

The regular meeting of the Town Council was held March 11, 2024 in the Council Chambers at 6:30 pm. A review of claims took place at 6:00 pm.

Mayor Roni Phillips

Councilors: Stephanie Quick, Bessie Spangler, Shirley Iwata, Wanda James, Kelly Dillon  
Wayne Cashman

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Scott Dodd, Fire Chief

Ryan Funke, Sheriff

Dawn Terrill, County Commissioner

Chris Hayes, Engineer

Citizens: Sherry Goins, Mike Curtin

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 February 12, 2024 regular meeting and public hearing. Kelly Dillon made a motion to approve the minutes of the February 12, 2024 regular meeting and public hearing; Wanda James seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

CORRESPONDENCE None

PUBLIC COMMENT None

#### COUNCIL REPORTS

Wanda James read the February Animal report. Received a third-party report of two different incidents of dogs running at large. The animal owners were contacted and given verbal warnings and notified that any further violations would result in citations.

Stephanie Quick read the February Water report. All routine sampling and testing completed. Staff repaired several meter readers that were experiencing technical difficulty. Staff advised 2 residents of potential water leaks discovered after meters were read. Staff continue with data collection, data entry, and service line repair data for the Lead Service Line Inventory report. Staff had contacted a few local contractors who have done work in town over the past many years. Dwayne Reynolds has provided copies of approx. 125 works orders for work done around town. Staff will review all the information and make sure that it is entered into the LSL report. Staff would like to publicly thank Dwayne for his time and efforts to assist with this project. During routine system checks staff found a failing water valve under the River St bridge. The valve allows a small stream of water to flow continuously so that the water main doesn't freeze. The valve had cracked and deteriorated badly and was allowing too much water to flow out. Staff located and cleaned the valves, and gathered the parts for the repair. The process was quite involved because the water line is the main supply line for the south side of town. Staff made all the necessary plans and preparations and were able to replace the valve and add a shut off should it need to be replaced in the future. The system was returned to normal operation. Staff has noted a significant reduction in daily water use after the last to leaks have been repaired. (under the bridge and the ruptured water main by the Town Pump).

Roni Phillips read the February Court report. 4 initial appearance, 6 omnibus hearings, 58 Status hearings, 1 Order to Show Cause, and 1 Change of Plea. Possession of Drug Paraphernalia, criminal mischief, and parking in handicap zone without permit. Ryan Funke, Sheriff reported that there will be an awards ceremony March 13 at 6:00 pm in the County Commissioners meeting

room to honor the deputies that were involved in the shooting incident in St Regis last March. There will be a ceremony held in Sanders County to recognize the Sanders County deputies that participated also. Ryan Funke reported that they have been dealing with thefts, burglary, and transients.

Kelly Dillon read the February Streets report. Roadways continue to be treated during inclement weather. Let it Snow! Staff has begun preparing the black top maintenance priority list for upcoming paving projects. Staff assisted a representative from the Global Company in making upgrades to the street sweeper. The computer system was thoroughly checked and updated and an electrical ground wire was installed and connected to deal with an issue with discharge of the batteries. All is good to go with the sweeper! Staff replaced several faded stop signs around town. A few new signs and posts have been ordered to have in inventory in case of emergency.

Wayne Cashman read the February Parks report. Staff is preparing plans and equipment for the beginning of spring cleaning in the parks. Rodney Goins reported that someone vandalized the skatepark by painting in the bowl. The paint has been removed and the incident reported to the Sheriff's Office. This is the first time for vandalism in the skatepark.

Scott Dodd, Fire Chief reported on the Fire Department February activity. 14 calls---6 EMS, 6 highway and 2 fires. 2 new EMT's. 2 firefighters have left the department due to relocating.

Bessie Spangler read the February sewer report. All routine sampling and testing are completed. Staff conducted approx. 2 locate requests for the month. During routine daily rounds, staff found a clogged pump at the final lift station. Staff were able to raise the pump, clear the blockage around the impellor, and place the pump back in service. Staff were notified of a sewer issue on Osprey Drive. Upon investigation it was found that the main line was backing up causing an issue in a nearby residence. Staff used the flush trailer to clear the line. Staff had Bill from superior septic clean the service line at the house as a precaution. All was returned to normal operation. Staff will clean the main in that area more often to prevent any further issues.

COUNCIL CONCERNS None

UNFINISHED BUSINESS

SIDEWALK ORDINANCE—DISCUSSION

Council reviewed and discussed the draft sidewalk ordinance and the changes to sidewalks width. Kelly Dillon made a MOTION to send the draft ordinance to the Town Attorney for review; Shirley Iwata seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

COUNTY DOG ORDINANCE—AMY PARKS, MC HEALTH DEPT AND SHERIFF RYAN FUNKE

Amy Parks, Mineral County Health Department emailed on the progress of a County wide dog ordinance, The group has hit a bit of a roadblock after the Commissioners meeting on Friday. Ryan Funke, Sheriff reported the group working on the County wide dog ordinance will be meeting again to work on options before coming back to the Council to present the plans and options. Dawn Terrill, County Commissioner, commented that MACO, County Insurance, turned down a request by the County for insurance coverage for a holding kennel and volunteers. She asked for help from the town and ideas from the town. The Town's insurance only covers the Town. The Town has not had to hold a dog for a long time. The Facebook page for lost pets has helped dogs running around town get home quickly. Per ordinance if the Town holds a dog, it is

for 72 hours, if the dog cannot be reunited with the owner then dog is either euthanized or transported to the Human Society in Missoula. If there is a dog bite the Town does not quarantine the dog. The owner is required to quarantine the dog, as they know the dog and if the dog acts oddly or is sick.

#### ORDINANCE REVIEW AND DISCUSSION-DUMPING AND LITTERING

Council reviewed and discussed the current garbage ordinance and the sections regarding dumping and littering. Council reviewed and discussed the ordinances from other communities. Council will review the Community Decay Ordinance. Tabled.

#### NEW BUSINESS

#### PUBLIC HEARING—WASTEWATER SYSTEM IMPROVEMENTS AND FUNDING

Mayor Phillips closed the regular meeting at 6:58 pm and opened the public hearing at 6:58 pm. Mayor Phillips stated that the purpose of the Public Hearing is to discuss and receive public comment on the wastewater system improvements project as well as the funding available to complete the project.

Chris Hayes, Engineer, gave an update on the wastewater improvements project. Completed Preliminary Engineering Report in May 2022, and applied for MCEP, RRGL, & CDBG grant funding. The report identified wastewater needs, prioritized alternatives, and funding options.

Continued to work with Town to acquire additional funding for the project.

We started with a design kickoff meeting to establish the scope of the project.

Design includes:

- Sludge removal, dewatering, and hauling for disposal at the Missoula County Landfill.
- Remove riprap, fix dike settlement areas, and reshape bottom of lagoons.
- Install synthetic lagoon liner, baffle, and full floor venting system.
- New aeration system and blower building.
- New water service for Headworks and UV Buildings.
- New Headworks building in front of centralized lift station to remove debris and protect pumps and aeration diffusers – Additive Alternate 1

95% Design plans, contract documents & specifications sent to MDEQ/SRF in October 2024 and RPA met with Town to review design. Received comments back from SRF.

RPA is responding to MDEQ/SRF comments, providing deviations, and contacting permitting.

RPA is performing an in-house QAQC.

Updated Engineering Cost Estimates showing additional SRF grant/loan is needed to construct headworks building. Reminder that engineering construction cost estimates are just estimates from previous bids and manufacturer pricing. Town will not know the actual cost for construction until bids for the construction are received from contractors. We will contact qualified bidders at bid time to drum up interest.

Plan to go to bid in April 2024 once we receive MDEQ/SRF approval and CDBG environmental has been completed.

Once bids come in, the Town will have to decide which parts of the project to award.

Need to complete engineering bidding and construction administration/inspection contracts.

Start construction around July 2024, depending on contractor schedule. Completed by September 2025.

Estimated 270 calendar days of construction. Assume a winter shutdown.

Funding: Town & Competitive ARPA, County ARPA, MCEP, RRGL, CDBG, Local Funds, SRF grant/loan.

Projected rate increases per approx. Engineering Cost Estimate on 3 options—

1. Lagoon improvements without the headworks
2. Lagoon and Headworks with SRF loan and no forgiveness for part of loan.
3. Lagoon and Headworks with SRF loan and forgiveness for part of loan.

Total Budget \$6,672,931

**Option 1:** Do not award Additive Alternate 1: Headworks building, \$62,850 loan required, no rate increase because the town has sufficient rates to pay for the very small loan.

**Option 2:** Award entire project, no SRF forgiveness, 30-year SRF Loan \$1,998,636, Approx. rate increase \$17.77.

**Option 3:** Award entire project, SRF forgiveness \$750,000, 30-year SRF Loan \$1,248,636, Approx. rate increase \$10.75.

Will not know about the forgiveness of part of the SRF loan until farther along in the process. Chris Hayes stated that he has been responding to DNRC, SRF and DEQ questions about the project.

Chris Hayes stated that the Project will be bid in April. They will be working on getting as many bids as possible. After the bids are received the Council will decide whether to award the project for the improvements with the headworks or without the headworks.

Rodney Goins stated that he walked around cell one of the sewer Lagoon picking up trash consisting of wipes, food wrappers, etc. Wayne Cashman asked if the headworks will include a grinder? Chris Hayes replied yes. Brenda Schneider asked when the town will get confirmation that the town is on the SRF priority list for a loan? Chris Hayes replied that by submitting the application, which has been done, the town started the process and we should hear within the next two months. Wanda James commented that she has talked with citizens about their concerns about a rate increase. Brenda Schneider reported that over the last 40 years there have been 4 sewer rate increases 1993, 1995, 2005 and 2017.

No other comments.

Mayor Phillips closed the public hearing at 7:16 pm and opened the regular meeting at 7:16 pm.

#### MINERAL COUNTY RECREATION CLUB—USE STREETS FOR ST PATRICK’S DAY FUN RUN

Mineral County Recreation Club requested approval to use the streets for the Clubs’ St Patrick’s Day fun run. The race will start at 2:00 and is 3k. They will have road-crossing assistance set up at the corner of 4<sup>th</sup> Ave E and Maple St. The Clerk reported that the group has added the Town as an additional insured for the event. Council discussed the request and the route of the race.

Wanda James made a MOTION to approve the use of the town streets for the Mineral County Recreation Club’s St Patrick Day fun run; Stephanie Quick seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

#### OLD SCHOOLHOUSE CAR SHOW REQUEST TO CLOSE STREET

Mike Curtin, Old Schoolhouse Car Show, requested approval to close 3<sup>rd</sup> Ave E River Street to Cedar Street and 2<sup>nd</sup> Ave E from River Street to the alley by the fire hall for the car show on June 1. Council discussed the request. Shirley Iwata made a MOTION to approve the request to close 3<sup>rd</sup> Ave E River Street to Cedar Street and 2<sup>nd</sup> Ave E from River Street to the alley by the fire hall for the car show on June 1; Kelly Dillon seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

#### CLEAN UP DAY—SET DATE

Council discussed setting the date for the annual Clean-up Day. Last year Clean-up Day was May 13, 2023 from 9 am to 1 pm. Wanda James made a MOTION to set Clean-up Day for May 11, 2024; Bessie Spangler seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye. Clean up day will be 9-1. Pickup at residences will be limited to appliances and large furniture only. Discussed contacting Don Mellen about picking up appliances and scrap iron. If he will not pick up the appliances and scrap iron the Town will have to reconsider accepting appliances and scrap iron.

#### RESOLUTION NO. 546 STAFF PARTICIPATE DURING CLEAN UP DAY

Mayor Phillips read Resolution No. 546 Authorizing Staff, Mayor and Council to participate in the Town Clean-up Day on a volunteer basis. The resolution makes sure they are covered by liability and worker's compensation insurance during the clean-up day. Shirley Iwata made a MOTION to adopt Resolution No. 546 authorizing Staff, Mayor and Council to participate in the Town Clean-up Day on a volunteer basis; Stephanie Quick seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye. The Clerk will request approval from MMIA for the worker's compensation insurance coverage for the volunteers for clean-up day.

#### SNOWPLOWING PROCEDURES

Council reviewed and discussed the snowplowing procedures as recommended by Rodney Goins, as presented at the last meeting. Wanda James made a MOTION to approve the snowplowing procedures: Snow will be plowed in a manner that will not obstruct traffic flow on a normal basis. The center of the roadway will be plowed first. The snow will be pushed from the center-line. The discharge shall go onto the Town right-of-way area of the street. There is no practical method for the Town to prevent snow from filling the end of driveways as the plow passes by. Town right-of-way, extends approximately ten feet beyond the curb location. The intent of right-of-way is to provide room for snow storage and utilities. The residents will also have certain responsibilities. These include clearing their own driveways and private sidewalks, clearing areas for refuse containers and clearing around fire hydrants adjacent to or located upon their property. These areas must be cleared without depositing any snow into the street. It is prohibited to blow, shovel or plow snow back onto, or across any Town Street. Kelly Dillon seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-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 reports and ACH.  
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.  
Prepared and mailed monthly statement for 50/50 sidewalk fee.  
Work on draft sidewalk ordinance.  
Submitted Resolution for Local Government Review Election with M.C. Elections Administrator  
Prepared and posted budget amendment for grant.  
Receipt and post 1<sup>st</sup> draw for CDBG-CV grant funds.  
Prepare Clean-up Day resolution for staff to volunteer during Clean-up Day.  
Research littering and dumping ordinances to review with the Town.  
Codify new Floodplain ordinance.  
Uploaded new Floodplain ordinance to website.  
Work on all of the grant files.  
Work on preliminary budget information.  
Prepare notice and advertise public hearing on the sewer project.  
Upload the public hearing notice to the website.  
Prepared and submitted Pollution Insurance renewal application and supporting documents.  
CDBG Planning Grant—Food Bank—Start up call with the State.  
Prepared and submitted start up documents for CDBG Planning Grant—Food Bank to the state.  
Work on the HB355 SLIPA funding application.  
Conference call with state on the HB355 SLIPA funding.  
Administered Oath of office for Ward 3 Councilor  
Filed the Ward 3 Councilor Oath of Office with MC Elections Administrator.  
Completed changes to draft sidewalk Ordinance per Council.  
Prepared and mailed quarterly newsletter.  
Uploaded quarterly newsletter to website.  
Cyber Security table top exercise and training online.  
Reviewed and submitted Draw #2 for the CDBG-CV grant to the state.  
Work with Emily Park, MCEDC, and Pool in the Park group about a CDBG planning grant  
Prepared & submit letter to CDBG--Town has the capacity to administer a 2<sup>nd</sup> Planning Grant.  
Work with engineer on generator project for HB355 funding.  
Work with CDBG regarding planning grant for Pool in the Park PAR.  
Prepare letters to CDBG regarding the planning grant for Pool in the Park PAR.  
Work with Engineer on CDBG startup documents for sewer project.

#### CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented Town Claims 378873-37924 in the amount of \$46,664.28 on March 11, 2024, February financial Report, February Cash Reconciliation, February Pledge Securities, February Journal & UB Vouchers, and

February Budget Reports; Wanda James seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

ADJOURNMENT

There being no further business before the Council Shirley Iwata made a MOTION to adjourn until the next regular meeting April 8, 2024; Wayne Cashman seconded. MOTION passed 6 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk