x	#	x		x	x	x								x	x	X
Lifeguard	X	X	X	X	X		x	#			x		x			x	x								x		X
Program Instructors	X	X	X	X	X	x					#				x	x	x	#		X	X				x		X
Facility Supervisor	X	X	X	X	X	x	#				x		x	x	x	x	x			X	X		X	x	x		X
Swim Instructors	X	X	X	X	X			x			x					x						x			x		X
Water Aerobics Inst.	X	X	X	X	X						X	X				X						X			x		X
Sport Official	X	X	X	X	X											X					X	X			x		X

SCHEELS AIM HIGH BIG SKY  
STAFF TRAINING MATRIX X=Required #= Optional

Agenda #1.

	General Orientation	Customer Service	CPR/FA/AED/BP	Difficult Conversations	EAP (SIP, PID, EVAC)	IT	LG	WSI	LG.I.	CPO/AFP	Slide Os	AEA	Aquatic Operations	Cash Handling	Day Smart	Telephone	Open/Close	Food Handler	Fit safe practices	Fitness Eq.	Gym Ops	Positive Coaching Alliance	Birthday Party	Events	B.B.P	Driving	Reporting Abuse
Court/Field Supervisor	X	X	X	X	X	X									X	X					X	X			x		X
Sport Scorekeeper	X	X	X	X	X	X										X					X	X			x		X
Fitness Monitor	X	X	X	X	X											X				X					x		X