

The regular meeting of the Town Council was held November 14, 2022 in the Council Chambers at 6:30 pm. A review of claims took place at 6:00 pm.

Mayor Roni Phillips

Councilors: Kelly Dillon, Wanda James, Shirley Iwata, Thomas McCloskey,

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Steve Temple, Fire Chief

Andy Short, County Planner

Law Enforcement-Ryan Funke and Ethan Atkin

Citizens: Sherry Goins, Tiffani Amberson, Josh Pecora, Scott Dodd

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 October 10, 2022 regular meeting. Kelly Dillon made a motion to approve the minutes of the October 10, 2022 regular meeting; Wanda James seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

#### CORRESPONDENCE

Received a thank you letter from Jim DeBree for the help he received regarding a memorial plaque for his wife near one of the memorial trees Jim planted in Timberman Park from Rodney Goins.

PUBLIC COMMENT None

#### COUNCIL REPORTS

Wanda James read the October Animal report. A pesky muskrat was removed from the sewer lagoon!! It does not appear that he caused any damage to the pond liners.

Roni Phillips read the October Sewer report. All routine sampling and testing are completed. Staff conducted approx. 8 locate requests for the month. Staff replaced a faulty air valve at the Clark Fork lift station. The pumps can now function normally without losing prime. Staff conducted routine sewer flushing of the 5 Hot spots in Town. No major issues were discovered during these preventative maintenance measures. Staff were called 3 times this month to the final lift station for a jammed pump. Staff removed several large articles of debris from the pumps. Staff deployed the clam shovel into the wet well at the final lift station in an attempt to remove any and all remaining foreign objects. No major items were found. The pumps were returned to normal operating status.

Shirley Iwata read the October Court report. 3 initial appearances, 11 omnibus hearings, 1 Change of Plea, 5 Status Hearings. Partner/family member assault, destruction/tampering with communication device, identity theft, resisting arrest, obstructing a peace officer, displaying license plates assigned to another vehicle, expired registration, driving without a valid driver's license, driving while suspended/revoked, no insurance, DUI, speeding, and dogs running at large. Ryan Funke gave an update on his plans when he becomes Sheriff in January. Ryan stated that he wants to work with the mayor and council to meet the needs of the town.

Kelly Dillon read the October Streets report. Staff assisted in the unloading of the new street sweeper. The machine was unloaded and delivered to the Town shop. Our Salesman and a company rep from Global industries have come and inspected the machine. Staff will get a full demo and training session in the spring. Parts are being ordered for the installation of the charging station for the new sweeper. Winter weather is upon us. Staff performed service,

repairs, and set up of snow removal and gravel spreading equipment. Roads were treated during our inclement weather event and will continue as needed. Public Works Staff would respectfully once again request that all Town residents remove unnecessary vehicles from town streets and parkways, please do not plow, shovel, or snow blow your snow onto town streets and parkways as it will promptly be returned to its original location. All motorists are encouraged to slow down, drive safely, and leave extra time for travel during inclement weather.

Thomas McCloskey read the October Parks report. The irrigation systems were winterized in all 3 Town parks. The bathrooms at Eva Horning Park have been winterized and secured for the winter. There is a porta potty in place that will remain for the winter. Staff was able to get a majority of the leaves picked up at Eva Horning Park prior to the inclement weather. The rest will be cleaned up if the weather allows.

Roni Phillips read the October Fire Department report. So far, we have responded to 159 calls in 2022 October 1st responded to MM61 for vehicle crash. Provided traffic control. Seven firefighters responding in two units.

October 6<sup>th</sup> responded to MM 43 for a single vehicle crash. One firefighter responding in one unit.

October 6<sup>th</sup> responded to MM 53 for a possible fire. Stood down by 54-5. Two firefighters responding.

October 8<sup>th</sup> responded to MM 64 for a possible car fire. Out of the area but responded at the request of the deputy. Frenchtown also responding. Two firefighters responding and one unit.

October 10<sup>th</sup> responded to commons for a lift assist. One firefighter responding.

October 11<sup>th</sup> responded to 304 2ed Ave east for a lift assist. One firefighter responding.

October 12<sup>th</sup> responded to MM49 for a jackknifed vehicle blocking the freeway. Assisted MHP with complex traffic control as we had to close the freeway. Compounded by several oversize loads. Five firefighters responding in four units.

October 13<sup>th</sup> responded to MM6 for a stranded pair of dogs. Crew assessed situation and decided to rappel down rather than ladder up. Captain DODD CONTAINED BOTH DOGS ON RAPPELL. Four firefighters responded and, in my opinion rescued both animals.

October 18<sup>th</sup> responded to 306 spruce street for patient assessment. Two firefighters responding.

October 18<sup>th</sup> responded to 411 spruce street for an unresponsive male. One firefighter responding.

October 18<sup>th</sup> responded to 865 Tami drive for a lift assist. One firefighter responding.

October 18<sup>th</sup> responded to 865 Tami Drive for a patient assessment second time. One firefighter responding.

October 20<sup>th</sup> responded to 146 Osprey Drive for a patient assessment. One firefighter responding.

