



Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
January 04, 2022
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. Please refrain from attending in person if you are not feeling well.
- 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. 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-in. Call in during specific public comment periods at [406-761-4786](tel:406-761-4786). Please note that the call in option may not be the most ideal option as there is a time delay between what is being aired/streamed and the live meeting, and there may be significant waiting times depending on how many calls are in the queue. Public would need to watch the meeting through the viewing methods listed above and call in when prompted by the Mayor. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits.

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. Swearing in - Neighborhood Council #4 members.
2. Neighborhood Council Updates - Neighborhood Council #4.
3. American Rescue Plan Act (ARPA) Funding - Thomas Hazen, Melissa Kinzler, 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

Work Session - Tuesday January 18, 2022 5:30 p.m.

Commission Meeting - Tuesday January 18, 2022 7:00 p.m.

AMERICAN RESCUE PLAN FUNDING



January 4, 2022

1



American Rescue Plan Funding

- Final allocation amount is \$19,472,737
 - 50% already received in May 2021 - \$9,736,368.50
 - 50% to be received in May 2022 - \$9,736,368.50
 - Must be obligated by 12/31/2024 and expended by 12/31/2026
- Abundance of Guidelines, rigidly formed
 - Interim Final Rule
 - FAQ's
 - Reporting Requirements
 - Webinars
- Conservative interpretation because of threat of claw back

2



Eligible Use 1 of 4. Responding to the public health emergency and its negative economic impacts

- For expense to be eligible, a recipient must:
 1. Identify a need or negative impact of the pandemic; and
 - Definition of a negative economic impact: **an economic harm resulting from or exacerbated by the public health emergency.**
 2. Identify how program will respond to or address the issue.
- The more directly a program responds to the current COVID-19 pandemic or acts to prevent future health emergencies the more likely to be found eligible.

3



Eligible Use 1 of 4. (continued) Responding to the public health emergency and its negative economic impacts.

- Eligible uses include, but not limited to:
 - COVID response and prevention
 - Investing in Tourism, Travel, and Hospitality Industries
 - Improvement of Design/Execution of Public Health Programs
 - Public health and safety staff to the extent time is spent mitigating or responding to the health emergency
 - Assistance to unemployed workers, small businesses, non-profits, households, and impacted industries
 - Building stronger communities through investments in housing and neighborhoods
 - Emphasis placed on mental health, substance abuse, behavioral issues, crime intervention practices
- Encouraged to focus on low income and those disproportionately impacted by COVID

4



Eligible Use 2 of 4. To provide premium pay to essential workers

- Definition of essential work: **not performed while working from home and involves regular in-person interactions with patients, the public, or coworkers or regular handling of items handled by patients, the public, or coworkers**
- Including, but not limited to:
 - Nursing homes, hospitals, home-care, food production, grocery stores, restaurants, sanitation, truck drivers, childcare, educators, social services
- Encouraged to prioritize lower income workers

5



Eligible Use 3 of 4. To provide government services to the extent of government's revenue losses

- Total city-wide general revenue
 - Not on a fund-by-fund basis
 - Utility revenue not included
- According to formula in the guidance, the City did not have any revenue loss through December 31, 2020
 - Revenue loss can be recalculated annually until December 31, 2023
- Other cities (Billings and Missoula for example) in Montana could document revenue loss on some level. This loss allows for increased discretion in project selection. Since Great Falls did not experience a similar loss the City does not have the same discretion as some other communities.

6



Eligible Use 4 of 4. To make necessary water, sewer, and broadband infrastructure improvements

- Water and sewer projects align with EPA's Clean Water State Revolving Fund and Drinking Water State Revolving Fund
 - Storm water is included
 - Same projects would be eligible under HB 632
- Broadband infrastructure to supply to underserved areas and low income with symmetrical 100 Mbps download and upload.
 - Great Falls is currently attracting a surge in Internet Service Provider (ISP) attention and activity. Private party installations are anticipated to provide faster access than the goals stated in the Interim Rule.

7



Explicitly Ineligible Uses of ARPA Funds

- States may not use ARPA funding to offset a reduction in net tax revenue
 - Law does not explicitly grant eligibility to local governments
- No recipient may make a deposit to a pension fund
- Cannot be used to payoff debt
- Cannot be used to pay legal settlements
- Usage as matching funds depends on the language of the other grant.

