

**BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS**

August 17, 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, City Attorney Richard Ramler, Finance Director Diane Eagleson, Fire Chief Lindroth, Matt Semple, Jeanine Mains, Kris Norby, Gary Fields, Mark Lusk, Shayla Mills and Michael Tucker.

APPROVED MINUTES OF THE August 3, 2015 MEETING

Council Member Youngberg moved to approve the minutes of the August 3, 2015 meeting. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

PUBLIC FORUM

Mayor Nelson called for public comment.

Shayla Mills, residing at 1106 Sunrise Drive, spoke as President of Belgrade Chamber of Commerce regarding the upcoming Fall Festival. She specifically addressed the need for weed control and the importance of the appearance of our community, particularly along Jackrabbit Lane, beside the railroad, and along Madison Avenue. A community cleanup event will be held before fall festival, but each business was asked to do their part even before that. Ms. Mills did not know if a specific date had been set for the community cleanup yet, but she thought it would probably be two weeks before Fall Festival.

Council asked if the Public Works employees could assist by picking up the weeds if they were piled at certain locations. The also inquired about whether the local paper could publish the date when it is set for the community cleanup. City Manager Barkley advised that he would follow up on these requests.

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

PUBLIC HEARING

There were no items for public hearing.

REPORTS

Mayor Nelson reported his attendance at the Central Valley Fire District's monthly meeting where they discussed the value of the mills having gone down this year and the challenges this has presented.

City Attorney Ramler had nothing to report.

City Manager Barkley reported being nominated to the Montana Municipal Interlocal Authority (MMIA) Board of Directors. He advised the Council that he would be attending a two day planning retreat for his first meeting with the Board on Thursday and Friday of this week.

Barkley reported plans to attend the regularly scheduled monthly meeting with Montana Department of Transportation (MDOT) tomorrow. He planned to bring the subject of weed control up for discussion.

Barkley reported the East Belgrade debriefing meeting scheduled for August 26th at 1:00pm at the Gallatin Airport where he would be bringing up various items needing additional attention.

Barkley reminded the Council of the Shakespeare in the Parks event scheduled for Monday, September 7th at Lewis & Clark Park at 6:00 p.m. This will include the play "Taming of the Shrew". Barkley also noted that the Fall Festival is scheduled for September 19th, also at Lewis & Clark Park.

Barkley reported there will be an opportunity to meet the new principal and School Superintendent at 5:00 p.m. at Saddle Peak Elementary School tomorrow.

Barkley reported receiving a new summary of information related to NorthWestern Energy related to new customer numbers. The data is starting to level off, but still at a high rate.

Council asked about MDOT and truck traffic. The City of Bozeman seems to be concerned about truck traffic and may possibly be opting to send trucks to Belgrade and not allow them to use Main Street in Bozeman. They wanted this issue brought up to MDOT for response.

DISCUSSION AGENDA

Consider Sponsorship of an Economic Development Grant Application for Bacterin International Inc.

Barkley provided some additional information from Jeanine Maines, Operating Manager of Bacterin. He explained what the City's obligation would be in sponsoring this grant application. It would support 12 new jobs in Belgrade and the City would handle the fiscal management of the grant.

Jeanine Maines, Operating Manager of Bacterin, expressed her company's desire for the City's support. The application is due to be submitted by Wednesday August 19th. Bacterin is at the point where they need to expand their clean room capacity at their facility located at 600 Cruiser Lane.

General discussion followed regarding liability and surety related to repayment of the loan. The term would be 24 months. A positive loan history with Bacterin was noted by Barkley along with the purchased equipment being used as security to back the loan. These funds would not come out of the City's economic development fund program. If the grant is awarded, the funds are awarded to the City for disbursement to Bacterin in increments over the two year period. Ms. Maines estimated it would take up to one year to fill the positions.

ACTION: Council Member Menicucci moved to approve sponsorship of an Economic Development Grant Application on behalf of Bacterin International Inc. and authorize the City Manager to sign the application. Council Member Youngberg seconded the motion. All voted aye, motion carried unanimously.

Consider Request for Variance from Sidewalk Requirements for property located on Thunder Road

Barkley explained the written request for a waiver of sidewalk requirements for property located on Thunder Road, on the lot occupied by Diesel Pros Shop. Conditions were recommended including signing of a waiver acknowledging their agreement that the City may at any time require that sidewalks be installed at a future date.

Gary Fields, Owner of Diesel Pros Shop on Thunder Road, confirmed that since the last meeting, he had only been able to talk with one of the neighboring property owners. No one else seemed to be interested in participating in the conversation.

General discussion followed regarding the fact that there is very little pedestrian traffic in this area at this time.

ACTION: Council Member Youngberg moved to grant a Variance from the sidewalk requirements to waive the required sidewalk installation in the Thunder Road right-of-way with the condition that the applicant waives any objection to any special assessment or Special Improvement District (SID) for the installation of sidewalks along the property and acknowledges that the City of Belgrade may at any time require sidewalks to be installed along the street frontage adjacent to the property at the applicant's expense and sign the attached Waiver stating the same. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

Consider Permissive Medical Levy and set date for Public Hearing

Barkley explained 2011 was Belgrade's base year when we started using this option. It represents approximately \$10,387 in tax revenue.

ACTION: Council Member Criner moved to set public hearing for September 8, 2015 to consider the proposed Permissive Medical Levy for FY 2015-2016 for final approval. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

Consider Preliminary Budget for FY 2015-2016 and set date for Public Hearing

Barkley presented the Preliminary Budget Binder provided to the Council for consideration. The Budget is balanced and should serve the community well. Reserves were used to balance it last year, but this year's challenge came from value's being reduced in regard to property taxes this year. Reappraisals will happen again on a two year cycle, so it is hoped that values will increase with the next valuation.

Barkley noted the value of a mill last year compared to this year and noted this year's value has dropped by 16.28%. Because the Municipal Services Levy passed the voters approval, this has substantially helped the financial position of the City of Belgrade. Barkley also reviewed the goals for updating various master plans and the progress that has already been made in areas such as Street Maintenance. He also commented on new personnel policies and a compensation plan. Barkley noted there are no funds available at this time to implement a new compensation plan but it remains a part of the goals. The current Budget includes a 2% wage increase for City employees.

Barkley noted plans to re-energize the Community Development Block Grant (CDBG) program and Economic Development loan program as a major goal. Employee training and a Council Planning retreat will also be planned. Barkley noted that some of these items will take longer than 12 months to achieve.

Barkley reviewed the summary page of the budget values, revenues and expenditures. He explained why some funds show higher expenditures as compared to revenues. Barkley commented specifically on the following fund accounts:

General Fund – the Municipal Services Levy will shore up the budget significantly, also the management of last year's budget allowed more carryover. Reserves are in better shape now.

Police – This department requested 3 new positions, including 2 officers and a Tech, however Barkley noted the City is not able to support this yet. A replacement vehicle is proposed for purchase this year. An older patrol car would most likely be cycled out. A truck may also be considered.

Planning – A new Permit Tech position is proposed as funds are available to support this new position. It will be full time and will share administrative duties for the Public Works Director as well. A replacement vehicle for Planning is also proposed to add to the fleet. The 15 year old car currently in use may be sold depending on the need.

Water/Sewer funds – These accounts are improving. A new Vector Truck will be a large purchase, but is very necessary at \$350,000. The City will probably look at lease purchase agreement depending on costs. The current equipment will likely be converted to a 10 yard dump truck.

Library – This fund is in healthy shape. The Municipal Services Levy made up for the decline in mill levy value. The Library has proposed adding a part-time Circulation Clerk position by using some of their reserves to fill in staffing needs. The need for this position would be reviewed after 2 years.

