

BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
June 15, 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 Mark Criner. Others in attendance were: City Manager Ted Barkley, City Attorney Richard Ramler, Finance Director Diane Eagleson, Mark Maierle, Michael Tucker, Keith Reisenauer, Hunter Reisenauer, and Kathleen Wood.

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

APPROVED MINUTES OF THE May 18, 2015 MEETING

Council Member Menicucci moved to approve the minutes of the May 18, 2015 meeting. Council Member Smith seconded the motion. All voted aye, motion carried unanimously. It was noted that no minutes were taken on June 1st. That meeting was cancelled due to lack of a quorum present.

PUBLIC FORUM

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

PUBLIC HEARING

No items for public hearing

REPORTS

Mayor Nelson had nothing to report.

City Attorney Ramler had nothing to report.

City Manager Barkley reported on the revised budget amendment copies provided to the council members. Barkley also included a copy of a summary of legislative actions for the Council's reference.

Barkley reported that Family Dollar Store is getting close to opening and they are going through their final punch list. There are some issues related to the design of their parking lot drainage and how it relates to the State highway. Grand Opening should happen later this month.

Barkley reported that our Sidewalk project is still under the State review process and will go out to bid very soon.

Barkley reported meeting with new representatives of the Ryen Glenn subdivision. They have a very aggressive schedule and would like to start paving by August 1st and building by October. They plan to build out Powers first, from Meadowlark Ranch up to Penwell Bridge. Ben and Matt Nistler of Nistler Home Builders are purchasing the property and are scheduled to close the sale on July 1st.

Barkley reported that the ribbon cutting for the East Belgrade Interchange is still scheduled for Friday, June 26th at 2pm, but they are not planning to open it to traffic until the 30th.

Barkley reported plans to contract for weed control and trimming in the parks because advertising for a Seasonal Maintenance Worker has not produced any qualified applicants at this point. An eligible worker needs to be over age of 18 to be able to operate the power equipment.

Barkley reported that the Corvette that was seized last year has now been sold through the auction website and the City netted approximately \$1500 on the sale.

Barkley reported that the Northern Rocky Mountain Economic Development District (NRMEDD) is planning to host a couple of Business BBQ's in our park. They want to invite folks who are interested in meeting some of the younger entrepreneurs in the area and hear their ideas and introduce them to resources that may be available for their support. Details and invitations will be coming soon with a tentative start date of July 28th.

Barkley reported meeting with Jim Doar, Gallatin County Administrator, and Chris Kukulski, Bozeman City Manager, about creating a training curriculum for management and supervision, along with related topics such as sexual harassment, work place etiquette and ethics. The goal is to standardize the training that all the employees receive in the various departments. Working with the other area cities and sharing resources will be more efficient. It will also provide beneficial networking opportunities, particularly for Public Works and Planning. The curriculum is being designed by Dan Clark at the Local Government Center, MSU.

Barkley reported that most of the data has now been gathered for Belgrade's compensation study. He is working with Diane Letendre to create a draft to be brought before the Council for consideration in the next few weeks.

Barkley reported that a new bus shelter located on Missouri Street is now operating with the Ribbon Cutting taking place last week. This location includes enclosed lockable bicycle storage options for those who use the bus service.

Barkley reported that Opticom, through Pauley Construction, is just about finished and in clean-up mode in most of the project. They are making efforts to get things buttoned up.

Barkley reported on the job opening for Police Clerk which is currently being advertised.

Barkley reported on the Fall Festival being held on September 18-19th. He referred to the letter from the Belgrade Chamber of Commerce requesting usage of Lewis & Clark Park. Barkley asked for approval by motion.

ACTION: Council Member Koentopp moved to approve usage of Lewis & Clark Park for Fall Festival on September 18 and 19, 2015. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

Barkley reported that several complaints have been taken regarding the property at 611 Missoula due to overgrown weeds, broken out windows, etc. Barkley confirmed that it appears to be abandoned. City staff has started the process to try and cure the situation, including certified letters to the property owner. Notices will be posted as necessary throughout the process.

