

**BELGRADE CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS**

**February 2, 2015**

**7:00 PM**

Mayor Russell Nelson called the meeting to order. Council Members in attendance were: Brad Cooper, Anne Koentopp, Ken Smith, Kristine Menicucci, Mark Criner and John Youngberg. Others in attendance were: City Manager Ted Barkley, Planning Director Jason Karp, Rick Ramler, Wade Pehl, Bill Green, Art Castricone, Ed Roe and Judge Michele Snowberger.

**APPROVED MINUTES OF THE January 20, 2014 MEETING**

Council Member Youngberg moved to approve the minutes of the January 20, 2014 meeting. Council Member Smith seconded the motion

All voted aye, motion carried unanimously.

**PUBLIC FORUM**

Mayor Nelson called for public comment.

Bill Green, residing at 308 N. Kennedy, stated his thanks to the Public Works Department for the great job they did when there was a sewer blockage at his property. They were very attentive and seemed to get the problem figured out with the camera they rented. Mr. Green suggested the City purchase a camera for this usage, because it took all the guessing out of finding these types of problems. He stated that both he and his wife Jean also wanted to be on the record as being fully supportive of the upcoming Municipal Services Mill Levy, particularly in support of continuing Library services.

Judge Snowberger spoke and expressed her thanks to the Council for the opportunity to hold her position within the Belgrade City Court for the past 12 years. She stated her pleasure at working with the City of Belgrade. She stated her hope that the next judge will find a well-run and responsive court to the community. Snowberger reviewed various statistics on types of citations and cases coming through the court system and how they have changed over the years. She also reviewed her involvement with advisory committees including Access to Justice, Self Represented Litigants and Restorative Justice programs. The Council thanked Judge Snowberger for her kind words and her service.

Mayor Nelson called 2 more times for public comment. There being none, the public forum was closed.

**PUBLIC HEARING**

**Proposed Ordinance 2015-1 Adoption of Updated Building and Plumbing Codes**

Planning Director Karp reviewed the proposed ordinance, noting this was adopted on first reading on January 20, 2015. After tonight's hearing, the Council may consider the second reading.

Mayor Nelson opened up the public hearing on this subject and called 3 times for public comment. There being none, the public forum was closed.

**ACTION:** Council Member Youngberg moved to approve Ordinance 2015-1 Adopting 2012 Building and Plumbing Codes with amendments listed. Council Member Criner seconded the motion.

All voted aye, motion carried unanimously.

### **Proposed Ordinance 2015-2 Adoption of 2012 International Fire Codes**

Planning Director Karp reviewed the proposed ordinance and noted this code was adopted by the State Fire departments, but the City has more flexibility in adopting this code. He explained all changes and revisions were shown with underline and strikeout marks. Not all the appendixes would be included in the adoption. Karp also noted leaving out the automatic adoption wording, so that each item is being specifically adopted or not adopted. Regarding the sprinkler requirements, our language would bring it into agreement with the 2012 Building Codes.

Fire Marshall Art Castricone commented on the changes being proposed which would bring the City codes up to date compared with the State and in line with the Central Valley Fire District codes as well. Castricone commended Karp on his efforts of bringing a good building team and system together. Castricone felt they were now ready for a building boom. Council inquired if smoke detectors are now required to be hardwired and Castricone confirmed this requirement was in effect, but not on existing buildings, only on new construction or extensive remodels.

Mayor Nelson opened public hearing on this item and called 3 times for public comment. There being none, the public forum was closed.

**ACTION:** Council Member Koentopp moved to approve Ordinance 2015-2 adopting the 2012 International Fire Codes as amended. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously.

### **REPORTS**

Mayor Nelson had nothing to report.

City Attorney Ramler had nothing to report.

City Manager Barkley reported that Jason Karp has just achieved 20 years of service with the City of Belgrade as of January 17, 2015. The Council expressed their appreciation for Karp's service.

Barkley reported that the Ryen Glenn project will be coming to the Council on February 17<sup>th</sup> with recommendations from the Planning Board.

Barkley reported that one member of the Park Board has requested to change the meeting from Tuesday to Wednesday due to a schedule conflict. More information will be provided.

Barkley reported a potential discussion coming up in regard to the Ryen Glenn project coming back into the community as an active development. This will include discussion of possible closure of the southern portion of the Lagoon Road and the east-west portion of Baseline Road, after Powers Road is built that would connect Penwell Bridge to Baseline. At this point, it is a future possibility for later consideration.

Barkley reported the Levy Committee meets again tomorrow at 1:30pm. He reported that the recent Chamber luncheon meeting went quite well. The digital list of active voters was acquired for direct mail campaign. We may have enough resources to do two mailings. Specific information on costs will be collected within the next week or so.

In regard to the mill levy cost impacts on Belgrade businesses, Barkley reported sampling about 12 businesses, using county records. About half of them were in multiple store front buildings, and the other half were on their own site on Main Street and on Madison Avenue. The typical cost ranged from about \$7 per month on up to \$19 per month. This was discussed at the Chamber luncheon. People were encouraged to try to compute their own impact, according to their owner/landlord structure. It depends if they actually own their business building in comparison to be a tenants.

