

The regular meeting of the Town Council was held February 13, 2023 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, Stephanie Quick,
Bessie Spangler

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Scott Dodd, Fire Chief

Andy Short, County Planner

Under Sherriff Wayne Cashman

Citizens: Sherry Goins, Drew Hanson, Josh Pecora

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 9, 2023 regular meeting. Thomas McCloskey made a motion to approve the minutes of the January 9, 2023 regular meeting; Wanda James seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

CORRESPONDENCE

PUBLIC COMMENT

Drew Hanson stated that the Mineral County Recreation Club will be having Paddle Board Race April 29 from the Big Eddy to the Bridge. There will be vendors, sponsors and other activities during the event. The event is to raise funds to help pay for ski passes for kids. The Club will be requesting approval from the Council to close Riverside Ave E from River Street to Cedar Street for the event, also for using Riverside Ave W near 4th Street W as a pick up and drop off for racers coming out of the river, and using Timberman Park for Parking for participants. The Club will include the Town on their insurance for the event. This will be on the March agenda.

COUNCIL REPORTS

Wanda James read the January Animal report. A resident on 3rd Ave west was cited for his dogs at large. Hopefully he is now convinced to make the necessary repairs to keep his dogs confined and his neighbors happier.

Stephanie Quick read the January Water report. All routine sampling and testing completed. Staff enlisted the services of a company from Missoula to repair Well #1. Arrangements were made, parts gathered, and a crew responded within a week and replaced the defective and wore out parts. There are a few minor glitches to get ironed out with the telemetry and well#1 will be placed back in service asap. The Public Works Dept would like to publicly thank John and his crew from Camp Well Drilling and Pump Service for their prompt and excellent service to the Town of Superior. Staff have been in contact with Dennis from M.E.T. There has been a well alarm going off at Well#2. It is unclear at this time what exactly is causing the issue. M.E.T. is working on it. Rodney reported that he 3 phase-indicator for Well 2 failed and is being repaired.

Shirley Iwata read the January Court report. 7 initial appearances, 15 omnibus hearings, 3 Status hearings, 9 appearances. Disorderly conduct, Assault, driving while suspended/revoked, fail to give notice of accident, DUI, and Dogs at large. Under Sheriff Wayne Cashman reported that law enforcement responded to 275 calls in Superior, criminal, traffic stops, business checks, medical and fire calls.

Kelly Dillon read the January Streets report. Snow plowing and graveling continue as needed around town. Numerous alleys around town were plowed by resident request. Other alleys were cleared to make way for safe passage of emergency and service vehicles. Western States Cat responded to the Town shop to diagnose the continuing problems with the end loader. It was determined that there was another issue with the head gasket and internal engine troubles. The motor was dismantled and hauled off to Missoula for further investigation. It is unclear at this time when or if the machine will be repaired and returned to service. Snow plowing duties have been taken over by the 2012 Chevy Pickup until other arrangements can be made if necessary. Rodney reported that the lift basket has been received. The Clerk reported that the new street banners have been received. The banners will be put up soon. Stephanie Quick reported that School is working on banners for the Seniors.

Thomas McCloskey read the January Parks report. The shrubberies surrounding the tennis court at Eva Horning Park have been pruned back to a reasonable size. Numerous shrubs and bushes were removed due to being half dead or dying. Several other large bushes along the back side of the tennis court and restroom area were removed to allow a full view of the area providing better security in the park. Staff made repairs to the merry go round at James Park. A very observant, smart, and amazing young town resident noticed the problem and reported it to the Public Works Dept. Repairs were made to make the structure safe again.

Roni Phillips read the January Fire Department report. 18 Emergency Calls in January (9 EMS, 2 FIRE, 7 Traffic) and 5 Trainings in January.

- 01/05 EMS Lift Assist 1531 Lower Riverbend
 - 01/06 EMS-Dog Bite, 62 Bucko Lane
 - 01/07 EMS-Unconscious Male, Lobby Big Sky Motel
 - 01/08 FIRE-Smoke alarms, 101 6th Street
 - 01/08 MVC-Single Vehicle Rollover-Auto-Aid FRFD, MM64 I90
 - 01/09 MVC-Single Vehicle Rollover, MM 57.5 I90
 - 01/09 FIRE-Structure Fire, 1277 Cedar Creek Road
 - 01/10 MVC-Jack-Knifed Semi, MM54 I90
 - 01/10 EMS-Forced Entry/Lift Assist, 55 Moats Lane
 - 01/11 EMS- Lift Assist, 204 Second AVE East #101
 - 01/13 Traffic- Assist Deputies/Diversion, MM 54 I90
 - 01/14 EMS- Lift Assist, 204 Second AVE East #101
 - 01/20 MVC-Single vehicle Rollover (Flatbed Truck), MM42 I90
 - 01/22 MVC-RESCUE-Vehicle Over Embankment, MM42 I90
 - 01/24 MVC- Single Vehicle Rollover, MM60 I90
 - 01/29 EMS- Altercation/Fight, 310 River Street
 - 01/30 EMS- Lift Assist, 204 Second Ave East #101
 - 01/30 EMS- Fall Injury (Ladder), 106 6th Street West
 - 01/03 Gear/PPE Maintenance
 - 01-10 Fire Fighter Ethics/ Community Relations
 - 01-17 NFIRS Reporting/ FF1 First floor positive Ventilation
 - 01-24 Leadership Interaction, "What can I do for You?"
 - 01-31 Second Floor Vent Enter Search, Unconscious rescue
- 19 firefighters on the current roster

Grant writing is in full swing! So far, we have received \$10,000 from Blackfoot Communications, \$7,000 from Missoula Electric CO-OP, and \$5,000 from Core SIPP.

Scott Dodd talked about the possibility of purchasing a combined software platform. Currently reporting has not been done with State and Federal Agencies for 3+ years and will take significant time to catch up. As well as doing the correct reporting going forward. Time savings always seems to cost money. Scott is researching various platforms and costs. Most have a monthly charge.

Bessie Spangler read the January sewer report. All routine sampling and testing are completed. Staff conducted approx. 2 locate requests for the month. The final lift station pumps got jammed twice this month. Staff were notified via the new telemetry alert system of the pump failures. The pumps were pulled, cleared of obstructions, and placed back in service. Staff assisted Superior Septic with a plugged service line on Spruce Street. The Town Mains were flowing normally. Bill was able to clear the line and restore service to the residents. Staff assisted Superior Septic with a plugged service line on Riverside Ave West. The Town sewer Main was flowing normally and was clear of obstructions after a camera inspection. Some tree roots were removed from the service line and flow was restored

COUNCIL CONCERNS

Wanda James thank Rodney Goins and Andy Cadman for the recent help regarding a water leak and the Town has great employees.

Thomas McCloskey asked Rodney Goins to check on 2 big fir trees at the south end of the water tank on Flat Creek as they are leaning towards the tank.

UNFINISHED BUSINESS

DEVELOPMENT STANDARDS

The Committee met before the meeting. The Committee recommended sending a list of Items for a proposed zoning ordinance to the Town Attorney. Also, request that the Town Attorney attend the March meeting to start the process of enacting a simple zoning ordinance.

TRANSPORTATION ALTERNATIVES PROGRAM

The Clerk contacted the RPA, Engineer about submitting the TAP grant application. The agreement has been executed. Council discussed priorities for the sidewalk project application. Council reviewed and discussed locations on the map that shows 4th Ave. A \$200,000 project would require a match of \$26, 840. The Council will have a public hearing on the project during the March meeting. A committee will review the map and area for the sidewalks.

