

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

Mayor Russell Nelson called the meeting to order. Council Members in attendance were: Anne Koentopp, Ken Smith, Kristine Menicucci, Mark Criner and John Youngberg. Others in attendance were: City Manager Ted Barkley, City Attorney Rick Ramler, Levi Clark, Jim Simon Thomas Luhrsen, Tim Duvall, Jackie Flikkema and Michael Tucker.

**APPROVED MINUTES OF THE November 16, 2015 JOINT FIRE/COUNCIL MEETING**

Council Member Menicucci moved to approve the minutes of the November 16, 2015 Joint meeting. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

**APPROVED MINUTES OF THE November 16, 2015 REGULAR COUNCIL MEETING**

Council Member Youngberg moved to approve the minutes of the November 16, 2015 Regular Council meeting. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.

**PUBLIC FORUM**

Mayor Nelson called for public comment.

Jim Simon, Council Member Elect for Ward 3 to fill John Youngberg's current position, took this opportunity to introduce himself and thanked John Youngberg for his many years of service to the citizens of Belgrade.

Mayor Nelson called 2 more times for public comment, there being none, the public forum was closed.

**REPORTS**

Mayor Nelson had nothing to report.

City Attorney Ramler had nothing to report.

City Manager Barkley reported the recent occurrence of 2 confirmed Bac-t violations on the City water system. He pointed out this is not a boil order, but it does indicate a precursor of other bacteria possibly present and does require immediate attention. Public notices will be forthcoming. Barkley noted similar test results last fall/winter and reviewed the possible cause in theory. Because we do not chlorinate, when the water usage drops at this time of year and the water stands idle in the system, bacteria may have a chance to build. We will be flushing systems more often in the winter months to resolve this issue. Public Notification will be done

as required by Department of Environmental Quality (DEQ) and the line will be sanitized accordingly.

At 7:10pm Council Member Criner arrived at the council meeting.

Barkley reported reviewing allowed usages for Economic Development Revolving Loan funds. It was determined that the restrictions placed on the use of funds and term of the loans were largely self-imposed by the City, not by the terms of the original grants. The rules can be amended. Other programs have been modeled after Belgrade's example. It was noted that these funds may also be used to capitalize utility extensions in key areas that have potential for build out related to commerce and industry. It could be set it up as a revolving loan for new or expanding businesses. Barkley noted if the city remains the agent of the funds, the funds remain federal funds and are subject to federal guidelines. If we contract with a not-for-profit third party, the city can still control the funds, but they cease to be federal funds once they are repaid thru the third party. Barkley noted he is reviewing other sample wording in order to revise Belgrade's program going forward. This will foster economic development and help positively influence location of business growth in the future. These funds are only allowed to be used for economic development including infrastructure, housing, and business loans that create employment. The funds must benefit a majority of low or moderate income households. It would definitely remain a loan program to keep the funds in play.

Barkley reported attending the quarterly meeting of Northern Rocky Mountain Economic Development District (NRMEDD) in Belgrade. This included reports from Bacterin and Montana Canvas with very good feedback.

Barkley reported a lot of interest in the Request for Proposal that was advertised for the Water and Sewer Planning and grant services. 11 firms have requested the instructions for bid thus far.

Barkley reported that we have had the Honkoop Consulting Group out of Billings to review the city's information technology (IT) systems. We are having significant issues due to the age and capacity of the current systems. Final plans will be brought back to the council for consideration.

Barkley reported on attending the Belgrade Festival of Lights on December 4<sup>th</sup>. It was well attended and no safety issues were reported. He also reported that the Mint Restaurant was open again for business.

Barkley reported on the Building the Future of Gallatin County summary sheet copy provided to each council member. Tomorrow there will be a meeting on this subject of maintaining quality of life as the community grows.

**ACTION: At 7:23 p.m. Council Member Youngberg moved to excuse Council Member Cooper. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.**

## **DISCUSSION AGENDA**

### **Consider First Reading of Ordinance 2016-1 requesting Rezone of Duvall Property and Set Date for Public Hearing**

City Planning Director Karp reviewed the request. The property is located between Thorpe Road and Interstate 90. The Planning Board recommended approval and to set date for public hearing on January 4, 2016 with appropriate notices. Jason noted that Tim Duvall was present for questions. This is outside our city limits but within the zoning area.

**ACTION: Council Member Youngberg moved to approve the first reading of Ordinance 2016-1 to rezone the Duvall Property from R-S-M to M-1 as requested by the applicant and set the date for second reading and Public Hearing for January 4, 2016. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.**

### **Consider Proposed Installation of Scoreboard for the Belgrade Soccer Field**

City Planning Director Karp reviewed the proposed scoreboard for the soccer field. Tom Luhrsen from the Belgrade Booster club was present to answer any questions. Other agencies would also need to approve the installation, including the airport, schools and the state agency.

