

****ATTENTION****

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, second floor of City Hall, 220 N. 27th Street. In order to honor the Right of Participation and the Right to Know in Article II, Sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: www.billingsmt.gov and click on "Your Government," "City Council," and "Agendas & Minutes".
- View the meeting:
 - On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. *(On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.)*
 - Online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
 - On the City's website at www.billingsmt.gov and click on "Watch Meetings Online" on the homepage.
 - In-Person.
 - Virtually via Zoom (see the link below).

Citizens may submit public comment via the following methods:

- Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- Email: Council@billingsmt.gov.
 - Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- Attend the meeting in person.
- Attend the meeting virtually through Zoom by entering the Webinar ID and Passcode indicated below. Click on *Zoom Meeting Instructions* and *Zoom Hybrid Meeting Details* below for more information. The link will allow you to attend, view and participate in the meeting on your computer, laptop or smart phone. (You must have the Zoom App on your device [Click Here to Download Zoom App](#)) To provide public comment at the appropriate time, click on the "raise hand" icon located at the bottom of the screen and the moderator will unmute your device.
 - **Don't have a smart phone, computer or laptop?** That's okay -- you can attend a Zoom meeting using your **landline phone**. Call the Zoom phone number, **1.253.215.8782** to join the meeting and follow the operator's instructions. Want to give public comment? Simply "*raise your hand*" by pressing *9 and the moderator will give you permission to speak when it is your turn. **Note this is a long distance toll number and charges may apply depending on your plan.*
- Click Here for [City Council Zoom Hybrid Meeting Details and Schedule](#)
- Click Here for [Zoom Meeting Instructions for Attendees \(as guests\)](#)

Webinar ID: 895 2517 1157

Passcode: 909143

Or join by phone: US: +1-253-215-8782

Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov, or at 406.657.8205, with any questions.



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

**WORK SESSION AGENDA
MARCH 7, 2022**

COUNCIL CHAMBERS

5:30 P.M.

CALL TO ORDER: Mayor Cole

CLOSED EXECUTIVE SESSION (5:00 PM - 5:30 PM)

- 1. Library Express Locker Update.**
(Presented by: Gavin Woltjer, Library Director)
-Public Comment
- 2. 911 Radio Systems.**
(Presented by: Derek Yeager, 911 Communication Manager)
-Public Comment
- 3. Strong Towns Presentation.**
(Presented by: Councilmember Gulick)
-Public Comment
- 4. Council Retreat Preparations.**
(Presented by: Chris Kukulski, City Administrator)
-Public Comment
- 5. Highlight Upcoming Agenda Items of Council Interest.**
(Presented by: Chris Kukulski, City Administrator)
-Public Comment

COUNCIL DISCUSSION:

PUBLIC COMMENT on "NON-AGENDA ITEMS". Speaker Sign-in required. *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

ADJOURN:

Note:

- This meeting is an "informal" meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a Closed Executive Session at the end of a Work Session, the sole purpose is to discuss litigation strategy. The other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4)(a), MCA, "to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position" of the City of Billings.

City Council Work Session

Date: 03/07/2022
Title: Library Express Lockers
Presented by: Gavin Woltjer
Department: Library
Presentation: Yes
Legal Review No

RECOMMENDATION

No recommendation from Staff.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Information update regarding Billings Public Library's Express Locker system.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

None

Attachments

Library Express Lockers

Library Express Lockers

GROWTH PLAN

GAVIN J. WOLTJER, LIBRARY DIRECTOR



Why build the Library Express Lockers?



Future Locations



Costs

Known (one-time):

Locker: \$55-65,000

Concrete Pad: \$5,000

Wrapping: \$1,000

Book Drop: \$4,000

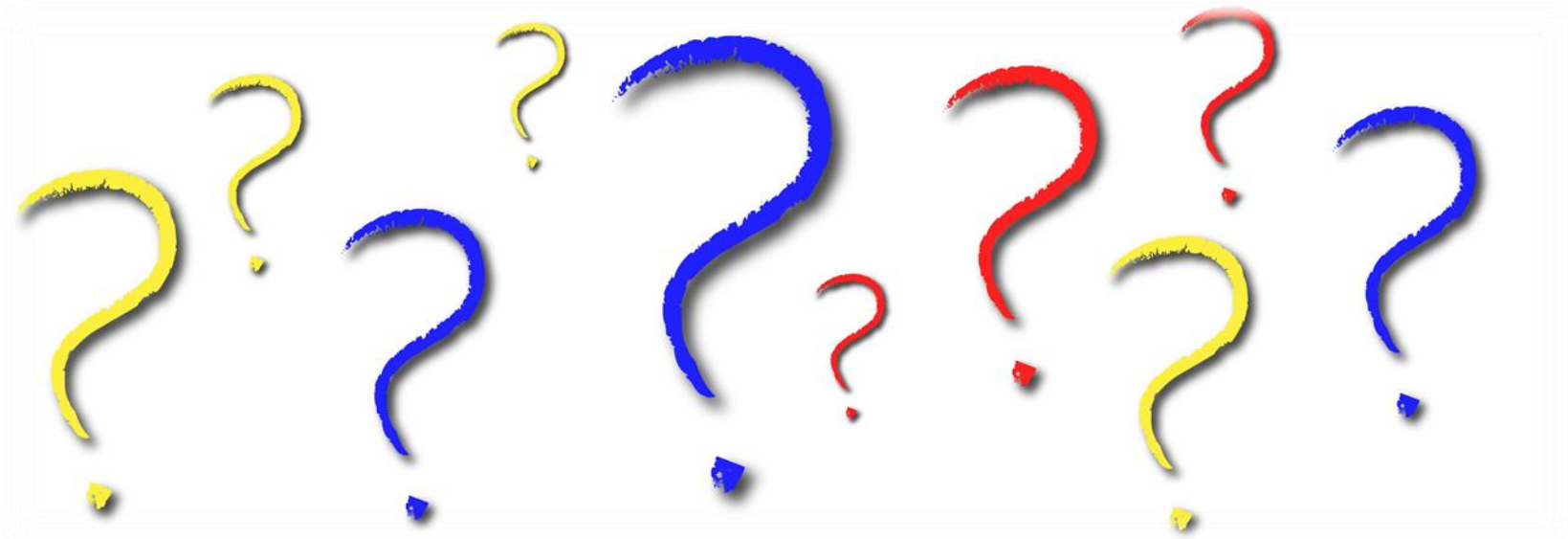
Estimated (ongoing):

Maintenance, Software, Materials: \$2,500 yr/locker

Unknown (one-time):

Staff

Vehicle



City Council Work Session

Date: 03/07/2022
Title: 911 Radio Systems
Presented by: Chris Kukulski, City Administrator
Department: City Hall Administration
Presentation: No
Legal Review Not Applicable

RECOMMENDATION

Proceed with approval for purchase and implementation of City-Wide Radio System

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The current city radio system is nearing its end-of-life term. In March of 2023, the manufacturer of the system will no longer support the existing 20+ year old system with software or hardware components. Additionally and because of this, the remote monitoring and support service agreement will expire as well as there would be no option to repair/maintenance. The current system experiences failures weekly and therefore, staff confidence in the operability of this system beyond March of 2023 is very low. This system is used by all department in the City which utilize land mobile radio and data. New system implementation is approximately 12-18 months. This system would provide nearly identical system operation for most departments however would increase interoperability of both Law Enforcement and Fire/EMS to be compatible with all other local, county, state, and federal partners in the area. The partnership currently present with the State of Montana Department of Justice allows for utilization of existing equipment not currently employed by the City, and would serve the purpose to create an exceptional savings opportunity for the system.

STAKEHOLDERS

All City departments which currently do now or will utilize land mobile radio and/or data.

ALTERNATIVES

1) Pursue RFP for a completely City owned system at nearly double to the cost due to the ownership requirements of the a city-owned "core" or 2) delays in procurement could push the implementation of system requirements beyond current system failure, necessitating the use of personnel from Fire and PD, on overtime, to function as human repeaters throughout the city to relay communications on line-of-sight options. The City does not have a backup radio system.

FISCAL EFFECTS

Core system requirements are estimated directly at approximately \$7.85 Million

SUMMARY

While significantly behind schedule, staff has been working tirelessly to assemble a project team both internal and external to the City to accomplish a 12-18 month implementation timeline to a 9-15 month timeline to facilitate a seamless system transition without exceptionally negative consequences to public safety and daily city services. The use of the partnership already present with the MTDOJ allows us to establish a higher level of interoperability than has existed prior to this system and at a significantly reduced cost.

City Council Work Session

Date: 03/07/2022
Title: Strong Towns
Presented by:
Department: City Hall Administration
Presentation: Yes
Legal Review Not Applicable

RECOMMENDATION

CM Gulick's ask is that Council and Staff fund a Cost of Services study, attend upcoming presentations by Jeff Speck and Charles Marohn, and start tracking infrastructure metrics for our city.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

As Billings grows, city decisionmakers should be aware of the fiscal cost, economic development, health, community, and environmental implications of different types of development patterns. Walkable, higher density districts have a number of benefits in each of those areas.

STAKEHOLDERS

Most immediately: city council, city administration, Planning Division, Public Works. Ultimately: all city departments, property taxpayers, and residents of Billings.

ALTERNATIVES

N/A

FISCAL EFFECTS

This presentation is educational and does not have a fiscal cost. The presentation does, however, advocate for a Cost of Services study, the cost of which is not known by CM Gulick. Ultimate implementation of policy changes advocated by CM Gulick are anticipated to reduce tax burden of properties and/or increase community amenities without increasing property taxes.

SUMMARY

This presentation is the first of what CM Gulick hopes would be three presentations on Creating a High Performance Community. This initial presentation focuses on how denser walkable districts likely bring in more tax revenue than they use in cost of services.

Date: 03/07/2022
Title: City Council and Leadership Team Retreat Discussion
Presented by: Chris Kukulski, City Administrator
Department: City Hall Administration
Presentation: Yes
Legal Review Not Applicable

RECOMMENDATION

Provide feedback on the City Council and Leadership Team Retreat Agenda.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Please review and provide feedback on the attached DRAFT agenda for the March 11 and 12 City Council and Leadership Team Retreat.

Prior to the retreat it will be helpful if council members will provide written feedback on the particular components we will be discussing throughout the retreat (The City's recognized Vision, Mission and Core Values statements; the City Administrator's identified strategies; the City Council adopted priorities for 2021 and 2022; the Expectations and Obligations Quad). With your individual feedback in hand, we will be better prepared for the retreat, and we will make more progress during the retreat. Even though we are sharing your individual thoughts ahead of the meeting, we are hopeful that we will all remain open-minded to determine our collective results that will represent the policy body's direction with the benefit of collaborating with city staff.

STAKEHOLDERS

All 120,000 citizens of Billings

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

NA

Attachments

Vision, Mission, Core Values & Strategies
2021 2022 Adopted Priorities
Expectations & Obligations Quad
Agenda for Participants



The Magic City: A diverse,
welcoming community
where people prosper,
and business succeeds.

5 Strategies to help
accomplish this vision

January 2022

Core Values

- Integrity: Through accessibility and transparency, we earn the trust of the community to which we are responsible.
- Collaboration: We commit to provide opportunities to achieve common goals through positive communications and interaction with individuals, and with public and private organizations.
- Stewardship: We plan and manage resources effectively, responsibly and efficiently.
- Service: We deliver services with courtesy and respect while meeting our customers' needs.



Vision Statement – The Magic City: A diverse welcoming community where people prosper, and businesses succeed.

Mission Statement - To deliver cost effective public services that enhance our community's quality of life.



1) Build a High-Performance Organization Principled in its Core Values

Integrity, Collaboration, Stewardship & Service

2) Improve the Safety of Billings

Violent & property Crime, downtown, transportation, emergency response

3) Improve Built-Environment through Quality Design

Update neighborhood plans, update subdivision regulations, private & public

4) Continue Investing in Core Infrastructure

Airport; reservoir & water plant; inner belt loop, one-way conversions, new interchange; pipe replacements ...

5) Increase Parks, Trails, Rec. & Culture Investments

Poly Vista, Castle Rock, Centennial, Coulson, Skyline Trail, Marathon Loop, Billings Recreation Center, west end reservoir/park ...

❖ Education – K12, MSUB, RMC, City College

Adopted 2021/2022 City Council Priorities

April 12, 2021

#1 PRIORITY

- ✚ Improve the safety of Billings
 - Determine Council's support to implement the policy implications recommended in the Center for Public Safety Management (CPSM) law enforcement analysis.
 - Resolve criminal justice facility space deficiencies.
 - Understand and determine the Council's level of support for the policy implications recommended in the CPSM fire department analysis.
 - Determine policy level support to Implement Code Enforcement, Legal and Municipal Court strategies to improve safety.
 - Analyze funding options and determine the best methods to improve the safety of Billings.
 - Adopt massage and spa facilities business license ordinance.
 - Support critical partnerships w/Substance Abuse Connect, Yellowstone County, and Continuum of Care partnerships and determine options for addressing substance abuse and mental health needs.
 - Continue improving sidewalk and trails network improving safe routes to schools.

ONGOING CRITICAL PROJECTS

- ✚ Break ground on west side water treatment plant and visionary reservoir project.
- ✚ Continue airport terminal reconstruction project, building Montana's greatest airport.
- ✚ Continue progress to break ground on the inner-belt loop and Skyline trail projects.
- ✚ Resolve conflicts with Heights Water District to improve development and redevelopment opportunities within the Billings Heights area.

HIGH PRIORITIES

- ✚ Create a park and trail development program and analyze all park and trail funding options to build excellent parks and trails throughout the City.
- ✚ Complete Billings Bypass corridor study in preparation for utility extensions and development.
- ✚ Define strategy to complete cost of services studies to help fund police, fire, parks and trails, storm water and transportation infrastructure in partnership with Yellowstone County.
- ✚ Regulate medical marijuana dispensaries/storefronts. Analyze land use and financial impacts of legalized recreational use of marijuana on the City and recommend policy improvements.
- ✚ Stimulate redevelopment within downtown and other business districts.
- ✚ Resolve city hall facility space deficiencies (see criminal justice center space needs).
- ✚ Participate in the 2021 legislative process to support adopted legislative priorities and pass legislation to improve the safety of Billings.
- ✚ Monitor the implementation of project Re-Code, according to the staff recommended schedule (4, 7, and 12 months).

DRAFT 2022 City Council & Leadership Team Expectations & Obligations Quad 12/7/21

<p>Council expectations of Staff</p>	<p>Staff expectations of Council</p> <ul style="list-style-type: none"> • Be respectful of staff and their recommendations • Come to meetings prepared, whenever possible share your questions/ideas to help staff prepare • Once a decision is made – speak with one voice • Set a vision for the city. If desired by the council define the objective/s for significant projects • Make decisions based on the overall city benefit • Focus questions on the issue being discussed • Have realistic expectations that are connected to our capacity • Recognize, we are on the same team
<p>Council obligations to Staff</p>	<p>Staff obligations to Council</p> <ul style="list-style-type: none"> • Respect each council member and the council as a body • Provide accurate and thorough information • Provide clear candid advice • Anticipate problems and opportunities • Be good stewards of city resources • Listen and implement council's decisions to the best of our ability • Be collaborative

2013 Commission & Leadership Team Expectations & Obligations Quad

Commission expectations of **Staff**

- Be diligent and prepared
- Communicate simply and thoroughly
- Minimize surprises
- Be ethical and objective
- Be dedicated
- Be creative and take risks
- Be experts in your field
- Implement policy skillfully
- Understand the value of citizen trust of our local government

Staff expectations of **Commission**

- Provide clear direction - speak as a "policy body"
- Realistic expectations - time & resources to do a good job
- Acknowledge work; workload; professional perspective
- Provide the opportunity for constructive dialogue and feedback
- Minimize surprises and frontload questions when possible.
- Provide mutual respect
- Be prepared

Commission obligations to Staff

- Act in a transparent, ethical, respectful manner
- Be prepared and ask good questions
- Respect constraints
- Set policy, goals and priorities – then fund
- No ad hoc decisions

Staff obligations to Commission

- Anticipate issues and provide options and solutions
- Maximize our resources
- Providing accurate and complete information - candid advice
- Coordination amongst our staff
- Provide sound recommendations with highest probability of success
- Mutual respect
- Be available and to listen
- Carry out whatever decision is made

DRAFT

City of Billings Retreat - March 11th 1pm-7:30pm and 12th 9am-1:00pm

Location: The Depot

Desired Outcomes:

- A. Affirm, tweak, or determine if a major overall is needed for the City's Mission, Vision and Core Values to elevate decision making and inspire work for today, tomorrow, 2030 and beyond.
 - 1) Vision: The Magic City - A diverse welcoming community where people prosper, and businesses succeed.
 - 2) Core Values:
 - Integrity: Through accessibility and transparency, we earn the trust of the community to which we are responsible.
 - Collaboration: We commit to provide opportunities to achieve common goals through positive communications and interaction with individuals, and with public and private organizations.
 - Stewardship: We plan and manage resources effectively, responsibly and efficiently.
 - Service: We deliver services with courtesy and respect while meeting our customers' needs.
 - 3) Mission: To deliver cost effective public services that enhance our community's quality of life.

- B. Complete draft Obligations and Expectations Quad

- C. Affirm, tweak, or determine the strategies necessary to accomplish the vision.
 - 1) Build a high-performance organization principled in our core values
 - 2) Improve the safety of Billings
 - 3) Improve the built environment through quality design
 - 4) Continue investing in core infrastructure
 - 5) Increase parks, trails, recreation, and cultural investments

- D. Complete final draft of a Priority List for 2022-2023 (inclusive of initiatives) to implement our strategies

DRAFT Agenda:

March 11th: Day 1: Setting the tone for our Culture: Why and How/affirm mission, vision, core values and strategies

- 1:00 Welcome and Introductions (with Public Comment)
- 2:00 Setting our Mission, Vision, Core Values
- 3:00 Break (15 minutes)
- 3:15 Expectations & Obligations Quad discussion
- 4:15 Determine Strategies
- 5:15 Review consolidated priorities document
- 6:30 Dinner

March 12th: Day 2: Setting Roles/Responsibilities, Priorities and Processes for Success

- 9:00 Kick off day (with Public Comment)
- 9:30 After Action Review
- 10:30 Align Priorities with Strategies
- 11:15 (Break)
- 11:30 Refine Priorities and Action Lists
- 12:30 Summarize accomplishments and insights-Chris/Karen
- 1:00 Adjourn