

**BELGRADE CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS**

**April 5, 2016**

**7:00 PM**

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

Others in attendance were: City Manager Ted Barkley, City Attorney Richard Ramler, Finance Director Diane Eagleson, Planning Director Jason Karp, Public Works Director Steve Klotz, Keith Waring, Debra Youngberg, Brian Leland and Michael Tucker,

**APPROVED MINUTES OF THE March 21, 2016 Council Meeting.**

**ACTION:** Council Member Menicucci moved to approve the minutes of the March 21, 2016 Council meeting. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

**PUBLIC FORUM**

Mayor Nelson called for public comment.

Brian Leland, residing at 528 N Bozeman Street, Bozeman, MT, introduced himself and announced that he is running for a seat on the Gallatin County Commission for District 2.

Mayor Nelson called 2 more times for public comment. 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 April 10-16, 2016, as National Library Week.

**City Attorney's Report**

The City Attorney had nothing to report.

**City Manager Report**

In response to a previous question by Council regarding when the audit for FY14-15 would be finished, City Manager Barkley noted the normal due date of March 31<sup>st</sup> for the various reports required by the state. Upon request, the State has granted an extension to June 30<sup>th</sup>.

Barkley reported that the group known as "Friends of the Belgrade Pool" have offered to capitalize new pumps and motors in order to repair the splash park features. Public Works Director Klotz has been working with the group and will bring more information back to the Council as details become available.

Barkley reported that Doug Daniels of Daniels & Associates has now retired as of March 31<sup>st</sup>. Barkley noted plans to honor Daniels at the next Council meeting on April 18<sup>th</sup>.

Barkley reported that the Skate Park Committee has set up a "Go Fund Me" website related to the Belgrade skate park construction project. They were successful in obtaining grant funds and had drafted a Memo of Understanding which would be brought before Council at a future meeting for further consideration.

Barkley reviewed the current process used to calculate pay for hourly, non-exempt employees. The process is under review, including a future change from our current Monthly payroll to a Bi-Weekly payroll instead, thereby eliminating the mid-month draw check process.

Barkley reported on the recent meeting he attended regarding Emergency 911 services with Steve Reinke, the consultant hired by Gallatin County to facilitate the development of a strategic plan for developing radio technology and emergency dispatching services.

Barkley reported on the waiting period required after notices were posted at the Redd Property at 611 Missoula. He noted that at this point, at least one family member has personally been served the notice and a certified letter was posted, but not yet signed for.

Barkley reported that the performance by Shakespeare in the Parks, "Comedy of Errors" was confirmed for September 5, 2016, at 3:30pm on Labor Day, at Lewis & Clark Park.

Barkley reported that the Sidewalk Inspection Fee has been implemented along with the main permitting process and is being collected.

Barkley provided a copy of an informational flyer summarizing the Belgrade High School bond issue which was coming up soon for vote.

## **DISCUSSION AGENDA**

### **Consider Proposed Agreement to Establish a Planning Coordinating Committee for the Belgrade, Bozeman and Four Corners Triangle**

Planning Director Karp reviewed the proposed agreement to establish this committee. Karp noted that this recommendation is a result of a study completed by Sanderson Stewart in 2014 via a grant for this purpose. It was suggested that 2 committee members be chosen from each jurisdiction, consisting of at least 1 council/commission member and 1 planning board member. Fire Chief Lindroth had also asked to be included as a committee member.

Karp noted that Gallatin County had already approved this action for their part. The Belgrade City-County Planning Board had also recommended approval. Karp noted that this committee would not have statutory authority, but it would be a useful tool for recommendations. Meeting times and places are yet to be determined. Karp asked the Council to consider appointing a member from Belgrade City Council to this committee as well.

