

The regular meeting of the Town Council was held February 14, 2022 in the Council Chambers at 7:30 pm. A review of claims took place at 7:00 pm.

Mayor Roni Phillips

Councilors: Kelly Dillon, David Hubler, Bonnie Fuller, Thomas McCloskey, Wanda James

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Andy Cadman, Public Works Assistant

Steve Temple, Fire Chief

Andy Short, County Planner

Citizens: Sherry Goins, Luke Ferguson, Maura Johnson

Absent Councilor Shirley Iwata

There being a quorum present Roni Phillips, Mayor, called the meeting to order. Roni Phillips Mayor, asked for additions/corrections to the minutes of the January 10, 2022 regular meeting. Thomas McCloskey made a motion to approve the minutes of the January 10, 2022 regular meeting; David Hubler seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

CORRESPONDENCE None

PUBLIC COMMENT

Andy Short, County Planner, stated that the town will get a notice of an alley abandonment request for an area near McKinlay Avenue. The land is not located in the Town limits. If the Town has comments they will need to send them to the County Commissioners.

COUNCIL REPORTS

Wanda James read the January Animal report. All quiet on the doggie front.

Bonnie Fuller read the January Sewer report. All routine sampling and testing are completed. Staff conducted 2 locate requests for the month. A representative from DEQ came and did the periodic sewer system inspection. NO violations found and all is in good working order.

Roni Phillips read the January Court report. 4 appearances, 4 initial appearances, 9 omnibus hearings, 1 status hearing, 3 scheduling conferences. The Clerk reported that Sheriff Toth is home sick and Undersheriff Cashman is out of town. Sheriff is working with the Town Attorney to set up the camera system so they can meet with the attorney by camera. There is no cost to the attorney for the new system.

Kelly Dillon read the January Streets report. Staff continues to do battle with snow and packed ice on the roads. The nice weather we have had lately has helped a bunch and our roads are in pretty good shape!! The Clerk reported that the Town has received notice of award for the MT DEQ Clean Truck, Bus & Airport Equipment grant for the purchase of a new electric street sweeper. The grant is in the amount of \$500,000. MT DEQ has requested information to start the process and that the town intends to accept the grant. In the next 60 days the town will receive the grant agreement. Once the agreement has been executed the town can proceed with the purchase of the street sweeper.

Thomas McCloskey read the January Parks report. Staff made repairs to two picnic tables that had gotten bent in Timberman Park. Re-enforcing steel was added and the tables are fixed.

Construction has begun on the new skatepark sign. The letters are done, the framework is in progress, and off to the powder coating shop for the final finishing!! Discussed the skatepark grand opening. Steve Temple talked about a tourism grant for an event such as a competition, demonstrations, etc. at the skatepark. The grant can be \$5000-\$25,000. It can be used for equipment like bleachers and lighting and paving of the parking lot. It can also help with marketing the event. It would be a 2/3 grant with a 1/3 match from the town. The event would be sponsored by the Fire Dept and firefighters. Steve Temple will write and submit the grant. Council is okay with the Fire Chief proceeding with the grant application and project.

Roni Phillips read the January Fire Department report. Jan 4th the new year started with a roll over and slide off at MM 59.1. Four firefighters responded with the Command rig providing traffic control.

Jan 6th responded to a jack-knifed Semi at MM 56 east bound. Three firefighters responded in Command and rescue providing traffic control.

Jan 7th responded to a semi crash at MM 58 east bound. Three firefighters responded in Command and Rescue.

January 18th Four firefighters responded to a six-semi wreck at MM 53 providing traffic control with Command and Rescue trucks.

January 21st Five firefighters responded to semi and single vehicle rollover at MM 39. Rescue provided Extrication with the Homatra combi tool. Traffic control was also provided. This call was St Regis territory however we were dispatched for unknown reasons and performed the extrication.

January 24th would turn out to be a busy day starting with this one car rollover at MM 44. Four firefighters provided traffic control with command and rescue.

January 24th called to a lift assist at 207 Spruce. Three firefighters responding.

January 24th responded to MM 53 for a crash on the Bridge. Six firefighters responded in Command and Rescue providing traffic control.

January 24th another semi wreck on the icy bridges. Five firefighters responded to MM 40.8 assist to St Regis.

January 31st welcome back Chief..... with a single vehicle rollover at MM55 west bound. Seven Firefighters provided traffic control with Rescue and Command.

January 11th was a department clean up evening with nine firefighters attending.

We now have 19 active members with the addition of Mayor Roni Phillips.

The Rural District appears on the February 11th County Commissioners agenda to begin the annexation of 5,200 acres to the district. The petitions of support total 50.2 % and 70.3% of taxable value.

The QRU (Rescue) now has a Portable monitor on loan from the Hospital and the Department has a Medical Director in Dr. Karyn Ridgeway.

The Fire Department ISO review will take place in the near future.

David Hubler read the January water report. All routine sampling and testing completed. Meter reading completed without incident. 41 new RF readers were installed in the past weeks. There are currently approx. 205 RF readers in service. Staff will continue with the RF conversion project as time allows. Half way done!! We are happy to report, finally, that the water leak at the hospital has been repaired. Staff will continue to monitor their usage for a time to ensure that all of their issues are resolved!! Wahoo! We are still waiting for the rest of the parts for the clay valve at well #2. A new heater was installed in the pump room in well #2 as the old one just quit. A space heater has been doing the job until this new heater was installed. A new heater was installed in the chlorine room at well #3 due to the old one not shutting off. It would run continually causing the exhaust fan to run to keep the temperature down in the room. The problem has been corrected and things are back to normal operation.

COUNCIL CONCERNS

Mayor Phillips asked the Council if the Town will allow the school to put up the banners for the Seniors. Council agreed.

David Hubler asked the Council to consider adding a few hours to the park laborer position and have the position start earlier in the year and keep longer in the year to help with some of the maintenance projects that have been deferred. The hours etc. will be researched for the next meeting.

UNFINISHED BUSINESS

COMMUNITY NEEDS SURVEY

The Council discussed the results of the 2021 Community needs survey. Discussed the restroom updates that are scheduled for this year at Eva Horning Park and Timberman Park. Council will continue to review the survey.

FIRE DEPARTMENT IMPACT OF DEVELOPMENT

Steve Temple stated that he wanted to open the discussion about development in the Town and nearby surrounding area that can affect the town in the future. There is a real benefit to talk about and review the current standards for development and look at the areas in the standards that need to be updated or amended. Council discussed review the current standards for development. Andy Short was asked to do a review of the current standards for development at the March meeting.

FLOWER BASKETS

The Clerk reported that emails were sent and made phone calls regarding hanging flower baskets. Council discussed the spreadsheet with the information received so far. The Clerk prepared and posted signs that the Town is seeking volunteers to help with the flower baskets. No one has contacted the town to date to volunteer. Council tabled the flower baskets until we get volunteers to help care for them.

NEW BUSINESS

DAVID BARSOTTI-- REQUEST APPROVAL FOR KENNEL LICENSE

David Barsotti did not attend the meeting. David Barsotti of 63 Bucko Lane (in the town limits) is requesting Council approval of a kennel license. The purpose of the kennel is to train Department of Defense dogs. No decision at this time and remove from the agenda. Council consensus is that if Mr. Barsotti wants to pursue the request for a kennel license he needs to 1) contact his nearest neighbors and get written statements that they agree to having a kennel in the area, 2) provide proof of containment of the dogs so that the dogs are not running at large, 3) Provide proof of the valid written contract with the Department of Defense, and 4) Provide proof that the dogs are licensed and current on vaccinations. Once the Town has the requested information a public hearing will be set to receive public input.

BACKHOE BID—AWARD

The Town advertised for bids for the purchase of the backhoe. The deadline for the bids was Friday February 11, 2022. The bids were opened at 10:00 am February 14, 2022. The Town received 3 bids for the backhoe. RDO Equipment \$115,000, Western States Cat \$123,871, and Togerson's \$131,415.09. Rodney Goins reported that the bids were reviewed for accuracy and meeting the specifications required by the town. Rodney Goins recommended that the Council award the bid to RDO Equipment \$115,000. Council discussed the bids and recommendation. Kelly Dillon made

a MOTION to award the backhoe bid to RDO Equipment \$115,000; Wanda James seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye. The purchase of the backhoe will be out of the Water Replacement and Depreciation funds.

RESOLUTION NO. 509 – AMEND BUDGET—CDBG-CV GRANT

Mayor Phillips Resolution No. 509 Amending the FY 21-22 budget to appropriate the CDBG-CV grant funds in the amount of \$259,310. Kelly Dillon made a MOTION to adopt Resolution No. 509 Amending the FY 21-22 budget to appropriate the CDBG-CV grant funds in the amount of \$259,310; Bonnie Fuller seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

RESOLUTION NO. 510—UPDATE CAPITAL ASSETS CAPITALIZATION POLICY

Mayor Phillips read Resolution No. 510 updating the current Capital Asset policy. The original policy was established In 1987 and amend in 1994. The Language in the old policy is cumbersome and the capitalization limit is only \$2500. The updated policy is easier to read and use. The capitalization limit is increased to \$5000. Items between \$500 to \$4999 will be inventoried but not capitalized or depreciated. The updated policy includes depreciation rules. Another change is Capital Assets from Fixed assets to comply with the change Generally Accepted Accounting Principles (GAAP). Council discussed the proposed update to the current policy. Bonnie Fuller made a MOTION to adopt Resolution No. 510 updating the current Capital Asset policy; David Hubler seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

RESOLUTION NO. 511—ADOPT LEASE CAPITALIZATION POLICY

Mayor Phillips read Resolution No. 511 establishing a lease capitalization policy. This policy sets a threshold for the capitalization of leases as required under the Generally Accepted Accounting Principles in compliance with the new GASB Statement No. 87. This threshold is the same as the capital asset capitalization policy. Currently the Town has five leases. 3 with MRL for 2 water lines and 1 sewer line under the railroad tracks. The annual lease payments for these are \$100 and \$200. One lease with the Forest Service for the Water Storage Tank on Flat Creek, no lease payment (\$0). The Maple Street lot lease, total annual lease payments \$2100. All leases (current and any new leases) will be reviewed annually to ensure that the Town is in compliance with the policy and GASB 87. Council discussed the proposed policy. Kelly Dillon made a MOTION to adopt Resolution No. 511 establishing a lease capitalization policy; Thomas McCloskey seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

RESOLUTION NO. 512—BARSSA FUNDS DISTRIBUTE REQUEST

Mayor Phillips read Resolution No. 512 is the annual request to distribute the BaRSSA (new gas tax) funds. The Town can apply to the state for the funds beginning March 1. Thomas McCloskey made a MOTION to adopt Resolution No. 512 requesting the annual distribution of the BaRSSA funds; Kelly Dillon seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

PAY MATRIX UPDATE

The Council discussed the pay matrix and changes which have been updated to reflect the change in the minimum wage---grade 1. Minimum wage increase January 1, 2022 from \$8.75 per hour to \$9.20 per hour. The rest of the pay matrix was updated to reflect the increase. Each grade increased by \$0.45 per hour. Thomas McCloskey made a MOTION to approve the updated pay matrix as updated; Wanda James seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

LEGAL

The Clerk reported that the Town Attorney has sent an updated client agreement. The Town has worked with Tom Orr for nearly 20 years and have a very good working relationship. The Clerk was instructed to put this on the March Agenda.

