

**MINUTES  
COUNCIL WORKSHOP  
MARCH 8, 2016 6:30 P.M.  
COUNCIL CHAMBERS**

A Council Workshop was held in the Council Chambers and called to order by Mayor Mark Mace at 6:30 p.m. on March 8, 2016.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Emelie Eaton	<input type="checkbox"/> Doug Poehls
<input checked="" type="checkbox"/> Bruce McGee	<input type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Chuck Dickerson	<input type="checkbox"/> Scot Stokes
<input checked="" type="checkbox"/> Tom Nelson	<input checked="" type="checkbox"/> Bill Mountsier

**OTHERS PRESENT:**

Heidi Jensen, CAO  
Kurt Markegard, Public Works Director

**Public Input**

Irv Wilke reported on the Laurel Rod and Gun Club's recent turkey shoot.

**General items**

There were none.

**Executive Review**

- Resolution - Task Order No. 38 for the PER amendment and grant applications
- Resolution - Authorize submission of TSEP Grant Application and matching funds

Heidi explained that the first two items go together and asked Kurt Markegard to present them to the council.

Kurt stated that the first resolution deals with having Great West update the PER, Preliminary Engineering Report, so the city can deal with some issues with the 2003 intake. Kurt and Heidi recently concurred regarding going to the 2017 legislature for available funding to deal with the issues as a TSEP project. Task Order No. 38 is for Great West to update the PER and prepare the grant application, which requires a 50/50 match. The second resolution authorizes submission of a TSEP Grant to help pay for the engineering report.

Kurt explained that the 2003 intake has been deemed a navigational hazard, which means seasonally, besides runoff, it is sticking out of the river. The city needs to deal with that in some way. FEMA is replacing the city's intake three miles up the river and meeting their obligation to help the city heal from the flooding. FEMA would not pay to lower the 2003 intake, but would only pay to decommission it if that was part of a requirement for permitting. The Army Corps of Engineers has requested that something be done with the intake to lessen the navigational hazard. Staff would like to have both intakes, but since no funding is available, Kurt would like to submit the grant to the

legislature by the May deadline. The city has dealt with the navigational hazard at the old intake by using traffic cones, but does not want to continue that.

Heidi stated that the preliminary costs for the project to lower the intake is approximately \$1.2 million. If the city is granted the full TSEP funding of \$650,000, along with the city's match of \$650,000, it would be close to the estimate to lower the intake. This is the best viable option, but the administrative work needs to be done before the grant application can be submitted.

Kurt suggested that submitting the application would inform the legislature of the city's need to address the intake issue. He hopes that the legislature would carry a bill to get rid of the match for the intake project. By having a plan, the city will have leverage with the Army Corps of Engineers regarding how to address the navigational hazard at the old intake. Instead of completely removing the intake and again being reliant on one intake, the city would have two intakes to maintain an adequate supply of water, as required by DEQ.

There was discussion regarding marking the new intake, the city's preference not to mark the location of the intake, navigational hazards and liability factors, and the design to build the new intake.

Kurt further explained that the city needs an updated PER in order to apply for the TSEP Grant in May. The Department of Commerce and TSEP will review the grant application and make a recommendation to the 2017 legislature.

- Resolution - Contract with Billings Family YMCA for management of the city pool

Kurt explained that the Billings Family YMCA would like to continue management of the city's pool and submitted a request for a 3 percent increase over last year's contract, which is about \$1,500 more.

There was a question regarding whether the \$47,600 fee for management of the pool could increase because of requests from the YMCA during monthly meetings.

Kurt explained that the city has an operational budget for supplies. Meetings are held with the YMCA for discussion of their needs as well as any staff concerns. He does not foresee any increase in the amount of the contract.

There was discussion regarding providing shade for the pool, pool walls that are collapsing and need to be painted, the suggestion to close the pool for a year to use the funds to make repairs, and the \$50,000 in the CIP for the pool.

- Letter of support for Yellowstone County's 2016 TSEP application for funding to replace the 09-33 Laurel Bridge

Heidi stated that Yellowstone County recently gave a presentation and requested the city's support for their TSEP application for funding to replace the 09-33 Laurel Bridge. Those in attendance signed their public comment sheet. Yellowstone County has requested a letter of support.

Emelie asked when the County's bridge project on Airport Road is scheduled to begin.

