

November 10, 2015

The Red Lodge City Council met in regular session on November 10, 2015 at 7:00 p.m. The meeting was called to order by Mayor Williams followed by the Pledge of Allegiance to the Flag.

**ROLL CALL OF OFFICERS** Present: Mayor Williams, Aldermen Foisy, Mahan, Thompson, Labrie, Schoenike and Brown. Absent: None.

**DEPARTMENT HEAD ATTENDANCE:** City Clerk – Loni Hanson, Public Works Director – Jim Bushnell, Community Development Director-Peter Italiano, and Police Chief- Steve Hibler.

**MINUTES OF OCTOBER 27, 2015** Motion by Labrie, second by Brown to approve the minutes of October 27, 2015. On roll call vote all Aldermen present voted “Aye.” Motion carried.

**CLAIMS AGAINST THE CITY** Motion by Labrie, second by Brown that claims against the City totaling \$192,989.82 approved by the Auditing Committee, be paid and warrants drawn on their respective funds in payment. On roll call vote all Aldermen present voted “Aye.” Motion carried.

Labrie pointed out \$10,000 was paid to JBF LLC to start crushing the old concrete and asphalt piles at the sewer lagoons. She also pointed out \$3,612.80 was paid to Sweeney Masonry Construction for the final work being done on the Mausoleum. Billings Insulation was paid \$10,388.90 for the “fire resistant” insulation that was installed at the Recycling Center.

**OFFICER REPORTS** Officer reports were included in the Council packets.

**COMMENTS FROM PUBLIC REGARDING MATTERS WITHIN CITY JURISDICTION THAT ARE NOT ON THE AGENDA** None.

**PRESENTATION “BRANDING LEADERSHIP TEAM” PRESENTED BY SHERRY AND TIM WEAMER** Tim Weamer said the Red Lodge Brand Leadership Team (BLT), includes leaders from area businesses and City government, including RLMLA, TBID, County and State agencies, RLACF, realtors and retailers, Red Lodge Mountain, Yellowstone Country, the City of Red Lodge and the Red Lodge Area Chamber of Commerce/Visitor Information Center. This group is diverse by design to pull the entire community together and members were chosen for individual expertise in their field as well as an understanding of the importance of tourism to our economy. The BLT has carefully and methodically been working on the brand identity and positioning statement for over a year long period with over 700 man hours contributed. Weamer said many of the participating organizations have been responsible for funding the process and to date, over \$25,000 has been raised to produce the branding, logo and marketing plan. Weamer added the Red Lodge BLT is presenting the completed plan for the City’s official adoption of this branding, as all of the necessary steps and the work has been done. He said they are ready to unveil this brand and logo as the town’s own and begin immediately implementing this marketing plan.

Steve Roi, 815 Bigfoot Circle, was concerned that the teepee was not included in the logo.

Tim Weamer said it is the triangle at the bottom of the logo.

Schoenike said the Council needs to look at how we could incorporate the new logo within the City and go from there.

Mayor Williams thanked Tim and his committee for all of their hard work on this project.

**STANDING COMMITTEES-ADMINISTRATION AND FINANCE Library MOU** Motion by Labrie, second by Thompson to approve the Memorandum of Understanding for Library Services between the City of Red Lodge and Red Lodge Carnegie Library Board. On roll call vote all Aldermen present voted “Aye”. Motion carried.

Labrie thanked Foisy for all of the time and research he put into this agreement. She also thanked Brown for working with the Library Board.

**Library Code** Labrie said the Council received a draft copy of Title 8, Chapter 4 of the Red Lodge City Code concerning the Red Lodge Carnegie Library. She said this needs to be updated and the Administration Committee will be working on this and will bring it back to the Council for discussion on the November 24, 2015 Council meeting.

**Other Administration and Finance Items** Labrie said there will be a draft copy of the Cemetery District referendum for discussion at the November 24<sup>th</sup> Council meeting. She said the Cemetery Board met today and has been working on this draft.

Labrie also added at the November 24<sup>th</sup> Council meeting, there will be a draft Social Media Policy for the City and an updated Council Rules and Procedures for discussion.

**LAND USE AND PLANNING Resolution No. 3401, Northwestern Energy Airport Easement** Motion by Schoenike, second by Labrie to approve Resolution No. 3401, a resolution of the Red Lodge City Council granting a right-of-way easement to Northwestern Energy for buried electric and gas lines at the Red Lodge Airport and authorizing the Mayor to execute all associated documents. On roll call vote all Aldermen present voted “Aye”. Motion carried.

## **RESOLUTION NO. 3401**

### **A RESOLUTION OF THE RED LODGE CITY COUNCIL GRANTING A RIGHT-OF-WAY EASEMENT TO NORTHWESTERN ENERGY FOR BURIED ELECTRIC AND GAS LINES AT THE RED LODGE AIRPORT AND AUTHORIZING THE MAYOR TO EXECUTE ALL ASSOCIATED DOCUMENTS.**

WHEREAS, a “Right-of-Way Easement” between the City of Red Lodge as Grantor and Northwestern Energy as Grantee has been prepared; and

WHEREAS, said easement will allow Northwestern Energy to bury electrical and gas lines across certain portions of real property owned by the City; specifically, within the Red Lodge Airport; and

WHEREAS, granting the easement is in the best interests of the City, as it allows Northwestern Energy to conduct necessary business and provide services within the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the attached Right-of-Way Easement of the City of Red Lodge and authorizes the Mayor to execute all documents related thereto.

INTRODUCED at a regular meeting of the City Council on \_\_\_\_\_ 2015 by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Red Lodge this 10<sup>th</sup> day of November, 2015.  
APPROVED by the Mayor this 10<sup>th</sup> day of November, 2015.

ATTEST: CITY OF RED LODGE

\_\_\_\_\_  
Loni Hanson, Clerk-Treasurer

\_\_\_\_\_  
Ed Williams, Mayor

Schoenike said this is just a formality requested by Northwestern Energy.

**Other Land Use and Planning Items** Shoenike said the Planning Board will be meeting this Thursday, the 12<sup>th</sup>, at 5:30 p.m. in the Council Chambers.

**PUBLIC HEALTH AND SAFETY** Mahan said Chief Hibler will be doing another survey on the yield street signs after the Thanksgiving Holiday and will bring the results back to the Council.

Mahan stated the committee is still working on the addressing.

**PUBLIC WORKS Ordinance No. 919, Tree Regulations, Public Hearing 1<sup>st</sup> Reading** Mayor Williams opened the Public Hearing.

Gary Robson asked if there was a height requirement for the trees and shrubs along the sidewalks.

Foisy said the height the trees have to be cut back to is fourteen feet along the sidewalks.

Mayor Williams closed the Public Hearing.

Motion by Foisy, second by Mahan to approve Ordinance No.919, an ordinance establishing Title 8, Chapter 5 of the Red Lodge City Code concerning the regulations of trees on City owned land and City maintained public rights of way within the City of Red Lodge. On roll call vote all Aldermen present voted "Aye". Motion carried.

### ORDINANCE NO. 919

**An Ordinance establishing Title 8, Chapter 5 of the Red Lodge City Code concerning the regulations of trees on City owned land and City maintained public rights of way within the City of Red Lodge.**

WHEREAS, the City of Red Lodge desires to consolidate its tree regulations into one Ordinance to include those currently identified under Title 8, Chapter 7, and

WHEREAS, The Red Lodge City Council desires to update the tree regulations to incorporate the recommendations of the Red Lodge Urban Forestry Management Plan, and

WHEREAS, the Red Lodge City Council has passed Ordinance 918 establishing Title 8, Chapter 7 of the Red Lodge City Code concerning the composition and the duties and responsibilities of a Red Lodge Parks, Trees and Recreation Board.