Street Maintenance fund – Fees will increase this year to the next incremental step. This will work well into a long term maintenance plan for all streets in the City.

Fire Department – The number of mills continues at the same level. Taking into consideration that the value of the mill was reduced this year, the amount the City will pay for fire and emergency medical services will be reduced.

Revolving Loan Funds – Currently these funds have about \$1.6 million available.

Impact fees – These funds will reach approximately \$800,000 this year. The City will be doing an updated study for projects that mitigate growth in the city. This will include a review of the Cameron Street improvement once the City is actually billed for it.

CTEP - Sidewalk improvement funds have been brought forward from the last plan year.

Court - Proposals include bringing a part-time employee up to full-time, also additional prosecution services will increase costs.

Capital Improvements - Proposed facility improvements will include the Court Department remodel and HVAC system updates for City Hall. Specifications are to be put together for the Court project by Labor Day.

Council inquired about whether the Fire Relief Association accounts had been reviewed. Barkley advised that an actuarial study is scheduled to be completed. The fund is healthy now.

Barkley referred to a report given to the Council showing how each employee's pay is split between the various funds for their general information. He also reviewed the number of full time employees (FTEs) and total wages projected for each main department. The Mill levy Summary sheet was also reviewed, specifically the way the Municipal Services Levy was split between the Fire Department, Library and Police funds. Barkley explained that the reports in the Budget Binder which were printed on white paper represented projected revenues, whereas the pages printed on green paper represented the proposed expenditures.

Council inquired about the Park Budget, and if the old tennis courts at Lewis & Clark Park were scheduled to be removed. Barkley confirmed that the funds are available and the recommendation was made at the last Park Board meeting to use park impact fee funds to accomplish this. There has been interest in making it into a basket ball court.

Council brought up comparative costs and feasibility of using trucks as opposed to cars in the Police Department. This information would provide a better way of explaining to the public the reasoning behind using the trucks.

Council inquired about the current amount the City contributes toward the Galavan senior transportation system. Barkley confirmed the same amount is being contributed as in previous budget years.

ACTION: Council Member Youngberg moved to set public hearing for September 8, 2015, to consider the Preliminary Budget for FY 2015-2016 for final approval. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

CONSENT AGENDA

There were no items under the Consent Agenda.

FOR YOUR INFORMATION

Council Member Cooper commented that residents seem to like the paving that was done and are looking forward to getting their own street paved in the future. Barkley commented that a project like this will take place every 3 years or so. We will be evaluating the performance of the technology we used on this project. Smaller projects of street maintenance will be ongoing.

Council Member Koentopp had nothing to report.

Council Member Smith spoke about knapweed getting out of control. He felt we need cutting and spraying efforts.

Council Member Menicucci asked if we have an ordinance for property owners requirements in regard to cutting weeds on their property and their right of way. Barkley asked if she had a specific address so some follow-up could be done. The property was located on Cameron on the south side going into Airway Blvd., where there are many weeds. The elderly property owners seem to be having a hard time maintaining their area for weed control. Menicucci also reminded everyone about the Library's Wine Fest scheduled for September 11th. The cost would be \$25 for each individual or \$40 for a couple. She noted that the Library Foundation is now looking into starting a campaign for future expansion of the Library.

Council Member Criner heard request that the police could do more speed checks and patrols on Broadway in view of school starting, around 4-5pm people are going 40 instead of 20. He wondered if the speed trailer should be put there to remind drivers.

Council Member Youngberg talked about signage with Montana Department of Transportation. He noted a truck driver drove all the way to Main and Madison to go out to Dry

Creek because there are no signs. Youngberg also commented that in the area in the alley behind his house there is knapweed south of Gallatin at the end. Barkley noted the plan to contract this type of service out to better address the problem next year.

ADJOURN

Council Member Criner moved to adjourn the meeting at 8:30 p.m.



Russell C. Nelson, Mayor



Susan Caldwell
Admin Assistant to the City Manager