

January 28, 2014

The Red Lodge City Council met in regular session on January 28, 2014 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, Larson, Labrie, Schoenike and Brown. Absent: None.

**DEPARTMENT HEAD ATTENDANCE:** Community Development Director – Forrest Sanderson, City Clerk – Debbie Tomicich, and Public Works – Jim Bushnell.

**MINUTES OF DECEMBER 10, 2013** Motion by Mahan, second by Schoenike to approve the minutes of December 10, 2013 as submitted. On roll call vote those in favor: Aldermen Foisy, Mahan, Larson, Schoenike and Brown. Those abstaining: Alderman Labrie. Motion carried.

**MINUTES OF JANUARY 14, 2014** Motion by Mahan, second by Labrie to approve the minutes of January 14, 2014 as submitted. On roll call vote all Aldermen present voted “Aye.” Motion carried.

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

**SPECIAL COMMITTEES – Parks Board** Foisy gave the Council a Parks Board review. He said the Parks Board meeting held on January 15<sup>th</sup> with the theme of the meeting being to review the maintenance and improvement responsibilities of organizations responsible for certain City parks, especially the ones the City has MOU’s with. Foisy said some of the MOU’s have expired and some may need to be adjusted to more clearly define responsibilities and costs for ongoing maintenance and improvements, and new ones may need to be established.

The next Parks Board meeting will be held February 19 and this will be a public meeting with the contractor who will present the results of the inventory and public input. The Board will then have a work session to provide comments vis-à-vis contract tasks and deliverables. Public meetings will continue in March and April on future parks visioning and recommendations.

Drawdown funds in the amount of \$5,019.21 have been received by the City from the State for an Urban and Community Forestry Grant the City received. The FY 2014 application for another Urban Forestry Program grant approved by Council in October has been approved by the DNRC and a sub-award agreement has been signed by the Mayor. The City also received a \$750 Arbor Day Grant.

Foisy said the Parks Board budget includes expenditures for activities that will require the assistance of the Public Works Department or others for implementation. Jim Bushnell, Public Works Director, attended the January 15 Parks Board meeting and participated in the discussion of maintenance issues with the volunteer organizations and Foisy thanked him for doing so.

**Planning Board** Schoenike reported that the Planning Board is continuing with the process of updating the Zoning Regulations. They are hoping to have a recommendation and public hearing at their meeting on April 9. He said the Board did not quite get through all of the residential, commercial, industrial and public zones as they had listed on the agenda for that meeting held January 15. He said they are having very good discussions.

Foisy asked if the letters of interest for vacancies on this Board are due on February 14. He was told yes and that enough people are showing an interest to serve to fill the Board.

## **STANDING COMMITTEES – ADMINISTRATION – Report on Council Committee Chairpersons**

Schoenike reported that the Council Committees have chosen their chairperson and a couple of the committees have changed their meeting time. Listed are the committees with the chairperson and time for each:

Administration – Chairperson Labrie – meeting time 2:30 pm at City Hall

Emergency Services – Chairperson Larson – meeting time 10:00 am at City Hall

Land Use and Planning – Chairperson Schoenike – meeting time 1:30 pm at City Hall

Public Works – Chairperson Foisy – meeting time 3:45 pm at City Hall

The Council Committees meet at the listed time on the second and fourth Tuesdays of the month which is the same day as the Council meeting.

**Creation of Council Ad Hoc Committees** Schoenike had previously recommended the Council create two Ad Hoc Committees. One would be a Public Communications Committee to work towards improving communication with the public in terms of letting everyone know what is being worked on, when the Council committees meet and what the committees are for and to also help the public become more knowledgeable of the committees when they attend the meetings. Schoenike said that Mahan, Brown and Foisy volunteered to serve on this committee and he asked Mahan to be chairperson and she said she would be pleased to do so.

The other ad hoc committee that Schoenike recommended be formed is a Technology Committee. He and Labrie are both willing to help with this project to look at ways for the City to implement new technologies to improve efficiency.

Schoenike said that in addition there will be a committee that will have a somewhat rotating membership that will be called Issues Resolution Committee. This will consist of the Mayor, Council President, appropriate committee chairperson or designee depending on the issue to be resolved and the appropriate department head or designee. This committee is primarily for issues with vendors or contractors.

**Convention and Visitor's Bureau Board Creation** Patty Davis told the Council that Red Lodge is on the brink of becoming a Convention and Visitor's Bureau. She said to receive this status there needs to be a minimum collection from the Bed Tax for two years in a row. There is a formula that needs to be met to see if the collection is enough each year. She said the Chamber would then receive about a minimum of \$17,500 per year from the State. These funds would then be used for the marketing and promotion of Red Lodge. Davis said the Chamber would like to get things going so everything will be in place when they hear if they receive this distinction or not. She said they would like to have the necessary paperwork done in advance as the marketing plan is due on May 1 and is very extensive. A CVB Committee will need to be put together. Davis said that ideally the makeup of this Board would be two people from the Chamber, two members from TBID, two merchants and lodging representatives and then one other person as the board will consist of seven members. An ordinance will need to be adopted by the City for this to happen also.

This CVB will be very beneficial to all businesses and not just the lodging businesses in the community.

It is hoped to know if Red Lodge received this distinction by mid-April. Sanderson said he is already working on the needed ordinance for the Council to review. They hope to also have the members of the committee decided upon soon so this will be in place when it is announced.

**Contract with Associated Employers – HR Services** Motion by Labrie, second by Larson to approve the City of Red Lodge to fill out the membership application and spending up to \$575 to join and have the option to explore other services with Council approval. On roll call vote all Aldermen present voted “Aye.” Motion carried.

Labrie said this association would give the City the ability of having calling service for Human Resources and legislative updates. Membership also gives up to five free hours of service and the ability of making phone calls to have questions answered.

**EMERGENCY SERVICES** Larson said the committee met this morning and discussed, prioritized and assigned duties regarding the work items they were given from the Mayor at the last Council meeting. Two major topics that were discussed were the Appearance of Nuisance Ordinance and the Animal Control Ordinance. Assistant Chief Cope said he will work with the City Attorney regarding the Animal Control Ordinance and Mahan said she will start working on the Appearance of Nuisance Ordinance. He also said that the whole committee would be working on these items.

Larson said that Foisy, Brown, Scott Cope and Tom Kuntz would be working on a Montana Department of Transportation Grant for the Police Department for in-car cameras and body cameras. Mayor Williams said the cameras are good protection for the officers and the public.

**LAND USE AND PLANNING** Schoenike said the committee met today and discussed a few items regarding the Zoning Regulations. He said one of the discussions was about the possibility of moving the decision making authority on Conditional Use Permits from the Council level to the Zoning Commission. This way if there were an appeal it would come to the Board of Adjustment. Schoenike said this would be discussed to see where it goes.

**PUBLIC WORKS – Approve RFP – Professional Services Procurement – CIP Preparation** Motion by Foisy, second by Mahan to approve the Request for Proposal for Professional Services Procurement for the preparation of a Capital Improvements Program. On roll call vote all Aldermen present voted “Aye.” Motion carried.

Foisy said there are eight firms on the direct mailing list and the RFP will appear in the Carbon County News and the Billings Gazette. Schoenike said the committee hopes to have some sort of report on a potential recommendation by the March 11 meeting.

Sanderson said that when the responses come in the Public Works Committee will review, rank, rate and potentially interview the firms that respond to determine the final ranking. Once this committee is done they will report to the Council that they have received, reviewed and have determined the order of one, two, and three of the responses received. The Administration Committee will then enter into negotiations with the

selected firm regarding the contract. The whole Council will then enter into the contract with the chosen firm. Hopefully the firm will be on board in April or very early May.

Foisy said the committee discussed the other items on the Mayor's priority list which is, the water and sewer rate study, the impact fee structure, an agreement between the City and the Library Board on the obligations of the City to the Library and the Library to the City and the use of City owned land.

Foisy said they also held a discussion that the Montana Department of Transportation has let the bids on the Highway 212 and Brewery Hill projects.

Mayor Williams said the MDT contract for the highway projects on 212 and 78 came in under their estimate which he feels will mean that this project will start this year. The Mayor has asked MDT to come to town on March 11 for discussion. As of now this date is tentative. MDT will meet with the public between 2:00 and 5:00 p.m. The public would be able to ask questions at this time. MDT would then be present at the Council meeting to hold a discussion with the Council. Williams said if they could not be here on this date they will come later. Mayor Williams did state that this upcoming project is a State one and they will be in control but he will always be in contact with them during the project.

Sanderson told everyone what would be the "start project" for this summer. He said the big components are the Highway 212 rebuild from Robinson to 8<sup>th</sup> Street including the roundabout, and Highway 78 from the roundabout to the top of Brewery Hill. They will also do the mill and fill on Broadway from 8<sup>th</sup> Street all the way south through town. ADA sidewalks will be put in at all intersections on Broadway through town and new sidewalks going south on both sides of Highway 212. He said there will be a lot of work going on this spring, summer and fall.

**CITIZEN REPORT** None

**CORRESPONDENCE** None

**MISCELLANEOUS** Mayor Williams said he has talked with Fish, Wildlife and Parks regarding the turkeys in town and what we can do about them. He was told that since the turkeys in town are cross bred with domestic turkeys they will do nothing and will not relocate them. They also told the Mayor that the City can't do anything with the turkeys either. Williams said he has contacted the Regional Director and is waiting for a response. He said he will keep working to see if anything can be done with the turkey population.

Mayor Williams said he will be having a "Tea with the Mayor" at Red Lodge Books and Tea on February 4 from 8:00 to 10:00 am. He will then have another one at Honey's on February 20 from 9:00 to 11:00 am. He will be doing this outreach so people can come in and visit with him.

The Mayor told the Council that door hangers for non-payment of water bills were hung today. He said that when the bills are ninety days delinquent the door hangers will be done and if the bill is not paid the water will be turned off. If people work out a payment agreement then the water will not go off.

It was pointed out that Ordinance #901 will go into effect on February 1. This ordinance is the new Resort Tax Ordinance. The Mayor pointed out that there will be periodic random audits at various times and for those businesses that do not pay and are thirty days delinquent there will be an automatic audit that the business will pay for.

Foisy pointed out that tonight the President is doing a State of the Union address and he asked Williams if he had ever considered doing a State of the City address or if one had ever been done. Williams said that Brian Roat did one once when he was in office and also said that he would be interested in doing this after he has been in office a little longer.

The Mayor said that a group, (Bushnell, Sanderson, Larry Freeman, PW employees and Williams) went out to the wastewater treatment plant this afternoon. Williams said that Larry Freeman is an expert in photo voltaics, like the panels that the City has at this site. He said it was determined that the panels are providing the electricity that was expected and everything internally is working correctly. Mr. Freeman checked the meter which is called a net meter and all is working. It was determined however that NorthWestern Energy had replaced the meter. The original meter has disappeared and no one seems to know where it went so the City cannot look at it. The solar panels will continue to be watched and checked on.

Meeting adjourned at 8:00 pm.

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Mayor

ATTEST:

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City Clerk