

The regular meeting of the Town Council was held October 9, 2023 in the Council Chambers at 6:30 pm. A review of claims took place at 6:00 pm.

Mayor Roni Phillips

Councilors: Thomas McCloskey, Stephanie Quick, Bessie Spangler, Shirley Iwata

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Andy Short, County Planner

Citizens: Sherry Goins, Julie Prater

Absent Councilors Kelly Dillon and Wanda James

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 September 11, 2023 regular meeting. Shirley Iwata made a motion to approve the minutes as written of the September 11, 2023 regular meeting; Bessie Spangler seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-absent, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye.

CORRESPONDENCE None

PUBLIC COMMENT None

#### COUNCIL REPORTS

Roni Phillips read the September Animal report. Nothing to report.

Stephanie Quick read the September Water report. All routine sampling and testing completed. Staff assisted a contractor with a service line installation for a new house on Clark Fork Drive. After some difficulties locating the water main, a new saddle was installed and the service line run to the property. Staff assisted a contractor with the replacement of their water service line that had recently ruptured. A new meter pit and water line were installed and service was restored to the property.

Shirley Iwata read the September Court report. 1 initial appearance, 10 omnibus hearings, 2 Status hearing, 1 appearance, 1 Change of Plea, 1 Order to Show Cause, 1 Scheduling Conference, 6 Jury Confirmation hearings, 1 Jury Confirmation, 2 Jury instruction hearings, 1 Jury instructions, and 2 Jury trials,

Roni Phillips read the September Streets report. The radiator from the dump truck has been delivered to east Missoula to be rebuilt. Staff installed a drain system on Illinois Ave by 4<sup>th</sup> Ave in preparation for repaving. It should eliminate the large puddle the forms at the low spot-on Illinois Ave causing the pavement to deteriorate. Shadow Asphalt is due here any moment to complete the blacktop work. Staff purchased new "NO Dumping" signs to be installed along portions of riverside Ave.

Thomas McCloskey read the September Parks report. Thomas continues to do a great job with park maintenance. The bathrooms and irrigations systems in the parks will be winterized in the very near future.

Roni Phillips read the September Fire Department report. 8 Emergency Calls in May (3 EMS, 2 FIRE, 3 Traffic/MVC, 0 Rescue) and 6 Fire Trainings and 3 Medical. 2 calls in Town limits, 6 calls in Rural District.

- 09/03 MVC- Interstate 90 MM55- Single Vehicle Rollover

- 09/04 MVC- Quartz Loop- Single Vehicle Rollover with entrapment
- 09/09 MVC- Dry Creek Road MM 2.5- Single Vehicle Crash
- 09/10 FIRE/MVC- Interstate 90 MM56- Trailer Crash w/Sparked fire
- 09/11 FIRE- Cedar Creek Road MM5- Log Truck Fire
- 09/12 EMS- Diamond Match 3000 Block- Attempted Suicide
- 09/27 EMS- Town Pump- Seizure
- 09/27 EMS- Commons Apartments- Lift Assist

We had two fire trainings at the Superior Fire Station. 4 Fire trainings at the Tarkio Fire Station. There were 2 EMS/QRU Trainings in Superior. We also had a great training opportunity on September 29<sup>th</sup> at the Superior Schools.

25 Firefighters on the Roster. We are still holding strong with 2 Junior Firefighters. There has been some interest in some community members wanting to join and help on our Rescue Division, we welcome all shapes and styles of Fire Fighters to continue to provide the best possible coverage.

September is usually our transition month. A bit slower as the wildland season dies down and just before the slick and icy roads of fall and winter set in. This year has been unusual in that we have seen crashes continue even through our driest summer in a while. Let's hope this is not a sign of things to come. With wildland season officially in the books, let's count ourselves blessed that we did not have a bad season or anything too close to home. We continue to look for funding grants to assist with the new Station in Tarkio and our greatly expanded numbers.

Bessie Spangler read the September sewer report. All routine sampling and testing are completed. Staff conducted approx. 10 locate requests for the month. Staff met with the engineering group to go over some preliminary plans for the upcoming sewer project. We had a round table discussion and over view of the design and layout of the new lagoon cells, the new blower building, and potential new head works. The plans will be edited slightly and sent off to DEQ for approval. There are copies of the preliminary plans and the specifications available in the town office. Staff were notified via phone of an alarm at the lower lift station. Upon checking the station, it was discovered that a check valve was stuck open causing the pump to run. The blockage was cleared and the station returned to normal running order.

COUNCIL CONCERNS None

UNFINISHED BUSINESS None

NEW BUSINESS

JULIE PRATER—REQUEST CLOSE STREET –CHRISTMAS LIGHTS

Julie Prater requested approval to close 3<sup>rd</sup> Ave E from River Street to Cedar Street for the Christmas lighting event on December 2, 2023. The event will be 3:30 pm to 6:30 pm. The group plans to put up Christmas lights on November 11 and 12. The activities during the event will be similar to last year. Council discussed the request. Thomas McCloskey made a MOTION to approve the request. to close 3<sup>rd</sup> Ave E from River Street to Cedar Street during the Christmas lighting event on December 2, 2023; Bessie Spangler seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-absent, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye.

## FEMA LETTER OF FINAL DETERMINATION AND UPDATING TOWN OF SUPERIOR FLOODPLAIN REGULATIONS

Andy Short reported that he expecting the Letter of Final Determination (LFD) from FEMA for the new flood study. After we receive the LFD the Town of Superior will have 6 months to adopt new floodplain regulations. Andy Short is working with DNRC on the new language for the regulations. The current ordinance will need to be repealed at the same time the new ordinance is enacted, so that they both go in effect at the same time. The ordinances will require two readings and would go into effect 30 days if passed after the second reading. Council asked questions and discussed the floodplain study.

## SIDEWALK ORDINANCE--DISCUSSION

Council discussed enacting a sidewalk ordinance. Discussed various ordinance examples and what they would like to see. Discussed snow removal, not allowing snow to be dumped into the street or alley, construction requirements, and maintenance requirements, One, reason the TAP sidewalk grant application was denied was that the town does not have any sidewalk requirements. Also, that the town's project was too small. Council will review the ordinances from around the state.

## RESOLUTION NO. 543 BUDGET AMENDMENT-ADDITIONAL CDBG-CV GRANT FUNDS-HRC DISTRICT 11

Mayor Roni Phillips read Resolution No. 543 amending the FY 23-24 budget for additional CDBG-CV grant funds. The Human Resource Council requested additional funds due to increased costs for the improvements to the HRC Building on Mullan Rd W. The state has awarded additional grant funds in the amount of \$49,330. With the additional funds the total grant funds will now be \$308, 640. This resolution amends the budget to include the additional grant funds for the project. Thoms McCloskey made a MOTION to adopt Resolution No. 543 amending the budget to include additional CDBG-CV grant funds; Shirley seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-absent, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye.

## SEWER SYSTEM IMPROVEMENTS PROJECT UPDATE

Rodney Goins, Public Works Superintendent, gave an update on the Sewer System Improvements Project. They met with the engineers and reviewed the preliminary plans and budget. The estimated cost for the entire project has increased to \$5,439,500. This is \$795,205 more than we currently have. The Town currently has 4,644,295 in committed funds for the project. The Town can choose to phase the project, but still looking for ways to complete the entire project. The Clerk reported that the legislature approved funds for infrastructure in HB355 for cities and towns. They have not said how much we will receive. I contacted the State and the list with the amount available to the Town will be available in the next two weeks. The Town can apply for their share of the funds after the first of the year. The Town will also have to have a list of projects by December 31, 2023. After that the Council is required to hold a public hearing on the projects on the list. Once the hearing is done the town can submit the project to the state. The Clerk reported that it is possible to get a State Revolving Fund loan. The current interest rate is 2.5% and term cannot exceed 30 years. The Clerk also reported that the Town could use

more of the Replacement and Depreciation funds. We are continuing to look for more funding sources. We are still trying to complete the project without raising rates, if possible. Council discussed the project and the consensus was to work towards completing the entire project without phasing, if possible.

LEGAL None

## CLERKS BUSINESS

### RECORDS DISPOSAL REQUEST

Council discussed the annual request for records disposal per state retention and disposition schedules. Shirley Iwata made a MOTION to approve the annual records disposal request per state retention and disposition schedules; Stephanie Quick seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-absent, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-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 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.

Completed meter change outs at received from Public Works

Updated RF meter information in UB accounts as received from Public Works

Work on Annual Financial report FY 22/23

Prepared and mailed monthly statement for plant investment fees

Prepared and mailed monthly statement for 50/50 sidewalk fee

Upload newsletter to website.

MT Unemployment Division Webinar—new reporting system.

Research Sidewalk Ordinances.

Prepare budget amendment Resolution—CDBG-CV additional grant funds.

Work on Annual Financial Report.

Work with MAPS on GIS system and town boundary updates.

CONSENT AGENDA

Shirley Iwata made a MOTION to approve the Consent Agenda as presented in the amount of Town Claims 37593-37646 in the amount of \$123,590.99 on October 9, 2023, September financial Report, September Cash Reconciliation, September Pledge Securities, September Journal & UB Vouchers, and September, Budget Reports; Thomas McCloskey seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-absent, Shirley Iwata-aye, Wanda James-absent, 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 November 13, 2023; Stephanie Quick seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 2 absent. Roll Call: Thomas McCloskey-aye, Kelly Dillon-absent, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye.

Roni Phillips, Mayor

Attest:  
Brenda Schneider, Town Clerk