

**BELGRADE CITY COUNCIL
MEETING MINUTES
COUNCIL CHAMBERS
October 4, 2021
7:00 PM**

This meeting was open to the public and attended both in person and via the Zoom Video platform.

Mayor Russell C. Nelson called the meeting to order. Other Council Members in attendance were Brad Cooper, Mike Meis, Jim Simon, Kristine Menicucci, Jim Doyle and Ken Smith.

City staff in attendance were City Manager Ted Barkley, City Attorney Rick Ramler, City Clerk Susan Caldwell, Administrative Assistant Dana Jambor, Planning Director Jason Karp, City Engineer Tom Eastwood. City staff in attendance via Zoom were Public Works Director Steve Klotz, Finance Director Diane Eagleson and Planning Tech Kristin Spadafore.

Others in attendance were Ali Vasarella, Kevin Cook, Mike DeVries, Vivian Crouse, Judy Doyle, Andrew Cetraro, Renae Mattimoe. Others in attendance via Zoom were Diane Setterberg, Jane Hodges, Elizabeth Marum, Neil Cardwell, Alex Edwards, Sharon and Jane Hodges.

PUBLIC FORUM

Mayor Nelson called for public comment and opened the public forum.

Andrew Cetraro, Board Member of the Belgrade Chamber of Commerce, congratulated Ted Barkley on his retirement and welcomed Neil Cardwell as the new City Manager.

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

REPORTS

Mayor's report – Mayor Nelson had nothing to report.

City Attorney – City Attorney Ramler had nothing to report.

City Manager

City Manager Barkley thanked everyone and said that he felt good about the City's situation. He was confident that Neil Cardwell would serve well. Barkley discussed general progress on the Wastewater Treatment Plant upgrade project and noted the target to bring it online by Spring of 2023.

DISCUSSION AGENDA

Discuss draft Ordinance 2021-5 to amend the City Charter and modify Council Salaries

City Attorney Ramler discussed the two adjustments made to the draft Ordinance based on the discussion at the last meeting including a reduction of the compensation to \$200 per month. The other change was language allowing for future salary adjustments to be accomplished by ordinance so it would not have to go to a vote. Possible election dates for this issue could be May 3, 2022, in conjunction with the school district election, so that the cost could be split between the City and the school. There was a primary election to be held on June 7th, but the cost would be higher because with a primary there were more ballot issues, etc.

Mayor Nelson called for public comment.

Elizabeth Marum, residing on E. Missoula Street, urged the council to reconsider the rate of salary up to \$500 per month.

Council discussed the process for changing the City Charter and proposed election dates for the question to be placed on a ballot.

ACTION: Council Member Menicucci moved to adopt Ordinance 2021-5 to amend the charter of the City of Belgrade to modify the salaries of the City Council members and Mayor, and to provide for future modification of the salaries of the City Council members and Mayor by ordinance and to submit said amendments to a vote by the electorate of the City of Belgrade, MT, and set the date for public hearing on November 1, 2021. Council Member Simon seconded the motion. Motion carried 5 to 1.

Roll Call Vote:

Council Members voting aye: Meis, Simon, Menicucci, Doyle and Smith

Council Member voting no: Cooper

Consider Request to use City Fire Hydrant for Fire Protection – GenMar Inc.

Planning Director Karp introduced a written request submitted by Kevin Cook of GenMar Inc., to utilize the City fire hydrant near the intersection of Tubb Road and Airport Road for basic fire protection for the 4-lot subdivision off Airport Road. County subdivision regulations required a fire protection water supply within 5,000 ft. of the farthest lot of the subdivision. Fire sprinklers would also be installed in the homes in order to meet code. Use of this hydrant would allow the builder to proceed without having to construct a separate fire pond on the site. This had also been reviewed by the Central Valley Fire District.

Kevin Cook, representative of GenMar Inc., explained the land trade with the Airport. This included a deed restriction which limited them to building 4 homes on this piece of property.

Mayor Nelson called for public comment. There was none.

ACTION: Council Member Meis moved to approve use of the City hydrant at Airport Road and Tubb Road for fire protection water supply for the proposed GenMark Inc, minor subdivision on Airport Road subject to the stipulation that new structures in the subdivision have fire sprinkler systems, and the developer waive the right to protest future annexation into the City of Belgrade. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

Consider Request for Variance – Minimum Easement Width – JLD/Rosa Property

City Engineer Eastwood discussed the request for Variance to reduce the standard 30 foot easement width down to 24 foot width. City staff had reviewed the request and recommended staying with the standard 30 foot minimum. This would allow for excavation typically required for the City’s utility lines and maintenance of easement boundaries. Eastwood noted the easement was located on Airport and State land.

Alex Edwards, Engineer with TD&H, noted that the easement would run through Airport land and had been coordinated with the Department of Natural Resources and Conservation (DNRC). Because of the restricted airspace and restricted land use on the Airport property, the applicant did not foresee other utilities going into this easement. Plans included trenching to allow for two 12” service lines, with the second line for future capacity for the City and this easement would be reserved only for utilities, specifically sewer mains.

Mike DeVries, developer, said that he understood the need for a 30 foot easement if it was running through town or somewhere that was going to be developed differently. He noted that this path for easement had no future plan for development in that way. He noted a significant financial impact represented between \$200,000 to \$300,000 less if the reduced width was granted. DeVries noted the easement being discussed would be approximately 1,800 linear feet.

Discussion followed about adding language to the easement for exclusive use for City infrastructure and to avoid the possibility of another easement by the Airport being dropped on top of it.

DeVries agreed to include language for a 24 foot exclusive easement for Belgrade City infrastructure in the proposed wording for the meeting with the Airport Authority on October 14, 2021.

Public Works Director Klotz reviewed the reasoning by City staff and how they had arrived at setting the standard easement at 30 feet.

DeVries proposed that the Council grant the Variance based on an agreement with the Airport that 5 feet on each side of the 24 foot easement could be used for construction and repairs. Klotz said that would be acceptable.

Mayor Nelson called for public comment. There was none.

ACTION: Council Member Meis moved to approve and grant a variance for a 24 foot minimum width easement, for exclusive use for City utilities, contingent on the allowance of an additional width of 5 foot on each side (10 foot total) for construction and repairs easement for the proposed JLB Development, LLC and Rosa Development LLC for a sanitary sewer force main across Bozeman Yellowstone International Airport, Gallatin Airport Authority and the State of Montana Lands. Council Member Cooper seconded the motion. All voted aye, motion carried unanimously.

Consider Approval of Market Adjustments to Compensation for Several Positions

City Manager Barkley proposed changes to specific compensation rates approved in recent budget considerations based on the market analysis completed by CMS Group out of Helena. The newly proposed rates would bring a better match to market conditions in our area. Barkley noted this was the first round of adjustments and he planned to review all positions in view of the updated information. Specific adjustments included a pay increase for the City Clerk along with exempt status with added supervisory duties and changing the Assistant to the City Clerk from part time to a full time position. Pay increases were proposed for the Director of Administration and Human Resources, City Court Judge, City Prosecutor, Public Works Director and City Engineer in line with the market analysis. Barkley noted that he would like to review the next round of changes when Cardwell came on board and his plan to work with the Finance Officer to ensure that the financial impacts were manageable.

Mayor Nelson called for public comment.

Kristin Spadafore, City Planning Tech, thanked Barkley and that she appreciated working with him over these past few years. She said some of her questions were answered, but she wondered who came up with salary increase numbers and how they arrived at these numbers.

Barkley explained that CMS had gathered data from a number of different cities and organizations in the Gallatin Valley and beyond that they felt were comparable. They had considered job descriptions, area housing costs and other data to figure the recommended ranges and rates. When the document was complete, he said it would be a public document, and all are welcome to take a look at it. Barkley confirmed that he had proposed these rates to take effect as of October 25, 2021. Barkley noted that providing competitive wages and benefits were vital to keeping the City staff in place and to attract potential employees for current openings. Barkley clarified that the Police and Library departments had already been reviewed and recently adjusted. All other positions were being evaluated.

Council Member Doyle commented that he would prefer that the new City manager take a look at this before any action was taken.

ACTION: Council Member Menicucci moved to approve Market Adjustments to Compensation for the positions outlined by the City Manager for FY21-22 as submitted. Council Member Meis seconded the motion.

Roll Call Vote: Motion passed 5 to 1.

Council Members voting aye: Cooper, Meis, Simon, Menicucci, and Smith

Council Members voting no: Doyle

Consider Approval of Designated Authorized Check Signers for the City of Belgrade

City Manager Barkley proposed the following changes to the authorized check signers for the City: Retain Diane Eagleson, add Neil Cardwell, Sherry Brown and Dustin Lensing, drop Ted Barkley and EJ Clark, as signers on the checking account. He also recommended that the City Manager or Financial Officer always be one of the signers.

Mayor Nelson called for public comment. There was none.

ACTION: Council Member Simon moved that Council approve changes to the authorized check signers as recommended. Council Member Meis seconded the motion. All voted aye, motion carried unanimously.

CONSENT AGENDA

- Warrants Payable for month of August, 2021
- Pledged Securities as of September, 2021

ACTION: Council Member Cooper moved to approve the Consent Agenda as submitted. Council Member Smith seconded the motion. All voted aye, motion carried unanimously.

FOR YOUR INFORMATION

Council Member Smith had nothing to report.

Council Member Doyle reported that the Fall Festival went well and it was nice to see Ted Barkley and Kris Menicucci serving food. Barkley added special thanks to the Public Works department for coming in early to clear out weeds.

Council Member Menicucci reported that it was so good to see all the faces after such a long shutdown. Everyone was courteous and happy. She reported that there was a Fifth Wheel RV parked at the end of her block and it was skirted so it appeared that they planned to stay. The City Clerk reported that the residents had been notified that they would need to obtain a camping permit and they had come in to the City office.

Menicucci thanked Barkley for his service to Belgrade and thanked the City and everyone for passing the recent Library bond.

Council Member Simon reiterated that it was great to see a parade in Belgrade again, especially the band and orchestra. He mentioned that the farewell reception for Barkley would be at City Hall on October 15th.

Council Member Meis also praised the Fall Festival, and said that while Dan Holland and John Youngberg directed, many helped. He asked for an update on the curvy street lines painted by MDT. Barkley said that they were meeting with MDT and he heard that there was a new person running the equipment.

Council Member Cooper reported that the Police did a good job at the Fall Festival, walking around the park and handing stickers to kids. He didn't know of any issues for the Police at the parade or at the park.

Mayor Nelson asked future City Manager Neil Cardwell if he would like to say a few words.

Cardwell said that he was excited to be coming to Belgrade and thanked them for the opportunity.

ADJOURN

Council Member Smith moved to adjourn the meeting at 8:13 pm.

Russell C. Nelson, Mayor

Attest:

Susan Caldwell, City Clerk