

**BELGRADE CITY COUNCIL  
MEETING MINUTES  
COUNCIL CHAMBERS  
July 18, 2022  
7:00 PM**

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

Mayor Russell C. Nelson called the meeting to order. Council Members in attendance were Martha Sellers, Mike Meis, Jim Simon, Kristine Menicucci, Jim Doyle and Renae Mattimoe.

City staff in attendance were City Manager Neil Cardwell, City Attorney Rick Ramler, City Clerk Susan Caldwell, Executive Assistant Dana Jambor, Community Development Director Jason Karp, Fire Chief Greg Tryon, Finance Director Charity Wilson, Police Chief Dustin Lensing, City Court Judge Chris Gregory.

Others in attendance were Susan Swimley, Kent Marsales, Vivian Crouse, Roy Crouse, Tiffany Maierle, Mark Maierle, Tracy Menuenz, Jason Ekstrom, Mike Devries, Lisa Beedy, Dave Beedy, Elizabeth Marum, Ken Murphy. Others in attendance via zoom were Diana Setterberg, Joe, Nicole Cardwell, Cody Kerkaert, Chris Pendleton and Judy Doyle.

**PUBLIC FORUM**

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

**CONSENT AGENDA**

- Authorize City Manager to execute Memo of Understanding and Transactions related to Acquisition of Belgrade Senior Center
- Authorize City Manager to sign Right of Way Grant for Utilities on State-Owned Land to serve Ashton Meadows and Black Rock Subdivisions
- Authorize City Manager to sign Sewer Force Main and Access Easement Agreement for Gallatin Airport Authority Land to serve Ashton Meadows and Black Rock Subdivisions
- Approve Resolution 2022-39 Intent to Consider Annexation of Four Graces, Tracts 1, 2, and 5 for John Rosa and set date for Public Hearing on August 15, 2022
- Approve Council Minutes: 7/5/22, 8/2/21, 8/9/21, 8/16/21

**ACTION: Council Member Menicucci moved to approve all Consent Agenda items as submitted. Council Member Doyle seconded the motion. All voted aye, motion carried unanimously.**

**PUBLIC HEARING**

## **Consider Preliminary Plat Approval for West Post PUD/Subdivision**

Community Development Director Karp summarized the staff findings on the project, which used to be referred to the Davis Property off Frank Road. Plans included mixed use residential and commercial development. Karp discussed improvements to Alaska Frontage Road and the intersection of Jackrabbit Lane and Alaska Frontage, along with completion of Frank Road to connect near Stockman Bank. Connection of these roads would be governed by Montana Department of Transportation as well.

Matt Ekstrom, Morison Maierle Engineering, reviewed the project to include 250 acres and 370 lots. He noted 47 lots would be mixed use and 329 would be residential lots. The structure of a Planned Unit Development (PUD) would allow for mixed uses. He discussed traffic and road improvements to include roundabouts and constructing Stone River Road through the property. The water main would connect to the Yellowstone Airport Plaza main under the interstate. He noted that the applicant/owner agreed with conditions as written and appreciated working with Belgrade planning staff.

Kent Marsalis, owner/applicant, discussed plans for developing parks and area roadways. He estimated 5 to 7 years to sell the lots and up to 9 years to finish the buildout. There would be no 3 story homes. He noted their voluntary development and plans to complete construction of Frank Road at their own cost all the way through to the opposite side with a goal for completion the week after Labor Day 2022. He noted additional work along Alaska Frontage Road to replace the existing pavement and grade to achieve the proper elevation and placement of pipe. This would also be at the developer's cost. He reviewed planned park areas and proposed amenities to include 14 acres, with approximately 7 acres to be developed and turned over to the City.

Karp noted that the West Post Plan had been unanimously approved upon review by the Planning Board. Discussion included concerns about the potential for 3 story homes, increased traffic along Ketchikan Road, roundabouts and concrete bike paths. Karp also discussed the developer's arrangements in working with the area Ditch owners.

Mayor Nelson opened the public hearing and called for public comment. There being none, the public hearing was closed.

**ACTION: Council Member Meis moved to approve the preliminary plat and PUD for the West Post Major Subdivision with approval subject to all laws and regulations in accordance with Section 76-3-608 Montana Code Annotated and the Belgrade Subdivision Regulations, and subject to the Planning Board and staff recommended conditions. Council Member Sellers seconded the motion. All voted aye, motion carried unanimously.**

## **PUBLIC HEARING**

### **Consider Adoption of Annexation Service Plan for Belgrade N. Business Park Phase 3, Lots 28 and 29 Jason Lea Property**

Karp reviewed the annexation plan, similar to other lots in the North Business Park area.

Mayor Nelson opened the public hearing and called for public comment. There being none, the public hearing was closed.

**ACTION: Council Member Simon moved to approve and adopt the Lea Annexation Service Plan for Lot 28 and Lot 29 of Belgrade North Business Park Phase 3 in accordance with 7-2-4610 Montana Code Annotated. Council Member Mattimoe seconded the motion. All voted aye, motion carried unanimously.**

## **PUBLIC HEARING**

### **Consider Resolution 2022-40 to Annex Belgrade N. Business Park Phase 3, Lots 28 and 29 Jason Lea Property**

Karp noted that with the approval of the Annexation Service Plan, Council could now consider annexation of the Lea property.

Mayor Nelson opened the public hearing and called for public comment. There being none, the public hearing was closed.

**ACTION: Council Member Simon moved to approve and adopt Resolution 2022-40 to Annex Lot 28 and Lot 29 of Belgrade North Business Park Phase 3 into the City of Belgrade including the adjacent Jackrabbit Lane right-of-way. Council Member Doyle seconded the motion. All voted aye, motion carried unanimously.**

## **PUBLIC HEARING**

### **Ordinance 2022-13 (second reading) to Update City Code Section 10-5-17 regarding Sidewalk Requirements**

Karp noted the City's request for continuance to allow for additional public notice and subsequent rescheduling of the 2<sup>nd</sup> reading for August 15, 2022.

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

Roy Crouse, residing on Bert Court, asked why the City wanted to designate sidewalks as public property. He commented on his concerns about his rights as a homeowner when drug deals go on at the sidewalk in front of his home. He felt there were no consequences.

City Manager Cardwell asked Mr. Crouse if he would be willing to set a time to speak with City staff about his concerns.

Mayor Nelson called for additional public comment. There being none, the Mayor noted the intent to continue the Public Hearing at a future meeting.

**ACTION: Council Member Menicucci moved to continue consideration of this item for Public Hearing to August 15, 2022. Council Member Sellers seconded the motion. All voted aye, motion carried unanimously.**

## **DISCUSSION AGENDA**

### **Presentation of 2022 Christmas Convoy Plan by Belgrade Community Coalition**

Ken Murphy, representing the Belgrade Community Coalition, reported on recent meetings with Public Works and Police departments. He noted their plan for 2022 would be similar to the previous year for the Christmas Convoy. It had been very successful. The planned date for 2022 was December 10<sup>th</sup>. Council thanked them for their efforts.

### **Consider Authorizing the Mayor to sign a Letter of Support for Affordable Housing Application – HRDC (Yellowstone Airport Plaza)**

Tracy Menez, HRDC Associate Director, reviewed the proposed 40-unit apartment project located in the Yellowstone Airport Plaza subdivision. This would be in partnership with Foundering Development. She noted the full application was due by August 1<sup>st</sup>. Proposed rental rates would be approximately 50% lower than the current market in our area. As with past proposals, a letter from the Belgrade Council would show support for this latest low-income housing project. Menez noted that the actual site within the Yellowstone Airport Plaza may be adjusted, however, best case scenario would be to break ground by the first quarter of 2023.

Mayor Nelson called for public comment.

Elizabeth Marum, residing in Belgrade, spoke in support of adding more affordable housing.

**ACTION: Council Member Meis moved to approve and authorize the Mayor to sign a Letter of Support for an Affordable Housing Application for the HRDC Project at Yellowstone Airport Plaza property. Council Member Sellers seconded the motion. All voted aye, motion carried unanimously.**

### **Consider Resolution 2022-41 to Adopt Badger Hollow Plan as an Amendment to the Belgrade Growth Policy**

Karp noted that, although the Badger Hollow area would be located outside City limits as a County subdivision, it was part of the land use map within the Belgrade Growth Policy plan. This action would designate the area for suburban development. The County Commissioners would be considering approval of the same action. Karp noted the area was located off the end of River Road and probably would not come into City limits so County regulations would apply.

Mayor Nelson noted that the County Commissioners had expressed their appreciation for the work Karp and his staff were putting in on these matters where the City and County shared concerns. They noted that information from Belgrade was very well prepared and informational.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Doyle moved to approve Resolution 2022-41 adopting the Badger Hollow Plan as an amendment to the Belgrade Growth Policy. Council Member Mattimoe seconded the motion. All voted aye, motion carried unanimously.**

### **Consider Board Appointment to the City-County Health Board**

Mayor Nelson noted review of the application submitted by Whitney Lonsdale to serve on the City-County Health Board. Her pertinent experience would be a positive addition to the Board and he recommended her appointment to the City-County Health Board for an initial term of 1 year. Mayor Nelson noted that Mr. Edward's appointment to the Health Board would be for an initial term of 2 years. Terms going forward would be for the full 3 year period.

Council inquired if any other applications had been received and if anyone residing in Belgrade had shown interest. City Clerk Caldwell noted that Edwards and Lonsdale were the only applications thus far and no one residing in Belgrade had responded as of this date.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Doyle moved to appoint Whitney Lonsdale to serve on the City-County Health Board for a 1 year term. Council Member Menicucci seconded the motion. All voted aye, motion carried unanimously.**

### **Consider Renewal of City Attorney Contract for Services**

City Attorney Ramler noted his discussed with City Manager Cardwell about an updated Contract for Services. The proposal included another 2 year term with an adjustment to the monthly fee and an adjustment to reflect actual cost of the Westlaw subscription service.

Mayor Nelson called for public comment. There was none.

**ACTION: Council Member Meis moved to approve and authorize the City Manager to sign the Contract for Services for the City Attorney as presented. Council Member Simon seconded the motion. All voted aye, motion carried unanimously.**

## **REPORTS**

Mayor Nelson noted his upcoming vacation and called on Deputy Mayor Meis to serve at the August 1<sup>st</sup> meeting.

City Attorney Ramler had nothing to report.

City Manager Cardwell reported on SWAGIT, an entity that would provide services for running cameras and broadcasting our Planning Board and Council meetings to the public. He noted the process was moving forward with a planned install date in the next few weeks and the

goal of going “live” by the end of this year. He noted that citizens would be able to view live streams and also have access to archive recordings.

Cardwell reported that the City had completed the review with Cushing Terrell in analysis of water, sewer and transportation plans. Cardwell planned to put together a community master plan with cost considerations in next year’s budget. He would ask Cushing Terrell to present information to the Council at a future meeting.

Cardwell reported on the progress being made by Ted Barkley in working on acquisition and use of DNRC land for the Public Works facility plans. He noted some delays due to the survey coming in just over 30 acres.

Cardwell reported on progress in the design/development phase of the Library. He noted we were now in the 1 month review period where architects and builders would do their reviews. The third party cost estimator would provide data and Martel would also provide another estimate. Thus far, Cardwell reported less than a 1% difference.

Cardwell reported that Police Chief Lensing had been working with the School District to add a second School Resource Officer (SRO). Preliminary information had been sent to Superintendent Saunders to review with the School Board. The goal was to have another SRO ready when the new school year began.

Cardwell reported on the progress and process for hiring a Human Resources Director and IT Director through Prothman Group. He noted the most recent candidates did not work out. Feedback from these searches indicated that compensation rates needed adjustment. Cardwell noted he would be comparing market rates and bringing in budget considerations to be more competitive.

Council Member Sellers noted that there were a lot of specialists living in our valley due to Montana State University and Right Now Technologies. She suggested he target the outreach accordingly. Discussion followed about continuing to recruit, including at the local level.

Cardwell reported on recent review of the capacity we will have upon completion of our upgraded Wastewater Treatment Plant. According to the current State rules, our plant was near full capacity on paper due to our annexation commitments. Actual inflows were not threatening our capacity, but Cardwell noted the need to start planning additional expansion. He confirmed that Belgrade has asked Montana League of Cities (MLCT) to assist on bringing some light and attention to our special circumstances. We would like to have the ability to certify our own plant to a specified capacity. Cardwell noted we would not ask to exceed our inflows.

## **FOR YOUR INFORMATION**

Council Member Sellers reported she may not be able to attend the Library board meeting.

Council Member Meis just got back from vacation, nothing to report.

Council Member Simon just came back from vacation, nothing to report.

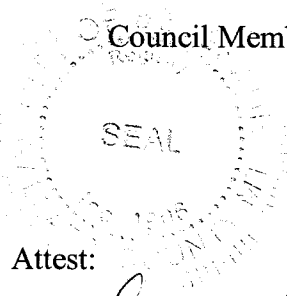
Council Member Menicucci appreciated the department heads sending out a newsletter to council.

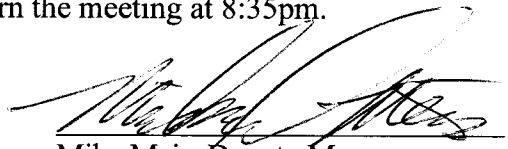
Council Member Doyle reported on weeds growing up around the sign on Hoffman and Main Street. He asked when streetlights would be installed in the Bridger Heights subdivision. Karp noted that they had just recently had their final plat approved so it should be soon. Doyle reported his attendance at the recent Fire Board meeting. He noted they had successfully agreed on employee contracts.

Council Member Mattimoe reported on attending the Park Board meeting where they discussed that the QR Code sign and donation options were now active for the Splash Park.


**ADJOURN**

Council Member Simon moved to adjourn the meeting at 8:35pm.



  
Mike Meis, Deputy Mayor

Attest:

  
Susan Caldwell, City Clerk