Barkley reported on the roadway stubs going north off of Cruiser Lane. Rudy Suta has finished the portion of repairs that were his responsibility. Another few items need to be finished including repair to a driveway where the grade was affected. When the concrete slab is brought in line to match up with the new alignment with the approach to the garage, this will be complete. The City is reimbursing the homeowner only for the cost of the concrete slab in this project.

DISCUSSION AGENDA

Consider Bid Approval for 2015 Street Maintenance Project

Barkley reviewed the two bids received on May 28th. After reviewing the information, Staff and the consulting engineer recommended awarding the bid to Knife River in the amount of \$596,960.00. The original estimate for this project was \$545,020.00.

ACTION: Council Member Menicucci moved to award the 2015 Street Maintenance Project to Knife River in the bid amount of \$596,960.00, and authorize the City Manager to sign all related contracts and documents. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

Consider Board Appointments

Library Board of Trustees - Mayor Nelson recommended approval of the appointment of Cynthia Cheney to the Library Board of Trustees. He noted this appointment normally holds a five year term.

ACTION: Council Member Cooper moved to approve appointment of Cynthia Cheney to the Library Board of Trustees for a five year term. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

City Member for Gallatin County Criminal Justice Coordinating Council - Barkley noted that the representation on this coordinating council rotates between the cities and towns and it is now Belgrade's turn. He noted that Belgrade Police Chief Clark had been occupying a position on the board in the category of Municipal Chief of Police. That term has now ended, however, Chief Clark would be willing to moved over into the city member membership slot if so desired by the Council. General discussion followed as to who would like to serve on this board. It was noted that meetings are held quarterly and this position holds a one year term.

ACTION: Council Member Koentopp moved to appoint Mayor Nelson as the Belgrade City Member for the Gallatin County Criminal Justice Coordinating Council. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

Consider City Manager Performance Appraisal and Draft Priorities for 2016

Mayor Russell commented on improving the completion of the forms for future appraisals. Russell briefly explained how the averages were obtained on the various categories, with an overall score of 4.5 with the highest score being 5.0.

City Manager Barkley expressed his appreciation for the evaluation done by the Council. Based on the outcome he felt it was a vote of confidence. He confirmed to the council members that he is available to meet with them when they would like to, as needed. Barkley also reviewed his draft of goals for 2016 including the need for master plans so we can go out and get grants and funding. Existing plans also need to be updated. General discussion followed regarding Barkley's goals.

Regarding extension of contract and wage adjustment, it was agreed that the Mayor will meet with the City Manager and bring a recommendation back to the next council meeting for action and approval. All Council members expressed their pleasure with Barkley's performance.

Consider a Professional Services Agreement with Ramler Law Office, P.C. for General Legal and Prosecution Services

Barkley reviewed the contract to continue as stated and recommended renewal of the agreement. The agreement fee remains unchanged at \$1500 per month retainer, with additional services provided at \$90 per hour. Prosecution will be at \$80 per hour. The retainer would be increased to \$6,000 per month due to increased time requirements. Upon approval of this contract, Jordan Ramler will begin working along with Jon Hesse with cases. Council inquired about levels of revenue from the Court. Barkley commented on the flow and rhythm of the new judge and how he conducts his court and general information about the current revenue levels and the challenges involved. Council inquired about the option of closing the city court and referring all cases to the county again. Barkley offered to look into this option at a later time and suggested it be discussed as part of the Planning retreat. Current trends show more cases than usual are going to trial which has increased costs. General discussion followed regarding state-provided public defender services

ACTION: Council Member Cooper moved to approve the Professional Services Agreement with Ramler Law Office, P.C., and authorize the City Manager to sign the same. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.

Consider a Professional Services Agreement with KLJ Engineering for Grant Writing Services

City Manager Barkley reviewed the proposed agreement, and noted it was very similar to the agreement from 2 years ago used for other grant money we pursued. Some of the rules have changed for applying for this particular grant. This is the same person who has worked with us in the past for a fee of \$2,000. This project will build a connecting trail as shown on the map provided. Barkley recommended approval of this agreement.

Council inquired about filling in the sidewalks on the pathway into town and whether this could be added into this project. Barkley stated he would look into this as an option.

ACTION: Council Member Menicucci moved to approve the Professional Services Agreement with KLJ Engineering, and authorize the City Manager to sign the same. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.

Consider Resolution 2015-6 Providing for the Transfer of Appropriated Funds among Established Expenditure Accounts

City Manager Barkley reviewed the budget amendment resolution as a housekeeping action. The updated spreadsheet was provided at this meeting. This action would move the funds around, but not change the overall budget unless previously approved by Council. Council complimented staff on the format of the report as being easy to read and understandable.

ACTION: Council Member Cooper moved to approve Resolution 2015-6 providing for the transfer of appropriated funds among established expenditure accounts for Fiscal Year 2014-2015. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

CONSENT AGENDA

Warrants Payable for April 2015

ACTION: Council Member Menicucci moved to approve Warrants Payable for April 2015. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

Payroll for May 2015

ACTION: Council Member Criner moved to approve Payroll for May 2015. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

FOR YOUR INFORMATION

Council Member Criner asked if the Railroad and/or State will fix the crossing on Broadway and Jackrabbit. The crossing at Broadway has too high of a bump. Jackrabbit crossing has loose pieces that can cause issues. Barkley agreed to make inquiries about these questions. He noted talking with the new Field Representative for Senator Tester and talking to her about possible use of federal revenue that comes from mineral extraction being rechanneled into improvements to communities impacted by the shipping lanes. Upgrading all the crossings might fall into this category.

Council Member Menicucci asked about the "castle" on Park and Weaver street with logs holding up the 2nd story. Barkley confirmed that this project is on hold right now due to issues regarding separation between that house and the next. Council will be updated as the project goes on. Menicucci also commented on the success of the recent book sale at the Library.

Council Member Smith commented on the increase in rabbits in the neighborhoods.

Council Member Koentopp reported on attending the Fire Board Meeting, and advised that Fire Marshall Castrocone has resigned. He is moving out of the area and everyone is sad to see him go.

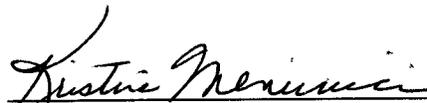
Barkley confirmed that because it has been less than one year since Castricone was hired, Prothman's group will assist in recruiting efforts at no charge. Koentopp also asked about the City-owned property at 314 S. Broadway. She asked that they improve their efforts in keeping the lawn mown and watered. Regarding Splash Park equipment, she asked the status and replacement concerns. Barkley noted that the crew is anxiously awaiting the new budget. Significant repairs have been accomplished over the winter including replacement of the control mechanism. The chlorinator has been upgraded and is functional with the current features. Koentopp felt that new features are needed to keep it interesting and she would like this to be part of the plan.

Council Member Cooper commented on Minnesota and Jefferson Streets heading south. The hedge on the right-of-way is so high it needs to be cut for visibility.

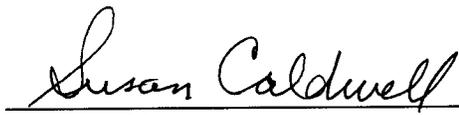
Mayor Nelson commented on areas around the railroad and around Town Pump with high grass that needs to be cleaned up and trimmed. Barkley stated that we have sent out a round of letters regarding this problem. This may be mitigated by using contract labor and billed back to the landowner. Mayor Nelson also asked about security of the city computer systems against hacking attacks. Barkley noted that we contract with a third party for this service and the City is reasonably protected. The City also takes advantage of our in-house knowledge of these types of attacks from an investigative standpoint. We have redundant systems that back up our information and other systems to reduce the risk. Sensitive information is not stored in such a way as to be accessible through the internet which gives a reasonable level of protection.

ADJOURN

Council Member Criner moved to adjourn the meeting at 8:45 p.m.



Kristine Menicucci
Deputy Mayor



Susan Caldwell,
Administrative Assistant to the City Manager