

**BELGRADE CITY COUNCIL  
MEETING MINUTES  
COUNCIL CHAMBERS  
May 2, 2016  
7:00 PM**

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

Others in attendance were: City Manager Ted Barkley, City Attorney Richard Ramler, Planning Director Jason Karp, Jason Leep, Marilee Brown, Jessie Brown, Caitlyn Hawkinson, and Katie Gonzalves.

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

**APPROVED MINUTES OF THE April 18, 2016 Council Meeting.**

**ACTION:** Council Member Menicucci moved to approve the minutes of the April 18, 2016 Council meeting. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

**PUBLIC FORUM**

Mayor Nelson called for public comment.

Caitlyn Hawkinson, residing at 766 Springhill Lane, spoke in favor of building a path along Frontage Road between Belgrade and Bozeman. She felt this improvement would significantly reduce the hazards along this road. She presented a petition to the Council along with approximately 3,000 names of area citizens in favor of building the path.

Marilee Brown, representing the group Citizens for a Safer Bozeman, spoke in favor of building a path along Frontage Road. She summarized the petition being presented and asked the Belgrade Council Members to join in on their efforts in working with Montana Department of Transportation (MDT) and Gallatin County on creating a plan design.

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

**PUBLIC HEARING**

There were no items for public hearing

City Manager Barkley requested that the Council approve of adding another item to the Discussion Agenda: Consideration of a commitment of funds and authority to apply for Grant

funds for a Transportation Plan Update. The Council approved and added this as the last item to consider on the Discussion Agenda portion of this meeting.

## **REPORTS**

**Mayor's Report** – the Mayor had nothing to report.

**City Attorney's Report** – the City Attorney had nothing to report.

### **City Manager Report**

City Manager Barkley reported on interest expressed by property owners along Frank Road and the future extension that would connect Alaska to Jackrabbit, about the possibility of forming a Special Improvement District (SID) in order to build that road and extend water and sewer service as well. This would represent a significant step for opening up that area for commercial and industrial development.

Barkley reported that bids were requested for turf and weed management services for the summer season. The bids came in very high so other alternatives are being explored, including hiring of seasonal employees.

Barkley reported that the Planning Technician/Public Works Clerk position had been filled and Clinton Holman started working in this position today.

Barkley reported on the planning opening of the Splash Park as May 28<sup>th</sup> running through August 28<sup>th</sup>. It is usually closed whenever the daily temperature drops below 60 degrees or with the threat of lightning.

Barkley reported that the annual Spring Cleanup for yard waste is scheduled for Wednesday, May 11<sup>th</sup>.

Barkley reported that the automated payment option (ACH) for paying utility bills is now operating. The goal is to give people as many convenient ways as possible to pay their bills and it has resulted in significant improvement in collection rates.

Barkley reported plans to meet with the Gallatin County Skate Park group to clarify where the park will be built and the level of plans needed to proceed to enable Council to review moving forward with the project.

Barkley reported that the Belgrade Youth Forum beautification “wrap” program is moving forward and they are in discussion with MDT about what they would like to do and where it can be done. Barkley expected to see a progress report available soon. Final designs will be brought before Council.

Barkley reported that Central Valley Fire District is ready to give a year-end report to the Council and will probably be included on the next agenda.

Barkley reported plans to meet with TD&H Engineering soon to finalize the scope of services for Water and Wastewater projects. Work is also underway to draft a policy which would allow the City to bill applicable developers/builders for a portion of the costs associated with the City Engineering services on various projects.

Barkley reported on negotiations underway with Global Net who provides internet services among other services. They currently lease space from the City on top of the water tower. Comparable values of similar leases are being explored.

Barkley noted that the Goodwill Stores is slated for opening for business later this month. They are fully staffed and already taking donations. The Bozeman Deaconess building is also progressing and should be finished by the end of this year.

Barkley advised that he would be out of the office attending the Great Open Spaces City Manager's Association conference in Bozeman May 4<sup>th</sup> thru 6<sup>th</sup>.