Mayor Mace stated that the project is scheduled for this summer, and he will try to find out the actual start date.

- Council Issues:
  - Lease Task Force update

Heidi stated that there was nothing new to report.

- Update on 2011 Yellowstone River flooding event

Heidi stated that there was a conference call today with Anna Miller at DNRC regarding the \$1.8 million loan that the city will consider shortly for the match. The plans are done and are at DEQ for review. The public comment period for the state agencies is open and will be ending soon. The plan is to go to bid in May and start construction in July.

Mayor Mace asked regarding the timeline.

Heidi explained that the actual schedule has not been set yet, as the project has not gone to bid. Construction of the intake should begin in July, followed by the pipe to the bank, and the control building for the backup generator that will be built on the easement purchased from the Howreys. The three miles of pipe most likely will not be installed until the ground is frozen. The contractor could install them, but no contractor is going to install the pipe until the ground is frozen because it would be too messy and swampy on that property.

Heidi commented that next year will be busy for construction at the Water Treatment Plant with the construction of the new water intake, the sed basins, and the potential construction to lower the 2003 water intake the following year.

#### Other items

Chuck stated that the Park Board met on Thursday, March 3<sup>rd</sup>, and recommended the placement of two vault toilets at Riverside Park, one in the existing bathroom location and the other one near the old caretaker house. Kurt will have the utilities located and get a cost estimate for location, dirt fill, ramping, etc.

Heidi stated that the Public Works Director is asking for \$30,000 in the upcoming budget in the Capital Improvements Plan out of the restricted funds. The council would need to vote to allow some of the \$250,000 to be spent for this purpose. There is no money in the park budget to have Great West work on the permitting, but the money could come out of the restricted money when the management budget is passed by July 1<sup>st</sup>. Heidi stated that there is a plan to place money in the CIP for vaulted toilets already, and she will make sure that \$30,000 is enough.

Chuck stated that it would cost \$60,000, as each vaulted toilet costs \$30,000.

Heidi will make sure that enough money is budgeted if the Park Board plans for more projects.

Chuck stated that it might be a high estimate, but the Park Board hopes the funds are available for the permits, as the permits will be used to continue on with the Riverside Park Master Plan, for which the \$250,000 was set aside.

Heidi stated that the money was set aside for any improvements in Riverside Park. She again stated that no money is available now, but plans are to put the money in the upcoming Management Budget and to ask the council to unrestrict some of the funds.

Emelie apologized to Council Member Mountsier. She had previously announced that the Public Works Committee would meet on Monday, but there were no discussion items and the meeting was cancelled. A notice was sent out but some people, including the public works director and Bill, did not see the notice.

Emelie asked if the council ever voted on a master plan for Riverside Park.

Mayor Mace and Heidi did not think so.

Bruce stated that it is something Park Board has created for themselves.

Bruce asked why the rental registration issue was not under council issues.

Heidi stated that she was gone, but the item has not been forgotten.

Mayor Mace - you might keep in mind that the next council workshop will be on the fifth Tuesday, March 29<sup>th</sup>.

#### Review of draft council agenda for March 15, 2016

There was no discussion.

#### Attendance at the March 15, 2016 council meeting

All council members present will attend.

Mayor Mace will be unable to attend, so Doug Poehls will run the meeting.

#### Announcements

Tom apologized for missing the meeting last week.

Chuck asked regarding further discussion about combining certain committees.

Heidi talked to Blake Christenson, the Deputy Director of the Local Government Center, last week and he is available to come in April or May to discuss that with the council. He will let Heidi know when he is available.

Mayor Mace stated that Blake started out as an attorney in Virginia and then went to public service. He was impressed with Blake's presentation at the Mayor's Conference.

Chuck asked if it would be a Saturday event or a Tuesday workshop.

Heidi explained that the Local Government Center prefers to have it on a weekday. The city has to pay for all of their travel expenses, so it is better to combine travel times if they are coming this direction.

#### Recognition of Employees

- Jason Wells                      18 years of service on March 18<sup>th</sup>              Police Officer
- Christopher Erb                      7 years of service on Marcy 11<sup>th</sup>              Library

Council Workshop Minutes of March 8, 2016

Mayor Mace recognized the employees for their years of service.

The council workshop adjourned at 7:04 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cindy Allen".

Cindy Allen  
Council Secretary

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**