

**BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS**

August 4, 2014

7:00 PM

Deputy Mayor Anne Koentopp called the meeting to order. Council Members in attendance were: Brad Cooper, Ken Smith, Kristine Menicucci and Mark Criner. Others in attendance were: City Manager Ted Barkley, City Attorney Rick Ramler, Finance Director Phyllis Wernikowski, Planning Director Jason Karp, Scott Bell, Michael Tucker, Ed Roe, Gale Bacon and Shayla Mills.

Council Member Cooper moved to excuse Mayor Nelson and Council Member Youngberg. Council Member Smith seconded the motion.

All voted aye, motion carried unanimously.

APPROVED MINUTES OF THE July 21, 2014 MEETING

Council Member Menicucci moved to approve the minutes of the July 21, 2014 meeting. Council Member Criner seconded the motion

All voted aye, motion carried unanimously.

PUBLIC FORUM

Deputy Mayor Koentopp called for public comment.

Library Director Gale Bacon spoke about the upcoming Business Before Hours event scheduled at the Belgrade Library on Thursday August 7th. She presented invitations for each council member. She also informed the council of the upcoming presentation of the Play "As you Like It" by Montana Shakespeare in the Parks scheduled for August 13th at 6:00 pm at Lewis & Clark Park.

Deputy Mayor Koentopp called for public comment two more times. There being none, public forum was closed.

PUBLIC HEARING

Adopt and Certify Proposed New Official Zoning Map of the City of Belgrade and its extraterritorial zoning jurisdictions

Planning Director Karp reviewed the Planning Board's findings to update the Zoning Map. Karp noted that the Planning Intern Molly Hirschi did much of the work during her time with the City of Belgrade in producing the color coded version of the map brought before the Council.

Deputy Mayor Koentopp called for public comment 3 times. There being none public comment was closed.

ACTION: Council Member Cooper moved to adopt and certify the new Official City Zoning Map per Section 10-3-4 of the Belgrade City Code as presented by the Planning Staff and recommended by the Belgrade City-County Planning Board. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously

Resolution 2014-09 Proposed Property Tax Levy for the purpose of funding the Premiums for City Employee Group Health Insurance and Consideration of Resolution 2014-11 implementing the same.

City Manager Barkley reviewed the purpose of the Permissive Mill Levy Option and the amount allowed. He noted that the Council could consider Res 2014-11 after public hearing was complete.

Deputy Mayor Koentopp called for public comment.

Ed Roe, Belgrade City Employee, explained his understanding that a rumored 1% pay increase was not enough to cover his part of the insurance premium increase that took effect July 1st. He explained that in the 6 years of his employment, his premium had risen more than the pay each year. He respectfully asked that the employees' needs in this area be given additional consideration.

Deputy Mayor Koentopp called two more times for public comment.

Council asked if the Permissive Mill Levy would directly assist employees in this regard. Barkley explained that while the Levy is for the City's costs, it does help with overall funding of the plans and in turn helps the City to keep employee costs down.

ACTION: Council Member Cooper moved to approve Resolution 2014-11 to Levy the Permissive Property Tax in the amount of 1.02 mills for the purpose of defraying part of the cost of group health insurance premiums. Council Member Criner seconded the motion.

All voted aye, motion carried unanimously

Resolution 2014-10 Proposed Increase in Assessments to fund the Belgrade Street Maintenance District and Consideration of Resolution 2014-12 implementing the same.

City Manager Barkley reviewed the proposed increase in assessments related to the Street Maintenance District. Current assessment was \$35.00 per year per parcel. The new increased assessments would be implemented over a 3 year period. Barkley also reviewed specific areas of maintenance allowed under this fund. Maintenance now would greatly reduce the future need

for building and completely replacing the City streets at much greater costs. Council asked how far out this measure would sustain the maintenance district. Barkley estimated it would extend out to about 20 years, taking the next 10 years to repair all streets in the City. Variable costs of materials would always be an issue to contend with.

Deputy Mayor Koentopp called for public comment 3 times, there being none, public comment was closed.

ACTION: Council Member Menicucci moved to approve Resolution 2014-12 adopting the increased fee schedule to fund the Belgrade Street Maintenance District. Council Member Criner seconded the motion.

All voted aye, motion carried unanimously

REPORTS

Mayor Nelson was not in attendance.

Deputy Mayor Koentopp had nothing to report.

City Attorney Ramler had nothing to report.

City Manager Barkley reported that he had spoken with Dave Schmidt from Knife River about the removal of the berm on the east side of Las Camapanas. Schmidt had indicated approval from MDT to replace the berm close to the same area, slightly lower, but closer to the road with the same site line resulting with less material required. A hedge and grass would be included as well. Regarding the Arizona street crossing, when the interchange is finished, both the Arizona and Knife River crossings will be closed. This seemed to be well received with positive feedback. Increased traffic on Northern Pacific will probably be a future concern. Barkley reviewed the overall progress of the interchange project and the traffic concerns.

Barkley reported that Northwestern Energy will be coming on Aug 27th to do an energy audit of the City Hall building itself, as a no cost evaluation. It was also planned to request a future evaluation of the blowers and pumps at the Sewer Lagoon as well.

Scott Bell with Morrison Maierle answered general questions from the Council regarding the scheduled work over the next 2 weeks for road building on the interchange project. He noted specific measures to keep the traffic flowing with 2 lanes throughout this phase of the project.

DISCUSSION AGENDA

CONSIDER Request for Variance from City Design Standards and Preliminary Plat Approval for Meadowlark Minor Subdivision

City Planner Karp reviewed the proposed request, setting apart the Tubb Homestead and outbuildings. The request would defer normal requirements until Meadowlark Phase II was started. Karp noted the condition #5 regarding a written agreement to run with the land in case Phase II did not come about.

Deputy Mayor Koentopp called for public comment, there being none, public comment was closed.

ACTION: Council Member Menicucci moved to approve Request for Variance from City Design Standards and grant Preliminary Plat Approval for Meadowlark Minor Subdivision subject to the 5 conditions listed and find that the application complied with the Belgrade City Code and the Montana Subdivision and Platting Act. Council Member Cooper seconded the motion.

All voted aye, motion carried unanimously.

CONSIDER Recommendations from the Belgrade Youth Sports Complex Advisory Committee

City Manager Barkley reviewed the recommendations. He talked about simplifying and streamlining the approval process for any action to be approved due to the various entities involved. Goals were summarized with the School District's needs to take precedence. The School District would operate, schedule and maintain the infrastructure in the park and the City would provide irrigation and domestic water for public facilities. Barkley also reviewed the current membership of the committee, with one more opening that may be appointed by the City Council. Community meetings were tentatively planned for Sept 10th and 13th. These same recommendations would be presented to the School Board at their meeting of Aug 11th.

Deputy Mayor Koentopp called for public comment, there being none, public comment was closed.

ACTION: Council Member Menicucci moved to accept the recommendations of the Belgrade Youth Sports Complex Advisory Committee and directed staff to develop an Interlocal Agreement to reflect the elements of said recommendations. Council Member Smith seconded the motion.

All voted aye, motion carried unanimously.

CONSIDER Proposals to provide engineering design and construction management services for the Streets Chip Seal Project 2014

City Manager Barkley reviewed the proposal and explained the recommendations by City Staff after reviewing the Statement of Qualifications. One proposal was submitted by Morrison Maierle on this project. Barkley explained that the City still had the option of using the existing contract engineer services, however, this project involved other areas that were impacted by the

installation of new water lines. This project was not simply preserving pavement surfaces. Therefore, the engineering and administration package was sought in this matter.

ACTION: Council Member Cooper moved to accept the proposal of Engineering Design and Construction Management services on the Streets Chip Seal Project 2014 from Morrison Maierle and authorized the City Manager to negotiate a contract for said services. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously.

CONSIDER Proposals to provide engineering design and construction management services for the CTEP Funded Sidewalks II-Belgrade Project

City Manager Barkley reviewed the 4 proposals received on this project. City Staff recommended Sanderson Stewart's proposal to be accepted for negotiation of a contract.

ACTION: Council Member Criner moved to accept the proposal of Engineering Design and Construction Management services from Sanderson Stewart for the CTEP funded Sidewalks II Belgrade project and authorized the City Manager to negotiate a contract. Council Member Cooper seconded the motion.

All voted aye, motion carried unanimously.

CONSIDER Proposed Resolution 2014-13 Authorizing an Open Pit Fire for the Fall Festival BBQ

City Manager Barkley reviewed this measure being done ahead of time in case of possible fire restrictions such as those that have occurred in past years.

ACTION: Council Member Menicucci moved to approve Resolution 2014-13 authorizing an open fire pit from 9/19/14 through 9/20/14 for the Fall Festival BBQ. Council Member Criner seconded the motion.

All voted aye, motion carried unanimously.

Council took a short intermission at 8:15 pm. Session resumed at 8:22 p.m.

DISCUSS Preliminary FY14-15 Budget for Funds 2250, 2372, 2394, 2550, 2820, 3021, 3578, 4010, 4020, 5210, 5211 and 5310

City Manager Barkley reviewed each fund individually. He also reminded the Council that a future discussion of General Fund 1000 was scheduled for the meeting on August 18, 2014. He reviewed expected revenues and expenses for the coming year, including the way salaries were apportioned for various staff, spread over multiple fund accounts.

2250 Planning: noted revenues and expenses expected for the coming year

2372 Permissive Medical Levy: as explained earlier in the meeting, this would assist in defraying costs of employee health insurance premiums.

2394 Building Code Enforcement: revenues come primarily thru permit fees, expenses include contracted inspection services to assist City staff to meet needs as they arise.

2399 Impact Fees: Study is needed to review fees. Barkley reviewed several ways these fees could be used and the reserves available. These funds may only be used for New development, not for maintenance. Future possibilities would include improvement to Main Street near Oregon crossing as an example.

2550 City Wide Street Maintenance: as discussed earlier in this meeting, assessments will be increased. Barkley briefly discussed the upcoming Chip Seal Project and the Cameron Street Improvement project.

2820 Gas Tax Fund: noted 7% of Public Works salaries were charged to this account, also street lights outside of the Lighting Districts, also repairs and maintenance that city personnel cannot do themselves.

3021 GO-Library Expansion Debt: Financing of the new Roof project on the Library last year.

3400 SID Revolving: this fund would play a key role in the way the City gets thru the ups and downs of the budget year in relation to our reserves. The past 5 years or so have used up the city's reserves. Reserves were accumulated in this SID Revolving fund over the years and Barkley was proposing using some of these unencumbered accumulated funds to support the General Fund in 2014-2015.

3572 SID 72 and 3575 SID 75: these funds were in process of winding down, funds in and out

3578 SID 78 Sanitary Sewer and Water System: repayment for improvements

4010 CAP IMP General Fund: Barkley was recommending that approximately \$40,000 be budgeted for the energy audit and maintenance to City Hall and remodeling Court offices.

4020 CAP IMP Library: idle at this time

4300 CAP IMP Fire Department: idle at this time

General discussion followed regarding the new Fire Marshall and his impression on the community as positive. Barkley specifically noted the concerns about the presence of ammonium nitrate in the area which are being addressed by the Fire Marshall.

5210 Water Operating Fund: reviewed revenues and expenses with 41% of Public Works salaries coming out of this fund. Barkley also pointed out the utility costs for power to run pumps etc, projected legal fees and pursuit of water rights.

5211 Special projects for Water: idle at this time

5310 Sewer Operating Fund: it was noted 41% of Public Works salaries come out of this fund, also a large amount of utility costs to run the lagoon and sewer system.

5311 special projects for Sewer: idle at this time. Barkley noted that water and sewer rates still need further review for future adjustments to match needs for improvements and expansion.

CONSENT AGENDA

PAYROLL for July 2014

WARRANTS PAYABLE for June 2014

Council Member Cooper moved to approve both the Payroll for July 2014 and the Warrants Payable for June 2014. Council Member Criner seconded the motion.

All voted aye, motion carried unanimously.

FOR YOUR INFORMATION

Council Member Criner had nothing to report.

Council Member Menicucci had nothing to report.

Council Member Cooper had nothing to report.

ADJOURN

Council Member Criner moved to adjourn the meeting at 9:15 p.m.



Russell C. Nelson, Mayor



Susan Caldwell,
Administrative Assistant to the City Manager