

# City Council Work Session

5:30 PM  
Council Chambers  
August 7, 2017

**ATTENDANCE:**

**Mayor/Council** (please check) x Hanel, x Cromley, x Yakawich, x Cimmino, Brewster, x McFadden, x Friedel, x Swanson, x Sullivan, x Clark, x Brown.

**CM excused: Brewster**

**ADJOURN TIME: 8:35 pm**

## Agenda

<b>TOPIC #1</b>	<b>P-Card Policy</b>
<b>PRESENTER</b>	
<b>NOTES/OUTCOME</b>	

- Liz Kampa-Weatherwax: PowerPoint presentation. Vendors prefer, saves City time and money, US Bank provides fraud monitoring. Savings of \$68,500 in one year from not using as many checks. Overview of authorization process and review procedures.
- Brown: clarify the “administrator” process. P-Card administrator.
- Clark: find fraudulent charges often? No, investigation in past, regularly questions charges, accountants audit packets. Occasionally cards have been hacked.
- Sullivan: face value looks like we save money. What is transaction cost? Do not pay any additional transaction fees. Use checks where discount is given, negotiate with vendors. Considered cloud services? Vendor pays the fees and we’ve aggregated the frequent vendors onto checks. Have looked at cloud services but not carefully.
- Cimmino: procedures for getting and using cards? Preferred use? Card over petty cash and reimbursement. When employees terminate, what happens? Employees have to sign an agreement and get training on using cards.
- Hanel: costs include staff time?
- **Public Comment:**  
None

<b>TOPIC #2</b>	<b>Library Hours</b>
<b>PRESENTER</b>	
<b>NOTES/OUTCOME</b>	

- Gavin Woltjer, Library Director: apologize for not including presentation in the packet. Reviews the hours and proposed changes. Propose closing Sundays year around and open later Fridays Labor Day through Memorial Day. Reasons are reduction in State aid, Sundays are weakest days and smart building will

save money because closed for longer period, expand programming on Friday night – family night. Improve library staff morale.

- Tina Volek, City Administrator: supports the decision.
- Cromley: who sets hours? City Administrator and Library.
- Cimmino: 17 staff members have not had 2-day consecutive break; better way to schedule? Certain individuals required M-F, do not have enough staff to cover.
- Sullivan: uptick in visits when Universities during finals? Nominal.
- Brown: Sunday visits essential for some people? Most are just passing time. Library supporters feel shorted by fewer hours? Still serving same number of hours, but shifted times.
- Friedel: estimate of savings? No estimate. PR campaign to notify people? Yes.
- Yakawich: appreciate your attendance at task force meetings. Like “effective” focus. Friday hours greater for staff? No, but puts all members on duty on Friday, outreach to families, staff morale.
- Cimmino: BOCC consulted? No. Taxpayer morale effect? Minimal impact and using dollars in most effective way.
- Hanel: please listen to comments and pay attention to requests for Sunday services.
- **Public comment:**
- Jen Gross, 211 South 33<sup>rd</sup> Street, Billings, Montana: District 25 senator. Thanks to Gavin for thoughtful presentation. HB 261 effects are visible here.
- Hanel: Council consensus to adopt hours and track savings.

TOPIC #3	<b>Indigenous Peoples’ Day</b>
PRESENTER	
NOTES/OUTCOME	

- Volek: State law – can’t substitute it for Columbus Day. Recommend that City adopt proclamation encouraging celebration, join with MSU-B observances? OK to proceed.
- **Public Comment:**
- Jen Gross 211 South 33<sup>rd</sup> Street, Billings, Montana: review the State legislation that passed and didn’t pass. Support the CA’s recommendation.
- Dennis Ulvestad, 3040 Central Avenue, Billings, Montana:
- Hanel: any objection to proceeding with the recommendation?

TOPIC #4	<b>Quarterly Updates</b>
PRESENTER	
NOTES/OUTCOME	

- Tim Goodridge, EBURD: no additional report. September 21, 2017 annual EBURD Bash.
- Sullivan: Mint car wash open? August sometime.
- Greg Krueger, DBP: distributed the report on Friday.

