

# City Council Work Session

5:30 PM  
Council Chambers  
March 2, 2020

## ATTENDANCE:

Mayor/Council (please check)  Cole,  Shaw,  Yakawich,  Neese,  
 Ewalt,  Joy,  Choriki,  Purinton,  Ronning,  Boyett,  Brown

CM excused: **ALL PRESENT**

ADJOURN TIME: 9:50 pm

## UPDATE on Coronavirus

- **Mayor Cole:** spent several hours today at a meeting of the Unified Health Command and discussing the response to coronavirus. Dr. John Felton in attendance to update the Council and the public on what is happening locally to prepare for that eventuality. He's also our county health officer out of our county health department, which functions as a community's response to assistance. City will be orchestrated by the county health department and not by the city under the direction of this unified Emergency services director, K.C. Williams.
- *John Felton:* we have no cases right now. So as we think about in terms of a public health emergency prevention, preparedness, response, recovery, where in those first two stages. Novel virus means is this is a new virus. Its never been identified before. It seems to spread very much like influenza spreads person to person via droplet exposure. I think it's important to understand that this is like most viruses, not everybody who is infected has the same degree of response. There are some people that become very ill and it can cause death. There are also asking people who get exposed to the virus and have a very mild disease. So treatment and evaluation varies per case. I would encourage you to really think about these numbers in a way that we would just have a very fluid is a very rapidly changing circumstance. So you might go home tonight and pick something up and see that these numbers are always outdated. They were current as of about 4:00 pm this afternoon. But by the time you leave they could be very different. So worldwide about 89,000 thousand cases. Even at this point, in terms of confirmed cases, more than 90 percent are in China. We're managing this under the banner of a local public health agency, two hospital systems as well as MT state. So we have worked together for many years. We have now instituted the unified command system where all four of us are effectively the incident commander. We interact very closely and frequently with the MT department of Health, probably about five services, our state health department, as well as the Montana Department of Emergency Services. And I would say that one of the things that's important in this is these are not newly forming relationships in response to the Covid-19 threat. There are a lot concerns about personal protective equipment, particularly masks and gloves. We're just being careful to make sure that we get these conserved as necessary. And there is a huge amount of misinformation out circulating. And so we have established the Joint Information Center, which includes those 4

partners and the public information officers and those organizations work together. Information and messaging that comes out has been vetted by all of us. That is consistent, consistent before it goes out to the community. It's also consistent with our individual organizations. Public Health line number is 651-6415. We do have some experience in the process of monitoring people who return to the country from affected areas. It's very similar to what we went through all the seven years ago. There's a process where affected areas are identified. They have specific airports assess symptoms in a special risk level or the same for most people in that asymptomatic people. When they will be in Yellowstone County. CDC notifies us and notifies the Montana Public Health Services. And there's a monitoring process for 14 days. There's a hierarchical testing mechanism to make sure that if we do need someone to test someone for Covid-19 to remove the more likely stressors. I haven't seen numbers in the last few days, but from the beginning of this outbreak, when we were monitoring patients in the United States, there have been 96 plus percent of the Covid-19 tests have been negative and very minor. And we are in cold and flu season. This is a respiratory virus, which is why you see this high rate of negative tests. It is very likely that you have or will be contacted as an elected official with requests for information. We would really encourage you to do one of 3 things, refer them to Riverstone Health, have them answer their questionnaire and refer them to the CDC. They have a very good site that's updated all the time. Their address is [www.cdc.gov/covid19](http://www.cdc.gov/covid19). As I mentioned at the outset, we are in the prevent and prepare stage along with our time to about as far as the preparations are under preparedness where there is some prevention messaging that we think is also important. This again is a respiratory illness spread by droplet transmission. Most people sneeze or cough and that spreads the illness. Prevention techniques are frequent hand-washing with some water for at least 20 seconds. Try to avoid touching your eyes or hands, your mouth. Maintain distance from sick people. People who are sick are encouraged to stay home until they know that this is resolved and frequently cleaning and disinfecting surfaces. So that is exactly what we say every year where influenza comes out. It is the same set of guidelines. I think that the bottom line is this is not a situation that we should ignore. We know we have a lot of people doing a lot of work to get frequent updates. And it really at this point, we need to focus on prevention. so hopefully people will continue to use the most appropriate and the best sources of information. We do update our Facebook page. Things change rapidly, but there's a lot of misinformation, particularly on social media.

