

The regular meeting of the Town Council was held September 11, 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

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Scott Dodd, Fire Chief

Under Sheriff Wayne Cashman

Andy Short, County Planner

Citizens: Sherry Goins

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 August 14, 2023 regular meeting. Thomas McCloskey made a motion to approve the minutes as written of the August 14, 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 None

PUBLIC COMMENT None

COUNCIL REPORTS

Wanda James read the August Animal report. Nothing to report.

Stephanie Quick read the August Water report. All routine sampling and testing completed. The Rf project is approx. 99% completed!!! Andy has installed about 40 more RF readers this month. There are only a few more readers and 1 meter to finish the project up. Staff were called out to California and 4th for a reported sewer leak. Staff found a ruptured water service line to a residence on California Ave. The owners were working with their insurance company to fund the repair. They stated they would have someone out in a couple of days. Staff assisted a local contractor in placing a curb stop valve and riser on the line until repairs can be made. The leak posed a significant risk of contamination to our water system and needed to be isolated ASAP. Water was shut off in the area temporarily while the valve was installed. The leak was stopped and service restored to the area without further incident. The residents are still working with their insurance company to replace the line. The fire hydrant on 6th Ave has been replaced.

Shirley Iwata read the July Court report. 3 initial appearances, 13 omnibus hearings, 4 Status hearing, 1 appearance, 1 Change of Plea and 1 Order to Show Cause. Speeding. Wayne Cashman reported that the suspect in the recent double homicide has been arrested and the state will be prosecuting the case.

Kelly Dillon read the August Streets report. Plans are continuing for the black top work in town. Repairs will be made to Illinois Ave. in preparation for paving. The stop sign was replaced at 4th and Pennsylvania Ave due to it being faded and worn out. A new sign pole was placed for better view and height of the sign. The stop sign was replaced, and street signs moved at 3rd Ave e and Pine Street for better visibility. Street signs were added for the new subdivision on 4th Ave east and Alces Court. The warning paint was refreshed on the speed bumps around Eva Horning Park for better visibility and warning of the bumps to motorists in the area. The Town was not awarded the TAP grant for sidewalks. Council discussed the comments from the review committee. One of the big issues was that the Town does not have a sidewalk ordinance. Council

discussed the procedure to enact a sidewalk ordinance. The Clerk will research ordinances from other cities. Another comment was the project was too small. Also, discussed the possibility of preparing for the entire sidewalk project and then break into phases for the next grant opportunity.

Thomas McCloskey read the August Parks report. Thomas continues to do a great job with park maintenance. The light in Frank James Park is out and has been reported to Northwestern Energy for repair.

Roni Phillips read the August Fire Department report. 14 Emergency Calls in May (2 EMS, 7 FIRE, 5 Traffic/MVC, 0 Rescue) and 7 Fire Trainings and 1 Medical. 5 calls in Town limits, 9 calls in Rural District.

- 8/1 Administrative and Budget training
- 8/2 Fire MM1- Mullan Rd East
- 8/3 Tarkio-Driver/Engineering Training
- 8/7 Fire FS Road 344-Behind Pellet Mill
- 8/7 Assist SO with Fire investigation
- 8/7 Fire MM 61-Unable to locate
- 8/7 EMS-Standby/Traffic Control on Diamond Rd
- 8/7 Fire-CO2 Alarm-772 Elk Lane
- 8/8 Funeral Planning-QRU Response Guidelines
- 8/9 Tarkio-Hose Lay-Wildland Response
- 8/10 MVC-Single Vehicle Rollover- MM 61.5 I90
- 8/11 Fire-Wildland Fire- MM 60.6 I90
- 8/15 Combined Training with Tarkio-Wildland Refresher
- 8/23 MVC-Car Fire- MM 11 East Mullan
- 8/27 EMS-Shooting- 20 Mullan Rd West
- 8/28 MVC- Single Vehicle Crash- MM 47 I90
- 8/28 EMS-Medical Patient in Barbed Wire- 385 Quartz Road
- 8/28 Fire-Shirt in Road on fire- MM 47- I90
- 8/29 Unified Solutions training
- 8/30 MVC- Single Vehicle Rollover- MM 61 I90
- 8/31 Tarkio-Incident Command System

25 firefighters on the Roster. We added 3 new volunteers in August and removed one. We are still holding strong with 2 Junior firefighters. Recruitment is going well.

August made for a busy month. Along with responding to 14 calls, we accomplished a significant amount of training and got 3 new Red Card Wildland firefighters to compliment our Tario crew. We have started our new software with Unified Solutions and should be going live with the software next week. We took possession of our new Tarkio Wildland engine and have been outfitting it for service.

Due to the high volume of firefighters, we are running low on gear and helmets. So, we will be looking for funding through grants to get more turnout gear.

On a somber note. We said goodbye to Ezra McGuffey, but it was a fantastic service and well attended.

Bessie Spangler read the August sewer report. All routine sampling and testing are completed. Staff conducted approx. 15 locate requests for the month. The first draw of the ARPA funds has been received. Discussed the sewer improvement projects.

COUNCIL CONCERNS None

UNFINISHED BUSINESS None

NEW BUSINESS

COMMUNITY FOOD BANK OF MINERAL COUNTY—CDBG PLANNING GRANT-MATCHING FUNDS

As part of the CDBG planning grant application for the Community Food Bank of Mineral County there is a required 25% matching funds for the grant. Gus Byrom, CDBG Outreach Specialist at the state has said that the Town can include a letter from the Mayor requesting a waiver of the “match” requirement when the application is submitted by October 30th. Which will be done. He did say that if the town could contribute something- even \$200- that the grant would be looked upon favorably. They want to see skin in the game. The Food Bank is able to document their investment in the community. HRC is paying for writing and submitting the grant application. Need to discuss and decide if the town will approve some funds for matching funds. We will be working on letters of support to go with the grant application. Wanda James made a MOTION approve \$300.00 matching funds for the CDBG Planning Grant application; 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.

OUTDOOR EXERCISE EQUIPMENT –EVA HORNING AND TIMBERMAN PARK

Council discussed installing outdoor exercise equipment in Eva Horning and Timberman Parks encouraging outdoor activity for adults. Installing outdoor exercise equipment in the parks would provide easy access to exercise equipment as there is very limited access to such equipment in town. Council reviewed and discussed various types of equipment, base materials and funding. Also discussed a walking trail at Timberman Park. Thomas McCloskey made a MOTION to approve working on plans for and pursuing grants for installing outdoor exercise equipment at Eva Horning and Timberman Parks and building a walking trail around Timberman Park; Stephanie Quick 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 search for grant opportunities for the project.

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.
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.
Attended APT US&C annual Conference virtually.
Completed meter change outs at received from Public Works
Updated RF meter information in UB accounts as received from Public Works
Scanned and emailed FY 23/24 budget resolutions to the State and County.
Completed FY 23/24 Budget document.
Uploaded the FY 23/24 budget document to the State
Entered revenue and expenditure budgets in accounting software and balanced.
Prepared and mailed quarterly newsletter.
Prepared final UB bills.
Set up Sweep account with Wells Fargo.
Set up new UB accounts.
Prepared-emailed the annual Water/Sewer Delinquency letter to State DOR and County Treasurer
Prepared and mailed monthly statement for plant investment fees
Prepared and mailed monthly statement for 50/50 sidewalk fee
Clerk's webinar meeting
Rates and Audits Webinar-Montana Rural Water Systems
Upload newsletter to website.
Work on Annual Financial Report worksheets
Complete Annual Pension Liability worksheet for AFR
Prepare and post Journal vouchers for pension liability.
Work on Annual Financial report FY 22/23
Prepared annual USDA reports for the Fire Hall GO Bond and submitted to USDA.
Work with Liz Gupton on Pool in Park draft RFP.
Work with HRC and Food Bank on CDBG Planning Grant project.

CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented in the amount of Town Claims 37541-37592 in the amount of \$76781.14 and Void Claims 36854, 37053, 37251 and 37253 in the amount of \$37.60 on September 11, 2023, August Financial Report, August Cash Reconciliation, August Pledge Securities, August Journal & UB Vouchers, and July and August 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 October 9, 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