- Tim Ziery, SBBURD: highlights – October 3, 2017 open house and annual meeting. Midland Rd design at 30% and will be presenting to Council. Hallowell project being discussed. Sports complex study underway. Optimist Park parking improvements are planned. Fencing at Ponderosa Elementary school. PD evidence building – a lot of discussion at last SBURA board meeting, support its expansion. Radisson/former Holiday Inn reviewing options.
- Brown: how is marketing on Miller Crossing? Lots of discussions, no decisions yet. Does trash on way to the landfill impact businesses; anything to help? Short discussions, follow up with some retailers.
- Volek: situation has improved and upcoming transfer center should help.
- Friedel: can PD patrol there and cite people for uncovered loads? Will check into it.
- Yakawich: appreciate work on Hallowell; more
- Andy Zoeller, Interim Finance Director: tax collections slow, not down.
- Sullivan: what is GF reserve amount? Nearly \$16M. Unbudgeted.
- Brown: trend to collect less tax? No, just a late payment from County in July instead of June.
- Cimmino: unobligated reserve larger than last year? No, about the same.
- Clark: health fund over budget? Yes, but hard to predict at the beginning of year and there were higher claims, adequate reserves.
- Cimmino: question about funding park improvements. November presentation
- Volek: Strategic work plan: late submittal, many marked done or in progress, others scheduled for upcoming work.
- Mike Whitaker, Parks Director: Park District 1 report – reports on projects.
- Hanel: update on bathroom closures? Some problems subsiding, less graffiti and destruction. Staff working in pairs for safety.
- Volek: Park Ranger hired, needs training. Police department lending police officer in interim.
- Sullivan: still have high bids on Rose Park bathhouse; why? Demolition included in project, brought project costs down by \$140k.
- Clark: South Park spray park won't open this year? Yes, it will be open on weekends as long as weather permits.
- Cimmino: anyone identified responsible for Rose Park bathhouse fire? Worked it hard.
- Clark: Rose Park building on 8/14 agenda? Yes.
- Craig Salzman, Code Enforcement and Nicole Cromwell, Zoning Coordinator: record breaking weed enforcement year.
- Sullivan: great to see progress. Thanks to CM Yakawich for bringing this up. Still working on commercial code enforcement? Yes.
- Yakawich: any way to address chronic weed violators?
- Salzman: working with homeowners to handle situations. Work with owners on-going.

- Cromwell: Code enforcement is not a notification service, tell home owners not to wait. Properties should be on a maintenance schedule.
- **Public Comment:**  
None

TOPIC #5	<b>Minimum Building Standards</b>
PRESENTER	
NOTES/OUTCOME	

- Bruce McCandless, Assistant City Administrator: introduce the program and talk about the IPMC.
- Nicole Cromwell, Zoning Coordinator: talk about current nuisance code, improvements and possibility of drafting amended nuisance code.
- Cromley: draft of ordinance? Will send to Council.
- Sullivan: most concerned about health issues caused by lack of water, sewer, open building, vermin, etc.
- Cromwell: most complaints not from occupied buildings.
- Volek: ask direction from Council about bringing forward to the Council.
- Friedel: may oppose adopting more restrictive codes.
- Yakawich: appreciate the sensitivity of the property rights issue, but asking for some small steps toward cleaning up neighborhood.
- Brown: talking about small changes to the current code? Could agree with major structural problems being included.
- Cromwell: current code has 6 general activities that are nuisances. Proposing to expand it to 10 and more specific. Don't use any one of them, but several combined.
- Consensus: send out draft ordinance now, schedule work session in October to review and adopt after that.
- **Public Comment:**  
None

TOPIC #6	<b>Council Discussion</b>
PRESENTER	
NOTES/OUTCOME	

- Yakawich: lots of calls about transients and impacts on businesses and residents. Hospitals may be hiring police?
- Volek: new people in town, talking with police chief, problem is that jail is full and simple citations don't work. New ROC, doing excellent job,
- Swanson: fire dept strategic plan meetings. Don't know what questions to ask.
- Volek: they will guide discussion, just want to know about your views on community future.

- Friedel: start talking about a City jail.
- Volek: tough sell for a City jail, maybe treatment facility funding opportunity.
- Sullivan: letter about Glynn Abbey development.
- Wyeth: letter about revising process working with state and fed agencies. Analysis being reviewed by FEMA; no results yet. More notification when FEMA decides.
- Sullivan: USS Billings crew will be here last week of August. Working on schedules, but will be at the August 28 City Council meeting. Picnic on August 31, will ask for funding.
- Hanel: legitimate concerns, residents banding together. If FEMA decides there will be water issues, what happens?
- Wyeth Friday, Planning Director: previous analysis wasn't adequate. Hired new specialty firm and put new data to FEMA. Prelim report is that development will not affect existing properties. Some of existing properties may not be in flood plain. City will review the report and make decision about whether it proceeds. Brian Anderson will report on process status.
- Hanel: was there any kind of retreat in past, pull together old and new members?
- Volek: not aware of any retreat, but do an orientation. FY 18 budget contains money for strategic planning? Will check.

TOPIC #7	<b>Public Comment on Items not on the Agenda</b>
PRESENTER	
NOTES/OUTCOME	

- Dennis Ulvestad, 3040 Central Avenue, Billings, Montana: 6 words – get rid of the contingency fund. Too many people asking for the money and would be better spent by departments.