Council Member Koentopp asked about bright lighting that might cause problems and if this has been addressed. Karp noted that stadium type lighting is not allowed. This structure will not be any taller than the concession stand and this will also be reviewed by the other approving entities.

City Manager Barkley commented on the goal to have a master plan approved for the Belgrade Youth Sports Complex so that this type of individual request won't require continually going to four different entities for approval each time.

**ACTION: Council Member Criner moved to approve the installation of the scoreboard in Menicucci Park as proposed by the Belgrade Booster Club and direct City Staff to forward the City Council's approval to the appropriate offices at the State of Montana, Gallatin Airport Authority, and Belgrade Schools. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.**

### **Consider Town Pump / Main Street Landscaping**

City Planning Director Karp reviewed the original Conditional Use Permit (CUP) granted in September 2004 for the Main Street Town Pump related to their landscaping plan. Recently Town Pump had some changes to the grass strip due to Opticom's installation of underground cable, subsequently damaging the sprinkler systems. Town Pump hired Levi Clark's crew to repair it, but some issues have still been noted. Karp noted that if there is any major change like this, they should go back through the CUP process. Karp noted that the Council could either

accept the modification or determine if this is a significant modification, then a new CUP should be requested or the landscaping needs to be restored to the original design.

Council asked if Opticom had been contacted about this issue. City Manager Barkley confirmed he had been told this item was on Opticom's list to be repaired about one year ago. He was not sure if they had attempted to address it at this point.

Levi Clark, CS Structures, spoke as the contractor hired by Town Pump to repair the area noted. He noted that this was one of many jobs he has had to fix due to Opticom's damage. In the area under consideration, they had installed weed barrier with gravel on top so now no irrigation was needed and they felt it looked acceptable. Having irrigation in this location is now an issue due to the cable line and the inconsistency in the depth which increases the chance of damaging the cable.

Council commented that the grass that used to exist on the street side of the walkway was negatively affected by the salt used in the winter, so the gravel replacement seemed acceptable on that side. It was noted that the underground cable is on the building side of the sidewalk, grass that was there is now gravel, crushed and packed. It is set down below the edge of the sidewalk. Clark asked if colored rock would be an acceptable alternative.

Council asked Clark to come back with a different landscaping plan that did not show gravel on both sides. It should include greenery with irrigation included. Council expressed their desire to see improvement including green space again on the building side of the sidewalk as this is a highly visible entrance to the city and the park.

**Consider Proposed Resolution 2015-13 Creating Budgetary Authority to allocate Grant Funds Awarded to Bacterin, Inc., by the Big Sky Economic Development Trust Fund (BSTF) and establishing the Job Creation Grant Fund #2888**

City Manager Barkley reviewed the need for this resolution in administering the grant funds for Bacterin, Inc. The city's role is to pass through the state funds and work with the Business and Department of Commerce to document that the jobs have in fact been created. The purpose of the Resolution is to establish the fund, appropriate the revenue, allocate and authorize the expenditure of the funds, thus amending the current year's budget.

**ACTION: Council Member Koentopp moved to approve Resolution 2015-13 Creating Budgetary Authority to allocate Grant Funds Awarded to Bacterin, Inc., by the Big Sky Economic Development Trust Fund (BSTF) and establishing the Job Creation Grant Fund #2888. Council Member Youngberg seconded the motion. All voted aye, motion carried unanimously.**

**Consider and set date for a Council Planning Retreat**

City Manager Barkley suggested working with the council for approx 3 or 4 hours to clarify priorities for the coming months. Council generally agreed to schedule the retreat for

Tuesday, January 19, 2016, from 2 p.m. though 6:00 p.m. The normal Council Meeting will also be held that day beginning at 7:00 p.m.

## CONSENT AGENDA

### Payroll for November 2015

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

## FOR YOUR INFORMATION

Council Member Koentopp had nothing to report.

Council Member Smith reported his concern about the lack of lighting around the schools. He had recently driven along North Jackrabbit Lane past the school. It was bumper to bumper traffic, people and children running in and out of traffic and was very unsafe. He inquired about how to resolve the need for additional lighting. City Manager Barkley noted that a city wide lighting district was part of the list of priorities to be discussed.

Council Member Menicucci reported on the Festival of Lights and book sale at the Library, both events very well received.

Council Member Criner had nothing to report.

Council Member Youngberg had nothing to report.

## ADJOURN

Council Member Criner moved to adjourn the meeting at 8:04 p.m.



Russell C. Nelson, Mayor



Susan Caldwell, City Clerk