Barkley reported that an informational Banner has been added to the City Website linking visitors to the Question and Answer sheet for the Municipal Services Mill Levy vote coming up in March. The listing for Board Openings has also been updated.

Barkley reported that the power jet rodder, vactor pump truck used for the sewer lines is barely usable. The inward containment tanks and the pump fittings have been rewelded so many times, there is no more material to attach future welds. Probable replacement cost is approximately \$350,000 and a lease program will also be considered. There are some possible ways to repurpose the old equipment, such as removing the tanks and converting it to use as a dump truck within the Streets department. The chassis does have value and only has 19,000 miles on it. It could also be fitted with a plow. Plans to address these needs will be presented to Council later this summer.

Barkley reported a common response to the Mill Levy question: "Didn't you already ask us for taxes to pay for police several years ago, and didn't the library get permanent funding?" Barkley noted that part of the education efforts will include helping voters understand what that

money was used for, expressing our appreciation for historic taxpayer support for those critical functions and general taxpayer support. We need to continue our aggressive education efforts to clarify what we are asking for in this Municipal Services Mill Levy Election and our responsible use of the funds.

Barkley reported that we are interviewing this week for the Director of Finance and Administration this week. He explained his plan for two leadership teams: (1) the operational leadership team consisting of all department directors and (2) the administrative leadership team consisting of the City Manager, the new Finance Director, the Administrative Assistant to the City Manager and the new Accounting Clerk. The Administrative team will be used to assure controls over financial issues and be able to perform several administrative functions needed on a daily basis. One area of vulnerability is having so much depend on the experience and knowledge of the current Administrative Assistant to the City Manager, Sue Caldwell. She continues to perform multiple administrative functions as needed, but the goal is to spread out these duties to achieve more balance to the workflow. This will not change the compensation level of the Finance Director, but it does shift the role from what the previous position had been.

Barkley reported we are also interviewing for the City Court Judge position. That process is a bit different than most other department head positions because this is a position that the Council specifically considers and approves. Barkley confirmed that he would make a recommendation for approval by the Council. Five finalists will be reviewed this week. Barkley invited the Council members to sit in on the interviews on Tuesday, Wednesday and Thursday. He noted that all of the finalists are attorneys in the area. Council Member Menicucci volunteered to sit in on the interviews for the judge position. Other members of the hiring committee are Michelle Snowberger, Ted Barkley and Diane Letendre.

## **DISCUSSION AGENDA**

### **CONSIDER Shakespeare in the Parks Hosting Commitment**

City Manager Barkley reviewed the City hosting last year's program. \$2,150.00 is the funding commitment. Barkley reported that the City has about \$900 in commitments so far and should be able to fill in the amount with other sponsors. A guarantee of funding is needed before any dates of events can be set. Last year's event was very well attended.

**ACTION:** Council Member Youngberg moved to authorize the City Manager to commit to MSU in hosting the Shakespeare in the Parks event and securing the necessary funding. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously.

## **CONSENT AGENDA**

### **Payroll for January 2015**

**ACTION:** Council Member Cooper moved to approve Payroll for January 2015. Council Member Smith seconded the motion.

All voted aye, motion carried unanimously.

**Pledged Securities from Valley Bank for Quarters Ending 9/30/14 and 12/31/14**

**ACTION:** Council Member Cooper moved to approve the Pledged Securities for Quarters ending 9/30/14 and 12/31/14. Council Member Criner seconded the motion.

All voted aye, motion carried unanimously.

**FOR YOUR INFORMATION**

Council Member Youngberg advised that he would not be able to attend the Fire Board Meeting scheduled for February 17<sup>th</sup>, therefore, Council Member Cooper was designated to attend in his place and trade for attendance in March.

Mayor Nelson had nothing to report.

Council Member Youngberg had nothing to report.

Council Member Criner inquired about the car lot forming on Main Street by the railroad. Barkley reported it was currently being reviewed for zoning.

Council Member Menicucci stated the Library would like to have an Automated Emergency Defibrillator (AED) installed along with providing training. Council Member Criner suggested looking for a grant to help defray the cost. Menicucci also noted on Feb 12<sup>th</sup> the Library will be hosting an open house in honor of achieving the award for the "Best Small Library in America". The reception will include attendance by Montana Governor Bullock, entertainment and food. It will begin at 6:00pm by special invitation and 6:30 for the general attendance.

Council Member Smith had nothing to report.

Council Member Koentopp inquired about the judge applicants knowing the possible requirement to run for reappointment. Barkley noted they would not have to run, but they would fill the current term which runs through December 2015. The review process was summarized and they would come up for renewal by reappointment and approval of the Council based on the City Manager recommendation.

Council Member Cooper inquired about when an appraisal would be done on the City Manager's performance. Barkley reported the review forms were under review. The revised format would be submitted to the Mayor for review soon. It was noted that Barkley's first year anniversary with the City would fall on February 10, 2015.

**ADJOURN**

Council Member Criner moved to adjourn the meeting at 7:55 p.m.

  
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Russell C. Nelson, Mayor

  
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Susan Caldwell,  
Administrative Assistant to the City Manager