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

**ACTION: Council Member Menicucci moved to approve and adopt the Agreement to Establish a Planning Coordinating Committee for the purpose of coordinating Planning in the Belgrade, Bozeman and Four Corners Triangle. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.**

**ACTION: Council Member Cooper moved to appoint Council Member Menicucci to be the Belgrade representative on the Planning Coordinating Committee. Council Member Simon seconded the motion. All voted aye, motion carried unanimously.**

#### **Consider Bids received for the 2016 CTEP Sidewalks II Project and Award Bid**

City Manager Barkley noted this was the result of a re-bid for this project with Sanderson Stewart acting as the Engineer. Staff recommended awarding this bid to Duneman Construction for the Base Bid and Alternative No. One. Barkley reviewed the sidewalks and area streets included in the planned improvements and the budget considerations. The crossings of the railroad track portions will be brought in during the next fiscal year's budget.

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

**ACTION: Council Member Cooper moved to award a contract to Duneman Construction for the base bid of \$194,614.50 and additive alternative One in the amount of \$30,876.80 for a total amount of \$225,491.30. Council Member Koentopp seconded the motion. All voted aye, motion carried unanimously.**

#### **Consider Proposed Contract with TD&H Engineering for City Engineering Services**

City Manager Barkley summarized the selection process as Staff reviewed all proposals submitted and the resulting proposed contract with Keith Waring of TD&H Engineering. This contract is on a request basis and has been reviewed by the City Attorney.

**ACTION: Council Member Koentopp moved to approve the Professional Services Agreement and to authorize the City Manager to sign said agreement with TD&H**

**Engineering. Council Member Criner seconded the motion. Discussion followed before the vote.**

Council discussed past history and dealings with TD&H Engineering and specifically with Keith Waring. Mayor Nelson noted that the council had already approved awarding the contract to TD&H at the last council meeting and reaffirmed his confidence in the choice that was made. Council Member Cooper stated that he had a significant amount of history in dealings with TD&H and with Keith Waring and he felt strongly that it should be considered. Council Member Smith brought up the close scoring and inquired what made the difference in candidates. City Manager Barkley summarized the general review of strengths and backgrounds. Public Works Director Klotz noted that staff does their best to assign the right amount of points to each category and questions. Discussions followed on what would work best for the city, field inspections, conflicts of interest, knowledge of our infrastructure, ability to work in the field. All acknowledged the review resulted in a close score. Mayor Nelson also pointed out that all of the candidates said they would refrain from representing development interests in Belgrade if they were chosen.

**Mayor Nelson asked for a roll-call vote:**

**Council Members voting AYE: Koentopp, Simon, Menicucci, Criner**

**Council Members voting NO: Cooper, Smith**

**Motion carried 4 to 2**

## **CONSENT AGENDA**

### **Payroll for March 2016**

**ACTION: Council Member Criner moved to approve Payroll for March 2016. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.**

## **FOR YOUR INFORMATION**

Council Member Cooper brought up concerns about playground equipment in disrepair in Lewis & Clark Park and his desire to see the Park Board meeting regularly again. He inquired about the basketball court/tennis court status.

Council Member Koentopp had nothing to report.

Council Member Simon inquired about the Park Board future meeting schedule. Barkley confirmed it should be started back up and running within the next 2 months.

Council Member Menicucci reported on the planned program coming up on April 12<sup>th</sup> at the Library with the Bozeman Symphony Percussion players and the Wanderlust program. She also noted the "Give Big" event on May 3<sup>rd</sup> where a person can go online and donate to the group of their choice, including to the Library. On April 29<sup>th</sup> at 7:00 pm there will be the final presentation from the Architecture students working on future plans for the Library. On May

19<sup>th</sup> Madison River Brewery is donating a portion of their proceeds to the Library for sales between 3-8 pm. The Mint restaurant is also donating proceeds to the Library on a certain night of the week.

Council Member Criner reported that he would not be able to attend the Fire Board meeting on April 12<sup>th</sup>. Mayor Nelson volunteered to take his place and trade for the month of September. Criner also inquired about a Parks District concept in cooperation with Bozeman and County. City Manager Barkley said it would probably be left up to individual cities and this process had not been looked into yet. Barkley noted that we could also partner with the School District as another option to share costs and serve the greater Belgrade community.

Council Member Smith had nothing to report.

**ADJOURN**

Council Member Criner moved to adjourn the meeting at 7:58 p.m.



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Russell C. Nelson, Mayor



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Susan Caldwell, City Clerk