

**WHITEFISH CITY COUNCIL**

**March 16, 2020**

**7:10 P.M.**

1) CALL TO ORDER

Mayor Muhlfeld called the meeting to order. Councilors present were Qunell, Feury, Hennen, Hartman, Sweeney. Councilor Norton attended via phone. City Staff present were, City Clerk Howke, City Manager Smith, City Attorney Jacobs, Planning and Building Director Taylor, Public Works Director Workman, Parks and Recreation Director Butts, Assistant Police Chief Kelch, Fire Chief Page and IT Administrator Hunt. Approximately 5 people were in the audience.

2) PLEDGE OF ALLEGIANCE

Mayor Muhlfeld asked IT Administrator Chris Hunt to lead the audience in the Pledge of Allegiance.

3) COMMUNICATIONS FROM THE PUBLIC – (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The Mayor has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)

None

4) COMMUNICATIONS FROM VOLUNTEER BOARDS

Councilor Sweeney stated the Park Board is having an Emergency meeting on Tuesday March 17<sup>th</sup> to address park facilities and programs to protect public health and the general welfare of the City to slow the spread of Coronavirus.

5) CONSENT AGENDA

- a) [Minutes](#) from March 2, 2020 Special Session/Regular Session (p.156)
- b) [Ordinance No. 20-03](#); An Ordinance of the City Council of the City of Whitefish, Montana, amending Title 11, Zoning Regulations, Chapter 3 -Special Provisions, Section 11 – Fences and Retaining Walls, of the Whitefish City Code (WZTA 20-01) (Second Reading) (p.163)
- c) [Resolution No. 20-10](#); A Resolution of the City of Whitefish accepting a dedication of a portion of Haugen Heights (p.167)

**Councilor Hennen made a motion, seconded by Councilor Hartman to approve the Consent Agenda as presented. The motion passed unanimously.**

6) PUBLIC HEARINGS (Items will be considered for action after public hearings) (Resolution No. 07-33 establishes a 30-minute time limit for applicant's land use presentations. Ordinances require 4 votes for passage – Section 1-6-2 (E)(3) WCC))

None

7) COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR

- a) [Consideration](#) to award the bid for State Park Road Reconstruction Phase II (p.170)

Director Workman gave his staff report that is provided in the packet on the website.

**Councilor Feury made a motion, seconded by Councilor Sweeney to award the State Park Road Reconstruction Project Phase II to LHC, Inc. for \$2,749,946.08. The motion passed unanimously.**

- b) [Montana](#) Department of Transportation Urban Funds report (p.181)

Director Workman reviewed his report that is on the website. Council unanimously decided to discuss the report at a later time.

8) COMMUNICATIONS FROM PARKS AND RECREATION DIRECTOR

- a) [Consideration](#) to authorize City Manager to negotiate and execute a contract for irrigations and landscape design services (p.189)

Director Butts gave her staff report that is provided in the packet on the website.

**Councilor Sweeney made a motion, seconded by Councilor Feury to authorize the City Manager to negotiate and execute a contract with Forestoration for irrigation and landscape design services for the City's open spaces and rights of ways. The motion passed unanimously.**

9) COMMUNICATIONS FROM CITY MANAGER

- a) [Written report](#) enclosed with the packet. Questions from Mayor or Council? (p.192)

None

- b) ~~Other items arising between March 11<sup>th</sup> and March 16<sup>th</sup> Ordinance No. 20- ; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19) and waiving a second reading~~

City Manager Smith gave her staff report that is appended to the back of the packet on the website. Manager Smith reported on the items that are addressed in the Ordinance.

1. ~~All City Boards, Commissions and Committee meetings are canceled through April 30, 2020, except City Council, Planning Board and a special meeting of the Board of Park Commissioners to be held March 17, 2020. The City Manager is authorized to extend cancellation of meetings on a week-by-week basis beginning April 30, 2020.~~
2. ~~In the event the Flathead City-County Health Department directs or suggest a moratorium on public gatherings, or in the event of a confirmed case of COVID-19 within Flathead County, City Council and Planning Board meetings are canceled through April 30, 2020. The City Manager is authorized to cancel City Council and Planning Board meetings on a week-by-week basis beginning April 30, 2020.~~
3. ~~In accordance with guidance issued by the CDC, During City Council and Planning Board meetings, occupancy of the City Council Chambers is will be limited in accordance with the recommendations of the CDC (or other federal authority) or as otherwise dictated by the Flathead City-County Health Department or state or federal Law. If occupancy at a meeting is greater than that recommended or dictated, the City will accommodate individuals in other locations within City Hall and provide the opportunity for public comment in a rotating manner. to 50 people during Planning Board and City Council meetings. If more than 50 individuals attend a meeting, the City will accommodate individuals in other locations in City Hall and provide the opportunity for public comment in a rotating manner. The public is encouraged to submit written comments rather than physically attend meetings. Any written comments received after the packet has been published but prior to the start of the meeting will be read aloud at the meeting by City Staff. The City Manager is authorized to implement any recommended or dictated occupancy requirements~~

4. City Hall offices are closed to the public from March 18 through March 27, 2020. The City Manager is authorized to extend the closure on a week-by-week basis beginning March 27, 2020. Essential services at City Hall will continue and be provided to customers remotely.

5. The City temporarily waives late fees and will not shut off service for delinquent water and sewer accounts through April 30, 2020. The City temporarily waives resort tax delinquency fees through April 30, 2020. The City Manager is authorized to extend such waivers on a week-by-week basis beginning April 30, 2020.

6. The city approves emergency leave up to an equivalent and two weeks paid leave for all City employees who are required to be quarantined by the Flathead City-County Health Department or a licensed physician due to COVID-19. Employees who are normally scheduled for shifts of 40 hours per week will be eligible to receive 80 hours of paid emergency leave. ~~Employees who are normally scheduled to work less or more than 40 hours of paid emergency leave.~~ Employees who are normally scheduled to work for less or more than 40 hours per week will receive a prorated amount. Emergency leave does not accrue nor is it payable upon termination. In the even H.R. 6201, Families First Coronavirus Response Act, is adopted by the federal government and requires the City to provide more extensive benefits, the City will do so.

After lengthy discussion between staff and Council, Council directed staff to make the corrections as noted in redline to the Emergency Ordinance.

**Councilor Hartman made a motion, seconded by Councilor Qunell to approve Ordinance No. 20-04; An Emergency Ordinance of the City Council of the City of Whitefish, Montana enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19) and waiving a second reading, as amended. The motion passed unanimously.**

- c) Authorization of certain employees to contract for services with the State of Montana, State Information Technology Services Division (SITSD) (p.193)

City Manager Smith gave her staff report provided in the packet on the website.

**Councilor Hennen made a motion, seconded by Councilor Qunell to authorize certain employees to contract for services with the State of Montana, State Information Technology Services Division (SITSD). The motion passed unanimously.**

#### 10) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS

- a) Consideration of appointment of volunteer boards and committees not made during the Special Session preceding tonight's meeting

The Special Session was canceled due to the evolving public health crisis from the spread of COVID-19.

- b) Consideration of approving tentative FY21 budget calendar (p.196)

**Councilor Sweeney made a motion, seconded by Councilor Hartman to approve the tentative FY21 budget calendar. The motion passed unanimously.**

Councilor Comments

Councilor Sweeney stated if we pay attention to these guidelines this is going to be over sooner than later. Councilor Qunell encourages everyone to do what you are asked to do in this time.

Councilor Hartman asked Council to consider passing a resolution in support of the energy innovation and carbon division act which is some legislation proposed in Congress. She provided reading materials that are appended to the packet on the website.

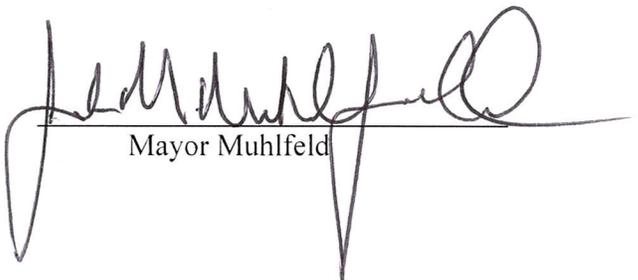
Councilor Hennen also feels if we all follow the guidelines, this epidemic will be over sooner rather than later. He reported the Washington Post did an article about social distancing. The website, CIDRAP.com has a lot of good information.

Councilor Feury thanked Manager Smith, and also asked everybody to follow the guidelines. He has concerns for our emergency services and he encourages the staff to keep everybody as healthy as possible.

Mayor Muhlfeld read into the record for Councilor Norton a memo from the North Valley Food Bank that is appended to the packet on the website. The memo is stating distribution will be held outside, Wednesdays from 3-6pm and Thursdays from noon -3pm. At this time, they are asking their volunteers over the age of 60 to stay home which reduced their weekly volunteer force by 70%. They are seeking young community members to volunteer. Those interested can file an application at [www.northvalleyfoodbank.org](http://www.northvalleyfoodbank.org). Citizens can make a financial donation via their website. Councilor Norton also mentioned a lot of the stores are taking call in orders. Be kind but still keep your distancing.

11) ADJOURNMENT (Resolution 08-10 establishes 11:00 p.m. as end of meeting unless extended to 11:30 by majority)

Mayor Muhlfeld adjourned the meeting at 8:34 pm.



Mayor Muhlfeld

Attest:



Michelle Howke, Whitefish City Clerk