## **DISCUSSION AGENDA**

### **Consider Contract for Architectural Services with ThinkOne - Habitat for Humanity CDBG Grant Partnership**

City Manager Barkley noted this is the next step in the process in the City's sponsorship of Habitat for Humanity's affordable housing project in Belgrade. One proposal was submitted in response to the advertised request. ThinkOne has a successful track record from past work with Habitat on a past project in West Yellowstone. Barkley recommended approval of the selection of ThinkOne to perform a feasibility assessment and preliminary architectural review and authorize the City Manager to enter into a contract with ThinkOne for the same.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Menicucci moved to approve the selection of ThinkOne to perform a feasibility assessment of preliminary architectural review and authorize the City Manager to enter into a contract with ThinkOne for the same. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.**

### **Consider Request for 3 Year Extension of Preliminary Plat Approval for Meadowlark Ranch Subdivision Phase 3**

Planning Director Karp referred to the applicant's letter requesting this extension. This is allowed by state law by mutual agreement. The developers are going through the process of obtaining a map amendment through FEMA regarding flood plain designations. This involves about 10 lots. Jason Leep was in attendance to answer questions.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Simon moved to grant a 3 year extension of Preliminary Plat approval for Meadowlark Ranch Subdivision Phase 3 with an expiration date of May 2, 2019. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.**

**Consider Uncollectable Taxes Receivable**

City Manager Barkley explained that a number of records dating back to approximately 1994 were still showing outstanding amounts. After reviewing this information and comparing it to County records, it was concluded that many of these errors were probably corrected but not recorded properly before the City moved its records into the current software system. Declaring these accounts as uncollectable is an administrative action that will allow the system to balance. Input was sought from the Government Accounting office as well as the City's Auditors and they agreed with this solution. Barkley noted that these amounts are not actually owed to the City, but the system as it stands, has not cleared them out as it should have.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Menicucci moved to declare these accounts as uncollectable and to remove them from active collections. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.**

**Consider Res 2016-4 Authorizing Sale or Disposal of Surplus Obsolete City Owned Equipment, No Longer Useful to the City**

City Manager Barkley noted this is a result of further review of items that were being stored at the City Hall. The cost of preparing to sell these items at an auction would be more than what the items were worth.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Smith moved to approve Resolution 2016-4 authorizing the sale or disposal of surplus obsolete City owned equipment no longer useful to the City as listed in "Attachment A". Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.**

**Consideration of a commitment of funds and authority to apply for Grant funds for a Transportation Plan Update**

City Manager Barkley noted the accumulation of planning funds which could be used to update the City's transportation plan. The last version was done in 2002. Quite a bit of growth has happened since then with a fair amount of growth poised to occur to the south and east. We must have an updated, adopted plan in order to be eligible for grants. Barkley noted that the

process could cost upwards of \$200,000. MDT has verbally committed to paying for up to half of the cost to have this plan updated. They need a commitment from the Belgrade Council to pay the other half. The planning funds are specifically available for this use. The lead time on the Transportation Plan is important to be able to apply for other funding related to significant projects to improve Main Street and other thoroughfares. Once the funding commitment is stated, the City may go through the Request for Qualifications (RFQ) process for interested engineers and planners, or we may go to a preauthorized list at the state level to take advantage of work already done in the area.

Mayor Nelson called for public comment.

Marilee Brown commented on participation in area transportation plans and she asked Belgrade to formally invite the County into the planning process.

Barkley noted the Triangle Planning group that has already been formed for this type of consideration and to compare notes.

**Council Member Menicucci moved to authorize the expenditures for Transportation Plan Update up to \$100,000 and authorize the City Manager to request matching funds up to \$100,000 from Montana Department of Transportation for the same purpose. Council Member Criner seconded the motion. All voted aye, motion carried unanimously.**

## **CONSENT AGENDA**

### **Payroll for April 2016**

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

## **FOR YOUR INFORMATION**

Council Member Smith noted that the County Water Quality Board usually meets the first Thursday of each month and he wanted this listed on the FYI section in the future. He also inquired if an offer of employment had been made for the Fire Marshall position.

Council Member Criner inquired about receiving periodic updates from the Police Chief, the Public Works Director and perhaps the Judge from time to time, similar to how the Library Director has done so the Council is kept up to date on various activities.

Council Member Menicucci reported on the final presentation of the Community Design Center for the future plans for Belgrade's Library. Plans and structure models are located on the second level of the Library. She also noted the "Give Big" event scheduled for May 3<sup>rd</sup> for charitable giving.

Council Member Simon inquired about status on the property at 611 Missoula. Planning Director Karp noted that the owners have acknowledged that the City may now proceed with demolition. Residents will be notified when a contractor is scheduled to start the work. Council Member Simon also inquired about the schedule for the next park board meeting.

Council Member Koentopp had nothing to report.

Mayor Nelson inquired about the next step in considering water rights. Barkley noted that we are 6 to 8 weeks out. The attorneys are working to identify how much we need and how soon. In terms of water conservation, Barkley noted immense amounts of water that could probably be saved simply by better managing our irrigation systems in our parks.

**ADJOURN**

Council Member Criner moved to adjourn the meeting at 7:56 p.m.



Russell C. Nelson, Mayor



Susan Caldwell, City Clerk