

**DRAFT - Missoula City Council Administration and Finance Committee Minutes**

**July 14, 2021  
9:00 AM  
ZOOM Webinar**

**Members present:** Stacie Anderson, Mirtha Becerra, Gwen Jones (chair), Amber Sherrill, Bryan von Lossberg, Heidi West

**Members absent:** John P. Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, Sandra Vasecka

**1. ADMINISTRATIVE BUSINESS**

**1.1 Roll Call**

**1.2 Approval of the Minutes**

**1.2.1 Approval of the minutes from the July 7, 2021 Meeting**

The minutes were approved as submitted.

**2. PUBLIC COMMENT**

Public comment called for and there was none.

**3. COMMITTEE BUSINESS**

**3.1 Contract – Municipal Court 3-year Maintenance Support contract renewal**

Noted - No quorum present.

Tina Reinicke with Municipal Court presented this contract for extending the maintenance agreement for courtroom display Polycom devices.

Stacie Anderson - What fund will the \$41,000 be coming from?

Tina Reinicke - General Fund.

Bryan von Lossberg - What will happen if we move the Courtrooms?

Tina Reinicke - They are completely movable.

**Moved by:** Amber Sherrill

(No quorum present) Approve and authorize the Mayor to sign a 3 year maintenance support contract with AVI Systems in the amount of \$41,521.00.

AYES: (5): Stacie Anderson, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (7): Mirtha Becerra, John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (5 to 0)**

### **3.2 Reappointment to the Public Art Committee**

Mayor unable to be here.

Gwen Jones - We were very happy to see her reapply. Any questions or comments?

Amber Sherrill - We are very happy to have a community participating in the Arts. I am happy to make the motion.

Public comment called for and there was none.

**Moved by:** Amber Sherrill

(No quorum present.) Confirm the Mayor's reappointment of Danielle Vazquez to the Public Art Committee for a term beginning July 1, 2021 and expiring on June 30, 2025.

AYES: (5): Stacie Anderson, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (7): Mirtha Becerra, John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (5 to 0)**

### **3.3 Appointment to the Public Art Committee**

Gwen Jones - This is the 2nd appointment to the Art Committee. I believe she is also reapplying. Any comments or questions?

Amber Sherrill - I will make the motion.

Public comment called for and there was none.

**Moved by:** Amber Sherrill

(No quorum present) Confirm the Mayor's appointment of Tiana Grise to the Public Art Committee for a term beginning immediately and expiring on June 30, 2025.

AYES: (5): Stacie Anderson, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (7): Mirtha Becerra, John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (5 to 0)**

### **3.4 Contract for Professional Services with Black Knight Security and Investigation**

Mike Brady with Risk Services discussed the contract for security services at City Hall and Council Chambers.

Bryan von Lossberg - Made motion. Thank you to Mike for his work on this. It is important that everyone feel safe.

Stacie Anderson - Will the officers from Black Knight be armed?

Mike Brady - Yes.

Stacie Anderson - What type of training have they had?

Mike Brady - Yes, they are all State Certified and have continuing education requirements for that certification. We also have post-protocols; how we want them to treat those in our facilities. It is structuring their interactions as a conversation. People coming into the building are asked what their business is in the building, if they have a weapon, they are questioned as to why they have the weapon, etc. They are also asked if they have any COVID symptoms. The first interaction is customer-service based.

Stacie Anderson - What is the additional training, just because they will be interacting with the public in a law-enforcement-esque role? What we ask of our Police officers is much more extensive than this. Will we have both a uniformed police officer and a contract guard at Council Chambers? Who would be the senior officer, calling the shots, if something were to happen?

Mike Brady - The Police officer would be senior and there are police officers also acting as bailiffs. There will be procedures in place to deescalate any issues they can and then reach out to Police.

Heidi West - I appreciate Stacie's questioning. I get asked for my staff ID when I come to check my mailbox. Since we don't have those, I think we need some ID.

Gwen Jones - That was addressed earlier and we do have ID now.

Heidi West - Thank you.

Amber Sherrill - I think I missed my ID, too. This security is another example of legislative changes at the state level that have made it necessary for cities to spend money in this way. While I really appreciate your work and will be voting for it, I am annoyed we have to spend money in this way due to the state legislature. How will complaints be handled?

Mike - If there are any incidents a report has to be written and addressed. Similar to how complaints regarding a Police Officer are handled.

Bryan von Lossberg - Mike, could you please recirculate the info regarding ID for council members? I will be really clear, it is unfortunate we have to do this. There will be people who find the security presence not conducive to coming to public meetings. As Amber said, this has been imposed on us. This is not a perfect solution, but the best we can do at this time.

Gwen Jones - I appreciate the questions and comments. This is a new era for us, to be balanced in what we have to do to comply with State law and public safety. A lot of this depends on honesty. We are setting this system up the best we can for the facilities we

have here. Is there an eye towards the Federal Building and how security will work there? In other states, there is security you have to walk through, and everyone does it. This is the first time we are figuring this out for now and we will have to be looking toward the future for the federal bldg.

Mike Brady - The first interaction is to start a conversation with anyone coming in. They do have wands for weapons. We do not have metal detectors to walk through, but there are wands if there is any concern about someone not being forthright. We will move to the Federal Building with the County as a partner and come to an agreement on the protocols.

Gwen - I appreciate that. This is an ongoing process.

Public comment was called for and there was none.

Mirtha Becerra Arrived.

**Moved by:** Bryan von Lossberg

(No quorum present) approve and authorize the Mayor to sign the contract with Black Knight Security and Investigations for the provision of scope of services and rates identified.

AYES: (6): Stacie Anderson, Mirtha Becerra, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (6): John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (6 to 0)**

### **3.5 Contract Amendment with Allegiance**

Mike Brady - This is for the contract amendment for the 6-month period for benefits. The attachment notes the fees Allegiance charges for administrative portion of things. They have not changed the cost from what it current sits at. Right now we are around 1500 members for the City health insurance.

Gwen Jones - This causes the health insurance to run with the calendar year, rather than fiscal year?

Mike Brady - Correct.

Gwen Jones - So when we set our Budget in August, how will that work?

Mike Brady - I'm sure Dale and Leigh will have more information. We are still on a fiscal year budget, but will be a calendar year plan year. In time, this will allow us to plan this ahead and determine rates ahead of time and we are just now gathering the information from the consultant Gallagher and I believe there will be further discussion about the costs when we open the budget discussions.

Gwen Jones - That does answer my question.

Stacie Anderson - Just from a logistics stand point for our fellow employees on the health insurance. How will that work with deductibles and FSA accounts? Will they start over in January?

Mike Brady - The 6-month plan year deductibles have been adjusted for the 6-month plan year. As I understand it, the flex and the other programs will also be on a calendar year.

Stacie Anderson - How is this communicated to employees?

Mike Brady - HR has put out information on this.

Dale Bickell - We have been talking about this for a few years now, trying to align the plan. Administratively, this helps on many levels. It gives us time through the budget process to plan much better.

Bryan von Lossberg - I just wanted to give a heads up to folks to check their email for a May 6th email from Kay James about open enrollment. It has some attachments and information about this change.

Gwen Jones - Thank you for this conversation this morning.

Bryan von Lossberg - Makes the motion.

Public comment called for and there was none.

Consent agenda.

**Moved by:** Bryan von Lossberg

(No quorum present) Approve and authorize the Mayor to sign the amended administrative services agreement between the City and Allegiance which extends the contract period and rates through December 31, 2022

AYES: (6): Stacie Anderson, Mirtha Becerra, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (6): John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (6 to 0)**

### **3.6 Ordinance to Amend Impact Fee Chapter 15.66 of Missoula Municipal Code**

Dale Bickell - At the last IFAC meeting, member Jim Galipeau, CPA, is retiring from the committee. In reviewing the bylaws, it was noted that a member of the IFAC committee had to be a CPA, but this law was changed and we had not updated our rules. This was brought to IFAC and they did not feel a CPA designation is necessary to fill a role on the IFAC committee.

In addition to updating the committee membership, we updated the references to DS (Development Services) to CPDI (Community Planning, Development and Innovation). Also, the original impact fee study was referenced and we have an updated study to include. This is to request a public hearing to update this.

Gwen Jones - No questions from Council on this.

Amber Sherrill - Made the motion.

Public comment was called for and there was none.

**Moved by:** Amber Sherrill

(No quorum present) Set a public hearing on July 26, 2021 to adopt an ordinance of the Missoula City Council amending Missoula Municipal Code Chapter 15.66 entitled "Development Impact Fee Procedures and Requirements" to change references throughout the chapter from "Development Services" to "Community Planning, Development and Innovation," amend 15.66.020 and 15.66.030 to update the definition to "methodology reports" and provide a method for adoption, and amend 15.66.130 to change the membership requirements for the Impact Fee Advisory Committee to conform with state law.

AYES: (6): Stacie Anderson, Mirtha Becerra, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (6): John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (6 to 0)**

### **3.7 Annual Assessments for Street Maintenance District #1 -- Downtown**

Marty Rehbein - The downtown district spends a bit more toward Streets, as they sweep the streets weekly. There is a spreadsheet attached to the agenda today detailing the costs. State Law requires we conduct a hearing and this has to be timed appropriately. In order to meet that timeline, we will have to move this through quickly.

Amber Sherrill - Thank you for the history on this. This is an important expenditure/assessment. It is a real benefit for the businesses. The trash blows into the river if we don't get it off the streets. I make the motion.

Public Comment was called for and there was none.

**Moved by:** Amber Sherrill

(No quorum present) Set a public hearing on August 9, 2021, on a resolution levying a special assessment and tax on the lots, pieces and parcels of land situated within Street Maintenance District #1 of the City of Missoula, Montana generally located in the downtown area in the amount of \$135,543.00 for the purpose of defraying the cost of flushing and removing street rubbish from streets and avenues in the district during the fiscal year 2022.

AYES: (6): Stacie Anderson, Mirtha Becerra, Gwen Jones, Amber Sherrill, Bryan von Lossberg, and Heidi West

ABSENT: (6): John Contos, Heather Harp, Jordan Hess, Julie Merritt, Jesse Ramos, and Sandra Vasecka

**Vote results: Approved (6 to 0)**

**4. ADJOURNMENT**

Adjourned at 9:57