CLERKS BUSINESS

Prepared minutes.
Updated Utility customer accounts as needed.
Prepared and mailed utility bills.
Posted daily receipts and made daily deposits.
Prepared and mailed past due and remaining balance utility letters.
Transmitted and posted the ACH utility payments.
Prepared and mailed final customer bills.
Prepared monthly financial statement and bank reconciliation.
Prepared Agenda and Notes from the Clerk.
Uploaded Agenda to website. Posted Agenda.
Prepared and delivered council packets.
Prepared claims and checks.
Prepared payroll and monthly reports.
Prepared monthly Tax vouchers and receipts.
Uploaded checks to the Wells Fargo positive pay as part of the fraud protections.
Updated software.
Updated Website
Grant searches.
Updated Agenda Subject Index
Uploaded Minutes to website.
Completed cash reconciliation for SVFRA.
Prepare Public Hearing Notice for CDGB Needs (1st hearing)
Prepared draft Public Hearing Notice for the CDBG grant application
Draft sign for skatepark and email to the printer
Prepared and posted the semi-annual Fire Hall GO Bond loan payment
Posted Budget Amend in accounting for Resolutions 507 and 508.
Update the Town website recycling page.
Work on annual property insurance review for FY 22-23 updates
Completed and submitted the annual Census Boundary Survey
Work with Black Mountain Software for the meter change out for the Hospital
Prepared and mailed annual Taxable Certified Value for State
Prepared and mailed the annual Police Pension/Training report for the state.
Prepared and mailed annual Fire Department report for the state
Prepared and posted "Recycling volunteers needed" posters

Prepared and posted “Flower Baskets volunteers needed” posters
Prepared and emailed the attorney letter for the audit.
Meeting with HRC and MDOC regarding startup of the CDBG-CV grant.
Prepare and submitted startup paperwork for the CDBG-CV grant.
Prepared CDBG-CV grant files.
Prepared budget amendment Resolution 509 for the CDBG-CV grant.
Work with auditor for annual audit.
Emails regarding skatepark grand opening.
Contact various nursery for information for hanging flower baskets.
Enter radio read information into UB accounts.
Prepared Resolution 510 updating the capital assets capitalization policy.
Prepared Resolution 511 establishing a lease capitalization policy.
Transfer the remaining budgeted funds for FY21-22 to the Pool CIP fund
Email the Town’s application requesting Mineral County ARPA minimum allocation funds for the sewer project to the County.
Compiled the results of the 2021 Community needs survey.
Prepared Resolution No. 512—BaRSSA funds distribution request.
Set up fund and accounts for CDBG-CV grant in accounting.
Webinar FOIA—Clerks training.
Prepare bid documents for the backhoe.
Completed property insurance annual review and submitted to MMIA.
Work on Quarterly newsletter.
Prepare bid paperwork for the backhoe bids.
Work on Sewer PER planning grants.
Update implementation schedule for the Sewer PER for the DNRC grant.
Prepared Notice for annual water CCR report for newspaper and schedule publication of notice.
Uploaded water CCR report to town website.
Prepared copies of the CCR report and mailed.
Prepared certification paperwork for the CCR report to send to state after publication of notice.
Webinar FOIA-Public records requests.
Meter change outs in UB.
Work with HRC on CDBG-CV environmental review documents for the grant.

During the audit exit conference for Fiscal Year 2020-2021 the auditor reported no comments and no findings for FY 2020-2021.

Discussed purchasing the banners for Christmas. The Town budgeted funds for the decorations in this year’s budget. The banners are on sale at this time. Council consensus was to order the banners and hardware now.

CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented, Town Claims 36419-36479, January financial reports, January Pledged Securities, January Journal and UB Vouchers, and January Budget reports; David Hubler seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

ADJOURNMENT

There being no further business before the Council Bonnie Fuller made a MOTION to adjourn until the next regular meeting March 14, 2022; Kelly Dillon seconded. MOTION passed 5ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-aye, Wanda James-aye, David Hubler-aye.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk