

BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
September 8, 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, Planning Director Karp, Finance Director Diane Eagleson, Jeff Rupp, Ben Nistler, Matt Nistler, Jennifer Koch and Wade Pehl.

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

APPROVED MINUTES OF THE August 17, 2015 MEETING

Council Member Menicucci moved to approve the minutes of the August 17, 2015 meeting. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

PUBLIC FORUM

Mayor Nelson called for public comment.

Mr. Jeff Rupp, President of Human Resource Development Council in Bozeman (HRDC) spoke of plans involving development of a 24 unit property currently owned by Kermit Mueller. These units could become a key component of affordable housing in the Belgrade area. Mr. Mueller would like to sell part of his portfolio, transferring his agreement to HRDC in regard to low income housing and the HOME program. Mr. Rupp advised that a buy-sell agreement has been proposed. Mr. Rupp wanted to inform the Council of this activity so they would not be surprised. He also advised that Ms. Heather Granier has scheduled meetings with Jason Karp and Ted Barkley this coming week to discuss and ask for letters of support and documentation of need. Mr. Rupp noted that no other assistance was needed from the City. This grant process is very competitive across Montana. There is a great need to protect this resource. He thanked the Council for their consideration.

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

PUBLIC HEARING

Proposed Resolution of Intent of the City Council adopting FY 15-16 Additional Mills Levied for Employer Group Health Insurance - Permissive Medical Levy

Mayor Nelson opened the public hearing on this item, beginning with Staff comments. City Manager Barkley reviewed the Permissive Medical Levy and the revenue represented by

current mill value. This has been levied each year beginning 2011 and it must be reviewed and approved each year in which there is an increase.

City Manager Barkley commented on processes required when there is any increase revenue from taxes. The usual legal notices for this Fiscal Year have been published, however, an additional public notice was found to be required in order to meet the law. Therefore, Barkley asked that the public hearing be continued through to the next meeting to be held on September 21st in order to allow time for this additional public notice and thereby conform with the law in this matter.

Council asked if the premiums for health insurance increased this year. Barkley confirmed that rates did increase and the Permissive Mill Levy would assist toward the City's portion of the premiums paid.

Mayor Nelson called for public comment on this item.

ACTION: There being no public comment, the Mayor announced that the public hearing on this item was being continued for further consideration at the regular meeting scheduled for September 21, 2015.

Proposed Resolution to Approve and Adopt the Final Budget for FY 15-16 and Set the Mill Levy

Preliminary Budget – Open public hearing and then continue to next meeting

Mayor Nelson opened the public comment on this item and called on Staff to report first. Barkley noted that every fund of the budget has already been discussed over the past several meetings. He noted the highlights and referred to the summary reports provided. Overall, the bottom line has not changed since the last meeting. Some of the previous amounts were based on estimates instead of actuals so numbers have since been fine tuned with a greater level of detail. The fund summaries were also adjusted. Last year, the General Fund reserves reflected 18.6%, this year it reflects slightly over 25%. This is a positive direction. Total cash last year was approximately \$7.96 million unbudgeted, this year it is projected at approximately \$8.3 million.

Council asked about changes in Police funds in regard to wages. Barkley noted the decrease did not represent loss of personnel, it was a result of more accurate wage reporting. Council also asked about Interfund Transfers. Barkley explained how expenses are proportioned out of various funds. Interfund Transfers simply move the funds to where they are approved for use. Barkley noted the plan for next year's budget to include an information sheet at the beginning of each fund. This will provide information for each fund explaining approved uses, and examples of what types of expenses are applied and/or allowed in connection with that fund.

Council asked about combining lighting districts. Barkley confirmed this would be brought up later this year as a project.

Barkley reviewed staff additions and adjustments including one new position, Permit Technician, in the Planning/Building department due to sustained funding available in that area and not related to the general fund. In the Court department, one part-time Court Clerk will be increased to full-time. The Library will add a part-time Circulation Clerk. Employee compensation will be increased by 2% overall.

Barkley noted that many studies are scheduled which will help us conform with various grant requirements down the road. Planned studies will include impact fees, capital improvement plan, water and sewer system plans and rate analysis, park master plan and a Main Street development plan in partnership with Montana Department of Transportation. The next Reappraisal process should be positive which will increase future revenue. At that point, studies will be done and we can start identifying projects and applying for grants. Some of the grant writing will be contracted out, perhaps as part of the study process.

Barkley noted that future discussion will be needed in regarding to the Fire Department Services. Because our agreement is based on a set number of mills, and the comparative value went down this year, the agreement will need to be revisited. The Municipal Services Levy approved by voters helped and will enable the City to keep the level of services in place.

Mayor Nelson called 3 more times for public comment.

ACTION: There being no public comment, the Mayor announced that the public hearing on this item was being continued for further consideration at the regular meeting scheduled for September 21, 2015.

REPORTS

Mayor Nelson had nothing to report.

City Attorney Ramler had nothing to report.

City Manager Barkley reminded the Council that the Library's Winefest fundraising event is scheduled for September 11th. The Belgrade Chamber of Commerce has also schedule the Belgrade Cleanup Day event on September 11th with participants encouraged to report to the Chamber at 1:00 p.m. The City Public Works department will also support the cleanup effort in anticipation of the Fall Festival.

Barkley reported that the Shakespeare in the Parks event took place on September 7th and was well attended. The Library also had activities for younger children.

Barkley reported on efforts to schedule training sessions regarding Discrimination and Harassment. This would be done in joint sessions for employees of City of Belgrade, City of Bozeman and Gallatin County to help defray costs. These sessions will be scheduled in September and October and will be the first in a series of training topics. The Fire District

would also have an opportunity to join into these training sessions. Barkley asked the Council members to advise the Clerk if they would also like to attend one of the sessions.

In regard to questions about weed control on the railroad right of way, it was noticed that some spraying had been done. Barkley acknowledged his plan to implement a more aggressive weed management program next year.

Barkley reported on the Police Chief's efforts in applying for and being awarded various grants. Grants would include funds for replacement ballistic vests, upgrades to body cameras, special DUI and seat belt patrols, and funds to go toward Law Enforcement Liaison activities.

Barkley reported that Gallatin Field Road is now open to traffic. The elimination of the left turn will take some getting used to. Technically this is not yet a public road, as it is within the Airport's jurisdiction. The truck traffic is still being monitored in the interchange area. The new signage has not gone up yet, but the traffic controls seem to be working. Complaints have been reduced. Barkley also reported that speed signs on Jackrabbit Lane have been changed and corrected so they all convey the same limits now.

In regard to an upcoming Habitat for Humanity project, including construction of 6 town homes, Barkley noted he would have more information to provide at the Council meeting on September 21st.

Barkley advised that he will be out of the office on vacation from September 11th until the 14th. Police Chief Clark will be Acting City Manager during Barkley's absence.

ACTION: Mayor Nelson disclosed that he had a business relationship in regard to Banking and Finance with Ben and Matt Nistler, and Ryen Glenn Subdivision. The Mayor turned conduction of the remainder of the Council meeting over to Deputy Mayor Menicucci and excused himself from the meeting, leaving the Council Chambers at 8:00 p.m.

Deputy Mayor Menicucci opened the Discussion Agenda.

DISCUSSION AGENDA

Consider Improvements Agreement and Financial Guaranty for Ryen Glenn Phase I

Planning Director Karp reviewed the proposed Improvements Agreement and recommendations made by the Planning Board. This would allow the construction process to begin. Jason noted the page numbering would be corrected. He also noted on Page 3, wording shown as "construction of _____" would be deleted. He pointed out that on page 1 on the last paragraph, wording shown as "Certificate of Survey ___(blank)", the blank line would be filled in as soon as the survey was complete by the County. Another minor typo on page 4, section 9.1 would also be corrected upon final signing.

