

BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
April 7, 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, and John Youngberg. Others in attendance were: City Manager Ted Barkley, City Attorney Rick Ramler, Michael Tucker, Finance Director Diane Eagleson, Wade Pehl, Deborah Youngberg, Carla Schmidt and Jennifer Kolling.

Council Member Menicucci moved to excuse Council Member Criner. Council Member Koentopp seconded the motion.

All voted aye, motion carried unanimously.

APPROVED MINUTES OF THE March 16, 2015 MEETING

Council Member Youngberg moved to approve the minutes of the March 16, 2015 meeting. Council Member Smith seconded the motion.

All voted aye, motion carried unanimously.

PUBLIC FORUM

Mayor Nelson called for public comment 3 times. There being none, the public forum was closed.

PUBLIC HEARING

No items for public hearing

REPORTS

Mayor Nelson read a proclamation recognizing National Library Week as April 14 through 18, 2015

City Attorney Ramler had nothing to report.

City Manager Barkley reported on the 2015 Municipal Election Candidate filing dates. Filing opens May 4th and closes July 2nd this year.

Barkley reported on the upcoming 2015 Municipal Elected Officials Conference to be held May 7th thru 8th in Billings. Barkley stated the value of such training, particularly for newer Council Members and asked them to let the Clerk know if they would like to participate and arrangements could be made for them to attend.

Barkley provided a full copy to the Council Members of the Finding of Fact and Order regarding the Ryen Glenn Estates Subdivision. This was the result of all the work that went into this process for the Council's reference.

Barkley reported on the opportunity to utilize the services of Stahly Engineering in addition to the services of their Interns at the rate of \$10/hr to fix GPS points and collect GIS field data for our utility systems. A contract has been drafted with a total not to exceed \$30,000 without prior authorization. Stahly is also offering grant writing assistance, if requested. Barkley recommended approval of this proposal.

ACTION: Council Member Youngberg moved to allow City Manager Barkley to enter into a contract agreement with Stahly Engineering for Interns to perform the proposed duties. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously.

Barkley reported receiving a letter from Montana Department of Transportation (MDOT) dated February 9, 2015, regarding a request that was made two years ago for a Speed Study to be done along Jackrabbit Lane, particularly in the area from Madison to the South City limits. This Speed Study was done. The current limit of 45 MPH begins at South City limit at Frank Road, ending at the intersection of Main Street. Traffic flow and volume is 14,000 to 15,000 vehicles per day, peaking at 27,000 per day. Crash history from January 2011 to December 2013 was also reviewed. The Speed Study retained the 45MPH speed limit, but they concluded there was support for a 35 MPH as well. They are willing to lower the speed limit to 35 MPH, beginning 400 feet South of Thunder Road and continuing all the way to Main Street. This notification was sent to Belgrade for comment by the end of this week. Barkley had spoken to others within MDOT. The best overall strategy could be to concur at this point, and in the future, Belgrade could request another Study be done as conditions continue to change. Barkley felt this was significant progress in lowering the speed limit.

ACTION: Council Member Menicucci moved to authorize City Manager Barkley to write a letter to MDOT, concurring with the Study findings and requesting implementation of 35 MPH speed limit. Council Member Koentopp seconded the motion.

All voted aye, motion carried unanimously.

Barkley reported that the Municipal Services Mill Levy had successfully passed the voting process. Belgrade staff will begin the budget cycle during May and June. Barkley reminded the Council that not having tax revenue information until after July makes it difficult to have a budget in place until August or September, but Belgrade is on track. Barkley referenced a letter to the editor in the Bozeman Chronicle lauding the citizens for passing the levy. He commended City staff and Council Members for their efforts to make sure the citizens understood what they were voting on.

Barkley reported that interviews will start for the Accounting Clerk position this week.

Barkley reported that Kevin Lucas, member of the Belgrade Planning Board has moved out of City limits, so he has resigned his position. This will be advertised for a city resident to fill the vacancy.

Barkley reported that City water quality tests continue to be at acceptable levels. The City crew seems to have a handle on the issues that had come up.

Barkley reported discussions regarding having an official Spring Cleaning Day in May, coordinating efforts with the Belgrade Chamber of Commerce, the Belgrade Schools and the City Public Works Department. Barkley noted similar efforts that occurred on the day before the 2014 Fall Festival. Barkley noted the suggestion that this type of clean-up effort take place twice a year, in Spring and Fall.

Barkley reviewed a past discussion regarding in-house Information Technology (IT) computer systems support services provided by one of Belgrade's police officers. Providing payment for this additional service was discussed and verbally approved by the Council earlier in the year, however, Barkley stated that a Motion to pay a premium for the IT services was never specifically made by the Council. Barkley asked the Council to consider this again by making a Motion for approval to pay Detective Justin Sharp \$200 per month for the IT support services he has been providing to the Police Department and to all other City departments as well. Barkley also referenced additional training that Detective Sharp has received to be able to perform computer related investigating that comes up more and more. Being able to use Detective Sharp's services in-house has represented a substantial cost savings for the City.

ACTION: Council Member Youngberg moved to authorize payment of a \$200 premium per month to Detective Justin Sharp for IT services, retroactively effective July 1, 2014. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously.

Barkley reported that he will be on vacation and out of the office beginning April 13th through April 24th. Police Chief E.J. Clark will be designated as Acting City Manager during Barkley's absence.

DISCUSSION AGENDA

CONSIDER recommendation regarding Tennis Courts at Lewis & Clark Park

City Manager Barkley reviewed the recommendation from the Parks & Recreation Board which included removal of the old tennis court surface materials. The recommendation included keeping the existing fences in place. The estimated cost of removal was between \$8,000 and \$9,000 with the work to be done by the City Public Works employees. Funds are available for this purpose.

Council discussed possibilities of recycling the paving materials with the local paving companies. Barkley stated that the quality of the material was questionable, but other options would be reviewed.

ACTION: Council Member Cooper moved to approve removal of the Tennis Court materials at Lewis & Clark Park. Council Member Youngberg seconded the motion.

All voted aye, motion carried unanimously.

CONSIDER proposed Resolution 2015-3 designating Belgrade Chamber of Commerce as the local nonprofit Convention and Visitors Bureau in Belgrade

City Manager Barkley noted receiving a notification from the Montana Office of Tourism that for the first time, Belgrade would be eligible to receive a portion of funds collected under the State Lodging Tax program. The funds may be around \$24,000 the first year and must be used toward tourism promotion targeting visitors from out-of-state. The first step is to establish a local Convention and Visitors Bureau in order to use the funds. The Office of Tourism suggested designating the group already accomplishing this duty in our area. Distribution of proceeds and permitted uses were also referenced in the printed material provided to the Council Members.

Deborah Youngberg, Belgrade Chamber Director, discussed how these funds may be used and stated that their Marketing Plan is in the works. That Plan will be presented to the Tourism Advisory Council in June. She expressed that this is an exciting opportunity. Options may include signage near the airport and social media advertisements and links targeting markets that advertise what Belgrade has to offer. Director Youngberg confirmed that the Chamber has the personnel resources to work on this project.

ACTION: Council Member Koentopp moved to approve Resolution 2015-3 designating the Belgrade Chamber of Commerce as the local nonprofit Convention and Visitors Bureau in Belgrade. Council Member Menicucci seconded the motion.

All voted aye, motion carried unanimously.

CONSIDER proposed Corporate Banking Resolution 2015-4 updating authorized signers on the City bank account with Valley Bank of Belgrade

City Manager Barkley noted this would update authorized signers on the City bank account. Diane Eagleson replaced Phyllis Wernikowski as Finance Director.

ACTION: Council Member Youngberg moved to approve Corporate Banking Resolution 2015-4 updating authorized signers on the City bank account with Valley Bank of Belgrade, adding Diane Eagleson and deleting Phyllis Wernikowski. Council Member Cooper seconded the motion.

All voted aye, motion carried unanimously.

CONSENT AGENDA

Warrants Payable for February 2015

ACTION: Council Member Cooper moved to approve Warrants Payable for February 2015. Council Member Smith seconded the motion.

All voted aye, motion carried unanimously.

Payroll for March 2015

ACTION: Council Member Menicucci moved to approve Payroll for March 2015. Council Member Koentopp seconded the motion.

All voted aye, motion carried unanimously.

FOR YOUR INFORMATION

Council Member Cooper requested that the Mayor start working on doing a performance evaluation of the City Manager before work starts on the Budget for this coming fiscal year. The Mayor agreed.

Council Member Koentopp congratulated the City staff and City Manager for the hard work on the Municipal Services Mill Levy election. Although she felt the number of voter turnout was low, she was happy with the outcome of this ballot question. She commented on her disappointment that most of the television stations did not cover the results even though it was a critical issue.

Council Member Smith also commended all on their efforts in regard to the Mill Levy issue.

Council Member Menicucci thanked the staff and the voters who showed their confidence, despite the current economic environment. She felt that now it is up to the Council and staff to prove the voters were right to vote for the Mill Levy.

Council Member Youngberg also expressed his agreement with the comments being made.

Mayor Nelson inquired about the work being done near the school on Spooner. Barkley referred to several utility and communications companies installing the orange tubing. Nelson also commented on seeing cars going around the barriers on some of the roads that are not officially open for use by the old Broadway connection near the ball fields. People are also using roads to the Airport that are not actually open for use yet.

City Manager Barkley asked the Council to start thinking about a proposal that may be coming from the Belgrade Youth Forum through the Park Board in regard to possible locations for a future skate park. They are still focused on placement in Lewis & Clark Park. Barkley noted that the feasibility of placing a skate park within the Belgrade Youth Sports Complex was discussed, however, this would require a more complicated approval process. Lewis & Clark would only need the Council's approval.

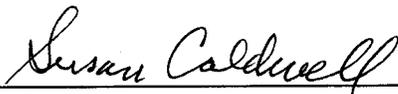
Lewis & Clark provides high visibility and is already inclusive to other activities for families. Minutes from the 2011 Council Meeting where this had been discussed were reviewed and it was found that no specific action had been taken and no motions made in this regard. Barkley brought this to the Council's attention for future consideration.

ADJOURN

Council Member Menicucci moved to adjourn the meeting at 7:50 p.m.



Russell C. Nelson, Mayor



Susan Caldwell,
Administrative Assistant to the City Manager