8



Initial Prioritization by City Staff

- Over 140 total project proposals received from all City Departments.
- Numerous rounds of review and discussion occurred following release of new guidance and reporting requirements.
- Many projects requested by Departments removed for ineligibility.
 - Majority of programs were determined to be ineligible due to indirect relationship to a need or negative impact of the COVI-19 pandemic.
- Conservative approach yet \$111 million in requests still listed

9



Suggested Guiding Principles for Use of Funds

- Funds are non-recurring so use should be applied primarily to non-recurring expenditures
- Pay direct expenses related to COVID response
- Funding use recognizes the impact to residents, families, and businesses
- Helps meet future requirements
- Special or unique opportunities
- Meets Commission priorities
- Prepares for future pandemic response and public safety
- Leverage community partners with existing programs to execute new programs – technical assistance
- Process will be public and transparent

10



Next Steps

- Commission discussion on prioritization

From: [Greg Doyon](#)
To: [Bob Kelly](#); [Eric Hinebauch](#); [Joe McKenney](#); [Mary Sheehy Moe](#); [Owen Robinson](#); [Rick Tryon](#); [Susan Wolff](#)
Cc: [Thomas Hazen](#); [Kirsten Myre](#); [Charles Anderson](#); [Craig Raymond](#); [Gaye McInerney](#); [Greg Sukut](#); [Jeff Newton](#); [Jeffrey Hindoien](#); [Jeremy Jones](#); [Krista Artis](#); [Melissa Kinzler](#); [Paul Skubinna](#); [Steve Bolstad](#); [Steve Herrig](#); [Susie McIntyre](#)
Subject: ARPA/CARES Update
Date: Monday, December 20, 2021 4:21:43 PM
Attachments: [GD Memo 12-20.docx](#)

Mayor Kelly and Commissioners:

Good afternoon! Just a quick note on ARPA and CARES Act funding before the January 4, 2022 work session.

The Commission may recall I held off issuing public grant applications until everyone could be briefed on ARPA developments and consensus was reached on a few pending aspects of the application process. Specifically, I asked the Commission to consider the following: 1) Do you want to cap the community based projects amount available? 2) Do you want to place a timeframe on receiving applications? Once it is decided, the City will release the application to the public for the determined timeframe and amounts.

Also, to help with the conversation, I asked Tom Hazen, Grant Administrator, to provide some perspective and prioritization on eligible projects. Please see his attached memorandum. Great Falls does not have the same flexibility like Billings or Missoula on discretionary use of its ARPA allocation. Pursuant to the US Department of Treasury formula, Great Falls did not “lose revenue”. So, if you’re hearing about what Missoula and Billings is doing with their allocations, they are in a different boat. In any case, we can still attempt to use the funds for projects that are beneficial to the community and would diminish future funding requests.

Additionally, there are some city accounts that did lose significant revenue (despite US Treasury definitions) that will require rehabilitation. I suggest using CARES funding (which is unrestricted) for this purpose. The funds of concern are as follows:

SUMMARY – Funds Recommended to be Replenished with CARES	
Recreation	\$226,153
Multi Sports	\$65,000
Swimming Pools	\$41,170
Ice Breaker	\$23,361
Civic Center Events	\$520,105
Parking	\$265,361
TOTAL CARES ACT USE	\$1,141,151

If we do not replenish these funds, there are several potential bad outcomes including 1) No undesignated fund balance for emergency use 2) No contingency 3) Will likely require General Fund subsidy 4) May require fee increases to offset losses. We’ll visit more, but it is likely that I will be

seeking permission from the Commission to replenish the funds with CARES \$ in the near future.

I hope this information will be useful. Please let me know if you need anything else!

-Gtd

Gregory T. Doyon
City Manager
City of Great Falls, Montana
Office (406)455-8450
www.greatfallsmt.net



P.O. Box 5021, 59403-5021

Internal Memo

Date: December 20th, 2021

To: Greg Doyon, City Manager

From: Tom Hazen, Finance Department, Grants and Program Administrator,

Re: Project Prioritization

For discussion sake I have provided a list of projects proposed in connection with Great Falls’ receipt of **\$19,472,737.00** in ARPA funds. These programs are those that I would consider priority opportunities for funding. In other words, if I were given sole authority to disperse funds these are the projects that I would select. I have also tried to include the reasoning for the selection and the grounds for eligibility for each project.

These projects have been reviewed by the City Finance Department for eligibility. The projects listed here are a prioritization of projects that have been discussed by the Commission and, I believe, reflect the best interests of the Great Falls Community as reflected in the discourse of our leadership bodies.

- **Civic Center and Mansfield Investments** – There are several eligible proposed projects impacting the offices, services, and hospitality of the Great Falls Civic Center and Mansfield Theater.
 - **Court Room** – The Great Falls Municipal Court is facing a significant backlog in cases and processing that was substantially increased by restrictions deemed necessary due to the COVID-19 pandemic. Projects that allow Courts to address backlogs caused or exacerbated by the pandemic are specifically noted as eligible expenses by the Department of the Treasury. Opportunities to expand the capabilities of the Municipal Court are rare. An investment in the Court that would increase the physical and human resources available would be an invaluable asset to the City in recovering from the Pandemic and moving in to the future. These projects would be harmonious with the goals and intentions of the Crime Task Force. **(Approximately \$1.6m)**

Project	Description	Cost
Acquisition of additional space	The City may have the opportunity to purchase space proximate to the Civic Center to provide additional court space.	Estimated Cost - \$600,000
Remodel	Renovation of space to install courtrooms, offices, and space needed to increase workflow to a level necessary to address current backlog. Remodel would include renovation of purchased space and interior Civic Center to increase ability to address backlog.	Estimated Cost - \$1m



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- **Ventilation and Boiler Systems** - Recent maintenance and repairs have revealed that the 80+ year old boiler system heating the Great Falls Civic Center and the HVAC system providing air circulation are nearing the end of their usability. Craig Raymond and David Grosse have recommended an integrated installation that would simultaneously update these two systems. Replacing both installations would increase the efficacy of the ventilation system in the second floor offices (Including the City Manager and Human Resources Offices which both see significant public traffic) and heating throughout the Civic Center. This would also create a more cost effective environmental control system. Early estimates for the design and installation range from \$900k to \$1.6m for this project. **(\$785k - \$1m)**

Project	Description	Cost
HVAC System Upgrade	Replace evaporative cooling units with new DX units. Includes complete new AC & ventilation. Less heating. Electrical, test & balance & controls included. Less any abatement.	\$528,000 (Cost Estimate provided by prospective installer)
Boiler System Upgrade	Replace low-pressure steam boilers, vacuum return pumping system, some piping & valves, new venting to chimney, operating controls. Includes lump sum for new steam traps (various sizes), new zone pneumatic thermostats & temperature controls air-compressor-dryer. Some abatement (boiler room)	\$623,000 (Cost Estimate provided by prospective installer)

- **City Commission Chambers and Meeting Rooms** – The Audio/Visual capabilities of the Great Falls Civic Center meeting rooms (i.e. the City Commission Chambers, the Gibson Room, and the Missouri Room) are lacking. The ability to provide images and audio for virtual meetings are very limited. Additionally, the ability for individuals in the meeting room to see or interact with virtual attendees is hampered by the digital limitations. The proposed project would update the technical capabilities of the meeting rooms and provide a more synchronous virtual meeting environment. Expanding communication capabilities is explicitly eligible under the Treasury Interim Final Rule. **(\$300k to \$400k)**

Project	Detail	Cost
City Commission Chambers	Purchase and Installation of replacement projector unit, additional monitors, and necessary related electric fixtures and accessories.	Equip - \$24,211.07 Integration - \$12,721.80 PRO Support - \$2800.00 Shipping - \$951 TOTAL - \$40,683.87 (bid received)



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Gibson Room	Upgrading audio capabilities, installation of wide angle video equipment for clearer image, and installation of more high quality microphones for better broadcasting.	Equip - \$20,760.80 Integration - \$11,894.49 PRO Support - \$2,000.00 Shipping - \$672.00 TOTAL - \$35,327.29 (bid received)
Missouri Room	Installation of a permanent AV system to facilitate virtual meetings from the Missouri Room. There are no AV installations in place in this room at this time.	Equip - \$51,000.92 Integration - \$20,129.20 PRO Support - \$5,000.00 Shipping - \$1,980.04 TOTAL - \$78,110.16 (bid received)
Commission Chamber Remodel	Renovations necessary to allow for the installation of the acquired AV equipment and increased capacity for social distancing.	Estimated Cost - \$200,000.00

- **Mansfield Center** – The Mansfield Center Theater and Convention Center is a vital tourism hub and attraction in the downtown Great Falls area. Events hosted are significant revenue generators for the City and result in substantial “spillover” hospitality dollars. Maintaining this asset is vital to contributing to the recent increase in new businesses opening in the Downtown corridor. The Events staff has proposed several projects relating to updating and maintaining the Convention Center and Theater. These projects include investments in the seating, ceiling, ventilation, and other faculties. Several of these needs were identified prior to the pandemic. Treasury has stated that investments that respond to/mitigate COVID-19 pandemic or allow Tourism businesses to complete projects that were interrupted or delayed by the pandemic to be eligible. **(approximately \$1.55m total)**

Project	Detail	Estimated Cost
Mansfield Seating	Replace historic seating in theater. Seats are mechanically fatigued. New seating plan would allow for more leg space, wider seats, ADA accommodations, and increased access to exits.	\$650,000.00
Mansfield Ceiling	Restore ceiling in theater's audience chamber. Ceiling is the original 1940 install. Many ceiling tiles are loose, water damaged, and some have fallen.	\$400,000.00



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Convention Center HVAC	Replace HVAC system in Convention Center. One half of the current HVAC system no longer works and is not equipped with climate control.	\$375,000.00
Convention Center Bathrooms	Remodel bathroom facilities in Convention Center. Change out stools to wall hung toilets to save on janitorial time. Update wall coverings, stalls, and countertops. Restore/repair concrete floor.	\$100,000.00

- Fire Department** – Chief Jones has identified several projects that would simultaneously allow the Great Falls Fire Department to respond to the current pandemic but also increase the department’s ability to respond to future health emergencies. Remodeling the Fire Stations would allow the department to limit the impact of future pandemics on Fire Department response capabilities. Further, the addition of two ambulances of the Great Falls Fire Department fleet of vehicles would allow the Department to customize its response to any emergency from any of its stations. **(Approximately \$2.9m total in proposed projects)**

Project	Description	Estimated Cost
New Ambulance for Fire Station #4	Purchase a new ambulance fully equipped to meet the ever-increasing needs of transport in our community. Would allow for servicing of current ambulance fleet. Would also allow customized response to all emergencies.	Vehicle Cost - \$275,000.00 Related Equip - \$85,000.00
New Ambulance for Fire Station #1		Vehicle Cost - \$275,000.00 Related Equip - \$85,000.00
HVAC System Replacement for all Fire Stations	Replacement HVAC system for each fire station to increase circulation and mitigation of current and/or future pandemics (280,000 per station estimate)	Total - \$1,120,000
Dormitory Remodel or all Fire Stations	Remodel Dormitory areas in each station to provide social distancing and separation while sleeping (based on Construction Contingency estimate provided - \$75k per station).	Total - \$300,000
Locker Room Remodel for all Fire Stations	Remodel Bathroom/locker room facilities in each station to allow for increased social distancing in work congregate areas. (\$100k per station estimate)	Total - \$400,000.00
Washer/Dryer Replacement for all Fire Stations	Replace/Upgrade Washer/dryer for each station. (\$15k per station estimate)	Total - \$60,000.00

- City Parking Garages** – The City Parking Garages have limited on site security cameras installed at this time. The Community Development Department had identified the need prior and



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evaluating possibilities prior to the pandemic. These parking areas contribute to visitors and local individuals visiting downtown stores and restaurants. Installation of new security systems would create a more welcoming parking environment that would contribute to increased tourism revenue. **(approximately \$55k)**

Project	Detail	Estimated Cost
South Parking	Installation of Security Cameras and related hardware and software (Including mountings, storage, and monitoring equipment).	\$23,387.30 (Bid Received)
North Parking	Installation of Security Cameras and related hardware and software (Including mountings, storage, and monitoring equipment).	\$29,488.43 (Bid Received)

- Library** - The Great Falls Library is preparing an RFP for increasing its bandwidth access. This will require upgrading the existing internet infrastructure to allow the library access to higher bandwidth connection points. This would allow the library access to the broadband internet access speeds that ARPA is prioritizing. Library Director McIntyre has collected a significant portion of the required funds and requests **\$15k** to cover the “last mile”.

Once final note, I have not referenced **Public Works** projects in the prioritization above. In the past, the Commission was hesitant to commit funding to Public Works proposals in the past due, in part, to the ongoing debate and negotiations regarding the Bipartisan Infrastructure Bill taking place in Washington D.C. I would like to advise caution in relying on funds from the Infrastructure Bill as a fallback for the programs proposed for ARPA consideration. How those funds will be distributed and to what communities has not been determined. ARPA allows substantial discretion in investments in Water and Sewer Infrastructure projects. Additionally, Public Works programs create the widest immediate benefit to the largest population immediately upon completion. If the City Commission were to identify an eligible Water and Sewer Program it would immediately join this list. With that in mind I have included the following proposed projects:

Project	Detail	Cost
Water Treatment Plant Filtration Improvements Phase 2 (OF 1637.6)	This project consists of rehabilitating six of the existing filter bays at the Water Treatment Plant with the following improvements: filter media replacement, underdrain system replacement, installation of an air-scour filter backwash system, making improvements to filter backwash to waste piping, and minor structural repairs. These upgrades will benefit the City by improving overall plant performance, integrating modern control systems into the plant, and increasing the water filtering capacity of the plant. Bids for the project were solicited and received on December 8 th , construction will start in 2022	\$4.9 million



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<p>Water Treatment Plant Solids Mitigation Project and Traveling Screen Replacement (OF 1698.1) – Budgeting cost of \$7 million</p>	<p>This project consists of building new solids handling facilities at the water treatment plant. Installation of the new facilities will reduce the current solids handling operation and maintenance costs by roughly 50%. The project will result in a lightened load on the wastewater treatment plant</p>	<p>Budgeting cost of \$7 million</p>
<p>Wastewater Treatment Plant Secondary Clarifier No. 2 Rehabilitation and Return Activated Sludge (RAS) Piping Upgrades (OF 1731.3)</p>	<p>This project addresses an immediate need at the wastewater treatment plant, repairing a broken piece of equipment that has rendered Secondary Clarifier No. 2 inoperable. The problem was identified in late 2021 and the estimated cost to fix the issue is \$2 million. The plant is now in a precarious position of having to adjust regular operating conditions in order to make it through the winter of 2021/2022. The project includes some RAS piping upgrades that would also alleviate the operational issues.</p>	<p>Budgeting cost of \$2 million</p>
<p>Lift Station No. 1 Improvements and Redundant Missouri River Sewer Forcemain</p>	<p>The wastewater from the majority of the City on the south side of the Missouri River flows into Lift Station No. 1 and then is pumped and piped underneath the Missouri River to the Wastewater Treatment plant. The project consists of installing a second redundant sewer pipe, or forcemain, under the river so that if the original pipe were to fail, there would be a backup. The project also consists of making necessary improvements inside of Lift Station No. 1.</p>	<p>Budgeting cost of \$9 million</p>



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- Conclusion** – The following table contains a proposed funding list for ARPA projects. This selection would provide immediate and substantial increases in the effectiveness and efficiency city wide. Further, this selection will provide benefits to every Great Falls resident. Finally, this proposal reserves nearly \$300k for project cost increases or for distribution to community partners.

Department	Project	Cost
Municipal Court	Acquisition of additional space	Est. Cost - \$600,000
	Remodel	Est. Cost - \$1 million
Planning and Community Development	HVAC System Upgrade	Est. Cost \$528,000
	Boiler System Upgrade	Est. Cost - \$623,000
	City Commission Chambers	Bid Total - \$40,683.87
	South Parking Lot Cameras	Bid Total - \$23,387.30
	North Parking Lot Cameras	Bid Total - \$29,488.43
Admin – Civic Center Events	Gibson Room	Bid Total - \$35,327.29
	Missouri Room	Bid Total - \$78,110.16
	Commission Chamber Remodel	Est. Cost - \$200,000.00
	Mansfield Seating	Est. Cost - \$650,000.00
	Mansfield Ceiling	Est. Cost - \$400,000.00
	Convention Center HVAC	Est. Cost - \$400,000.00
	Convention Center Bathrooms	Est. Cost - \$100,000.00
Great Falls Fire Department	New Ambulance and equip for Fire Station #4	Est. Cost - \$360,000.00
	New Ambulance for Fire Station #1	Est. Cost - \$360,000.00
	HVAC System Replacement for all Fire Stations	Est. Cost - Total - \$1,120,000
	Dormitory Remodel or all Fire Stations	Est. Cost - Total - \$300,000
	Locker Room Remodel for all Fire Stations	Est. Cost - Total - \$400,000.00
	Washer/Dryer Replacement for all Fire Stations	Est. Cost - Total - \$60,000.00
Library	Internet Bandwidth Expansion	\$15,000.00
Public Works	Water Treatment Plant Filter Improvements	Budgeting Cost - \$4.9 million
	Water Treatment Plant Solids Mitigation	Budgeting Cost - \$7 million
Total		\$19,182,996.57 (of 19.47m allocated)