- K.C. Williams, Emergency Services Director: recommend seeking information from appropriate sources and not social media. Riverstone Health, CDC, etc.

**Agenda**

<b>TOPIC #1</b>	<b>FY19 Comprehensive Annual Financial Report (CAFER)</b>
<b>PRESENTER</b>	Tyler Bryant & Andy Zoeller, Finance Director
<b>NOTES/OUTCOME</b>	

- Tyler Bryant, CPA for JCCS: overview of audit, timeline and process. August/September begin audit, risk analysis, field work in October/November. Auditor report overview and PowerPoint presentation. Clean audit. Basic financial

statements, revenue from all sources. Overview and explanation of GFOA Certificate of Excellence, Independent Auditors' Report, Basic Financials, Federal Single Audit, Schedule of Findings and Questioned Costs, Current Year Findings, Status of Prior Year Findings, Other Deliverables. Certificate of Achievement for Excellence in Financial Reporting.

- **Public Comment:** Jim Tevlin, 2404 Quinn Haven Drive, Billings, Montana: congratulate Finance Department, thousands of transactions, hard work.

<b>TOPIC #2</b>	<b>Coulson Park Master Plan Review</b>
<b>PRESENTER</b>	<b>Mark Jarvis, Eric Meadows and Robin Spear of DHM Design, Patrick Klugman</b>
<b>NOTES/OUTCOME</b>	

- Mark Jarvis, Park Planner: PowerPoint of Coulson Park
- Eric Meadows: PowerPoint presentation. Overview of: Community outreach and steering committee. Steering Committee & Stakeholder Group Meetings = 163 Responses, Public Open House Meetings = 37 Responses, Local Community Events = 199 Responses, On-line Surveys = 152 Responses, Project Website = 1951 Views (55% from Billings, 65% from Montana)  
Phasing and probable cost, consensus and informing citizens of parks needs, capital improvements goals.
- Neese: operational maintenance costs? Mr. Meadows: not part of scope. Will ask Parks Department.
- Shaw: timeline on grants? Mike Whitaker, Parks Director: development of Master Plan first step, then adoption of plan. 1 -1.5 years for restrooms seems feasible.
- Mayor: \$250,000 Exxon grant? Steve Arveschoug will answer later.
- Yakawich: safety concerns with one way in an out. Mr. Meadows: would need outreach with emergency personnel with higher attendance events. Mike: Parks Police Officer has made huge impact and aware of concerns.
- Ewalt: interstate expansion cause issues? Mr. Meadows: will not impact Coulson Park.
- Purinton: time frame for completion? Mike: \$610,000 is time sensitive and will be used for Phase 1. No plan after Phase 1.
- Kukulski: looking at other access options with State of MT and MDT. Very early discussion.
- Patrick Klugman, Big Sky Economic Development: existing \$250,000 has time line. Master plan approval will expand time line through this year. State has not given exact date. Without Council approval, money cannot be used in other projects and will be lost. Berm to cover the wheel well will help mitigate sounds. Partnership with MDT imperative.
- **Public Comment:**
- **Patrick Klugman, Big Sky Economic Development, (BSED):** Coulson Park has incredible opportunity. Encourages support.
- **Dan Brooks, Billings Chamber of Commerce:** support connecting river to Rimrocks. Donors are ready to give, but like to see momentum.

- **Anna O'Donnell, 131 Avenue B, Billings, Montana:** support safe paths, parks, downtown revitalization. Need quality of life. Support Coulson Park.
- **Clark Johnson, 6180 Master Boulevard, Billings, Montana:** support Coulson Park to stay on par with Missoula and Bozeman. Need better access or will not connect to City. **Marketing and promotional important.**
- **Diana Lehm, BSED:** need welcoming entryway. 70% of people select community before looking for job.
- **Brian Epley, 716 N. 23<sup>rd</sup> Street, Billings, Montana, chair of North Park Task Force:** encourages support, committed to fundraise. Supports artistic engagement.
- **David Carter, 1829 South Mariposa, Billings, Montana:** infrastructure is being voted on. Support plan.
- **Melanie Schwartz, BSED:** difficult to bring talent to Billings, want community amenities. Committed to fundraising for Coulson Park.
- **Kukulski:** Plan will be brought to Council for approval at regular Council meeting.

Recess at 7:53 pm.

Reconvene at 8:00 pm.

<b>TOPIC #3</b>	<b>Proposed Changes to Council Agenda and Meeting Rules of Procedure</b>
<b>PRESENTER</b>	Brent Brooks, City Attorney
<b>NOTES/OUTCOME</b>	

- Brent Brooks: Proposed changes to: Regular Agenda, Order of Business, Proposed Ordinances, Amendments, Work Session, clarify limited scope of motions/combine sections, Council Regular Meeting Rules of Procedure, Draft Resolution, Minor proposed change to conflict of interest procedure, Land use application hearing process, Next Steps if Council approves of changes.  
**Overview:**  
Staff makes initial presentation to Council as usual - Land use applicant or representative allowed up to ten minutes to provide a presentation - Council may then ask questions of staff or applicant - Public hearing opened - Applicant given opportunity up to three minutes to provide clarification/correction on issues/comments during public hearing.  
Staff may provide clarification/correction on comments by applicant or public - Council considers applicable criteria and votes; approve, disapprove or postpone action.  
First Reading and Public Hearing on a Regular Agenda repealing the ordinance sections mentioned, some minor amendments to the remaining portions - Second Reading on a Consent Agenda.  
Finalize proposed Resolution containing the previous ordinance sections that are repealed and new proposed language.  
Place Resolution on same Consent Agenda as Second Reading of ordinance repeal/amendments.

- Kukulski: wanted to move from ordinances to resolutions for ease of amending, but Charter does not allow for it.
- Council discussed initiative process and possible changes.
- Neese: stay within ordinance. Proposed changes could extend meeting length. Kukulski: do not think so. Various options could include “items on consent agenda or later”.
- Joy: makes sense to hear public comment closer to items placement on agenda.
- Ronning: “Council attendance not mandatory during Work Sessions” wording seems strange. Brent: can look at alternate options.
- Neese: issues with special time allowance for applicant, if given 10 minutes opponent should get equal time.
- Brown: applicant does not need more time. Staff can make presentation.
- Kukulski: applicant needs time to give presentation of project. Staff does not know all information.
- Wyeth Friday, Planning Director: stated applicants needed extra time to ensure the City/applicant relationship and did not think a rebuttal time between opponents and applicants was appropriate.
- Purinton: stated some hard feelings had occurred during the One Big Sky issue when the presenter had ample time and the opponents were confined to a 3 minute time limit.
- Ewalt: 3 minutes for presentation is enough since Council asked questions afterwards.
- Kukulski: will bring changes back to Council for approval.
- Ronning: would like clarification on how Council can get an item on the agenda compared to staff.
- **Public Comment:**
- **Kevin Nelson, 4235 Bruce Avenue, Billings, Montana:** stated Legislature took public comment after every item. See a lot of frustration from people regarding public comment. Should be after each item.

<b>TOPIC #4</b>	<b>Review Council Goals</b>
<b>PRESENTER</b>	Chris Kukulski, City Administrator
<b>NOTES/OUTCOME</b>	

- Kukulski: overview of proposed Council priorities and goals. High, medium priorities and future considerations.
- Yakawich: Public Safety mill levy is top priority. When will it be presented?
- Kukulski: scheduled for March 16, Work Session. Need Council direction.
- Ronning: found it very helpful to be asked direct questions and respond through emails.
- Choriki: Lean Six Sigma, cost of services study, and impact fees seem like they could be combined.
- **Public Comment:**
- **Anna O’Donnell, 131 Avenue B, Billings, Montana:** stated it was frustrating to be losing momentum regarding Public Safety. She said a strategy needed to be

brought forward. She added if it was put on the November ballot it would die, and it needed to be separate from the schools and elections.

- **Kevin Nelson, 4235 Bruce Avenue, Billings, Montana:** stated Coulson Park would not bring in extra people. He stated the recreation center would be an economic driver.

<b>TOPIC #5</b>	<b>Council Discussion</b>
<b>PRESENTER</b>	
<b>NOTES/OUTCOME</b>	

- None

<b>TOPIC #6</b>	<b>Public Comment on Items Not on the Agenda</b>
<b>PRESENTER</b>	
<b>NOTES/OUTCOME</b>	

- **Katherine Card, 2815 4<sup>th</sup> Avenue South, Billings, Montana:** stated stopping discussion on the NDO ordinance had sent a message that the citizens were unworthy and unimportant. She asked for Council to reconsider the issue.
- **Kevin Nelson, 4235 Bruce Avenue, Billings, Montana:** stated SBURA and Council had never adopted the master plan for the recreation center. He stated noise pollution was the biggest affect to health and the noise issues needed to be resolved.