Now Therefore,

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF RED LODGE, MONTANA:**

**A new Title 8, Chapter 5 (currently reserved), is hereby adopted as follows to be identified as Tree Regulations:**

**Chapter 5**

## **Tree Regulations**

### **Section:**

#### **8-5-1: Short Title**

#### **8-5-2: Purpose**

#### **8-5-3: Definitions**

#### **8-5-4: Urban Forestry Management Plan**

#### **8-5-5: Tree Inventory**

#### **8-5-6: Street Tree Species List**

#### **8-5-7: Spacing**

#### **8-5-8: Utilities**

#### **8-5-9: Public Tree Care**

#### **8-5-10: Tree and Shrub Pruning and Trimming**

#### **8-5-11: Tree Topping**

#### **8-5-12: Abuse or Mutilation of Public Trees**

#### **8-5-13: Planting of Trees**

#### **8-5-14: Penalties**

#### **8-5-1: Short Title.**

This Chapter shall be known and be cited as the **TREE REGULATIONS OF THE CITY OF RED LODGE, IN THE COUNTY OF CARBON, STATE OF MONTANA.**

#### **8-5-2: Purpose.**

It is the purpose of these regulations to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of trees, shrubs and other plants on City owned land and City maintained public rights of way within the City of Red Lodge.

#### **8-5-3: Definitions.**

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

- A. Park Trees and Plants:** Trees, shrubs, bushes, and other beautification or landscaped plantings, now or hereafter planted or growing within parks within the city of Red Lodge.
- B. Pruning:** The selective removal of plant parts to meet specific goals and objectives related to protecting the tree.
- C. Street Trees:** Trees, shrubs, bushes and other woody vegetation, and grasses within City public rights of way.
- D. Topping:** The reduction of a tree's size using head cuts that shorten limbs or branches back to a predetermined crown limit.
- E. Tree Drip Line:** The area defined by the outermost circumference of a tree canopy.
- F. Tree Inventory:** A geographic database containing information regarding street tree species, size, condition and geographic location.
- G. Trimming:** Removing branches from shrubs and hedges, either for aesthetic, safety or clearance purposes.
- H. Urban Forestry Management Plan:** A document that outlines a strategic approach to sustaining the City's community trees on a short and long-term basis

#### **8-5-4: Urban Forestry Management Plan**

The Parks Board shall oversee review and update of the Urban Forestry Management Plan. The primary goals of this Plan shall be to (1) prevent a net loss of trees by maintaining a healthy and diverse urban forest, (2) preserve existing trees to the maximum extent reasonable and feasible, and (3) where possible, increase trees proportional and/or greater to population growth. This Plan shall outline a strategic approach to sustaining the City's community trees on a short and long-term basis and shall be reviewed every five years and updated as appropriate.

#### **8-5-5: Tree Inventory**

**A. Goals:** The Parks Board shall oversee the development and biennial update of a tree inventory of street and park trees. The Parks Board shall utilize this inventory to prioritize tree maintenance needs, to plan for the community's future and to provide a basis for implementation of the Urban Forestry Management Plan.

**B. Components:** The tree inventory shall provide tree species, preferably in binomial nomenclature (Latin names, i.e. genus species), size such as DBH (diameter at breast height for deciduous trees) and tree height (for coniferous trees), canopy width, overall condition such a health and maintenance needs, overcrowding, possible problems, present or absence of insects or diseases. Characteristics of the site should also be listed such as soil type and condition, root space and safety.

**C. Update:** The tree inventory shall be reviewed every two years and updated as needed; and the results shall be examined as part of the Urban Forestry Management Plan.

#### **8-5-6: Street Tree Species List.**

The Parks Board shall maintain a list of trees preferred as well as trees not approved for use in parks, public rights of way and other City owned lands based on the ability to withstand insects, diseases and winter cold, and identified by species, growth rate, light requirement with advantages and disadvantages of each tree identified. Such list shall constitute the requirements of the City, be consistent with the landscaping requirements of the City of Red Lodge Zoning Ordinance and shall be open to review. In the event a tree is proposed that is not on the preferred list, the species genus of said tree may be proposed to be added to the preferred list. Said proposal will be reviewed and approved or denied by the Public Works Director in consultation with an ISA Certified Arborist or a licensed landscape architect.

#### **8-5-7: Spacing.**

**A. Guidelines:** The spacing of park trees and plants and street trees shall be in accordance with the prescribed guidelines provided by the Montana Department of Natural Resources and Conservation Community Forester, and included in the Urban Forestry Management Plan.

**B. Street Intersections:** Trees shall meet the intersection visibility and sight triangle requirements as defined in the Red Lodge Zoning Ordinance, Section 4.5.50, as amended.

**C. Fire Hydrants:** No tree shall be planted so as to obstruct the use of a fire hydrant as determined by the Public Works Director.

#### **8-5-8: Utilities.**

Street trees, shrubs and other woody vegetation shall not be planted under or within ten (10) lateral feet of any overhead utility wire, or over or within five (5) lateral feet of any underground utility or service connection. Underground utilities include but are not limited to water mains and service connections, sewer mains and service connections, electrical lines, gas lines, telephone lines, fiber optic lines and cable lines.

#### **8-5-9: Public Tree Care.**

**A. Rights of the City:** The City shall have the right to plant, prune, maintain, and remove trees, plants and shrubs within the right-of-way of all streets, alleys, avenues, lanes, squares, and public grounds as may be necessary to ensure public safety or to preserve or enhance the function or beauty of such public grounds. City Staff will make reasonable efforts to discuss major changes with the adjacent property owners before the work is done.

**B. Authorized Tree Work:** Authorized tree work on or within parks, City lands or the public rights-of-way shall be completed by or in consultation with an International Society of Arboriculture (ISA) Certified Arborist or a licensed landscape architect. Consultation shall be initiated prior to work being performed or if such arborist is present while work is being performed. All other personnel utilized for work on or with trees or shrubs shall be trained to perform the work properly and safely.

**C. Recommend Removal:** City Staff may recommend removal of any tree or part thereof that is in an unsafe condition or which by reason of its nature may be injurious to public sewer lines, electric power lines, gas lines, water lines, or other public improvements, or is infected with any injurious fungus, insect or other pests.

**D. Tree Management Applications:** All application and/or use of pesticides, herbicides, insecticides and pheromones for purposes of tree management on City owned lands should be conducted by or under the supervision of a licensed applicator in accordance with product labels and material safety data sheets.

**8-5-10: Tree and Shrub Pruning and Trimming.**

**A. Tree Pruning:**

1. The City shall make available to the public the Tree Owner's Manual – National Edition, prepared by the Forest Service, U.S. Department of Agriculture as a guideline for pruning trees. An electronic copy shall be posted on the City's website and a printed copy of the manual shall be available for review at City Hall. Applicable guidebooks developed by the International Society of Arboriculture shall also be made available electronically on the City's website.
2. Pruning and trimming sponsored by the City shall be performed in accordance with the latest revision of the ANSI A300, an American National Standard for Tree Care Operations, and ANSI Z-133.1, Safety Requirements for Pruning, Trimming, Repairing, Maintaining Trees, and for Cutting Brush, or as otherwise in general compliance and approved by the City Council.

**B. Public Right-of-Way Clearance:** Any person owning or occupying real property adjacent to any public right-of-way upon which property there may be trees shall have the responsibility of routine, maintenance care to include (1) watering, (2) pruning so as to not obstruct the passage of pedestrians on sidewalks, and other light pruning, and (3) raking and removing leaves. The City shall be responsible for pruning trees so they will not obstruct or shade the streetlights, obstruct the vision of traffic signs or obstruct the view of any street or alley intersection. Failure to adequately care for trees consistent with the intent of this section may result in the property owner being billed for pruning costs, related administrative costs and/or fined. No live, diseased or dead trees that are located on public-right-of way shall be removed by private property owners unless approved by the Public Works Director.

**C. Funding:** The Parks Board shall annually allocate sufficient funds to maintain the quality of Red Lodge's urban forest.

**D. Public Utilities:** Any public utility maintaining any overhead or underground utilities shall inform the Public Works Director concerning any proposed maintenance work on the wires, pipes or conduits which would cause injury to street trees. The Public Works Director shall note to the utility any applicable issues to be considered.

**8-5-11: Tree Topping.**

The topping of park trees and plants or street trees or any other trees on publicly owned or administered property shall not be a normal practice. Trees severely damaged by storms or other causes, existing trees located under utility lines or other obstructions where other pruning practices are impractical as determined by the Public Works Director are excluded from the requirements of this Chapter.

**8-5-12: Abuse or Mutilation of Public Trees.**

**A. Damaging Trees:** Unless specifically authorized by the Public Works Director, through an approved written permit, no person shall intentionally damage, cut, carve, transplant, or remove any park trees and plants or street trees; attach any rope, wire, nail, advertising poster, or other contrivance to any park trees and plants or street trees; allow any gaseous liquid or solid substance which is harmful to such tree to come in contact with it; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree; allow or cause damage to the critical area root zone above and below grounds so as to damage park trees and plants or street trees.

**B. Trenching or Grading Within Drip Line:** At minimum, trenching or grading shall be prohibited within the drip line of such trees unless precautions are followed as agreed upon in advance and in writing by the Public Works Director. Such precautions could include, but not be limited to, marking trees designated for protection with site fencing or other means and preventing soil compaction by prohibiting construction materials from being placed on the ground within the drip line. The Public Works Director shall have the ability to halt development activity if it is found to be in noncompliance with such precautions or other elements of these regulations.

**8-5-13: Planting of Trees in Public Spaces**

- A. Permit Required:** The City encourages owners of real estate in the city to improve their premises by planting trees and properly cultivating, protecting and caring for the same in the streets or alleys adjoining their property; provided such trees, or the cultivation or protection thereof, shall in no case interfere with the full use of such streets for public purposes; and further provided, that no person shall plant any tree within the limits of any street, or alley in the city without having first obtained an approved City Right-of-Way Landscaping Permit so to do from the Public Works Director.
- B. Application for Permit:** It shall be the duty of any property owner to make request, in writing, to the Public Works Director stating the species and precise location of each street tree to be planted, and requesting permission thereof. The Public Works Director shall grant such permission if, after personal investigation, the Public Works Director considers the location such that it will allow the normal growth and development of the street tree and the proposed tree species is included in the City’s list of preferred trees.
- C. Investigation and Issuance of Permit:** The permit shall specify the location, species and grade of each tree, the method of planting, including the use of a suitable planting mix to amend the native soil. No permit shall be granted unless in compliance with the provisions of this Chapter. Fees for the permit and investigation may be established by resolution of the City Council, and no trees shall be planted except in accordance with the terms of the permit. The Public Works Director shall have ten (10) working days after the receipt of an application to grant said permit, deny the same or approve with conditions. Any denial shall clearly state the reasons for said denial.
- D. Location:** It shall be unlawful for any person to plant any tree so that the roots thereof will reach beyond the property line of said person’s property into the streets of the City in such a manner as to interfere with the use of such street or with the municipal wastewater collection system. In the event that roots from trees on privately owned lands cause such interference, the property owner will be required to remove the tree and/or roots. In the event that this does not occur, the property owner will be billed for removal costs, related administrative costs and/or fined.

**8-5-14: Penalties:**

Any person who violates any of the provisions of this Section shall be guilty of a misdemeanor and upon conviction thereof shall be subject to penalty as set forth in section 1-4-1 of the Red Lodge Municipal Code. Fines should be commensurate with what the fair market value of the trees would have been if they had been cared for in compliance with provisions of this Section.

Effective Date:

This Ordinance shall be effective 30-days after approval of a second reading by the Red Lodge City Council.

Be it ordained by the Council Members of the City of Red Lodge.

First reading by the Council on the \_\_\_\_ day of \_\_\_\_\_ 2015

Second reading by the Council on the \_\_\_\_ day of \_\_\_\_\_ 2015

PASSED AND APPROVED BY NO LESS THAN FOUR MEMBERS OF THE RED LODGE CITY COUNCIL THIS \_\_\_\_ day of \_\_\_\_\_ 2015

The City of Red Lodge

By: \_\_\_\_\_  
Ed Williams, Mayor

Attest: \_\_\_\_\_  
Loni Hanson, City Clerk

Foisy said this ordinance consolidates the tree regulations into one ordinance. He said in this ordinance it clarifies who is responsible for the trees and shrubs in the public rights-of-way and the responsibility of routine, maintenance care.

Brown asked if the Parks Board had an idea on how they were going to educate the public on this new tree ordinance and the responsibilities of property owners.

Foisy said there will be information available to the public at City Hall. He also stated the Parks Board will be doing a Public Education Outreach program.

Schoenike said a month ago, there was a presentation done by the State Urban Forester, organized by the Parks Board on how to prune and care for trees in the rights-of-ways.

**Capital Improvement Programs, Annual Update Process** Foisy said the Council adopted the Capital Improvements Plan in February 2015. He said when it was adopted, the Council recommended an annual update. Foisy said we need to complete the update by February, 2016 and asked the Council members for any suggestions on the process.

**Lions Park Storage** Foisy said the Council received in their packets a memo from Peter Italiano regarding the Lions Park storage building. Foisy said Italiano took the needs of the Farmer's Market, Red Lodge Ice and the Lions Club and worked with Susan Hovde, to come up with a proposed 600 square foot building addition. Foisy said no trees would have to be removed. Foisy said Italiano will be working with Red Lodge Surveying to determine the property lines for the City and the Bank of Red Lodge.

Mayor Williams said the old Lions Den has been torn down and the lot has been cleaned up.

**Other Public Works Items** Foisy said at the November 24 Council meeting, Red Lodge Surveying will be presenting the findings on the City Boundary Survey. Foisy said in December we will have a public hearing and a resolution for the Boundary Survey.

Foisy said there will be an update on the Preliminary Engineering Report for the Sewer Plant from the Engineers at the November 24 Council meeting.

Foisy said the City now owns the new 24 street lights at the North end of Broadway and will be looking at converting them to LED lighting.

**ZONING CODE ENFORCEMENT PRESENTATION** Community Development Director, Peter Italiano, gave a presentation on Code Enforcement Program Options. Attached is Italiano's executive summary and presentation slides.

Schoenike asked if Italiano and Peter Caniglia, City Planner, would be able to handle the task of enforcing these codes.

Italiano said if they started with certain areas of the code and did a little at a time, then the two of them should be able to handle it.

Brown said public education is a huge key on making the enforcement work. She said many people are not aware of the Codes and what is required.

**CITIZEN REPORT** None.

**CORRESPONDENCE** None.

**MISCELLANEOUS** Labrie said the Cemetery Board met and the Mausoleum is finished for what can be done this year. She said the Mausoleum roof and painting will be done next year.



Labrie invited everyone to the Gracious Spacious Workshop, being held at the Rock Creek Resort, from 9-3 on Saturday, November 14, 2015. She said it would benefit a lot of people to sit down together and learn how to have a conversation in a respectful manner and learn to listen to each other.

Schoenike said the City's website was hacked and some malicious content was put in and that problem has been resolved. He said they put in some additional security measures to help prevent this from happening again. Schoenike wanted to thank Sarah Griswold from the Community Foundation, who has been working on the website, for all of her help to fix this problem.

Mayor Williams congratulated the Council Members who were elected for the upcoming year, Aldermen Mahan, Labrie and Brown.

Mayor Williams said he talked with Governor Bullock this past weekend. Williams said there is an agreement now between the City and MDOT regarding how we are going to proceed with the return curbs. Williams said there will be some decorative rails installed to help with the return curbs. Williams said the State would like to take a look at other options for our Main Street, which will probably be five to seven years out. Williams also said the State may have funding for those changes.

Meeting adjourned at 9:12 p.m.

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Mayor

ATTEST:

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City Clerk