

The regular meeting of the Town Council was held June 12, 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, Thomas McCloskey, Stephanie Quick, Bessie Spangler, Shirley Iwata (joined meeting telephonically at 6:50 pm)

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Scott Dodd, Fire Chief

Under Sheriff Wayne Cashman

Citizens: Sherry Goins, Drew Hanson

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 8, 2023 regular meeting. Kelly Dillon made a motion to approve the minutes of the May 8, 2023 regular meeting; Wanda James seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-aye, Shirley Iwata-absent, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye.

CORRESPONDENCE None

PUBLIC COMMENT

Drew Hanson talked about the River Street Festival that is scheduled August 19, 2023. There will be a paddleboard race, a cornhole tournament, kid's games, vendors, etc. The festival is being put on by the Mineral County Recreation Group. The group has applied for a 310 permit with the Soil Conservation Board for use of and clean up of the trail near the south end of the bridge. The trail will be used for the paddleboard race. They would like to request approval to close Riverside Ave E between River Street and Cedar Street and use of Timberman Park for parking. The request to will be on the July Agenda.

COUNCIL REPORTS

Wanda James read the May Animal report. A resident on Illinois Ave was cited for her dogs running loose. Complaints were received at the office and she had been previously warned. Staff were called to the health Dept for a dog bite incident that occurred on Flat Creek Road. Staff spoke to the owner of the dog who was given the appropriate information and paperwork. He advised that he would contact the health Dept to take care of the requirements. Staff were notified by the health Dept of a dog bite incident reported to the sheriff's office. The bite apparently occurred in Missoula County. The animal is being quarantined in Mineral County and the Owner was cooperating with the health dept.

Stephanie Quick read the May Water report. All routine sampling and testing completed. Water meters were installed in 4 new homes in town. The proper paperwork was filed at the office and the 4 new customers now have water!! The RF project is approx. 70% completed. Work will continue as time allows. Staff assisted a contractor with a water tap and new hook up for his new home on Riverside Ave East.

Roni Phillips read the May Court report. 4 initial appearances, 10 omnibus hearings, 2 Status hearings, 4 appearances 2 Change of Plea. Assault., 1 Order to Show Cause. Sheriff Funke stated that the department has been busy. Sheriff Funke stated that he appreciated the assistance from the Fire Department with the recent body recovery from the Clark Fork River. He stated that the Missoula Department was impressed with our Fire Department regarding the body recovery. Sheriff Funke reported that they applied for a grant for a School Resource Officer that would be split between 3 schools if awarded. The schools are providing the matching funds.

Kelly Dillon read the May Streets report. Kois brothers Equipment, from Great Falls, showed the street sweeper in the car show!! It was a great opportunity for the general public to see our new all electric sweeper. Still waiting to hear from Shadow Asphalt and the timing of our blacktop work. Street sweeping will continue as time allows

Thomas McCloskey read the May Parks report. Staff has been full speed ahead with the parks. The irrigation systems are being turned on. We are still looking for someone to fill the part time laborer position. Thomas McCloskey gave an update on the RC races at the skatepark.

Roni Phillips read the May Fire Department report. 10 Emergency Calls in May (3 EMS, 4 FIRE, 1 Traffic/MVC, 2 Rescue) and 2 Fire Trainings and 3 Medical. 4 calls in Town limits, 6 calls in Rural District.

- 05/01 FIRE- I 90 West MM 61.5- Semi Load on Fire
- 05/03 RESCUE- 10898 Mullan Rd East- Deceased Recovery
- 05/03 FIRE- 1162 Mullan Rd East-Shed Fire
- 05/12 RESCUE- Clark Fork River- Assist S.O. with Male in River
- 05/15 EMS- 436 Stageline Drive- Unresponsive Male
- 05/15 FIRE- I 90 MM 53- Unable to Locate
- 05/15 EMS- 304 2nd AVE East- Lift Assist
- 05/18 MVC- I 90 MM49- Single Vehicle Crash
- 05/29 FIRE- I 90 MM43- Engine Fire
- 05/30 EMS- 603 South Fork Nemote- Ground Level Fall
- 05/02 QRU Training
- 05/09 Fire Training/ USFS NIMS, Command Dynamics
- 05/16 QRU- Pediatric Transport – Jason Mahoney
- 05/23 Fire- FEMA ICS 100,200,700,800- Montana State DES
- 05/30 QRU- Burn and Hemorrhagic Treatment and Diagnosis

20 Firefighters on the current roster, with 1 Junior. Highschool student Anthony Dodd has joined our Junior Firefighter program and we should have 2 more joining next month!

Departmental Updates: May saw a couple firefighters attend the FF1 Academy with Montana State University. This is an intense 2-week boot camp style training that is meant to prepare and train firefighters to be competent in Structural Firefighting. Unfortunately, a knee injury kept one from completing the class, but we did have our other successfully complete the course.

May also saw the first full deployment of our Water Rescue Team. It was somber circumstances but we made the best of it and were lauded for our quick response and professionalism during the incident. With increasing activity over the summer and on the river in general, what a great resource this will be for our community.

Bessie Spangler read the May sewer report. All routine sampling and testing are completed. Staff conducted approx. 14 locate requests for the month. Staff assisted local contractors with 2 sewer hook ups on Riverside Ave East. Staff found the final lift station pumps jammed twice this month. The pumps were raised, the obstructions were cleared, and the lift station was placed back in service. The Clerk reported that the town has been awarded the Montana Coal Endowment Program Grant in the amount of \$750,000 for the sewer project.

COUNCIL CONCERNS

Thomas McCloskey asked if Herman Berneking had responded to the letter sent regarding the cleanup of the burned-out house trailer on his property at 110 1st Street. He has not contacted the town. Council discussed the matter. Kelly Dillon will talk with Mr. Berneking prior to the next meeting. Thomas McCloskey stated that the Town needs to have the Town Attorney send Mr. Berneking a letter regarding the cleanup of the lot. This will be on the July Agenda.

Bessie Spangler asked about the how the town works with the Soil Conservation District. The Town has a representative on the board. The Soil Conservation District is responsible for anything that has to do with the river banks through town.

Kelly Dillon talked about the recycling changes as the Post Office. The recycling bins in the lobby have been removed due to people going through the boxes and a concern for people's privacy.

UNFINISHED BUSINESS

DEVELOPMENT STANDARDS

Nothing new at this time, still waiting to see which Legislative bills will be signed by the governor and the effective dates of the new laws.

NEW BUSINESS

JP INTERLOCAL AGREEMENT FY 23-24

Council discussed the FY 2023-2024 JP Interlocal Agreement. It is for \$6300.00. Kim Taron, Judge is not requesting an increase. There is no change from last year. Wanda James made a MOTION to approve the JP Interlocal Agreement for Fiscal Year 2023-2024 effective July 1, 2023, in the amount of \$6300.00; 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. The Clerk will prepare the updated agreement and get copies to Sheriff Funke for signatures.

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, and quarterly.

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.
Set up new water and sewer accounts.
Schedules Clean-up Day pickups
Filed Resolution No. 536—Annexation-Goins with County Clerk and Recorder for recording.
Update FY 23-24 LEC interlocal agreement and gave copies to Sheriff for signatures.
Mayor signed FY 23-24 LEC interlocal Agreement.
Took the signed LEC interlocal agreement to the Court house.
Mailed FY 23-24 LEC interlocal Agreement to the Secretary of State as required by statute.
Prepare and mail quarterly newsletter.
Upload quarterly newsletter to website.
Prepare for Clean-up Day.
Prepared ACH and submitted for semi-annual Water and Sewer loan payments.
Prepared and posted Journal Vouchers for water and sewer loan payments.
Transferred funds for the water and sewer loan payments.
Start fiscal year end work.
Prepared and posted year end closing JVs for water and sewer loans and balanced.
Prepared and posted year end closing JV for water contracts payables and balanced.
Prepared and posted year end closing JV for Fire Hall GO Bond loan and balanced
Prepare and mail statement for 50/50 sidewalk payment.
Prepare and mail statement for Water and Sewer plant investment fees.
Complete sewer averages in UB for summer months.
Work on preliminary budgets.
Complete and submit work compensation paperwork for MMIA for Clean-up Day volunteers.
Set up tax rate tables for Mobile Home charges in accounting.
Prepare files for each Sewer Project grant.
Work with Wells Fargo on a fraud management issue.
Work with Black Mountain Software on accounting software issue.
Prepared new employee file and paperwork for Park Laborer.
Submitted new hire form online to State of Montana.
Prepared recycling invoices

CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented, including the payment of Town Claims 37338, 37339 and claims 37359-37414 in the amount of \$143,827.15 on June 12, 2023, and Void Claim 37207 in the amount of \$76.55, May Cash reconciliations, May Financial reports, May Pledged Securities reports, May Journal and UB Vouchers, and May Budget reports; Bessie Spangler 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 Kelly Dillon made a MOTION to adjourn until the next regular meeting July 10, 2023; 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.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk