

The regular meeting of the Town Council was held June 13, 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, Thomas McCloskey, Wanda James, David Hubler,

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Scott Dodd, Fire Dept

Andy Short, Mineral County Planner

Steve Clairmont, Jim Thaden, Zen Parry, Mission West Community Development Partners

Citizens: Sherry Goins, Josh Pecora, Heather Pecora, Lisa Hubler

Absent Councilors Shirley Iwata and Bonnie Fuller

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 May 9, 2022 regular meeting. Kelly Dillon made a motion to approve the minutes of the May 9, 2022 regular meeting; Wanda James seconded MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

CORRESPONDENCE None

PUBLIC COMMENT None

#### COUNCIL REPORTS

Wanda James read the May Animal report. Staff were called out for a stray dog in custody called into the sheriffs' office. Staff picked up the dog and cared for it over the weekend until the owner picked up the dog on Monday. Staff were notified of a dog bite incident that occurred on 2<sup>nd</sup> Ave West. The victim was bitten while attempting to break up a dog fight between his dog and the neighbors. He was bitten on the left index finger requiring 5 stitches. Staff spoke to both parties and advised both of Health dept rules for quarantine and paperwork filing.

Roni Phillips read the May Sewer report. All routine sampling and testing are completed. Staff conducted approx. 20 locate requests for the month. Staff assisted a contractor on 4<sup>th</sup> Ave east with two sewer saddle installations for a newly constructed duplex. Staff assisted Superior Septic with a sewer issue on Pine St. Town sewer mains were in good working order and the property owner will deal with a service line issue. Staff assisted our engineer with a surveying assignment around town. Maps and plans are being prepared for the sewer project. Staff worked around the lagoon, Riverside Ave west, the 600 block of 4<sup>th</sup> Ave east, and the sewer lift stations. Staff located, excavated, and mapped a manhole on Riverside Ave that has been paved over for many years. Staff repaired and raised the manhole to street level to allow access to the sewer system in that area which we have not had for a long time. The Clerk reported that the Montana Coal Endowment Program (MCEP) grant application for the sewer project has been submitted, reviewed by the state and deemed eligible for ranking. The Community Development Block Grant (CDBG) grant application will be submitted later this year. There will be a meeting about t with the Sewer Project Engineer tomorrow at 11:00 am to talk about design of the project, etc.

Roni Phillips read the May Court report. 9 appearances, 12 initial appearances, 1 change of plea, 1 bench trial, 6 omnibus hearings, 5 status hearings. Obstructing a peace officer, obstructing justice, disorderly conduct, expired registration, no insurance, fail to carry insurance, fail to give notice of accident by quickest means, DUI, and careless driving.

Kelly Dillon read the May Streets report. Staff is still waiting to hear from shadow asphalt on the date for our paving to be done. Dust abatement was completed in the usual alleys around town.

Thomas McCloskey read the May Parks report. Ken continues to do a great job mowing and caring for the Parks. The restroom renovation at Eva Horning Park is completed until the new sinks can be found, purchased, and installed. The bathrooms are open for the season. The irrigation systems are up and running in the parks. The irrigation system repairs were completed around the skate park and the sprinklers were adjusted and set for the season.

Roni Phillips read the May Fire Department report. May 1<sup>st</sup> responded to MM46 for a vehicle crash. Provided traffic control for blockage. Six firefighters responded and three units.

May 2<sup>ed</sup> responded to 205 third avenue east for a lift assist. One firefighter responded.

May 3<sup>rd</sup> responded to 402 4<sup>th</sup> Ave east for a lift assist. Two Firefighters responded.

May 3<sup>rd</sup> responded to a lift assist at 402 4<sup>th</sup> Ave east. Two firefighters responding.

May 3<sup>rd</sup> EMS call at Town Pump. Six Firefighters responded.

May 12<sup>th</sup> EMS call at 40 Tiffany Court. Four Firefighters responding.

May 11<sup>th</sup> Wildland call at 6510 Diamond Match. Stood down. Three Firefighters responding.

May 9<sup>th</sup> responded to 839 Tami Drive East for a lift assist. Four Firefighters responding.

May 5<sup>th</sup> responded to 1503 5<sup>th</sup> avenue East for an EMS assist. Three firefighters responding.

May 6<sup>th</sup> responded to an EMS call at 308 2<sup>ed</sup> avenue east. Two firefighters responding.

May 7<sup>th</sup> responded to 308 2<sup>ed</sup> avenue east for an EMS call lift assist. Two Firefighters responding.

May 13<sup>th</sup> responded to 503 main avenue for an EMS call. One firefighter responding.

May 23<sup>rd</sup> responded to I 90 MM42 west for a grass fire started by a vehicle that lost a tire and rim. Found the vehicle half mile west of the fire and assisted with the removal. Seven Firefighters responded.

May 20<sup>th</sup> responded to MM 55 East bound for a single vehicle roll over with four occupants. Provided traffic control as vehicle blockage covered most of the freeway. Seven Firefighters responded.

May 26<sup>th</sup> responded to Mullan Rd east MM1 for a vehicle over the bank. Upon arrival found the vehicle upside down resting against a tree nearly headed to the river.

May 28<sup>th</sup> responded to 4935 southside road for an EMS call with Dodd riding back in ambulance. Two firefighters responding.

May 28<sup>th</sup> responded to Town Pump with an EMS call. Two firefighters responding.

May 29<sup>th</sup> responded to 67 Mullan Rd west for an illegal burn with plastic and trash. Extinguished the fire and contacted the property owner. Three Firefighters responded.

May 29<sup>th</sup> responded to MM 42 for a vegetation fire started by a vehicle bearing. Eight Firefighters responding.

May 30<sup>th</sup> responded to 405 5<sup>th</sup> avenue east. UTL the individual. Two Firefighters responding.

May 3<sup>rd</sup> trained AEDs for two hours in joining meeting with other departments and sheriff's office. We had Twelve Firefighters participating.

May 17<sup>th</sup> conducted a wildland burn at the Airport. Ten firefighters participated.

May 31<sup>st</sup> Scott Dodd conducted training here at the department.

We now have twenty-one active volunteers.

Heather Pecora presented the plans for the Bicycle Rodeo that will be held at the annual Fair and Rodeo. We have several donors providing the Bicycles.

David Hubler read the May water report. All routine sampling and testing completed. M.E.T. continues work on the water telemetry upgrade project. Several town residents were advised of potential water leaks discovered after meters were read. Staff assisted a contractor doing work on

4<sup>th</sup> Ave east. Staff completed a water saddle installation for a newly constructed duplex. New meters were installed for the 2 service lines to that unit.

#### COUNCIL CONCERNS

Thomas McCloskey shared the current “Glacier Country Montana Magazine” with the Council. There is a great picture of Superior in the magazine, but the picture does not identify the town as Superior. There is also a short description of Superior in the back of the publication. Thomas McCloskey stated that the description needs to be reviewed and a letter sent with other amenities that just what is listed, such as the parks, skatepark, Vista Trail, etc. Council agreed. Information will be gathered and sent to Glacier Country.

UNFINISHED BUSINESS None

#### NEW BUSINESS

#### ECONOMIC DEVELOPMENT—STEVE CLAIRMONT-MISSION WEST

Steve Clairmont from Mission West spoke to the Council about Economic Development for Superior. Mission West Community Development Partners includes Mineral, Lake and Sanders County. They work to provide help private and public entities with economic and community development projects. Mission West is currently working on the Comprehensive Economic Development Strategy. The CEDS will be for 2022-2027. The CEDS is updated annually with a complete rewrite of the CEDS every five years with input from the community. The CEDS plan covers Lake, Sanders and Mineral Counties and the Flathead Reservation. The results create an economic roadmap to diversify and strengthen our regional economy and qualify the region for additional assistance from federal and state funding agencies. They have held public meetings and are doing community outreach to gather data for the plan. The CEDS will include a list of projects for each of the partners. As part of the project, Mission West Economic Development District is conducting a survey to gather feedback for the development of the 5-Year CEDS. The purpose of the survey is to verify findings from the regional meetings and public meetings held during 2022 and to receive additional feedback on projects and priorities for the region. The survey is open to everyone and available online. Jen Parry spoke about the remote workforce training and the value of remote workers in our communities.

#### SKATEPARK---SECURITY CAMERAS

Council discussed the installation of security cameras that keep data for 30 days at the skatepark. Rodney Goins reported that he has a meeting with a security company tomorrow morning. The Clerk was instructed to contact the Town Attorney about installing the security cameras on public land.

#### JP INTERLOCAL AGREEMENT FY 2022-2023

Council discussed the JP Interlocal Agreement for FY 2022-2023 for \$6300.00. There is no change from last year. Wanda James made a MOTION to approve the JP Interlocal Agreement for FY 2022-2023 in the amount of \$6300.00; Kelly Dillon seconded MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

#### LEC INTERLOCAL AGREEMENT FY 2022-2023

Council discussed the LEC Interlocal Agreement for FY 2022-2023 for \$78,243.00. There is no change from last year. Kelly Dillon made a MOTION to approve the LEC Interlocal Agreement for FY 2022-2023 for \$78,243; Thomas McCloskey seconded. MOTION passed 4 ayes, 0 nays, 0

abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

#### RESOLUTION NO. 520--BUDGET AMEND SEWER PROJECT

Mayor Phillips read Resolution No. 521. Resolution No. 521 amends the budget for the additional expenses of \$42,801 The Town will receive \$30,000 for part of the cost of the PER. The resolution also approves the transfer of funds from the Sewer Replacement and Depreciation in the amount of \$29,801(local funds for the project). The Preliminary Engineering Report (PER) has been completed. Grant applications for the sewer improvement project have been prepared and submitted. The total cost \$40,000 for the PER and \$19801 for the grant and funding applications for a total of \$59,801. We had budgeted \$17,000 this year anticipating some of the expense would be in the next fiscal year. Council discussed the Resolution. Thomas McCloskey made a MOTION to adopt Resolution No. 521amending the sewer budget for the additional engineering expenses of the Preliminary Engineering Report and the grant and funding applications and approving transferring funds from the Sewer Replacement and Depreciation Fund; Kelly Dillon seconded MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

#### BIG SKY PASSENGER RAIL AUTHORITY REQUEST ANNUAL CONTRIBUTION

The Big Sky Passenger Rail Authority is working to bring passenger rail back to southern Montana. Council discussed Big Sky Passenger Rail Authority is requesting a \$150 annual contribution from the Town of Superior. Council discussed the proposed routes, no guarantee that the route would go through Mineral County. Mineral County already contributes tax dollars to the project, which the Town is part of Mineral County. No action.

#### LEGAL

#### CLERKS BUSINESS

#### RECORDS DISPOSAL REQUEST

The Clerk requested approval for the annual records disposal per state retention and disposition schedules. Council discussed the request. David Hubler made a MOTION to approve the annual records request; Kelly Dillon seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

#### DISCUSSION & REQUEST TO CLOSE POOL SPECIAL PROJECTS FUND-MOVE REMAINING CASH TO SWIMMING POOL CAPITAL IMPROVEMENT CONSTRUCTION FUND

Clerk requested approval to close the Swimming Pool Special Projects Fund and move the money to the Swimming Pool Capital Improvement Construction Fund. The fund has had no activity since June 2017. All of the money in the fund was from donations for pool improvements. Council discussed the request. Kelly Dillon made a MOTION to approve closing the Swimming Pool Special Projects Fund and move the money to the Swimming Pool Capital Improvement Construction Fund; Thomas McCloskey seconded. Swimming Pool Special Projects Fund and move the money to the Swimming Pool Capital Improvement Construction Fund. MOTION passed 4 ayes, 0 nays, 0 abstain, 2

absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

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.  
Prepared and published Audit notice. Emailed Audit to newspaper.  
Trained on the new Neptune 360 meter reading software.  
Downloaded 22-23 budget document from state website. Set up budget document.  
Gather information and work on preliminary budgets.  
Prepare and mail quarterly newsletter.  
Records management-set up folders in documents by subject and moved files into the folders.  
Prepared annual records disposal request.  
Mail property owner change forms and tenant change forms.  
Prepare Law Enforcement Interlocal Agreement for FY 22-23.  
Prepare Justice Court Interlocal Agreement for FY 22-23  
Prepare Resolution sewer PER amend budget & transfer funds.  
Prepare and submit request of funds for the TSEP Planning grant for the Sewer PER.  
Prepare and submit request of funds for the DNRC Planning grant for the Sewer PER.  
Transfer the Sewer PER to TSEP and DNRC through state file share.  
Prepare paperwork for semi-annual water and sewer loans.  
Prepare and post Journal vouchers for semi-annual water and sewer loans.  
Prepare and submit ACH payment for semi-annual water and sewer loans.  
Prepare and Post Journal Vouchers closing FY 21-22 debt principal.  
Work on CDBG-CV grant paperwork and work with HRC  
Complete and submit annual skatepark insurance paperwork FY 22-23

#### CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented, Town Claims 36657-36709, May financial reports and Cash Reconciliation, May Pledged Securities, May Journal and UB Vouchers, and May Budget reports; Wanda James seconded MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley

Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

ADJOURNMENT

There being no further business before the Council Wanda James made a MOTION to adjourn until the next regular meeting July 11, 2022; Kelly Dillon seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Bonnie Fuller-absent, Wanda James-aye, David Hubler-aye.

Roni Phillips, Mayor

Attest:  
Brenda Schneider, Town Clerk