

**BELGRADE CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS**

March 7, 2016

7:00 PM

Mayor Russell Nelson called the meeting to order. Council Members in attendance were: Brad Cooper, Anne Koentopp, Jim Simon, Kris Menicucci, and Ken Smith.

Others in attendance were: City Manager Ted Barkley, City Attorney Rick Ramler, Finance Director Diane Eagleson, Planning Director Jason Karp, Public Works Director Steve Klotz, Patsy Olmstead, Renee Koenig, Jason Guffey, Ben Nistler, Matt Nistler, Matt Hanser, Ed Roe, Travis Bos, Tiffany Maierle, Renae Mattimoe, Tracey Menuetz, and Michael Tucker.

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

APPROVED MINUTES OF THE January 19, 2016 Council Planning Retreat Meeting and the February 16, 2016 Council Meeting.

ACTION: Council Member Menicucci moved to approve the minutes of the January 19, 2016 Council planning retreat meeting and February 16, 2016 Council meeting. Council Member Smith 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

There were no items scheduled for public hearing

REPORTS

Mayor's Report

Mayor Nelson read a proclamation acknowledging March 10th as Montana Retired Educators Day. Renae Koenig also spoke as a representative of the Retired Educators Association. She expressed their appreciation for this recognition of the date and invited the Council members to the scheduled celebration on March 10th from 2 to 4 pm and provided the location in Bozeman.

Mayor Nelson reported on attending the Executive Academy this past week. The tour was well received.

City Attorney's Report

The City Attorney had nothing to report.

City Manager Report

City Manager Barkley reported plans to have city staff prepare a budget calendar earlier than last year.

Barkley reported on a meeting scheduled for April 29th at the Library with a presentation by the architecture students at 3pm. He also noted that the Library is hosting income tax consultants on the 10th through the 12th to help individuals prepare their income tax returns free of charge.

Barkley reported that the selection process for a new Contract City Engineer is under way. The selection committee will also include the Mayor. Interviews would be scheduled in the next 3 days.

Barkley reported that 3 jobs are or will be open in the City Hall. They include a full time Support Services Technician for the Police Department, a full time Permit Technician/Public Works Clerk and also a part time Interlibrary Loan/Circulation Librarian.

Barkley reported that he will be coming to Council with recommendations to formalize the structure to recover fees for engineering services for large projects. This will be important as we bring on new engineer services.

Barkley reported that Council Member Criner had advised of his concerns about the occurrences of mumps in the Belgrade community. Criner had made his own inquiries and was glad to report that the County Health Department was pleased with the way the Belgrade School District was handling the situation.

Barkley reported that the City had received the 2016 edition of the Montana Directory of Municipal Officials and had a copy available for each Council Member if they so desired, also, a reference copy would be kept by the City Clerk and would be available for reference as needed.

Barkley reported that the City has now completed the second round of mailing the monthly water/sewer utility bills in the new format. This month's mailing included another explanation letter to help citizens become familiar with new layout.

DISCUSSION AGENDA

Consider Belgrade Young Forum Skate Park Grant Update

Travis Bos, President of Gallatin Skate Association, explained this year's new grant application process and noted that they were one of the finalists for consideration. He confirmed that the Belgrade Youth Forum was holding \$16,000 that had been obtained through past fundraising and the grant from the Arthur M. Blank Family Foundation (AMBFF) would, if

awarded, bring another \$15,000 to use toward building the first phase of the proposed Skate Park. Bos also noted that the 2015 grant application had been rejected because there were multiple locations shown as possible sites for the future skate park, but the granting agency wanted one specifically designated site.

City Manager Barkley noted that the latest recommendation from the Park Board was never heard by the Council, which included designating the location between the splash park and the old tennis courts in Lewis & Clark Park. Barkley also reminded the Council of concerns brought up by the Chief of Police involving the need for better visibility. This would make the site safer and would also discourage vandalism. Barkley spoke about another possible location in the area where Broadway connects to Cameron Street that will soon be incorporated into Lions Park. The ownership of this land is scheduled to be transferred to the City of Belgrade, but it was still a few months out.

In an effort to avoid losing out on these matching grant funds again this year, the Council discussed approving Lewis & Clark Park as the designated site, but requiring final drawings before any ground is broken.

Ed Roe, city employee, stated his concerns about infrastructure and power lines within Lewis & Clark Park. He felt this should be part of the analysis of the final site.

ACTION: Council Member Cooper moved to designate space for a skate park within Lewis & Clark Park and requiring final plans to be brought back to Council for approval before ground is broken on the project. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

Consider Request from Human Resource Development Council (HRDC) to apply for HOME grant funds on their behalf to be used for the Big Sky Villas project, and the associated Resolution, Agreement, and Certifications

Tracy Minuez, representing the Human Resource Development Council (HRDC), reviewed the request involving the Big Sky Villas which is a 24 unit housing area. She explained the application process having changed with different guidelines implemented just recently. In the past they only needed the support of local government. Now the local government is asked to serve as the applicant and sign off on the certifications in behalf of HRDC.

Barkley stated this is the same project already approved earlier this year. The roles have changed as City of Belgrade will become the applicant, but most of the administration will be done by HRDC staff. The City may also be able to recover some administrative expense. Acquisition should be completed by June. The City will not be getting into the housing business, but will still support the affordable housing in the community. Barkley recommended this change be approved.

ACTION: Council Member Menicucci moved to approve Resolution 2016-1 to authorize the submission of the Community Housing Development application, authorizing Mayor Nelson to sign the certification and application. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.

Mayor Nelson recused himself from the next item due to his business relationship with Ben and Matt Nistler's construction company, and called upon Council Member Menicucci to chair the meeting.

Consider Ryen Glenn Sidewalk Testing and Inspection Deviation Request

Planning Director Karp explained the request for deviation. They are requesting in lieu of the testing, that field inspection would be done by Public Works, and they would be provided with a concrete batch ticket.

Matt Houser, C&H Engineering, spoke in behalf of the applicant, noted that sidewalks installed in the beginning are quickly destroyed during construction process. Development can span several years. This would be written into the permit process to ensure inspection and quality.

Barkley noted the actual practice has been that sidewalks are being installed as the construction progresses. With one-lot pours, the testing requirements may be excessive because the project is so small. We want to follow our rules, but the small segments make it a challenge, here and in other cities & towns. He had asked city staff to consider what level of inspection makes sense. Perhaps the ticket from the concrete company and the certification of the contractor is enough. Barkley noted that the city staff is in the process of going through standards for Public Works right now and trying to set consistent and best practices.

Steve Klotz, Public Works Director, explained that this would affect other subdivisions as well including Meadowlark Ranch. Klotz noted that the City does not currently have a good program in place for inspection along with the fact that there is a lack of staff. Batch tickets would give specifications and would not be such a burden. Tests would not occur on every pour. Klotz recommended approval for this request to be implemented for subdivisions. This would require implementing a program and fee schedule to support it, then the overall testing and inspection cost for an average 100ft sidewalk would go down. Contracted inspection services would be used to help complete the inspections.

ACTION: Council Member Koentopp moved to allow a deviation from the inspection and testing procedures in the Design Standards and Specifications Policy Section for the construction of sidewalks in new subdivisions. The entity responsible for installing the sidewalk shall provide 24 hours of notice to the Department of Public Works of a sidewalk pour and schedule a field inspection of the sidewalk forms prior to pouring. Prior to pouring the concrete, a City inspector must verify that the location, width, depth of gravel, thickness, and grade of the sidewalk is in compliance with City standards. The entity responsible for installing the sidewalk shall provide the City inspector with the

concrete batch ticket to verify that the strength and composition of the concrete meets City standards. The City may require additional inspection and testing from time-to-time for quality control purposes or if there are questions or discrepancies in the sidewalk installation process. Council Member Simon seconded the motion. All voted aye, motion carried unanimously.

Patsy Olmstead, Belgrade resident, asked if this action was being taken to reduce the cost to developers. City Manager Barkley confirmed less costs may result depending on how the developer manages the process.

At 8:25 p.m., Mayor Nelson returned to directing the remainder of the Council meeting.

Consider Water and Sewer Planning Study RFP – Engineer Selection

City Manager Barkley explained the review process and the resulting recommendation. Seven engineering firms had submitted proposals and three of them had been invited to give a presentation to the selection committee. The TD&H/AE2S team was now being recommended for council's approval.

ACTION: Council Member Menicucci moved to authorize the City Manager to negotiate a contract with the TD&H/AE2S team. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

Consider Impact Fee Advisory Committee Member Application – Kathy Thorpe

Mayor Nelson recommended appointing Kathy Thorpe to the Impact Fee Advisory Committee. Barkley noted that she is also willing to serve on the Revolving Loan Fund Committee as well, for future reference.

ACTION: Council Member Koentopp moved to appoint Kathy Thorpe to the Impact Fee Advisory Committee. Council Member Cooper seconded the motion. All voted aye, motion carried unanimously.

CONSENT AGENDA

Warrants Payable for January 2016

ACTION: Council Member Smith moved to approve warrants payable for January 2016. Council Member Cooper seconded the motion. All voted aye, motion carried unanimously.

Payroll for February 2016

ACTION: Council Member Menicucci moved to approve payroll for February 2016. Council Member Simon seconded the motion. All voted aye, motion carried unanimously.

FOR YOUR INFORMATION

Council Member Cooper had nothing to report.

Council Member Koentopp reported that she will be absent from the March 21st meeting. She also inquired if L&L Services would be coming around offering services. Barkley said he would check.

Council Member Simon had nothing to report.

Council Member Menicucci commented on the Community Design Committee and four choices that were shown. She commented on the good effort to come up with ideas, a delightful process to see how the future vision has evolved. It also seems to be having a unifying effect on the community. She expressed appreciated for all the hard work.

Council Member Smith had nothing to report.

Mayor Nelson asked if City Manager Barkley had heard from the company that did the installation of the fiber optics and the status of damages that were left in limbo. Barkley noted that he had not heard back yet on the status.

Barkley noted that the tour on Wednesday with the various mayors, Belgrade showed very well. They were also interested in our road resurfacing project and how it is wearing quite well. Bacterin's operations were included on the tour, as well as the Madison River Brewery.

ADJOURN

Council Member Menicucci moved to adjourn the meeting at 8:37p.m.



Russell C. Nelson, Mayor



Susan Caldwell, City Clerk