

**BELGRADE CITY COUNCIL MEETING MINUTES**  
**COUNCIL CHAMBERS**  
**July 20, 2015**  
**7:00 PM**

Mayor Russell Nelson called the meeting to order. Council Members in attendance were: Brad Cooper, Anne Koentopp, Ken Smith and Kristine Menicucci. Others in attendance were: City Manager Ted Barkley, City Attorney Richard Ramler, Finance Director Diane Eagleson, Jay Williams and Michael Tucker.

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

**APPROVED MINUTES OF THE July 6, 2015 MEETING**

Council Member Koentopp moved to approve the minutes of the July 6, 2015 meeting. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

**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 reported that he will be on vacation the last week of July and the first week of August. Council Member Menicucci will conduct the next meeting as Deputy Mayor during his absence.

City Attorney Ramler had nothing to report.

City Manager Barkley reported on the follow up discussions regarding Meadowlark Ranch Subdivision. Planning Director Karp has had some discussions with the parties involved and is maintaining contact. He will be reporting back to the Council with an update regarding the residents' concerns sometime in August. One citizen advised that the developer has since started addressing dead trees and other landscaping issues. Another concern expressed was about speed control on Penwell. Barkley noted that this issue will need to be considered more closely as some residents have requested speed bumps to be installed.

Barkley reported that the Transportation Alternative Grant Application process is progressing. The project would include sidewalks to connect the new Interchange to town. The

overall project cost would be approximately \$620,000 and would require approximately \$31,000 matching funds from Belgrade. Updates on our progress will be provided as available.

Barkley reported on the ongoing CTEP sidewalk project. The State changes are still being reviewed. The process is taking a bit longer than anticipated and he noted some impatience on our side because our construction season is passing by quickly.

Barkley reported that the 2015 Pavement Maintenance project had started this very morning. The work thus far is looking good and going as expected. North/South streets are being done first, then the cross streets will be filled in. Project costs of \$596,000 are mostly coming out of our Street Maintenance District fund. Approximately 28% is coming from Water Operating fund due to the resurfacing for the water line replacement project 3-4 years ago.

Council Member Criner arrived at the Council Meeting.

Barkley reported that Mr. Steve Harris, President of H&S Environmental, came to Montana to do training in connection with Montana Department of Environmental Quality. Harris volunteered to come and look at Belgrade's treatment system because it is one of the larger lagoon systems serving a relatively large population. He spent the day evaluating our system and will give his advice on how to extend the life and improve efficiency. This is at no cost to our rate payers.

Barkley reported recently hiring a new Police Clerk. Klondy Phillippi will begin work on August 3<sup>rd</sup>.

Barkley reported that the hiring efforts were continuing for the Fire Marshall position. The application process had closed as of July 12<sup>th</sup>. An update on potential candidates would be provided to Council soon.

Barkley reported working on reformatting our utility bills. Options may include information similar to energy bills in order to provide historical usage, along with more space to communicate with customers. Although producing this type of format may incur additional expense, a higher level of service and communication to our citizens may be worth the cost.

Barkley reported that the Consumer Confidence Report in connection with our annual Water Quality Report has been scheduled for publication and will be available on the City web page. The water supply is of good quality and is meeting standards. He also reported that the report was not filed in a timely manner with DEQ which resulted in a regulatory violation. Barkley attributed this partly due to staff turn-over. The report has now been filed.

Barkley reported that the Health Screening event for City employees will be held on Friday July 24<sup>th</sup>. This program has been a great tool in increasing wellness and significantly reducing health care costs.

Barkley reported on plans for the Belgrade Fall festival with this year's theme being "The Best is Yet to Come". He advised that various employees and others associated with the Belgrade Community Library will be walking in the parade. Library Director Bacon also wanted to ask the Council members to walk with them.

Barkley reported that the Library Wine Fest is scheduled for September 11<sup>th</sup> this year. Tickets go on sale in August. It may be held at the Holiday Inn Express, but this would be confirmed.

Barkley reported that a Business BBQ is scheduled for July 25<sup>th</sup> over the lunch hour. This event is sponsored by Northern Rocky Mountain Economic Development group and the Belgrade Chamber in their support of developing strategic economic development plans. This event will include various presentations and opportunities to share with local businesses some of the interesting start-ups happening all over the valley. All Council members were invited to attend.

## **DISCUSSION AGENDA**

### **Consider 2015-2016 Budget Discussion – Group 2 and Group 3 Funds**

Barkley advised that the complete budget should be in front of the Council by the 2<sup>nd</sup> week in August, including the General fund. He summarized how the funds were being grouped as follows: Group 1 funds are non-discretionary, debt obligations. Group 2 funds are not closely tied to tax revenue and for which we have a high confidence of what revenues will be. Group 3 funds are enterprise funds (water/sewer). Group 4 funds are closely linked to property and other tax revenues

General discussion followed regarding the Property & Liability Insurance Fund and Retirement plan funds which are set by other entities. Regarding Parks Cash in Lieu, Barkley noted the park planning process will give ideas of how to apply these funds. He noted that the Group Health Insurance fund and amounts in reserves are in a good position. The Drug Forfeiture fund is a placeholder. It is a small changeable fund.

Regarding CDBG funds, Barkley noted plans are to get these funds into the market place. Belgrade currently has 6 outstanding loans at this time. Impact fees are budgeted for the impact fee update study and our ability to use these funds to leverage for eligible projects. The Victims Special Revenue fund is a pass thru fund that comes through the Court.

Regarding the Water and Sewer operating funds, Barkley noted they are doing fair right now. System plan updates need to be reviewed in addition to a rate structure that self executes over time to build in the needed funds. Equipment needs includes a jet-vac truck to clean the lines, which also functions as a vacuum to get water out of areas quickly as needed. This is a critical piece of equipment. Rebuilding the old chassis into a dump box would be an option. It was noted that a lease purchase would be the least expensive, around \$400,000. A new trench box is also needed at approximately \$10,000. A side by side ATV is needed, designed like a

small pickup. Other needs include aerators in the treatment plant, backflow preventers, valve operators and a new line locator. We need to continue to replace radio read meters as well. Other needs include updated computers, a printer/copier and hydrant diffusers.

Barkley noted that projected numbers will continue to be refined for Council's review.

Council asked if the Parks budget was being increased. Barkley stated that the regular park fund will be discussed at a future meeting. The fund for Park Impact Fees must be used for things related to new growth. General discussion followed about when the impact fees could start to be used on projects. The plans need to be updated along with a public input process.

General discussion followed regarding proposed expenditures out of the Water and Sewer funds. Barkley noted that Belgrade currently maintains the leanest staff per capita for the service area we cover. In view of regulatory compliance requirements, he noted that when Belgrade reaches a population of 10,000 we may need to form a separate utility for storm water management. It was also noted that if the City obtains an ATV, it will include attachments as well.

## **CONSENT AGENDA**

### **Pledged Securities for Quarter Ending June 30, 2015**

**ACTION: Council Member Cooper moved to approve Pledged Securities for quarter ending June 30, 2015. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.**

## **FOR YOUR INFORMATION**

Council Member Criner had nothing to report.

Council Member Menicucci reported attending the Fire Board Meeting and that Central Valley Fire District (CVFD) had entered into an agreement with the Forest Service for cooperative fire protection. CVFD also passed a resolution to levy the maximum amount of mills allowed by the State law since property taxes went down. She also asked about the end of the Service road going toward Dry Creek. She noted that it was very dark and hard to see the curve. She asked that this be brought to the attention of the engineers. Barkley confirmed that additional items are still needing to be addressed similar in nature.

Council Member Smith asked when Gallatin Field Road would open to traffic. Barkley thought it would be soon.

Council Member Koentopp inquired about the upcoming event for Shakespeare in the Park. Barkley confirmed it would take place on September 7<sup>th</sup>, Labor Day.

Council Member Cooper asked who was responsible for weed mowing along the new interchange up on the hillside and around the tracks. He asked that the State be reminded of this needed maintenance.

**ADJOURN**

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

  
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Kristine Menicucci  
Deputy Mayor

  
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Susan Caldwell  
Administrative Assistant to the City Manager