NEW BUSINESS

OLD SCHOOLHOUSE CAR SHOW REQUEST CLOSE STREET

The Old Schoolhouse Car Show organizers requested approval to close 3rd Ave E between the post office and courthouse from River Street to Cedar Street for the car show on June 3. This is the same as previous years. Council discussed the request. Kelly Dillon made a MOTION approve the request to close 3rd Ave E between the post office and courthouse from River Street to Cedar Street for the car show on June 3; Shirley Iwata seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

GENERATOR—WELL 3—AWARD BID

Rodney Goins reported that we received 2 bids for the generator project at well #3. The bids were opened February 6, 2023 and reviewed with the requirements and completeness Jacobson Electrical Contracting for \$103850.00 and Legacy Power Systems for \$91,610.99. After reviewing the bids, the job, and the specific needs for our project, Rodney Goins recommended the Council reject any and all bids at this time. It has been discovered that we require the services of an electrical engineer to determine the proper sized equipment for our project. The Town received conflicting information on this issue and need clarification in order to continue. Rodney Goins plans to gather all the appropriate and necessary information, rewrite the specifications for our project, and re-bid the job in the near future. Rodney intention is to look out for the needs of our system while doing what is best for the leaders and residents of the Town of Superior. It is crucial that the proper sized equipment be purchased and installed to ensure that adequate services are provided to our customers. Council reviewed and discussed the bids and the recommendation. Kelly Dillon made a MOTION to reject any and all bids for the backup generator for Water Well; Wanda James seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

GENERATOR WELL 3 ENGINEERING SERVICES

Council discussed the recommendation from Rodney Goins to have the engineer review the generator project and write specifications for a generator that will provide proper size equipment for the Town. Shirley Iwata made a MOTION to approve having the engineer review the generator project and write the project specifications; Thomas McCloskey seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

RESOLUTION NO. 527 –BARSSA FUNDS DISTRIBUTE REQUEST

Mayor Roni Phillips read Resolution No. 527 is the annual request to distribute the Bridge and Road Safety and Accountability (BaRSSA) funds. These funds are used to pave streets each year. The Town can apply to the state for the funds beginning March 1. Thomas McCloskey made a MOTION to adopt Resolution No. 527 requesting the annual distribution of the Bridge and Road Safety and Accountability (BaRSSA) funds; Kelly Dillon seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

RESOLUTION NO. 528—BUDGET AMEND---BNSF GRANT

Mayor Phillips read Resolution No. 528 amends the budget for the BNSF Railway Foundation grant in the amount of \$500. I applied for a BNSF Railway Foundation grant in February 2021 for the skatepark construction. We received the check for the \$500 grant. I contacted the foundation and explained that the construction has been completed. I told them that the Town is trying to finish up some amenities near the skatepark—drinking fountain, etc. I asked them if we could use the funds to purchase a drinking fountain and they approved the request. This resolution amends the budget to include the revenue and the expenditure budget for the purchase. Kelly Dillon made a MOTION to adopt Resolution No. 528 amending the budget for the BNSF Railway Foundation grant in the amount of \$500; Shirley Iwata seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

RESOLUTION NO. 529 UPDATE PERSONNEL POLICY

Mayor Phillips read Resolution No. 529 amending the personnel policy. The Clerk is working on the renewal application for the MMIA endorsement for Employment Practices Coverage. We do the renewal every 4 years. There is no cost for the endorsement. MMIA reviewed the current personnel policy. MMIA has recommended 4 changes in the personnel policy:

1. Add the word “unauthorized” before firearms in Section D Workplace Violence page 7 paragraph 3 to comply with the recent legislation regarding carry concealed laws.
2. Remove the draft paragraph left in the policy in the last review— “to see police policy handbook for specifics on carrying issued service weapons or add statement allowing police to carry approved service weapons”—since this does not pertain to the Town.
3. In the definitions section on page 2, remove the sentence in the definition of Seasonal Employee “The employee is not eligible to become a regular employee without completing a competitive selection process”. Because seasonal employees must be initially hired through a competitive process and they are then permanent employees whose work is interrupted by the seasons
4. Remove Seasonal Employee on page 10 under “D. Involuntary Termination,” the third paragraph, as Seasonal Employees are just like regular employees except that their work is interrupted by the seasons.

Kelly Dillon made a MOTION to adopt Resolution No. 529 amending the personnel policy per MMIA recommendations; Wanda James seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

RESOLUTION NO. 530—BUDGET AMEND—WATER WELL REPAIRS

Mayor Phillips read Resolution No. 530 which amends the Water Budget for the Maple Street water well repairs to replace failed well pipe and check valve. The cost of the repairs is \$10834 was not budgeted. The Town has the funds in the Water Replacement and Depreciation Fund to pay for the expense. Resolution No. 530 increases the repair expenditures for the expense and approves the transfer of the funds from the Water Replacement and Depreciation Fund to the Water Operating Fund. Shirley Iwata made a MOTION to adopt Resolution No. 530 amending the budget for the Maple Street water well repairs; Kelly Dillon seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

PAY MATRIX UPDATE

Council reviewed and discussed the updated pay matrix. The pay matrix has been updated to reflect the change in the minimum wage---grade 1. Minimum wage increased January 1, 2023 from \$9.20 per hour to \$9.95 per hour. The rest of the matrix was updated to reflect the increase. Each grade increased by \$0.75 per hour. Kelly Dillon made a MOTION approve the pay matrix as updated; Wanda James seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

LEGAL None

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, quarterly and annual 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.
Work with Engineer on sewer project.
Work on records management
Update pay matrix
Prepare VEBA ballot.
Prepare VEBA ballot summary and paperwork and submit to the State.
Set up direct deposit files for payroll.
Review and complete and submitted annual property schedules for insurance.
Completed and submitted the annual Census Bureau boundary survey.
Prepared letter of support for Forest Service Trail projects.
Prepared letter of support for Mineral County Museum historical sign project.
Prepared letter of support for Mineral County Rails-to-Trails project.
Research the Great American Trail program and projects.
Research zoning codes.
Chose and ordered new street banners.
Prepare for legislative hearing for sewer project grant applications.
Prepare Certification of Taxable Valuation report for State Commissioner of Insurance
Prepare Annual Police training/pension report for State Commissioner of Insurance
Prepare Annual Fire Department Report for State Commissioner of Insurance
Set up new UB ACH accounts.
Prepared and posted Journal Voucher for Fire Hall GO Bond semi-annual loan payment.
Completed review and update of Clerk's procedure manual.
Completed review Procurement and Bid Procedures manual.
Completed review and update of accounting procedures manual.
Work on Capital Improvement Plan update
Work on Park Plans updates
Prepare Resolution No. 527 requesting the distribution of the BaRSSA funds from the State

Prepare Resolution No. 528 Amend budget for BNSF grant
Update Personnel Policy with MMIA recommendation.
Prepare Resolution No. 529 Amend Personnel Policy.
Prepare paperwork for MMIA Employment Practices Liability Insurance.
Zoom meeting with Engineer regarding TAP grant
Prepared and mail response to IRS request.
Prepare letter of support for multi-county RAISE grant for Rails to Trails planning.
Opened generator bids and prepared bid paperwork.
Start preparing quarterly newsletter.
Prepared and published notice that annual water system Consumer Confidence Report availability
Prepared and mailed annual CCR report to water customers.
Uploaded CCR to Town website.
Prepared paperwork for the CCR and submitted to the State.
Prepared Resolution No. 530-Amend budget for Maple Street Well repairs

CONSENT AGENDA

Wanda James made a MOTION to approve the Consent Agenda as presented, Town Claims 37110-37173, January Cash reconciliations, January Financial reports, January pledged securities reports, January Journal and UB Vouchers, and January Budget reports; Shirley Iwata seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

ADJOURNMENT

There being no further business before the Council Shirley Iwata made a MOTION to adjourn until the next regular meeting March 13,2023; Kelly Dillon seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangle-aye.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk