

BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
May 18, 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 Richard Ramler, Finance Director Diane Eagleson, Wade Pehl, Michael Tucker, Gabe Moulton, Duane Moulton and Eve Parrow.

Council Member Menicucci moved to excuse Council Member Criner. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

APPROVED MINUTES OF THE May 4, 2015 MEETING

Council Member Youngberg moved to approve the minutes of the May 4, 2015 meeting. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

PUBLIC FORUM

Beverly Dunn, residing at 91 E. Jefferson, spoke regarding the lot directly opposite their home has a "for sale" sign posted. She stated she has a title to the house and land, and a quit claim deed and she wanted to protest to something being built on the lot opposite to their home. They had also opposed a fast food restaurant in the past. Again, she opposed any building across from her house.

City Manager Barkley suggested having Planning Director Karp researching the zoning map to review this area and go over his findings with Mrs. Dunn and take action as necessary. Barkley stated that Mrs. Dunn would be contacted to make arrangements for a meeting to discuss her concerns. Council Members agreed this was an acceptable plan.

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

PUBLIC HEARING

No items for public hearing

REPORTS

Mayor Nelson read a Proclamation regarding the Click It or Ticket Mobilization efforts by law enforcement entities. He asked that this be posted within the community as well.

Acting City Attorney Ramler had nothing to report.

City Manager Barkley reported on the "thank you" notes left for Council Member review after the National Day of Prayer. Since it was raining that day, participants were invited to come inside the Council Chambers for their event.

Barkley reported receiving a request from the School District regarding the State softball tournament which will be in town May 20-22nd. Normally at an event like this over the weekend, they would allow people to dry camp in the High School parking lot. Since this is mid-week and school is in session they are requesting allowing the dry camping in the parking lot of the Belgrade Youth Sports Complex (BYSC). They do not want to make a habit out of this practice, but it makes sense on occasions such as this. Barkley noted some sensitivity from the local neighborhood and his desire to discuss a policy with the School District. We want to be user friendly but support them in an orderly manner. Council members expressed concern with upsetting the local home owners. It was noted to be about 200 yards from the nearest property. Barkley noted he had discussed this with Police Chief Clark and his only concern was creating an expectation that anybody can camp at any time. Barkley confirmed that this type of camping would not be on an open invitation, it would be by permit only and each individual event would require specific approval by the Police Chief, the City Manager, and/or the Council whether on public or private property. Bringing people to town is a good economic boost. Council Members agreed. It was noted that noise and lighting and use of tennis courts will need further discussion. Council generally agreed to allow this to go forward.

Barkley reported receiving an informal request to consider forming a Special Improvement District (SID) to pave Yukon Lane from Alaska Frontage Road to the water tower. Several property owners have expressed an interest. Barkley also suggested having a conversation with Bozeman Deaconess regarding the property they own in that area as well. Barkley noted that creating a new SID has not been done in quite some time, but it will bring significant improvements to that area of Belgrade as it gets built out. The City's part in this will be to capitalize the project by a revenue bond, guaranteed by the payments of the property owners. More information will be provided as it becomes available.

Barkley announced that Kris Norby has been offered the position of Accounting Clerk with a start date of June 1st. She most recently worked as an Auditor at Montana State University, and her prior experience included several years as City Treasurer for the City of Sidney, Montana. Her experience in city related finance and budget administration is expected to be a great addition to our staff team.

Barkley reported on his participation with the New Mobility West Conference for two days last week working with ideas of how we might align our transportation plans within the City, County and State. Integrated planning is the goal for the triangle of Bozeman, Belgrade and Four Corners. When Bozeman reaches the population level of 50,000 the whole valley will be designated as a Metropolitan Planning Area. More information will be shared with the Council as it becomes available.

Barkley reported that the 2015 Street Improvement Project is out for bid right now and will be followed soon by the CTEP Sidewalk project bid process.

Barkley reported that he has agreed to serve on Building Belgrade Steering Committee for the Belgrade Chamber of Commerce. Barkley will be responsible for the Government training session and sharing responsibility for the History session.

Council Member Koentopp inquired about the Belgrade Village Trailer Park water issues. Barkley discussed the breaks that occurred last week and the water quality testing that is underway and required before the boil order can be lifted. He explained the process that has been followed thus far. Portable toilets were brought in by the property owners because for a time there was no water service at

all. Barkley discussed the design of their private system inside the park which made it a challenge to test quality of the water. The depth of digging was also discussed. Barkley also discussed how this situation presented an opportunity to evaluate the City's response to such an event. Lessons are being discussed with staff for better preparation and response on behalf of the citizens.

DISCUSSION AGENDA

Consider Proposed Resolution 2015-5 regarding the 2015 General Election by Mail Ballot

ACTION: Council Member Youngberg moved to approve Resolution 2015-5 to notify the Gallatin County Election Administrator of the City's desire to conduct the 2015 City Primary (if held) and the 2015 General Election by mail ballot in accordance with session 13-19-202, MCA. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

Barkley reminded everyone that the filing deadline for the Fall election is July 2, 2015. Applications must be obtained from the County offices.

Consider Budget Process, Philosophy and Priorities

City Manager Barkley asked the Council to inform staff of any specific items of interest or concern. Formation of the budget is one of the most important duties of the Council. Recent approval of the Municipal Services Mill Levy allows us to provide local match to grants and support our core services of our growing city. We will continue to be conservative. Updates to our water and wastewater system are planned. A unified compensation plan for the city staff is also in the works to make sure we are in line with market values. Land use and transportation plans and mapping need to be updated. Barkley noted a possible recommendation to add one office staff position to be shared by Planning and Public Works. This person would work with permitting and support interaction with the public in regard to both Planning and Public Works. This position would not be paid out of the General Fund. Barkley noted that over half of the phone calls coming in on a daily basis are directed to Planning/Building and Public Works. The high volume of these calls interrupts the flow on the administrative side of the office. The pace of permit fees has increased and could support this type of position. Barkley also discussed working on grant funded projects requiring specific planning.

Barkley noted the budget review process will begin with the June 1st Council meeting. Although Council Member Youngberg had already advised that he will not be able to attend the June meetings, Barkley requested that all be present when the General Fund is discussed. General discussion followed as to when all members could be present. It was generally agreed that July 20th would be the next meeting when all could be present.

Council Member Youngberg inquired if the City's lighting districts could be combined. Barkley confirmed that he planned to pursue this project when our staff is at full strength. A city wide lighting district would enable us to assure arterial streets are lit.

Council Member Koentopp inquired about purchase of water rights. Barkley reported this is also still in process and will continue to be reported back to the Council. Koentopp also asked about scheduling a meeting for the committee to discuss future planning and impact fees. Barkley reported his plan to have a resolution in front of the council in the next month or so to provide some updates to the

impact fees so that we can use some of those fees for projects we have underway right now. The Impact Fee Study still needs to be updated. Koentopp also noted that additional members are needed for the committee. Barkley confirmed the study needs to be done this coming Fiscal Year.

Consider City Manager Performance Review Process and Timeline

Barkley noted the form supplied was a suggested format. It was suggested that each Council member fill it out and turn it in to the Mayor who would then compile and summarize the items, then it would be reviewed with Barkley during an executive session at the next council meeting. This format is widely used.

Council generally agreed with the format. They were also glad to have this under consideration now. Mayor Nelson asked to the completed forms turn in by Monday the 25th of May. Council members agreed to mail the forms directly to the Mayor at 414 Al Drive. The Mayor agreed to produce a summary sheet of the results.. Council Member Criner will need to be notified of the process that has been agreed upon. The Mayor will meet with Barkley and then the completed review will be distributed to each Council Member as part of their next meeting packet. A committee will discuss wage considerations after the review is completed.

Barkley chose to allow consideration of his performance review during an open session.

CONSENT AGENDA

There were no Consent Agenda Items

FOR YOUR INFORMATION

Council Member Youngberg had nothing to report.

Council Member Menicucci reported on the 40th anniversary of Human Resources Development Council (HRDC). She reported on her personal involvement with them since 1973 and how much the services have grown over the years. She outlined the many programs available to our community. She also listed the locations providing services. She was very appreciative of their services and encouraged continued support for these programs.

Council Member Smith had nothing to report.

Council Member Koentopp had nothing to report.

Council Member Cooper talked about sidewalks and moving trees when needed, helping the citizens with these projects when possible. Barkley reviewed practices from the past, but we are still leanly staffed. This will be considered as an item to build back into the budget.

Mayor Nelson brought up the Fredrickson property and house across from the BYSC. He inquired about the upcoming sidewalk project and the proposed sidewalk that will go behind the Legion baseball field. Right at the corner, there are some mature trees they are concerned about. It is the corner

of Mayfair and Spooner. Barkley agreed to look up the plan and supply the information requested. Mayor Nelson wanted to take the information back to the homeowner.

ADJOURN

Council Member Youngberg moved to adjourn the meeting at 8:22 p.m.



Russell C. Nelson, Mayor



Susan Caldwell,
Administrative Assistant to the City Manager