October 20<sup>th</sup> responded to 304 2ed Ave east for medical assessment of seizures. One firefighter responding.

October 20<sup>th</sup> responded to 401 spruce St for an unresponsive drunk. One firefighter responding.

October 21<sup>st</sup> responded to a missing person search. Three firefighters responding.

October 23<sup>rd</sup> responded to MM54 for a Car versus Deer accident. Three firefighters responding.

October 25<sup>th</sup> responded to 291 River Gorge for a CPR in progress call. Deployed lifepack and assisted Coroner. Two firefighters responding.

October 27<sup>th</sup> responded to 607 4<sup>th</sup> Ave east for a structure fire. Dispatch failed to tone out the department and after calling chief we phone called our responders. Upon arrival the fire had consumed all oxygen in the structure remaining very hot and un-inhabitable. Crews made entry

on air and located an expired dog. Extinguished the remaining fire and heat and ventilated the building. Nine firefighters responding in four units.

October 4<sup>TH</sup> was Incident Planning

October 18<sup>th</sup> was commercial property Planning.

We have 20 active members

We deployed the ropes team for the first time this year in a high angle rescue of two dogs out on Mullan Rd East. Great work by the crew and a good

The Town took delivery on the 31<sup>st</sup> of a water tender from Mike Borden. The tender is assigned to the Tarkio Station.

Alta Boyes has petitioned to join the Rural District at Tarkio which has been approved by the Rural Board.

A Radio antenna tower has been installed at the County Building. While backup basic antennas have been mounted and are operational no word yet on moving the repeater antenna! One option is to just shoot it over to the Old Schoolhouse till spring

I have enrolled two firefighters (Pecora and Zenor) in the Fire Services Training School this spring. Getting firefighters to attend the Firefighter Academy was a goal of mine for some time.

Our ISO rating was just received and very good news we received a 5/5x. The paperwork will be updated with ISO to add the Tarkio Annexation to our area.

Roni Phillips read the October water report. All routine sampling and testing completed. Several town residents were advised of potential water leaks discovered after meters were read. The parts to repair well #1 are apparently in and the contractor will get a date scheduled for those repairs to be made. New meters were installed at several locations around town. They were newly constructed or rebuilt homes with new water services. The Public Works Staff is reminding residents to disconnect any hoses from frost free spigots to prevent damage from freezing.

#### COUNCIL CONCERNS

Thomas McCloskey asked about planting the memorial tree for Emily Ornelas, which council approved. Rodney Goins stated that the removal of the tree root ball where the memorial tree will be planted was delayed by 17 months. The sprinkler system in that area also needs to have some repairs. The tree will be planted in the spring.

#### UNFINISHED BUSINESS

#### DEVELOPMENT STANDARDS

Steve Temple reported that first meeting to review and recommend changes in the Town's development standards was held earlier in the day. The committee have a good start on establishing rules and procedures and an application. More information will be reported as progress is made.

#### GENERATOR WELL #3

Rodney Goins stated that he has requested another quote from Western States Cat.

#### COUNCILOR WARD 3—APPOINT

Council discussed the vacant Ward 3 position. Three people have expressed interest in the position. Chris Darlow, Stephanie Quick and Darlene Morse. The appointment would be through December 31, 2023. Wanda James made a MOTION to appoint Stephanie Quick to the Ward 3 Council position unexpired term ending December 31, 2023; Kelly Dillon seconded. MOTION passed 3 ayes, 0 nays, 1 abstain, 0 absent. Roll Call: Thomas McCloskey-abstain, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye,

## NEW BUSINESS

### TRANSPORTATION ALTERNATIVES PROGRAM—ANDY SHORT

Andy Short talked about Transportation Alternatives Program. The funds can be used for sidewalks and trails. There is a local match required for the grant of 13.4%. The application period opens in January and closes in May. Council discussed.

### ISO “ANNOUNCEMENT LETTER”

Steve Temple reported that the Fire Department has completed the ISO fire rating review, which is very detailed. The ISO rating for the town is a 5/5X. Steve Temple reported that he will be sending paperwork and maps to ISO to include the new Tarkio Annexation. Once everything is submitted ISO will include the Tarkio Annexation in the 5/5X rating.

### COUNCILOR WARD 1---VACANT

David Hubler resigned as Councilor for Ward one. His letter of resignation was effective as of October 14, 2022. His term ends December 31, 2025. The appointment for this position would be until the 2023 election. It has to be on the election for the unexpired term January 1 2024 through December 31, 2025. Council discussed the vacant Council position. Council instructed the Clerk to put the appointment of a Councilor on the December Agenda.

### FIRE CHIEF—RETIRING

Steve Temple, Fire Chief, stated that after 17 years of service to the Town of Superior it is time for my retirement. I plan to retire as Superior Fire Chief on January 1<sup>st</sup> 2023. Mayor and Council expressed their thanks for Steve Temple’s many years of service to the town a firefighter and as the Fire Chief.

### FIRE CHIEF—APPROVE POSTING POSITION

Steve Temple, Fire Chief, recommendation that the Town conduct an internal recruitment considering that there is a strong group of internal candidates qualified to fill the job. He also recommended that the council solicit proposals for salary ideas and job sharing if appropriate to the applicant. Encourage the Candidate to come forward with their own ideas. The posting of the position internally would follow town policy and be posted in-house for 5 days. Council discussed posting for the position of Fire Chief. If no one applies then the position is advertised externally. Thomas McCloskey made a MOTION to post the Fire Chief position in-house for 5 days per policy; Kelly Dillon seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

### REQUEST TO SCRAP LAW ENFORCEMENT EQUIPMENT

During the annual review of capital assets Wayne Cashman informed the clerk that when the Dodge was stripped the patrol car equipment (radar unit, lights, speaker, camera system, gun locks, etc.) were obsolete. The radio was installed into the Ford Taurus the town owns. The remaining equipment was outdated and not salvageable or reusable. Council discussed the request to scrap the equipment not moved to the Ford Taurus. The radio will be added to the Taurus asset tag. Kelly Dillon made a MOTION to approve the request to scrap the equipment (radar unit, lights, speaker, camera system, gun locks, etc.) not moved to the Ford Taurus; Wanda James seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

RESOLUTION NO. 525 TRANSFER FUNDS and BUDGET FOR SEWER PROJECT

Mayor Phillips read Resolution No. 525 which transfers the American Rescue Plan Act (ARPA) funds, US Treasury Local Fiscal Funds and budget from fund 2992 to the Sewer fund 5310 for the wastewater (sewer) improvements project. The sewer improvement project is continuing. The Town is receiving invoices for funding administration and project design. We budgeted the American Rescue Plan Act (APRA) funds, US Treasury Local Fiscal Recovery Funds in the amount of \$222,132 for the Wastewater (Sewer) project in Fund 2992. The auditor has recommended transferring the funds and the budget to the Sewer Enterprise fund 5310 for the accounting purposes. This will also keep all project revenues and expenditures in the same fund. Thomas McCloskey made a MOTION to adopt Resolution No. 525 transferring the funds and budget from Fund 2992 American Rescue Plan Act (APRA) to Fund 5310 Sewer Enterprise Fund; Shirley Iwata seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

LEGAL

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 UB customer bills.  
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 Cash reconciliation and financial reports.  
Work with HRC and CDBG on HRC building project and grant.  
Posted Ordinance No. 224.  
Codified Ordinance No 224 and put in codes books and uploaded to the website.  
Prepared business licenses.  
Added structure fire truck to insurance.  
Met with Mayor and Fire Chief.  
Prepare notice for internal posting of Fire Chief Position.  
Review and update Fire Chief Job Description.  
Set up file for Fire Chief position.  
Work on election schedules.  
Set up ACH payment for UB accounts.  
Prepare and mail recycling invoices.

Prepared and mailed plant investment statements and mailed.  
Order 2022 IRS forms.  
Work on sewer project funding, invoices, etc.  
Work with auditor on setting up accounts for sewer project. Set up of accounts completed.  
Prepare Resolution No. 525 transferring funds and budget from 2992 to 5310 for sewer project.  
Set up file for tracking sewer project grants and funding.  
Prepare and mail tax exempt status paperwork to Cenex.  
Prepare monthly recycling report.  
Review and work on outstanding checks list.  
Work on DEQ Clean Bus and Truck Grant forms to request the grant funds and close out the grant for the street sweeper.  
Work on Capital Improvement Plan (CIP) annual update.  
Work on Park Master plan and Individual Park plans updates.  
Add new Street sweeper to insurance.  
Remove old street sweeper from insurance.

Converted all of the Town Codes from PDF documents to word document. Updated so that all Codes are the same font. Resaved each word document to a PDF and uploaded to the Town Website. Easier to read and looks much better. Also, now have a working document for each code for making it much easier to update when ordinances are enacted or amended. Also, updated the code books with the new format.

#### CONSENT AGENDA

The Clerk reported that two additional invoices were received in addition to the claims submitted for council approval. Branch Built \$517.90 and Cenex Fleet Fueling \$435.01. Council discussed the claims. Kelly Dillon made a MOTION to approve paying the tow invoices, Branch Built \$517.90 and Cenex Fleet Fueling \$435.01; Shirley Iwata seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

The Clerk reported that the town has received the new street sweeper. The Clerk reported the town has been informed by the state that we will receive the \$500,000 grant funds for the street sweeper this week. The invoice to Kois Brothers Equipment Company for the new street sweeper is \$623,258.00. The Clerk requested approval to process the claim and check to pay for the street sweeper once the grant funds are received. Council discussed the request. Thomas McCloskey made a MOTION to approve paying the Kois Brothers Equipment Company invoice in the amount of \$623,258 as soon as the grant funds are received; Wanda James seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye

Kelly Dillon made a MOTION to approve the Consent Agenda as presented, Town Claims 36947-37001 October Cash reconciliations, October Financial reports, October pledged securities reports, October Journal and UB Vouchers, and October Budget reports; Shirley Iwata seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

ADJOURNMENT

There being no further business before the Council Wanda James made a MOTION to adjourn until the next regular meeting December 12, 2022; Shirley Iwata seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk