

BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
September 21, 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 Jordan Ramler, Finance Director Diane Eagleson, Library Director Gale Bacon, Thomas McNab, Tracy Menezes, Dave Magistrelli, Jennifer Koch, Mark Maierle, 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 September 8, 2015 MEETING

Council Member Cooper moved to approve the minutes of the September 8, 2015 meeting. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

PUBLIC FORUM

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

PUBLIC HEARING

Intent to Budget Additional Property Tax Revenue for FY15-16 and Consider Adoption of Resolution 2015-8

Mayor Nelson opened the public hearing on this item, beginning with Staff comments. City Manager Barkley reviewed the proposed resolutions and some of the notice requirements. He explained that this Hearing was in regard to the tax increase itself, raising the non-voted levy by 0.67% which was required to be noticed as a display ad in the local newspaper. This represented \$7,799 total increase in revenue.

Mayor Nelson opened the public comment on this item and called 3 times for such. There being none, the public hearing was closed.

ACTION: Council Member Cooper moved to approve Resolution 2015-8 to budget additional Property Tax Revenue for Fiscal Year 2015-2016. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

Review Permissive Medical Levy for FY15-16 and Consider Resolution 2015-9 to adopt said Levy

Mayor Nelson announced that the public hearing on this item was initially opened at the meeting held on September 8th and was subsequently continued for further consideration at tonight's meeting. The Mayor called 3 times for public comment on this item. There being none, the public hearing on this item was closed.

ACTION: Council Member Koentopp moved to approve Resolution 2015-9 adopting a Permissive Medical Levy for Fiscal Year 2015-2016. Council Member Cooper seconded the motion. All voted aye, motion carried unanimously.

Review Preliminary Budget for FY15-16 and Consider Resolution 2015-10 to Adopt said Budget

Mayor Nelson announced that the public hearing on this item was initially opened at the meeting held on September 8th and was subsequently continued for further consideration at tonight's meeting. Mayor Nelson re-opened the public comment on this item and called on Staff to report first.

City Manager Barkley referred to revisions of how the Exhibits were labeled. Exhibit B also included the entire budget binder for reference. He also noted some amounts have been accounted for but not yet received, such as revenue related to the sale of a seized vehicle. He referred to lines 69-71 as being examples of housekeeping adjustments to balance the funds involved. Interfund transfers were now balanced. Each fund was reviewed over the past 3 months during regular meetings.

Barkley noted that proposed Resolution 2015-10 more closely follows the related statutes with newly added items include #3 which states allowance for the City Manager to make transfers or revisions within line items, and item 4 which discussed appropriations of reserves.

Mayor Nelson called 3 times for public comment. There being none, the public hearing was closed on this item.

Council inquired about Liability Insurance fund balance. Barkley explained this was based on experience rates, but this was adequate for the purpose and was not considered a concern at this time.

ACTION: Council Member Menicucci moved to approve the Final Budget for Fiscal Year 2015-2016 and to adopt Resolution 2015-10, including amendments proposed by Staff on September 8th and 21st, 2015. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

REPORTS

Mayor Nelson had nothing to report.

City Attorney Ramler had nothing to report.

Library Director Report

Library Director Gale Bacon reported on various forms of positive recognition that the Belgrade Community Library has received over this year. She felt this was a combination of efforts by many dedicated individuals over the years. Treasuring the Past and Envisioning the Future was the theme as they walked in the Fall Festival parade on Saturday. She also discussed the constant need to scale back because of the lack of space within the Library. In view of planning for the possibilities over the next 4 to 5 years, she introduced Tom McNab to the Council.

Tom McNab, Director of Community Design Center (CDC), Montana State University, College of Arts and Architecture, spoke about the work his group has accomplished on various projects throughout the State of Montana. The CDC works primarily with local governments, non-profits, tribes, under-funded and under-served areas and represents a collaborative effort with professionals, faculty members and students. Because this work is done by students, the CDC does not produce bidding and construction documents. Mr. McNab noted that the CDC looks forward to helping with the planning for the Library's potential for future expansion.

When asked about the fees involved, McNab noted a \$3500 studio fee and various expenses that may come up as reimbursable. If the project was confirmed and accepted by the CDC, it would probably take about 16 weeks. It was noted that Library Director Bacon was looking for a variety of input from different individuals and not just limiting it to the library board members. As this is only the beginning stages, there are possibilities to even include the City Hall in a campus-style layout. McNabb noted the first steps would be getting familiar with Belgrade and our property sites and what is desired to be achieved. Options related to changing the layouts, adding onto the building, starting to analyze lighting and energy, reviewing the existing structure and various other aspects would all be part of the project. McNab noted this as a very interactive process with the committee to student operation.

The input from the CDC is considered step one in the design and concept process only. This is a way of generating ideas and possibilities, therefore, no budget or funding would be considered at this point. Pricing and funding of the final plan, once decided upon, would be done by other professionals.

Council Member Koentopp noted past dealings with the CDC related to design suggestions for a community pool and she felt their work was quite thorough.

Library Director Bacon commented that there are potential philanthropic interests in investing in this type of project. City Manager Barkley noted at the staff level this will be developed further. The services provided by CDC, and the combined efforts of staff and student work invested represents an exceptional value for the Council's consideration. Barkley noted that additional information will be brought back to the Council regarding a contract to move ahead.

City Manager Report

City Manager Barkley reported on the Montana League of Cities conference and training this fall to be held in Bozeman October 7th through 9th. He also reported that the Executive Forum and Training scheduled for this year will also include a tour of businesses in Bozeman, Four Corners and Belgrade, with the tour ending at the brewery.

Barkley reported that the Insurance Services Office (ISO) will be performing an audit of Belgrade's planning/building department. This should prove to be beneficial for our ratings and is due to occur within the next 2 months.

Barkley reported that the Fall Festival went very well with only one complaint received from a newer resident who did not realize that his home would be blocked to traffic due to the parade route. His comment will be passed on to the Chamber for future reference. Vendors and visitors seemed very pleased with how the day turned out.

Barkley reported that with approval of the budget, many processes will start, including Library expansion planning, the actuarial study for the Volunteer Fireman's Relief Association fund, an Impact Fee study, Water/Sewer system study, among other projects. These will all lead to revisions to Belgrade's Master Plan.

Barkley reported that City Planner Karp has been working with residents of the Meadowlark Ranch Subdivision as well as communications with Jason Leep. While various constructions messes are in the process of being cleaned up, there are still drainage issues. Much of the standing water takes about 3 days to dissipate. Karp is continuing to stay engaged with these issues.

Barkley reported that Charter is planning to raise all their rates, they are simply required to give notice under the franchise agreement. Council inquired if we could raise the amount taxed from Charter under the franchise agreement. Currently it is at 5%. The next time this is negotiated, some services may be added on. This is non exclusive and it is open to competition but the rate of tax is normally this amount.

Barkley reported that today, the first of several joint training sessions for all Belgrade City employees began in collaboration with Gallatin County and the City of Bozeman. Future plans including rotating thru various training topics. Sessions will be set up as mandatory with several times available to meet schedules.

DISCUSSION AGENDA

Consider 2015 Pavement Improvements Project Completion

City Manager Barkley noted this was the first project of this type since he came on board with the City of Belgrade. He noted this information was for the Council's information and did not require action. Barkley noted the project has been completed and expressed his satisfaction with the results. It was noted that at some of the corners where the new surface joins the older

surface, the process caused deeper pools of water to form after raining, however, the water is not spreading out as far. This pooling would be reviewed as time goes on. Barkley noted this application is normally a 10 year wearing surface. It should be fog sealed after 5 years to rejuvenate and keep from cracking.

Consider Montana Department of Transportation (MDOT) Speed Zone Study – P205 Frontage Road – It was noted that this item would be considered later on in tonight’s meeting.

Consider HRDC Request for Letter of Support for upcoming Grant Application

Tracy Menez, representing Human Resource Development Council (HRDC), spoke about her meetings with Planning Director Karp and City Manager Barkley. She requested support for the acquisition and rehabilitation of the property including 24 units, Big Sky Villas, under the Rural Development program, currently providing rental assistance on 21 units. This program provides low income residents with housing where they are required to pay approximately 30% of their income as rent. Menez noted that this acquisition would require several items to go through successfully. (1) application to the Montana Board of Housing for tax credits, due 10/5/15; (2) application to Montana State Home Investment (HOME) program asking for grant funds to bring down the overall cost; (3) Approval of the Transfer by the Rural Development Board. Menez reviewed the last large project that was accomplished as being the Farmhouse Apartment properties which was secured as low income housing back in the 1990’s. She stated her appreciate for the Council consideration in supporting this project.

Menez confirmed that public meetings were scheduled on September 30th at 6 p.m. at the Belgrade Chamber of Commerce for the HOME program. A second meeting will present information about the grant for rehabilitating the Big Sky Villas and the match that they hope will come out of tax credits. Menez confirmed that HRDC is not looking to Belgrade for any funding, but letters of support from the Council and community are vital to the success of this type of endeavor. She noted that negotiations are ongoing with the owner and a conditional buy-sell agreement is in place. Menez felt this project would score well on the applicant level. HRDC would also probably ask for the Belgrade Mayor and/or City Manager to attend the Board meeting in November. City Manager Barkley noted that both he and City Planner Karp would gladly attend. Approximate rental rates for the units could be as low as \$420 for a 1 bedroom, \$470 for a 2 bedroom and \$500 for a 3 bedroom unit.

ACTION: Council Member Cooper moved to authorize the City Manager to provide and sign a letter of support for the acquisition of Big Sky Villas property. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

Consider Habitat for Humanity Belgrade Project

Dave Magistrelli, Executive Director of Habitat for Humanity, requested City of Belgrade to act as Grant Administrator for a CDBG grant application. This project involves the 6-plex in Las Campanas and would include developing this property as homes for low income

families. This is not a request for any funds from the City of Belgrade. \$3,000 would be set aside to assist City of Belgrade with costs involved in administering this grant. This grant would provide assistance to Habitat in obtaining professional architectural review for these properties and also a market study which will coincide with what HRDC is already doing. Foundations were already poured but further construction had been halted for quite some time. This is the first time this type of grant has been sought by Habitat and the City would be applying for the grant on behalf of Habitat. City Manager Barkley noted that the accounting for this is quite involved but it is the only way to get the application processed. This is one of the ways the City can support affordable housing. Barkley noted this as a very beneficial investment in our community.

ACTION: Council Member Menicucci moved to approve and authorize the City Manager to sign the grant application for a planning in behalf of the Habitat for Humanity project. Council member Cooper seconded the motion. All voted aye, motion carried unanimously.

Consider Resolution 2015-11 regarding City Commitment and Intention to apply for funding from the Big Sky Economic Development Trust Fund for Funding on Behalf of Bacterin International, Inc.

Barkley confirmed that Bacterin's application for funding is currently undergoing the review process. The Council had already approved this item by motion at a previous meeting, however, the reviewing board requested a Resolution as stated. Also, the amount stated in the initial request showed \$60,000 and this amount was raised up to \$90,000. This is a maximum amount that may be applied for by Bacterin. Barkley confirmed that these funds are part of a grant which would not require being paid back. This is not a loan.

ACTION: Council Member Koentopp moved to approve Resolution 2015-11 stating the City's commitment and intention to apply for funding from the Big Sky Economic Development Trust Fund for Funding on behalf of Bacterin International, Inc. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

Consider Montana Department of Transportation (MDOT) Speed Zone Study – P205 Frontage Road

City Manager Barkley reviewed various statistics of the new Speed Zone Study. He noted the drop in traffic due to opening of the new East Belgrade Interchange. The dynamics of the traffic is still changing so it has not really been settled yet. According to the Study, MDT is proposing raising the speed limit from 50 mph to 55 mph. Barkley noted the bigger concern is the lack of shoulder on the Frontage Road. MDT is asking for Belgrade's input by October 1st. Barkley noted talking with the Belgrade Chief of Police, but the dynamics are still changing so it's hard to make a solid recommendation. Perhaps we should hold off for a few more months to see how the interchange will affect the traffic. It may be too soon to make a determination.

Council discussed the various preferences for the speed limit on Frontage Road. One option would be to wait and measure over the next 6 months before suggesting a new speed limit.

ACTION: Council Member Cooper moved to direct the City Manager to write a letter to MDT recommending the speed limit be set at 60 mph. Council Member Smith seconded the motion. Votes in favor included: Cooper, Smith. Votes against included: Koentopp, Menicucci. Mayor Nelson voted in favor, motion carried 3 to 2.

CONSENT AGENDA

Warrants Payable for August 2015

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

FOR YOUR INFORMATION

Council Member Cooper commented on enjoying Fall Festival and commended the police and city employees for their efforts.

Council Member Koentopp also commented on enjoying Fall Festival.

Council Member Smith had nothing to report.

Council Member Menicucci reported on enjoying the Fall Festival and marching in the parade wearing Best Small Library T-shirts. She felt it was very well received.

ADJOURN

Council Member Criner moved to adjourn the meeting at 9:25 p.m.



Russell C. Nelson, Mayor



Susan Caldwell, City Clerk