Karp noted the Improvements Agreement applies only to Phase I and will be in effect for 18 months. Once the improvements are done, then the Letter of Credit may be requested to be reduced commensurate with the work that has been completed.

Council asked if there was a precedent in allowing Improvements Agreements. Karp confirmed this has been done many times with the Letter of Credit. Barkley noted that the Letter of Credit is in effect for 6 months longer than the Agreement to allow for issues that may come up. This extra time limit has not been required in the past, but it is being required in this instance and in the future to allow for risks involved.

Council brought up the water drainage issues of neighboring subdivisions. Karp commented that the drainage issues were largely attributed to the design of the other subdivision. Ryen Glenn's grid design should alleviate this issue, along with the fact that Ryen Glenn lots are larger.

Matt Nistler, Ryen Glenn Developer, noted that this subdivision has gone through a long process time with many issues, finally brought to this point. He commented that Phase I, II and IV have almost all the infrastructure in, including paving. He commented on items that will come with later development of additional phases. He noted his appreciation of the Council's support. He commented on paving Powers to fully meet City standards. He stated their goal to make a quality development for the community. Mr. Nistler thanked the Council for their consideration.

ACTION: Council Member Cooper moved to approve the Improvements Agreement to be accompanied by a Letter of Credit acceptable to the City in the amount of \$1,673,473.19 and complying with the terms of the Improvements Agreement. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.

Consider Final Plat Approval for Ryen Glenn Phase I

Karp explained with the approval of the Improvements Agreement, this project is now eligible for final plat approval.

ACTION: Council Member Koentopp moved to grant final plat approval to the Ryen Glenn Estates Subdivision Phase I subject to the transmittal of the signed Improvements Agreement and Letter of Credit that is acceptable to the City, finding that all conditions of preliminary plat approval have been satisfactorily met or secured and the subdivision complies with the Montana Subdivision and Platting Act and the Belgrade City Code. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.

Consider Proposed Resolution to Budget Additional Property Tax Revenue for FY 2015-2016 and Set date for Public Hearing

Barkley explained the requirement for additional public notice in this instance. This will be placed as a display advertisement to be in complete compliance. This revenue increase represents an amount equal to 0.67% percent.

ACTION: Council Member Koentopp moved to set public hearing for September 21, 2015 to consider a Resolution to Budget Additional Property Tax Revenue for FY 2015-2016. Council Member Cooper seconded the motion. All voted aye, motion carried unanimously.

CONSENT AGENDA

Warrants Payable for July 2015

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

Payroll for August 2015

ACTION: Council Member Koentopp moved to approve Payroll for August 2015. Council Member Cooper seconded the motion. All voted aye, motion carried unanimously.

FOR YOUR INFORMATION

Council Member Cooper had nothing to report.

Council Member Koentopp reported enjoying the Shakespeare in the Parks event, very delightful.

Council Member Smith had nothing to report.

Council Member Menicucci reported on Belgrade Cleanup Day on September 11th, and also the Winefest at the Holiday Inn Express, with a live auction. Military, Firemen and Police will be there to honor those lost on this day.

Council Member Criner asked about restarting the School Resource Officer (SRO) program and if this was a budgetary issue or a grant issue. Barkley noted that there was a joint agreement with the School in the past, but the school decided that they could no longer maintain the funding. Barkley noted there was office space at the school for certain interviewing activities, but no full time SRO at this time. Grant funds are very limited if any. Criner wanted this to be added to possibilities for the future.

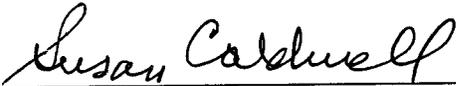
ADJOURN

Council Member Criner moved to adjourn the meeting at 8:35 p.m.



Russell C. Nelson, Mayor

Attest:



Susan Caldwell, City Clerk